

**SIMPLICITY SOFTWARE TECHNOLOGIES INC**

# **Computerized Maintenance Management Solutions**

**INDUSTRIAL STRENGTH SOFTWARE  
MADE SIMPLE!**

## ABOUT SIMPLICITY SOFTWARE TECHNOLOGIES INC.

The founder of *Simplicity Software Technologies* started working in the industrial maintenance field back in 1975. This gave him a considerable amount of experience in the understanding and needs of the maintenance industry. About 10 years later, or around 1985 he also started forming an interest in computers, and specifically the process of developing software. In 1998 he merged the knowledge of these two fields and begun developing CMMS software for a small division of a Fortune 500 company. This division had a fairly normal sized maintenance department of around 30 mechanics. As it turned out, these mechanics played a key role in the development of our present products. They gave us continuous feedback about features they thought would be useful and features that they thought could be made easier.

In the year 2000 we made changes to our maintenance software so it would fill the needs of a wider range of organizations and the marketing of the software begun. The one thing we didn't change however was listening to the feedback of our users. Over the last few years we have fine tuned the applications to the needs and usefulness of our users. Listening to them has allowed us to offer extremely easy to use, and highly effective maintenance management software.

## PM COORDINATOR

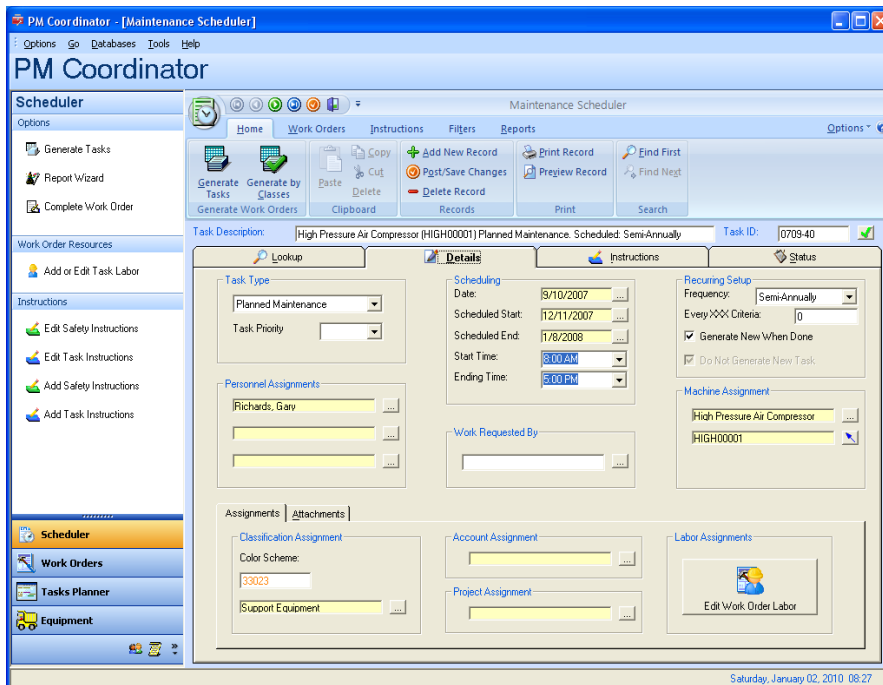
**PM Coordinator** maybe our entry level program for CMMS applications, but believe me this is no toy. This application was designed to give users that already have purchasing and inventory control systems in place an effective and easy to use maintenance management system.

What we did was take our **Maintenance Coordinator** application and cut out all the extras, leaving just a slick and efficient Computerized Maintenance Management System. This application shares many of the advanced features of it's big brother, such as the powerful maintenance scheduler engine is still there to handle all types of work orders. These include your standard, single-shot repair types of work orders and recurring or PM types of work orders.

Like its big brother **Maintenance Coordinator**, **PM Coordinator** also employs a *Work Orders Creation Wizard*. This wizard simplifies the creation of work orders by guiding you through the steps needed in

their creation. With the *Maintenance Scheduler* module you can create 3 safety related types of work orders, one standard repair type, and all kinds of recurring work orders. You can setup recurring tasks by either time or by meters (mileage), thereby making it useful for almost any kind of maintenance scheduling.

Once a work order or PM has been completed, you can save a summary of that information to the *Equipment's database History Logs* with just a single mouse click. This very important information allows you to maintain a complete maintenance history on your assets. You also have the freedom of



The screenshot displays the PM Coordinator software interface, specifically the Maintenance Scheduler module. The window title is "PM Coordinator - [Maintenance Scheduler]". The interface includes a menu bar (Options, Go, Databases, Tools, Help) and a toolbar with various icons. The main area is divided into several sections:

- Scheduler:** Contains options like "Generate Tasks", "Report Wizard", and "Complete Work Order".
- Work Order Resources:** Includes "Add or Edit Task Labor".
- Instructions:** Includes "Edit Safety Instructions", "Edit Task Instructions", "Add Safety Instructions", and "Add Task Instructions".
- Scheduler (Bottom Panel):** Includes "Work Orders", "Tasks Planner", and "Equipment".

The main content area shows a task description: "High Pressure Air Compressor [HIGH00001] Planned Maintenance. Scheduled: Semi-Annually. Task ID: 0709-40". Below this, there are several tabs: "Lookup", "Details", "Instructions", and "Status". The "Details" tab is active, showing fields for:

- Task Type:** "Planned Maintenance", "Task Priority".
- Scheduling:** "Date: 9/10/2007", "Scheduled Start: 12/11/2007", "Scheduled End: 1/8/2008", "Start Time: 9:00 AM", "Ending Time: 3:00 PM".
- Recurring Setup:** "Frequency: Semi-Annually", "Every XXX Criteria: 0", "Generate New When Done" (checked), "Do Not Generate New Task" (checked).
- Personnel Assignments:** "Richards, Gary".
- Machine Assignment:** "High Pressure Air Compressor", "HIGH00001".
- Assignments | Attachments:** "Classification Assignment: 33023", "Account Assignment", "Project Assignment", "Labor Assignments: Edit Work Order Labor".

The status bar at the bottom indicates "Saturday, January 02, 2010 09:27".

making entries manually into this log.

The included *Work Orders* module makes it even easier to create repair types of work orders than using the *Scheduler's* wizard. The primary criteria for this module was to make it as easy as possible for users to create work orders and work request orders. In most cases the user only needs to access a single screen for the creation of work requests.

**PM Coordinator** allows you to track and report all the costs associated with your work orders such as materials, labor, contractor and other costs. You can turn on or off notification about overdue work orders. Plus this application contains many pre-defined reports. When applicable our reports make use of *Report Wizards* which allows you to refine these reports to just the information you want.

To round out this application we also include an *Employees and Mechanics database*, along with a *Maintenance Documents* database. This documents database makes use of a powerful, built-in word processor to maintain important documents dealing with your day to day operations. These documents are stored in different groups for easy retrieval when needed.

Another outstanding feature of **PM Coordinator** is that it's fully upgradeable to our more feature intensive and powerful **Maintenance Coordinator** packages. So if your needs change in the future your data can upgrade right along with you.

So in summary, if you need an outstanding maintenance management program that contains many advance features, is extremely easy to use, offers very affordable pricing and does not duplicate functions you already own, then **PM Coordinator** is the right program for you.

## **MAINTENANCE COORDINATOR**

Our **Maintenance Coordinator** application comes in both a Standard and Professional Edition. The Standard Edition duplicates most of the features our competitors offer with their packages, but with a few extras thrown in here and there. This package is an ideal choice for those who want a full featured CMMS package that's not only very effective, but very user friendly. You'll also find that it's priced at a fraction of the costs of most of our competitors packages.

With **Maintenance Coordinator—Professional Edition** you get a CMMS application that acts like its on steroids. We have found through the years that most CMMS applications fall short of providing most the tools a maintenance department actually needs. Because of this we created the Professional Edition of **Maintenance Coordinator**. We this edition we package a suite of powerful asset management tools you would normally have to look elsewhere for. These additional tools are programmed with the same feel and styling as the Standard Edition tools which greatly reduces the learning curve.

Also be aware that since **Maintenance Coordinator** is the big brother to our **PM Coordinator** application, it has all the features of **PM Coordinator** plus a whole lot more.

## **MODULAR DESIGN**

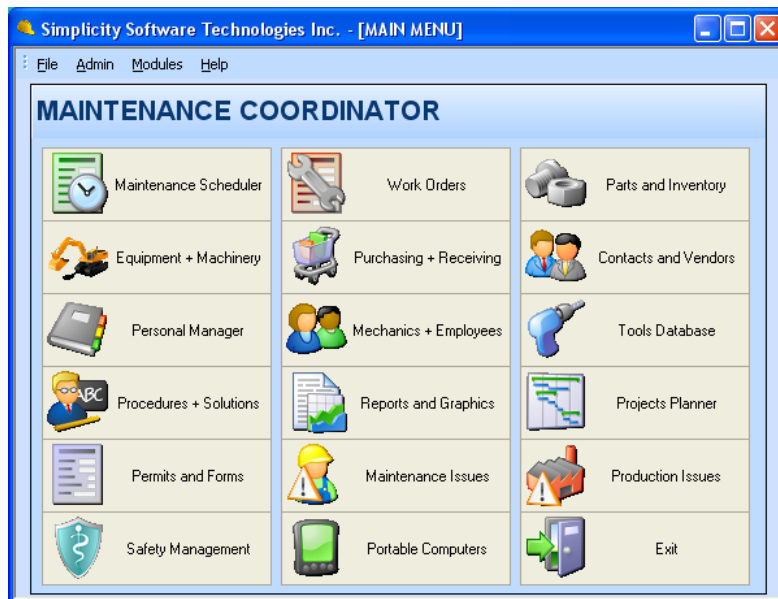
We were one of the first in the industry to offer a modular design to their applications. This design allowed us to grow the application as needed. Each module in our system is actually a program of its own, and if allowed, could be ran independently from the rest of the system.

Our modular design also allows the user to build an asset management tool that is just right for their organization. With our modular design the user can start off with our **Maintenance Coordinator—Standard Edition**, and then just add the modules they find useful from those offered with the Professional Edition. This pick and choose method should let you build a system that's perfect for your organization.

**Maintenance Coordinator—Standard Edition** come with these essential modules: Main Menu, Maintenance Scheduler, Work Orders and Requests, Parts and Inventory, Equipment and Machinery, Personal Manager, Purchasing and Receiving, Contacts and Vendors, Auto Work Orders Email module, and the Import and Export module.

**Maintenance Coordinator—Professional Edition** comes with these additional modules: Mechanics and Employees, Maintenance and Production Issues, Project Planner, Tools Database, Forms and Permits Designer, Reports and Graphics, Safety Management, the Procedures and Solutions module, and for a limited time, the Maintenance Coordinator Mobile (Bar Code Reader) module.

## THE MODULES



⇒ **Main Menu** This module allows the branching to other modules within the system. You setup user accounts here, turn password protection either on or off, and setup other global application settings. With the user accounts, you can both setup which modules a user has access to, and limit their rights within those modules.

**Multiple Facilities** This module also allows you to setup different database paths for use with the program. This facilitates support for multiple facilities. You can switch between different database configurations as easy as opening a file.

**Network Support** When purchased, you can install the databases to a server or

shared network drive. This way multiple users can share information simultaneously.

⇒ **Import and Export** This module allows you to import information from Microsoft Access databases or from Excel files. This is a great time saver when moving information from other sources in to our application.

⇒ **Auto Email** You can run this module as a background service. What it does is when a new work orders become due it will email a copy of these work orders to the mechanics responsible for their completion, and automatically. The attached work orders are in the PDF or RTF formats.

⇒ **Maintenance Scheduler** This module is so extensive that it almost performs all the functions of **PM Coordinator** all by itself. With it's built-in *Work Orders Creation Wizard* it's an easy task to create both single shot (repair), and recurring (PM) types of work orders. With it's powerful scheduling engine you can setup recurring work orders with almost any criteria imaginable.

To help manage all your tasks the module supports many sort options, plus it offers different views of the information. Besides from the standard view of work orders you can also work with the tasks using the *Month View* option. This option allows you to view and edit the work orders in a Gantt chart type layout similar to a project planner. Plus you can view and edit the data in *Calendar View*, which has a format similar to the tasks calendar in Outlook, with day and week views.

The *Maintenance Scheduler* module supports a procedures database where you can reuse common procedures over and over again. This comes in handy for safety instructions, is great for task instructions of related types of equipment and for recurring tasks. This module, like all the modules in the system has many built-in reports and when practical, uses report wizards. These wizards allow you to create some fairly custom reports.

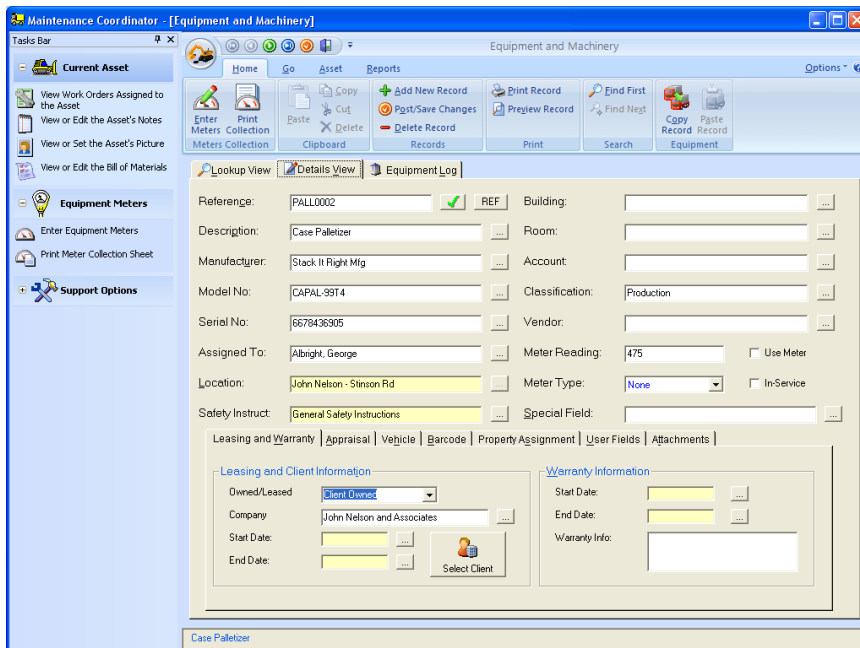
When used with the included *Auto Email* module, you can setup all your work orders to automatically email copies of themselves to the mechanics responsible for their completion. When used with recurring work orders, this is like a fully automatic work order system.

**Budgets** The *Maintenance Scheduler* along with the *Purchasing and Receiving* modules both support the setting up and tracking of budgets. So if this is something that's important to you and your organization, we have it covered.

⇒ **Work Orders and Work Requests** This module's primary purpose is for the creation of repair types of work orders and work requests. In most cases the user only needs to access a single screen for the creation of a work order. It's possible with *Maintenance Coordinator* to give a user access to only this module so all they can do is create work requests, and track their progress.

⇒ **Parts and Inventory** This module is designed to help you maintain the goods needed to run both maintenance operations, and any other inventory needs of your organization. This module supports a parts substitution database, under-stock reports, bar code labels and more.

With our support for Part Groups, part lookup has been greatly simplified. Arrange parts by what they're used on, what type of parts they are, vendors, or whatever makes the most sense to your organization. You can assign a part to as many groups as you want, making for unlimited cross-referencing.



### ⇒ **Equipment and Machinery**

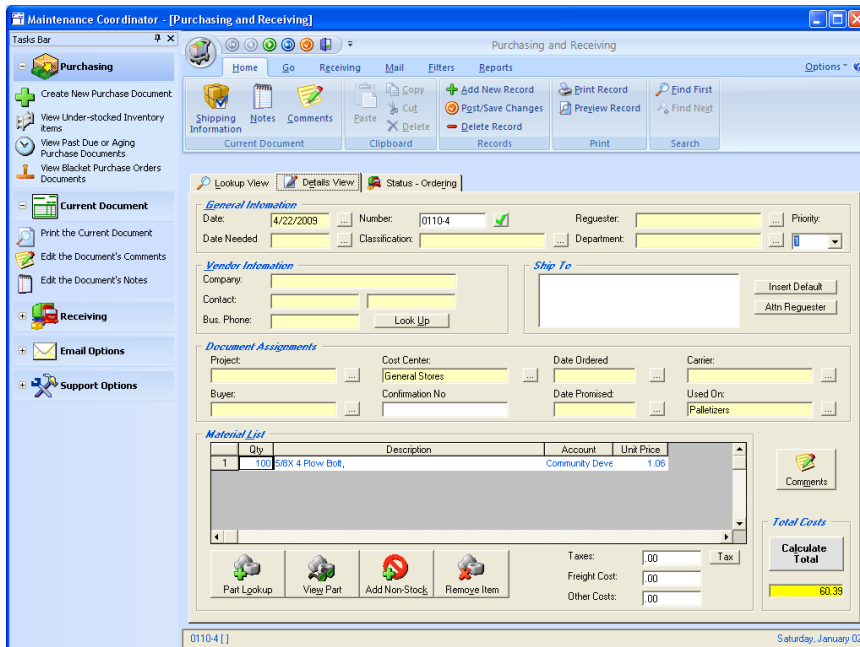
This is where you maintain all the information on your assets. Record normal equipment information, vehicle information, and information about motors. Assign equipment to properties and clients.

**Equipment Log** The *Equipment Log* allows you to maintain a complete maintenance history on your equipment. Entries are entered either manually or automatically from completed work orders.

With the *Attachments* feature, you can attach almost any type of file to an equipment record, such as pictures or CAD drawings. This attachment feature can also be

found in the *Scheduler* module, *Parts and Inventory*, *Employees Module*, and as part of other features within the system.

**Depreciation** The Equipment and Machinery module also includes built-in depreciation calculators along with many pre-defined reports. As with the other modules of the system and depending on the reports, report export options include PDF, RTF, HTML, Word and Excel.



### ⇒ **Purchasing and Receiving**

This module is designed to purchase and receive the goods needed to conduct your day to day operations. Our purchasing features are so extensive and user friendly that many people buy our product just for the Inventory control part of it. You can create purchase documents straight from under-stock reports, email purchase document to vendors as PDF attachments and more.

**Blanket P.O.s** Blanket Purchase Orders are fully supported by the system where you can maintain a running balance on them, and attach and track child P.O.s. The system also support a paperless email approval system, an email

composer and more. As items are received, inventory levels are automatically adjusted.

⇒ **Contacts and Vendors** This module maintains information about your contacts and vendors and can be used for your purchasing activities. Like the groups used with the *Parts and Inventory* module, your contacts can belong to a countless number of groups for easy reference.

**Documents Feature** The *Contacts and Vendors* module, as with many of the modules in the system has our *Documents Feature* included. This feature allows you to build a database full of Word Processor, and Image type documents. These documents are arranged in groups for easy lookup when needed. The text documents use a very powerful built-in word processor. This word processor has many formatting options, uses tables, and even has limited Microsoft Word support.

⇒ **Personal Manager** This module was designed to give your users their own personal databases. With this module your users can track and record personal to-do items, setup single shot and recurring activities with the included tasks scheduler, and maintain other important information using journals and data logs. The included Personal Logs allow entries to be arranged by groups, whereas the Journal allows entries to be save by dates. The other nice thing about this module is that every user in the system can have their own personal database setup, and not have to share information with other users.

## PROFESSIONAL EDITION MODULES

⇒ **Mechanics and Employees** You can create a database of mechanics and employees from within the *Maintenance Scheduler* module, but the information you can keep there is very limited. With the *Mechanic and Employees* module you can maintain more details about your employees. You can record training requirements, and run reports on training coming due. Plus with the *Documents Feature* you can keep a countless number of other documents on each of your employees.

⇒ **Tools Database** The Tools Database module allows you to keep track of all your tools. See who has what checked out, and when it's due to be returned. Also schedule inspections on these tools, along with an inspection history database.

⇒ **Procedures and Solutions** This module allows you to create and maintain a procedures database,

which is ideal for training and sharing information with your workforce. Procedures are arranged in groups or topics, and makes use of the included and powerful word processor.

⇒ **Reports and Graphics** It's true that most of the modules in the system contains their own set of reports, but it's extremely hard to know every report every user would ever want. That's where this module comes into play. With the *Reports and Graphics* module you can create your own ad-hoc reports from almost any Access database. This module also contains a word processor, presentation graphics designer, and our *Documents Feature*.

⇒ **Project Planner** The *Project Planner* module allows you to create and track projects that last a single day or lasts months. You can assign resources to tasks, and track a task completion. You also have a choice of a wide range of task anchor icons, color choices for task timelines, and more.

⇒ **Forms and Permits** Maintenance operations often require the use of forms and permits on the job such as Hot Work and Confined Space permits. This module contains several of your most widely used forms, plus it also gives you the ability of creating your own. You'll find that we give you the tools to make it a fairly easy job of making your own custom forms and permits.

⇒ **Maintenance and Production Issues** These two modules are actually the same thing, they're only sorted differently by which one is selected. With these modules you can track and report on issues as they arise, and also pass this information on to other people on different shifts. These modules also allows you to pin point problem areas very quickly with the built in reports. You can also turn issues in to *Work Assignments* and *Work Orders* with just a couple of mouse clicks.

⇒ **Safety Management** This module allows you to report on accidents within your facility, help isolate problem areas, issue recommendations, and help prevent future incidents. You can also track workers compensation costs associated with incidents and a lot more. This module also has a *Safety Inspections* section that has it own scheduler engine, and allows you to generate and track these inspections.

⇒ **Portable Devices/Maintenance Coordinator Mobile** This module allows you to take a part of **Maintenance Coordinator** on the road with you. Supporting the Palm 3.0 or higher operation system, you can download your work orders, parts database, mechanics database, and equipment database to the devices. Once you're back in the office you can synchronize the databases to record anything you did remotely.

**Bar Code Reading** When used with Symbol (brand) SPT devices, *Maintenance Coordinator Mobile* also supports bar code reading. This helps you locate work orders associated with equipment very quickly, helps to streamline meter readings collection, and is ideal for tracking inventory.

## OPTIONAL MODULES

⇒ **Remote Service Requests** The module allows you to use email to send work requests from remote locations. Once received, you just import the work requests straight in to the system.

⇒ **Maintenance Services** This module was designed for Maintenance Contractor types of organizations. Assign equipment to clients and properties. Create invoices from work orders, bill clients and a lot more.

## SUMMARY

We have just barely scratched the surface of all the features of **Maintenance Coordinator**, and believe me they are extensive. Our goal has always been to give the users all the features they'll ever need, and at the same time keeping the software as user friendly as possible. We also pride ourselves at offering these solutions at extremely competitive prices.

At the Kent County Courthouse, 82 Ionia Facility, Health Department and the Juvenile Detention Facility we are using the SST Maintenance Coordinator. We have found the SST software to be very user friendly and very beneficial in our maintenance and preventative maintenance programs at Kent County. The system is very cost effective along with the maintenance agreement that we purchased.

I found the maintenance agreement to be outstanding. Your company has addressed any problems, questions or repairs needed, quickly and accurately.

I would gladly recommend the SST software to anyone who has to maintain and or track equipment, staff or inventory along with many other options to suit specific needs. Your software not only saves Kent County money by saving time, but it also saves money by keeping better track of and maintenance of equipment. Thank you for this product and your support.

Chuck Dubridge  
Kent Country, MI

Maintenance Coordinator has been a valuable tool for us. We use it extensively to predict mechanical failure and re-builds. The Maintenance Coordinator Purchasing module is also very useful for tracking orders and equipment costs. It also works well with a smaller network environment.

Simplicity technical support is also very helpful, Mark helped us out even though our support contract ran out. He has always been able to fix any issues that came up. The support contract is well worth it.

I would recommend Maintenance Coordinator to any small to medium size manufacturing business.

Terry Schorn,  
Gluek Brewing Company



13602 Bentley Street  
Victorville, CA 92392

Toll Free: 866-405-0132  
Local: 760-244-0132  
Fax: 760-244-0473

[www.simssofttech.com](http://www.simssofttech.com)