

# The Asset Guardian

Maintenance Management Made Easy



## Features Sheet

The Asset Guardian 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.
- 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, vendors, tools and inventory.
- Track maintenance costs for your equipment, personnel, tools, work procedures, inventory and vendors.
- Use Actual Time, Estimated Time and Standard Time to understand your time requirements to perform work procedures.

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 (vendors) 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 vendors 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

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## Equipment

- Define equipment 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.
- 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.
- Track and view detailed statistics for work history, personnel, vendors, 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 to be associated with equipment.
- 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 a new equipment record.

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## 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.
  - Display and analyze statistics and/or usage ledger on each person.
  - Establish usage costs for each person using the “quick calculator”.
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## 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.
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## 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.
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## Parts, Purchasing and Replenishment

- Establish detailed or brief descriptive information about repair or spare parts (items).
  - Define a look back period for any item to aid with warranties on replacement or spares.
  - Establish usage costs for each item using the “quick calculator”.
  - Designate items as “critical spares” with minimum balance levels.
  - 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 vendors 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.
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## Creation of Work Orders

- Work orders may be manually created or generated via the Order Generators analysis of the Event Controls.
  - Establish Event Controls (trigger points) for generation of work orders using date or meter. Date and meter may be used in and-or combinations.
  - Predefine work procedures, items, vendors, personnel, tools, skills, certifications and support materials for inclusion in a generated work order.
  - Use the order generator or manually create both Planned and Released work orders.
  - 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 Event Controls to “suggest” work orders for generation.
  - Modify the suggested work order work sheet to meet your requirements before generation.
  - Copy any Event Control and its details to create a new control.
  - 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.
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## Work Orders

- View work orders interactively or print a copy of any 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.
- Change or add work procedures (manual or stored) to a work order.
- Alter items, item quantities, vendors, 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, vendors or unexpected expenditures on the work order for any work procedure or for the entire order.
- Record actual usages of items, personnel time, tools, vendors or unexpected expenditure on the work order.
- Update an equipment meter reading via 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.

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## Visual Schedule

- View the work schedule in a matrix format of resource (unassigned, personnel and vendors) intersecting a date forming a cell.
  - Filter the content on the Visual Schedule by work order (Planned and/or Released) and by location (Plant and/or Region).
  - Each cell on the Visual Schedule contains the number of work orders assigned to the person or vendor and the total estimated time to complete.
  - Click each cell in the Visual Schedule to see a list of work orders comprising the cell.
  - Change or view the content of any work order from the Visual Schedule.
  - Reassign work orders to personnel or vendors 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, plant, region, etc.
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#### About Global Distribution Systems America, Inc.

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Our applications are designed to provide insight to help customers achieve business success and are targeted at improving our customers' operating efficiency by giving them total control over their key business processes. In every case, GDS stands behind the products it provides with outstanding service, implementation and support.

For more information on The Asset Guardian, please visit [www.TheAssetGuardian.com](http://www.TheAssetGuardian.com) or contact us by email at [sales@TheAssetGuardian.com](mailto:sales@TheAssetGuardian.com).

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The Microsoft's Dynamics™ NAV applications optimize strategic business processes across multiple operational areas which include financial management, analytics, human resources, service, projects and customer relationship management with industry specific functionality for the manufacturing, distribution and retail segments of the supply chain.

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