



Don't Wonder.  
KNOW.

Anything.  
Anytime.  
Anywhere.

# SKYLINE®

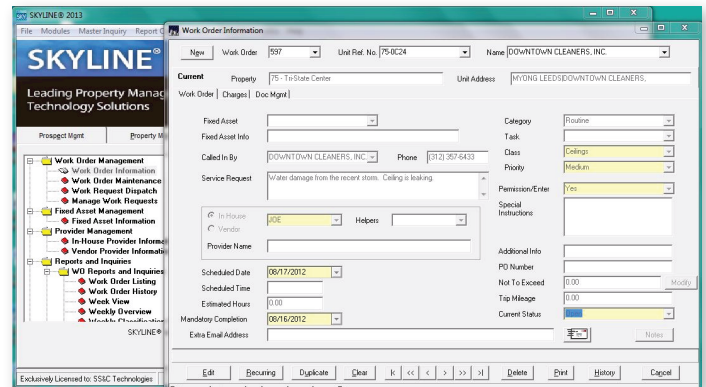
## Facilities Maintenance Management and Automated Work Order Processing



- Tenants electronically submit work order requests directly into SKYLINE via the SKYLINE Web-based Tenant Work Request Portal
- -Enables drill-down capabilities into work orders and facilities maintenance details
- Easily create detailed tenant work orders and fixed asset scheduled work orders
- Includes color-coded weekly work order schedule and calendar with detailed drill-down into scheduled work order detail
- Schedule and track routine fixed assets and preventive maintenance
- Distribute work orders via e-mail to multiple technicians and vendors
- Includes Analytical Time/Cost report with statistical details and metrics by unit, vendor and task
- Quickly view, export and print reports for:
  - Work Orders
  - Fixed Assets
  - In-House Providers
  - Vendors
- Fixed Assets Management and Reporting includes:
  - Warranty details and critical date tracking
  - Purchase information
  - Document management
  - Preventive maintenance schedule
  - Fixed asset reports and inquiries
- Enhanced Vendor AP Processing and Tenant Charge Backs
- Streamlined process for creating recurring work orders
- Run multiple SKYLINE databases simultaneously from one source
- Easily reassign and copy assets to a different unit

### Automatically transfer Service Call Charges to SKYLINE GL, AP, AR

- Post billable Service Call Fees directly into SKYLINE AR/Billing
- Post vendor Expenses directly into SKYLINE AP
- Automatically distribute maintenance charges against SKYLINE Charge Codes
- Automatically red flag maintenance service time and cost variances
- Easily compare budgeted service time and expense estimates vs. actual



Service Charge Batch Processing

Unit Ref Number: [Opens Selection Window]    Beginning Service Charge Date: 09/01/2011

Beginning W/O Number: 0    Ending Service Charge Date: 09/30/2012

Ending W/O Number: 999999    Charges To Include: Both

Include in List: Both    Report Destination: Preview

	W/O#	SC#	Date	Unit Ref. No.	Classification	Provider	Distributed Amount	Total Charge	Include For Posting
1	565	217	07/02/2012	11-100	HVAC	OUTS	1000.00	1000.00	POSTED
2	565	217	07/02/2012	11-100	HVAC	HAROL	150.00	150.00	AP
3	571	217	07/27/2012	75-0031	General Service	ARFI	50.00	50.00	AP
4	582	217	08/10/2012	75-0031	Electrical	JOE	0.00	200.00	POSTED
5	593	217	08/14/2012	75-0031	General Service	ACTEN	150.00	150.00	POSTED
6	549	202	03/22/2012	75-0032	Equipment	123AB	17.01	17.01	AP
7	549	204	08/11/2012	75-0032	Equipment	000	0.00	0.00	POSTED
8	550	205	08/10/2012	75-0032	Doors & Windows	CHARLE	52.50	52.50	POSTED
9	553	208	06/12/2012	75-0032	HVAC	ELANE	0.00	0.00	POSTED
10	553	205	06/12/2012	75-0032	Equipment	ELANE	0.00	25.00	POSTED
11	554	207	06/13/2012	75-0032	HVAC	BEN	30.00	30.00	AP
12	557	208	08/10/2012	75-0032	Appliances	JOE	37.50	67.50	AP
13	563	208	06/28/2012	75-0032	General Service	CHARLE	0.00	52.50	POSTED
14	570	217	07/20/2012	75-0032	General Service	000	0.00	100.00	POSTED
15	542	214	08/06/2012	75-0032	Fire	ELANE	0.00	48.75	POSTED
16	553	218	08/10/2012	75-0032	General Service	ABLI	111.22	111.22	AP
17	583	218	08/10/2012	75-0032	General Service	ABLI	0.00	25.00	POSTED
18	6	217	08/10/2012	75-105	General Service	JOE	0.00	50.00	AP
19	643	226	08/24/2012	75-287	Electrical	CHARLE	165.00	165.00	POSTED

Toggle the unreported SC's "Included For Posting" status.

Buttons: Service Detail, Listing, Listing Report, Print SC, Print, Export, Print Selected SCs, Cancel

For More Information on SKYLINE, please contact:

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