



## onSITE

**onSITE® is an innovative powerful and flexible Document Management System that delivers exceptional business value, cost savings and staff efficiencies, for Estates, Facilities and Property Asset Management departments. onSITE® scales and is flexible enough to cater from as little as 5 users for SME businesses and as many as 100's of users for large scale campus or property portfolio's.**



onSITE® provides a wide range of functionality within a single cost-effective solution including:

### **Electronic Document Management & Storage**

- Store site plans, O&M/H&S manuals, CAD drawings, emails, Tiff & jpeg images
- Provides 200 viewers for most format types
- Powerful multi-dimensional search capability
- Scan documents into onSITE® directly

### **Maintenance Management**

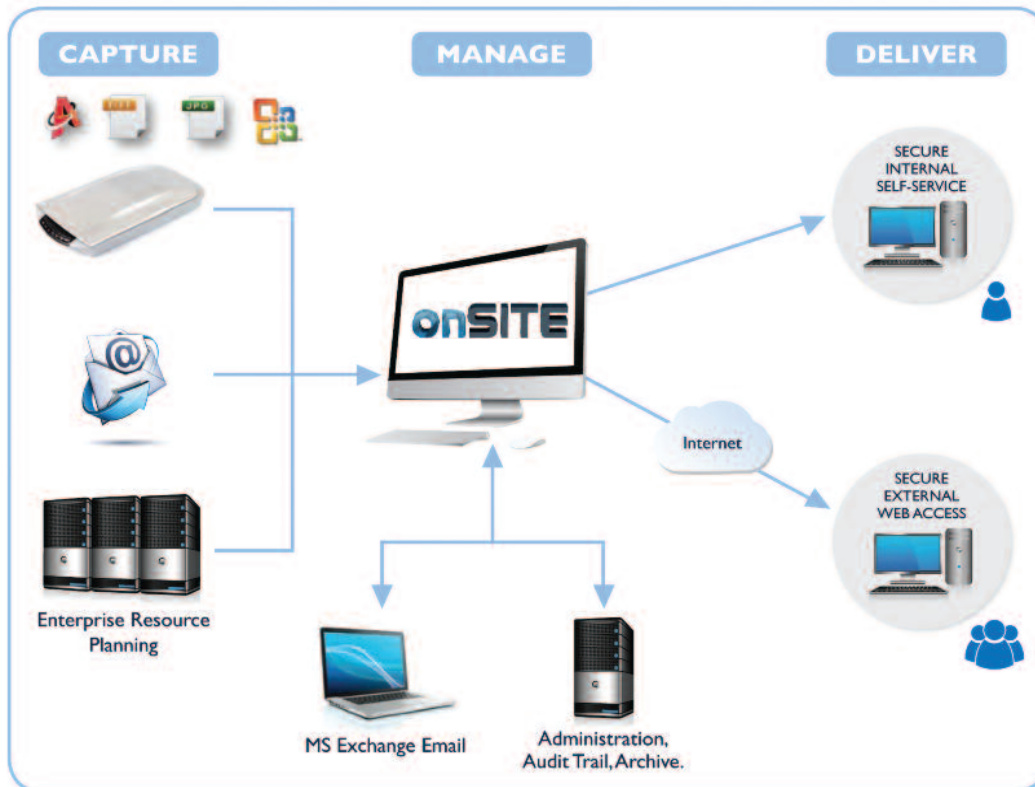
- Stores Maintenance schedules
- Enables collaborative Workflow for tasks
- Automated reminders for key tasks

### **Legionella, Asbestos, 5 Year Electrical Compliance**

- Stores key maintenance task/schedule information
- Enables secure third party access for surveyors
- Delivers repair or maintenance task workflow
- Stores everything in a single location

### **Key Benefits**

- Efficiency - Staff can address their core task and be much more efficient
- Space Saving – Storage needs are eliminated
- Accessibility - Documents can be found quickly
- Security – Information is stored in a secure repository
- Data Quality – Assured Version control
- Compliance – Departments meet regulatory needs
- Collaboration – Enables the secure sharing of data
- Integration – Fully integrates with MS Office and other ODBC compliant software
- Eco-Friendly – Delivers a 'Paperlite' environment
- High return on investment



## Asset Management

onSITE's capabilities can be extended to store and deliver Asset Management documentation, reporting on floor space utilisation against revenue, delivering reports to the executive on the returns of a portfolio. onSITE© can also report on component level information for Estates and Property Management to swiftly procure or source the correct component spares for replacement.

## Search and Storage Capability

onSITE© provides a powerful multi-dimensional search capability, enabling entire documents to be searched for words, phrases, notes, drawing numbers or key maintenance comments or observations.

onSITE© delivers the results rapidly and can be accessed remotely.

## Version Control

Version control can be an issue with vast amounts of paper documentation within a busy department. Ensuring the maintenance records are up to date is also vital.

onSITE© ensure version control is updated automatically across any action. Consecutive viewing can be enabled whilst a document is in edit mode.

## Audit Trail, User rights and Compliance

onSITE© delivers a fully compliant solution providing secure user rights for individuals, groups or departments. It complies with British Standards Institute BS 10008:2008 and The Civil Evidence Act 1995 (Evidential weight and legal admissibility of electronic information).

## Installation and Deployment

onSITE© can be delivered in a variety of ways, as a fully supported and maintained SaaS solution or as an 'on premise' solution within a department. Being a fully compliant ODBC solution, it can be fully integrated with ERP and other company systems (SAP, ORACLE etc) if desired. We tailor the installation to best suit our client's needs, and to deliver a very high return on investment.

*We decided to adopt the MDT solution due to the complete product and services portfolio the company could provide. We needed a solution to help maintain and improve the service we provide to the educational function central to the University*

*Debbie Carless, University of Bath*