



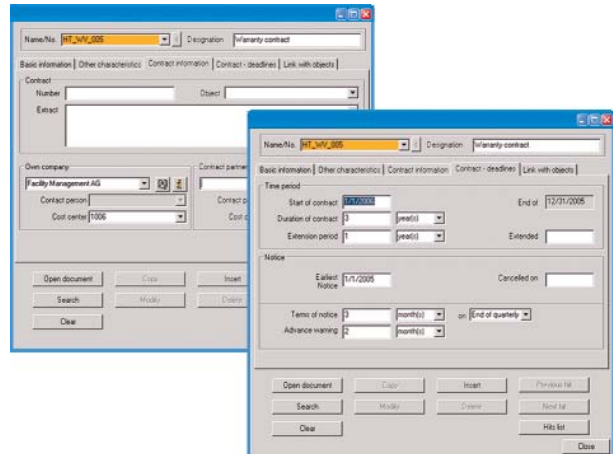
■ Document management

The facilities manager faces a large number of documents such as drawings, contracts, records, check-lists and evaluations that he has to handle. In order to retrieve these documents easily and quickly, he needs a tool to efficiently structure and file them.

speedikon® FM Document management is an effective and user-friendly tool used to structure and manage any documents and types of documents alphanumerically and graphically. Thus, it guarantees an overview of large amounts of information.

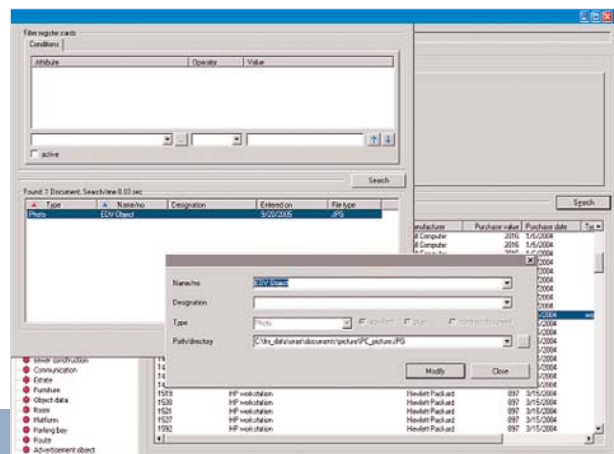
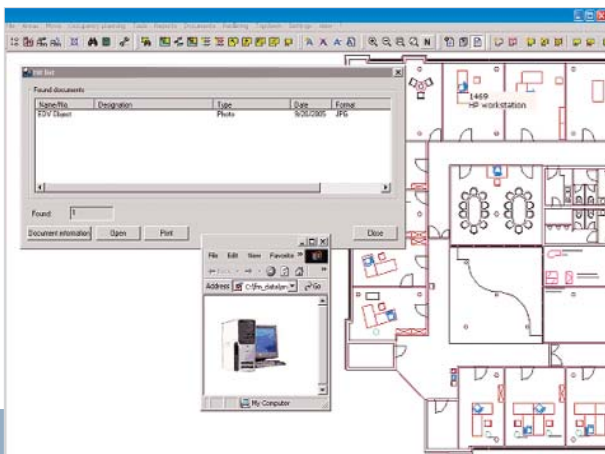
The documents are assigned to one or more objects and to different types of process data. In this way they can be retrieved from anywhere in the system; access to the documents is possible either object- or process-oriented.

If the document is linked to an object, which is available as a graphical object, the document can be opened via the graphics functionalities. The special cursor representation shows immediately which objects in the graphics have got document attached. The documents are equipped with additional attributes which, on one hand, characterise the particular



document and, on the other hand, can be used as search criteria. With special document types, such as contracts or plans, additional index cards exist, allowing to document dates and deadlines of contracts among other terms and conditions. The dates and deadlines entered are the basis for tracing appointments.

By integrating the documents in the search engine, they can be traced easily and quickly according to subjects without the time-consuming search of files. Thus, the entire work flow is optimised.





Document management

- filing and managing any kind of document
- management of text documents (MS office formats), pixel drawings (all formats), videos, vector graphics (plans, drawings), scans, pdfs
- links to any object and object type like building, inventory, technical objects, contracts, work orders etc.
- attributing documents with the respective type, author, creation date, free properties, properties designed for the document type
- attaching dates and deadlines for tracing appointments including advance warning
- configurable index cards to display documents linked to all types of objects
- user-friendly functions to create and assign documents to objects
- user-friendly functions to create and assign documents within the graphical module
- powerful search engine, real estate comprehensive search with hitlists including links to the graphical module, also via the properties of the document
- direct access to documents via the graphics
- dynamic cursor indicating linked graphical objects in the graphical module