

ePO and eService

PURCHASE ORDER and WORK ORDER MANAGEMENT

INTEGRATED AND CENTRALIZED PURCHASE ORDER AND WORK ORDER MANAGEMENT

ePO is a web-based purchase order and budget control application designed to centralize and control critical expenditures occurring on-site. This application lets you perform a variety of tasks on-line including entering purchase orders and invoices, preparing budgets and purchasing electronically from e-procurement sites.

eService is a web-based Maintenance/Work Order System for multifamily communities. With eService, owners and managers have the ability to control the assignment and progression of work orders for one or more properties.



ePO

The easy-to-use ePO application includes the following features that will benefit your company through better expense control and more intelligent purchasing:

Purchase Order Management

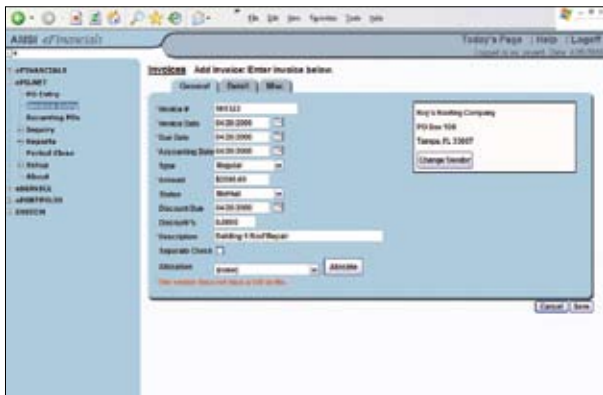
- Complete budget control capabilities can effectively eliminate budget overruns and costly mistakes by checking against your budget.
- ePO will disallow an over budget expenditure or an expenditure exceeding a user's spending limit. Authorization levels and budgets are maintained in a centralized environment.
- Management is notified instantly via email of any outstanding purchase orders requiring their authorization.
- ePO provides an easy way to verify funds before a purchase order or invoice is created using the "Check Budget" option.

Shopping Management

- ePO's on-line shopping feature allows users to import any vendor's catalog information and select items from that catalog to create purchase orders.
- ePO can be a direct link between buyers and suppliers, significantly reducing both product prices and operational costs.
- Strict password protection is built into ePO assuring that proper procedures are followed for all purchasing decisions.

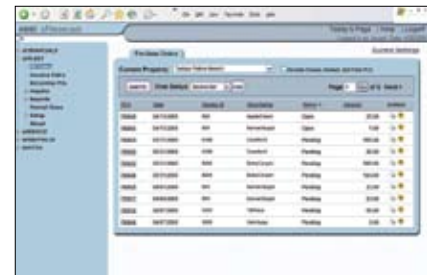
Invoice Management

- Seamlessly integrates with purchase orders and manages the process from invoice entry through bill payment completing the purchasing process.



eSERVICE

eService allows you to schedule, document and monitor preventive maintenance. You can also enter and track daily maintenance activities, including status, and generate detailed, on-line reporting of work order activity. eService is integrated with eSite and Resident Portal, giving you the ability to greatly improve operational efficiencies by displaying service related items on the "Today's Page" and routing resident's requests for service directly into the eService system.



Work Assignment

- Work order assignment – Work orders can be assigned to individual employees at the time they are entered or at a later date, giving you an opportunity to better manage your resources for the work at hand.
- Work order entry – Maintenance requests received directly from residents via Resident Portal are seamlessly entered into eService, assigned to an employee and with a few quick keystrokes are displayed as open work orders on-screen where they can easily be monitored.

Request Management

- Tracking open and closed work orders – Work orders are easily tracked on-line from the "Today's Page." The system allows you to filter for specific work orders based on property, status, priority and other criteria.
- Modify and close work orders – eService allows you to change essential data on any work order, assign or re-assign a work order, change its status, correct a description, et cetera.
- Generate work order reports – Reports can be generated for online viewing or for printing and are based on your selection criteria for each report.
- Maintain unit or property work order history – The system maintains unlimited work orders per unit.

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