



GUARDIAN

Drawings and Documents

THINK ABOUT IT ...

Use Document Management Technology to Your Advantage!

- Save time - no need to sift through maintenance manuals for drawings.
- Save money - don't recreate the drawings and documents you need.
- Easily add drawing and document capability to Equipment, Work Orders, PM's, Parts and more...
- Zoom, redline and print attached drawings and documents.
- Add Safety documents and Employee Certification documents to the system.
- Seamlessly integrated to **GUARDIAN CMMS**.

- Wouldn't it be great if you didn't have to photocopy drawings out of maintenance manuals and attach them to Work Orders?
- How can you add your notes and sketches to the documents that are to be attached to Equipment and Work Orders?
- You already have a library of drawings from sources such as AutoCAD, scanned and manually created drawings - how can you start utilizing this store of information in your maintenance operation?

THE SOLUTION ...

The **GUARDIAN** Drawings and Documents Management Module.

This system will allow you to attach a variety of drawings and documents to Equipment, Work Orders, PM's and Catalog Items. These can then be manipulated and printed without changing the original document.

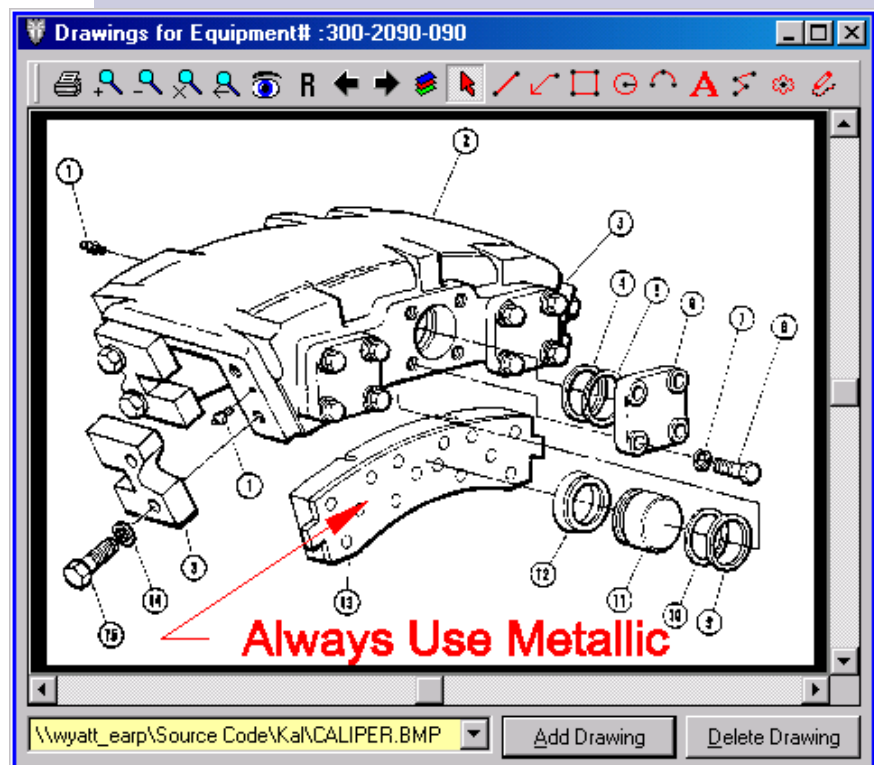
Simply click the Add Drawings button and point to the drawing or document you wish to reference. From the selection of drawing tools, make any changes you wish and that's it! It's simple, it's fast and it provides you with the ability to take the guesswork out of the procedures you issue to your maintenance personnel.



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Drawing Screen Showing User Redlining

How Does it Work?

1. Determine the source to use for your drawing/document and point to that source by clicking the Add Drawing button and selecting the drawing/document.
2. Using the tools provided, add your comments, sketches and any other modifications that you require to the drawing/document.
3. You're Finished! It's that simple!

Features and Highlights

- Add virtually any kind of drawing/document to the following items in **GUARDIAN**:
 - Equipment
 - Work Orders
 - PM's
 - Catalog Items
 - Employees - Course Certifications, etc. (future release)
- Some of the supported formats include:
 - DWG (AutoCAD drawings)
 - JPEG
 - GIF
 - TIFF
 - BMP (Bitmap)
 - WMF (Windows MetaFile)
 - PDF (Adobe Acrobat)
 - DOC (Microsoft Word)
 - XLS (Microsoft Excel)
 - TXT (Text)
 - PCX
 - And Many More ...
- Print attached drawings/documents from Work Orders and PM's.
- Work Orders can inherit drawings/documents from the equipment they are being performed on.
- Add comments and directions using the extensive suite of Redlining tools. All of your changes are saved in a file separate from the original drawing/document, leaving the original unchanged.
- Zoom into any portion of the drawing/document. The system will save your view and even print the exact view that you last used on the drawing/document.
- Use color to highlight specific areas of the drawing/document for extra impact.
- Use drawings/documents in their original format - no need to convert the files for use in **GUARDIAN**.
- Take advantage of the investment your company has already made in electronic drawings/documents.
- Reduce or eliminate misunderstandings on Work Orders by illustrating exactly where the work is to be performed.



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