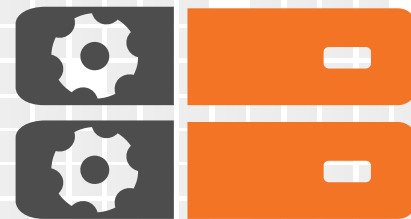


Asset Register



Module Information

Asset management refers to any system that monitors and maintains things of value to an entity or group. Asset management is a systematic process of operating, maintaining, upgrading, and disposing of assets cost-effectively and of monitoring and maintaining facilities systems with the objective of providing the best possible service to users.

Assets are those such as machines and office equipment, used in the production of goods or rendering of services and are not held for the purpose of sale in the ordinary course of business.

Assets constitute a major investment for most businesses and a close second to human assets. Even in the case of service entities such as hotels, banks, financial institutions, insurers, etc. it has become imperative to invest heavily in furnishing, equipment, and technology to attract, and retain customers.

The Asset Register module provides the means to effectively manage all assets within companies, from large to small, to maximise the return on the investment in assets, reduce ongoing upkeep costs while maintaining legal requirements.

Most items in our workplaces have statutory inspection and maintenance criteria. Is all your equipment up to date with its legal requirements?



Key Features

- Clear Asset Overview
- Full Asset History
- Direct Link to Inspections
- & Maintenance
- Spare Parts Inventory
- Document Assignment
- NFC Tagging

Analytics

- Location
- Category
- End of Life

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info@cgatechnology.com

www.cgatechnology.com



Equipment Maintenance



Module Information

Maintenance and repair operations involve fixing any sort of mechanical, plumbing or electrical device should it become out of order or broken (unscheduled or reactive). It also includes performing routine actions which keep the device in working order (preventative maintenance) or prevent trouble from arising.

Although it is well known that equipment routinely serviced on a pre-determined schedule outlasts equipment that is not, many companies still indulge in the practice of neglecting equipment and/or only responding reactively to equipment failures.

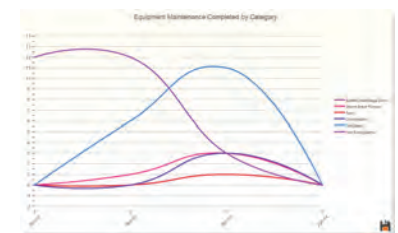
The Maintenance Module tracks all assets for maintenance requirements, schedules preventative tasks and assigns them to the appropriate person. The Maintenance Module can also handle reactive maintenance to ensure repairs are tracked. With a link to Stock Manager the available parts or supplier of replacement or service parts is also available while viewing the asset.

Multiple Maintenance operations and schedules can be configured for assets to allow compliance, not only in monitoring company policy, but also satisfying industry code of practices or ISO requirements.

Incorporate the FlexEquipment mobile application and you can remove the paperwork completely from the maintenance process, increasing productivity by over 40%.



Fire Ex - Daily - View Inspection Details				
Title	Description	Frequency	Notification Days	Active Date
CO2	Test	Daily	1 Day	20 September 2013



Asset	Maintenance	Maintainer	Type	Project	Equipment Category	Serial No.	Project	Due Date	Status
CGA	Software (CGA)	Indoor (TEST)	TT1	CGA	Software (CGA)		CGA	20 January 2014	Completed
CGA	Software (CGA)	Indoor (TEST)	TT2	CGA	Software (CGA)		CGA	20 January 2014	Completed
CGA	Software (CGA)	Indoor (TEST)	TT3	CGA	Software (CGA)		CGA	20 January 2014	Completed

Equipment Inspection				
Title	Description	Frequency	Next Inspection	Provider
Monthly Check List	Machine to be checked before operating every day by the operator	Monthly	20 February 2014	CGA



Key Features

- Automated Notification
- Review Process
- Customisable
- Standardised Process
- NFC Tagging
- Mobile Applications
- Spare Parts Availability

Analytics

- Completed
- Completed by Category
- Completed by Employee
- Completed by Customer
- Internal Vs. External
- Due by Category
- Due by Employee
- Due by Customer

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Inspections & Calibrations



Module Information

An inspection or calibration is an organised examination or formal evaluation exercise which involves the measurements, tests, and gauges applied to certain characteristics in regard to an object or activity. The results are usually compared to specified requirements and standards in order to determine if the item or activity is in line with these targets.

An inspection, e.g., an annual inspection, is a necessary inspection required on equipment to ensure conformity with laws regarding safety, fire, or both. It consists of an examination of the assets components, usually done by a certified competent person.

The Inspection & Calibration Module tracks all assets for inspection or calibration, schedules inspection tasks and assigns them to the appropriate person, ensuring statutory requirements are met.

Multiple Inspections or Calibrations can be configured for assets to allow compliance monitoring, not only to legal requirements but also company policy, industry code of practices or ISO requirements. You control the inspection or calibration criteria and the system looks after the scheduling, tracking and reporting elements.

Incorporate the FlexEquipment mobile application and you can remove the paperwork completely from the inspection process, increasing productivity by over 40%.



Asset	Inspector	Inspection Type	Equipment Category	Serial No.	Due Date
Asset 1	John Doe	Calibration	Electrical Panel	1234567890123456	20 January 2019
Asset 2	John Doe	Calibration	Swimming Pool (Control Unit)	1234567890123456	21 January 2019
Asset 3	John Doe	Calibration	Motor (Engine & Wheel)	1234567890123456	22 January 2019
Asset 4	John Doe	Calibration	Motor (Engine & Wheel)	1234567890123456	23 January 2019

Title	Description	Frequency	Last Inspection	Provided
Weekly Check List	Review to be checked before starting any day by the operator	Weekly	20 January 2019	John Doe
Monthly Inspection	To be completed by John Doe	Monthly	20 January 2019	John Doe

Title	Description	Frequency	Last Inspection	Provided
Oil Change	Inspect and change oil at this and daily check book. Test pages	Daily	20 January 2019	John Doe
Fluid Levels	Inspect all engine elements as required. Inspect and replace any worn parts at this time also	Daily	20 January 2019	John Doe

Title	Description	Frequency	Notification Days	Active Date
Daily	Test	Daily	7 Days	20 September 2019

Key Features

- Automated Notification
- Review Process
- Customisable
- Standardised Process
- NFC Tagging
- Mobile Applications

Analytics

- Completed
- Completed by Category
- Completed by Employee
- Completed by Location
- Internal Vs. External
- Due by Category
- Due by Employee
- Due by Location

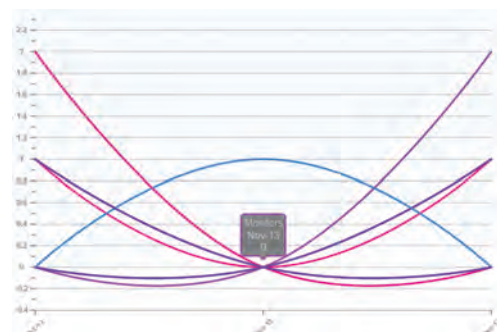
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Stock Management



Module Information

Stock management is the function of understanding the stock mix of a company and the different demands on that stock. The demands are influenced by both external and internal factors and are balanced by the lead-time to keep supplies at a reasonable or prescribed level. Having enough stock in place to carry out the day to day functions of your business whilst not over investing precious resources in slow moving products, is a fine balance. The use of clever notification systems can give real time information on the current levels. Other information shown on the table includes:

- Part number
- Supplier
- Lead Time
- Current Levels
- Returns
- Value

Name	Part No.	Supplier	Lead Time	Level	Min	Max	Status	Value
Industrial Spare Part	123456789	ABC Ltd	1 Week	100	50	150	OK	€1,200.00
Component X	987654321	DEF Co	2 Days	25	10	40	OK	€500.00
Assembly Y	567890123	GHI Inc	3 Days	15	5	25	OK	€300.00
Part Z	345678901	JKL Ltd	1 Day	5	2	8	OK	€100.00
Sub-assembly A	234567890	MNO Co	2 Days	10	5	15	OK	€200.00
Part B	123456789	PQR Ltd	1 Day	5	2	8	OK	€100.00
Part C	987654321	STU Co	2 Days	10	5	15	OK	€200.00
Part D	567890123	VWX Ltd	1 Day	5	2	8	OK	€100.00
Part E	345678901	YZA Co	2 Days	10	5	15	OK	€200.00
Part F	234567890	BCD Ltd	1 Day	5	2	8	OK	€100.00
Part G	123456789	EFG Co	2 Days	10	5	15	OK	€200.00
Part H	987654321	HIJ Ltd	1 Day	5	2	8	OK	€100.00
Part I	567890123	KLM Co	2 Days	10	5	15	OK	€200.00
Part J	345678901	NOP Ltd	1 Day	5	2	8	OK	€100.00
Part K	234567890	QRS Co	2 Days	10	5	15	OK	€200.00
Part L	123456789	TUV Ltd	1 Day	5	2	8	OK	€100.00
Part M	987654321	WXY Co	2 Days	10	5	15	OK	€200.00
Part N	567890123	ZAB Ltd	1 Day	5	2	8	OK	€100.00
Part O	345678901	ACD Co	2 Days	10	5	15	OK	€200.00
Part P	234567890	DEF Ltd	1 Day	5	2	8	OK	€100.00
Part Q	123456789	GHI Co	2 Days	10	5	15	OK	€200.00
Part R	987654321	JKL Ltd	1 Day	5	2	8	OK	€100.00
Part S	567890123	MNO Co	2 Days	10	5	15	OK	€200.00
Part T	345678901	PQR Ltd	1 Day	5	2	8	OK	€100.00
Part U	234567890	STU Co	2 Days	10	5	15	OK	€200.00
Part V	123456789	VWX Ltd	1 Day	5	2	8	OK	€100.00
Part W	987654321	YZA Co	2 Days	10	5	15	OK	€200.00
Part X	567890123	BCD Ltd	1 Day	5	2	8	OK	€100.00
Part Y	345678901	EFG Co	2 Days	10	5	15	OK	€200.00
Part Z	234567890	HIJ Ltd	1 Day	5	2	8	OK	€100.00



Access to pre-approved supplier information allows new employees taking control of stock ordering duties to require less training, reducing the risk of not possessing a detailed knowledge of suppliers.

Stock spare parts can be assigned to a specific asset, so availability and lead time can be factored into maintenance operations and parts, or service items used as part of maintenance can be tracked to build a full picture of the cost of maintenance.

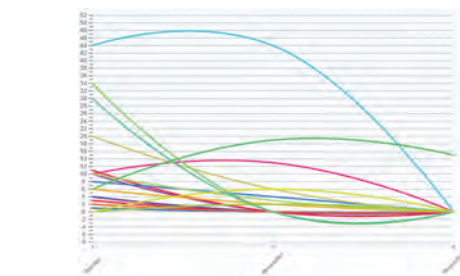
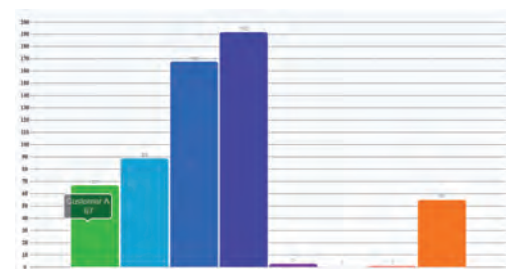
Do you know how much PPE you have issued to employees over the last year, and how much employee A is costing vs. employee B?

Key Features

- Link with Asset Register
- Min / Max levels
- Employee Cost Reports
- NFC Tagging
- Mobile Applications

Analytics

- By Category
- By Project
- Transactions by Category
- Transactions by Cost
- Transactions by Type



Asset ID	Asset Name	Asset Type	Asset Status	Asset Location	Asset Value	Asset Age	Asset Condition	Asset Notes
AS001	Asset 1	Asset Type 1	Asset Status 1	Asset Location 1	Asset Value 1	Asset Age 1	Asset Condition 1	Asset Notes 1
AS002	Asset 2	Asset Type 2	Asset Status 2	Asset Location 2	Asset Value 2	Asset Age 2	Asset Condition 2	Asset Notes 2
AS003	Asset 3	Asset Type 3	Asset Status 3	Asset Location 3	Asset Value 3	Asset Age 3	Asset Condition 3	Asset Notes 3
AS004	Asset 4	Asset Type 4	Asset Status 4	Asset Location 4	Asset Value 4	Asset Age 4	Asset Condition 4	Asset Notes 4
AS005	Asset 5	Asset Type 5	Asset Status 5	Asset Location 5	Asset Value 5	Asset Age 5	Asset Condition 5	Asset Notes 5
AS006	Asset 6	Asset Type 6	Asset Status 6	Asset Location 6	Asset Value 6	Asset Age 6	Asset Condition 6	Asset Notes 6
AS007	Asset 7	Asset Type 7	Asset Status 7	Asset Location 7	Asset Value 7	Asset Age 7	Asset Condition 7	Asset Notes 7
AS008	Asset 8	Asset Type 8	Asset Status 8	Asset Location 8	Asset Value 8	Asset Age 8	Asset Condition 8	Asset Notes 8
AS009	Asset 9	Asset Type 9	Asset Status 9	Asset Location 9	Asset Value 9	Asset Age 9	Asset Condition 9	Asset Notes 9
AS010	Asset 10	Asset Type 10	Asset Status 10	Asset Location 10	Asset Value 10	Asset Age 10	Asset Condition 10	Asset Notes 10

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Work Order



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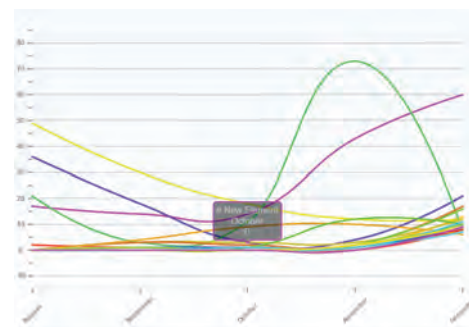
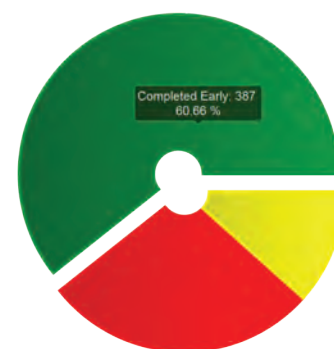
A task is an activity that needs to be accomplished within a defined period of time or by a deadline. Our workdays are comprised of numerous tasks designed to achieve a goal. Some tasks are small, others can be comprised of multiple elements, with various parties involved in the process.

The Work Order Module handles both automatic task assignment and manual task assignment, integrating to all other modules in the Flex system to give an overall picture of the tasks and responsibilities before you, and tracking their progress and completion dates.

If a task cannot be completed on time, the escalation feature ensures that nothing slips through the net by getting referred up the chain to the persons supervisor.

Modern businesses rely more and more on co-operation between suppliers and external companies, Work Order also gives your suppliers their own portal to access jobs assigned to them to complete or update where necessary.

The personal calendar allows employees to get a clear view of their duties and the integration of time management and tracking information enables you to track time against a specific task, building data profiles for future benchmarking.



Key Features

- Task Assignment & Tracking
- Unique Job Number per Task
- Notifications including SMS
- Company Calendars
- Auto Escalation
- Email Helpdesk Support
- Supplier Portal Support
- Time Management

Analytics

- Compliance Rate
- Job Category Rates
- Employee Workload
- Category Forecasting
- Employee Forecasting

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