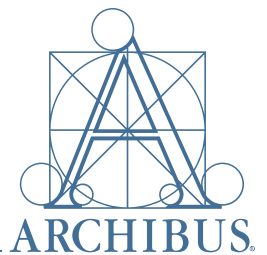


ARCHIBUS



**Total Infrastructure and Facilities Management
That Makes a World of Difference**



Product Overview

The #1 Solution for Total Infrastructure and Facilities Management in the World
Over 4 million users prove it daily—saving their organizations over \$100 billion annually

Product Overview Table of Contents

OVERVIEW

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ARCHIBUS PRODUCT OPTIONS

Enterprise



The world's most comprehensive facilities management solution for managing space totaling thousands to millions of square feet or meters *p.12*

Facil-o-tor™



The complete single site solution for managing facilities comprising fewer than 500,000 square feet (46,000 square meters) *p.12*

Express™



The small-office, single-user solution for managing facilities measuring less than 250,000 square feet (24,000 square meters) in size *p.12*

Web Central™



Harness the power of the Web to share information and distribute self-service work processes throughout your organization *p.14*

ARCHIBUS APPLICATIONS

Real Property & Lease Management



Track and evaluate your properties' operational and financial performance on an individual or portfolio basis *p.16*

Capital Budgeting



Master the capital budget cycle to achieve improved, centralized strategic planning across the organization *p.18*

Project Management



Manage projects, from an owner's perspective, so they are completed on-schedule and within budget *p.20*

Strategic Master Planning



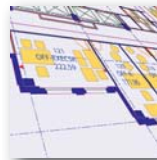
Align facilities and infrastructure development with plans by evaluating historical use and forecasting future needs *p.22*

Space Management



Manage space efficiency to decrease occupancy costs and optimize utilization through accurate chargeback *p.24*

Overlay with Design Management for AutoCAD® & Revit®



Link drawings to facilities and infrastructure data bi-directionally, synchronizing updates to each environment for improved accuracy and productivity *p.26*

Move Management



Streamline the entire move/add/change process, from single-person to multi-phased moves, to reduce costs and minimize organizational disruption *p.28*

Reservations



Simplify scheduling and management of shared use space to increase efficiency and optimize utilization

p.30

Hoteling



Optimize space usage, chargebacks, and moves for an increasingly mobile workforce and dynamic project teams

p.30

Furniture & Equipment Management



Monitor and control physical asset cost and utilization to increase organizational accountability

p.32

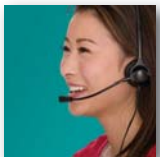
Telecommunications & Cable Management



Manage every aspect of your network infrastructure to facilitate planning, improve asset management, and enhance customer service

p.34

Service Desk



Provide a centralized, self-service portal for common service requests to promote organizational efficiency and reduce administrative costs

p.38

On Demand Work



Schedule, dispatch, manage, and report maintenance tasks efficiently using self-service capabilities to reduce operational costs and increase customer satisfaction

p.40

Building Operations Management



Track and manage on demand and preventive maintenance to improve work load balancing and decrease operating costs

p.42

Work Wizard



Streamline work order and help desk processing to improve efficiency and customer satisfaction

p.44

Emergency Preparedness



Ensure business continuity and expedited recovery in the event of a disaster

p.46

Condition Assessment



Create a central repository to effectively manage deferred maintenance liabilities and recommend corrective actions

p.48

Environmental Sustainability Assessment



Measure performance indicators and mitigate risk to raise the organization's environmental profile

p.50

Fleet Management



Optimize the utilization and performance of your mobile assets

p.52

Geospatial Extensions for ESRI



Link facility and infrastructure data with the intuitive power of geospatial technology to make informed decisions

p.54

SERVICES

- Software Subscription Program p.56
- Technical Support
- Professional Services
- Training
- On Demand and Hosted Solutions

COMPANY PROFILE

ARCHIBUS Inc. p. 57

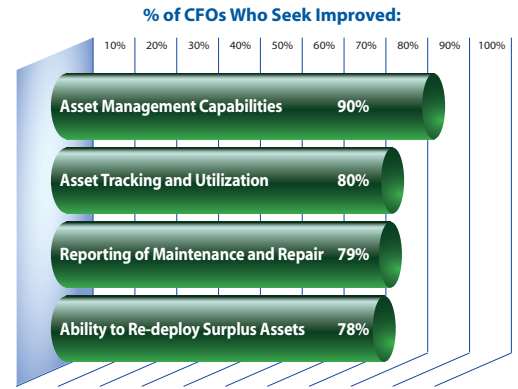
Seize the Opportunity to Transform Your Real Estate, Infrastructure, and Facilities Portfolio

If you are in a position to make decisions about assets, both spatial and physical, then you have the ability to profoundly improve your organization's bottom line.

Transform Instead of Conform

A survey of Chief Financial Officers (CFOs) reveals that many are not satisfied with their organization's current physical asset management capabilities. The vast majority of these CFOs say they need enhanced asset tracking and utilization, better maintenance reporting, and the ability to maximize the useful life of assets through redeployment.

With over 35% of an organization's total assets tied to the cost of real estate, infrastructure, and facilities, CFOs today, more than ever, seek to significantly improve asset utilization, operational efficiency, and ultimately increase shareholder value.



Intuitive Business Transformation™

Business transformation, risk mitigation, and asset optimization are significant and complex issues faced by organizations throughout the world.

The Intuitive Business Transformation capabilities of ARCHIBUS enable you to intuitively manage the results of your transformation activities, protect your assets, and optimize their rates of return by minimizing their Total Cost of Ownership. The net result is a tremendous gain in organizational productivity and profitability.

ARCHIBUS Makes Intuitive Transformation Possible

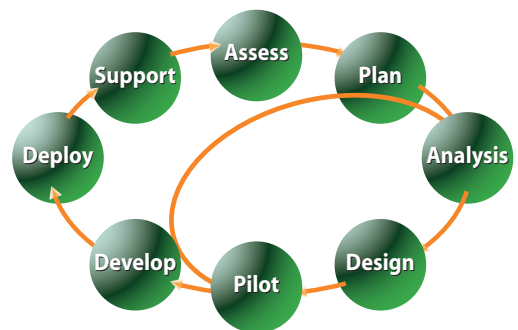


30-Day Rapid Deployment with ARCHIBUS Implementation Methodology™

Don't underestimate the role that experience plays in successfully implementing the necessary systems and processes to transform your real estate, infrastructure, and facilities portfolio.

The ARCHIBUS Implementation Methodology is based on ARCHIBUS, Inc.'s 25+ years of experience as a pioneer in the development of real estate, infrastructure and facilities automation solutions. It also aggregates the acquired deployment knowledge based on the best practices and benchmarks of our 4,000,000+ users. Today, you can successfully deploy an ARCHIBUS "commercial-off-the-shelf" solution in as little as 30 days.

30-Day Rapid Deployment with ARCHIBUS Implementation Methodology



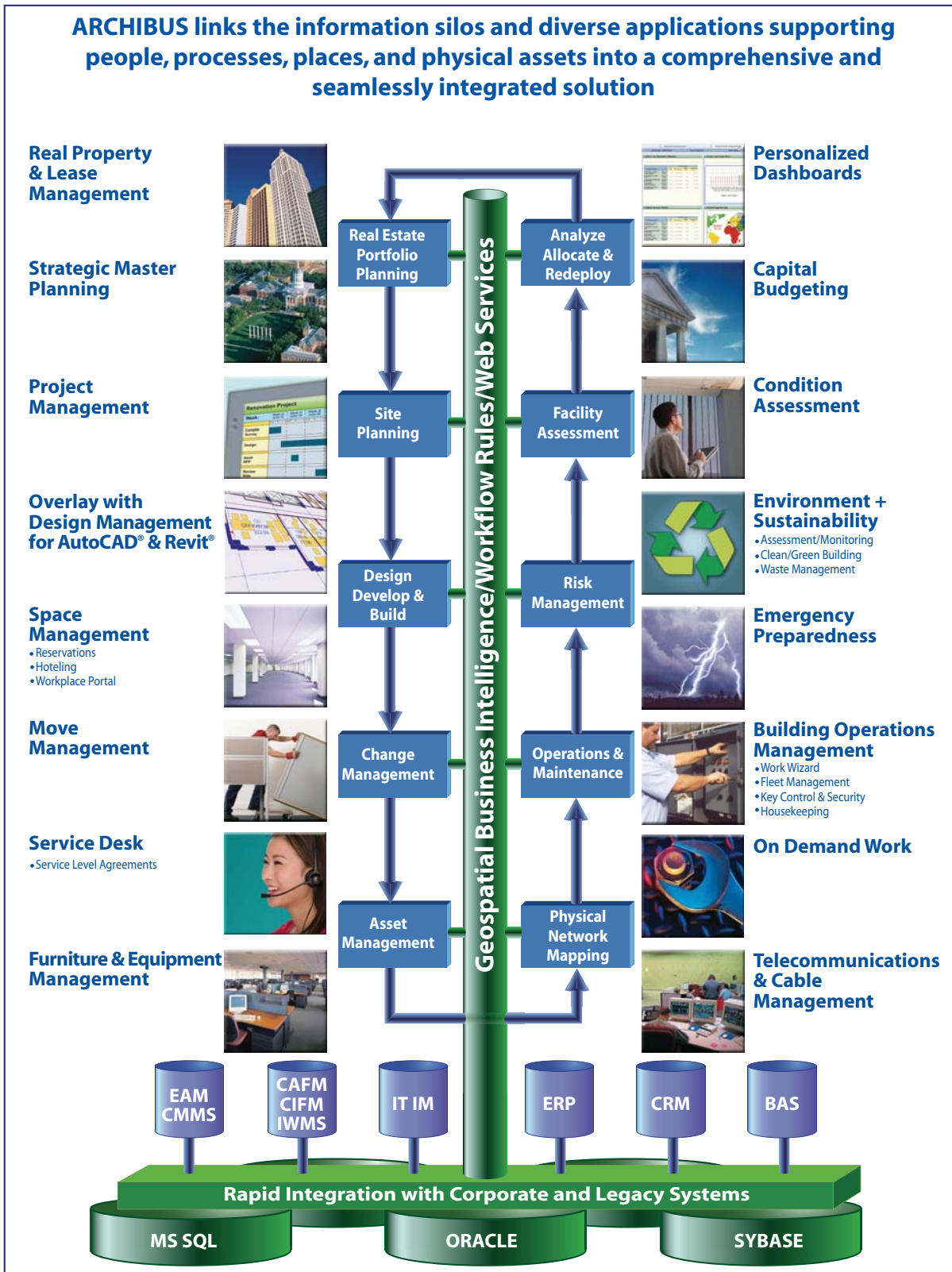
ARCHIBUS provides the most comprehensive and integrated approach to real estate, infrastructure, and facilities management, which can significantly improve asset utilization and operational efficiency, resulting in increased shareholder value.

Over 4,000,000 ARCHIBUS users prove it daily—saving their organizations over \$100 billion annually.

Are you managing your real estate, infrastructure, and facilities to their greatest potential?



ARCHIBUS is the Most Complete End-to-End Solution Providing Rapid Integration to Legacy Systems in Just 30 Days



Some of the 16,000+ organizations that benefit from ARCHIBUS...

Banking/Financial/Insurance

ABN AMRO Bank (NL)
AEGON (UK)
American Express
AXA (BE)
Banco de España (ES)
Bank of England
Banquet Pictet & Cie (CH)
Barclay Capital
Blue Cross Blue Shield
BNL-Gruppo BNP Paribas (IT)
Commerzbank (DE)
Discover Financial Services
Deutsche Börse
Dexia
First Bank of Nigeria PLC
Fortis Bank (BE)
JPMorgan Chase
KBC Bank (BE)
KBL (LU)
Liberty Group (ZA)
Macquarie Bank Limited (AU)
Marsh & McLennan
MetLife
Monte dei Paschi di Siena (IT)
Morgan Stanley
Nedbank (ZA)
Nomura Securities International
Northwestern Mutual Life
PNC Bank
Prudential Financial
Reserve Bank of Australia
Royal Bank of Scotland
SNS Reaal Groep (NL)
State Street Bank (LU)
UBS
USAA

Computers/Electronics/Software

Agilent Technologies
eBay
Earthlink
Google
Hewlett-Packard
IBM
KLA-Tencor
Silicon Graphics, Inc.
STMicroelectronics (FR)
Synopsis

Consumer Products

Beiersdorf AG (DE)
ConAgra Foods
Kraft Canada
Nestlé
Philip Morris International (CH)
Procter & Gamble
S.C. Johnson & Son, Inc.
The Coca-Cola Company

Cultural Institutions

National Gallery of Victoria (AU)
Peabody Essex Museum
Perth Zoo (AU)
Victoria & Albert Museum (UK)

Education

Austin Independent School District
Carnegie Mellon University
City University of New York
Deakin University (AU)
Denver Public Schools
Duke University
Ecole Polytechnique Fédérale de Lausanne (CH)
Johns Hopkins University
National University of Singapore
NY City School Construction Authority
Princeton University
School Board of Sarasota County
Singapore Polytechnic
The University of Hong Kong
The University of Sydney
Universität Jena (DE)
Università di Bologna (IT)
Université Catholique de Louvain (BE)
Université du Luxembourg (LU)
University of Cape Town (ZA)
University of Edinburgh (UK)
University of Illinois-Chicago
University of Missouri-Columbia
University of Portsmouth (UK)
Universiti Teknologi MARA (MY)

Energy

American Electric Power
British Energy
IBERDROLA S.A. (ES)
Chesapeake Energy

Constellation Energy
Enbridge Gas Distribution (CA)
ENEL (IT)
Hydro One (CA)
Keyspan Energy
Red Eléctrica de España (ES)
Sempra Energy

Entertainment/Media

All England Lawn Tennis & Croquet Club
Dow Jones & Company
Il Sole 24 Ore (IT)
Lucasfilms
NBC Universal Inc.
Scripps Networks
Sony Pictures Studios
TAB Limited (AU)
Time Warner - Turner Broadcasting Inc.
VRT - Flemish Television (BE)
Warner Bros. Studio

Government

Bermuda Land Development
City of Calgary (CA)
City of Melbourne (AU)
City of Orlando, FL
Collier County, FL
Commonwealth of Kentucky
Hamilton County, OH
FOREM (BE)
Internal Revenue Service
Johnson County, KS
Maritime Forces Atlantic (CA)
Meteorological Office (UK)
Naval Underseas Warfare Center
Northamptonshire County Council (UK)
Parliamentary Works Directorate (UK)
Public Works & Government Services Canada
State of Michigan
State of Missouri
State of Tennessee
USAID
U.S. Dept. of Housing and Urban Development
U.S. Navy Europe
Washington State Dept. of Transportation

Healthcare

Alegent Health Systems
 Beaumont Services Company
 Bermuda Hospitals Board
 Calgary Health Region (CA)
 Capital Health Authority (CA)
 Cedars-Sinai Medical Center
 Children’s Hospital of Philadelphia
 Christiana Care Health Services
 City of Hope
 Duke University Medical Center
 Fraser Health Authority (CA)
 Kaiser Permanente
 London Health Sciences (CA)
 Johns Hopkins Hospital
 Massachusetts General Hospital
 MD Anderson Cancer Center
 Ontario Ministry of Health
 St. John’s Hospital
 University of Texas Medical Branch
 Vancouver Coastal Health (CA)

Manufacturing

Agfa (BE)
 Ball Aerospace & Technologies Corp.
 DAF Trucks (BE)
 Eastman Kodak
 Ford Land (UK)
 General Motors
 Honeywell, Inc.
 Northrop Grumman
 Philips (BE)
 Porsche (DE)
 Raytheon

Petroleum/Chemicals/Mining

BHP Billiton (AU)
 BP
 Compañía Española de Petróleos (ES)
 ConocoPhillips
 Shell
 Total

Pharmaceuticals/Bioscience

Amgen
 Bristol-Myers Squibb (BE)
 Biogen Idec
 Genentech
 Genzyme
 GlaxoSmithKline
 Merck Serono (CH)
 Millennium Pharmaceuticals
 Pfizer
 Roche
 Sanofi-Aventis
 UCB (BE)

Research

European Space Agency
 Idaho National Laboratory
 Los Alamos National Laboratory
 MIT Lincoln Laboratory
 NASA
 National Institutes of Health
 Underwriters Laboratories

Retail/Wholesale

Carrefour SA
 Coach
 Foschini Group (ZA)
 Macy’s
 Menzies Distribution (UK)
 Polo Ralph Lauren
 Tiffany & Co.
 Wegman’s Food Markets

Services

Accenture
 Allen & Overy (UK)
 Anglican Retirement Villages (AU)
 Axima
 Canary Wharf Management
 Deloitte & Touche
 DHL Worldwide Express
 Ernst & Young (UK)
 Fluor
 Halliburton-KBR
 Johnson Controls
 Metavante
 Serco (BE)
 Siemens Healthcare
 SITA (CH)
 Telindus (BE)

Telecommunications

CANTV (VE)
 Movistar (AR)
 Portugal Telecom (PT)
 Telecom Argentina (AR)
 Telecom Italia (IT)
 Telefónica España S.A. (ES)
 Vodafone BV

Transportation

Aeroporti di Roma (IT)
 Aeropuerto de Barcelona (ES)
 Aeropuerto de Madrid (ES)
 Autostrade per l’Italia S.p.A. (IT)
 Belgian Railway (BE)
 British Airways PLC (UK)
 Incheon International Airport (KO)
 Qantas Airways (AU)
 Queensland Rail (AU)

“Using ARCHIBUS has vastly improved facilities asset management and accountability, yielding a conservative two-year savings of \$2 million to WSDOT.”

Tom Kuchman,
 System Administrator
 Washington State DOT



“ARCHIBUS is a critical tool in managing physical assets’ lifecycles, and has exceeded our ROI expectation. In fact, we now recommend the system to our clients.”

Tom Pagurek, Technical Manager
 Integrated Service Management
 Siemens Healthcare



“We use ARCHIBUS for preventive maintenance...and were able to realize savings of about 5% of our total maintenance budget, or about \$130,000 a year.”

Wayne Schacher,
 Facilities & Support Services
 Ball Aerospace & Technologies Corp.



“\$90,000 is just the beginning of the savings we expect to see using ARCHIBUS as we put more and more information online. Through the Space Management application, we expect to see a more efficient use of space that can reduce our capital budget expenditures. In that context, ARCHIBUS in a K-12 environment is a gold mine—it should be in every school system in the nation.”

Deborah Metheny
 Supervisor of Emergency Management,
 School Board of Sarasota County, Florida



“We have worked hard to maximize the efficiency of our workspaces over time, but [ARCHIBUS] is helping us to maximize their effectiveness as well.”

Ernest Pierz,
 Regional Manager
 Global Property Management, BP



“Space charging has resulted in space savings of approximately 7.6 percent over the last three years, despite continued growth in student numbers.”

Morley Stewart-Jones,
 Information Systems Manager
 University of Portsmouth



“I knew that what we had been using in CAFM technology was a Pinto versus having a Corvette with ARCHIBUS.”

Trent Blair, Director of Facilities
 Management Design and Construction,
 State of Missouri



Please visit www.archibus.com/clients for more success stories on ARCHIBUS users from around the world

Winning Profiles

Telefónica S.A.

*"We track properties and leases in ARCHIBUS...The system supported Telefónica's space rationalization project, which **delivered €968 million [\$1.5 billion USD] in savings and benefits...**We couldn't have done it without ARCHIBUS."*

Luis Calavia
Facility Manager
Telefónica S.A.



- **Goal:** Create a consolidated view and better management of 7,500 properties worldwide, measuring 40 million square feet, by uniting geographically dispersed records.
- **Tactics:** Implement ARCHIBUS Building Operations Management, Space Management, and Real Property & Lease Management applications. Integrate with SAP to link accounting with property data.
- **Results:** Saved nearly \$1.5 billion over 3 years. Optimized space usage; accurate, accessible data; significant time-savings; more efficient and easy analysis of maintenance problems, and better building reports.

Johnson County, Kansas

*"...we expect significant savings in energy costs, space needs, and staff time. Over a 15-year time frame, **we project \$44 million in lease savings.** A clear picture of the County's existing resources and projected needs will also eliminate unnecessary or redundant construction and renovation projects."*

Joe Waters
Director of the Facilities
Management Department
Johnson County, Kansas



- **Goal:** Develop a Strategic Facilities Master Plan that would help analyze the acquisition and development of County facility and land assets that comprise 250 buildings and over 2 million square feet.
- **Tactics:** Implement ARCHIBUS Space Management, Building Operations Management, Furniture & Equipment Management, Strategic Master Planning, Telecommunications & Cable Management, Real Property & Lease Management applications, and ARCHIBUS Web Central.
- **Results:** Savings in energy costs, space needs, and staff time by consolidating scattered operations; more effectively managed leases; elimination of unnecessary or redundant construction or renovation projects; projected \$44 million in lease savings.

Turner Broadcasting Systems, Inc.

*"We've **saved over a million dollars** in project management fees alone. ARCHIBUS paid for itself in just a few months."*

Donnie Walden
Director, Facility Information Systems
Turner Broadcasting



- **Goal:** More cost-effectively manage 69 domestic and overseas properties, measuring 4 million square feet, through centralized access to relevant FM data; accurate and timely data to support moves, chargebacks, and strategic planning; reduce data redundancy.
- **Tactics:** Implement ARCHIBUS Web Central and Space Management integrated with legacy PeopleSoft, Remedy, and Pegasus software.
- **Results:** Saved over \$1 million in project costs. Proactive approach to managing change; more accurate accounts of space details; reduced operational costs; networked, multi-user visual system for asset, personnel, and space data.

City University of New York

*"One of the things I like best about ARCHIBUS is that **it's flexible and the data is easily portable** to other systems. Any changes we've had to make are easy to do. One of the things I was adamant about is that **we use it out-of-the-box as much as possible.**"*

Deborah Lott
Associate Director of Space Management
City University of New York (CUNY)



- **Goal:** Standardize space planning/management and grant cost recovery across 20 campuses, comprising 300+ buildings and 26 million square feet of space.
- **Tactics:** Implement ARCHIBUS Building Operations Management, Work Wizard, Space Management, Overlay for AutoCAD applications to create a centralized database for campus-wide data collection, planning and analysis.
- **Results:** Standardization of facilities management database platform and processes; more accurate space management, assessment and planning; enhanced data-sharing within CUNY system; delivered 26.9% increase in indirect cost recovery from federal research funding and 37.9% increase of indirect funding.

Procter & Gamble

*"We introduced corporate benchmarking metrics, including rentable area, population, and capacity figures in ARCHIBUS...The Workplace Services organization has delivered **over \$20 million in annual savings to the company** from this project alone."*

Richard Angel

Project Manager
Workplace Services, Procter & Gamble



- **Goal:** Improved space efficiency of global office and research facilities plus refurbishing of those facilities for improved staff productivity in 520 buildings measuring 14 million square feet.
- **Tactics:** Implement ARCHIBUS Space Management, Furniture & Equipment Management, and Overlay for AutoCAD.
- **Results:** \$20 million in annual savings through improved productivity; virtual working opportunities, reduced workload due to Web-based space and chargeback reports; increased benchmarking capabilities.

ENEL

*"Through a detailed analysis of space usage using ARCHIBUS, we discovered that up to **50% of our office space was underutilized**...By integrating Property & Space Management with Facility Management, ARCHIBUS is used as the basis for all decision-making processes."*

Antonello Buondonno

Property and Space Management Director
Enel



- **Goal:** Optimize space and lease management at Italy's largest power company, and Europe's third-largest listed utility, to eliminate underutilized facilities and improve profitability; rationalize, better manage cleaning contracts based on standard pricing and benchmarks.
- **Tactics:** Implement Real Property & Lease Management, Space Management, Condition Assessment, Building Operations Management, and Web Central with integration to SAP to improve management of approximately 2,800 buildings totaling 2.5 million square meters (27 million square feet).
- **Results:** Savings of €12 million annually from active lease management; 24% space savings; 21% savings on cleaning service purchases.

KBC Bank

*"It's hard to put a **value on ARCHIBUS**, but it's **definitely positive, very positive**. The biggest benefit is greater awareness about space usage and the cost of a location."*

Koen Terweduwe

CAFM Project Manager
KBC Bank



- **Goal:** Consolidate 89 applications down to three integrated corporate management solutions to improve operations, data sharing, and analysis on 40 administrative buildings and 850 branch offices totaling 800,000 square meters (8.6 million square feet).
- **Tactics:** Consolidate facilities-related applications onto the ARCHIBUS platform linked to KBC's two other main ERP management solutions.
- **Results:** Centralized data and better data quality; lower applications maintenance costs; greater productivity through optimized online reservation system.

Blue Cross Blue Shield of NC

*"Using ARCHIBUS to 'right-size' our space usage, we reclaimed 500,000 square feet of space and were **able to cancel plans for a \$35 million building**. Not only that, we were able to vacate three smaller buildings and turn that into a **\$1.5 million revenue stream** through leasing."*

Penny Kaffenberger

Manager of Costs and Budgets
Blue Cross Blue Shield of NC



- **Goal:** Managing 1 million square feet of real estate, spread over five campuses, as a corporate asset with verified data enabling space consolidation and avoiding unnecessary leasing or purchases of additional properties.
- **Tactics:** Perform better analysis of space usage and costs with ARCHIBUS Space Management; integrate that database information with Lawson Financial system.
- **Results:** \$35 million of avoided construction costs for new headquarters; space consolidation that created a \$1.5 million income stream from leasing three vacated properties.

Please visit www.archibus.com/clients for more success stories from around the world

ARCHIBUS: Delivers Intuitive Business Intelligence to Reduce Cost, Mitigate Risk, and Optimize Service Levels

ARCHIBUS was designed as the most integrated real estate, infrastructure and facilities management solution to address the needs of multiple functions and departments in your organization.

Our comprehensive, industry-leading applications provide the visualization, planning, analysis, and reporting tools that deliver superior operational insight and cost control. This ensures more efficient management of assets and people, and enhanced customer service that advances overall organizational productivity.

Corporate Real Estate needs to:

- *Improve performance of the real estate portfolio through financial and operational benchmarking*
- *Rationalize space usage of leased and owned real estate portfolio*
- *Track lease terms and expirations, while standardizing metrics and measures*
- *Identify excess space in the portfolio that can be either leased or sold*
- *Deliver a strategic master plan based on your real estate and facilities inventory*
- *Ensure that taxes accurately match space and amenities*

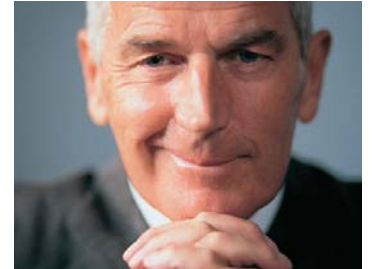


Facilities and Operations must:

- *Develop efficient space utilization strategies*
- *Reduce operating expenditures by reallocating physical assets and extending their useful lives*
- *Generate accurate maintenance reports to prepare budgets*
- *Quickly produce space occupancy and use reports for chargeback purposes and emergency relocation situations*
- *Monitor and manage internal or external service provider preventive and on demand maintenance activities*
- *Develop strategies for reducing utility expenses*
- *Increase staff productivity by eliminating time-consuming, manual processes and offering self-service portals*
- *Deliver high levels of customer satisfaction*

Finance wants to:

- *Deliver shareholder value*
- *Lower total cost of ownership across the enterprise*
- *Bring transparency to the organization's financial and operational performance*
- *Produce balanced scorecards that align performance with overall business goals*
- *Access data that benchmark performance against other organizations in the sector*
- *Manage operational costs and minimize financial risk*
- *Perform capital planning and budgeting tasks easily*
- *Implement an enterprise system that can easily accommodate multiple geographic locations, languages, and measurement systems for global reporting and consolidation*



Information Technology ought to:

- *Select integrated solutions that maximize investments made in legacy or other proprietary systems*
- *Procure commercial-off-the-shelf (COTS) software solutions that require minimal customization and deliver maximum return-on-investment*
- *Provide secure systems that allow users to access only the information they need to perform their jobs*
- *Ensure compliance with regulatory organizations and mandates, such as, Sarbanes-Oxley, SEC, EPA, OSHA, JCAHO, HIPAA, among many others*
- *Work with vendors that have extensive deployment experience and flexible implementation options*



You Have a Real Estate, Infrastructure and Facilities Management Job to Do. Get the Tools to Do It Right.

Total Infrastructure and Facilities Management (TIFM), the next generation IWMS offering, is a comprehensive, integrated solution that ties together people, processes, places, and physical assets which form the core of productive organizations.

Managing these assets effectively is more than counting how much of it you have, where it is, and what you've done to maintain it. More than ever, it's about stewardship of assets—how efficiently assets are being utilized, whether your organization can compete better, and how your return on investment can be improved.

The ARCHIBUS TIFM solution addresses those concerns with capabilities that are easily implemented. Moreover, they can be shared throughout an organization using an intuitive user interface and a rich set of measurement and visualization tools to monitor performance.



That is why ARCHIBUS delivers comprehensive:

Performance Measurement

- *Personalized, intelligent dashboards*
- *Key Performance Indicators (KPIs)*
- *Balanced scorecards*
- *Service provider performance reports*

Benchmarking

- *Proven methodology to apply standards*
- *Industry best practices and metrics*
- *LEED assessment capability*

Compliance / Risk Mitigation

- *Addresses regulatory or standards-setting organizations including, EPA, OSHA, The Joint Commission, HIPAA, Executive Order 13327, GASB Statement 34, among others*
- *Enables the necessary reporting for accountability and transparency initiatives, such as Sarbanes-Oxley*
- *Supports internal controls for life-safety and asset protection*
- *Delivers thousands of standard, "out-of-the-box" reports to assist in compliance*
- *Generates personalized reports easily, without software developer involvement*

Quality Assurance Methodologies

- *Supports Six Sigma efforts*
- *Standardizes processes through automation and validation*
- *Associates costs and variation with processes*
- *Enables documented, repeatable processes*
- *Tracks and measures results, setting the stage for continuous improvement*



ARCHIBUS—Total Infrastructure and Facilities Management to Achieve Competitive Advantage

ARCHIBUS—the #1 solution in the world for Total Infrastructure and Facilities Management (TIFM), provides the most proven, complete and integrated solution to support strategic decision-making and lower the total cost of operations.

Proven:

- ARCHIBUS is the #1 global provider of real estate, infrastructure and facilities management solutions and services, with expenditures of ARCHIBUS-related products/services approaching \$2 Billion (USD)
- Used by more than 4,000,000 end-users around the world managing over 5 million properties
- With over 25 years of in-market usage, ARCHIBUS is a consistently innovative product that has often set the industry standard
- Supported in more than 130 countries by a network of over 1,600 ARCHIBUS Business Partners
- Return-on-investment typically in less than six months

Integrated:

- Comprised of an integrated suite of applications that leverages information residing in a central repository
- Full bi-directional link to industry-standard Autodesk AutoCAD®, ensuring that changes made to drawings are simultaneously reflected in the ARCHIBUS database
- Bi-directional link to the Autodesk Revit® building information modeling (BIM) package to reuse rich building data throughout the building lifecycle
- Directly link your facility and infrastructure data with ESRI® GIS technology to enable a visual representation of both interior and exterior information
- Compatible with most other major CAD packages, ERP systems, IT infrastructure solutions, EAM systems, GIS spatial technologies, bar code systems, digital and aerial photography, and more

Comprehensive:

- The world's leading commercial-off-the-shelf TIFM solution, offering the widest variety of product options and applications that address all aspects of real estate, facilities, and infrastructure management
- Scalable in size, from single users within a department to worldwide organizational access via the Web
- Includes thousands of preformatted reports “out-of-the-

- box” and the ability to quickly produce over 10,000 personalized reports with just a few clicks
- Inclusion of best practices and benchmarks

Robust:

- Unifies diverse systems, locations, and technologies for enterprise-wide collaboration
- Open system architecture enables seamless data exchange with other information repositories and ERP systems such as SAP®, Oracle®, and Microsoft Dynamics NAV®
- Supports well-established database platforms, including native Oracle®, Microsoft SQL Server®, and Sybase®
- Seamlessly queries inside-building and outside-building information by integrating directly with ESRI geodatabases
- For optimum interoperability, incorporates industry standard protocols to connect together applications and systems using Web services, http, https, direct-database links, or Microsoft Excel®, Adobe® PDF, or XML transfers
- Fully Web-centric suite of applications for enterprise deployments
- Optional Windows®-based deployments for departmental solutions or back office “power” users

Cost-Effective:

- Reduced need for expensive customization based on a commercial-off-the-shelf solution
- Typically generates results in less than 90 days and payback within 6 months
- Integrated solution lets associates leverage information developed by one another, saving a significant amount of time and effort
- Embedded Web-based workflow capabilities that eliminate redundant manual processes, enable fast data collection/consolidation, and leverage the existing IT structure for economical workflow automation
- Centralized information repository supports strategic decision-making, enabling cost savings and cost avoidance
- Most organizations realize payback on their ARCHIBUS investment in less than six months after implementation



Easy to Use:

- Provides both an intuitive Web and a familiar Windows interface to allow users to choose the most appropriate platform to accomplish their tasks
- Embedded training tutorials minimize the learning curve
- Multiple navigation options allow users to access data in the way best suited to their experience levels and information needs

Scalable:

- Flexible, modular structure lets you assemble the combination of applications and deployment options that best fit your organization's requirements and budget
- Easily expands to handle organizational growth without affecting system performance
- Ensures broad compatibility with existing technologies while providing a framework for emerging ones

Easy to Personalize:

- Extensive personalization capabilities adapt to your own specific business processes and reporting needs
- Tools such as the step-by-step, wizard-driven report and form writer, dialogs for defining roles-based dashboards, and drag-and-drop ARCHIBUS Aware Form Objects enable quick changes without potentially expensive software customization
- Clean object-relational architecture ensures your data is natively compatible with business intelligence and warehousing packages such as Crystal Decision's Business Objects and Crystal Reports.
- Open architecture is compatible with industry-standard integration technologies, such as Web services, SQL, ActiveX, Basic, JavaScript, Java, .Net, HTML, and XML

Collaborative:

- Worldwide client base offers valuable networking opportunities for users (including regionally-based ARCHIBUS Users' Groups) to share information and experience with others
- Annual International ARCHIBUS Users' Conference brings together members of the community from around the world and is the largest conference in the industry
- Strong user and partner community helps optimize product direction and functional improvements

Top 15 Reasons ARCHIBUS Delivers Intuitive Business Transformation

- 1 Lowers Total Cost of Ownership (TCO)**
- 2 Minimizes unnecessary capital expenditures**
- 3 Improves strategic decision-making**
- 4 Mitigates risk**
- 5 Optimizes service levels**
- 6 Enhances operational efficiency**
- 7 Tracks and manages assets effectively**
- 8 Drives accountability**
- 9 Creates transparency**
- 10 Standardizes and automates processes**
- 11 Generates accurate, consistent reports quickly**
- 12 Increases staff productivity**
- 13 Builds collaboration across the enterprise**
- 14 Visualizes your facilities and infrastructure**
- 15 Raises your profile in the organization**

Integrated Solutions—Sized for Your Needs

ARCHIBUS, Inc. offers a variety of product options to accommodate your organization's needs - from single users within a department to worldwide access via the Internet. As your scope of your activities expands or evolves, you can seamlessly scale your ARCHIBUS deployment.

Choose the product option that best suits your organization's strategic goals and budget:

ARCHIBUS Enterprise

The world's most comprehensive facilities management solution for managing space totaling thousands to millions of square feet or meters.

- Modular structure lets you choose only those applications you need
- Supports an unlimited number of concurrent users and sites
- Sized for an unlimited number of unique records
- Supports native Microsoft SQL Server, Oracle, and Sybase
- Web-enabled by adding ARCHIBUS Web Central

Software Cost Per Concurrent User: \$95 - \$4,500 (USD)

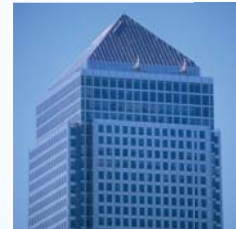


ARCHIBUS Facil-o-tor™

The complete TIFM single site solution for managing facilities comprising fewer than 500,000 square feet (46,000 square meters).

- Bundled with a full suite of applications for quick deployment
- Supports up to six concurrent users at a single site
- Sized for a limited number of unique records
- Supports native Microsoft SQL Server, Oracle, and Sybase
- Web-enabled by adding ARCHIBUS Web Central

Software Cost Per Concurrent User: \$495 - \$2,995 (USD)



ARCHIBUS Express™

The small-office, single-user solution for managing facilities measuring less than 250,000 square feet (24,000 square meters).

- Includes the most important applications to perform critical tasks
- Supports a single user only
- Sized for a limited number of unique records
- Ships with Microsoft® SQL Express and Sybase® RunTime database engines

Software Cost Per Standalone User: \$995 (USD)



ARCHIBUS Web Central®

The Web engine for harnessing the power of the Internet to share information and distribute self-service work processes to an entire worldwide organization.

- Delivers access to centralized information using role-based security with a simple Web browser
- Flexible deployment options lets you choose which applications and personalized dashboards to implement
- Flexible structure lets you choose only those applications you need
- Sized for an unlimited number of unique records
- Provides Web functionality to ARCHIBUS Enterprise and Facil-o-tor deployments

Software Cost Per Concurrent User: \$95 - \$7,955 (USD)



Address the Entire Scope of TIFM

Understand your asset profile from an operational and financial position. ARCHIBUS consists of integrated applications, each designed to improve your operational efficiency and help you make better business decisions. Once data is entered into the system, it is automatically validated and reflected in other relevant areas, ensuring accurate, up-to-date information. This single, streamlined system eliminates redundant data capture.

Integrated Applications Include:

- **Real Property & Lease Management** for tracking and evaluating your properties' operational and financial performance
- **Capital Budgeting*** to streamline centralized planning, perform "what-if" scenarios, to help improve control of the capital budget cycle and strategic capital planning
- **Project Management*** to manage projects, from an owner's perspective, so they are completed on-schedule and within budget
- **Strategic Master Planning** for making informed decisions about space in the context of organizational growth or contraction
- **Space Management** for organizing and analyzing space to optimize usage—options include **Reservations** for managing common-use room bookings, and **Hoteling** for coordinating the use of shared spaces
- **Furniture & Equipment Management** to monitor and control physical asset cost and utilization for increased organizational accountability
- **Emergency Preparedness** for ensuring business continuity and expedited recovery in the event of a disaster
- **Geospatial Extensions for ESRI**** for linking facility and infrastructure data with powerful, intuitive geospatial technology to improve decision-making
- **Overlay with Design Management for AutoCAD® & Revit®**** to expedite the creation and maintenance of facility drawings
- **Move Management*** for streamlining the entire move/add/change process to reduce cost and minimize disruption
- **Telecommunications & Cable Management** for creating an inventory of physical cabling and connectivity
- **Condition Assessment** for effectively managing deferred maintenance liabilities and recommended corrective measures
- **Service Desk/On Demand Work*** to streamline requests for all organizational services and enforce Service Level Agreements

- **Building Operations Management** to track and manage preventive and on demand maintenance; includes the **Work Wizard™** for automating work order or help desk processes
- **Environmental Sustainability Assessment** for prioritizing efforts that lessen your organization's impact on the environment, such as Green Building and carbon footprint
- **Fleet Management*** to optimize the use and performance of mobile assets

Control Time, Spending, and Processes

Increase your organization's profitability by improving overall productivity. ARCHIBUS comes with over 10,000 pre-formatted reports that capture and summarize a wide variety of facilities and infrastructure management data. Monitor costs, churn rate, inventory, leases, occupancy, and more. System compatibility with Microsoft Office® and Adobe Acrobat® makes it easy to share the results with non-ARCHIBUS users. You'll find a variety of tools to boost productivity while holding costs down.

- *Import and export data via Microsoft Office applications, such as Excel®, Word®, and Visio®*
- *Realize seamless integration with AutoCAD® and Revit® for faster drawing, asset creation, and visualization*
- *Drive down costs by automating common processes and messaging with workflow capabilities that are incorporated within ARCHIBUS*

Integrate Rapidly with Legacy Systems

Decrease the time and cost required to share information among other systems and applications. ARCHIBUS includes powerful integration tools that bridge departmental applications, ultimately adding value to everyone's work. Open system architecture simplifies integration with other ERP systems.

- *Generate regular data transfers with ActiveX controls*
- *Create unified reports that support multiple currencies plus show both metric and imperial units*
- *Connect to remote offices and publish data on the Web using XML technologies*
- *Distribute information and knowledge via the Internet and intranets with ARCHIBUS Web Central*

* not available for Express; Facil-o-tor requires Web Central to run

** optional purchase for Express

+ optional purchase for Express and Facil-o-tor



ARCHIBUS Web Central®

Harness the power of the Web to share information and distribute self-service work processes throughout your organization

Does your organization need to empower its associates to work effectively and collaboratively, unconstrained by time zones or distance? Leverage the power of ARCHIBUS using a simple Web browser with ARCHIBUS Web Central. Web Central is designed to help organizations cost-effectively maintain and distribute accurate facilities and infrastructure management information across the enterprise. A flexible suite of activities lets organizations easily grant access to end-users based on their specific needs and workflows. Role-based security keeps everyone's data securely partitioned, while consolidated reports and personalized dashboards let authorized users flag exceptions, monitor progress, and manage to results.

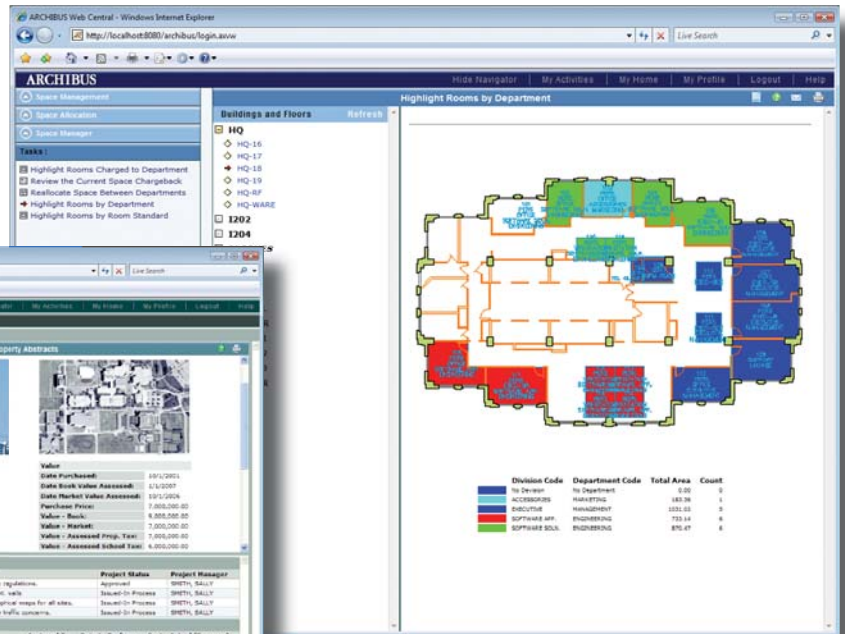
Activities and Features include:

- Real Property & Lease Management
 - Space Allocation & Occupancy
 - Workplace Portal
 - Reservations
 - Service Desk & On Demand Work
 - Building Operations
 - Emergency Preparedness
 - Asset Management
 - Project Management
 - Capital Budgeting
 - Move Management
 - Personalized Dashboards & Analytics
 - Configurable Workflow Rules
 - Integrated Document Management
 - Multi-Dimensional View Analysis
 - Dynamic Restriction Highlighting
 - Real Time KPI Tracking
 - Integrated Learning Path
- Plus Many More...**

Benefits

- **Delivers instant access to facility and infrastructure information using a simple Web browser**
- **Improves the breadth and reach of knowledge delivery throughout the organization**
- **Promotes appropriate communication and collaboration via role-based security**
- **Enhances productivity and decision-making within a cost-effective, self-service environment**

Users can access personalized, intelligent dashboards to drill-down through critical information and 10,000+ reports "out-of-the-box"



Role-based security allows authorized users to access tasks and information relevant to their specific role or location within your organization



Access and Update Information Easily

ARCHIBUS Web Central seamlessly connects to and complements the Windows-based ARCHIBUS Enterprise solution. Through it, authorized users gain access to all the data residing in ARCHIBUS applications – from Real Property & Lease Management to Building Operations and more. Use ARCHIBUS Web Central to ensure that accurate, up-to-date information is available to all members of your organization who need it.

- Access and update facility and infrastructure data using the familiar interface of a Web browser
- Easily maintain and distribute information across your entire enterprise
- Generate reports and initiate action without any training, using the intuitive nature of the Web

Extend and Improve the Flow of Information

By connecting your facilities and infrastructure via the Internet or intranet, ARCHIBUS Web Central will change the way you manage your organization. Users get universal access to up-to-the-minute facility and infrastructure information, 24 hours a day, seven days a week.

- Create personalized intelligent dashboards composed of multiple views to focus your attention on just the information you need for your specific work
- Leverage control of the global enterprise by consolidating information from headquarters, regional offices, and remote branch offices
- Enhance the value of collected data through quick access to multi-dimensional data for analysis by any category you have established

Promote Organization-Wide Communication

Using role-based security, ARCHIBUS Web Central leverages the connectivity of intranets to link authorized users and their data from across the enterprise. Once data is widely available on-line, it can help eliminate duplicate effort and errors due to miscommunication.

- Maximize existing resources throughout the organization by implementing Web Central's automated workflow and messaging capabilities
- Store documents such as purchase orders, equipment manuals, contracts, and more using the embedded document management functionality
- Promote consistent business practices across the organization
- Speed communication between work groups, reduce administrative errors, and document process and execution

Enhanced Productivity for Everyone

Extend information availability to remote users who need to access specific activities and reports in ARCHIBUS. Personalized, intelligent dashboards grant directed access to the information needed to accomplish specific facilities and infrastructure management goals.

- Facility managers can access facility and infrastructure information, anywhere, anytime
- Field personnel save time by easily picking up work order requests from remote locations and determining which tools and materials to bring
- Branch office personnel can access up-to-date headquarters information in real-time
- Strategic planners have access to the historical space information they need to make planning decisions
- Purchasing managers can verify invoices against inventories and track back orders
- Human resources managers can develop occupancy plans and locate vacant space for new hires
- Building owners can determine rentable areas
- Real estate managers can track detailed lease characteristics, such as options, payments, prorated taxes, and more
- Accountants can charge departments for the space they occupy, plus their share of common areas
- Risk managers can evaluate asset portfolios to obtain adequate insurance coverage

Web Central: Empower with Self-Serve Processes

ARCHIBUS Web-based applications such as Service Desk, On Demand Work, Reservations, Move Management, Project Management, and Capital Budgeting among others, enable fast access to centralized information to promote a cost-effective, self-service environment.

- Provide a "do-it-yourself" posture by providing users access to a wide range of common services
- Initiate maintenance help requests, moves/adds/changes, space occupancy queries, and more
- Control help request cycle through Service Level Agreements to authorize, prioritize, and complete requests
- Simplify your entire room reservation process to help facilitate productive meetings





Real Property & Lease Management

Track and evaluate your properties' operational and financial performance on an individual or portfolio basis

Real estate is often an organization's highest value asset, so it is critical to recognize the cycles and trends that impact your properties and develop a strategic plan to address risks and opportunities. As your organization makes decisions about its property portfolio – such as leasing, acquisition, and disposition – it is crucial to quickly access accurate information on which to base these choices. The ARCHIBUS Real Property & Lease Management application lets renters, lessors or owners record, manage, and analyze detailed real estate and lease information to assess the portfolio, mitigate risk, and improve profitability.

Activities and Reports include:

- Property Abstract
 - Property Summary
 - Property Cost Analysis
 - Budget Project by Property
 - Cash Flow
 - Leases and Base Rents
 - Leases and Options
 - Leases Coming Due Alerts
 - Options Coming Due Alerts
 - Highlight Vacant Suites
 - Overdue Taxes
 - Tax Cash Flow
 - Highlight Regulation Areas by Property
 - Depreciation Schedules for Property Assets
 - Property Cost Projections
 - Lease Financial Summary
- Plus Many More...**

Benefits

- Improves performance of leased and owned properties through financial and operational benchmarking
- Generates summary reports to forecast opportunities and identify investment risks
- Accelerates property return-on-investment by optimizing space utilization
- Incorporates GIS capabilities for graphical portfolio representation to improve analysis of real estate metrics

Graphic - Map		Graphic - Property		== Value ==	
Property Name:	Harrison Corporate Park	Date Purchased:	10/01/2001		
City Code:	PHILADELPHIA	Date Book Value Assessed:	01/01/2007		
Street:	1802 Market Street	Date Market Value Assessed:	10/01/2006		
State Code:	PA	Purchase Price:	\$7,000,000.00		
Postal Code:	19103	Value - Book:	\$9,000,000.00		
Site Code:	MARKET	Value - Market:	\$7,000,000.00		
Country Code:	USA	Value - Assessed Prop. Tax:	\$7,000,000.00		
		Value - Assessed School Tax:	\$6,000,000.00		
== Description ==		Area - CAD:		200,649.69	
Description:	TAX PARCEL	Area - Land Acres:	5.000		
Property Uses:	COMMERCIAL	Area - Parking Acres:	2.000		
Property Status:	OWNED	Area - Parcel:	200,649.69		
Zoning Type:	COMMERCIAL	Area - Bldg. Int. Gross:	30,305.69		
Vicinity Type:	RESIDENTIAL	Area - Bldg. Usable:	22,978.60		
Property Fronts On:	Residential	Area - Bldg. Est. Rentable:	27,000.00		
Highway Distance:	2.00	Area - Bldg. Rentable:	26,444.57		
Airport Distance:	20.00	Area - Parking:	54,141.36		
Number of Buildings:	6	Area - Permeable:	113,690.91		
Property Occupancy:	2,000	Area - Non-Permeable:	54,141.36		
Primary Contact:	MS. JANE SWEENEY	Area - Lease Measured:	11,107.90		
Percent Owned:	100.00	Area - Lease Negotiated:	11,500.00		
Tax Rate - Property:	0.028571				
Services Used:	GAS, ELECTRIC, SEWER, WATER				
Comments:					

The Property Abstract report summarizes fundamental property information, including its assessed value, areas, and images



Align Real Estate Plans with Business Plans

Review current and upcoming vacancies to better plan leasing options and opportunities. Whether it is time to expand, sell, or terminate leases, the application provides important information such as property vacancies and accurate space measurements. Calculate standards across multiple properties, such as cost per occupant or cost per square foot or meter. The figures are derived from a consistent summary source, making it easy to compare these various criteria. ARCHIBUS Real Property & Lease Management gives you the power to leverage this information when negotiating leases or purchase prices.

- *Limit risk by using automated ticklers to warn when lease options expire, activities are due, or tenant leases are expiring*
- *Provide detailed property abstract reports and statistical summaries*
- *Negotiate contracts using cost history reports based on maintenance and management expenses*
- *Locate vacant suites at a glance for future tenants*

Monitor Property Costs and Conditions

Account for all costs associated with property management and justify new expenditures. For example, you can determine projected operating costs for each owned or leased property, including any property taxes. Chargeback features let you charge departments or other entities for their proportionate share of a tax bill, based on the amount of space they occupy. Closely monitor taxes by incorporating a tax budget and projection plan with tickler reports to remind you of assessments and tax payment dates. In addition, you can cross reference invoices to lease agreements as a way to ensure accuracy. In this way, both Operations and Accounting departments can make better real estate related decisions.

- *Ensure regulatory compliance by tracking requirements, recording compliance issues, and maintaining a record of requirements to avoid financial penalties*
- *Record property tax expenses and prepare budgets for future tax payments*
- *Evaluate the profitability of your properties and overall financial portfolio*
- *Record and analyze trends of any given property for making future business decisions*

Evaluate and Optimize Space Usage

Determine how efficiently your space is being used by integrating intelligent CAD plans with your real estate database. Create occupancy plans, master lease and stacking diagrams to highlight vacant, rentable space, or to identify and reclaim space that is currently not included in any negotiated lease area. The application also helps ensure that each department contributes appropriately to property expenses. Its flexible chargeback features will proportionally distribute charges among tenants according to the area they occupy.

- *Document all lease-related costs and charge them to the appropriate departments or tenants*
- *Call up a general overview of all your properties, and highlight details on outstanding issues*
- *Track total holdings across regional and/or national boundaries, organizing properties by geographical area*
- *Seamlessly track depreciation of property assets with the integrated ARCHIBUS Furniture & Equipment Management application*

Enhance Functionality with GIS Deployment

The Real Property and Lease application can take advantage of the ARCHIBUS Geospatial Extensions for ESRI and enable portfolio managers to get an improved, “real world” context for their real estate decisions.

- *View your property vacancies, lease expirations/ renewals, and other key performance indicators within an integrated, three-dimensional picture*
- *Easily correlate geospatial information such as street maps, satellite data, and demographics to your own portfolio of properties, leases, buildings, and assets*
- *Leverage geospatial information to plan and strategize your real estate portfolio goals*





Capital Budgeting

Master the capital budget cycle to achieve improved, centralized strategic planning across the organization

Access to defensible capital budgeting information reduces the risk of undertaking expensive, time-consuming projects that ultimately fail due to inadequate resources. The ARCHIBUS Capital Budgeting application provides a method for tracking the capital budget cycle from request and evaluation, through approval and funding. With this information in a single, centralized location, users can execute master planning, expansion, modernization, and consolidation projects in an organized, cost-effective manner.

Activities and Reports include:

- Generate Capital Budget
- Edit Budget Details
- View Budget by Program
- View Budget by Program Type
- Enter Funding Sources
- Allocate Funding
- View Approved Projects by Funding Year
- View Available Capital and Expense Funds
- View Unallocated Program Funds
- View Project Funding by Fund
- Plan Scenario Costs
- Evaluate Scenario Funding
- Plus Many More...**

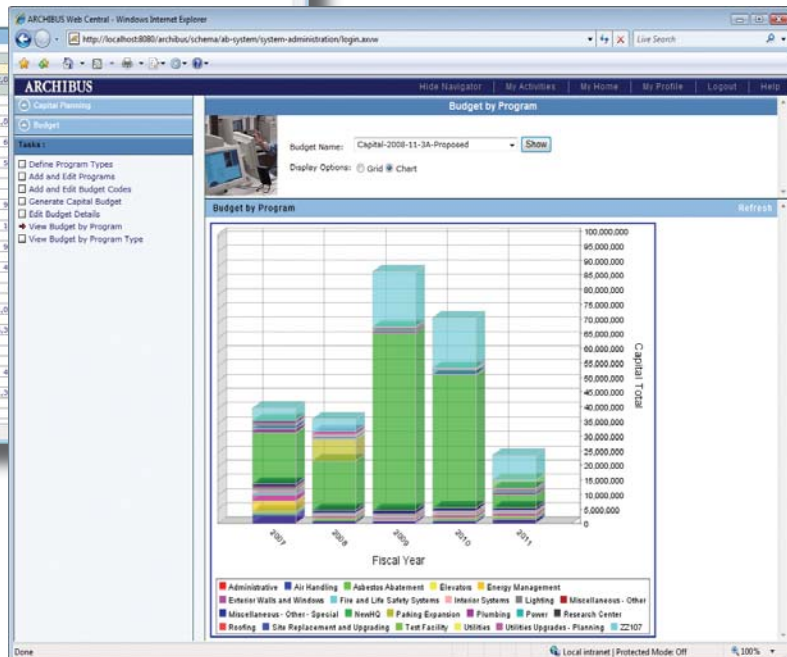
Benefits

- Summarizes all capital planning activity in a consistent format to prioritize programs and projects, coordinate activities, and budget resources
- Develops a centralized methodology to efficiently manage capital projects across multiple departments and sites
- Enables “what-if” planning to reduce business interruption and cost overruns
- Integrates condition assessment, capital budgeting, and project management functions to better allocate budget and resources for complete end-to-end planning

Easily generate a visual representation of planned budgets by spending category to help justify capital requests

Program Name	Fiscal Year			
	2007	2008	2009	2010
Administrative	350,000.00	70,000.00	70,000.00	70,000.00
Air Handling	7,320,000.00	3,051,000.00	750,000.00	1,219,000.00
Asbestos Abatement	2,800,000.00	750,000.00	600,000.00	250,000.00
Elevators	2,976,000.00	608,000.00	700,000.00	268,000.00
Energy Management	3,500,000.00	3,500,000.00	0.00	0.00
Exterior Walls and Windows	4,748,000.00	1,766,000.00	580,000.00	600,000.00
Fire and Life Safety Systems	1,280,000.00	750,000.00	230,000.00	100,000.00
Interior Systems	3,534,000.00	1,254,000.00	350,000.00	700,000.00
Lighting	2,510,000.00	700,000.00	480,000.00	330,000.00
Miscellaneous - Other	900,000.00	580,000.00	80,000.00	80,000.00
Miscellaneous - Other - Special	5,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
NewHQ	147,810,000.00	17,840,000.00	17,171,000.00	61,822,000.00
Parking Expansion	7,650,000.00	0.00	7,650,000.00	0.00
Plumbing	3,480,000.00	1,450,000.00	300,000.00	600,000.00
Power	4,461,000.00	1,339,000.00	352,000.00	670,000.00
Research Center	165,000.00	165,000.00	0.00	0.00

Gain a single, “top-down” view of all your capital projects, funding sources, and time frames



Consolidate Planning Activities

ARCHIBUS Capital Budgeting uses Web-based intelligent workflows to connect stakeholders throughout a capital budgeting process. With this information in a single, centralized location, users can execute master planning, expansion, modernization, renovation, and consolidation projects in an organized, cost-effective manner. The process is aligned with your organization's overall strategic facility and infrastructure plans and offers Web-based consoles or dashboards at each step to help users easily visualize the project's progress.

- Match project activities to the appropriate funding source(s) to ensure that program needs are met on-time and within budget
- Enables personalized workflow processes to help users manage the scope of a project, from task-level detail to multi-year budgets
- Develop a centralized knowledge base of capital budgets that provides a history of past budgets and a benchmark for future projects
- Coordinate projects and their timeframes using Web-based calendars and executive overview Gantt charts

Manage Projects Across Multiple Sites

The application also lets you manage capital budgets across multiple disciplines and sites with one centralized, consistent methodology. You can group by projects, capital programs, and sites, and consolidate data from multiple sources into an organization-wide view of capital requirements and the availability and/or allocation of funds.

- Capture the costs associated with improvement projects from every site, in one source, for enhanced decision-making at the executive level
- Provide self-service features via the Web, allowing stakeholders to check the status of projects, anytime and anywhere
- Offer standard program/project templates and time frames to ensure that all programs and projects follow the same approval procedures and are evaluated on comparable terms
- Define standard document templates accessible over the Web for items such as project justification, program summaries, and associated back-up documentation
- Integrate non-standard documents such as CAD drawings, multimedia files, and more in an easily accessible, Web-based repository
- Share information with ERP solutions such as Oracle Financials® and SAP® as well as other Project Management solutions such as Primavera® and Prolog®

Enable "What-if" Planning

The ARCHIBUS Capital Budgeting application provides a series of "out-of-the-box" intelligent workflows that are designed to improve strategic capital planning processes using "what-if" scenarios. For example, capital budgeting forms may be used alone, or you can add project-level and task-level detail, and have the results roll up to the top-level budget. Optional steps include estimation and prioritization of programs or projects.

- Compare multiple "what-if" scenarios to determine the optimal use of funds and help manage cash flow
- Present top-level funding requirements and sources
- Manage multi-year budgets based on estimated costs to show the impact of program and project additions/deletions on strategic objectives

Integrate End-to-End Planning

Combined with condition assessment and building operations information, the ARCHIBUS Capital Budgeting application integrates separate practices into a seamless process. This can help managers match capital requirements with available resources for any proposed capital budgeting plan, while eliminating the need for redundant data entry. Additionally, when used in conjunction with the ARCHIBUS Project Management application, you can create user-defined scorecards to visualize and manage progress to date.

- Leverage existing ARCHIBUS data by accessing cost estimates and depreciation information, to justify capital projects
- Capture data in the field using mobile and/or tablet devices to populate the capital budgeting baseline
- Compare actual condition assessments with budget to keep abreast of progress
- Track the condition assessment items that have been addressed by capital projects to update the Facility Condition Index



Project Management

Manage projects, from an owner's perspective, so they remain on-schedule and within budget



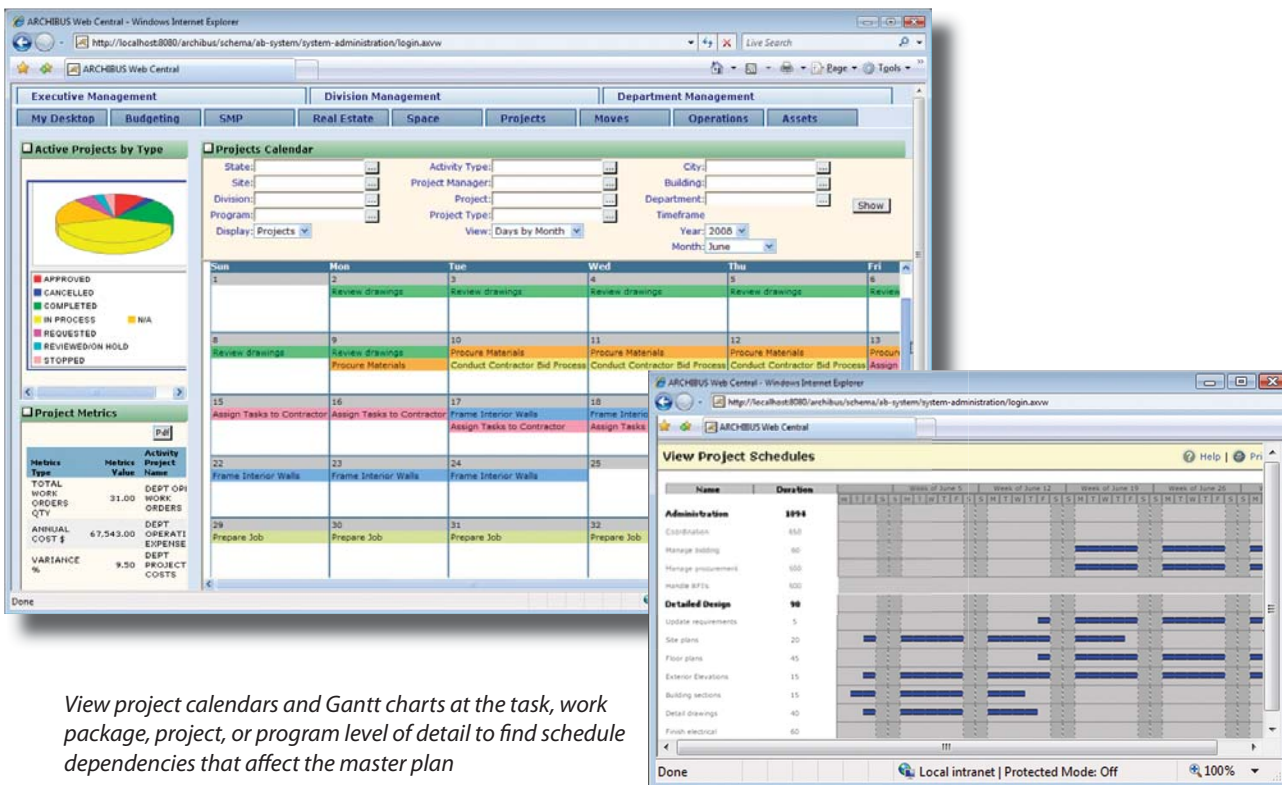
Ushering a successful project to its completion—whether it is a renovation, acquisition, construction, or move project—requires a well-organized repository of project data and workflow practices. ARCHIBUS Project Management gives project team members workflow access to a central storehouse of information that keeps all participants aligned with master planning goals. This helps ensure that projects remain on-schedule and within budget, while providing valuable benchmarking data for future projects.

Benefits

- Creates a central repository for a “Top-Down” perspective of program and project priorities, actions, and costs
- Facilitates a collaborative process to allow project members to synchronize information at different locations or organizational units
- Provides clear, weighted performance scorecard views of multiple programs and/or projects to identify late or over-budget components at a glance
- Streamlines project oversight via consolidated views displaying milestones, tasks, and status changes to all project members
- Reduces administrative burden by leveraging existing data

Activities and Reports include:

- Request Project
- Add or Edit Actions
- Define Template Projects
- View Document Templates
- Estimate Baseline Schedule and Durations
- Review Variances
- Gantt Chart
- Enter/Approve Bids
- Record and Publish Contracts
- Actions Scheduled and Done
- Import/Export Project
- Invoices and Payments by Vendor
- View Projects Scorecard
- View Project Metrics
- Review Vendor Performance History
- Plus Many More...



View project calendars and Gantt charts at the task, work package, project, or program level of detail to find schedule dependencies that affect the master plan

Provide Centralized, “Top-down” Perspective

ARCHIBUS Project Management creates a central repository from the owner’s perspective, enabling a top-down view of project priorities, actions, costs, and more. Powerful analytic views can summarize the details from hundreds of projects in one convenient matrix. Tracking costs and payments in a centralized repository ensures more efficient capital spending and keeps projects on track. This integrated solution can either supplement or eliminate the need for separate software and procedures that typically characterize capital budgeting and project management.

- Define, estimate, and prioritize projects in a centralized location using a consistent format
- Present project opportunities and risks based on the organization’s capital plan and overall mission
- Determine cost estimates and track trends
- Connect projects directly to the capital budget cycle to compare actual versus estimated costs

Synchronize Project Team Members

The application’s central repository structure encourages collaboration by giving disparate team members access to a single source of information. Interactive, Web-based forms make it easy for everyone to view and update information in real-time, and coordinate time-based and location-based tasks. Team members can better align project goals with organizational mission and help identify financial risks and opportunities.

- Manage time-based tasks using project calendars and Gantt charts
- Coordinate location-based tasks using the Projects Map
- Notify task assignees automatically using intelligent workflow processes
- Exchange data seamlessly with Microsoft Project®, delivering information in familiar formats to project managers, financial managers, and executives

Benchmark Performance

Weighted performance scorecards identify late or over-budget programs and/or projects at a glance. The application makes it easy to review payments, costs by activity type, work packages, and any schedule variances throughout the duration of a project. With all this information at hand, users can easily establish benchmarks and identify projects that are not measuring up to these standards. Tracking historical project data also makes it easier to identify improvement opportunities for future projects.

- Compare project performance by manager, region, organization, or other criteria
- Identify actual cost compared to design or baseline estimates for improved future project planning
- Review vendor performance by project type

Streamline Project Oversight

The application includes many features for streamlining project management and reporting, from the planning to the execution phases. Project templates enforce a standardized project methodology among all project members, including service providers or contractors. Integrated workflow capabilities issue relevant, proactive notifications to project team members.

- Create work packages for Web-based contract bids
- Route projects for approval and estimate, manage, and approve change orders
- Enforce organization-wide standards to ensure project objectives are met
- Maintain accountability through electronic audit trails to track all project changes

Reduce the Administrative Burden

ARCHIBUS Project Management can greatly reduce administrative burdens by leveraging pre-existing data. The application’s ability to integrate multiple functions and systems reduces duplicate entry and promotes communication among different departments and sites. Granting all team members enterprise-wide access to project data simplifies communication by reducing phone calls, paper invoices, and manual processes.

- Reduce duplicate data entry by integrating existing ARCHIBUS data such as property details, condition assessments, maintenance data, and more
- Encourage a self-service posture and reduce overhead with real-time, Web-accessible data
- Promote consistent documentation by posting templates, examples, and policies





Strategic Master Planning

Align facilities and infrastructure development with plans by evaluating historical use and forecasting future needs

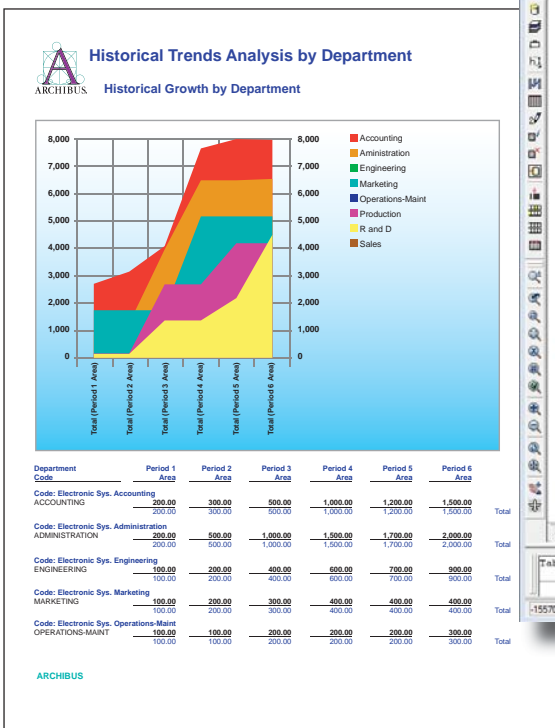
Organizations typically are in a constant state of flux because of expansion, downsizing, merger, or acquisition activity. The ARCHIBUS Strategic Master Planning application helps organizations better align facilities and infrastructure development with organizational changes through sophisticated analysis of historical space data and other information. Now it's easy to develop short-, medium-, or long-term facility and infrastructure plans—and cost estimates—while maximizing operational efficiencies. ARCHIBUS Strategic Master Planning allows you to easily evaluate and manage the inevitable change that all organizations face.

Activities and Reports include:

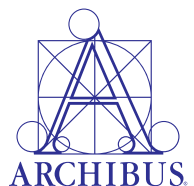
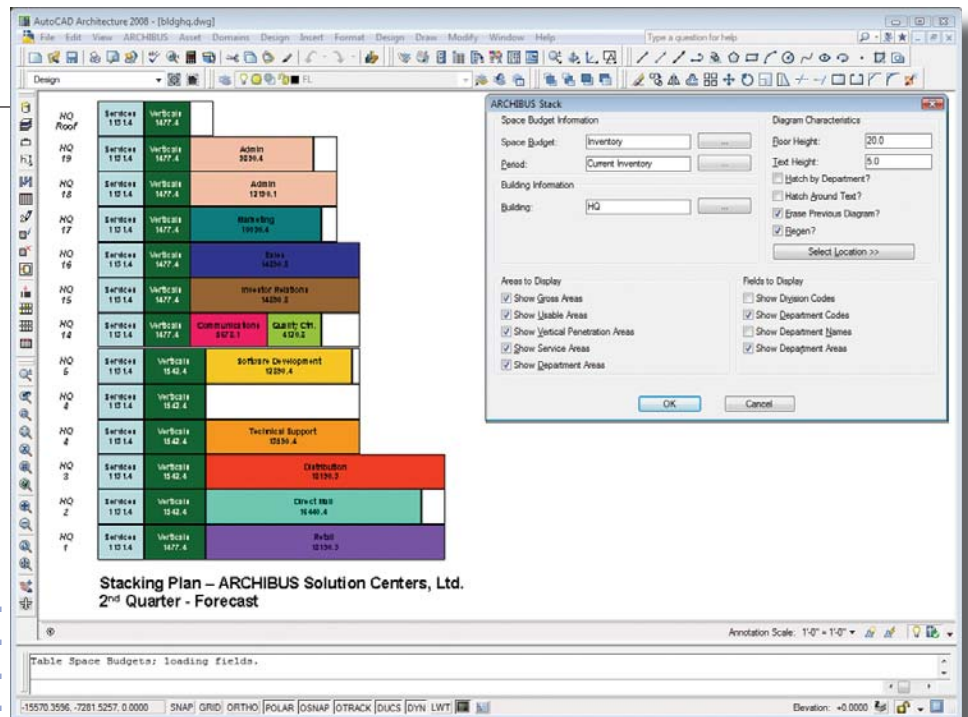
- Space Budget Items by Budget
- Programmed Areas for Budget of Departmental Room Area
- Costs for Budget of Space Standards by Department
- Forecast Counts For Budget of Space Standards by Department
- Create Department Level Forecast
- Departments by Strongest Affinity
- Space Budget Allocations by Floor
- Allocation Stack Plan
- Department Level Historical Space Use
- Historical Trend Analysis
- Create History to Inventory
- Compare History to Inventory
- Plus Many More...**

Benefits

- Assists in developing facility and infrastructure plans of various time frames to best align with organizational needs
- Avoids tying up valuable capital by accurately forecasting costs based on historic information
- Maximizes operational efficiencies by mapping departmental affinities
- Keeps costs under control by seamlessly transitioning strategic program information to space planners



Track departmental space usage over time to enhance planning strategies



Proactively Manage Growth & Consolidation

Understanding costs and risks, and maintaining flexibility, helps your organization maximize opportunities. Access all the historical information you need to formulate your organization's strategic planning goals. Departmental relationships or affinities, types of space required, square footage/square meter needs, duration of need, and more can all be captured and analyzed.

- *Develop program requirements based on department inventories and space requirements*
- *Develop a space requirements program for merged entities*
- *Summarize costs associated with a proposed increase or decrease in occupant headcount*

Forecast Future Space Needs

Detail future needs and their associated costs. Built-in methodologies and user-defined variables let you forecast with confidence. Forecast requirements on a business unit or departmental basis. See how dynamic variables affect budgets, schedules, and space availability when creating comprehensive master plans.

- *Establish a formulaic relationship between business growth and space needs*
- *Report on each department's specific costs, such as space, furniture, and moving expenses*
- *Create what-if scenarios to compare budgets*

Allocate Space to Maximize Efficiency

Determine how space is best optimized in accordance with your business needs. Business needs usually dictate that certain departments must closely collaborate with one another to meet organizational objectives. Affinity mapping can help you graphically represent the natural relationships that exist between entire departments or groups of individuals within your organization.

- *Implement space plans that will improve your organization's operational effectiveness*
- *Record how much space each employee or department should be allocated, and use these figures for creating future and trial layouts*
- *Compare layouts using summary reports to determine which are most cost-effective, without overwriting existing plans*
- *Create stack diagrams to visually represent allocations, program needs, and forecast needs*
- *Design optimal layouts using inventory comparisons*
- *Automatically generate diagrammatic space bubbles that match allocation plans for standard rooms*

Keep Costs Under Control

Control costs by tracking allocated space usage at the department level. Use historic trends to analyze how space has been used at your organization over time, a helpful reference when planning for the future. Manage the challenges of high churn rates—you can associate standard costs with each type of space, then quickly and easily generate move cost reports. Compare the costs of existing versus forecasted configurations to determine which is the most cost-effective alternative.

- *Generate reports that graphically document space usage trends by department*
- *Track capital expenditures, such as furniture costs, based on room standards*
- *Summarize current inventory by department*

Leverage Data with Other ARCHIBUS Applications

Link Strategic Master Planning with other ARCHIBUS applications and leverage data to generate room inventories, space budgets, new room and group area layouts, and other trial layouts. With the Strategic Master Planning application, you can generate a space budget by summarizing your existing room inventory. In addition, you can use the layout feature in Strategic Master Planning to generate a new room area layout to replace your current room area layout.

- *Link Strategic Master Planning data with other ARCHIBUS applications such as Space Management and Real Property and Lease Management*
- *Generate space budgets and trial layouts to determine your future space needs*





Space Management

Manage space efficiency to decrease occupancy costs and optimize utilization through accurate chargeback

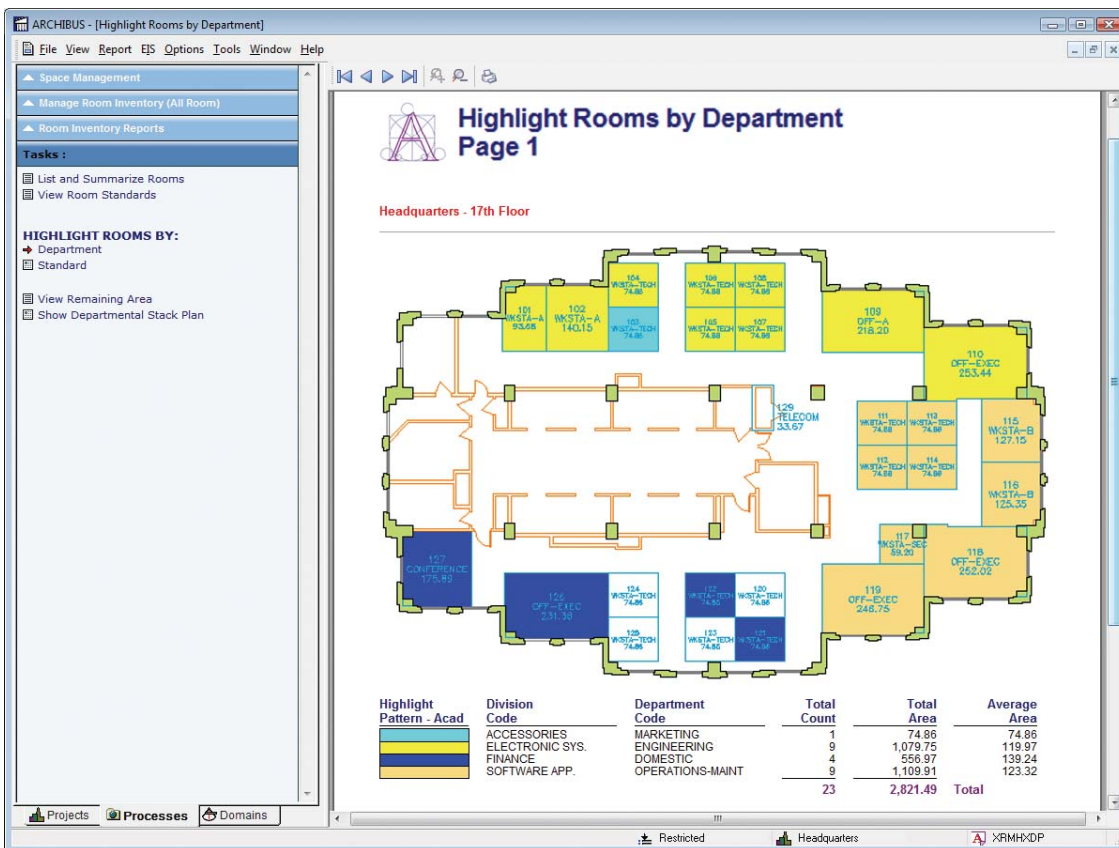
Adding space to an existing organizational footprint is not always a readily available option. The ARCHIBUS Space Management application helps users improve space efficiency and evaluate the true costs associated with space usage. The reports resulting from a space management analysis will reveal how each square foot or meter of space is being allocated, which can enable a highly granular chargeback process. This can, in turn, improve reimbursement rates from third parties who require accurate and defensible space allocation and occupancy reports. With Space Management, organizations can easily satisfy these needs and better plan for current and future space needs across the enterprise.

Activities and Reports include:

- Review Vacancies
 - Locate an Occupant
 - Claim or Release Space for Your Department
 - Highlight Rooms Charged to Your Department
 - Review Current Space Chargeback
 - Highlight Rooms by Department
 - Building Performance
 - Area Comparison: Room-by-Room
 - Department Stack Plan
 - Employee Average Area
 - Occupancy Plan
 - Employees by Department
 - Rooms by Department
- Plus Many More...**

Benefits

- Facilitates improved space efficiency to lower overall occupancy costs
- Automates space chargebacks to accommodate specific billing and reporting requirements
- Ensures space planning information is always accurate and defensible by linking drawings with facilities and infrastructure data
- Allocates space usage and reports chargebacks accurately to minimize disputes
- Generates building performance reports based on IFMA ratios



Analyze space inventory by department, simplifying the chargeback process with accurate, defensible information



Increase Space Efficiency to Lower Costs

Efficient space usage can lower your occupancy cost per square foot or meter, thereby increasing your organization's profitability. Develop and integrate intelligent databases and drawings to track the use of space in your buildings. Flexible methods for collecting and organizing space information support your specific reporting requirements. Further optimize space with the optional ARCHIBUS Reservations and Hoteling applications, which allow you to schedule the use of shared rooms or transient space based on availability, chargeback rates, amenities, and seating capacity.

- Analyze space inventory information by department
- Generate space inventories with gross area, rooms, service areas, vertical penetrations, and more
- Create trial layouts to compare space efficiencies of various relocation or layout scenarios

Satisfy Reporting Requirements

Easy access to accurate square footage/square meter and usage information makes it simple to satisfy external reporting requirements. If your organization relies on third-party funding or reimbursement, the difference between estimated and actual information can translate into recovery of millions of dollars. Plus, the application's easy to implement chargeback functionality ensures that each department within the organization is held accountable for its space usage and is appropriately billed.

- Choose from built-in and customizable chargeback methods
- Calculate room percentage for recording partial or seasonal facility usage
- Provide summaries of each department's area with Departmental Room Analysis reports

Defend Your Space Planning Needs

ARCHIBUS Space Management includes many tools that make it easy to show why more space, or a reassignment of space usage, is necessary. Forecast composite space needs based on headcount, functional usage, and logistics to help departments understand the influences on occupancy costs. Run reports based on the specific details that drive strategic decision-making. Include snapshots of your space allocation data in widely-used formats, such as Microsoft Word® and Excel® or Adobe Acrobat®. Or, you can Web-enable the

information, making it accessible on a read-only basis to other departments in the organization.

- Share facilities and infrastructure information with non-ARCHIBUS users in your organization
- Determine space efficiency based on industry standards
- Charge departments for the areas they occupy, plus their share of common areas
- Achieve seamless integration with drawing programs, such as industry-standard Autodesk® AutoCAD®, AutoCAD Architecture, and Revit® Architecture to easily associate space data with floor plans

Eliminate Space Allocation Disputes

Accurately determine the usable area allocated to each department. Create benchmarks that determine the amount and type of space required for each employee or department function. Using objective methods to assign space helps mitigate "fairness" concerns associated with allotted space. Develop occupancy plans and quickly locate vacant space for new hires, as well.

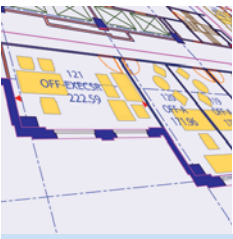
- Prepare occupancy plans, average area per employee reports, and employee rosters by site and building
- Perform chargebacks by group, room, employee, or BOMA standards
- Add employee designator symbols to drawings using population features

Analyze Building Performance

ARCHIBUS Space Management supports the International Facility Management Association's (IFMA) established conventions for measuring building efficiency rates by comparing usable areas and rentable areas.

- Gain visibility to how much space is devoted to service areas to better determine ways to increase efficiency rates
- Develop the data necessary to generate the Building Performance report, which documents two important ratios defined by IFMA - rentable/usable ratio and the usable/rentable ratio





Overlay with Design Management for AutoCAD® & Revit®

Link drawings to facilities and infrastructure data bi-directionally, synchronizing updates to each environment for improved accuracy and productivity

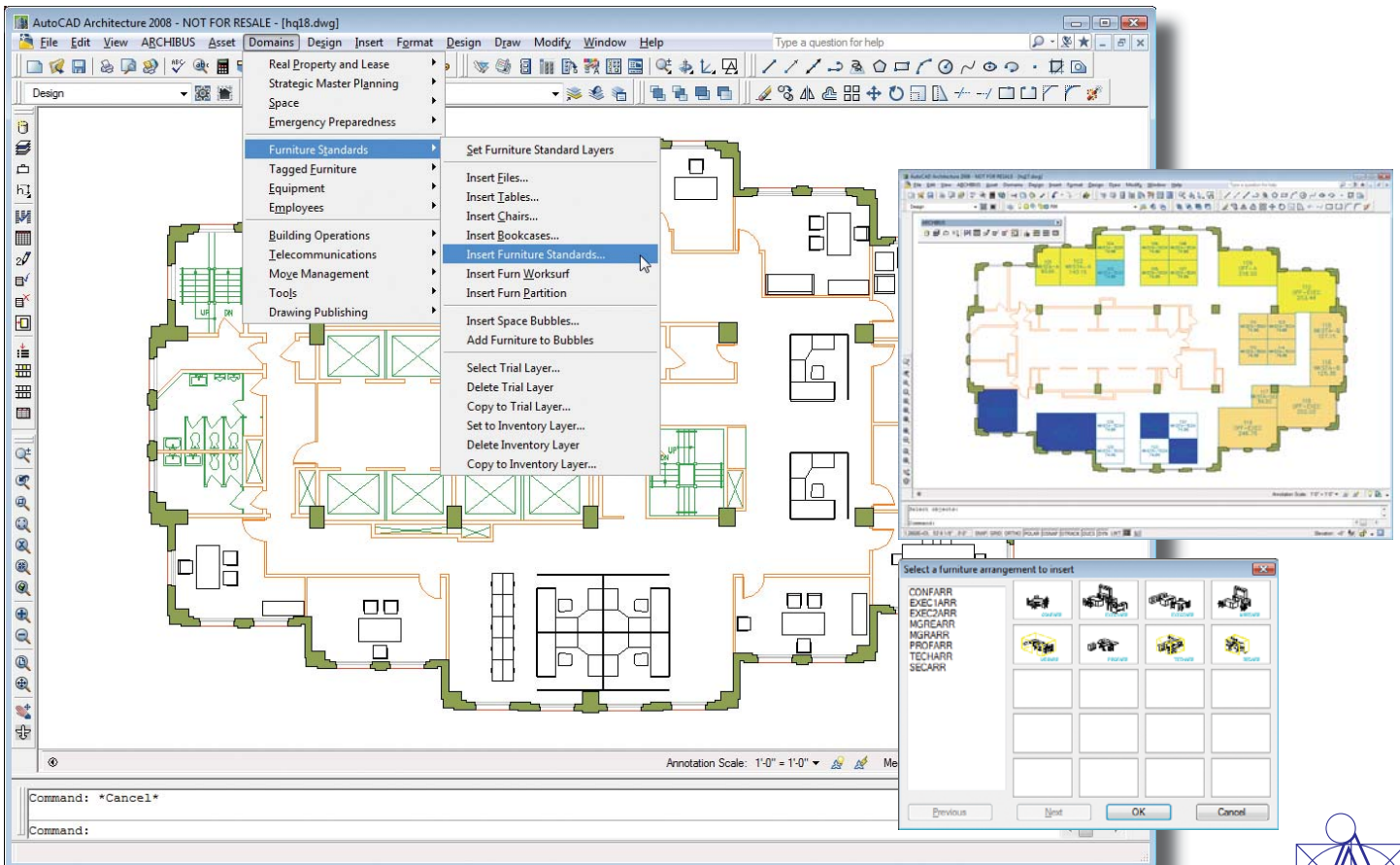
The task of separately managing drawings and alphanumeric data is often an inefficient duplication of effort. Ensuring a facility or infrastructure drawing also contains information on associated assets and people is critical, particularly with the inevitable updates and changes that can occur on a daily basis. The ARCHIBUS Overlay with Design Management for AutoCAD® & Revit® seamlessly integrates drawings and alphanumeric data with Autodesk's AutoCAD®, AutoCAD® Architecture, and Revit® Architecture environments. The result is a single, unified information environment for managing facilities and infrastructure that improves productivity and data accuracy, while leveraging your existing investment in Autodesk tools.

Activities and Features include:

- Create Occupancy Plan
 - Highlight Rooms by Department
 - Populate Employees to Rooms
 - Highlight Restriction
 - Query Table
 - Query Text
 - Insert Furniture Standards
 - Insert Equipment
 - Create New Trial Drawing
 - Publish to DWF
 - Area Trace
- Plus Many More...**

Benefits

- Expands capabilities into Building Information Modeling (BIM) to improve lifecycle management
- Increases accuracy of information through visualization and simultaneous updates to Autodesk applications and the ARCHIBUS database environment
- Improves productivity by expediting the creation of working drawings with a suite of ARCHIBUS architectural drawing and design tools



Seamlessly integrate facilities data with industry-standard AutoCAD drawings



Speed the Creation of Working Drawings

Use the Overlay application to reduce the time and effort it takes to populate architectural drawings with facilities and infrastructure information. For example, create diagrammatic space bubble trial layouts representing your organization's departments, groups, or rooms. Once a layout is accepted, use ARCHIBUS to transition the space bubbles into working drawings. You can instantly populate the drawings with walls, doors, and furniture. These documents can be easily maintained throughout a facility's lifecycle.

- Reduce the learning curve of ARCHIBUS among AutoCAD users by providing them with a familiar application
- Quickly add walls, doors, windows, structural columns, and ceilings to facility drawings
- Draw area boundaries using architectural grids—an alternative to drawing complete architectural information
- Use built-in symbol libraries to speed drafting

Maintain Accurate Information

Updates to drawings in the Overlay application are instantaneous, eliminating the need to transfer AutoCAD or Revit information to your facilities and infrastructure database. A series of ARCHIBUS-specific pull-down menus, integrated directly into AutoCAD and Revit's own menu bars, enables you to perform tasks all from within those applications. Such seamless integration enables you to both create and maintain facility-related drawings with ease.

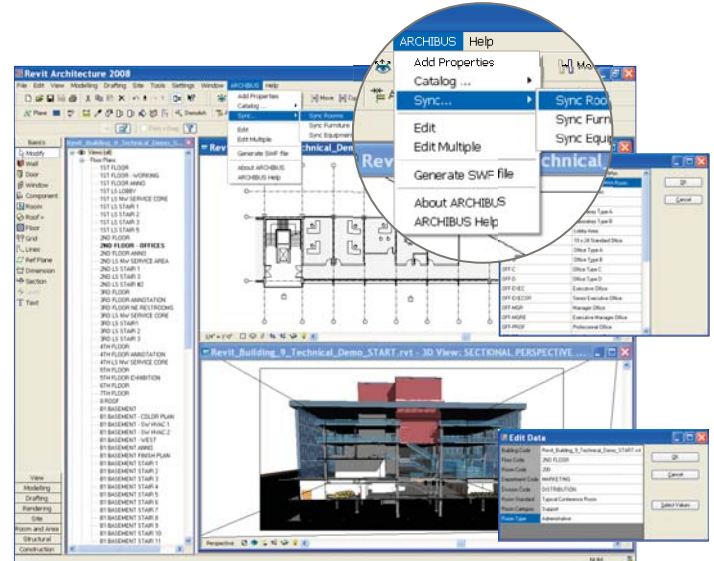
- Make changes in AutoCAD or Revit that will be automatically updated in the ARCHIBUS database
- Assign intelligence to drawings by adding room numbers, departments, and more
- Work on entities drawn on any layer, even if plans were not originally created in AutoCAD or Revit

Help Others Visualize

Help others within your organization visualize actual floor plan drawings and spot issues or inconsistencies. Enhance AutoCAD drawings with a wealth of specialized drafting tools within the Overlay with Design Management for AutoCAD or Revit application to create more informative as-built and construction documents.

- Embed drawings in ARCHIBUS reports to better represent information

- Convert drawings from two dimensions to a 3-dimensional view in a single step
- Raise walls, ceilings, columns, doors, windows to a height you specify to better indicate final outcomes
- Ensure consistency among floor plans by creating underlying architectural grids with the Grid command

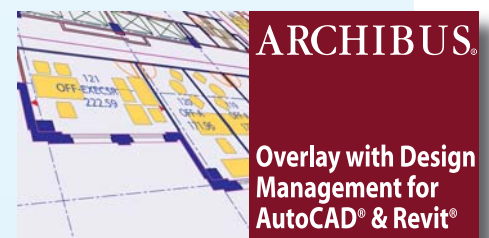


Seamlessly integrate the Revit building model to the ARCHIBUS enterprise infrastructure model

Utilize Building Information Modeling

With the growing importance of Building Information Modeling (BIM) as the basis for cost-effective creation and modification of buildings throughout their lifecycle, ARCHIBUS Overlay for AutoCAD and Revit ties building information models directly to enterprise databases. The ARCHIBUS Overlay is compatible with Autodesk® Map, MapGuide®, DWF™, ARCHIBUS Viewer for AutoCAD®, Revit® Architecture, FMDesktop™ and AutoCAD Architecture

- Reflect changes or additions to the Revit model simultaneously within ARCHIBUS
- Combine the results of thousands of models in one ARCHIBUS enterprise database
- Access ARCHIBUS from Revit, query Revit data—across different buildings, sites, countries and time zones—using ARCHIBUS Web Central





Move Management

Streamline the entire move/add/change process, from single-person to multi-phased moves, to reduce costs and minimize organizational disruption

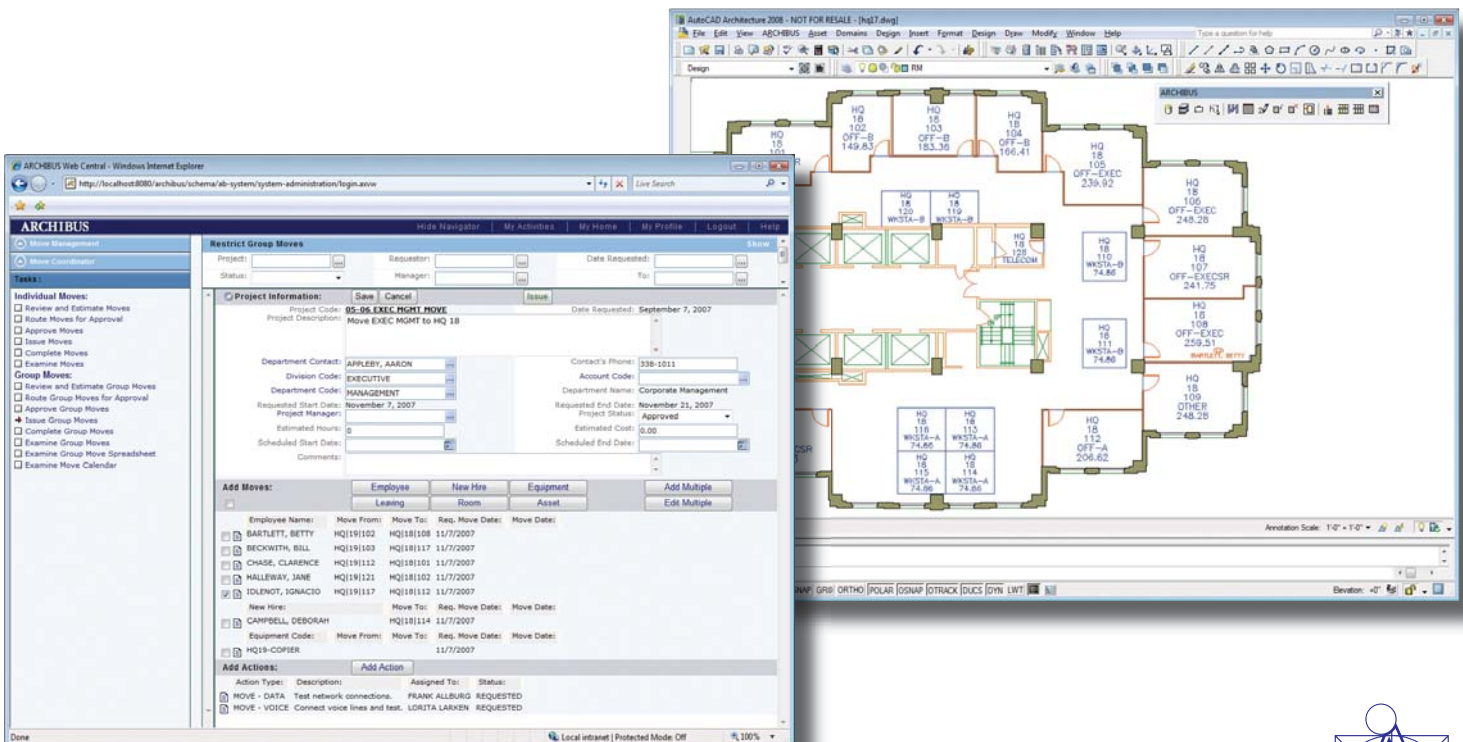
From simple, single-person moves to multi-phased moves integrated with construction, ARCHIBUS Move Management streamlines the move/add/change process to ensure successful relocations with minimal organizational disruption. The application reduces the complexity, risk, time, cost, and downtime associated with moves by organizing all move orders and associated information into a central repository. With easy Web access to views displaying tasks, status changes, and milestones, move project participants can collaborate effectively to reduce duplicate effort and minimize move costs.

Activities and Reports include:

- Request Employee Move
 - Edit My Moves
 - Examine My Moves
 - Request a Group Move
 - Review and Estimate Moves
 - Route Moves for Approval
 - Examine Group Move Spreadsheet
 - Churn Rate Report
 - Churn Rate by Department Chart
 - Issue Moves
 - Approve Moves
 - Complete Moves
 - Define Move Questionnaires
- Plus Many More...**

Benefits

- Streamlines the entire move process, including requests, approvals, updates, and related action items to reduce overall costs and optimize churn rates
- Increases customer satisfaction by reducing downtime and minimizing move errors
- Improves communication, coordination, and collaboration between in-house and external resources with rules-based workflow processes
- Generates trial layouts, move analytics, and intelligent dashboards which help enable continuous process improvement
- Integrates rapidly with existing Human Resources and Financial systems enabling the timely distribution of updated personnel and cost center information



Manage all the move information—occupant moves, new hires, equipment moves, and all related craftsperson actions—using one integrated form



Cost-Effectively Streamline Moves

ARCHIBUS Move Management enables immediate deployment of processes for new hires/departures, existing occupant moves, reconfigurations, and asset moves. Manage group moves and associated tasks with one Web-based system. By defining standard workflows, procedures, and questionnaires for your moves/adds/changes, you can lay the groundwork for consistent, timely, and on-budget move projects.

- Use easily configured workflow technology to automate move order approval, issuance, execution, and close out
- Maintain move orders, action items, jack numbers, plans, and more in a central repository with a searchable, instant look-up format
- Schedule personnel and resources using interactive move calendars
- Reduce design fees and the cost of unnecessary moves
- Distribute action items automatically to IT and other service providers to speed project execution

Increase Customer Satisfaction

Errors and omissions in even small-scale move projects can cause reduced productivity and expensive downtime. Move Management enables a responsive and flexible approach to meeting both organizational goals and minimizing disruption to relocated occupants. Automated notifications and reminders enable faster response times and more vendor control to improve move project success.

- Provide personalized customer questionnaires to collect needs upfront and minimize frustration and rework
- Minimize post-move shifting and follow-up by tracking responsibility and status right on the move order
- Reduce reaction time from days to only minutes by having all information easily accessible from one screen
- Generate move trial plans to increase stakeholder "buy-in" and help minimize move politics

Enhance Organization-Wide Communication

This Web-based application increases the coordination of your staff, and lets you manage moves at both the macro and micro level from a central location. Its workflow technology helps organize move orders and related action items. Automated workflow rules ensure employees receive email notification so the move can efficiently progress to the next phase. Also, integration with the ARCHIBUS Project Management application lets you synchronize construction and project work.

- Provide accurate, up-to-date information to all project members via the Web
- Reduce cycle-time with emailed links to approval and completion forms
- Easily review action items and move statuses by project participant to keep all processes on-time and on-budget
- Create personalized views of required actions based on a service provider or craftsman login profile to clarify expectations and minimize disruption

Generate Move Analytics & Trial Layouts

With an accurate record of all tasks, costs, and personnel required to successfully complete a move, you can benchmark performance and revise the process, as needed, to support continuous improvement. In addition, use the AutoCAD trial drawing feature to visually compare various occupant layouts.

- Post churn rates using intelligent dashboards to ensure move activities align with core organizational objectives
- Generate summary reports for measuring the effectiveness of an improved, "closed-loop" move process
- Provide accurate, verifiable information on the number of moves and move-related costs to establish KPIs
- Access on-line floor plans, space standards, and equipment inventory to create trial layouts

Integrate Move Information with Other Systems

Share information generated in Move Management with other functions and systems, reducing redundant data entry and ensuring an accurate data source across departments or divisions. Plus, apply ARCHIBUS Project Management's functionality to your move tasks to keep them aligned with other organizational projects.

- Reduce errors by connecting your CAD layout plans to the move orders that they represent
- Automatically update your space, occupancy, and inventories when closing out move orders
- Link updated move information such as employee locations, phone extensions, cost center assignments, and more to Human Resource, IT, Help Desk, and Finance/ERP systems





Reservations

Simplify scheduling and management of shared use space to increase efficiency and optimize utilization

How well an organization manages the time of its most valuable and costly resource – its people – is the measure of a truly effective and collaborative environment. Eliminate embarrassing double-bookings, rooms too large or small for a meeting's purpose, and misallocation of resources with Web-based ARCHIBUS Reservations. The ARCHIBUS Reservations application provides an intuitive, integrated solution for scheduling shared space and associated amenities. It gives you control over all details involved in planning, scheduling, and tracking shared space including easily coordinating internal or external service providers who support audio-visual, catering, or other requirements.

Activities and Reports include:

Operational:

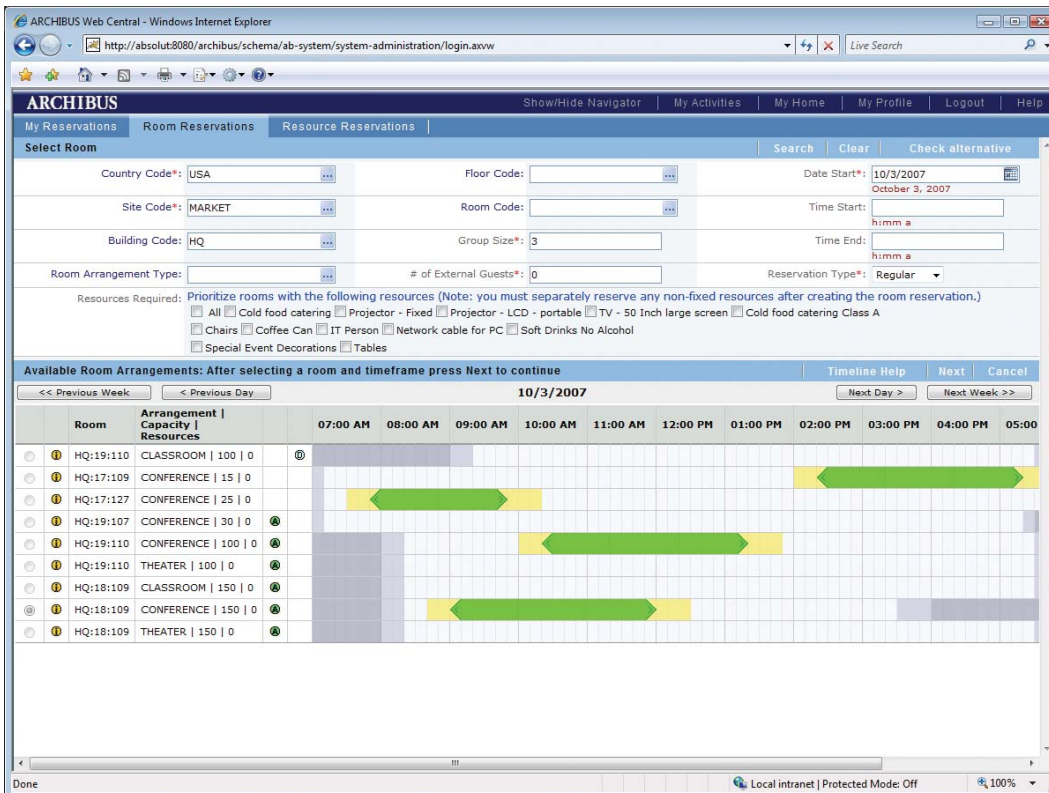
- Single/Recurring Reservations and Resources
- Copy, Cancel, Edit Reservations and Resources
- Auto-Validated and Validated Reservations
- Room Arrangements
- Attendee List (external and internal)
- Service Provider Work Requests
- Daily Service Provider Task Management
- Visual Timeline Scheduling Control

Management Reports (Per Day/Month):

- Number of Room and Resource Reservations
 - Occupancy/Usage
 - Cost by Division/Department
 - Cancelled/Rejected Reservations
 - Room Occupation/Resource Usage
 - Room Capacity/Utilization
 - Chargeback by Division/Department
- Plus Many More...**

Benefits

- **Simplifies securing shared space and associated resources with self-service Web forms to avoid double-bookings and facilitate productive meetings**
- **Improves organizational productivity by streamlining invitations, scheduling, and reminders to participants via integration with Microsoft Outlook™, Lotus Notes™ and Google Calendars™**
- **Organizes and expedites reservations provision, tracking, service provider coordination, and reporting to optimize resource utilization**



ARCHIBUS Reservations guides users through the process of reserving a room, adding resources such as catering and teleconferencing, and inviting colleagues and visitors



Simplify the Entire Reservation Process

ARCHIBUS Reservations provides a wide range of self-service options that simplify and expedite the scheduling of “right-sized” rooms with the appropriate amenities. The application’s Web forms help minimize administrative overhead by letting associates reserve shared space and associated services with confidence —virtually eliminating the likelihood of double-booked space or miscommunication with internal or external service providers.

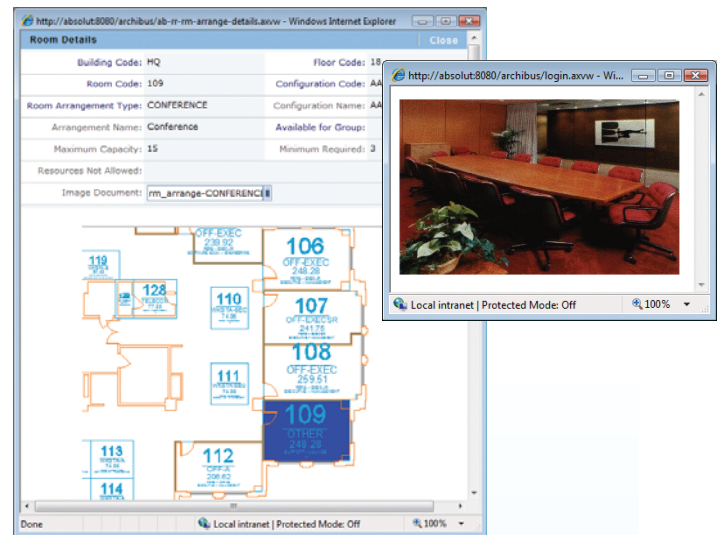
- Schedule, confirm, edit or cancel single or recurring reservations with ease, eliminating the need for follow-up calls or emails
- Streamline the room approval process by using the auto-validation function to authorize reservations based by user or group profile
- Use the Reservations Wizard’s visual timeline feature to quickly find the right space with all needed amenities or to check alternatives if no available room meets your current criteria or time frame
- Manage all pending reservations easily from a single, tabbed form
- Order, based on your security profile, pre-approved amenities such as catering, audio-visual support, or furniture resources within approved service time frames using the on-line catalog

Coordinate Scheduling Automatically

Coordinating meeting invitations and reminders effectively expresses an organization’s professionalism and respect for its staff’s time and productivity. Having meetings that solve problems by having the right participants in attendance, on-time, promotes a high-level of collaboration and communication. To that end, ARCHIBUS Reservations offers a range of integration features to simplify scheduling and coordination of meeting participants as well as internal or external service providers who may provide supporting resources.

- Send automated email invitations and reminders to both internal and external attendees through seamless integration with Microsoft Outlook™, Lotus Notes™ and Google Calendars™
- Eliminate the need for a centralized service desk or resource by allowing every associate to use self-service Web forms for all scheduling, confirmation, or cancellation tasks
- Improve timeliness and effectiveness of service delivery by providing access to secure screens that inform and coordinate service providers who deliver catering, setup/ breakdown or other support activities

- Locate where a meeting is taking place quickly by viewing highlighted floor plans



Easily view the details of available rooms

Optimize Resource Utilization

ARCHIBUS Reservations organizes and streamlines reservations scheduling, tracking, and service provider coordination, to help optimize your organization’s resource utilization. The application’s extensive management reporting enables high-level visibility of the organization’s usage and occupancy rates, which can help support decisions to increase or reallocate space and support resources. The chargeback functionality also helps instill prudent, disciplined use of shared space and resources.

- Specify and enforce common use policies consistently using pre-defined, rules-based approval processes
- Provide transparent oversight into spending for internal or external resources, allowing managers to approve or reject requests instantly
- Reduce wasted resources by using chargeback features to encourage staff to request and use only those resources for which they are willing to pay
- Justify additional space and/or resources using pre-defined occupancy reports
- Generate user-defined operational, control, and strategic management reports easily for better overall decision-making





Hoteling

Optimize space usage, chargebacks, and moves for an increasingly mobile workforce and dynamic project teams

Does your organization provide space for associates who spend a significant percentage of their work hours off-site or experience a high churn rate because of project-based teams? ARCHIBUS Hoteling enables organizations to more fully utilize existing space, while reducing the amount of leased/owned space your organization requires for temporary project-based activities. With Hoteling, it's simple to implement chargebacks for shared space usage as well as integrate move orders in support of dynamic work environments.

Activities and Reports include:

- Book Single or Multiple Rooms
 - Cancel Room Booking(s)
 - Room Bookings for a Date Range
 - Rooms Without Bookings for a Date Range
 - Room Bookings by Employee
 - Room Bookings by Department
 - Highlight Room Bookings for a Date Range
 - Calculate Chargebacks
 - Link to Move Planning
 - View Images of Rooms
- Plus Many More...**

Benefits

- **Optimizes space usage by taking advantage of part-time office assignments**
- **Implements chargebacks to automate the shared costs of space usage**
- **Identifies and reserves space for flexible time frames—days, months, or years**
- **Integrates move activities to efficiently manage rapid growth, mergers, and consolidations**

The screenshot displays the ARCHIBUS software interface. The main window shows a report titled "Rooms Without Bookings with Images for a Date Range" for the date range "From: Wednesday, 08/28/2007 To: Friday, 09/10/2007". The report lists room details for a "Room Standard" and a "Room Std. Layout Gr".

Room Standard Details:

- Building Code: HQ
- Floor Code: 17
- Room Code: 109
- Room Standard: OFF-EXECSR
- Room Category: SUPPORT
- Room Type: CONFERENCE
- Room Use: MULTI-PURPOSE
- Room Area: 218.20
- Room Telephone: 338-1011

Room Std. Layout Gr Details:

- Building Code: HQ
- Floor Code: 17
- Room Code: 110
- Room Standard: OFF-EXEC
- Room Category: PERS
- Room Type: OFFICE
- Room Use: OFFICES

The "Show Available Rooms" dialog box is open, showing search criteria:

- Dates Room Needed: Start Date: 08/28/2007, End Date: 09/10/2007
- Duration: 2 Weeks
- Location Desired: (Optional)
- Minimum Bldg. Vacancies: 1
- Minimum Floor Vacancies: 1
- Room Standard: OFF-10x24

Buttons: Clear, OK, Cancel, Help

Reserve rooms for days, weeks, or even months at a time to accommodate temporary and part-time office assignments



Use Space More Efficiently

The ARCHIBUS Hoteling application enables organizations that are plagued by space constraints to optimize their space usage by taking advantage of temporary and part-time office assignments. These assignments or schedules may be on demand or based on changing needs.

- Book a single room for an individual employee or a number of rooms for a department
- Use search parameters to find appropriate available rooms to satisfy specific employee needs
- Specify which employees and/or departments will occupy certain rooms

Track Time-Based Ownership and Charges

Eliminate the frustration of seeing booked space go unused. Chargeback features promote accountability among employees and departments. With Hoteling, you can schedule appropriate space for temporary or part-time employees and charge for it. Time-based ownership assignments are easily tracked, allowing you to forecast future space requirements and budget accordingly.

- Reserve space for a duration of days, months or years
- Schedule amenities, such as desks, chairs, and information technology for the employee who will be temporarily working in an office space
- Calculate accurate chargebacks based on space usage

Manage Growth and Consolidation

Hoteling is an effective method for scheduling people in temporary space, along with required amenities, for a limited time. Employees can be temporarily scheduled into available space during periods of fast growth, mergers, or consolidations, yet easily moved when permanent space becomes available. Equipment can be moved into a room for a specified period of time. This gives you the flexibility to perform relocations according to project requirements. Throughout the entire process, space chargeback information can be retained.

- Strategically plan for future space acquisitions or divestments
- Ensure that furniture, equipment, and supplies are always available during relocations
- Assign costs based on equipment usage

Highlight Available Rooms

Headquarters
17th Floor

Alpha Code	Floor Code	Room Nr.	Standard	Category	Type	Area
HQ	17	101	OFF-D	PERS	WRKSTATION	93.66
HQ	17	102	OFF-C	PERS	WRKSTATION	140.16
HQ	17	103	WRKSTA-A	PERS	CONFERENCE	74.80
HQ	17	104	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	105	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	106	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	107	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	108	WRKSTA-A	PERS	WRKSTATION	74.80
HQ	17	109	OFF-EXEC SR	PERS	OFFICE	74.80
HQ	17	110	OFF-EXEC	PERS	OFFICE	218.20
HQ	17	111	OFF-EXEC SR	SUPPORT	WRKSTATION	253.43
HQ	17	112	OFF-EXEC	PERS	WRKSTATION	74.80
HQ	17	113	OFF-D	PERS	WRKSTATION	74.80
HQ	17	114	OFF-C	PERS	WRKSTATION	74.80
HQ	17	115	WRKSTA-A	PERS	WRKSTATION	74.80

ARCHIBUS

Quickly identify available room types and locations based on your booking requirements





Furniture & Equipment Management

Monitor and control physical asset cost and utilization to increase organizational accountability


Effectively managing physical assets, such as furniture and equipment, is vital to maintaining the financial health of an organization. Yet trying to track the changeover of assets and staff while keeping an eye on costs can often seem overwhelming. The ARCHIBUS Furniture & Equipment Management application is an AutoCAD®-based solution that helps you manage those assets cost-effectively and design more productive work environments. This application also helps minimize costs and maximize productivity in the planning and execution of individual or small group moves, adds, and changes. Organizations encountering large group moves or complex move/add/change processes can also implement the Web-based ARCHIBUS Move Management application.


Activities and Reports include:


- Furniture Standards Book
- Equipment Standards Book
- Room Standards and Furniture Book
- Tagged Furniture Layout Report
- Tagged Furniture Counts by Standard by Department
- Equipment Layout Report
- Equipment Inventory by Equipment Standard
- Equipment Inventory Counts by Standard by Department
- Equipment Disposition History
- Furniture Standards Inventory Count by Standards by Department
- Employee Move Order
- Create Move Orders From Trial Layouts
- Churn Statistics From Move Orders
- **Plus Many More...**

Benefits


- **Manages asset ownership and usage to increase organizational accountability and reduce costs**
- **Reduces the need for write-offs by tracking the location and depreciation of assets**
- **Facilitates trial layouts for analyzing various move options before executing them**
- **Executes simple moves, adds, and changes to maximize/minimize disruption and sustain productivity**
- **Analyzes the financial impact of furniture and equipment inventories**


 **Power Plant Equipment Inventory Project**





Equipment Standard: CHILLED-WATER
Equipment Description: Chilled Water Pump
Equipment Category: HVAC
Manufacturer: Neptune Pumps
Model Number: NP-1400
Standard Price: 6,000.00
Amperage: 30.00
Voltage: 208.00
Equipment BTU: 14,000.00
Standard Area: 5.00
Standard With: 48.00
Standard Depth: 48.00
Standard Height: 36.00
Phase: 3
Power: 15.00
Size/Capacity: 600.00





Equipment Standard: COMPRESS
Equipment Description: Air Compressor
Equipment Category: Air Compressor
Manufacturer: Comprair
Model Number: CA 102
Standard Price: 14,000.00
Amperage: 30.00
Voltage: 220.00
Equipment BTU: 24,000.00
Standard Area: 22.00
Standard With: 36.00
Standard Depth: 14.00
Standard Height: 4.00
Phase: 2
Power: 20.00
Size/Capacity: 2,000.00

Track nomenclature and value of your assets and equipment using bar code tags and mobile devices



Manage Asset Inventory and Usage

Knowing how furniture and equipment is currently being used enables you to better allocate resources and proactively manage asset churn. Yet gathering asset inventory information can be tedious and time-consuming. Speed the process with built-in survey forms and bar-coding capabilities. Quickly compare actual asset location to the current location as listed in your ARCHIBUS database to correct discrepancies. Upload new field survey data to the database to maintain an accurate inventory count and valuation.

- Assign furniture and equipment use and values to appropriate cost centers
- Track individual asset inventory and valuation, sets of related assets, or both, and share this information with your general ledger or other financial systems
- Access service or warranty information of damaged equipment instantly to facilitate timely repair and extend asset lifecycles

Redeploy versus Write-off

Easily create budgets for individual projects, cost centers, or the entire organization. You can also make better decisions about expenditures and continuously track asset depreciation and value to help you decide whether to repair, replace or redeploy equipment. Easily evaluate “buy versus lease” alternatives to determine the most cost-effective option for your needs.

- Meet your organization's specific reporting requirements by choosing among multiple depreciation methods
- Evaluate your overall physical asset portfolio to optimize insurance coverage
- Store warranty information on high-value equipment to control maintenance and repair costs
- Manage your equipment lease contract renewal process to avoid lapses or penalties
- Make adjustments for shared assets and reassign surplus assets

Visualize Efficient Layouts

By rearranging layouts of your AutoCAD® floor plans, you can compare move requirements for various layouts to determine the most effective option. Because your furniture and equipment information is connected to your drawings, new layouts are instantly updated in the database to reflect accurate floor plans.

- Link AutoCAD drawings with asset information

- Generate and compare trial reports on sample layouts
- Determine whether existing resources support various layouts by linking drawings to other facilities and infrastructure information

Make Smooth Moves, Adds, and Changes

Efficiently execute simple relocation plans with minimal disruption and help consolidate expensive ad hoc moves. Create move orders with detailed instructions, generated from trial layouts to distribute to move personnel.

- Generate move orders for individuals or small groups in a department with a single action, or organize moves of any size with the Web-based ARCHIBUS Move Management application
- Depict old and new moving locations using AutoCAD drawings
- Identify and monitor the departments that request the most moves and reorganizations

Strategize and Plan

You can determine furniture and equipment budgets by using the application's depreciation and churn reports to first assess the assets that need to be replaced. Next, determine new assets you will require given the organization's average growth rate. Use the purchase cost data of the Equipment Standards and Furniture Standards tables to determine the cost of replacing and adding the required items to your inventory.

- Use the “Leases about to Expire” report to generate a list of furniture or equipment whose leases will expire, so you can make informed renewal decisions
- Improve the speed and accuracy of furniture and equipment data collection by linking a bar code system to the application





Telecommunications & Cable Management

Manage every aspect of your network infrastructure to facilitate planning, improve asset management, and enhance customer service

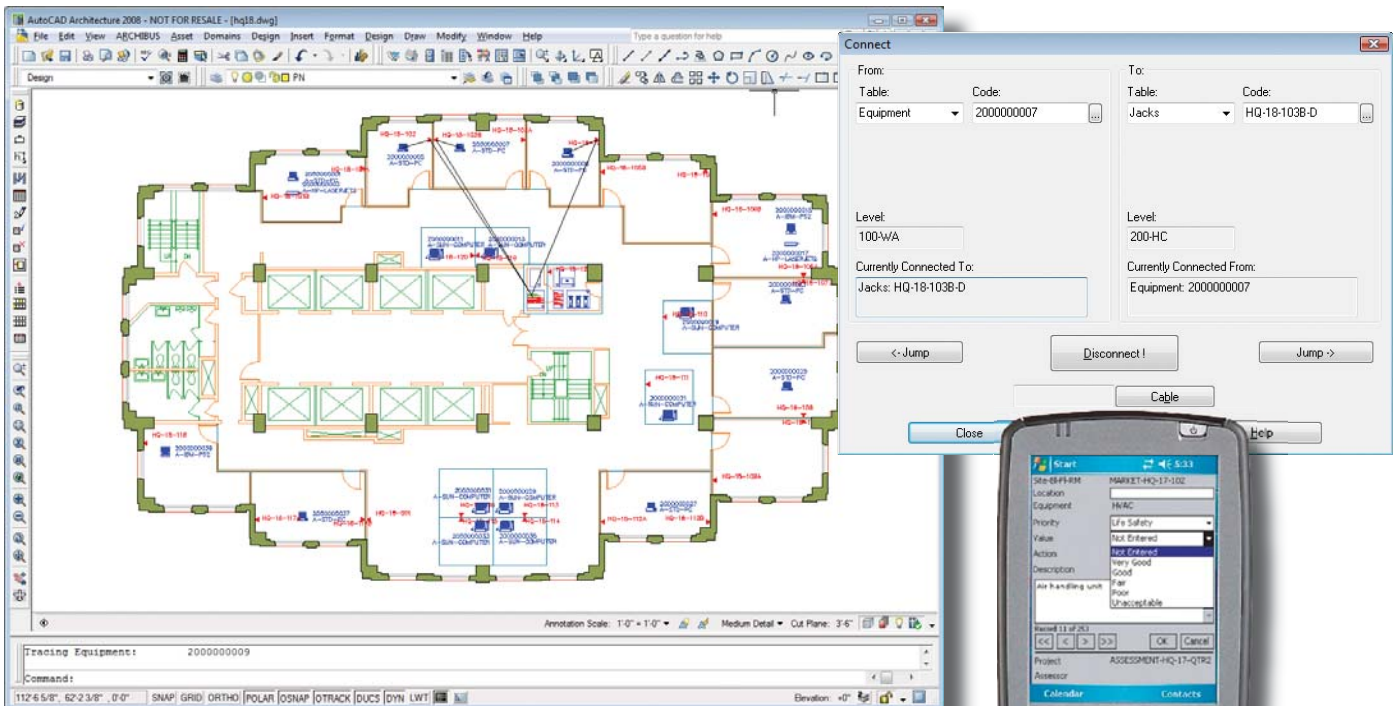
With the rapid pace of technological change and adoption, it is critical that updates to your network are accurately reflected to facilitate planning, improve inventory control, and enhance network up-time. With the ARCHIBUS Telecommunications & Cable Management application, you can manage the network's system capacity information, the location of system connections, maintenance histories, upgrades, and much more. This indispensable solution does everything from simplifying trouble-shooting to eliminating communication discontinuities during the move/add/change process so you gain more control over your network instead of letting it control you.

Activities and Reports include:

- Telecom Asset Console
- Work Area Equipment by Room
- Data Equipment and Peripherals
- Jacks by Room
- Network Devices and Ports
- Software by Standards
- View Jacks with Multiple Extensions
- Employee Telecom Directory
- Show Equipment Served by Network Device
- Employees by Net Segment
- Faceplates and Jacks
- Create Telecom Work Requests
- Quick Trace
- All Telecom Areas Survey
- **Plus Many More...**

Benefits

- **Shortens the planning process by maintaining a well-documented physical network and simplifies trouble-shooting tasks**
- **Extends the lifecycles of telecommunications and data assets by facilitating reassignment of surplus items**
- **Coordinates information and resources among responsible departments to ensure employees get network access quickly**
- **Manages telecom inventory from the Web or intranet to facilitate organizational efficiency**



The Telecommunications & Cable Management application enables you to connect devices and view the trace graphically



Plan for Network Growth

Accurately documenting your existing conditions allows for the planned growth of your data and telecommunications network. You can begin developing a dynamic inventory immediately. Dramatically reduce the documentation effort by recording multiple connections in a single action. You can also easily record data and voice communications paths. Track logical systems to help troubleshoot equipment and connections, leading to timelier problem resolution and better overall customer service.

- Record multiple connections in a single record, based on wiring standards, including horizontal cabling systems
- Add summary or detailed backbone information as new systems are installed
- Document telecommunications hierarchy level values based on EIA standards
- Efficiently resolve work orders for network devices

Extend Equipment Lifecycles

Staying current with technology means that even recently-purchased data and telecommunications devices can quickly become obsolete. By tracking all your hardware and software assets, you instantly know what your organization currently owns, who uses what, and for what purposes. When your organization upgrades its equipment, surplus devices can be easily and immediately redeployed to another area of the organization that can benefit from the technology.

- Track hardware and software with accuracy throughout your organization
- Manage your costs by reassigning surplus equipment
- Ensure compliance with internal standards and /or licensing provisions

Coordinate Among Departments

Coordinate efforts among responsible departments such as Information Technology, Facilities Management, and Human Resources to ensure that new and relocating employees get network access in a timely fashion. Once the major elements, such as work area equipment, are entered into the system, you can use the application's move order and help desk features. For example, the Facilities department can communicate its plans for moves, changes, and additions to staff and equipment to the IT department, which can then identify and assign open jacks and terminal connections. Work requests for each new connection can be automatically charged to the appropriate cost center.

- Develop comprehensive lists of complete telecom information on each employee, including email, phone number, fax number, and network user name
- Track telephone numbers by employee name, room number, or jack number
- Combine employee data and telecommunications usage information
- Use mobile devices to remotely enter inventory and condition details
- Comply with HIPAA regulations by securing the network by room or connection to ensure patient confidentiality

Manage Telecom Data via Web

Your IT staff can document the telecom inventory using the Windows environment and CAD drawings. Depending on the level of detail required by your organization, you can document items only or include connection data so that the complete communication path can be traced. Once this data is developed, users with authorized access can look up telecom information over the Web.

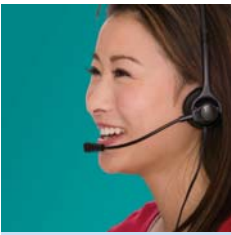
- Supports IT efforts in resolving problems, installing systems, and upgrading network
- Search telecom data by item, employee, location, telecom area level, or telecom service type over the Web

Complete the Picture

Use the Telecommunications & Cable Management application in conjunction with other ARCHIBUS applications to enhance its capabilities.

- Create move orders using the Furniture & Equipment Management or Move Management applications to coordinate relocations with telecommunications equipment
- Create building maintenance work orders with the Building Operations Management application to accommodate telecommunications requirements
- Graphically trace circuit information on CAD drawings using ARCHIBUS DWG Editor or ARCHIBUS Overlay for AutoCAD® and Revit®





Service Desk

Provide a centralized, self-service portal for common service requests to promote organizational efficiency and reduce administrative costs

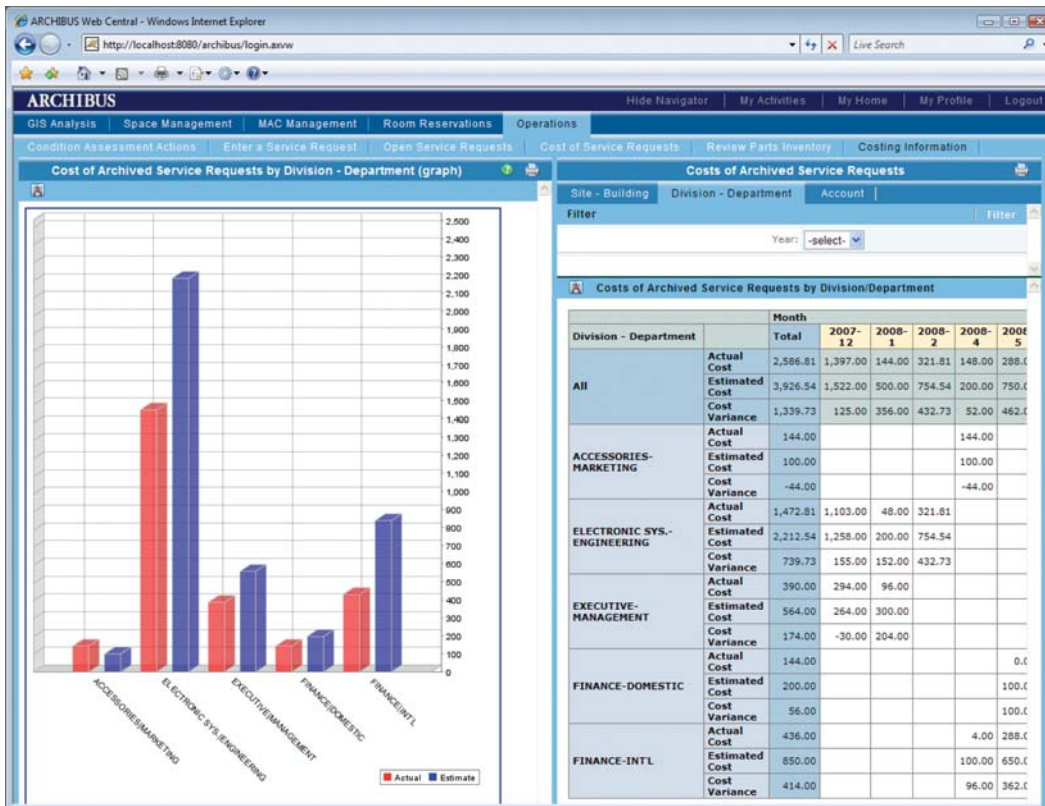
Is your organization experiencing frequent errors and missed priorities because service requests are not being handled properly? Eliminate the need for dedicated personnel to handle service requests and provide a centralized, self-service portal for common service requests. ARCHIBUS Service Desk is a Web-based application that provides simple, self-service processes for commonly requested services, including moves/adds/changes, room reservations, project management, among many other requests. Service Desk automates the service request cycle through Service Level Agreement (SLA) designations that authorize, prioritize, route, and complete requests. Increase efficiency, reduce costs, and improve customer satisfaction with ARCHIBUS Service Desk.

Activities and Reports include:

- Open Service Requests by Request Type and Status
 - Update/Close Service Requests/Orders
 - Cost of Service Requests
 - Cost vs. Budget of Service Requests
 - Service Provider Performance
 - Service Request Type Performance
 - Complete Control of Service Request Cycle
 - Archived Service Requests
 - Cost of Archived Service Requests
 - Service Level Agreement (SLA) Controls
 - Flexible Workflows and Routing
 - Automated Escalations and Notifications
 - Satisfaction Survey Results
- Plus Many More...**

Benefits

- Streamlines requests for all services through simple forms, intelligent workflows, and automated notification of status changes
- Reduces administrative overhead and operating costs by enabling a self service environment
- Increases efficiency by enforcing Service Level Agreements (SLAs) to control resource access and standards
- Improves performance measurement/analysis and elevates customer satisfaction



Access summary reports to analyze historical service request costs and plan for future budget



Streamline the Service Request Cycle

As a Web-based portal, ARCHIBUS Service Desk provides authorized users access to centralized services and guaranteed performance made possible by rule-based SLAs. A dynamic request screen provides the requestor with only those relevant entry forms or fields for a given request type. Based on who is requesting the service, the work location, and the type of service needed, Service Desk selects the appropriate routing and/or processing of the request.

- Provide 24x7 service desk availability that can automatically dispatch urgent requests to the appropriate service provider without the need for manual intervention
- Identify when a service is available, the projected response time, and the time to complete the task
- Deliver exceptional value to organizations with extensive service catalogs and a large employee base by standardizing available services and enforcing predetermined policies
- Demonstrate operational professionalism by deploying an easy-to-use, yet robust solution

Reduce Administrative Overhead and Costs

Enterprise-wide use of self-service Web forms greatly reduces the workload and resources required to staff a service desk function for scheduling, dispatching, and follow-up. In addition, deployment of ARCHIBUS Service Desk frees operational managers from daily administrative tasks allowing them more time to improve overall service delivery at a lower cost. The application's automated workflow processes improves service provision while holding down costs.

- Deliver normalized service offerings to reduce operating costs, discourage ad-hoc service procurement, and increase overall transparency of service delivery
- Streamline user request communications through automated feedback from a status page or via email notifications of predefined request-status changes
- Automate escalations to eliminate costly delays caused by non-response of requests
- Establish workflow parameters to re-prioritize requests and move them to the top of the list as other requests are completed

SLAs Aid Management Control

- Provide intelligent SLA selection that assigns requests based on type of need, authorization level, expertise, and resources required to satisfy the request
- Create automated routing that forwards requests for required approvals and, based on the SLA, accelerates urgent requests to service providers within seconds of submission
- Transform a service request into a work request for maintenance issues through seamless integration with the ARCHIBUS On Demand Work application using the same SLA to ensure targets are met and to report work order status

Improve Measurement and Performance

Service Desk measures response and completion times and compares them to SLA requirements. This helps detect performance issues and gives justification to correctly assign the required resources. At the same time, this application provides analytical tools and other capabilities so managers can:

- Analyze service requests by division, department, or building to determine resource expenditure trends and potential problem areas
- Use summary reports that offer insight into spending patterns for improved resource oversight and assist in the budgeting process
- Report on metrics easily to assess compliance with internal standards or benchmarks
- Increase customer satisfaction through an efficiently run service function that empowers requestors to help themselves while respecting their time constraints





On Demand Work

Schedule, dispatch, manage, and report maintenance tasks efficiently using self-service capabilities to reduce operational costs and increase customer satisfaction

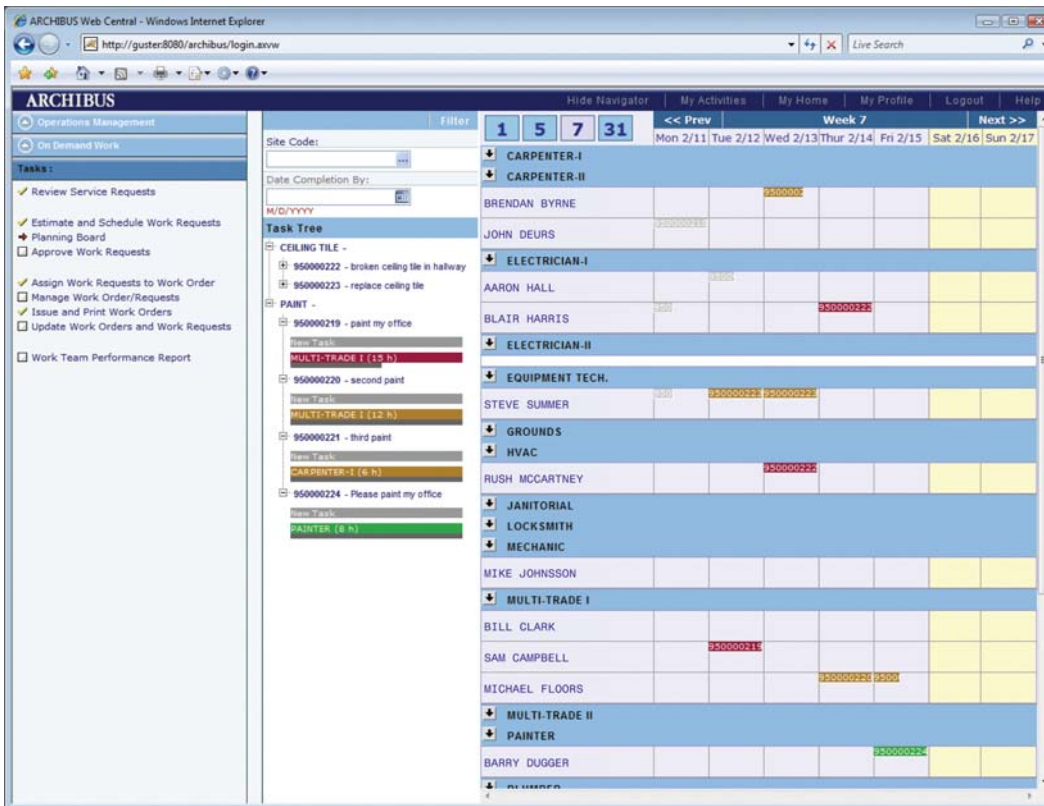
Efficiently managing maintenance tasks is vital to keeping your organization's infrastructure and facilities running smoothly. Stay on track with ARCHIBUS On Demand Work - a Web-based application that automates all the steps of the on demand maintenance process, from requests, to approvals, to scheduling and work order issuance, to completion and feedback. On Demand Work's self-service functionality helps lower operating costs by enforcing process control and keeping information current, accessible, and actionable. This centralized repository enables improved forecasting and budgeting to optimize operational effectiveness. Raise customer satisfaction levels by empowering requestors and communicating with them at every step of the process with ARCHIBUS On Demand Work.

Activities and Reports include:

- Open Work Requests by Problem Type and Status
- Workload Reporting with Estimated Hours
- Open Work Requests
- Cost of Work Requests
- Cost vs. Budget of Work Requests
- Archived Work Requests
- Cost of Archived Work Requests
- Flexible Workflows and Routing
- Schedule Craftspersons and Tools
- Work Team Performance
- Automated Escalations and Notifications
- Estimate Costs: Trades, Tools, Parts, etc.
- Satisfaction Survey Results
- Escalations of Work Requests
- Service Level Agreement (SLA) Controls
- Plus Many More...**

Benefits

- **Simplifies the request, dispatch, and feedback processes of maintenance tasks to improve service provision**
- **Reduces operating costs through automated workflows and streamlined communication**
- **Provides a seamless link to Service Level Agreements (SLAs) to enforce standards and increase efficiency**
- **Enables improved forecasting of maintenance and capital budgets**



The Planning Board™ function allows supervisors to visually schedule estimated work to available resources by simply dragging and dropping work tasks onto a craftsperson's schedule



Simplify the Maintenance Process

As part of an easy-to-deploy Web-based platform, On Demand Work provides an intuitive, self-service environment for work requests, which can be easily extended to your entire organization. Deployment of On Demand Work frees operational managers from daily administrative tasks allowing them to spend more time improving overall service delivery at a lower cost.

- Enable standardized maintenance provision to reduce costs, discourage ad-hoc processes, and increase overall transparency of service delivery
- Identify when a resource is available, the projected response time, and the time to complete the task
- Approve or reject actions to maintain control over work requests using rules-based workflow
- Group work requests to work orders by priority, location, or trade enabling the most efficient dispatch and execution of work tasks
- Provide work requestors with automated email feedback at each status change

Reduce Operating Costs

On Demand Work cost-effectively manages the flow of work requests and work orders to either internal or external work teams. The application also reduces the cost of reporting based on efficient data capture and reuse when compared to the inherently resource-intensive efforts required for paper-based processes. In addition, On Demand Work provides a Planning Board™ function to help supervisors easily and effectively plan work and schedule craftspersons. This function integrates pre-defined rules such as service windows and vacations/holidays when assigning work tasks. Supervisors can prioritize work effectively, ensuring critical tasks are handled in a timely manner.

- Simplify the maintenance process by organizing craftspersons into work teams, provide specific steps for estimating costs, and assign work efficiently using the Planning Board function
- Ensure the appropriate trade or service provider receives the correct maintenance requests on time, so they can take action immediately
- Automate escalations to eliminate costly delays caused by non-response of requests
- Establish workflow parameters to re-prioritize requests and move them to the top of the list as other requests are completed
- Reduce costs of responding to inquiries by using dynamic updates to a centralized status page or via automated email notification at predefined status changes

Enforce Standards with SLAs

Integration of Service Level Agreements (SLAs) and role-based security ensures customers get the level of service defined by SLA parameters. Deployment of ARCHIBUS On Demand Work will:

- Allow work requests to take advantage of SLAs that define work team obligations, service windows, and performance measurements
- Measure response and completion times to detect performance issues and provide timely information for continuous process improvement
- Provide intelligent SLA selection that assigns requests based on need type, level of authorization, expertise, and resources required to satisfy the request
- Create automated routing that forwards requests for required approvals and, based on the SLA, accelerates urgent requests to either internal or external work teams within seconds of submission

Improve the Planning Process

By capturing data centrally on maintenance costs by division, department, building, equipment, problem type, among others, ARCHIBUS On Demand Work helps managers plan effectively for budgets and optimize service levels. Other use-case examples:

- Assist with capital planning by reporting on equipment usage, parts, and service information
- Use summary reports to gain the proper oversight of various spending categories
- Track and report on parts inventories, equipment maintenance data, and work requests of all types
- Create reports to help allocate resources, justify additional personnel or purchase of capital equipment, and forecast future maintenance budgets
- Collect and report on metrics required by third party regulatory mandates more efficiently than paper-based processes





Building Operations Management

Track and manage on demand and preventive maintenance to improve work load balancing and decrease operating costs

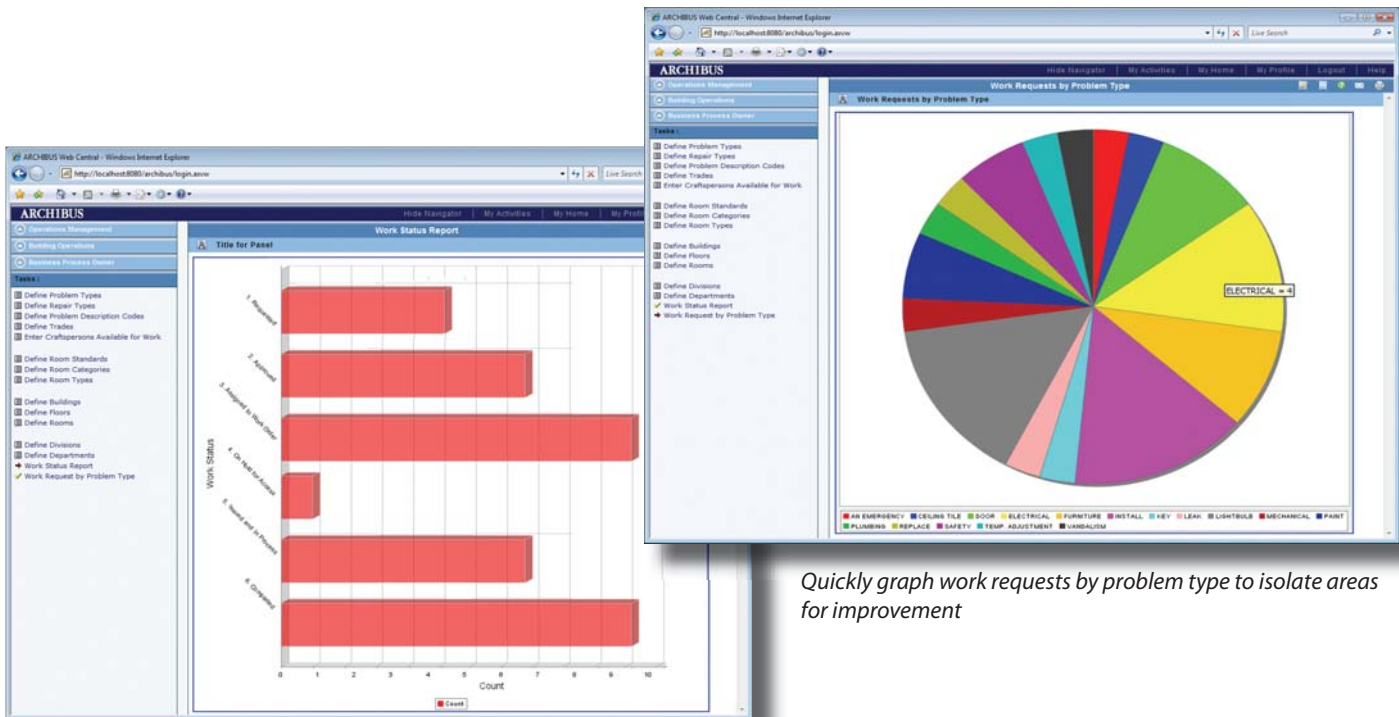
Whether your organization maintains its own facilities and infrastructure or uses outsourced resources, you typically face the challenge of increasing workloads and backlogs combined with the pressure to reduce costs. The ARCHIBUS Building Operations Management application allows you to cost-effectively manage on demand or preventive maintenance (PM), improve internal and outsourced service provider performance, and simplify forecasting and budgeting. Building Operations Management puts all of those capabilities—and more—easily within reach so you gain more control over your workload instead of letting it manage you.

Activities and Reports include:

- Review Status of Work Requests
 - Highlight Rooms with Active Work Requests
 - Create/Update Work Request
 - Review Trades Workload Levels
 - Craftpersons Availability and Performance
 - Review Maintenance History for Equipment
 - 12-Month PM Work Schedule
 - PM Schedules by Equipment
 - PM Procedures and Steps
 - Equipment Failure/Replacement Analysis
 - Understocked Parts
 - Parts Usage by Equipment
 - Closed Work Requests by Building
 - Actual Costs vs. Budgets for Accounts
 - Work Request Backlog
- Plus Many More...**

Benefits

- Improves performance of internal and outsourced service providers by prioritizing tasks and avoiding work backlogs
- Enables evaluation of work order requests to optimize labor/materials and minimize operating costs
- Simplifies the work forecast and budgeting processes by easily accessing historic data
- Tracks preventive maintenance programs to validate expenditures and comply with internal standards or regulatory mandates
- Maximizes customer satisfaction through Web-based processes



Quickly graph work requests by problem type to isolate areas for improvement

Review status of work by phases of completion to assess available resources and plan future work



Manage Work Volume Efficiently

Status reports let you follow the progress of multiple work orders from start to finish. Easily choose to approve or reject work requests, change the status, and prioritize the workloads. You can also manage backlogs of uncompleted maintenance requests, move them back on track, and coordinate preventive maintenance schedules with on demand work.

- *Check on work being currently performed, maintenance scheduled for a specific date, and uncompleted orders that need rescheduling*
- *Automatically debit your inventory with parts consumed and identify reserve parts*
- *Assign available resources by consulting an updated parts inventory*
- *Identify maintenance or equipment deficiencies by sorting work by problem, cause, equipment, or location*

Optimize Resources to Minimize Costs

Prolong the life cycles of your equipment by implementing preventive maintenance systems and procedures. By tracking accumulated repair and maintenance costs, you can then determine whether it is more cost-effective to repair or replace aging equipment. Develop actual cost-to-budget comparison reports on preventive maintenance activities to pre-empt budget issues.

- *Schedule and monitor regular preventive maintenance procedures*
- *Eliminate costly duplicate efforts, such as needlessly sending two craftspersons to do the same job*
- *Evaluate equipment and craftperson performance to improve customer service and control costs*

Forecast and Budget with Confidence

Maintaining an easily accessible maintenance history makes it easier to forecast future operating costs and capital budgeting. Review and summarize work histories, analyze labor usage, and generate cost expenditure reports. Determine the root cause and frequency of equipment failures and downtime, so you can focus on preventive measures.

- *Analyze the value and performance of your equipment*
- *Review labor usage and trends*
- *Document common causes of equipment breakdown and mean time between failure statistics*
- *Generate cost expenditure reports by building, department, or cost center for future reference*

Comply with Regulatory Requirements

Reduce the threat of heavy fines and employee accidents. Flexible data collection helps satisfy the regulatory requirements of various agencies. You can also record safety maintenance requirements and establish preventive maintenance procedures that document steps required for compliance.

- *Collect data pertinent to life safety and environmental requirements (such as those needed for EPA and OSHA)*
- *Track equipment lockout or tagout status*
- *Document equipment performance history*

Respond Quickly to On Demand Work

Respond quickly to on demand work using cost-effective Web-based processes. Empower operations personnel by giving them easy access to information using ARCHIBUS Web Central. Allow internal or external service providers to access, update, and close-out their work orders. In addition, link Building Operations Management with other ARCHIBUS applications such as Service Desk, Condition Assessment, Environmental Sustainability Assessment, Work Wizard, and Project Management – to create a fully integrated enterprise asset management system.

- *Allow craftpersons to record their work via mobile devices*
- *Enable on-the-spot work scheduling during condition assessment tours*
- *Assign budgetary values to improve overall facilities and infrastructure sustainability*
- *Share data with Work Wizard to schedule preventive maintenance, level work loads, and identify scheduling conflicts*
- *Initiate work requests linked to projects to ensure benchmarks are met*





Work Wizard

Streamline work order and help desk processing to improve efficiency and customer satisfaction

The fluctuating nature of on demand work or help desk activity makes it difficult for organizations to predict the volume of work requests or plan in advance of needs. Any tool that can help better manage the process will improve help desk productivity and enhance customer service. The ARCHIBUS Work Wizard can successfully extend responsibility for work request management processing to everyone in the organization. It streamlines the work order process while supporting existing business practices. Compress processing time to increase customer satisfaction and decrease costs, all with minimal training.

Use Cases and Reports include:

Use Cases

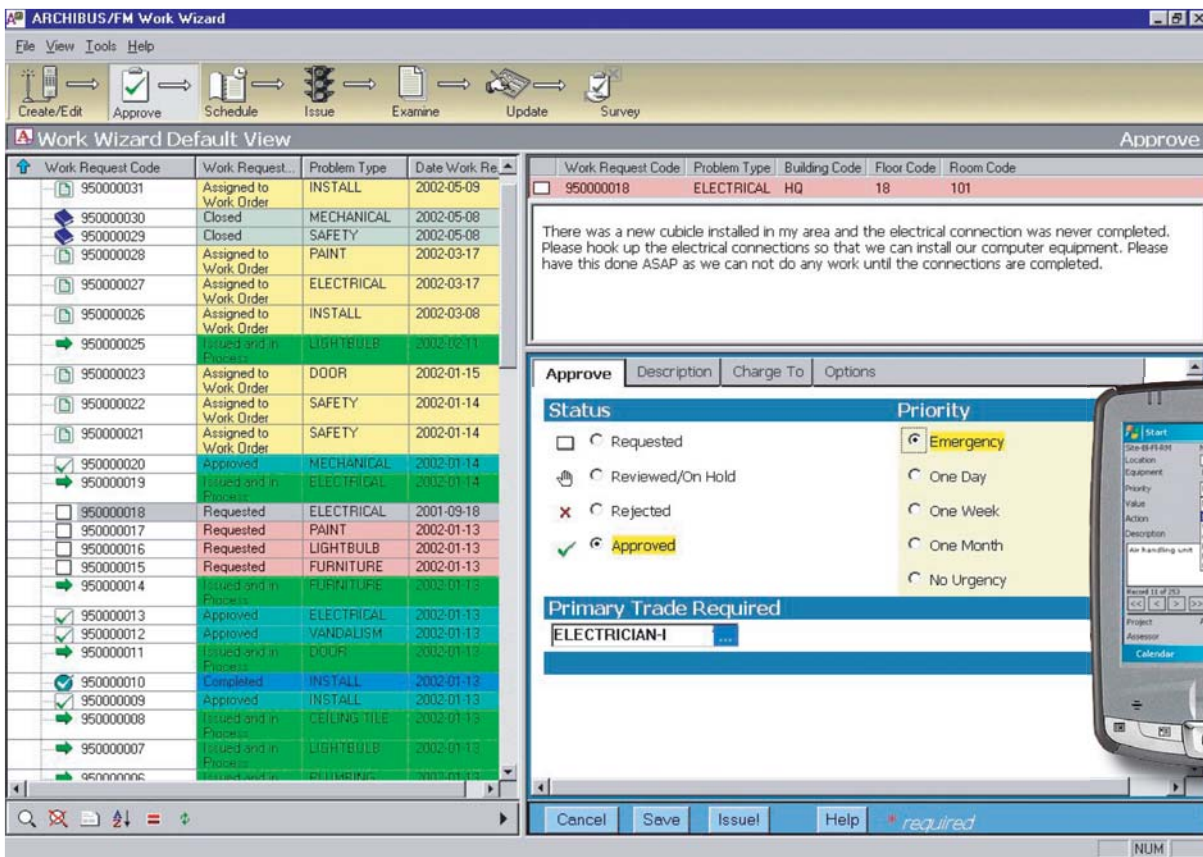
- Work Order Management
- Help Desk Operations
- Call Center Functions
- Labor/Material Tracking
- Estimating/Scheduling Activities
- Condition Assessment Reporting

Reports

- Work Requests by Work Order
 - Work Requests Summary
 - Work Requests Summary Statistics
 - Work Requests Craftsperson Assignments
 - Work Requests Parts Assignments
 - All Work Orders Summary
 - Work Requests Survey Statistics
- Plus Many More...**

Benefits

- Streamlines the work order process to reduce administrative costs and improve customer satisfaction
- Reduces processing time by displaying critical information and filtering out irrelevant data
- Updates work orders instantly to provide up-to-the-minute status reports
- Deploys quickly and easily with minimal training while maintaining existing business practices



The Work Wizard makes it easy to check on the status of any work request



Keep Customers Satisfied and Reduce Costs

The Work Wizard helps you complete any type of work request quickly, inexpensively, and accurately the first time, boosting customer satisfaction. The application can be quickly deployed with minimal staff training. You can issue a request directly to the field for fast problem resolution. Control inventory and expenses by recording actual costs, parts, and labor required to resolve a work request. The Work Wizard maintains a running history of building and equipment maintenance, allowing you to better estimate and plan for future jobs. The Work Wizard can also record customer satisfaction levels following the completion of a job, providing useful feedback on the work performed.

- *Immediately issue requests to the field for emergency situations*
- *Log actual costs, parts, and labor associated with a specific job*
- *Measure the effectiveness of the process with customer satisfaction surveys*

Take Control of Operations

Take control of work order management by closely tracking the status of each order. The Work Wizard guides users through the entire process, ensuring that no step is skipped or taken out of sequence. See your workload at a glance and more efficiently assign work, based on priority or available resources. New requests can be flagged as they arrive, helping you better plan for work order volume and stay in control of your process.

- *View workload by location, trade, priority, craftsperson, scheduled date, among other options to quickly assign and dispatch people to the most important tasks first*
- *Identify new work requests with auto-notification and color-coding features*
- *Easily access the details of every work request and work order in the system to avoid scheduling conflicts or unnecessary site visits*
- *Allow craftspeople to update work order statuses from the field using mobile devices*

Maintain Your Own Practices

The Work Wizard adapts to your existing work process, letting you manage each phase of work according to your own business practices, without costly customization fees. You decide which steps to include; it is easy to change these preferences as your process changes. Streamline your workflow process with

features that allow quick access to information and automatic data entry in multiple places.

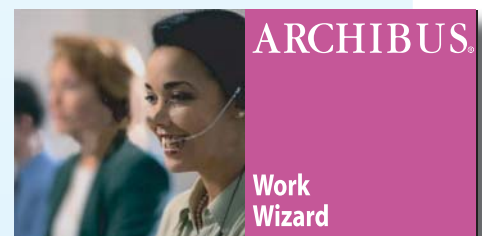
- *Open architecture of Work Wizard allows for easy personalization “out-of-the-box”*
- *Customize your work order flow to reflect your process and avoid costly re-training*
- *Enforce your work process and standards with process control and validation checks*
- *Reduce manual input and maintain data integrity with auto-add and auto-complete features*

Deploy Quickly to Complete the Picture

The Work Wizard is easy to deploy with minimal training or retraining required, enabling you to generate positive results quickly. Use the Work Wizard in conjunction with other ARCHIBUS applications to further enhance its capabilities. The Work Wizard and the data it generates is 100% compatible with other ARCHIBUS applications. Information entered in one application can be immediately leveraged in another.

For example, the Building Operations Management application extends the capabilities of the Work Wizard, allowing you to track and schedule preventive maintenance, level work loads, and identify scheduling conflicts. In addition, you can also use Work Wizard within the Condition Assessment and Environmental Sustainability applications to generate work requests for deficiencies found during the assessment process.

- *ARCHIBUS Web Central® expands work request capabilities to the rest of the organization*
- *Associates simply submit their requests via the Web and can monitor the request’s ongoing status*
- *Create preventive maintenance requests in ARCHIBUS Building Operations Management that appear directly in the Work Wizard*





Emergency Preparedness

Ensure business continuity and expedited recovery in the event of a disaster

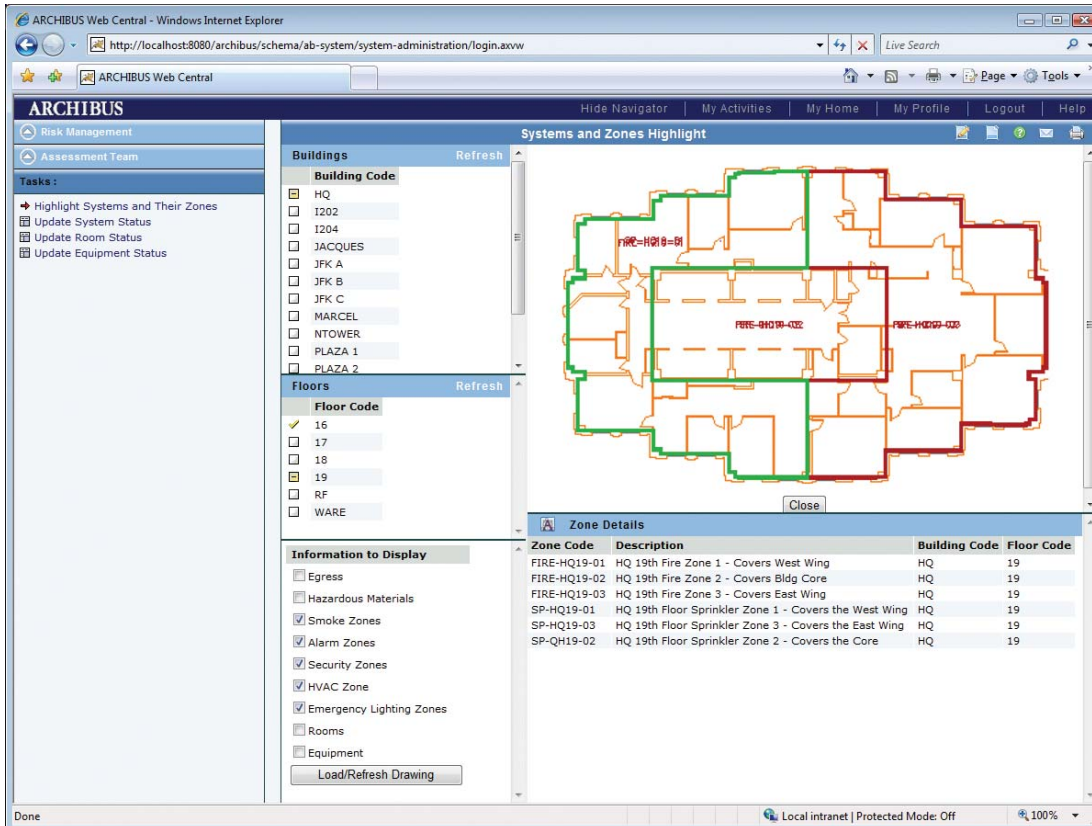
Every year, natural and man-made disasters cause tremendous dislocation and financial loss to organizations. ARCHIBUS Emergency Preparedness allows you to plan for potentially disastrous situations and effectively respond and quickly recover in the event of an actual disaster. It helps provide rapid access to critical facility, infrastructure and occupant information to ensure life safety procedures are followed, property is protected, and disruption to normal operations is minimized. ARCHIBUS Emergency Preparedness can serve as your primary tool for maintaining and providing accurate information to those who need it most in the event of a disaster.

Activities and Reports include:

- Egress Plans
- Hazardous Material Plans
- Advisory Bulletin for Employees
- Emergency Contacts by Employee
- Recovery Team Escalation Contacts
- Update System Status
- Update Room Status
- Update Equipment Status
- Employee Status by Building
- Status Summary
- System Dependencies
- Regulatory Compliance
- Equipment & Dependent Systems
- **Plus Many More...**

Benefits

- **Provides a proactive emergency operations management posture that can potentially save lives, protect property, and reduce insurance costs**
- **Enables quick access of accurate information to make critical life-safety decisions during a disaster**
- **Organizes information to implement disaster recovery plans and quickly resume normal operations**
- **Assists in expediting insurance claims and negotiating more favorable coverage terms**



Emergency Preparedness lets users view systems and zones within floor plans to provide critical safety information to emergency responders



Establish Proactive Readiness

Developing an emergency preparedness system is vital to ensuring the protection of life and minimizing damage during a disaster. Take stock today of the data you currently track to determine its value during a crisis situation. For example, fire, police, and other emergency “first responders” will need information about your facilities to help them perform their duties.

- Provide reports on employee locations, buildings’ means of egress, and where hazardous materials are kept
- Define critical systems, dependent systems, and their zones
- Identify equipment, systems and their interdependencies to quickly determine the chain effect of failures
- Ensure all data and applications will be accessible in times of emergency, whether via the Internet or another remote method
- Update facilities’ egress plans and hazardous material plans on a regular basis, especially after a facilities project or move
- Negotiate more favorable insurance coverage based on pro-active planning

Ready to Make Critical Decisions

The ARCHIBUS Emergency Preparedness application allows you to prepare your facility and your staff to respond to and manage all types of emergencies, from a non-life threatening flood in your data center, to a potentially more serious event such as a chemical spill in a biotechnology lab. In the event that disaster strikes, first priorities include ensuring life safety, protecting property, limiting disruption to critical operations, and reducing financial losses. ARCHIBUS Emergency Preparedness can help ensure that you have the information you need at your fingertips, and the ability to communicate this information during a work-place emergency.

- Gain access to your data from a remote location via ARCHIBUS Web Central® or off-site backups
- Use reports on evacuation plans, employee locations, and locations of hazardous materials to make quick, informed, and life-saving decisions
- Collect information using wireless devices and provide status updates, as available
- Generate emergency advisory bulletins for employees and managers

Assess Conditions

Condition assessments will determine the extent of the damage as a result of the crisis event. Using the application you can apply a status or condition to any person, place or asset tracked within the database.

- Determine whether assets are repairable and which need to be replaced by comparing existing inventory data to current conditions
- Record and evaluate the condition of structures, utilities, systems, and equipment

Resume Normal Operations Quickly

Begin preparing the affected facilities to resume operations. Comparisons of “before and after” will ensure that the organization is properly outfitted with its required systems and equipment.

- Create work orders in the ARCHIBUS Building Operations Management or On Demand Work applications to schedule equipment repairs
- Use vacancy reports in ARCHIBUS Space Management to make provisions for relocating employees
- Consult existing inventories maintained in the ARCHIBUS Furniture & Equipment Management or Telecom & Cable Management applications to determine new equipment, supplies, and systems needs
- Create an escalation contact list so recovery team members can quickly approve decisions and purchases necessary for returning the division to normal operations

Assist in Financial Recovery

Plan for long-term recovery (including capital spending) for new facility and infrastructure requirements.

- Prepare insurance claims using the data collected during your recovery process
- Compare the options of rebuilding versus purchasing or leasing new space using the ARCHIBUS Real Property & Lease Management application
- Identify, track, document and summarize relocation/recovery costs for insurance carriers, tax authorities, and other external or internal entities





Condition Assessment

Create a central repository to effectively manage deferred maintenance liabilities and recommend corrective actions

Could you easily justify increased deferred maintenance and capital renewal spending based on static, possibly outdated reports? The ARCHIBUS Condition Assessment application provides an objective, dynamic process for evaluating facilities and infrastructure to help substantiate resource needs based on organizational priorities. With Condition Assessment, users can access an accurate, timely repository to better plan corrective measures and improve an organization's overall Facility Condition Index. Successful deployment will result in higher satisfaction of facility occupants at a lower total cost of operations.

Activities and Reports include:

Deficiencies by:


- Recommended Action
- Total Estimated Cost to Correct
- Construction Specification Institute (CSI) Element

Plus:

- Management Report by Condition
 - Management Site Report By Building
 - Corporate Project View
 - Regional Project View
 - Site Project View
 - Group Assessment Project View
- And Many More...**



Benefits

- **Prioritizes problems for correction, based on objective measures and organizational needs**
- **Provides a dynamic, central repository of condition information to enable proactive identification of deficiencies and extend asset life**
- **Demonstrates how costs are associated with corrective measures to justify budgets**
- **Utilizes existing data maintained in the ARCHIBUS repository to reduce data collection costs**





M&E Assessment Project

Records for Activity Project Name:
ASSESSMENT-HQ-17-QTR2

Log Number: **63**
Description: **Make-up air unit, indoor spnsp, NLP gas, 2000 CFM, Replace**

Recommended Action: **Code Compliance**
Conditions Priority: **Poor**
Date Assessed: **07/08/2008**
Assessed By: **Rob Johnsson**
SCI Classification: **15000**
Equipment Code: **HVAC**
Site Code: **MARKET**

Log Number: **64**
Description: **Air handling unit, built-up single zone, horiz/vert. Repair**

Recommended Action: **Environ. Code**
Conditions Value: **Fair**
Date Assessed: **07/08/2008**
Assessed By: **Rob Johnsson**
SCI Classification: **15000**
Equipment Code: **HVAC**
Site Code: **MARKET**

Building Code: **HQ**
Floor Code: **17**
Room Code: **MECH 2**
Problem Location: **East Wall**
Status: **N/A**

Cost - Estimated (Expense): **\$1,492.50**
Cost - Estimated (Capital): **\$2,481.75**
Cost - Actual (Expense): **\$0.00**
Cost - Actual (Capital): **\$0.00**
Cost To Replace: **\$69,925.00**

Condition Assessment Scoreboard						
Classification	MECHANICAL	Unavailable	Poor	Fair	Good	Very Good
Life Safety	Estimated Budget (\$): 0 # of Items: 0	0	0	0	0	0
Code Compliance	Estimated Budget (\$): 400 # of Items: 2	0	0	0	0	0
Facility Loss	Estimated Budget (\$): 30000 # of Items: 0	0	0	1	0	0
Environ. Code	Estimated Budget (\$): 0 # of Items: 0	0	0	0	0	0
Mission Support	Estimated Budget (\$): 7200 # of Items: 0	0	0	12	2	0
Delayed Priority	Estimated Budget (\$): 17000 # of Items: 0	0	0	1	0	0
Cost Effective	Estimated Budget (\$): 42200 # of Items: 0	0	2	0	0	0
Def. Renovation	Estimated Budget (\$): 28000 # of Items: 0	0	0	6	1	0
Company Image	Estimated Budget (\$): 0 # of Items: 0	0	0	0	0	0
Maintain	Estimated Budget (\$): 0 # of Items: 0	0	0	0	0	0
Not Entered	Estimated Budget (\$): 0 # of Items: 0	0	0	0	0	0



Collect condition assessment data in the field, identify high-priority items at a glance, and drill down for detailed reports



Prioritize Corrective Actions Objectively

ARCHIBUS Condition Assessment provides an objective, systematic framework for prioritizing work on your buildings, systems, and equipment. Each asset is assigned a numerical rating to determine the level of risk it poses to the organization's overall mission. When presented in the Condition Assessment Scoreboard, these figures help you quickly determine how an asset rates in areas such as life safety, regulatory demands, operational support, or in other user-defined categories. This scoreboard enables you to objectively identify situations that require the most immediate corrective action.

- *Improve information accuracy and consistency by applying standard assessment guidelines across the organization*
- *View consolidated data on all projects, groups of projects, or functional area projects*
- *See at a glance which areas of your facilities or infrastructure require immediate attention*
- *Analyze the impact the condition of assets has on your organizational mission*

Dynamic Repository to Identify Deficiencies

Condition Assessment can also be used to cost-effectively document the nature and extent of a problem as well as the options for corrective action. Using Windows mobile devices, you can synchronize condition descriptions, add digital images, and include the recommended action, such as clean, adjust, remove, repair, or replace. Submit a work request using the integrated ARCHIBUS On Demand Work order system or other existing CMMS applications.

- *Extend asset life by identifying minor repair issues before they escalate to more serious problems, such as damage to adjacent assets or total component failure*
- *Reduce downtime through the proactive identification of asset deficiencies*
- *Demonstrate that suitable mitigation measures are in place to manage identified risks*
- *Integrate assessment and work order management for closed-loop problem resolution*

Justify Spending

With Condition Assessment, you can demonstrate how costs are associated with corrective measures, which in turn are tied to an asset's strategic role in your organization. Associate capital and expense dollars with

correcting property, plant, and equipment deficiencies, which may include life and fire-safety code violations, non-compliance with handicapped access guidelines, or environmental issues. Regardless of the asset, you can use ARCHIBUS Condition Assessment to track its condition, plan for corrective action, and prepare budget scenarios to obtain proper funding.

- *Prepare budgets for capital renewal, preventive maintenance, and repairs with ease*
- *Triage spending by focusing inspection on the most susceptible assets*
- *Compare results from different time periods to determine a facility's or organization's improvement*
- *Weigh the importance of your physical property, plant, and equipment and allocate funds to the most critical areas*

Reuse Data to Reduce Collection Costs

ARCHIBUS Condition Assessment leverages information about space, equipment and systems that may already be maintained in the ARCHIBUS repository. Over time, you can add details on the condition of these assets by simply adding them to your mobile collection device. Generate pre-formatted assessment reports at a global or individual asset level to help determine total cost of ownership and guide preventive maintenance strategies.

- *Present complete, defensible condition assessment findings to decision-makers for funding*
- *Reduce data collection and analysis efforts by applying assessment criteria to existing ARCHIBUS asset data*
- *Easily import and export asset data and assessment values to facilitate assessments*
- *Collect data in the field efficiently using supported Windows mobile devices or tablet PCs*





Environmental Sustainability Assessment

Measure performance indicators and mitigate risk to raise the organization's environmental profile

Leading global organizations are realizing the strategic value of environmental sustainability and the social responsibility to conserve resources and reduce waste generation. The ARCHIBUS Environmental Sustainability Assessment application delivers an objective methodology for creating a balance between people, infrastructure, facilities and their effect on the environment. It helps identify which assets should be repaired, renovated, or replaced to achieve environmental efficiency goals or support other program objectives. Organizations can now establish proactive processes that are both environmentally and economically defensible.

Activities and Reports include:

Assessment Project Statistics by:

- Organizational Priority
- Region
- Site
- Building
- Floor
- Room
- Equipment

Deficiencies by:


- Recommended Action
- Sustainability Rating
- Total Estimated Cost to Correct

Plus:

- Unsuitable Assessment Items Budget by Priority
- Assessments with Active Work



Benefits

- Identifies which assets should be repaired, renovated, or replaced to achieve environmental efficiency goals or support an existing LEED™ program
- Provides ability to assign budgetary values to improve overall facilities and infrastructure sustainability
- Helps establish proactive sustainability processes that can improve operational efficiencies, enhance stakeholder perception, and boost asset values
- Leverages existing information residing in the ARCHIBUS repository to reduce data collection costs





Fleet Assessment Project

Records for Activity Project Name:
ASSESSMENT-HQ-17-QTR2

Log Number: 65
Description: Truck Exhaust Leakage
Sustainability Priority: Emission
Site Code: MARKET
Equipment Code: FLEET
Problem Location: Exhaust System
Recommended Action: Replace
Assessed By: Rob Johnson
Date Assessed: 10/06/2007
Date Verified: 10/08/2007

Status: Cost - Estimated (Expense): \$2,70
Assigned To: Jim A
Approved By: Jack
Date Scheduled: 10/12
Date Started: 10/12
Date To Review: 10/24

Environmental Sustainability Assessment Scoreboard							
Project(s)	ENV-SUST-ASSESS-1ST-ANNUAL	Unsatisfactory	Poor	Fair	Good	Very Good	Not Entered
Energy Use	Estimated Budget (\$)	0	0	14000	2	0	0
	# of Items	0	0	0	0	0	0
Emission	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Solid Waste	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Hazardous Waste	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Chemicals	Estimated Budget (\$)	200	650	0	0	0	0
	# of Items	1	3	0	0	0	0
Water-Save	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Indoor Air Qual	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Recyclables	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Nat. Resource	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Maintain	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0
Not Entered	Estimated Budget (\$)	0	0	0	0	0	0
	# of Items	0	0	0	0	0	0

Assign sustainability ratings from the field, easily identify high-priority items, monitor conditions over time, and drill down for detailed reports



Prioritize Corrective Actions

The ARCHIBUS Environmental Sustainability Assessment application lets you assign each asset a numerical condition rating (based on predefined criteria) and a weighted multiplier (based on organizational priorities). When presented in the Assessment Scoreboard, you can quickly determine how an asset rates in areas such as energy consumption, water use, solid waste reduction, indoor air quality, and more. This lets you objectively identify the most urgent situations.

- *Improve information consistency by providing standard assessment guidelines across the organization*
- *View consolidated data on all projects, groups of projects, or functional area projects*
- *See at a glance which areas of your facilities or infrastructure require immediate attention*

Easily Identify Areas for Improvement

The application enables you to demonstrate the positive effects that environmentally-friendly equipment and processes have on your organization. The application lets you benchmark your consumption, for example, against ideal levels, and take the steps necessary to replace or improve the performance of inefficient assets. The application also allows you to associate capital and expenses with correcting deficiencies.

- *Prepare budgets for capital renewal, repair, and preventive maintenance*
- *Compare results from different time periods to determine a facility's or organization's improvement*
- *Increase asset values by maintaining attractive, environmentally-sound facilities and infrastructure*

Establish Proactive Processes

Increasing sustainability ratings across your organization may translate into increased operational efficiencies. For example, an initiative to reduce solid waste may lead to more paperless processes. Having sustainability data lets you manage proactively to hold down costs. Track the environmental impact of your assets throughout their lifecycles, from acquisition to use to disposal, and better exercise social responsibility.

- *Translate the idea of sustainability into practical actions and daily decision-making*
- *Link organizational sustainability efforts at local, national, and international levels*
- *Present complete, defensible sustainability findings to other decision-makers or opinion leaders*





Reuse Data to Increase Knowledge

Leverage the information already maintained in ARCHIBUS to reduce subsequent data collection costs. Over time, you can add details on these assets' conditions according to your organization's criteria. Assessment reports can be generated at a local or global level to gauge your environmental performance and help identify strategies to improve.

- *Reduce data collection and analysis costs by applying assessment criteria to existing ARCHIBUS asset data*
- *Easily import and export asset data and assessment values via Windows mobile devices or tablet PCs*
- *Re-use environmental sustainability data to support your organization's LEED program*

TEAMS: Environmental Management and Compliance

To address more complex needs, Web-based ARCHIBUS TEAMS (Total Environmental Asset Management System) provides a complete management and compliance solution. The TEAMS modules listed below can supplement an existing ARCHIBUS deployment or can be implemented individually on a stand-alone basis.

	Compliance & Financial Management	- Consolidate EHS Programs - Track, Liability Permits & Plans
	Environmental Monitoring	- Compare Data to Standards - Plot and Review Trends
	Environmental, Health & Safety	- Incident Reporting & Tracking - Identify Problems by Location
	Clean Building	- Locate Hazardous Materials - Manage Abatement/Renovation
	Green Building	- LEED Project Scoring & Tracking - Evaluate Best Practices; Calculate Savings
	MSDS Management	- Maintain MSDS Inventory - Facilitate Annual Reporting
	Waste Management	- Track Storage by Profile/Location - Manage Emissions, Discharges, Shipments

Visit: www.asc-teams.com for more information





Fleet Management

Optimize the utilization and performance of your mobile assets

Maintaining your organization's fleet of mobile assets is crucial to the safety and efficiency of your operations. Optimize fleet performance by tracking every vehicle's usage, availability, maintenance schedules and more with ARCHIBUS Fleet Management. Combining this information with other facilities and infrastructure management data also improves your ability to control costs and assign resources. Fleet Management can be personalized and added to an existing ARCHIBUS deployment or can be implemented separately as a stand-alone solution. It is configured, personalized, and deployed via a client server or Web-based platform based on client-specific needs.

Activities and Reports include:

- Vehicle Inventory
 - Manage Leased or Owned Vehicles
 - Assign to Employee or Department
 - Maintenance Task Library
 - Ad Hoc Tasks
 - PM Tasks and Schedules
 - Repair Orders
 - Combine Repair and PM tasks
 - Motor Pool (Dispatch) Scheduling
 - Request Vehicle
 - Prevent Scheduling Conflicts
 - Labor Management
 - Parts Management
 - Fuel Tracking
 - Calculate Labor, Parts and Other Costs
 - Reimbursable Billing
 - Automated email
- Plus Many More...**

Benefits

- **Optimizes fleet utilization and avoids unnecessary capital investment**
- **Boosts fleet availability through improved preventive maintenance**
- **Lowers operating costs by enabling implementation of experience-based maintenance programs**
- **Promotes compliance with fleet policies and operating procedures**

The screenshot displays the ARCHIBUS Web Central interface. The main content area shows a table of Fleet Repair Orders with columns for Fleet Order ID, Vehicle Code, and Requested by. Below the table, the 'Repair Order Details' section provides information for a specific order, including the requester (BLUM, JOEL), department (ENGINEERING), vehicle code (AUT-TOY-CAM1), and dates for request, work, and completion. An inset image shows a silver sedan, which is the vehicle associated with the repair order.

Easily manage your maintenance schedules, vehicle availability, and service parts inventory with detailed reports



Maximize Resources

Whether you manage a fleet of ten or of ten thousand, ARCHIBUS Fleet Management offers a cost-effective way to keep all vehicles running in top form. Track the performance of each unit to optimize equipment lifecycles and determine the true cost of ownership.

- Enter data while on the road via handheld technology
- Make smarter purchasing decisions based on historic vehicle use and costs
- Run utilization reports to track actual usage

Proactive Preventive Maintenance

Extend the life of your fleet by utilizing preventive maintenance features and reports within the application. Replace parts before they fail, improving the overall availability of your mobile equipment. Improved vehicle and equipment uptime means higher asset utilization, so you can meet your transportation needs with fewer units. A well-documented maintenance and repair history will also provide greater resale value once assets are retired.

- Keep fleets in prime operating condition by tracking preventive maintenance
- Report on preventive maintenance breakdown ratios
- Trigger work requests for preventive maintenance by linking with other applications

Control Costs and Downtime

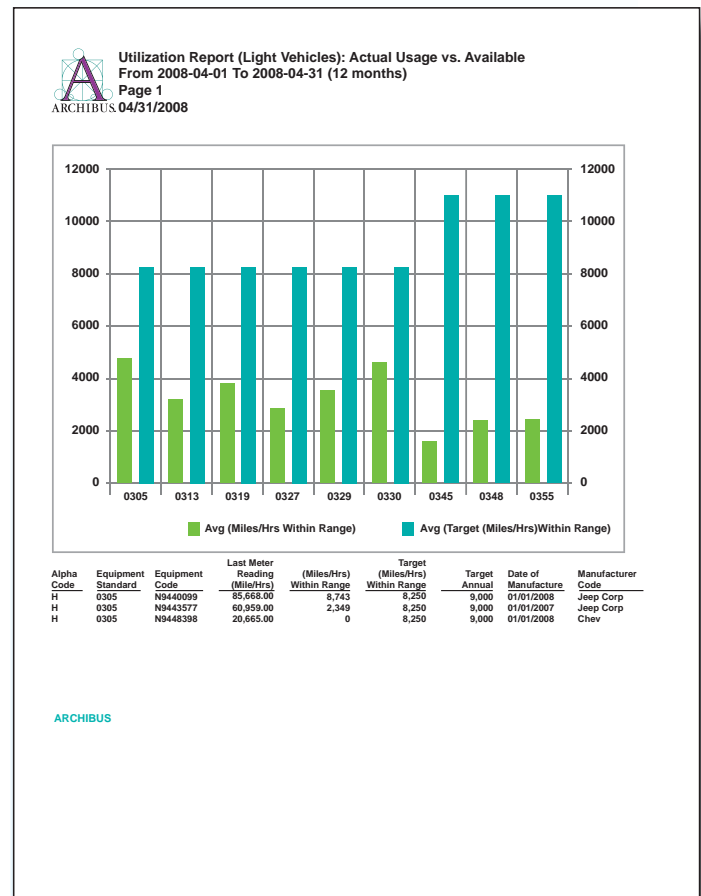
Vehicle information can be easily integrated with other facilities and infrastructure management functions, providing a broad perspective from which to manage costs. Labor hours and materials costs can be fed from Fleet Management into other enterprise-wide financial and human resources applications. This global view helps you control costs, realistically assign resources, and improve accountability. The end result is added value without the extra effort.

- Track inventory of vehicles and service parts
- Track the number of hours devoted to vehicle maintenance for better management of labor resources
- Determine how many vehicles are leased versus owned, and which option is more cost-effective
- Lower labor costs by performing scheduled maintenance work at time of repair

Promote Greater Compliance

Because of its easy-to-use data entry process, even novice users can quickly master the application, enabling widespread compliance with fleet policies and procedures. Associates with minimal computer skills can generally be trained in a matter of hours, thanks to features that shorten the learning curve.

- Comprehensive Help files can be customized to reflect your organization's terminology
- Graphics and keywords explain the basic functions associated with managing a fleet
- Extensive operational and technical support is available from the worldwide network of ARCHIBUS-trained specialists



Fleet Management allows reporting of metrics for all or any part of a fleet





Geospatial Extensions for ESRI®

Link facility and infrastructure data with the intuitive power of geospatial technology to make informed decisions

Many leading organizations recognize Geospatial Information Systems (GIS) as an essential information tool to address extended markets, aging infrastructure, shifting demographics, and compressed cycle times. The knowledge gained from GIS allows organizations to make better decisions, saving time and resources. You can now use powerful geospatial capabilities to illuminate your existing real estate, facility and infrastructure information through the ARCHIBUS Geospatial Extensions for ESRI. This integration will provide you an even more powerful multi-layered perspective of critical organizational initiatives.

Use Cases include:

- Lease & Property Administration
 - Occupancy Planning/Vacancy Analysis
 - KPIs, Benchmarking Analysis
 - Facilities & Site Infrastructure Master Planning
 - Site and Proximity Analysis
 - Employee/Customer/Competitor Mapping
 - Risk Assessment & Business Continuity Planning
 - Emergency Preparedness & Response Analysis
 - E911, Executive Order 13327, BRAC Mandates
 - Environmental Compliance, EHS
 - Work Order Management
 - Utilities, Cable Plant & Network Management
 - Asset Tracking & Management
- Plus Many More...**

Benefits

- Improves organizational collaboration and decision-making by providing geospatial business intelligence for sites, space, infrastructure, and physical assets
- Combines real estate, facility, and infrastructure with geospatial information to provide visual representations that improve analysis for competitive advantage
- Allows both interior and exterior data to be queried simultaneously to visualize an organization's assets and streamline enterprise workflow processes, enabling business transformation
- Leverages ESRI's pre-eminent expertise in aggregating mapping and geospatial information quickly and at low cost

The screenshot displays the ARCHIBUS Web Central interface. At the top, there's a navigation bar with options like 'Executive Management', 'Division Management', 'Department Management', and 'Staff Workplace Portal'. Below this, a 'Property Navigator' shows a map of Philadelphia with a red pin. To the right, 'Property Abstracts' for 1822 Market Street are shown, including details like 'Date Purchased: 10/1/2001' and 'Purchase Price: 7,000,000.00'. Below the map is a 'Properties' table with columns for 'City Code', 'Property Status', 'Book Value', and 'Market Value'. Other sections include 'My Managed Projects' with a table of project descriptions and statuses, 'Manage Leases' with a table of lease details, and a 'Capital Budget Forecast' bar chart showing costs from 2006 to 2016.

Incorporate a geospatial perspective directly within your ARCHIBUS Web Central dashboards to unlock the power of geospatial visualization for improved analysis, reporting, and decision-making



Bringing Geography to Your Business Intelligence

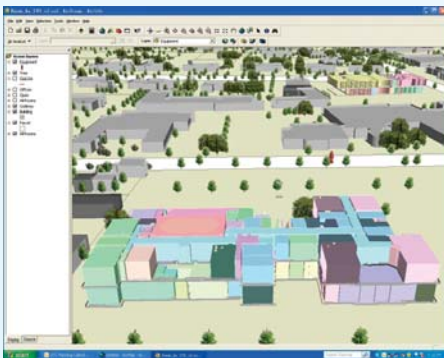
Unlock the spatial component of your valuable business data and see your enterprise from a new perspective. You can now view a common operating picture of sites, space, infrastructure, and physical assets to increase organizational collaboration and make well-informed decisions concerning campus-scale space planning and real estate portfolio management.

- Increase communication and collaboration through immediate access and complete integration of spatial and non-spatial data
- Flow architectural CAD and Building Information Modeling (BIM) directly into GIS
- Maintain a single, seamless data repository for critical information on assets and processes—both inside and outside of your buildings
- Merge GIS and enterprise workflows to speed mission-essential processes and deliver organizational results

Linked Visual Representations for Improved Analysis

Boost your competitive advantage with top-notch analytic tools to help answer both strategic and tactical questions that the C-level suite would ask. High performance organizations require a deep level of spatial knowledge to locate potential customers, assess risks, streamline procedures, and optimize operations.

- Extend the power of your ERP and Enterprise Information Modeling (EIM) with ARCHIBUS Geospatial Extensions
- View maps, and demographics side-by-side with the financials that measure and the workflows that drive processes such as capital projects, property transactions, and lease renewals
- Locate heat-maps of occupancy, lease expirations, total costs per square foot, costs of deferred maintenance, and other key performance indicators



Use thematic “heat” maps within an integrated, three-dimensional operational picture to visualize your vacancies, lease expirations, department occupancy, and more

Analyze Interior and Exterior Data Simultaneously

The ARCHIBUS Geospatial Extensions let you use the powerful family of ESRI solutions to address issues that cross the artificial boundary between “inside” and “outside” the building. The extensions provide “real world” context and enable quicker decision-making based on rich, multi-dimensional sources of information.

For example,

- Real Estate Managers may ask: Which cities provide the optimal mix of demographic variables for opening a new office, manufacturing plant, or retail location?
- Space Planners may ask: How do functional departments span buildings in a campus setting?
- Operations Staff may ask: How do utility lines relate to and impact interior spaces?
- Security Personnel may ask: Which mission-critical rooms and equipment are in close proximity to our natural gas lines?

Robust GIS Functionality Made Affordable

Even if your organization or department does not have an existing GIS capability, you can instantly geo-enable your deployment by linking ESRI® ArcWeb Services, directly into ARCHIBUS Web Central. You can use the off-the-shelf forms for working with properties, leases, or work requests; or you can embed your own GIS queries using just standard ARCHIBUS integration skills.

- **Outsource your GIS practice:** you can easily correlate the wealth of existing data provided by ESRI, such as street maps, satellite data, demographics, and more to your own portfolio of properties, leases, buildings, and assets
- **Avoid redundant data entry:** you can automatically geo-reference all of your properties, buildings, leases, and assets using the information you already have in your ARCHIBUS database
- **Keep in synch:** all GIS queries are connected to live dynamic data provided by ESRI, as you perform property transactions, sign and expire leases, reassign spaces, complete work orders and more





ARCHIBUS Services

ARCHIBUS offers a variety of services to ensure 30-day rapid deployment

Services

- **Software Subscription Program:**

Work confidently with the knowledge that you are using the most up-to-date features and productivity tools available. The ARCHIBUS Annual Software Subscription Program provides participants with complimentary software upgrades and updates, previews, and information on new products and technologies from ARCHIBUS, Inc.

- **Technical Support:**

Make sure you're getting the most from your ARCHIBUS solution by taking advantage of the comprehensive technical support available from ARCHIBUS, Inc. or your local ARCHIBUS Business Partner. Authorized individuals in your organization may communicate with technical support staff via the ARCHIBUS Web site, telephone, or email during normal business hours. In addition to on demand technical support, your participants in our support programs gain access to the on-line ARCHIBUS Technical Support database of FAQs (Frequently Asked Questions), which includes pro-active notifications of additions to the proprietary ARCHIBUS KnowledgeBase.

- **Professional Services:**

Specialized professional services from ARCHIBUS, Inc. and our global network of 1,600+ Business Partners include opportunity/technology audits, implementation planning and support, project creation/migration, application personalization/customization, application integration, implementation/management audits, and more.

- **Training:**

Learning how to take full advantage of ARCHIBUS makes users more effective and productive. ARCHIBUS, Inc. offers a range of training options to serve all skill levels, from novice to systems administrator. Training topics range from ARCHIBUS fundamentals to advanced programming classes.

Please visit archibus.com/training for detailed course descriptions and scheduled classes.

- **On Demand and Hosted Solutions:**

In addition to purchasing or leasing software, ARCHIBUS offers an alternative to in-house application implementations through "on demand" or hosted options. These services provide organizations with remote access over the Internet to a full suite of ARCHIBUS-hosted real estate, infrastructure and facilities management applications.

Benefits include:

- **Minimal up-front costs:** Configuration, project management, and standards development costs are typically spread out over the length of the contract
- **Fast deployment:** Eliminate dedicated hardware, software, and personnel costs while avoiding implementation delays
- **Expert administration:** Outsource database and Web administration to free up your resources





Company Profile

ARCHIBUS is the #1 global provider of real estate, infrastructure, and facilities management solutions and services

For over 25 years, ARCHIBUS, Inc. has been the world's leading provider of real estate, infrastructure, and facilities management products and services. This experience, along with the expertise of over 1,600 ARCHIBUS Business Partners around the world, yields proven solutions that allow organizations of all sizes to effectively manage their physical assets.

Since 1987, the company's flagship product, ARCHIBUS, has held approximately 66% of the global integrated Computer-Aided Facilities Management market. Today, the breadth of products and services offered by ARCHIBUS, Inc. and its partners is unrivaled. In 2008, the annual global expenditures for ARCHIBUS-related products and services will exceed \$1.7 Billion dollars (US), and over half of the revenues will be realized outside of the United States.

ARCHIBUS is available in over 130 countries and in more than two dozen languages. The solution has been implemented by over 16,000 organizations representing more than 4 million users. With a track record of continuous product enhancements and a loyal, satisfied user base, ARCHIBUS remains the #1 real estate, infrastructure, and facilities management solution in the world.

Worldwide ARCHIBUS Community

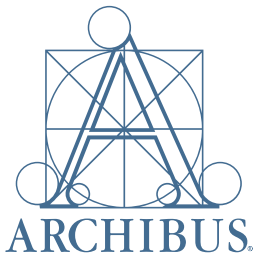
- Distributors: 24+
- Resellers: 200+
- Application Specialists: 200+
- Developer Network Partners: 100+
- 3rd Party Products: 300+
- Language Editions: 24+
- Enterprise and Web-enabled Users: 4,000,000+
- Users' Groups: 40+
- Annual Users' Conference: World's Most Attended in the Industry



ARCHIBUS History and Milestones

- 1980** Developed primary FM Automation frameworks and foundations for ARCHIBUS at Harvard University
- 1982** ARCHIBUS delivered the world's first integrated Computer-Aided Facilities Management (CAFM) system
- 1983** Began collaboration with Autodesk, becoming their seventh Third-Party Developer for AutoCAD®
- 1987** Became the #1 AutoCAD-based CAFM solution in the world
- 1991** Named as the first and only Autodesk Strategic Developer for Facilities Management in the U.S.
- 1991** Developed the world's first CIFM™ (computer integrated facilities management) enterprise solution
- 1993** Named by Autodesk as "Developer of the Year for Asia/Pacific"
- 1994** Became a founding member of the International Alliance for Interoperability and its first FM developer
- 1994** Developed the world's first Integrated Workplace Management System (IWMS) offering
- 1994** Developed the world's first Building Information Modeling (BIM) frameworks for real estate, infrastructure, and facility management
- 1995** Launched ARCHIBUS Web Central, the world's first comprehensive Internet and intranet solution for CRE/FM
- 1996** Received the Reader's Choice Award for ARCHIBUS from Today's Facility Manager magazine
- 1997** Developed the world's first Executive Information System (EIS) that extended access to casual users with little or no training
- 1999** Surpassed the 1,000,000 user mark—both Enterprise and Web-enabled
- 2001** Developed the world's first Enterprise Information Modeling™ (EIM) framework for real estate, infrastructure, and facility management
- 2001** Introduced the 9th generation of ARCHIBUS, the world's first Total Infrastructure and Facilities Management (TIFM™) solution

- 2002** Released full translations of ARCHIBUS in Spanish, French, German, Dutch, Korean, and Norwegian
- 2003** Reached 3,000,000 Enterprise and Web-based users
- 2004** Introduced new Web-based solution that integrates enterprise processes and offers personalized views and dashboards
- 2005** ARCHIBUS, Inc. positioned as a Leader in a well-known research report on Integrated Workplace Management Systems (IWMS)
- 2006** Introduced Web-based Project Management, Capital Budgeting, and Move Management applications
- 2006** Computerworld July 31 issue spotlights ARCHIBUS users' cost savings and other benefits from its IWMS software
- 2006** Released ARCHIBUS V.16, for enhanced infrastructure/facilities management, and greater performance and ease of use for Windows and Web environments, including new Web-based Reservations
- 2006** ARCHIBUS, Inc. receives Strategic Business Partner Award from APPA, the association serving educational facilities management professionals
- 2007** ARCHIBUS Inc. establishes Environment + Sustainability Services Solution Center, along with new centers in Germany, Romania, and Beijing—showcasing its leading infrastructure/facilities management software
- 2007** Marks 25th Anniversary with over 4,000,000 users
- 2008** Delivered ARCHIBUS V.17 featuring new Web-based Service Desk/On Demand Work capabilities, integration with ESRI's GIS software and Autodesk Revit® building information, as well as Web Central enhancements to encourage a high-level of information-sharing among staff and departments
- 2008** Developed the world's first Intuitive Business Transformation™ (IBT) applications



ARCHIBUS, Inc. is the #1 global provider of real estate, infrastructure, and facilities management solutions and services.

As a pioneer and technology visionary, ARCHIBUS developed the world's first integrated Computer-Aided Facilities Management (CAFM) system. Since 1987, ARCHIBUS has been the #1 AutoCAD-based integrated CAFM system in the world. ARCHIBUS also introduced the world's first Computer Integrated Facilities Management (CIFM) enterprise solution and the first Integrated Workplace Management System (IWMS), and to this day, remains the market leader. Today, ARCHIBUS retains its leadership role within the emerging Total Infrastructure and Facilities Management (TIFM) category. With ARCHIBUS, organizations can use a single comprehensive, integrated solution to make informed strategic decisions that optimize return-on-investment, lower asset lifecycle costs, and increase enterprise-wide productivity and profitability.

More than 4 million ARCHIBUS Enterprise and Web users worldwide manage over 5 million properties saving their organizations over \$100 billion annually. Available in over 130 countries and more than two dozen languages, ARCHIBUS is supported through a global network of 1,600+ ARCHIBUS Business Partners.