



Property and Grounds
Asset Management Solutions

Asset Register

At the core of the system is a Land and Property Gazetteer. This may be implemented to conform to British Standards such as the NLPG, or alternatively, users may implement the system using their own set of standards.

A completely flexible inventory allows attribute data to be stored to the required level of detail, covering all aspects of properties and associated structures. This data may be used throughout the system for quantification purposes, and to assist in asset management planning.

A uniquely powerful feature of Insight for Property and Grounds is the ability to define "areas of interest" and "asset groups", which may be used for task allocation, analysis and reporting throughout the system. It becomes the simplest of tasks to compare the performance between asset types, or provide area-by-area analysis. These groupings are entirely dynamic, and may be varied to meet new requirements as they evolve.



Work Estimating and Programming

Fixed programmes of work may be defined and subsequently generated on either a cyclic or on-demand basis. Cyclic frequency patterns may be defined for each work item, allowing irregular patterns of work to cover seasonal activities. Start and finish dates may also be established, both for the contracts and, if required, for individual sites.

Highly flexible facilities accommodate a wide range of options for defining works and estimating costs. Bill of Quantity style order prints can be generated at any time, for ad-hoc works or covering planned maintenance activities over a given time frame. These estimates may be calculated using Internal, Recharge or Contractor rates, a facility which proves invaluable when preparing tenders, evaluating responses, and estimating costs.

Financial Management

Insight provides instantaneous expenditure position statements. A three-level commitment system handles the progression from initial allocation of funds through to works completion and approval. Retentions are handled automatically where required. Any changes resulting from work confirmation, variations or extras, are immediately calculated and reflected in the financial tables, and full audit trails are maintained throughout. If works are being undertaken on behalf of an end-client, automatic recharging can be invoked.

Automated year-end close down facilities including parallel phase-over of years, budget profiling and monitoring, and expenditure journals, are amongst the advanced features provided as standard. Expenditure code grouping facilities may be used to restrict access to expenditure codes, ensuring appropriate security. The production of electronic files for interfacing with Corporate Financial systems is also a standard facility.



Performance Management

A key feature of Insight is the ease with which data can be extracted and analysed, without technical assistance. A range of flexible, inbuilt enquiries and reports, ideal for the professional manager, provide instant access to information, and enable effective dynamic performance monitoring. The carefully crafted design of the database provides instantaneous output.

Reporting may be based on geographic areas or by grouping properties of a particular type. For example, an Area Supervisor can demand information such as "list all the activities on my sites, which should have been carried out by last Friday, but are not yet recorded as complete". Producing this is as simple as entering the supervisor's identity and the date of "last Friday" into a standard enquiry facility, which would also enable further filtering by such details as Contract, Contractor, Job Priority, and Expenditure code.

Works Order Management

Unlike many other systems, Insight handles the unique features of building and grounds contracts with ease. Term contract arrangements may be established for such issues as mechanical and electrical maintenance, building cleaning, grounds maintenance, and ad-hoc safety works. Special contracts for schemes may be set up, with individual terms and conditions. Single or multiple contractor operation is accommodated, with electronic interfacing if required. Day-rate, schedule of rates, ad-hoc and lump sum charging may all be used, in any combination. Increments to rates, such as cost index updating, are allowed at break points within a contract period.

Minor routine or planned works can be combined into multi-job schedules, by work type, property, or area, providing increased efficiency in both administration and operation. In contrast, major scheme work may be the subject of close control, including interim checks, measures and claims, multiple expenditure codes, and progression between budget years. Formats for printed orders are user-definable, using embedded "layout design" tools.

Inspections and Surveys

A key benefit of Insight's integrated solution is to automate the inspections process. Different inspection types are then allocated, prompted and monitored in line with the precise inspection policy, which may depend on particular attributes of a property and its location. Scheduling facilities may be used to evaluate routine, cyclic and ad-hoc requirements, and minimise the overall workload. Any number of inspection and survey types can be defined in the system, covering all aspects of safety and condition evaluation, post-work checks and customer-invoked issues. Each inspection type allows a user-definable set of questions and answers to be associated with it.

Results can be recorded using sophisticated mobile device software, with guaranteed central system compatibility. Satellite-based positioning, mapping display and plot functions, and digital photography may all be employed. Web access is used to communicate with base whilst out in the field, at work or at home.

Integrated GIS

Advanced Windows ActiveX technology is used to provide sophisticated embedded mapping functionality, including the ability to plot inventory, works or any other items. Transfer between the database and the map, in context, is instantaneous, effected by a simple button-push, and all without the costs and overhead of providing a full GIS system on each user's computer.

The GIS may also be utilised for output of graphical models. For example, age, spend and condition of maintained land or property with projected effects into the future of different expenditure models, can be brought to life by display in map-based form. Immediate drill-down into the database records is achieved by simply selecting the relevant item on the map.

Insight for Property and Grounds is a computer system designed specifically to provide an integrated solution for the management of infrastructure assets.

The flexible and comprehensive facilities make it the ideal product for asset life-cycle management. Corresponding offerings from the Insight range are equally effective for other infrastructure assets, including Highways and Street Lighting.



Insight into Advanced Technologies

Innovation is reflected in many ways. New technologies are not simply implemented in the easiest possible way - that would simply be "technology for technology's sake". Symology carefully research and brain-storm the possibilities for maximising benefits, and ensuring performance and practicality, before applying the technology.

An example is the way in which graphical display grids have been utilised. On-line enquiry output may be displayed in a grid, with the user able dynamically to select the precise columns of data required. The selected data may then be exported to Microsoft Word for automatic printing, to Excel or other office product, or in XML format. The XML option also enables a style sheet to be generated so that the XML file can be viewed in any modern web browser. The embedded report layout designer (based on Crystal Designer) provides seamless access to further filter the grid results, format the display, introduce graphics, produce totals and sub-totals, and collate/sort the data in any way required.

System-wide facilities are provided to store multimedia files such as video footage, digital photographs, and scanned documents. Interfaces are provided to produce rich text documents in Microsoft Word.

The system supports and utilises many leading edge technologies and standards, including ODBC, ActiveX, COM, CORBA, .NET, and XML. Many of these technologies are embedded within the Insight product to provide phenomenally powerful and seamless facilities for GIS, mobile data collection, quality reporting, and document production. The transaction-efficient Vision database system is recommended for optimum response times, with leading RDBMS systems such as Oracle and SQL Server for data extraction.

Insight is transferable (both technically and in licence terms) across all open platforms, both Microsoft and Unix/Linux systems, covering a full range of thick-client and thin-client (including browser-based) options.



INSIGHT FOR PROPERTY AND GROUNDS

Functional Overview

Asset Register

- Optional NLPG compliance
- Gazetteer maintenance system
- Additional user-defined data

Areas of Interest

- Polygon plotting on the map
- Geographic view/update security
- Work allocation areas
- Political boundaries
- Inspector Patches
- Operational rounds
- Divisional Office areas

Inventory of Assets

- Housing and Accommodation
- Buildings, outbuildings and land
- Parks and Gardens
- Ornamental Features
- Lighting
- Benches and bins
- Grassed Verges
- Public Rights of Way
- Fencing and Barriers
- Playground Equipment
- Ponds/Lakes
- Bridges
- Pavilions
- User-defined entities/attributes
- Comprehensive analysis tools
- Bulk updating facilities

Inspections

- Cyclic prompting and monitoring
- Routine Safety Checks
- Detailed Inspections
- Condition Surveys
- Customer Service requests
- Post-work quality
- Interim and Post measures

Mobile Devices

- Latest technologies
- Multi-Function Devices
- Map-based functions
- Satellite positioning
- Digital photography
- Remote Web Services connection
- Symology-developed software
- Automatic server compatibility

Location Referencing

- Textual location descriptions
- Gazetteer referencing
- Area of Interest referencing
- Map co-ordinates

Strategic Maintenance Planning

- Condition assessment
- Treatment selection
- Condition projection
- Budget needs assessment
- Cost/Benefit evaluation
- Best Value funds allocation

Contract Management

- Tendering processes
- Tender response evaluation
- "Term" and "Special" Contracts
- Defining Contract Terms
- Monitoring Contract finances
- Penalty enforcement
- Liquidated damages

Works Management

- Allocation of work by Trade
- Job Ticket production
- Resource requirement estimating
- Job Completion recording
- Variations processing
- Actual/Estimated variances
- Claim/Invoice submission

Schedules of Rates

- Rates for multiple contractors
- Quantity-based rate banding
- Percentage add-ons
- Priority supplements
- Minimum callout charges
- Phase-over of price changes
- Cost Index updating

G.I.S

- Gazetteer and Inventory maintenance
- "Area of Interest" definition
- Viewing/Plotting facilities
- Inventory and Defects
- Conditions and Treatments
- Seamless "in context" interface

Ad-hoc and Cyclic Works

- Definition of work requirement
- Contract/Contractor Selection
- Contract Terms/Rates applied
- Works ordering & variations
- Bulk ordering for minor works
- Cyclic order generation
- Electronic orders/claims
- Completion monitoring
- Pre/Post measurement
- Asset-based life history

Financial Monitoring

- Automated expenditure code selection
- Three-level commitment system
- Real-time Budget Statement updating
- Automatic on-line posting
- Period expenditure profiling
- Expenditure journals
- Monitoring of variations
- Automatic contract retentions
- Year-end processes

Customer Service

- Telephone/Letter/Web requests
- Avoids duplicate recording
- Action-tracking and monitoring
- Dynamic escalation process
- Direct Works module interface
- Direct Inspections interface
- Service/Action scheduling
- Web Information System
- Word Document Production
- Standard and bespoke letters/e-mails
- Automated Action Programming
- Action Due Lists

Universal Facilities

- Interactive map links
- Spatial Analysis
- Full Module integration
- Load-and-go functionality
- Inbuilt customisation options
- Intuitive user dialogue
- Customisable data display
- Office Products interface
- Access security
- Simple system administration
- Historical audit trails
- Working Days Calendar
- Performance Indicators

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