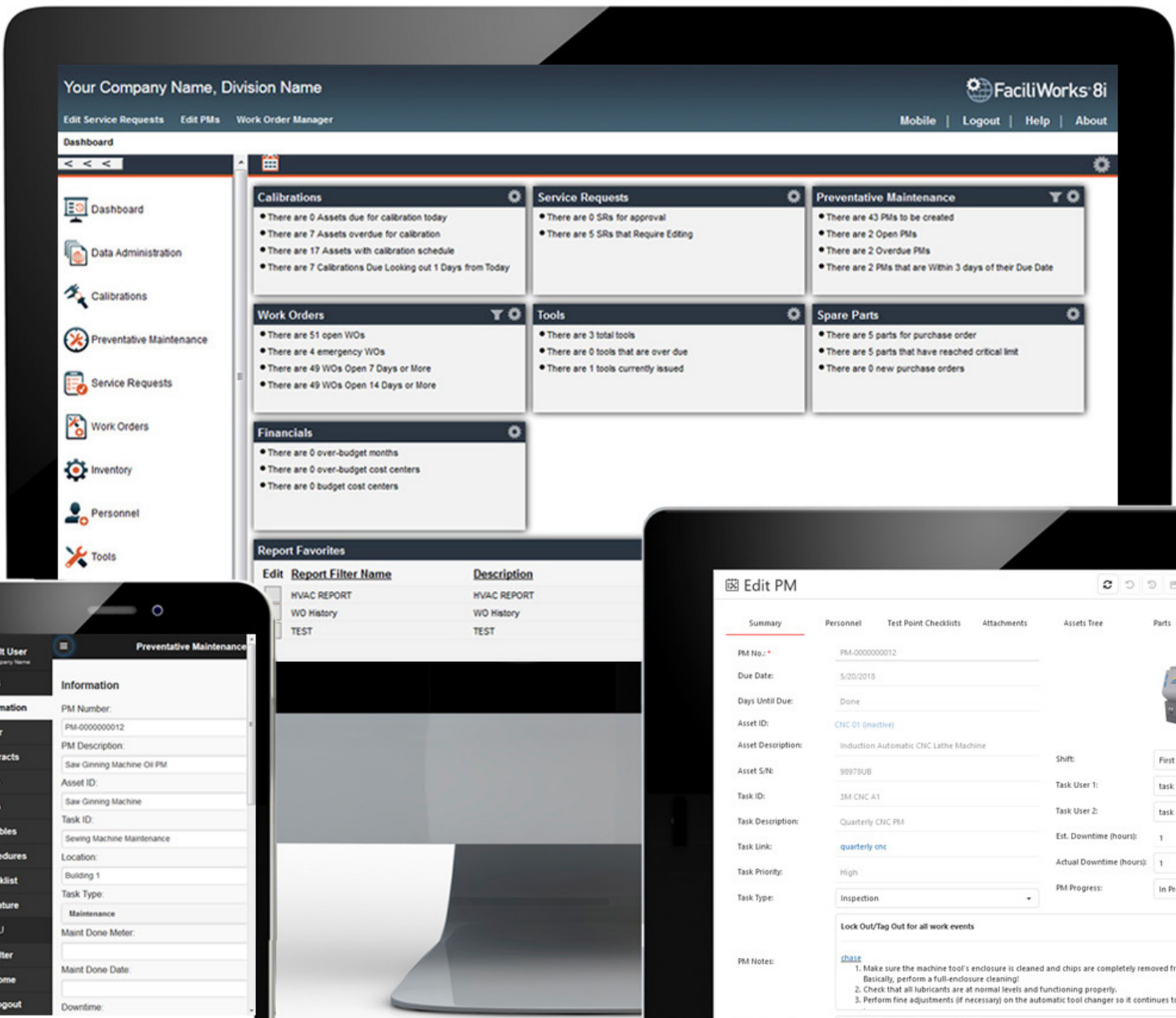


# FEATURES

FaciliWorks is web-based CMMS software, available in Essentials, Pro and Enterprise versions. Any version can be deployed as a hosted or on-site server solution.

FaciliWorks isn't module-based, which means that we won't nickle and dime you on "extras" like some of the others do. FaciliWorks manages assets, maintenance, tools, suppliers, personnel and so much more.



## FACILIWORKS 8i PRO & ENTERPRISE

FEATURES IN RED ARE SPECIFIC TO ENTERPRISE

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### FLEXIBLE INSTALLATION OPTIONS

- Local client server install
- CyberMetrics' hosted server option (Software as a Service)
- CyberMetrics manages FaciliWorks installation and updates
- 99.9% uptime
- Real-time access
- SSL Web encryption
- AICPA (formerly SAS 70) certification of the hosting data center

### ACCESSIBILITY

- Web browser agnostic
- Access from iOS, Android or Windows

### MOBILE INTERFACE

- Access, edit, close and create work orders
- Access, edit and close preventative maintenance orders
- Update meter readings
- Barcode scanning and talk-to-text capabilities

### STANDARDS COMPLIANCE

- ISO 9001:2015
- IATF 16949:2016
- ISO 13485:2016
- AS9100
- FDA 21 CFR Part 11

### DASHBOARD

- Current system status monitoring
- Ability to configure Dashboard detail
- Favorite Reports listing provides quick and easy access to your most commonly utilized reports

## FACILIWORKS ESSENTIALS

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### FLEXIBLE INSTALLATION OPTIONS

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- CyberMetrics' hosted server option (Software as a Service)
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- 99.9% uptime
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### ACCESSIBILITY

- Web browser agnostic
- Access from iOS, Android or Windows

### MOBILE

- Responsive mobile web application which does not require download or pre-installation; streamlined, consolidated interface is perfectly suited for field technicians, as it provides access to service requests, CMs and PMs and quicker access to records with mobile barcode support.

### STANDARDS COMPLIANCE

- ISO 9001:2015
- IATF 16949:2016
- ISO 13485:2016
- AS9100

### DASHBOARD

- Quickly monitor service requests awaiting review
- Ability to configure Dashboard detail using color coding and defining thresholds
- Separate listings distinguishing your assigned work events versus all other events
- Monitor parts &Z critical parts that need to be reordered

## HIERARCHICAL NAVIGATION MENU

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### TABBED DATA SCREENS

- Speedy and consistent data entry

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- Speedy and consistent data entry
- Ability to add pictures for parts and assets
- Include working hyperlinks for quick access to information outside of Essentials

### REQUIRED FIELDS

- Mark various fields as required, thus preventing the entry of incomplete PM, WO and asset records

### REQUIRED FIELDS

- Mark various fields as required, thus preventing the entry of incomplete service requests and corrective maintenance records

### MAINTENANCE JOB CALENDAR

- Includes work orders and preventative maintenance
- Drag & drop scheduler - assign a date on which a staff member/technician will complete a PM/ WO and assign/ reassign PM and WO events to any staff member on any day to quickly and easily balance work load hours among the staff

### MAINTENANCE JOB CALENDAR

- Includes corrective and preventative maintenance
- Update due dates
- Assign and reassign personnel labor
- Subscription read-only access to the PM/CM calendar via Microsoft Outlook

### KEY PERFORMANCE INDICATORS (KPIs)

- KPI graphs can be filtered by various criteria; expand the view of a KPI, print the KPI, export the raw data that was used to calculate the KPI and rearrange the display of the four KPIs

### KEY PERFORMANCE INDICATORS (KPIs)

- KPI graphs can be filtered by various criteria
- Meaningful KPIs that assist users in determining if maintenance goals are being met
- User ability to select from several colorful and robust chart styles
- Export raw data used to calculate each KPI to CSV

## RECORD FILTERING

- Quick and advanced filters throughout all record areas
- **Mobile: filter by various criteria or through smart lists**

## ASSET RECORDS

- Detailed general asset information
- Warranty and service contract tracking
- Authorized person tracking
- Date-based, meter-based and seasonal PM scheduling
- Major asset event tracking
- Operating cost tracking
- Asset cloning
- File attachments
- Component hierarchies show the relationship between assets and their component parts
- Optional Calibration Management module allows for the assignment of calibration schedules
- **Asset Grouping: collections of assets can be seen only by a specifically designated set of users; management retains access to all records**

## PREVENTATIVE MAINTENANCE EVENTS

- Update and track labor, contractors, spare parts, tools, variables, procedures and checklist items
- Attach image or text file documentation to procedures
- Define checklist steps with the option to require an acknowledgement or sign-off per defined step
- Electronic signing of PM records
- **Route PMs to allow for one PM Task to be performed against several assets under one PM event**
- **Multitask PMs allow for multiple PM Tasks to be performed against one asset under one PM event**

## RECORD FILTERING

- Quick and advanced filters throughout all record areas
- Predefined filters for users' most typical needs
- Ability to define, save and name custom filters

## ASSET RECORDS

- Detailed general asset information
- Asset picture assignment carries over to PM, CM and service request events
- Warranty and service contract tracking
- Operating cost tracking
- Asset cloning
- File attachments
- Component hierarchies show the relationship between assets and their component parts
- Identify assets as equipment, facility or tool for specific classification needs
- Link to external web-based information per asset
- Classify assets as calibration reference standards
- Sub-status assignment allows for infrequently used assets to continue to be regularly maintained

## PREVENTATIVE MAINTENANCE EVENTS

- Update and track internal or external labor, spare parts, attached procedural documentation and robust checklist items
- Attach invoices and other documentation specific to a PM event
- Assign PM events to a shift and/or specific internal or external labor
- Update PM progress status to ensure management is aware of daily status updates
- Assign links to external Web sources
- Running tally comments are stamped with date, time and user
- Define checklist steps with the option to require an acknowledgement or manager sign-off per defined step along with the ability to define and track calibration measurement test points
- Create a CM from a PM to track additional work that is outside the scope of the PM

## UNSCHEDULED WORK ORDER EVENTS

- Update and track labor, contractors, spare parts, tools, variables, procedures and checklist items
- Attach image or text file documentation to procedures
- Optional electronic signing of work order records
- Email notifications for newly created and completed WOs
- In or out of asset warranty notification allows you to determine whether internal technicians or contracted warranty technicians should be performing the unscheduled work
- **Multitask WOs allow for the creation of one WO that contains several assets and tasks assigned against those assets**

## SERVICE REQUESTS

- Approval process option for SRs to become WOs
- Certain information can be designated as required in order to submit a service request
- Email notifications of SR creation, completion and status

## SUPPLIER RECORDS

- Manage supplier records to ensure correct tracking of assets, asset warranties, parts inventory and tools

## TOOL CRIB

- Manage a tool crib(s) by issuing and returning tools
- Track the issue history per tool
- Develop a list of tools used per asset based on WO history

## CORRECTIVE MAINTENANCE EVENTS

- Update and track internal or external labor, spare parts, attached procedural documentation
- Attach invoices and other documentation specific to a CM event
- Email notifications for CMs created via service request submission
- Requirement to provide certain information in order to complete a CM
- Assign PM events to a shift and/or specific internal or external labor
- Update PM progress status to ensure management is aware of daily status updates
- Assign links to external Web sources
- Running tally comments are stamped with date, time and user

## SERVICE REQUESTS

- Approval process option for SRs to become CMs
- Ability for reviewer to electronically send an SR back to the requester to provide additional information
- Certain information can be designated as required in order to submit a service request
- Email notifications of service request creation, completion and status
- Personalized user view of service requests that automatically separates your open requests from your completed requests

## SUPPLIER RECORDS

- Manage supplier records to ensure correct tracking of assets, asset warranties and parts inventory

## INVENTORY MANAGEMENT

- Establish and manage a supplier list
- Alternative part management
- Track and update part quantities in stock and establish reorder points and minimum quantities in stock
- Assign parts to multiple warehouses
- Receive and use parts on the fly
- Create and manage POs and include non-stocked parts (when necessary) on purchase orders
- File attachments
- Maintain and optimize inventory with EOQ analysis: Weighted Average, FIFO or LIFO

## PERSONNEL MANAGEMENT

- Manage staff labor records
- Track labor hours including total, regular and overtime
- Apply craft codes to specific Staff ID records for appropriate PM and WO assignment
- Create and edit existing security groups and assign users to the groups to ensure access to areas and fields of information match the necessary user roles and responsibilities
- Ability to assign User IDs to a specific asset group

## REPORTS

- Asset, service request, preventative maintenance and work order reports spanning both open and completed events
- Print bar-coded asset, part and tool labels (compatible label printer needed)
- Export reports to .pdf, raw text and other formats
- Advance Preventative Maintenance Notification report
- Include company logo on all reports
- Enhanced series of reports allows you to save your search criteria and add that as a dashboard posted favorite, for easy, continued access to highly utilized reports
- Enhanced Reports display results in column-centric format for easy export to Excel

## INVENTORY MANAGEMENT

- Establish and manage a supplier list
- Track and update part quantities in stock and establish reorder points and minimum quantities in stock
- Assign parts to asset facility locations
- Receive and use parts on the fly
- File attachments and assign a picture to each part
- Project PM part quantity needs

## PERSONNEL MANAGEMENT

- Manage both internal and external labor resource records
- Track both internal and external labor hours including total, regular and overtime
- Create and edit existing security groups and assign internal and/or external personnel to the groups to ensure access to areas that match the necessary personnel roles and responsibilities
- Assign an image to each personnel record
- Define and track personnel training events
- Establish which personnel can review PM checklists

## AD HOC REPORTS

- Export report information directly from a specific record area either out to MS Excel or out to a formatted report
- Select which portions of the formatted report data to print
- Export reports to .pdf, raw text and other formats
- Auto-emailed Advanced Preventative Maintenance Notification Report
- Auto emailed PM Overdue Listing Report
- Batch print PM/CM forms directly from the PM/CM area of Essentials
- Include asset image on printed PM/CM form
- Reports display in an separate tab, allowing users to keep a report open while navigating through the main application and maximizing dual-monitor environments

- Reports open in an separate window, allowing users to keep a report open while navigating through the main FaciliWorks application and maximizing dual-monitor environments
- Custom report designer allows customization of default reports
- The optional Calibration Management module allows for the printing of calibration labels (compatible label printer needed) and the generation of calibration reports spanning both open and completed events

## HIGH LEVEL CONFIGURATION OPTIONS

- Define Work Order, Purchase Order, Service Request and Asset numbering schemes
- Institute user password minimum requirements
- Select color theme options
- Assign shortcut navigation links
- Hide areas of the application that you don't use
- Customize how text displays throughout program
- Enabling of the Advanced Audit Log (date- and time-stamping of all record modifications)
- Hide fields or make them read-only
- Active Directory integration
- Decide between a global or per-user view of FaciliWorks; global settings are used so that every user has the same setup for easy portability; personal settings are used so that each user can have customized settings for a more efficient application
- Workflow allows for email notifications based on client configured business rules

## LANGUAGE OPTIONS

- English; Spanish; Can be adapted to Chinese, French and German through Google Translate

## HIGH LEVEL CONFIGURATION OPTIONS

- Institute user password minimum requirements
- User profile-based color theme options
- Hide areas of the application that you don't use
- Fields with managed list values
- Enable option to automatically create PMs on a regular basis
- Admin-specific portal allows IT to deploy and manage Essentials sites

## ADDITIONAL MANAGEMENT UTILITIES

- Archive Service Request, CM or PM events
- Asset import using the provided import template

**Get your free web demo today and we'll show you how FaciliWorks will help you master your facility's maintenance.**

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