

Fast Track PPM

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Fast Track PPM is a fully-featured and scalable maintenance management system.

- Schedule maintenance, service and inspection tasks in a matter of seconds
- Centrally manage and issue work orders
- Reduce costs and the time staff spend using software
- Provide a faster delivery of service and increase customer service
- Reduce errors throughout the entire maintenance process
- Use powerful reporting functions for better managerial decisions

Intelligent Scheduling

Scheduling planned maintenance tasks has never been easier. Fast Track PPM has been created with end-users in mind and the user-friendly interface and system Wizards make it one of the leading packages available today. The PPM Task Wizard allows users to create maintenance processes within seconds. A few simple clicks of the mouse can have the system scheduling works.

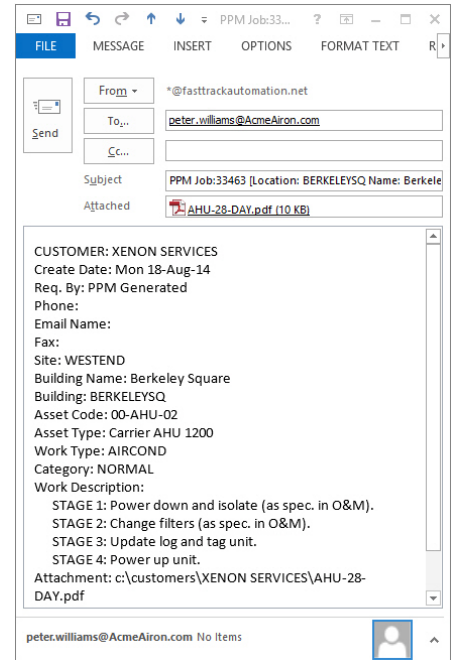
PPM Work Dates are set out in a graphical view to help quickly determine patterns and clashes. Work dates in the graphic view can be filtered by

in' to parts of the PPM plan and fine tune the actual work dates.

The Task Manager allows users create the perfect maintenance plan and maintain control over PPM processes, including suppression and timing options of individual jobs.

Monitoring

Issued maintenance tasks are automatically brought through to the Work Monitor section. Users can update the status of a job and Work Orders can easily be filtered to view all jobs of a certain type, for a specific building or for a particular contractor. Records are kept in an audit trail and after work is carried out all details are recorded, including meter readings and other test readings.



Jobs can be issued by print, email or both

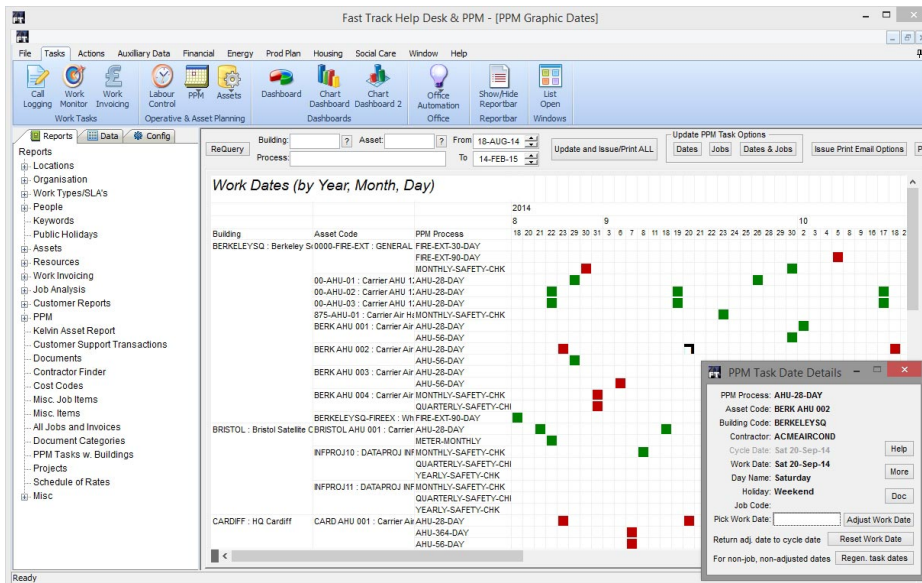
Automatic Issuing

Fast Track PPM can either print Work Orders or automatically email them to employees and contractors. Attachments can be added to emails, such as OEM maintenance manuals, Health & Safety Guidelines, Risk Assessments, etc. The optional **PPM Job Compression** mechanisms allow users to automatically pull together tasks for similar assets onto a single job, when they are on the same site or in the same building, and their tasks are on the same day.

Advanced Invoicing

Fast Track PPM will calculate the total cost for a job, including labour, parts and materials used

and will automatically create invoices for issue to customers.



The Graphic Dates view shows work detail and allows date adjustment. Dark colours indicate no job assigned, bright colours have jobs. Red indicates public holiday.

Building, Equipment Asset, Process and date range, and by using these filters, users can 'zoom

Fast Track PPM

Create a PPM Task by pairing an Asset and a Process, and adding basic data

- Choose Existing or New Asset
 - Use Existing Asset Create New Asset
 - Choose an Asset (you can also filter Assets by building and/or customer)
 - BERK AHU 002
 - Clear Filters
 - Type the name of a New Asset, and pick an Asset Type and Category
 - NEW ASSET NAME
 - and pick a Building and Customer for the New Asset
- Choose a PPM Process
 - Choose a PPM Process: AHU-28-DAY
 - Period Type: DAYS
 - Dflt. Periods: 28
 - Suppress.?: NO
- Pick the other basic data
 - Doubleclick to set the first Task Date: Mon 6-Oct-14
 - No. of periods (days, mnths, etc.) between tasks: 28
 - Pick the Contractor or Service Provider who will do the tasks: ACMEAIRCOND
- Check and Save the PPM Task

When you click the Save button, the data above will be checked and saved. If there are any issues with the data, you'll be told what to do.

Save

The PPM Task Wizard allows new tasks to be set up in seconds. Work dates and conflicts immediately appear in the PPM Graphics Dates view.

Parts, Labour, Misc. Items and Stock Control

The Work Monitor manages an extensive array of resources. It tracks all parts used on a job and which store they were taken from. Misc. Items can also be saved with their cost. Standard, overtime and double-time hours and costs are tracked for each resource assignment. The system automatically calculates labour, parts and materials costs, and a total for the job.

Stock levels and inventory are automatically updated: Fast Track PPM operates real time stock control so users can see inventory numbers fall with job usage and rise with deliveries.

Reporting

As Fast Track PPM keeps records of all works it is easy for managers to accurately plan for resources based upon past performance. Analysis of work commitments by resource can be used to reduce peaks and troughs in the maintenance plan, and decisions on life costs, replacement rationale, etc. can be assisted by reviewing the work history and cost history of individual assets. Many performance measurement and analysis reports are standard.

Labour Control

The Labour Control mechanisms within Fast Track Help Desk & PPM provide an intuitive and visual method to enable the planning of as-

signed and un-

signed work. The mechanisms allow the assign-

ment of jobs beyond contractors and service providers to individuals. The basic elements of the Labour Control mechanisms are:

- When jobs are created, they are automatically assigned to contractors and service providers, using the Work Types and SLA tables. Each job's labour code defaults to UNASSIGNED, and can be assigned to an individual in the Call Logging or Labour Control views.

- Jobs are assigned to individuals who are

Contractor	Labour Resource	Wed 4-Feb-09 AM	Wed 4-Feb-09 PM	Thu 5-Feb-09 AM
ACMEAIRCOND	BENJAMIN, BRIAN	London,32807:		
ACMEAIRCOND	BENJAMIN, BRIAN	London,32808:	London,32809:	
ACMEAIRCOND	CARSTAIRS, CARLO	London,32813:		
ADVANCEDAC	PHILLIPS, PETER			Cardiff,32812:
CLEANIT	CADOGAN, CATHY		Cardiff,32810:	
ELECTROBEST	DENNISON, PETER	Cardiff,32811:		

associated with service providers.

- Each assigned job has a work date which may be different to the create date, and a work date period, which is AM or PM.

- Assigned jobs can be given an estimated number of hours.

The above elements can be managed in the Call Logging view or the Labour Control view.

Find Out More

Fast Track Help Desk's mechanisms are broadly-scoped, being driven by the requirements of customers: to find out how it can provide an integrated solution to your help desk requirements, contact Fast Track Automation or an official partner.

Fast Track Help Desk & PPM - [PPM Task Manager]

File Tasks Actions Auxiliary Data Financial Energy Prod Plan Housing Social Care Window Help

Standard PPM Plan

Asset Code: BERK AHU 001
PPM Process: AHU-28-DAY
First Date: Thu 2-Oct-14
Period Type: DAYS
Cycle Periods: 28
Contractor: ACMEAIRCOND
Comments:

Monthly and Quarterly
Day of Month: 02

Annual
Month of Year: OCTOBER
Day of Month: 02

Timing Options
Weekdays: YES
Weekends: YES
Holidays: YES
Bump Direction: SPLIT
Fixed Floating: FIXED
New Fixed Date:

Miscellaneous Information
PTW Required: NO
PTW Code:
Out of Hours?: NO
Job Cost: 0.00
Work Type: AIRCOND
Estim Hours: 4.00
Risk Ass. Code:

Short Cycle Suppression
Use Supprsn?: NO
Suppressed By:
Misc. Information (Read Only)
Calc Hours: 0
No. Active Tasks: 0
Last Completed Date: Sun 21-Oct-07
Next Date:
Date Cycle Calc UpTo:
Last Fixed Date Todo:

Create Task
Save Task
Doc
Delete Task
Delete Task Dates

Asset Asset Type Building Customer Asset Cat. PPM Process

ReQuery: Find Tasks by: Asset Process Both #Query:

Asset Code	Asset Type	Building	Customer	Asset Code	PPM Process	First Date	PPM Process	Process Type	De
00-AHU-01	Carrier AHU 1200	BERKELEYS/XENON SERVI	FA	BERK AHU 001	AHU-28-DAY	Thu 2-Oct-14	AHU-28-DAY	M&E	28-Day Air
00-AHU-02	Carrier AHU 1200	BERKELEYS/XENON SERVI	FA	BERK AHU 001	AHU-56-DAY	Tue 30-Sep-1	AHU-364-DAY	M&E	364-Day Air
00-AHU-03	Carrier AHU 1200	BERKELEYS/XENON SERVI	FA				AHU-56-DAY	M&E	56-Day Air I
00-AHU-04	Carrier Air Handling U	BERKELEYS/XENON SERVI	FA				FIRE-EXT-30-DAY	SAFETY	30-Day Fire
00-AHU-05	Carrier Air Handling U	BERKELEYS/XENON SERVI	FA				FIRE-EXT-90-DAY	SAFETY	90-Day Fire
00-AHU-06	Carrier AHU 1200	BRISTOL CERES FOODS	FA				METER-MONTHLY	ENERGY	Monthly Mel
0000-FIRE-EXT	GENERAL	BERKELEYS/AMBERCOM	FA				MONTHLY-SAFETY-CH	SAFETY	Monthly Gei
0000AAA	Carrier AHU 1200	BERKELEYS/AMBERCOM	FA				QUARTERLY-SAFETY-CH	SAFETY	Quarterly G
875-AHU-01	Carrier Air Handling U	BERKELEYS/KELVIN CARRI	FA				YEARLY-SAFETY-CHK	SAFETY	Yearly Gen
BERK AHU 001	Carrier Air Handling U	BERKELEYS/KELVIN CARRI	FA						
BERK AHU 002	Carrier Air Handling U	BERKELEYS/KELVIN CARRI	FA						
BERK AHU 003	Carrier Air Handling U	BERKELEYS/KELVIN CARRI	FA						

Ready

The PPM Task Manager provides for sophisticated interval management, including suppression of coinciding dates (monthly suppressed by quarterly, etc.) and auto-avoidance of weekends, and public holidays.

www.FastTrackAutomation.com