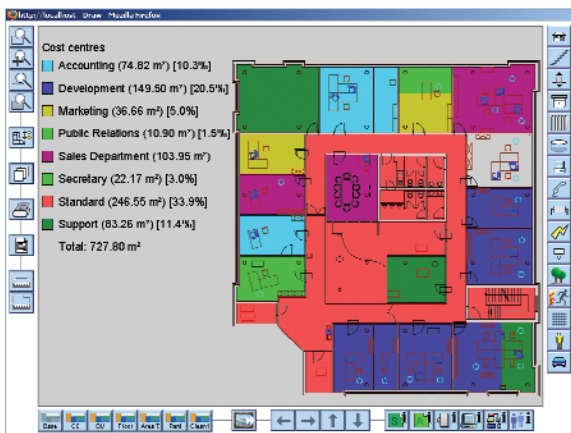


***speedikon*[®] SP Base**

**Spreading of information and
decentralised data administration**





Portals are electronic, web-based communications platforms, which are used in companies internally and externally for a range of services. speedikon Facility Management AG offers the software application *speedikon*® SP (Service Portal) which is a software that can function as a portal for a company or can be fully integrated into any existing portal of that company. The main focus of this application concerns all processes connected to operating buildings and technical installations.

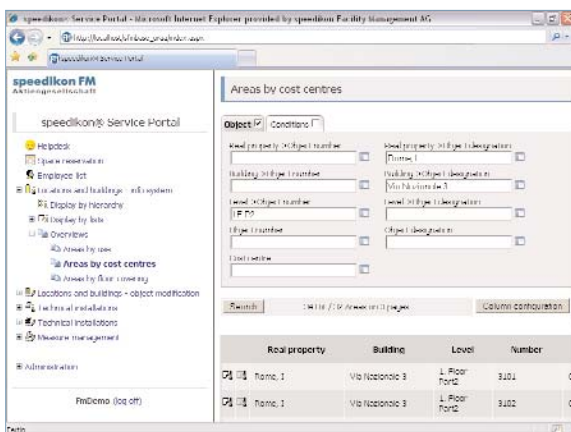
A portal is always a central entry point into the services and information of a company. The portal pages tend to be designed according to the corporate profile and layout. Generally, they should contain an easy way to navigate among the diverse range of services and applications. Electronic forms and workflows are often integral parts of the applications.

Aim of the use of portal applications is the improvement in communication, the spreading of data, as well as the simplification of processes. The introduction of portal solutions are often used by the companies to standardise certain services and process via a central tool. These can be a whole range of applications and services, for example reporting malfunctions, commissioning of moves, reservation of conference rooms, ordering of services, etc. Experience shows that tasks can be better planned and processed more efficiently when using such a tool.

Typical areas of application in the portal are used for the spreading of information and for making certain data available to all employees of the company. In the area of the facilities management these include a phone book, ordering of material, technical objects, rental cars, conference rooms, parking spaces, a helpdesk, provision of building and floor plans including further information to the buildings and installations, cleaning plans and much more.

In addition to the pure information portal, the solutions are also suitable to organising data maintenance more decentralised. In this way, the master data of building objects and technical installations can be entered by the person responsible at the site. Further areas of application are the supply and capture of real estate characteristic values and data for the condition assessments as well as the processing of orders and maintenance measures and the maintenance of the allocation of cost centres and organisational units.

speedikon® SP Base provides the basic functionalities for the service portal in the area of the facilities management. These basic functionalities can be complemented by any application module. For this, standard modules such as *speedikon*® SP Maintenance or *speedikon*® List of employees are on offer.



A central function of the basis is the provision of a login screen. The login uses the same mechanisms as the login to Windows. User group, user and password activate a certain user profile. This profile is used to determine which applications and functions a user is authorised to execute in the Service portal. Thus, many employees have solely reading access whilst other employees are allowed to enter and change data.

The use of single sign on at the start of the application considerably increases the user acceptance of the portals. The same technology should be used in the portals so that the user does not have to log in to any application within the portal.

The *speedikon*® SP Base provides the integrated search engine analogous to the windows application. The filter index cards allow the selection of data according to different criteria, via the hierarchy, according to direct properties and any condition. The column configurations can be complemented by direct and linked properties and can be saved user specifically. The results lists can be printed out in a configurable layout or can be exported to MS Excel.

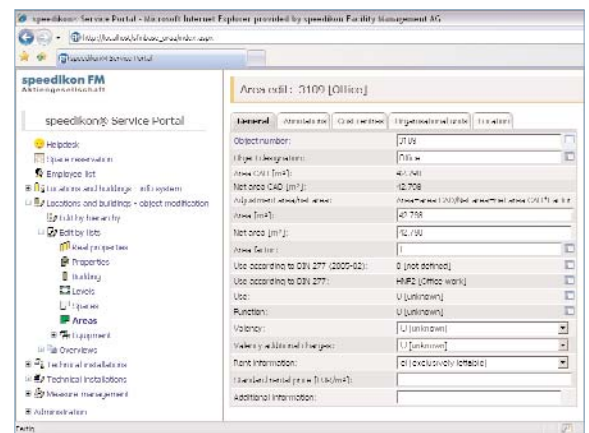
It is possible to show all building objects and technical installations via the search engine in the service portal. Provided that the user has adequate access rights, he can also modify data. The navigation to the desired object is being carried out via predefined object specific lists or via the hierarchy. The properties of the different objects are presented using thematically structured object information index cards. Depending on access rights the display is in read only or read and write mode.

Additionally, the graphical module is available in *speedikon*® SP Base. Depending on the needs and the authorisations, i.e. the user profile, the graphics can be displayed in the read only or read and write mode. Every authorised user can view the up to date plans of the buildings. Object information is also available. For a simple overview the graphics contains preconfigured graphical reports. For example, the user can view how areas are being used, what the current cost centre allocation is like and when which areas are being cleaned.

In the read and write mode of the graphical function the plans and the objects placed within the plans can be modified. These changes are carried out online, directly in the database. Thus, any user - no matter whether the users the windows or web-based application - will see those changes immediately.

For the display in the portal plans are being converted. If using only the read mode, it tends to be enough to have data updated daily. Thus, data being converted over night can be used. When using the write mode, only the base graphics is being converted over night; all database data is supplied online. When the plans are being converted, they are purged as well, to allow a quick display of the complete data without any loss in quality.

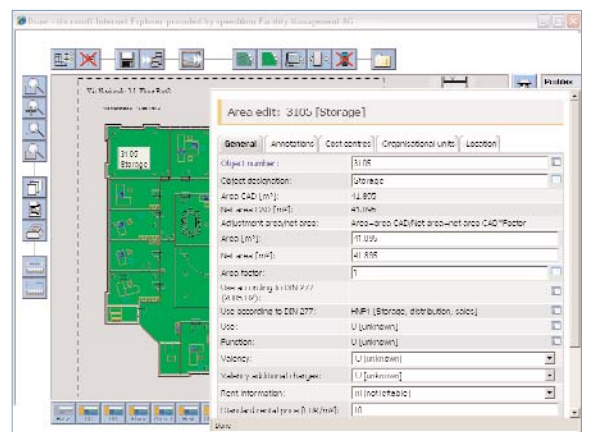
Calling up external applications out of the Service portal is possible as well as integrating the Service portal into already existing portals. The degree of integration can range from a simple link to a complete integration into the navigation and the portal.



If the *speedikon*® SP Base is established in the company, further applications can be acquired at little cost.

Especially tools used for the decentralised maintenance of objects and information can be realised easily and with a good return on investment. With these tools little to no training is necessary for the user since the applications are completely self-explanatory. Thus, costs can be cut in this area; for the use of the application, no know-how is necessary, so that less qualified employees are well able to fulfil different tasks. In this way, user acceptance of the new software is high.

The use of portal solutions improves the communication within the company and simplifies processes. Knowledge is spread more easily amongst employees.



Module description

- login functionality including single sign on within the portal based on the windows user management
- functions to change the password
- function to change personnel data of the person logged into the system

Integrated search engine

- filter index cards for the selection of search results via hierarchy, properties and freely definable conditions
- freely definable column configurations including possibility to save the configurations
- standardised export of the search engine to Microsoft Excel
- predefined print preview via the layout generator for printing search results
- navigation via lists and via the hierarchy
- call up of functions via icons or the context menu in the results list
- provision of preconfigured lists

Building objects

- display of building objects as well as inventory
- display of object properties using the object information index cards
- editing of building objects as well as inventory
- editing of the direct properties of the objects online directly in the database
- use of catalogues for property values defined in the windows application

Service installations objects

- change of service installations folders
- display of all service installations objects within a chosen folder with and without a location object
- editing of service installations objects within a chosen folder and folder comprehensively
- use of catalogues for property values defined in the windows application

Display of building objects and service installations objects via the graphics

- navigation to a plan via hierarchy and via lists
- function and buttons for switching-on and off of layers
- function for the use of frames for plans
- buttons for graphical reports of all area polygons within a plot according to cost centres, organisational units, use type according to national standard, floor covering, ability to let and full cleaning and sight cleaning
- functions to display the object information index cards of room, area, furniture, EDP-device, service installations object and personnel objects

Editing of building objects via the graphics

- functions as per display of objects
- functions to display objects which have documents attached
- function for saving a plan locally in the xml format
- function for saving an altered base graphics in the central directory
- functions for editing the object information index cards of room, area, furniture, EDP-device and personnel objects
- functions for generating and placing of furniture and EDP-devices

Editing of service installations objects via the graphics

- functions as per display of objects
- function for changing the service installations folder
- function for editing the object information index cards of service installations objects
- function for entering location symbols for service installations objects which have not been allocated a location

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