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End to End Facilities Management Software that simplifies complex operations, aids cost reduction & improves efficiencies

## Overview

eFACiLiTY<sup>®</sup>- Enterprise Facility Management Software is a leading CAFM/FMS solution that competes with world leading products in CAFM/EAM/CMMS space. It is a contemporary solution that works together with businesses to provide complete perspective on facilities operation by bringing together space, people, assets and maintenance into a single system.

eFACiLiTY<sup>®</sup> offers an environment that could provide enhanced productivity, safety, security, comfort, convenience and cost effective operations through seamless integration, interaction and optimization of all functional control systems in real time, effectively and efficiently.

eFACiLiTY<sup>®</sup> has the operating trait to enrich the diverse fields in which it functions and extensively helps in achieving higher customer satisfaction.



eFACiLiTY<sup>®</sup> not only integrates and simplifies the operation of facilities and building systems, but also links them to the enterprise management system allowing enterprise-wide connectivity, monitoring and reporting vital operational information.

As a result, businesses and organizations can establish a completely automated, healthier, more productive and safer environment, at lesser cost and effort.

## Solution for







## **Kiosk Screens**









## 👗 Maintenance Management

eFACiLiTY<sup>®</sup> Maintenance Management System provides Enterprise Asset Management (EAM), Property Management and Computerized Maintenance Management (CMMS) features that facilitates the asset managers to track, maintain and manage their assets, properties, facilities, equipment and get the best performance throughout their life-cycle.



### **Key Functions:**

- Asset Management
- Preventive Maintenance Scheduling
- Corrective Maintenance
- Work Order Management
- Automated Resource Management
- Stores/Inventory and Procurement Management
- Contracts Management
- Service Level Agreement (SLA) Management
- Property Management & Key Management
- Asset Tracking with RFID, Barcodes, NFC, QR Code integration
- > PPM Library with in-built standard policies
- SMS approval for Work Orders
- Configurable Work Order Approval Workflows
- ► GIS / BIM Integration
- On Screen visual display of nearing Work Orders
- SLA breach with ageing information
- Customizable fields / forms for assets, Work Orders

### **Key Features:**

- Facilities / Equipment / Assets creation via a multilevel primary and up to 10 levels of configurable hierarchical tree
- Preventive (scheduled) Maintenance Work Orders scheduled by calendar or usage frequency
- Corrective(breakdown) Maintenance templates for fast response to common tasks
- ► Asset Template Designer:
  - Asset Templates, custom data created can be used for tracking asset information and creating a repository
  - Custom Reports created can be used to link the application menu system and set access privileges for the users
- User Group based Access Privileges
- Equipment tracking with cost history, warranty, vendor details, technical documentation & list of spare parts
- Inventory tracking with vendors, costs, reorder quantities, stock location
- Employee data, department wise with labor rates
- Calendar functions view for displaying Work Orders
- Vendor database with contact information, purchased parts, and purchase history
- Procurement module for creating purchase requisitions, purchase orders, RFQ and receipts
- Reports and Graphs over eighty standard reports
- View upcoming Work Orders / Closing Work Orders
- Multiple stock rooms
- Service Request Module for remote Work Order requests
- Store wise masters for handling centralised stores managed by contractors
- Site wise configuration introduced to set access privileges for contractors stores & items
- Workflow definition included for configurable multi-level approval process for quotations
- Enhanced scheduled maintenance frequency with provision to raise Work Orders on specific hour in a week
- Configurable Work Order verification process for closure





### **KPIs & Custom Dashboards**







## Helpdesk & Knowledgebase

eFACiLiTY<sup>®</sup> Helpdesk module manages the work flow of registering, assigning and resolving all service requests and problems reported in a facility or organization. The full history of actions taken, events, follow-ups, messages exchanged, response times and user feedback can be tracked via the system that helps in analysis and improvement of the helpdesk and call resolution functions.



### **Key Features:**

- Call booking via emails, self-registration, tele-calls and BMS / BAS Alarms
- > Register problems, service requests etc.
- > Priority assignment based on nature of the faults
- > Assign, distribute and monitor requests
- Escalation based on SLAs defined
- ► Events & follow-ups
- Exchange of information between job requestor and operator via Message option
- ► Raise, track and close Work orders
- Record solutions and post in knowledgebase
- SLA Analysis and breach notification
- Call response analysis with minimum TAT
- ► SLA Elapsed and closure time nearing SLA Alerts
- ► FAQs, Links, Faults and solution history
- Helpdesk Call <u>Status Dashboard</u>
- Incident / Problem / Change Management
- ITIL compliance for problem, change and incident management

## Sisitor Management

The security requirements of large organizations and infrastructures are challenging and growing increasingly. Visitors should be screened, registered, signed in quickly and allowed to visit only permissible areas via integration with access control devices. These challenges are managed efficiently by eFACiLiTY<sup>®</sup> Visitor Management System.



## **Key Features:**

- Online requests for appointment and Preregistration for groups and individuals
- Visitor self sign-in & sign-out using kiosks
- Business card scanning, NFC , Smartcards / e-Passport integration for speedy registrations
- Enhanced Visitor history tracking with badge
- Visitor photo and signature capture
- Items carried in/out scanning & Returnable items tracking \_\_\_\_\_\_
- Visitor / User Definable Badge / Gate pass designing with Barcoded QR Code / Vehicle entry permit pass and printing
- Overstay alerts and Emergency SMS alerts
- MS Exchange / MS Outlook integration for appointments calendar
- Access control system / Turnstile gates integration
- Multi-level gate pass visitor's approval workflow
- Black listed verification using face recognition

## Facility Booking

eFACiLiTY<sup>®</sup> Facility Booking System helps streamlining of reservation and usage of common and individual facilities by businesses within a facility or a building complex. The facility booking, approval and billing operations across organizations enhances operational efficiency. Meeting rooms, conference halls, desk space, office space auditoriums, high cost equipment, training facilities etc., can be booked through the system.



- Facilities directory
- ► Online / Offline booking requests
- Visual booking using graphical interface
- Confirmation, rejection, suggestion of alternative facilities
- ► Re-allocation, Cancellation, Block / Extend booking
- Booking via Kiosks / Touch Displays
- > Billing with payment gateway integration
- > Inviting internal & external attendees for meetings
- Scheduling of refreshment orders to catering
- Switch On / Off HVAC and lighting automatically with BAS / BMS integration
- Pre-registration of attendees with visitor management
- ► Car park booking
- Display user calendars from MS Exchange
- Bidirectional MS Exchange / MS Outlook integration

## Travel Requests Management

eFACiLiTY<sup>®</sup> Travel Requests Management System helps the travel desk to track and manage all travel related requests like air ticket reservation, visa processing, foreign currency purchase, hotel reservations, car rentals etc., The system also handles cost approval work flows, cross department charge backs, vendor invoice reconciliation and provides extensive reporting capabilities.



### **Key Features:**

- Registering of travel requests along with personal preferences
- ► Request, reissue / amend & cancel
- Billing distribution across department / client / project
- Combined requests for ticketing, visa, hotel & cab reservations, foreign currency purchase etc.
- Request type wise custom fields definition
- Service category wise and Cost estimates approval
- Multi-level / multi-department approval workflow management
- Raising work orders to vendors & Service fulfilment
- Booking, cancellation and re-issuing of tickets
- Chargeback cross-department, cross-account / project, Pending cost entries
- Extensive reporting and integration with financial applications
- > Approval over email / mobile devices

## Space Management

eFACiLiTY<sup>®</sup> Space Management System helps in tracking the spaces available in the facility and allocates spaces to departments and employees in an efficient manner. Tracks occupancy for utilization analysis and reporting, helps in department/ project/ account wise charge back and accounting that leads to an efficiently managed space. The ability to manage the space using floor-plans, visually allocating space and the display of utilization analysis dashboard augments the user friendliness multi-fold.



### **Key Features:**

- Create and manage space inventory along with their Visual / Hot Desk booking floor plans
- Assignment of space ownership to departments, accounts or projects
- Seat allocation to employees based on department, account or project
- Cross utilization of space across departments, accounts or projects
- ► Allocate specific time-slots, shifts and duration
- Visual floor plan view for space utilization analysis - department / cost wise
- Extensive reporting capabilities
- Smart Facility Mobile application features
  - ✓ Book Space (Hot-desking)
  - ✓ Staff Location Search
- ► Book Space via Kiosks

## 🙊 File / Drawing Management

eFACiLiTY<sup>®</sup> Drawing and Document Management System is a digital file management tool to store, track and manage information of all the drawings, documents, manuals, software etc., associated with the facility / building systems and equipment.

The floor plans, equipment drawings, building plans, technical drawings, wiring diagrams, network diagrams etc., can be securely stored, maintained and managed via the system. The extensive search feature helps in identifying and retrieving the documents quickly.

The supported file types include DWG, BMP, JPG, PDF, DOCX, XLSX.

## Card Management

eFACiLiTY<sup>®</sup> Card Management System helps to manage the creation, issuance and tracking of badges and passes to employees, contractors, daily visitors like drivers of employees etc.

- Registration of employees, contractors, temporary staff and drivers
- Issue badges / passes to employees, contractors, temporary staff and drivers
- User defined badge templates for designing and printing
- ► Temporary badge issues
- Tracking expired badge / passes with automated alerts
- Registry of issued badges, expired badges and badges nearing expiry
- Auto update of Employee Badge/Pass in User profile

## BMS / BAS Integration

eFACiLiTY<sup>®</sup> integrates seamlessly with most Building Management/Automation Systems (BMS/BAS).

### Automatic Work Order Triggering

The alarms triggered by the BMS/BAS control systems can be captured by eFACiLiTY<sup>®</sup> and the work order can be generated automatically and emailed to the contractor or technician responsible to fix the same along with an SMS / App alert. By monitoring the equipment readings via the BMS/BAS systems, usage based preventive maintenance work orders are triggered.

### Switching HVAC / Lighting

The Facility Booking module of eFACiLiTY<sup>®</sup> is integrated with BAS / BMS systems, that can trigger the lighting, air-conditioning etc., in meeting / conference rooms at specific timings ahead a scheduled meeting. When the meeting concludes, eFACiLiTY<sup>®</sup> automatically switches off the equipment after a configurable grace period. This aids in energy conservation, automation and better user comfort.

Automated meter reading and Tenant Billing



### Successful Integrations with BMS / BAS systems of:



## Tenant Billing

eFACiLiTY<sup>®</sup> Tenant Billing System captures the resource utilization data of tenants directly from the corresponding meters via the BMS / BAS systems and generates bills automatically based on the defined utility wise / slab wise billing rates. The fixed service charges, monthly rentals, maintenance fee etc., can also be configured tenant / property wise.



### **Key Features:**

- Manage property, tenant / owner, lease and contract information
- ▶ Tenant move-in, move out & subscriptions
- Setting up of rate card with respect to service, slab, property, group for various timeline
- > Automatic meter readings via BMS / BAS systems
- Import of meter readings or manual input
- ▶ Bill generation and mass emailing / printing
- Multiple in-built consumption logic and ad-hoc services billing
- Tenant payments, expenses and credit notes tracking
- Bill registers, tenant ledgers, receivables statement
- > Occupancy / Vacancy & Payment status Analysis
- Reminders for lease contracts nearing expiry
- Integrates with other financial applications
- Invoice template designer bills with consumption pattern and carbon footprint
- Management of Concessionaire Charges

## Energy Dashboards

eFACiLiTY<sup>®</sup> Energy Dashboards provides a high level view of the energy utilization, water consumption, indoor environmental quality, outdoor parameters, green power generation and monetary savings with drill-downs for more detailed analysis. The intuitive management dashboards can be displayed on large screens to create occupant awareness and is a must have tool for the facility managers of green buildings and large facilities.



- ► Resource wise consumption trends
- Alerts on consumption beyond pre-set limits, excess utilization
- Bar / Trend / Pie Charts for easy data analysis
- Comparison on various consumption data on Water Consumption, Solar Power Generation, Air Quality Levels, Occupancy Levels etc.
- Concise and Credible details on Carbon Footprint for Enterprise Carbon Accounting
- Green building certification related reports and Monetary Savings Reports
- Records history for increase or decrease in consumption for future analysis and understand the consumption pattern
- Integration with IoT based Sensors/Devices to display the Air Quality - VOC, CO2, PM 10 etc.

## Time and Attendance

eFACiLiTY<sup>®</sup> Time and Attendance Management System provides improved efficiency, accuracy and productivity to the resource management and HR attendance & overtime information and to generate departments, HR and Payroll systems.



### **Key Features:**

- ▶ Employee profile, Shift management & Rostering

- ► Track time-in and time-out of every personnel
- Enhanced reminder email configuration for late
- Overtime calculation and reporting
- ► Leave / Permissions / on duty requests &
- ► Integrates with multiple access control systems
- Mobile SMS based clock-in / out and leave
- Improved report filters & optimized data binding

## 💐 Human Resource Management 🛛 🔊 Payroll Management

eFACiLiTY<sup>®</sup> Human Resource Management System starting from on-boarding to final separation. Role wise development planning (PIP & PMP). This module helps to streamline all HR activities that can lead to improved retention. Also integrates tightly with Payroll and Time & Attendance modules to provide a complete view for



## **Key Features:**

- Employee Profile Management
  - ✓ Staff Profile
  - ✓ Family & Dependent Person Details
  - ✓ Applicable Roles
  - ✓ Qualification

  - ✓ Performance Index
  - ✓ Provision to upload Certifications/Identify
- Skill Management
  - ✓ Staff Wise Skills / Certification Mapping
  - ✓ Certification Matrix
  - ✓ Skill Matrix
  - ✓ Training Need Analysis

eFACiLiTY<sup>®</sup> Payroll Management System is a fullfeatured payroll software that allows managing of both contract and permanent employees payroll processing with varied pay periods. With the tight integration with the Time & Attendance module and minimized manual



- ► Configurable pay structure for each employee & employee type
- ► Configurable pay periods payment cycles
- Define Earnings / Deductions formulas and
- ► Track Loan / Salary advances
- ► Employee emoluments, Salary Hold / Release
- Employee increments can be calculated, while
- Auto-mailing of payslips to employees & Salary Transfer Instructions to Bank
- Provision for uploading documents for TDS calculation with an approval mechanism
- Reports like Pay Book, Bank Advice, Pay Slip, Loan Ledger can be exported
- Integration with Time & Attendance Systems (TAS) & Cafeteria Management Systems (CMS)

## E Workflow Engine

eFACiLiTY<sup>®</sup> Workflow Engine is a full-fledged workflow management tool that allows administrators to implement complex workflows involving multi-level approvals, rule based branching to all eFACiLiTY<sup>®</sup> functions.

This extends the customization and expansion capabilities of eFACiLiTY<sup>®</sup> without disturbing the base software.



### **Key Features:**

- Set up workflow rules and logics to manage complex and diverse business processes of every organization
- Routing of workflows based on user actions like approvals, rejections and update of key information
- Easily configurable approval / request / email / messages
- Reminders on pending approvals
- Within / outside network approvals enabling remote approvals
- Supports web service calls, WCF calls, stored procedure calls, SQL query builder etc.
- Detailed tracking of all operations, maintaining audit log / history

## Smart Facility App

eFACiLiTY<sup>®</sup> Smart Facility App for mobile devices is an essential component of future Smart Buildings providing asset tracking, work order management and end-user request management. The app also allows to control and operate all electro-mechanical systems by integrating with leading Building Automation Systems (BMS/BAS), leading to energy savings and full-fledged automation. The module enables service technicians, managers and other users to access eFACiLiTY<sup>®</sup> via mobile devices.

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### **Key Features:**

- > Asset tracking, Inspection and Audits
- Work order processing with inventory management
- Helpdesk calls recording and processing
- Record meter readings
- ► Facility reservation & Visitor pre-registration
- Track technician's location via GPS
- > Push notifications for work order assignment
- Cafeteria Management
- Hot Desking
- Appointment Request Approval, Validating Visitor Entry / Exit

### Smart Controls:

- Automatic operation of Gate, Lighting, Air-Conditioning, PoE Phones, PoE Devices, Window Blinds, etc., based on entry and exit
- Personalization of operating parameters of equipment to enhance user comfort
- Panic Button for raising alarms (Safety & Security)
- Automated hot-desk booking, intimation of arrival / exit of managers to secretaries
- Fire, Security and other critical equipment alarm notification
- Live camera access with CCTV System integration
- Display of live video in case of fire / security alarms



Extend

Book Next

## 🞐 Cafeteria Management

eFACiLiTY<sup>®</sup> Cafeteria Management System helps in managing cafeteria operations primarily in multitenanted facilities and vendor managed food courts in large and medium organizations. Equally, it manages meal orders, billing & payment, kitchen inventory. Integration with access control & payroll systems helps fully integrated functioning. Digital Signage for menu displays, Chef's kiosks, Self-service ordering kiosks, POS systems and smart mobile apps eliminates the queues and ensures seamless catering operations.



### **Key Features:**

- Setup & display daily menus with nutrient values
- Time & Attendance integration to calculate expected meal count
- ► Kitchen order to track ad-hoc orders
- Dashboard to track consumption, display committed, consumed & balance list
- Kitchen Inventory & Procurement Management
- ▶ Recipe management & ingredients pick list
- Food waste monitoring
- > Payroll integration for employee deduction
- Feedback Kiosk to collect instant feedback
- Personalized health report (nutrient values, time of consumption)
- Access control integration for consumption counts
- Integrates with Visitor Management System to book meal for guests
- Integrates with Facility Booking System to order refreshment for meeting rooms

## 🛔 Mail Room Management

eFACiLiTY<sup>®</sup> Mail Room Management System helps the mail room operations of large office complexes to track the outgoing and incoming consignments till the same is delivered. Mail room management is also a function of facility administrators and facility management companies.

The delivery status is monitored and recorded, thereby the SLA of the service provider is analysed and SLA violations are reported. The system also provides invoice generation feature for the consignments handled.



## **Key Features:**

- Enter / update all the consignments received for delivery
- Provision to generate barcode / QR code for the consignment
- Printing consignment number with respect to the checklist / sender / consignment number / destination (To be delivered through Courier / Post / hand delivery)
- Triggering mail to the sender and receiver once the consignment is delivered from the mail room
- Provision to view the pending consignments yet to be delivered, reconcile consignments
- SLA based on the type of consignments
- > Performance analysis of Courier Service Provider

## 🤰 Project Management

eFACILITY<sup>®</sup> Project Management System helps in tracking the progress of all the tasks in a project and monitors the performance of all the executives involved in the project.



- Integrated project management system maintains the project details, time sheets to generate the analysis report
- Offers Project Planning & Tracking with a comprehensive breakdown of the project details including the tasks to be completed/pending, assigned team member for a particular task and the time required to complete the tasks can be done
- Sharing and Collaborating on Documents, Calendars and Contact Lists
- Review of Project Status The Project Status can be viewed instantly with Hours consumed so far and remaining Project Hours
- Dashboard view of Task Summary, Current Overrun and Projected Overrun
- Allows data to be exported to text files, spread sheets. Email notifications and alerts
- As per settings mail is triggered for weekly expected time shortage, time sheet submission & daily expected hours
- For project and non-project tasks, employees can submit time sheets daily, balance hours and completed percentage

## 🤶 Patrol Management

eFACiLiTY<sup>®</sup> Patrol Management System is a convenient and powerful software that helps in patrol planning, report generation, shift assignment, database maintenance and hardware settings. The functions of patrol management are scheduled automatically and predefined locations can be controlled based on actual time. Patrol history and related reports, guard patrol performance report etc., helps to manage own team and vendor performance effectively. Emergency alerts points and incident reporting helps improve security and scanning of checkpoints through NFC and BLE using low cost Android devices makes it simple and cost effective implementation.



### **Key Features:**

- Shift Assignment
- Patrol Check Point
- Patrol Routes and Frequency
- Patrollers / Guards Clock-In / Out terminals
- Daily Patrol Route Assignment
- Patrol History
- Access Control System Integration
- Dashboard / Reports
- Patrol Score Summary
- Patrol Management Mobile App
  - ✓ Clock-In via Scanning NFC, BLE & RFID
  - ✓ My Route
  - ✓ Scan Checkpoints
  - ✓ Patrol History
  - ✓ SOS / Emergency Alert

## Instant Feedback

- Web / Kiosk via NFC or Access card based Feedback System for authenticated users
- Users without authentication can use Kiosk to register details
- ► Site / Location specific configuration
- Feedback display types, analytics dashboard for managers and drill-down analysis reports
- SLA Monitoring and corrective action updates to customers
- ► IoT buttons for instant response
- Feedback Management through Mobile App
- User definable texts and background images to the feedback templates based on location and screen type and preview
- Configurable Mail alert, SMS alert and app notification contents



## **Extension Tools**

eFACiLiTY<sup>®</sup> provides 200+ pre-configured reports, graphs, dashboards displaying Key Performance Indicators (KPIs) etc., across multiple sites & organizations. Further, the system is extended by additional tools like the KPI Builder, Custom Report Builder, Pivot Grid Builder for the business users to generate a plethora of custom reports on their own using simple wizards.



## Administration Functions

eFACILITY<sup>®</sup> has comprehensive administration functions to manage the various configuration parameters, system integration settings, lookup-lists etc.



- The powerful audit trail configurator allows administrators to enable / disable audit trails at each table level and column level providing complete tracking ability
- eFACiLiTY<sup>®</sup> being a large application, all information that are common to the various modules are controlled centrally to avoid duplication of information
- The security policy management feature ensures highest levels of security to the data
- The application is globalized and is available localized in several languages
- The system is tightly integrated with Microsoft active directory, Oracle Single-Sign-on, LDAP etc., to provide integrated security and controls
- > Application access log to monitor user logins
- Site wise concept for multiple sites implementation using a central server
- Facility managers being able to view any location data quickly by selecting the location / Site on top
- eFACiLiTY<sup>®</sup> encrypts the application URL parameters to ensure data security during data transmission through network

## **Company Profile**

SIERRA ODC Private Limited is a Microsoft Gold Partner with headquarters in India and operational offices in Malaysia, USA and UAE. Since its inception in 1998, SIERRA has steadily established itself as a leader in providing IT solutions for top enterprises; proficient in Hardware Integration / Automation Technologies, Enterprise Software Development, Custom Software Development, Web and Mobile Applications Development for customers around the globe.

SIERRA holds excellent expertise in providing software solutions that integrates with a plethora of hardware and control systems to deliver mission critical automation solutions to enterprises across multiple industry verticals like Automotive, Pharmaceutical, Agro Chemical, FMCG etc., in Supply Chain, Logistics, Warehousing and Manufacturing domains.



Awards



Awarded **The Best SME IT Services company** @ IMC IT awards



India's highest ranking Green Building (rated under IGBC Green New Building rating system)



Recognized as One of the Top 26 Most Innovative Companies @ CII Industrial Innovation Awards



Declared as the winner in **Best Green Initiatives** in the Dun & Bradstreet – RBL Bank SME Business Excellence Awards

**The World's 2<sup>nd</sup> highest ranking Green Building** (rated under USGBC's LEED NC v2009 rating system)



Recognized for Excellence in Green Building Design @ 6th Construction Industry Awards

## Our Development Center

World's 2<sup>nd</sup> Highest & India's Highest Ranking Green Building ated by GBCI under LEED NC v2009)

## **CACILITY**<sup>®</sup> Integration with **GrC** Display



## **Our Clients & End Users**





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