



## Asset Management System



Managing millions of assets every day

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**Smart Track AMS is part of the Redkite Smart Software Suite™ which is the new name for products supplied by Redkite Systems to 100's of customers in over 20 countries since 1989.**

### **DESIGNED TO MAKE YOUR LIFE SIMPLE**

Smart Track AMS transforms your asset management in providing a centralised, digital, paperless, asset management system designed to eliminate paperwork, reduce your workload, and simplify your life by utilising intelligent semi- and fully automated processes.

Ideal for organisations of any size, Redkite Smart Track AMS is in use 24x7x365 in companies located around the world where Redkite Smart Track AMS helps organisations manage their assets from cradle to grave.

No more searching through mountains of paperwork or complex spreadsheets, with Smart Track AMS everything is at your fingertips no matter how widely dispersed your assets are.

Any type of asset can be entered on the system from large capital items down to the smallest consumables.

### **A MODULAR APPROACH**

The Redkite Asset Management System consists of a suite of integrated modules which together provide a comprehensive system that will manage your assets from cradle to grave.

The Smart Track AMS inventory is at the heart of the system and provides management with a clear oversight of the location and status of assets. A central register contains a wealth of information on each asset including a life-long history of all maintenance, tests and inspections, defects, repairs and movements.

Defining the type and frequency of preventative maintenance and test and inspection activities and associating any procedures to each activity is undertaken centrally from within the core module, which also creates and delivers daily worksheets directly to a user's desktop or mobile reader. To ensure nothing is overlooked daily prompts continue to be presented until a required test or inspection has been undertaken. Email alerts are also managed through this module.

### DEFECT MANAGEMENT

The Smart Track AMS Defect Manager is supplied with the Smart Train AMS as core functions and provides management tools to track defects through the repair process. Email and optional SMS notifications provide company employees and outside contractors with notifications of initial faults and responsible personnel can track the asset through the repair process.

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### BAR CODE AND RFID - Optional

The Smart Track AMS Rapid Data Capture module is optional and can be provided to use only bar codes or bar codes and UHF RFID and provides a raft of features designed to facilitate on-line functions, such as undertaking inventory checks, preventative maintenance and test and inspection activities using a hand-held bar-code or RFID reader. With inventory checklists and daily test worksheets being delivered to the reader – the application is easy to use, reducing keyboard error and saving time and money.

### STORES MANAGEMENT AND ON-LINE REQUISITION - Optional

The optional Smart Track AMS Stores Manager module with built in On-Line Requisition provides all the management tools needed to run your stores facility and is designed for those organisations with a need to manage their stores processes.

You only need acquire what you need for now – you can always add more later... and don't worry, all modules seamlessly integrate to provide a comprehensive asset management system.



### INVENTORY MANAGEMENT – Keeping track of your assets

At the heart of Smart Track AMS is a comprehensive inventory containing a wealth of information on each asset and sophisticated smart functions to improve the efficiency of your inventory management making sure your assets are in their correct location and in the required numbers.

Inventory listings can be obtained for any location or sub-location and the listing can either be published for manual checks or distributed to on-line readers to allow inventory checks to be carried out rapidly and efficiently using bar code or RFID readers.

### Asset Register

In Smart Track AMS Asset Management System, assets are catalogued in an **asset register** using a hierarchical, tree structure allowing you to easily categorise and locate assets.

The **asset register** contains a wealth of information on each asset, including, but not limited to, a description, make, model, serial number, life expectancy, anticipated replacement cost, warranty period, whether leased or on-loan, plus much more. Photographs and any associated documentation, such as instructions to personnel carrying out safety inspections, manufacturers operating instructions, reports of health and safety incidents, can also be attached.

### 'Bulk' activities

Smart Track AMS can save you time using the many 'Bulk' activities available. These activities empower system administrator to carry out a range of activities quickly and easily. One example is administrators can quickly add large numbers of assets to the asset register. For example, if you have, say, 150 bar code readers to add to your asset register, you can do this in a single action using the bulk Add features. You can also carry out bulk actions such as re-locating assets from one location to another or to an individual, lock assets to prevent movement, initialise test cycles, etc.

### Locations within locations

A location can also be an asset – for example a vehicle or a building can be an asset but also a location to which assets can be allocated. A location can be sub-divided in several layers of sub-location.

A location can contain an address, a grid reference, and many other details to help you distribute assets appropriately and efficiently.

Assets can be allocated quickly and easily to any location, and to sub-locations within a location, or individuals.

### Manages any type of asset

Smart Track AMS, asset management system, can be used to manage **an unlimited number and type of assets** from initial allocation through to final disposal. Asset tracking is used to keep track of 'capital' or re-usable assets. Consumables which do not need tracking beyond initial allocation are not tracked but can be managed through the Smart Train AMS Sores Manager.

Capital assets are automatically assigned a unique identifying number (UIN) which is used to track the asset throughout its life. The unique number can be supplemented by 'secondary' numbers, such as bar code numbers, RFID tag numbers, serial numbers or numbers linking the asset to other external systems.

Bar-code labels and RFID tags are easily associated with an asset using the Smart Track AMS rapid data capture software allowing you to easily track the asset throughout its life.

### Inventory reports ensure your assets are where they should be

Inventory reports quickly show what assets are currently held at a location or sub-location and by individuals.

Inventory check lists for any, all or multiple locations can be readily obtained enabling manual, visual inventory checks to be made. Check lists can also be produced directly to bar code and RFID readers allowing inventory checks to be carried out using Smart Track AMS rapid data capture software.

### Movement Tracking

All asset movements are tracked and recorded for the life of the asset.

Asset movements can be restricted. You can control how assets can be moved by setting movement attributes to an asset either locking an asset to a specific location, permitting movement only by authorised personnel or permitting movement by anyone.

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When an asset is found 'out of location' users will be directed to re-locate the asset to its correct location or move the asset to the current location, subject to any movement restrictions placed on the asset.



### TESTS AND INSPECTIONS

#### Keeping your assets in a safe working order

**Your assets are valuable, and their condition can be critical to the safety of your personnel and the general public and also to your ability to operate your business.**

Smart Track AMS asset management system empowers you to define any safety and maintenance regime which will include safety checks, preventative and other maintenance inspections and servicing to ensure your assets are in a safe and good working order.

A rigorous regime of tests and inspections will not only help reduce the risk of accident and prolong the operational life of your valuable assets but may also lead to reduced insurance costs.

#### Manages any test type

In Smart Track AMS any scheduled or unscheduled safety inspections, maintenance and servicing activity can be defined.

Scheduled and unscheduled safety tests and inspections, maintenance and servicing activities are applied to each type of asset and there is no limit to the number of activities that can be applied to a type of asset. You may have many instances of one type of asset and the activities you apply to an asset type will follow through to all assets of that type.

There is no limit to the number or type of activities that can be applied to each type of asset. For example, daily, weekly, monthly, after use, etc. The frequency that an activity needs to be repeated can be configured in term of number of days, hours of use, distance - miles/ kilometres, number of times an asset is used, or you can define your own criteria.

Activity schedules can also be set for a specific day of the week or date in a month.

You can also apply activities that will only occur on an ad-hoc basis: ‘On Acceptance’, for example, allows a check to be recorded when an asset is delivered; “After Use” requires a user to record that an asset has been used and, where needed, the conditions under which it was used.

### **Auditable lifelong records**

Records of all activities undertaken on an asset are recorded for the life of the asset and cannot be altered once the record has been made.

Details stored for each activity include:

- The date and type of activity that was carried out
- The person who carried out the activity
- The qualifications held by the person carrying out the activity
- What procedures were followed
- Any readings associated with the activity
- The outcome of the activity – Pass, or Fail
- Any defects found with a brief description
- Whether the asset was taken out of service or not
- Any related documentation
- For ‘after use’ inspections, etc., details of how the asset was used, where appropriate
- What parts were replaced.

### **Automated reminders and prompts**

The customisable Smart Track AMS dashboard appears immediately on log-in displaying focussed information which has been automatically filtered based on the user’s access rights, skill level and area of work, i.e., location, department.

The dashboard is dynamic, and users can drill down to interrogate the information in more detail, as required.

Activities due within a pre-defined time scale or are late are highlighted to help you manage your test and inspection schedules.

Future planning is also possible especially important for assets that may need to be taken out of service to undertake a test or inspection or which require expert, external inspectors.

In addition to visual prompts, automated alerts are provided by email or via SMS, where applied, to ensure all activities are undertaken in a timely manner.

### **Digital work lists**

Digital work lists are delivered directly to a user’s PC, tablet or other mobile device including hand-held bar code and RFID readers and are filtered to ensure that only activities an individual is qualified to undertake will be displayed. The work list will also be filtered by the location(s) at which the individual is working or has authorization to operate.



When using a PC, tablet or mobile device, the initial work list will show what activities are due or overdue for a specific or selected location. On selecting an asset on the list the relevant electronic work form will be presented.

### Digital work orders

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A Smart Track AMS test and inspection work form includes a link to instructions explaining actions a user must take when inspecting an asset and what actions need taking should a defect be found.

Activity work forms are usually completed on-screen using a PC, tablet, notebook, bar code or RFID reader.

The smart work form recognizes the asset being inspected and will automatically modify the form to capture only the information required.

When the smart work form has been completed and saved, the work order is closed, and all outcomes of the test or inspection recorded.

On saving the work form, Smart Track AMS automatically sets the date of the next activity to reflect the frequency set for this activity type.

Readings and other information can be recorded during the test or inspection and all outcomes and information recorded for every test is recorded for the life of the asset.

To ensure scheduled activities are undertaken in a timely manner, Smart Track AMS automatically alerts responsible personnel when scheduled tests are becoming due using a range of on-screen visual prompts, email and/or, optional, SMS notifications. Prompts continue to be sent until the activity has been completed.

Life cycles and replacement costs can all be entered for each asset type and ownership details, location, health and safety incidents and many other details can be entered against individual assets.

Used on a 24x7 basis to manage millions of assets for many single and multi-site national and international organisations for many years, Smart Track AMS is proven, robust and reliable.



### DEFECT REPORTING AND MANAGEMENT

Your assets are valuable and can be critical to your ability to operate your business and when assets need repairing or replacing you want to keep track of where they are and be kept informed of progress.



### Defect reporting - Instantaneous response

Managing defects to ensure repairs are carried out as quickly as possible can be critical. Even the smallest delay can have significant effect on your business, affecting production and services and can have an impact on your reputation as a company. Speed therefore of the essence.

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In Smart Train AMS, defects can be reported from many areas of the system, and notifications of reported faults are instantly transmitted via email (or SMS) to responsible personnel where actions can be taken appropriate to the priority attached to the defect.

The instant a defect is reported responsible personnel and repair workshops are notified, a job card is raised, and personnel can immediately be allocated to the repair. All work undertaken on the defect, including times and any parts used, is recorded. Responsible personnel can be made aware of progress automatically by email (or SMS).

### REPAIR MANAGEMENT

Effective repair management not only reduces downtime it also helps prevent greater damage to your assets, optimising their operational life.

Smart Track AMS Defect Manager will ensure any defects are acted upon at the earliest opportunity, keep responsible personnel informed, and help reduce downtime.

Smart Track AMS Defect Manager initiates the repair process the moment a fault is reported and tracks the asset through the repair process keeping relevant people informed via email or SMS, where available, at key stages.

To help reduce downtime, users can elect to leave an asset operational or take it 'out of service' and on reporting a fault, Smart Track AMS:

- Creates an electronic defect report
- Creates work orders for repair personnel
- Notifies responsible personnel by email and optional SMS. Notifications of new, updated and completed defects contain a direct link back to the defect record
- Creates a colour coded defect priority for ease of use
- Creates a work card
- Multiple technicians can be assigned to a job
- Records details of the repair(s) undertaken are stored against the asset. This can include documents, pictures, etc.
- Information held can include details of parts used, together with costs, and time spent on the job
- Can be used by external repair contractors to update work orders, subject to access rights
- Smart Track AMS automatically reports progress at key stages during the repair process.

### Smart defect reports

Defect reports are readily available via the Defect Report Screen

- on the Defect Report Screen, a 'status' feature showing Total Defects Closed, Total Defects Open, Total Defects Pending, Total Defects Replacements needed, etc. is always visible.
- any defect can be viewed, and full details of any repairs undertaken are available.

- details of all defects and repairs are recorded and maintained for the life of the asset.
- will save time and money.



## RAPID DATA CAPTURE USING BAR-CODE AND RFID

**The new, improved, Smart Train AMS rapid data capture software will make your asset management so much easier.**

**Smart Track AMS, Asset Management System contains versatile mobile data capture software empowering you to carry out asset management tasks quickly and easily using a handheld bar code / RFID reader.**

Smart Track AMS works with both ID and 2D bar codes and UHF RFID to speed up and ensure the integrity of many asset management processes, including inventory / stock checks, and recording the outcomes of scheduled and unscheduled tests and inspections. For inventory management multiple RFID tags can be read to speed up the inventory process. The use of bar codes is ideal for tracking assets and ensuring inspections have been carried out on a specific asset. Smart Track AMS allows users to switch between bar code and RFID functions at the tap of a key on the reader... no need to swap applications.

### Inventory and stock checks

With its in-built flexibility Smart Track AMS gives you the freedom to combine the power of bar code and high-speed multi-read RFID technology for inventory and stock checks and operators can easily switch between bar code and RFID functions – no need to swap applications.

Use Smart Track AMS to scan a bar-code or RFID tag on a shelf, locker, or any location to immediately obtain an inventory listing for that location. Quickly scan individual assets or use the powerful multi-tag RFID reading capabilities to quickly scan assets or stock items and Smart Track AMS will instantly show any surplus or shortfalls.

Working in real time, Smart Track AMS simultaneously and automatically updates all readers deployed across a location to keep operators up to date, regardless of how many people are working on the inventory at a given location ensuring no duplicate readings are made or items missed.

And don't worry, if you or any participant needs to pause the process for any reason, then the Smart Train AMS inventory can be re-started with an up to the second listing at any time **and** nothing will be lost or duplicated.

On completing an inventory check, Smart Train AMS automatically reports on any shortages or excesses.

### Safety & preventative maintenance test and inspections

Smart Train AMS empowers users to quickly and easily switch to bar code reading when carrying out scheduled and unscheduled preventative maintenance or safety tests and inspections.

Smart Track AMS intelligently and automatically transmits customised daily work sheets directly to the reader based upon user access rights and skills.

Using Smart Train AMS rapid data capture, users can view details of the asset under inspection, including the results of any previous inspections together with an outline showing what needs to be carried out for this inspection, on the reader.

All outcomes, test results and defects are entered directly onto the smart test work form on the reader, and Smart Track AMS automatically and instantly relays the information to the central asset register where records are updated, and activity cycles automatically reset.

On completing an activity, Smart Track AMS automatically updates preventative maintenance and test and inspection records directly from the reader in real time.

Smart Track AMS tirelessly sends automated reminders for overdue activities to ensure no critical preventative maintenance or safety check is missed.

### Defect reporting

Smart Track AMS empowers the user to raise defects in real time directly from the reader ensuring responsible personnel are automatically and immediately notified of defects to speed up the repair / replacement process and minimise downtime.

### Assets incorrectly located

Smart Track AMS keeps track of where your assets are ensuring that locations are adequately stocked. Where an asset is found at an incorrect location when undertaking an inspection, for example, users will be notified and, subject to permissions, be given the option to re-locate the asset. Assets can be re-located at any time by authorised personnel, subject to movement controls that can be placed on every asset.

### Multiple tags - making life easier

For large objects, Smart Track AMS allows you to associate numerous tags or bar codes to an asset to save time 'searching' for a tag or label.

When affixing new bar codes / RFID tags or replacing existing labels / tags, use Smart Track AMS rapid data capture software to associate new and replacement bar code labels and RFID tags with an asset. Quick and easy. You will not lose any information on Smart Track AMS when you replace codes.

Use the Smart Track AMS rapid data software to quickly add new assets to your system. Enter basic details on the reader and add further details via your PC or tablet/notebook later, as required.



## STORES MANAGEMENT

**Smart Track AMS, Asset Management System offers a powerful additional Stores Management module empowering the management of both fixed and consumable assets from initial purchase through to final disposal.**

Smart Track AMS Stores Manager integrates seamlessly within Smart Track AMS and is designed for organisations that need a system to efficiently manage stores functions.

Smart Track AMS Stores Manager records details of all purchases including initial purchase price, date of purchase, invoice value, supplier and cost centre details. Preferred supplier lists can be selected when procuring new assets.

Goods received are entered onto the system in batches. On entry an 'end of life' date can be entered together with expected replacement costs to facilitate future replacement budgeting.

### Smart Track AMS Stores Manager

- manages maximum and minimum stock levels with automated alerts when minimum stock levels are reached
- maintains a supplier and 'preferred' supplier list, with full details for ease when re-ordering
- goods received are recorded in batches and a batch can hold any number of the same type of asset

- uses a first in first out principle when allocating stock; stock from earlier batches is allocated first
- stores purchase orders and records invoice details together with purchase prices
- stock re-adjustments and reconciliations can be undertaken
- assets can be marked with bar code or / and RFID tags and allocated to a specific asset whilst in stores, if required
- parts and replacements can be ordered via the Smart Track AMS on-line requisition facility allowing the ordering of items remotely. Goods ordered can be assigned to locations or individuals.

### SMART ON-LINE PAPERLESS REQUISITION

Smart Track AMS Stores Manager contains an on-line requisition feature empowering individuals and line managers to order new or replacement assets or parts electronically to speed up the requisition process and reduce the administrative overheads of paper-based requisition processes.

- allows users to order parts and equipment through an electronic ordering system
- authorisation can be set for orders, if required
- orders are automatically passed through to the Redkite Stores and Parts Management module as an 'open' order
- records who ordered parts and equipment, together with costs
- orders can be traced through the requisition process
- the system tracks who ordered what and when for audit purposes.
- costs of ordered parts are recorded against individuals, locations, and cost centres, as appropriate
- helps budget control
- supplied as standard with the Redkite Stores and Parts Management module
- internet based - can be accessed by authorised users from any location via a web browser
- all orders sent via the on-line requisition can be subject to authorisation and comprehensive details of all requisitions are maintained for future reporting.

### REPORTS AND CHARTS

A wide range of standard reports are available on the system. The standard reports are selected from user definable menu areas, for example, administration, accounts, inventory, etc. and access to an area of reports can be restricted to authorised users.

The wide-ranging standard reports provide local and centralised views showing amongst other things, the status of assets, assets out of service and those assets undergoing repairs. Reports also show progress through the repair process.

Senior management can also run budget reports, including forecast reports showing what assets are likely to need replacing within any given time frame and what those replacements are likely to cost

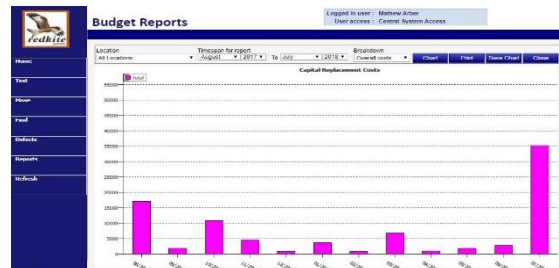
- wide range of management reports are available
- reports can be grouped for specific needs, for example, inventory, financial, etc.
- security can be applied to a group of reports preventing unauthorised users accessing specialist reports

- many reports use a Query by Example (QBE) approach providing extended flexibility
- report search patterns can be saved for re-use
- most reports can be output to a PDF reader, MS Excel or as a csv file
- numerous on-screen reports are dynamic allowing the user to drill down for more detail.

## Charts

A range of charts are available giving a visual display of performance across the whole or selected areas of your organisation in selected key areas.

You can create and save your own charts for quick use later. For example, you might want to create a chart showing defects reported each month, across all or a range of locations. Simply set up the search pattern you need and save it with a title. Then each month you simply choose the chart and run it.



**For further information please visit [www.SmartTrackAMS.com](http://www.SmartTrackAMS.com)**