

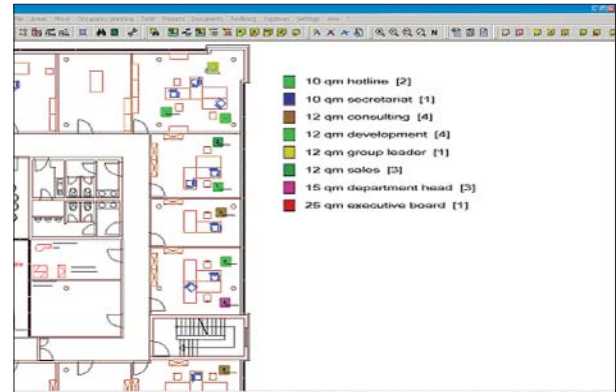


Inventory

Inventory such as furniture, EDP devices, etc. are part of the fixed assets of a company. The value can only be judged and sustained properly if the inventory objects are documented. This is particularly important if furniture and EDP devices are regularly moved together with the employees. To retrieve the furniture it has to be identified distinctly. The fixed assets are documented as individual objects within the *speedikon*® FM Inventory management; a whole range of attributes may be used suitable for each object type. To support the inventory process *speedikon*® FM solutions for the use of barcode scanners may be integrated.

Occupancy planning

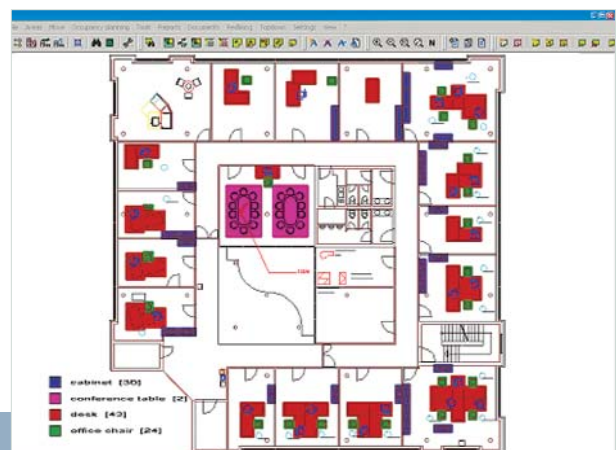
Alongside the inventory and cost centre allocation to rooms and areas the allocation of personnel is a major part of the system. This is especially true if personnel data are the leading data with regard to cost centre allocations. *speedikon*® FM Occupancy planning allows for the allocation of graphical personnel objects in combination with the corresponding workplaces to the rooms. The occupancy planning is optimised by target/actual comparisons concerning the ideal number of workplaces in the offices and by analysing the spaces required.



Move management

speedikon® FM Move management focuses on the layout planning and supports the entire relocation process. If different alternatives are to be planned, the corresponding floor plans are created as variants and can be used for planning. Objects can be moved across sites for example from plan A to plan B. Relocations are documented, lists of objects to be moved as well as check lists, labels for boxes and the creation of new doorplates facilitate the coordination of any relocation process. A web based application supports the whole move process and helps to improve the communication among different departments. This application includes processes such as the moving request, the authorisation and the spreading of information to the people concerned.

Object number	Object name	Manufacturer	Year of construction	Purchase price	Site
Space 3101/Office					
1401	desk	ATF (China-Furniture)	10/2002	150	
1402	desk	ATF (China-Furniture)	10/2002	150	
1403	office chair	ATF (China-Furniture)	10/2002	250 € 30	
1404	office chair				
Space 3102/Office					
1405	desk	ATF (China-Furniture)	10/2002	150	
1406	desk	ATF (China-Furniture)	10/2002	200	
1407	office chair	ATF (China-Furniture)	10/2002	250	
1408	office chair				
Space 3103/Office					
1409	desk	ATF (China-Furniture)	10/2002	150	
1410	desk	ATF (China-Furniture)	10/2002	150 € 30	
1411	office chair	ATF (China-Furniture)	10/2002	250 € 20	
1412	office chair				
Space 3104/Office					
1413	desk	ATF (China-Furniture)	10/2002	150	
1414	desk	ATF (China-Furniture)	10/2002	150	
1415	office chair	ATF (China-Furniture)	10/2002	250	
1416	office chair				
Space 3105/Office					
1417	desk	ATF (China-Furniture)	10/2002	150	
1418	desk	ATF (China-Furniture)	10/2002	250	
1419	desk	ATF (China-Furniture)	10/2002	150	
Space 3106/Office					
1420	desk	ATF (China-Furniture)	10/2002	150	
1421	desk	ATF (China-Furniture)	10/2002	250	
1422	desk	ATF (China-Furniture)	10/2002	150	





Inventory and move management

- interactive graphical and alphanumerical processing
- planning and coordinating of moves across real estates
- creation of individual graphical catalogues e.g. for furniture, technical equipment and EDP devices
- creation of intelligent catalogues (additional assignment of attributes to inventory objects, storage of object operations, e.g. allocation to a certain layer)
- positioning and copying of inventory
- graphical modification functionalities (move per drag & drop also across different floor plans, copy, move into a repository or abandonment and deletion of inventory objects)
- free object labelling for overview drawings
- configurable object lists
- integrated management of variants
- project specific variants of one or more floor plans
- configurable relocation reports
- transferring back of variants into the stock according to freely definable roles (definition of object types)
- documentation of inventory objects such as furniture and IT equipment including graphical layout planning
- sophisticated index cards and properties depending on the object type of the inventory object

Occupancy planning

- graphical and alphanumerical planning and documentation of personnel allocation to rooms (moving in, relocation, moving out, change)
- free selection of graphical symbols for personnel via a catalogue
- control procedure for deleted, new and modified personnel data
- graphical occupancy plans
- determination and control of space needed for workplaces
- import and adjustments of personnel data using SAP-HR and other third-party systems
- creation of doorplates; room numbers, department, name of person
- alphanumerical relocation of personnel objects
- graphical selection and colouring of personnel objects according to defined properties