

Capab	Section	Req/Pref	Function
N/A	1.3		<b>Prospective CMMS Provider Qualifications</b>
	1.3.A	Req	Minimum five years providing maintenance management software
	1.3.B	Req	Client renewal rate of at least 95%
	1.3.C	Req	Minimum of five hundred (500) current, active clients
N/A	1.4		<b>System Requirements</b>
	1.4.A	Req	Cloud-based, software-as-a-service (SaaS)
	1.4.B	Req	Web access compatible with:
	1.4.B.1	Req	Microsoft Internet Explorer (version 11 and higher)
	1.4.B.2	Req	Microsoft Edge (version 44 and higher)
	1.4.B.3	Req	Google Chrome (version 77 and higher)
	1.4.B.4	Req	Mozilla Firefox (version 40 and higher)
	1.4.C	Req	Mobile application compatible with:
	1.4.C.1	Req	Android 8.0 and higher
	1.4.C.2	Req	Apple iOS 12 and higher
	1.4.C.3	Req	Windows Mobile 10
N/A	1.5		<b>Data Security &amp; Availability</b>
	1.5.A	Req	Data is encrypted in transit
	1.5.A.1	Pref	Encrypted at rest (preferred)
	1.5.B	Req	Data resides in a secured data center
	1.5.C	Pref	Preferred cloud hosting with resilient providers, such as Amazon Web Services or Google
	1.5.D	Pref	Minimum 99.7% uptime; 99.9% is preferred
	1.5.E	Req	Database backed up at least daily
	1.5.E.1	Req	Proof that backups are tested
	1.5.F	Req	Data owned by OWNER and available at any time in an Excel-compatible format
	1.5.G	Req	User Security
	1.5.G.1	Req	Unique User ID
	1.5.G.2	Req	Require password that meets the following:
	1.5.G.2.a	Req	Password reset requirement after specified number of days (Owner configurable)
	1.5.G.2.b	Pref	Combination of upper and lower-case and special character (Preferred)
	1.5.G.3	Pref	Single Sign-On Authentication capability (Preferred)
	1.5.G.3.a	Req	Supports CAS, Central Authentication Service
	1.5.G.3.b	Req	Supports Shibboleth
	1.5.H	Req	FERPA Compliant
	1.5.H.1	Req	Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records
	1.5.H.2	Req	UAH does not anticipate maintaining student information in the CMMS, other than potentially contact information, as a service requester
N/A	1.6		<b>Service &amp; Support</b>
	1.6.A	Req	Provide training
	1.6.B	Req	Robust online tutorials and intuitive instructions
	1.6.C	Req	Assist with bulk importing of data during implementation
	1.6.D	Req	Technical support during business hours (7AM to 5PM Central Time)
	1.6.D.1	Req	Support available via phone, e-mail, and online chat
	1.6.D.2	Req	Average support response times meet the below requirements:
	1.6.D.2.a	Req	Less than four-hour response for normal/low-priority tickets
	1.6.D.2.b	Req	Less than one-hour response for high-priority/critical tickets
N/A	1.7		<b>Functional Requirements</b>
			System will provide the minimum REQUIRED functions, unless otherwise indicated. System should provide functionality “out-of-the-box” without work-around. Shortcomings of SYSTEM should be addressed in proposal response.
N/A	1.8		<b>General Functions</b>
	1.8.A	Req	Accommodate 3-D (e.g. QR) bar codes
	1.8.B	Req	Web interface should accommodate OWNER logo and style guidelines
	1.8.C	Req	OWNER configurable user-defined fields available in all modules/forms
	1.8.C.1	Req	UDFs are available for queries and reports
	1.8.D	Req	Global search capability in all modules
	1.8.D.1	Req	“Wild card” character (e.g. %) available to assist with searching
	1.8.E	Req	Ability to integrate with UAH’s building controls system, which employs Johnson Controls
	1.8.E.1	Req	Automatically create work order from alarm generated in building controls system
	1.8.F	Req	Ability to integrate with Banner Financial System
	1.8.G	Pref	CAD and/or REVIT Viewer (preferred, but not required)
N/A	1.9		<b>Location/Asset Information</b>
	1.9.A	Req	Parent/Child hierarchy with at least three levels
	1.9.1	Pref	Unlimited levels (preferred, but not required)
	1.9.2	Req	Location hierarchy (assets/equipment shown via relative location hierarchy)
	1.9.B	Req	Associate asset/equipment with location
	1.9.C	Req	Ability to add/modify user-defined fields to capture asset attributes
	1.9.D	Req	Copy/Duplicate assets to create new
	1.9.D.1	Req	Paste with Find & Replace function

Conforms Completely  
Able with Work-Around  
Cannot Perform

	1.9.E	Req	Accommodate hyperlink to web address or shared file location for referenced documents, files, etc.
	1.9.F	Req	Attach images and files to asset/location
	1.9.G	Req	Ability to "retire" assets without deleting them or their history from the database
	1.9.H	Req	Minimum required fields for asset information:
	1.9.H.1	Req	Unique equipment ID (alphanumeric)
	1.9.H.2	Req	Asset/equipment description
	1.9.H.3	Req	Location ID (alphanumeric)
	1.9.H.4	Req	Location description
	1.9.H.5	Req	Criticality/Priority Level (OWNER definable)
	1.9.H.6	Req	Owner
	1.9.H.7	Req	Department
	1.9.H.8	Req	System Type dropdown list (OWNER definable)
	1.9.H.9	Req	Date installed
	1.9.H.10	Req	Manufacturer
	1.9.H.11	Req	Model and serial numbers
	1.9.H.12	Req	Warranty end date
	1.9.H.12.a	Req	Alerts user that equipment is under warranty when Work Order (WO) initiated
	1.9.H.13	Req	Installation/Replacement cost
	1.9.H.14	Req	Capacity/Size
	1.9.H.15	Req	Parts list
	1.9.H.15.a	Req	Link to inventory
	1.9.H.16	Req	Life expectancy in years or months (can be a user-defined field)
	1.9.H.17	Req	Asset condition (can be a user-defined field)
	1.9.H.18	Req	Hazards (e.g. asbestos, confined space, etc.)
	1.9.I	Req	Aggregate and track asset lifecycle costs
	1.9.J	Req	Track fleet vehicles and related maintenance, costs, etc.
	1.9.K	Req	Associate/list asset parts, such as belts, filters, lubricant, etc.
	1.9.L	Req	Associate/link parent and child assets
	1.9.M	Req	View Work Order history for Asset/Location
	1.9.N	Req	Associate and trend meter data for assets/locations
	1.9.N.1	Req	Establish alarm thresholds or triggers for meters that creates follow-up work orders
N/A	1.10		<b>Submit Service Requests (SR)</b>
	1.10.A	Req	Submit via web interface with username and password
	1.10.B	Req	Submit via web interface as a general user – no username or password required
	1.10.B.1	Req	Requester provides their contact information with service request
	1.10.C	Req	Ability to submit service requests via:
	1.10.C.1	Req	Text
	1.10.C.2	Req	E-mail
	1.10.C.3	Req	QR(3-D) code
	1.10.D	Req	Provide custom link or "button" to service request form
	1.10.D.1	Req	Link/button can be sent out via e-mail or put on facility department website
	1.10.E	Req	Minimum fields available on submission form:
	1.10.E.1	Req	Requester (auto-populate if user is logged in)
	1.10.E.2	Req	Requester contact information (auto-populate if user is logged in)
	1.10.E.3	Req	Service type dropdown list (OWNER definable)
	1.10.E.4	Req	Service Location (dropdown list and free text)
	1.10.E.5	Req	Requested completion date & time
	1.10.E.6	Req	Request description (free text)
	1.10.E.7	Req	Priority dropdown list (OWNER definable)
	1.10.F	Req	Ability to select which fields are visible
	1.10.G	Req	Ability to select which fields are required
	1.10.H	Req	Acknowledgement of SR submission to Requester
	1.10.I	Req	Auto-notification to Requester of SR approval, scheduling, and completion
	1.10.I.1	Req	Notifications, including text, are OWNER configurable
	1.10.J	Req	Requester receives customer survey upon completion of WO
	1.10.K	Pref	Ability to attach file to SR with submission (preferred, but not required)
	1.10.L	Req	Auto date/timestamp of submission
	1.10.M	Req	Duplicate WO/request confirmation
	1.10.N	Req	Communicate with Requester to coordinate access and solicit more information
	1.10.O	Req	Route requests back to Requester for approval
N/A	1.11		<b>Create Work Orders</b>
	1.11.A	Req	Staff can create work orders (WO) via web interface and mobile application
	1.11.B	Req	Create child/ren WO under parent WO
	1.11.B.1	Req	Option to generate follow-up WO(s) on failed task(s)
	1.11.C	Req	Select WO Priority from dropdown list (OWNER definable)
	1.11.D	Req	Includes various Work Order (WO) types (e.g. PM, CM, EM, etc.)
	1.11.D.1	Req	OWNER definable
	1.11.E	Req	Select OWNER configurable problem code
	1.11.F	Req	Duplicate WO confirmation

N/A	1.12		<b>Job Plans</b>
	1.12.A	Req	Unlimited number tasks associated with Job Plan
	1.12.B	Req	Duplicate/copy to create new Job Plan(s)
	1.12.C	Req	Estimate duration
	1.12.D	Req	Identify required parts and tools
	1.12.E	Req	List safety hazards and necessary Personal Protective Equipment (PPE)
	1.12.F	Pref	Identify required trade or skill sets for Job Plan (preferred, not required)
N/A	1.13		<b>Preventive Maintenance</b>
	1.13.A	Req	Create & Schedule Preventive Maintenance (PM) work order
	1.13.B	Req	Assign PM to asset (location or equipment)
	1.13.C	Req	Select PM frequency
	1.13.D	Req	Assign WO priority at PM level
	1.13.D.1	Req	Automatically sets WO priority when WO is generated
	1.13.E	Req	Assign to Department (select from dropdown list)
	1.13.F	Req	Assign to specific skill/trade (select from dropdown list)
	1.13.G	Req	Ability to assign to Contractor
	1.13.H	Req	Nest work orders or tasks (e.g. semi-annual PM supersedes quarterly PM)
	1.13.I	Req	Generate PM work orders based upon calendar (e.g. monthly, quarterly, etc.) or run-time (e.g. run-hours)
	1.13.J	Req	Assign parts to PMs
	1.13.J.1	Req	Pull parts and deduct from inventory
	1.13.J.2	Req	Auto-notify, if needed parts are not available
	1.13.K	Req	Ability to generate PM labor and material forecast report
	1.13.L	Req	Create follow-up work orders for failed tasks
	1.13.L.1	Pref	Option for one-to-one ratio (one work order per failed task) (preferred, but not required)
	1.13.L.2	Pref	Options for many-to-one ratio (one work order for all failed task) (preferred, but not required)
N/A	1.14		<b>Workflow Management</b>
	1.14.A	Req	OWNER should have capability to create/configure workflows and notifications, including the below functionalities
	1.14.B	Req	Auto-assign SRs to staff, trade, or department based upon:
	1.14.B.1	Req	Service Type selected
	1.14.B.2	Req	Location
	1.14.C	Req	Route/assign Work Orders based upon:
	1.14.C.1	Req	Shop
	1.14.C.2	Req	Zone
	1.14.C.3	Req	Problem/Failure/Reason Code
	1.14.C.4	Req	Priority
	1.14.D	Req	Ability to route WOs to Contractor(s)
	1.14.E	Req	Staff/contractor notified when assigned WO via:
	1.14.E.1	Req	E-mail
	1.14.E.2	Req	Text
	1.14.F	Req	Ability to route WOs for approval (e.g. supervisor, financial, purchasing, etc.)
	1.14.G	Req	Automated alerts and notifications based upon saved criteria
	1.14.H	Req	Work Order Substatus (OWNER configurable) can route or escalate
N/A	1.15		<b>Work Order Management</b>
	1.15.A	Req	Calendar View
	1.15.A.1	Req	Provide calendar view of work orders
	1.15.A.1.a	Req	User selectable layout (day, week, and month)
	1.15.A.2	Req	Calendar integrates with common calendar applications, such as Microsoft Outlook and Google Calendar
	1.15.B	Req	Allow for batch WO processing (e.g. completing, closing, etc.)
	1.15.B.1	Req	Current, open work orders
	1.15.B.2	Req	Forecasted work orders
	1.15.C	Req	Route notification of new SR or WO to predetermined recipients based on service type
	1.15.D	Req	Ability to assign WO to Contractor
	1.15.D.1	Req	Automatically notify Contractor of assigned WO
	1.15.D.2	Req	Track correspondence with Contractor against respective WO
	1.15.E	Req	Allow for inspection checklists
	1.15.E.1	Req	Checklists can be saved and scheduled similar to (or as) PMs
	1.15.E.2	Req	Checklists can be completed via mobile device
	1.15.E.3	Req	Option to generate child work order(s) for failed task(s)/inspection
	1.15.F	Req	Work Order Execution/Completion
	1.15.F.1	Req	Ability to indicate task completion with checkbox for each step (if job plan associated)
	1.15.F.2	Req	Indicate work that requires two personnel due to safety requirements
	1.15.F.3	Req	Indicate existing known/potential hazards (e.g. asbestos) for location
	1.15.F.4	Req	WO should have the below minimum fields:
	1.15.F.4.a	Req	Associated location and/or equipment ID
	1.15.F.4.b	Req	Placeholder for asset information to be printed on work order dependent upon:
	1.15.F.4.b.1	Req	WO type
	1.15.F.4.b.2	Req	Request/service type
	1.15.F.4.b.3	Req	Asset classification
	1.15.F.4.c	Req	Estimated labor hours

	1.15.F.4.d	Req	Actual labor hours
	1.15.F.4.e	Req	Work performed by (allow multiple entries)
	1.15.F.4.f	Req	Incorporate standard labor rates based upon type/user to tabulate labor costs for WO
	1.15.F.4.G.1	Req	Ability to log material/tools used and associated costs
	1.15.F.4.g.1	Req	Should correspond to Parts Inventory (if material listed in Parts)
	1.15.F.4.h	Req	Area to document notes and work accomplished
	1.15.F.4.i	Req	Select failure code(s) from a customized dropdown list
	1.15.F.4.j	Req	Placeholder to list required PPE, tools, and parts on WO
	1.15.F.4.k	Req	Attach invoices to WOs
	1.15.F.4.l	Req	Safety requirements, including Lockout/Tagout and MDS
	1.15.F.5	Req	Ability to create additional WO
	1.15.F.5.A	Req	New WO should be linked as a child to originating WO
	1.15.F.6	Req	Assign/attribute labor & material costs to GL codes and/or departments
	1.15.G	Req	Chargebacks
	1.15.G.1	Req	Flag work orders to charge back to customer
	1.15.G.2	Req	Capture and report chargeback costs
	1.15.G.3	Req	Export chargeback costs in Excel format
N/A	1.16		<b>Mobile Application (Functions performed via mobile device)</b>
	1.16.A	Req	Application or webpage configured for mobile devices
	1.16.A.1	Req	Full functionality available on Android and iOS devices
	1.16.B	Req	Submit SRs and WOs
	1.16.C	Req	Assign & receive WOs
	1.16.D	Req	Notify staff of WO assigned to them
	1.16.D.1	Req	Receive push notifications
	1.16.E	Req	Notify user/group of new SR (ability to enable/disable)
	1.16.F	Req	Has on-board timer to capture work order "start" and "end" times
	1.16.F.1	Req	Returns total time attributed to WO
	1.16.F.2	Req	Timer can be paused or allow multiple entries
	1.16.G	Req	Check parts availability in inventory
	1.16.G.1	Req	Reserve/request parts
	1.16.H	Req	Assign parts to WO via barcode
	1.16.I	Req	Synchronize data changes to and from database once network connection is restored
	1.16.J	Req	Ability to incorporate images taken by device into WO, asset, etc.
	1.16.K	Req	Accommodate voice to text for notes and freeform fields
	1.16.L	Req	Refresh/update automatically
	1.16.M	Req	View associated (attached & linked) drawings, O&M manuals, etc.
	1.16.N	Req	Create follow-up work order
	1.16.O	Req	Attach pictures
N/A	1.17		<b>Capital Replacement Planning</b>
			(Can be incorporated into asset record; if separate module, it should link to respective asset(s) )
	1.17.A	Req	Minimum fields captured per asset/equipment:
	1.17.A.1	Req	Date installed
	1.17.A.2	Req	Life expectancy (in years)
	1.17.A.3	Req	Installation or estimated replacement cost
	1.17.B	Req	Report(s) that provide multi-year capital expenditure forecast (minimum 10 years)
	1.17.B.1	Req	Ability to export data/report into Excel-compatible format
	1.17.C	Pref	Calculate the Facility Condition Index (FCI) by building (preferred but not required)
N/A	1.18		<b>Contract Management</b>
	1.18.A	Req	Attach and store contracts and related documents
	1.18.B	Req	Maintain pertinent contract information, such as type, amount, limit, etc.
	1.18.C	Req	Link to contractor information, including contact, licenses, etc.
	1.18.D	Req	Report (notify of) expiring contract documents
N/A	1.19		<b>Contractor/Vendor Management</b>
	1.19.A	Req	Associate service provided by contractor to service type
	1.19.B	Req	Maintain contact information for multiple personnel at vendor/contractor company
	1.19.C	Req	Attach contract (or link to contract)
	1.19.D	Req	Track contract cost (associate WO costs against contractor)
	1.19.E	Pref	Report contractor costs approaching contract limit
	1.19.F	Req	Alert of contract renewal dates (could be handled via Contract Management functionality)
	1.19.G	Pref	Associate assets with contract/contractor (preferred but not required)
	1.19.H	Req	Track and report performance indicators (e.g. response time)
	1.19.I	Req	Accommodate list of licenses, certifications, and insurance requirements for each contractor
	1.19.I.1	Req	Alert/notify of license/certification/insurance expirations (preferred but not required)
	1.19.J	Req	Send work order to contractor
	1.19.J.1	Req	Contractor receives work order via e-mail
	1.19.J.2	Req	Contractor can accept work order via e-mail
	1.19.J.3	Req	Contractor can complete work order via e-mail
	1.19.K	Req	Ability to rate contractor

N/A	1.20		<b>Customer Surveys</b>
	1.20.A	Req	Ability to create and deliver custom customer surveys
	1.20.A.1	Req	Report results
	1.20.A.2	Req	Create custom surveys
N/A	1.21		<b>Inventory/Parts Management</b>
	1.21.A	Req	Maintain parts inventory
	1.21.B	Req	Set minimum and maximum inventory levels
	1.21.B.1	Req	Alert when minimum level is reached
	1.21.C	Req	Incorporate bar codes
	1.21.C.1	Req	2-D bar code
	1.21.C.2	Req	3-D bar code
	1.21.D	Req	Link to supplier contact information
	1.21.E	Req	Auto-notify supplier when alert/order levels are reached (preferred but not required)
	1.21.F	Req	Inventory-related reports available, such as turnover, inventory age, and product expiration
	1.21.G	Req	Identify parts as critical spares
	1.21.H	Req	Integrate suppliers' online portal, where applicable
	1.21.I	Req	Parts reserved when PMs are generated
	1.21.J	Req	Notify if PM forecasted parts are not available
	1.21.K	Req	Receive parts on mobile device via barcode
	1.21.L	Req	Report parts usage/throughput
	1.21.M	Req	Report shelf life and time on shelf by part
N/A	1.22		<b>Purchasing</b>
	1.22.A	Req	Ability to submit purchase order (PO) request
	1.22.B	Req	Route PO for approval
	1.22.B.1	Req	Approvers and route dependent upon requested amount
	1.22.C	Req	Associate WOs and invoices to PO
	1.22.D	Req	Track charges against PO amount; report
	1.22.E	Req	Notify approvers and requesters of status
N/A	1.23		<b>Lease Management (Preferred but not required)</b>
	1.23.A	Pref	Identify space as leased or owned
	1.23.B	Pref	Store or link to electronic copies of lease agreements
	1.23.C	Pref	Maintain lease/building specific documents
	1.23.D	Pref	House information, such as:
	1.23.D.1	Pref	Site/tenant contact information
	1.23.D.2	Pref	Lease type
	1.23.D.3	Pref	Rental rates
	1.23.E	Pref	Ability to auto-notify of lease renewals/expiration
N/A	1.24		<b>Project Management</b>
	1.24.A	Req	Create and track projects
	1.24.B	Req	Estimate project budget and duration
	1.24.C	Req	Assign project/task OWNER(s)
	1.24.D	Req	Generate task work orders associated with project
	1.24.E	Req	Incorporate Gantt chart view
	1.24.F	Req	Identify project task dependencies
	1.24.G	Req	Create project templates with associated work orders and tasking
N/A	1.25		<b>Document Management</b>
	1.25.A	Req	Store or link to electronic copies of drawings, operations & maintenance manuals, test reports, procedures, etc.
	1.25.B	Req	Associate files with asset
	1.25.C	Pref	Identify document owner (preferred but not required)
	1.25.D	Pref	Identify document version/revision (preferred but not required)
	1.25.E	Pref	Track last review date (preferred but not required)
	1.25.F	Pref	Provide reminder of scheduled review date (preferred but not required)
N/A	1.26		<b>Utility Management (Preferred, But Not Required)</b>
	1.26.A	Pref	Ability to capture/upload utility data (Excel compatible format)
	1.26.A.1	Pref	For electrical bills, document consumption (KWH) and demand (KW) separately, including on & off-peak rates/amounts
	1.26.B	Pref	Delineate utility use and costs by: (Preferred, but not required)
	1.26.B.1	Pref	Type (e.g. electric, gas, water, sewer, etc.)
	1.26.B.2	Pref	Date Range
	1.26.B.3	Pref	Actual versus Estimated
	1.26.B.4	Pref	Capture utility credits (e.g. sewer)
N/A	1.26.C	Pref	Report and graph use & costs (Preferred, but not required)
	1.26.C.1	Pref	Ability to normalize with weather data
	1.26.C.2	Pref	Ability to overlay and compare multiple years (normalized for weather)
	1.26.C.3	Pref	Identify null or missing data
	1.27		<b>Space Planning (Preferred, But Not Required)</b>
	1.27.A	Pref	Store space/floor plans
	1.27.B	Pref	Associate occupants with locations (seat assignments)
	1.27.C	Pref	Ability to create various layout scenarios
	1.27.D	Pref	Maintain historical copies past configurations

	1.28		<b>Move Management (Preferred, But Not Required)</b>
	1.28.A	Pref	Coordinate & manage move projects
	1.28.B	Pref	Assign & track project tasks
	1.28.C	Pref	Communicate tasks to assignees
	1.28.D	Pref	View status via Gantt chart
	1.28.E	Pref	Track & report costs by project
	1.29		<b>Key Management (Preferred, but not required)</b>
	1.29.A	Pref	Maintain inventory of keys and associated locksets
	1.29.B	Pref	Ability to track check-out/check-in of keys
	1.29.C	Pref	Track and report to whom keys are assigned
	1.29.D	Pref	Maintain contact information associated with keys
	1.29.E	Pref	House information such as biting, master pins, and bottom pins
	1.30		<b>Training Management (Preferred, But Not Required)</b>
	1.30.A	Pref	Track training/education of staff
	1.30.B	Pref	Identify skill sets/specialties of staff
	1.30.C	Pref	Document training activities by staff member
	1.30.D	Pref	Assign training requirements to staff
	1.30.E	Pref	Track staff training progress/completion
	1.30.F	Pref	Store or link to training documents and resources
	1.30.G	Pref	Maintain list of staff licenses, certifications, credentials, etc.
	1.30.G.1	Pref	Notify of expiration/renewal
	1.30.H	Pref	Track continuing education units by staff member
	1.31		<b>Timesheets</b>
	1.31.A	Pref	Capture and report staff labor hours (preferred, but not required)
	1.31.B	Pref	Export timesheet information in Excel format (preferred, but not required)
	1.32		<b>Inspections</b>
	1.32.A	Req	Generate inspections on a regular or as-needed basis
	1.32.B	Req	Create follow-up work orders for failed inspections/tasks
	1.32.B.1	Pref	Option for one-to-one ratio (one work order per failed task/inspection) (preferred, but not required)
	1.32.B.2	Pref	Options for many-to-one ratio (one work order for all failed tasks/inspections) (preferred, but not required)
	1.32.C	Req	Ability to assign ratings to inspections
	1.32.C.1	Req	Low rating trigger follow-up work order
N/A	1.33		<b>User Interface</b>
	1.33.A	Req	User-friendly, intuitive interface for all user types
	1.33.A.1	Req	Minimal training necessary for end users
	1.33.B	Req	User configurable dashboard for at least higher permission group levels
	1.33.C	Req	Numerous means to filter and sort for desired data through the various pages/forms
	1.33.C.1	Req	Query by various means, such as:
	1.33.C.1.a	Req	Asset ID
	1.33.C.1.b	Req	Location ID
	1.33.C.1.c	Req	Work Order Number
	1.33.C.1.d	Req	Assigned Staff
	1.33.C.1.e	Req	Work Order Status
	1.33.C.1.f	Req	Work Order Type
	1.33.C.1.g	Req	Completed Date Range
	1.33.C.2	Req	Ability to print resulting data
	1.33.C.3	Req	Ability to export resulting data into Excel-compatible format
	1.33.C.4	Req	Ability to save query
N/A	1.34		<b>Reports and Dashboard</b>
	1.34.A	Req	Dynamic reporting/ad hoc report capabilities
	1.34.A.1	Req	Save ad hoc reports for future use
	1.34.A.2	Req	Save reports into group folders
	1.34.A.2.a	Req	Report folders accessible to specific users/groups
	1.34.B	Req	OWNER configurable Dashboard
	1.34.B.1	Req	User group specific dashboard
	1.34.B.1.a	Pref	User specific dashboard (Preferred, but not required)
	1.34.B.2	Req	Color coded indicators and/or lists based upon set criteria
	1.34.C	Req	Incorporates standard and configurable KPIs, including:
	1.34.C.1	Req	PM/CM ratio
	1.34.C.2	Req	WO aging report
	1.34.C.3	Req	Average time to complete WOs
	1.34.C.4	Req	Average time to review & approve WOs
	1.34.C.5	Req	Estimated labor hours versus actual hours
	1.34.C.6	Req	Operating and maintenance costs per asset, location, and/or building
	1.34.C.7	Req	Tenant/client satisfaction
	1.34.C.8	Req	Quantity of open WOs
	1.34.C.9	Req	Quantity of closed WOs
	1.34.C.10	Req	Quantity of PM WOs and percent completion
	1.34.C.10.a	Req	Also show by Priority

