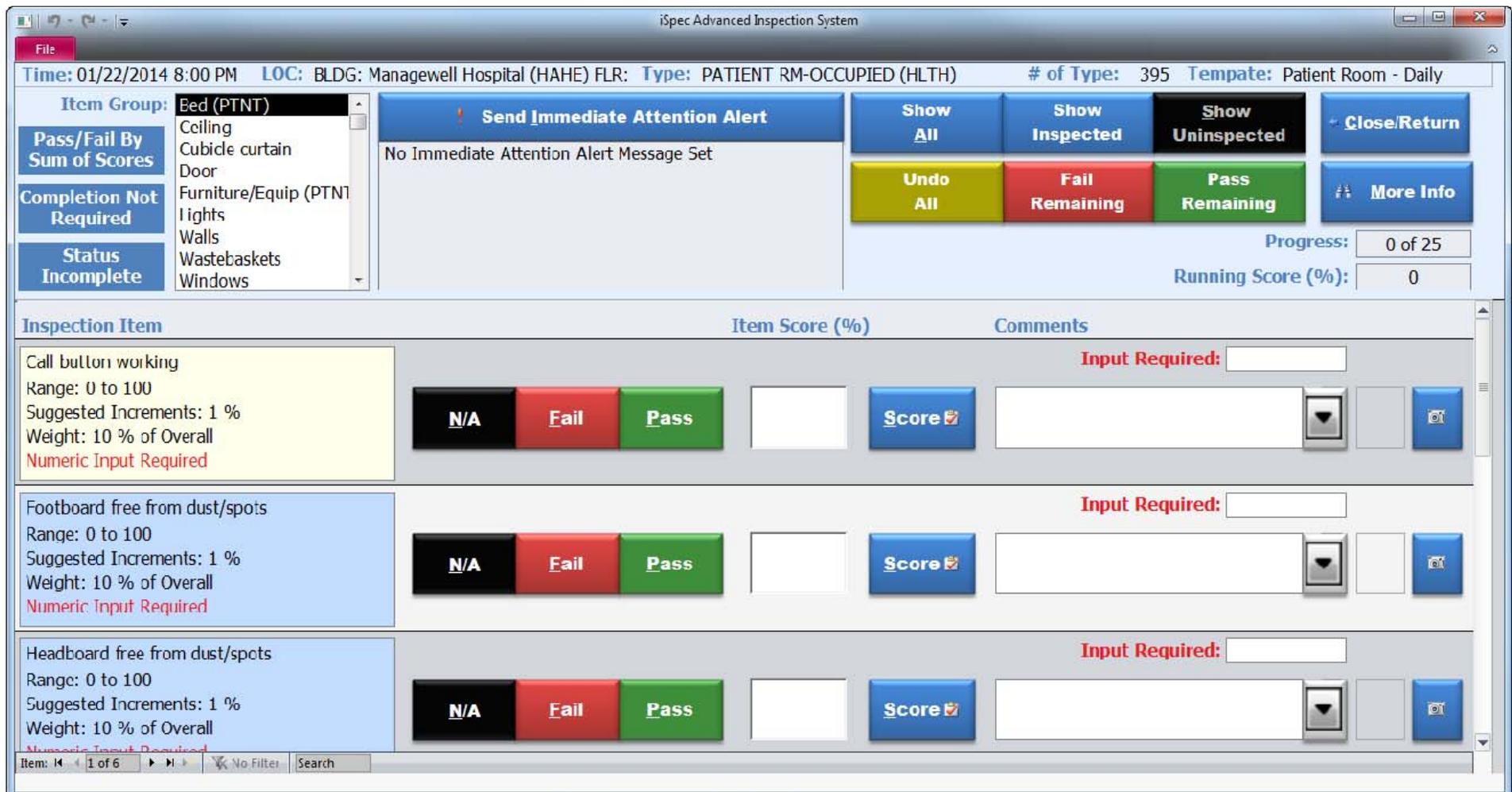**iManage Informed**

Embedded Intelligence

iSpec Mobile™
Inspection System

iSpec is a new force to be reckoned with in the inspection market. It offers more power at less cost than anything out there. We know, because we carefully benchmarked the competition. Then, we started with a clean sheet of paper and engineered the product. Careful attention to detail is evident in every aspect of the system. So:

iSpec

Target Acquired

Let's start with the power:

After consulting with many professionals using other products, we came to the conclusion that we would forego the amateur market and focus on power users. When we looked at the totality of functionality needed by professionals, we came to the conclusion that only the screen size of a tablet could possibly support the power we wanted to offer efficiently. We decided to leave playing around with smartphones and get work with the major leagues. Let's face it, would you want to look at the screen below on anything smaller than a tablet?
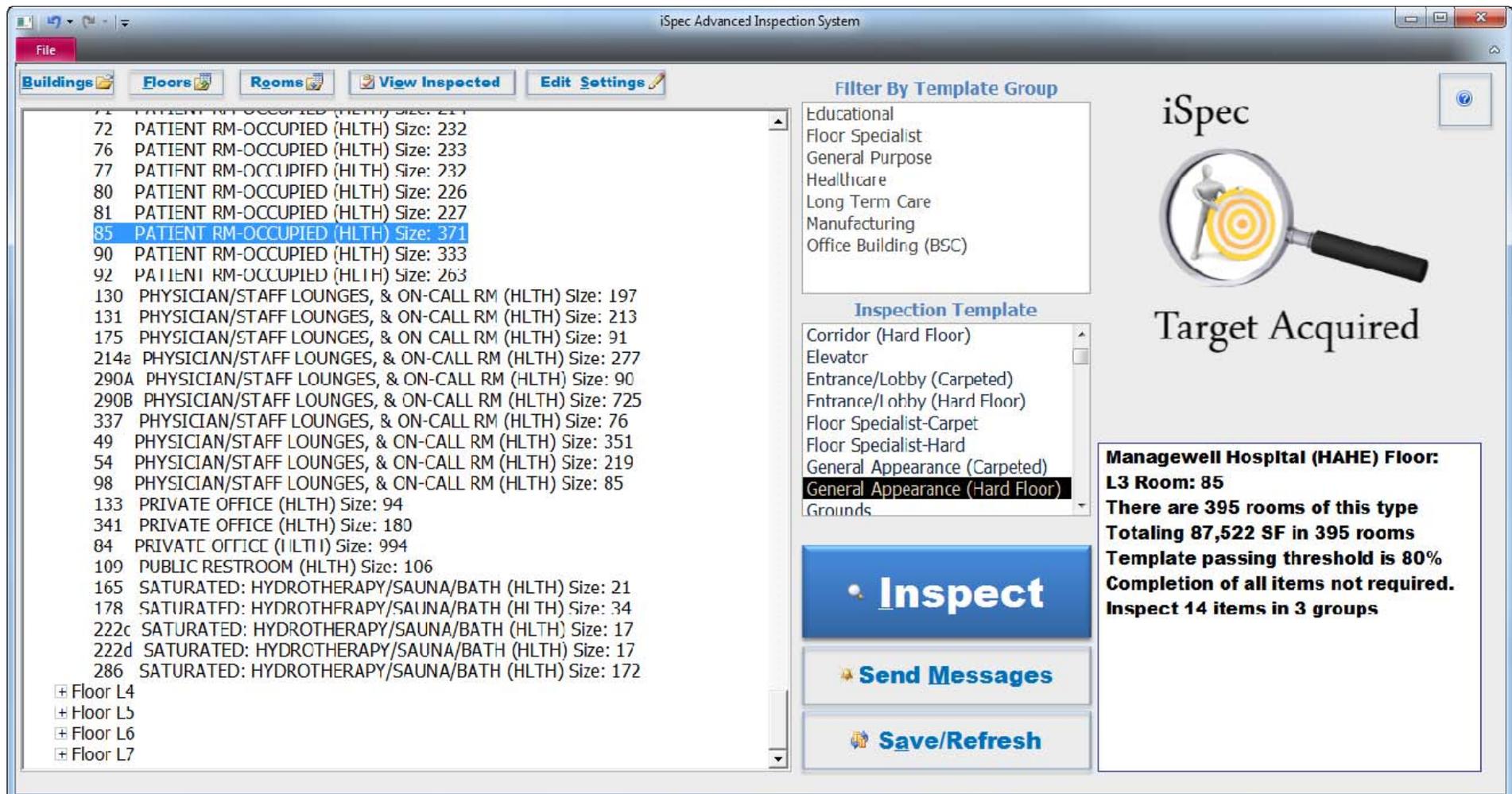
Now, about sophistication:

We studied the way inspectors work—they need the locations in the system and they need a fast way to pick the location to inspect. Once picked, they don't have time to pick an inspection checklist, we call them 'templates' particular to the room type so we took all that and automated it. For example, on the home page, and iSpec Mobile only has two pages, the inspector just selects a floor and then a room and the rest is done automatically. Touch the Inspect button, and off we go…

Sophistication in the cockpit:

Everything is set up in advance in iManage Core, our premier facility management desktop application (again, no slow, costly, web-based, dependency). We take the work out of your hands and do the initial setup for you. But should you need to change your checklists, we have a powerful setup system in the core for you. It's thought out well. If you manage a lot of different facilities, we can activate our iExcel automation system so you can work with them directly in Excel.

And everything was thought out carefully, with the goal of making your job easier. For example, the help system outputs beautiful, illustrated instructions, every step of the way. The system reuses everything, so if you want to add an inspection item to some or all of your "checklists", you create it once and then throw it into any template you want. This is the item pool:

Inspection Items are placed into item groups first and then added via groups on the Construct Templates tab
To edit, select from the lookup, or click an item in the list. Changes here do not effect existing templates
Added items are initially given a meaningless name that you may and should change.

Messages

Template Overview | Build Templates | Edit Template Details | Set Automate Template Selection | Template Groups | **Item Pool** | Item Groups | Scoring Pool | Comments | Reports & Utilities

Item Lookup: Coffeemaker working properly

Add Item   **Delete Item**

ID: 138   Name: Coffeemaker working properly   Scoring (Double-Click to Change All): Percent 0% to 100%   Comment Group: All Comments Group

ID	Name	Scoring	Comment Group	Number Item Groups Using
313	Bowl cleaner	Percent 0% to 100%	All Comments Group	1
297	Buffer working properly	Percent 0% to 100%	All Comments Group	1
96	Cabinets free from dust/spots	Percent 0% to 100%	All Comments Group	5
450	Call button working	Percent 0% to 100%	All Comments Group	1
592	Carpet extracted to edges	Percent 0% to 100%	All Comments Group	1
593	Carpet free from spots	Percent 0% to 100%	All Comments Group	1
168	Certificate of inspection current	Percent 0% to 100%	All Comments Group	1
18	Chair(s) free from dust/spots	Percent 0% to 100%	All Comments Group	10
308	Chemicals stored properly	Percent 0% to 100%	All Comments Group	1
190	Cigarette urns clean	Percent 0% to 100%	All Comments Group	3
208	Clean & free of trash/gum	Percent 0% to 100%	All Comments Group	1
68	Clean and sanitized	Percent 0% to 100%	All Comments Group	1
164	Cleaned/polished	Percent 0% to 100%	All Comments Group	1
20	Clock free from dust/spots	Percent 0% to 100%	All Comments Group	11
57	Coffeemaker clean	Percent 0% to 100%	All Comments Group	3
138	Coffeemaker working properly	Percent 0% to 100%	All Comments Group	1
398	Computer free from dust/spots	Percent 0% to 100%	All Comments Group	1
14	Condition	Percent 0% to 100%	All Comments Group	10
401	Copier free from dust/spots	Percent 0% to 100%	All Comments Group	1
589	Corners clean	Percent 0% to 100%	All Comments Group	2
98	Countertops free from dust/spots	Percent 0% to 100%	All Comments Group	6
582	Cup disp filled/clean	Percent 0% to 100%	All Comments Group	1
17	Desk(s) free from dust/spots	Percent 0% to 100%	All Comments Group	6

Sophistication on the road:

Quality is difficult to define. Charles Deming, the most important quality expert of the last century, is often incorrectly quoted as saying, "You can't manage what you can't measure." In fact, he stated that one of the seven deadly diseases of management is running a company on visible figures alone. That said, the cleaning process, unlike other types of manufacturing, produces product spread out all over the facility by workers who, of necessity, work without direct oversight day-to-day. Thus, it's important to develop some type of inspection system to regularly monitor output and take corrective action. Our management system offers an integrated, extremely cost-effective monitoring solution.

Our inspection system:

- Runs on the latest Windows 7 and 8 Slates, about the size of an iPad.

- Works off-line, anywhere: no cellular or Wi-Fi connection is needed. Then, synchronizes data back to your system when a connection to your network is available.

- Can capture pictures of problems.

- Needs little additional setup since the core is integrated with the facility information already in the system.

- But, can be completely customized to accommodate your requirements.

Features and Capabilities

- Generate as many types of inspection templates as you can imagine, with as many items as you wish.

- Select default templates by room type (these then automatically appear when a room is selected) but still allow any other template to be selected.

- Require completion of all items in the inspection.

- Designate only certain items as mandatory in an inspection.

- Set a inspection template to fail if one item is failed, and, optionally have the system send you an alert if an item fails, or the inspection as a whole is failed.

- Use and create any type of scaled scoring system (1-100, 0-10, 0-5, Pass/Fail) and apply any scoring system to any item or the whole inspection template.

- Send messages to all inspectors or just individual inspectors and receive replies.

- Have fail alerts that give you the item, and room location.

- Weight each inspection item in a template individually or make them equally weighted.

- Create comment groups that can be applied to templates as a whole and/or to individual items. (eases inspector work and can add detail)

- Inspectors can View information about each room and the tasks performed in it.

- Capture who serviced what on any of seven shifts, including work assignment, associated supervisory zone and workers

- Change workers associated with the servicing on-the-fly while performing inspections.

- Capture pictures with each inspection item

- Benefit from rapid input and setup of space inventory (Accounts > Sites > Buildings > Floors > Rooms) via our unparalleled Excel automation system (iExcel).

- Benefit from all the features of our core application (iManage Core) that includes just about everything you can imagine and then some.

- Enjoy reporting second to none: Report by Space Inventory, Supervisory Zone, Inspector, Room Type, Item.

- Reporting system includes dynamically generated reports with user-control of criteria. For example, if you only want building X or inspector Y, you got it It also outputs graphs in Excel along with the data.

Benefits:

- Improving quality and customer satisfaction

- Tracking employee development and training allows for professional and data-driven employee reviews.

- Improving training via feedback

- Ensuring health related cleaning is done properly literally saves lives. The system can record any type of inspection item, including sophisticated testing and numerical input such as meter readings from an ATP tester.

- Include both cleaning and maintenance items for use by several departments, increasing the bang for the buck.

- Privacy is maintained since no data goes to the web, This eases installation in secure facilities and allows rapid deployment.

- No monthly additional data services are needed since no web connectivity is required. Thus, inspections can occur at far-flung sites regardless of internet availability.

What's more:

- Windows tablets are usually easier to configure for IT, as well as well known and understood. Download software and updates from us and install. No store, no logging in, and most important, no cellular service fees.

- Reporting is greatly enhanced with Microsoft Office Automation. Want beautiful graphs in Excel? No problem. Want to manage your space inventory in Excel, again no problem.

- Like privacy? No data ever need go to the web, nice deal for hospitals, military installations, and for anyone who prefers not to send their information to websites that can be hacked.

And did you know?

- Our software can help you achieve ISSA's Cleaning Management Standards certification in many key ways, including:

  - Standardized work loading and analysis

  - Integrated Quality Assurance functions

  - Organized employee record keeping and training modules

- Our software can help you achieve environmental goals by:

  - Helping you analyze the labor and consumable costs or saving associated with green products by usage estimation.

  - Establish standard operating procedures and training programs

  - Assist in LEEDS Green building certification

Our software meets the requirements for the ISSA Cleaning Industry Management Standard.

Over the past 20 years, we've become known for leadership and innovation in the industry.

- First in the industry to offer APPA's Custodial Staffing Guidelines for Higher Education Task and Time data, including automatic appearance level switching and analysis (1993)

- First in the industry to offer integrated mobile inspection systems at no additional charge (2003)

- First in the industry to establish a price-by-the-square foot model (2006)

- First in the industry to provide streaming video help from within the software itself (2010)

- First in the industry to offer inspections via Windows Slates, including off-line operation and picture capture (2012)

- First in the industry to offer an integrated time-study module (2012)

- First in the industry to auto-scale screen display to application size, and handle a large number of shifts all controlled independently (2013)

- First in the industry to introduce Microsoft Office integration, including: Excel-based inventory control, Word-based help and Excel Graphing (2014)

Okay, how do I get it?

- **Existing customers:** Contact us for a demo or an upgrade

- **New customers:** Contact us for a webinar and other information. Note that we offer a no-questions-asked, money back guarantee if, after 90 days, you decide the system isn't for you. That's right, we'll invest time to get you up and running since we have faith that once we do, you'll love what you see.

Contact Information

Informed Software
1518 Province Lake Road
Effingham, NH 03882

Phone: 914-920-2669
Fax: 866-581-0917
Core Website: www.informedcorp.com
Inspection Website: www.iSpecQA.com