



reminders and events

This flexible yet sophisticated module delivers powerful asset management capabilities by enabling users to define events that may be associated with asset records, and to set reminders to ensure that the required action is taken in a timely and efficient manner.

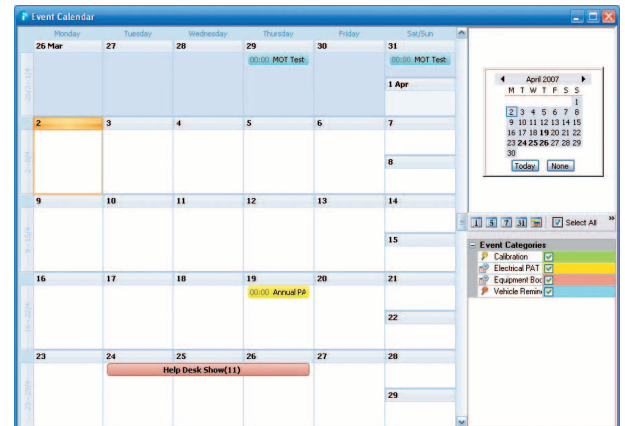
Although frequently used to manage calibration and electrical PAT tests for equipment, Reminders and Events can be used for any type of event.

Following a similar structure and appearance to the Asset-i core system, Reminders and Events allows users to create categories of events, including the processes and rules which apply to them. When new events are created, they are allocated to a category which then automatically imposes the pre-agreed procedures, reducing the likelihood of errors and saving time.

Within the event category it is possible to define whether the associated events can be actioned using a portable bar code terminal. Using this option, the user need only scan the asset bar code and record the information required by the event.

An example use for Reminders and Events might be the requirement to calibrate a piece of laboratory equipment on an annual basis and, in addition, conduct some further testing at three monthly intervals.

The user defines an event category of 'calibration' together with the two types of calibration event (annual and quarterly). The relevant asset records are added to each event and the system automatically sends a series of reminders, by e-mail or on the screen, to those people who need to be involved in actioning the event.



If you think our system could benefit you then please get in touch to arrange a visit from us or simply to find out more.

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“We were impressed with ExPD’s knowledge and flexibility. They took on a consultancy role, guided us through the options, and helped get us up and running very quickly.”

Michael Priestley, Withers LLP. Leading international private client law firm, Withers LLP, installed Asset-i to handle more than 3,500 assets, ranging from IT equipment to works of art.

Events and their associated reminders are triggered by a date. This can be a date within the asset record itself, supplied by the user when the assets are assigned to the event, or contained in the event definition itself.

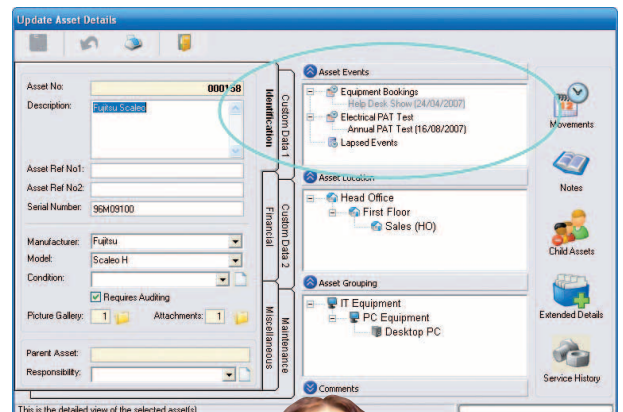
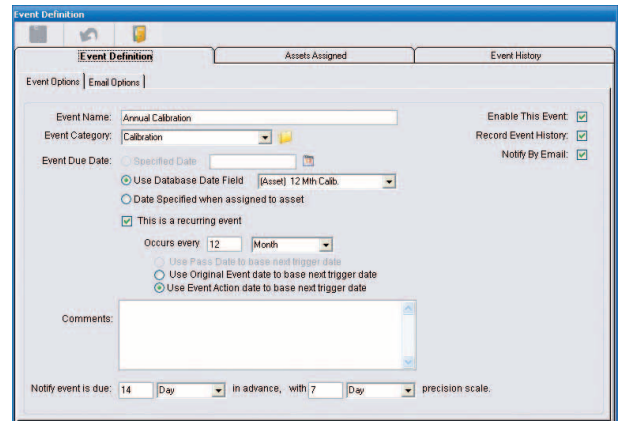
The flexibility of Reminders and Events means that start and end dates do not necessarily have to be included. Thus, a single event can be set up to take place over a period of time, which is particularly useful for loans or extended servicing requirements.

A free-text capability allows users to add comments to an event.

An e-mail option allows different people (or groups of people) to be notified when an event is due, when it is complete or if there was a failure. These distribution lists are user definable and information can either be sent within the body of the e-mail or as an attached report.

Events are recorded in the Asset Register enabling users to see which assets have been assigned to an event. This information can also be displayed in a calendar format, together with dates for reminders. The use of 'precision scale' allows the Reminders and Events software to group together a number of forthcoming events of a similar nature (for example, testing of a particular piece of equipment) on the same day, overriding the exact date which has been assigned to them in order to achieve efficiencies of time and cost.

When an event is actioned it is possible to record additional notes and, for a recurring event, such as an MOT test, the date when it should next be triggered. If required, a full history for an event can be maintained including all the assets that were involved.



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