



Features Sheet

The Asset Guardian 4.4 for Microsoft Dynamics™ NAV provides features specifically designed to help you deal with the daily activities of scheduling maintenance, unscheduled repairs and routine inspections on your assets.

- Interleave preventative, breakdown repair and unscheduled maintenance with opportunity maintenance.
- Assign multiple Personnel and Equipment to a single work order.
- View your work schedule and maintenance activities over the timeframe that meets your needs.
- Dynamically allocate resource assignments to meet your deadline requirements by balancing workloads.
- Access maintenance and inspection history on your Equipment and its sub-assemblies.
- Use predefined work procedures and the ability to copy prior work orders to respond quickly to breakdown and/or emergency repair situations.
- Access and analyze maintenance statistics on your Equipment and usage frequencies on Personnel, Outside Service Providers, Tools and Inventory.
- Track maintenance costs for your Equipment, Personnel, Tools, work procedures, Inventory and Outside Service Providers.
- Use work procedures to collect and validate relevant data points on your Equipment.
- Project expenditures on Equipment based on historical activities and future reoccurrences.

If you are responsible for balancing the maintenance workload in your organization, The Asset Guardian is the perfect add-on solution. It helps you manage your Equipment through scheduled and preventive maintenance as well as unscheduled repair or inspection during its life cycle. Unpredictable events, such as breakdown repair or repair requests are also handled with ease.

The Asset Guardian allows you to predefine the maintenance or inspection intervals for your Equipment. It also makes it easy to associate specific Tools, consumables and MRO Inventory items with any maintenance event when it occurs. The Asset Guardian never forgets to schedule a maintenance activity, never forgets to record the history and always keeps accurate statistics on your assets.

The Asset Guardian provides the ability to connect your maintenance activities to outside support organizations (Outside Service Providers) and/or your Personnel. If your work requires assigned resources meet specific certification and skill levels, The Asset Guardian will help you. You can assign, in advance, the preferred Personnel and/or Outside Service Providers for any given maintenance activity when it occurs. As work is completed, you can record the actual time it took the Personnel and/or vendor to complete the maintenance activity by each procedure on a work order.

The Asset Guardian is an Enterprise Asset Management System (EAMS). Virtually anything requiring care can be defined as an asset. The Asset Guardian not only supports multiple sub-assemblies for each piece of Equipment, but also multiple maintenance controls for each piece of Equipment. Work procedures can be defined in The Asset Guardian at a single or multi-level and may be associated with one or more maintenance activities.

Feature Highlights

Equipment

- Define an Equipment hierarchy at a single level or break it down into sub-assemblies that can be further divided to even more granular levels.
- Attach notes, drawings or any other document to the Equipment record at any level.
- Create parts lists for any or all Equipment in the hierarchy.
- Associate unlimited maintenance activities (planned, scheduled or unscheduled) at any level of Equipment definition.
- Link your Equipment, at any level, to the asset details for expense capitalization, depreciation, etc. (Fixed Assets).
- Establish time sensitive service agreements.
- Monitor Equipment that is out of service due to repair.
- Track and view detailed statistics for work history, Personnel, Outside Service Providers, Tools, Inventory and unexpected expenditures.
- Drill down to supporting details for planned, active and future work.
- Control maintenance activity behavior dependant upon duty type and status.
- Establish maintenance expenditure budgets for use in statistical comparisons.
- Create user defined descriptive information for the Equipment with user defined fields.
- Record manufacturer, source and warranty information about the Equipment.
- One click viewing of “last activity” and the details of the action.
- Copy one Equipment record and related details to create a new Equipment record.
- Move Equipment sub-assemblies within an Equipment hierarchy or to another Equipment hierarchy.
- If present on a work order, meter reading and data collection history is automatically logged as work orders are completed.
- Control if and when Meter wrapping is allowed.
- Extract historical work procedure data into spreadsheet for further analysis.
- Create future projections for expected expenditures on Equipment.

Personnel

- Establish name and contact information.
- Optionally, assign Personnel to plant and/or work regions for schedule grouping.
- Block Personnel when they are not available.
- See blocked Personnel separately from Personnel not blocked.
- Associate combinations of Skills and Certifications with Personnel.
- View and print work history on each person.
- Access meter reading and data collection history by person.
- Display and analyze statistics and/or usage ledger on each person.
- Establish usage costs for each person using the “quick calculator”.
- Assign Supervisor to Personnel.
- Control access of individuals to information.

Outside Service Providers

- Define outside service providers for maintenance activities.
- View and print work history on each outside service provider.
- Display and analyze statistics and/or usage ledger on each outside service provider.
- Establish methods for calculating usage costs for each outside service provider.

Tools

- Create Tools for use in maintenance activities.
- View and print work history on each tool.
- Display and analyze statistics and/or usage ledger on each tool.
- Establish usage costs for each tool using the “quick calculator”.
- Link Tools to Fixed Asset accounting and use current value as the basis for usage costing.

Inventory

- Establish detailed or brief descriptive information about consumables or spare parts (Inventory).
 - Define maintenance policies for spares based upon expected life or timeframe since installation.
 - Track usage costs for each item using the “quick calculator”.
 - Designate Inventory as “critical spares” with minimum balance levels.
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- Automatically populate the NAV Item Journal for usage recording with both “stock” and “non-stock” items.
 - View the Effective Quantity of an item in total or by location.
 - Display and analyze statistics and/or usage ledger on each item.
 - Establish usage costs for each item using the “quick calculator” or NAV cost or a combination.
 - View and print work history on each item.
 - Use NAV Purchasing for replenishment of items.
 - Utilize the “Items below Minimum” report options to determine which items and/or critical spares are below the minimums established for maintenance usage.
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Work Procedures

- Predefine work procedure and/or sub-steps to be used in any work order or scheduled maintenance activity.
 - Associate usage estimates items, Tools and Outside Service Providers for a procedure or sub-step.
 - Estimate standard time and/or estimated time for each procedure or sub-step.
 - Include one-time work procedures “on the fly” in work orders or event controls.
 - Link to each procedure or sub-step to supporting materials such as documents or URLs to assist Personnel in completing a work procedure.
 - Create user defined Work Code to classify work procedures for analysis, searches and views.
 - See the details of and the estimated cost for performance of a work procedure.
 - Copy a work procedure and its details to create a new work procedure.
 - Establish meter reading or data collection activities with validation rules for a work procedure.
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Creation of Work Orders

- Work orders may be manually created or generated via the Order Generators analysis of trigger points.
 - Establish trigger points for the generation of work orders using date or meter. Date and meter combinations may be used.
 - Predefine work procedures, items, Outside Service Providers, Personnel, Tools, skills, certifications and support materials for inclusion in a generated work order.
 - Use work requests to create Planned and Released work orders.
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- Planned work orders can be used in combination with Released work orders to take advantage of Opportunity Maintenance.
 - Qualify the planning horizon for work Order Generation by date and virtually any data point established in the trigger controls to “suggest” work orders for generation.
 - Copy any trigger control and its details to create a new control or use Templates to populate.
 - After generation, virtually all of the content of a work order may be changed to meet specific maintenance conditions.
 - Inter-mix stored work procedures with manually created work procedures.
 - Predefine the “effect” the work order will have on the specified Equipment when work begins.
 - Control printing of comments and notes attached to Personnel or Equipment on work orders.
 - View prior meter reading or data collection associated with the event controls.
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Work Orders

- View a work order interactively or print a copy of any work order.
 - Print Pick Tickets for Inventory and Tools.
 - Print Parts Lists for the Equipment on the work order.
 - Assign a supervisor to a work order with multiple Personnel.
 - Multiple Equipment assignments may be established on a single work order.
 - Interactively view any support material (documents, URLs, etc.) associated with a work order.
 - Convert a Planned work order to a Released work order or visa-versa. Convert Requests to a Planned or Released work order.
 - Change or add work procedures (manual or stored) to a work order.
 - Alter items, item quantities, Outside Service Providers, Personnel, Tools, etc. on a work order.
 - Record the Actual Time spent to complete a work procedure and/or complete each work procedure as finished.
 - Add, change or remove items, Tools, Personnel, Outside Service Providers or unexpected expenditures on the work order for any work procedure or for the entire order.
 - Record actual usages of items, Personnel time, Tools, Outside Service Providers or unexpected expenditure on the work order.
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- Update an Equipment meter reading via a work order or a work procedure within a work order.
 - Monitor work order progress by viewing the accumulated statistics for a work order.
 - Use the “Require Approval” options to “review and approve” work orders before they are posted.
 - After completion, work orders are retained as Finished work orders.
 - Use the copy feature to copy a Planned, Released or Finished work order to a new Planned or Released work order.
 - Control printing of Comments from Personnel and/or Equipment on work orders.
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Whiteboards

- View your work load in a matrix format by resources (Personnel, unassigned work and Outside Service Providers) intersecting a date forming a cell.
 - View your work load in a matrix format by Equipment intersecting a date forming a cell.
 - View your work load in a matrix format by task with Personnel utilization by date.
 - Filter the content on the Whiteboards by work order (Planned and/or Released) and by location (Region, Facility, Area and Line).
 - Each cell on the Whiteboard contains the number of work orders assigned to the person or Outside Service Provider and the total estimated time to complete.
 - Click each cell to see a list of work orders comprising the cell.
 - Change or view the content of any work order on your Personnel or Equipment Whiteboard.
 - Reassign work orders to Personnel or Outside Service Providers and change the request date of a work order without opening the work order.
 - Print individual work orders or groups of work orders and print a work schedule by individual, Region, Facility, etc.
 - View your work Request in a worksheet format by status and disposition.
 - Print Personnel backlog and utilization reports by date range.
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For more information on The Asset Guardian, please visit www.TheAssetGuardian.com or contact us via email at sales@TheAssetGuardian.com.

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