

# 9 KEY FEATURES TO LOOKOUT FOR WHEN SELECTING A CMMS SOFTWARE SOLUTION



Researching and selecting a computerized maintenance management software (CMMS) can be a tedious task. There are some key features that are a must when selecting which CMMS solution to purchase. CMMS software collects and stores data about equipment repairs, scheduled maintenance, and maintains an inventory of materials and parts. CMMS also tracks associated costs and manages all related workflows. By automating these functions, it improves the productivity of an organization by reducing downtime created by scheduled or emergency equipment maintenance.

*Below are the top nine features to consider when researching and purchasing a CMMS.*

## 1 Work Order Management

Work orders for repairs and maintenance can be customized within the CMMS. CMMS will automatically create work orders by predetermined maintenance schedules and responds to requests for repairs entered by any authorized personnel.

The work order management feature helps to organize work requests by code. Each request is assigned a specific number which the maintenance crew can quickly locate. From issuing a work order to planning, scheduling, and completion of the work order, CMMS systems seamlessly track the progress of the work order and ensure effective and timely completion.



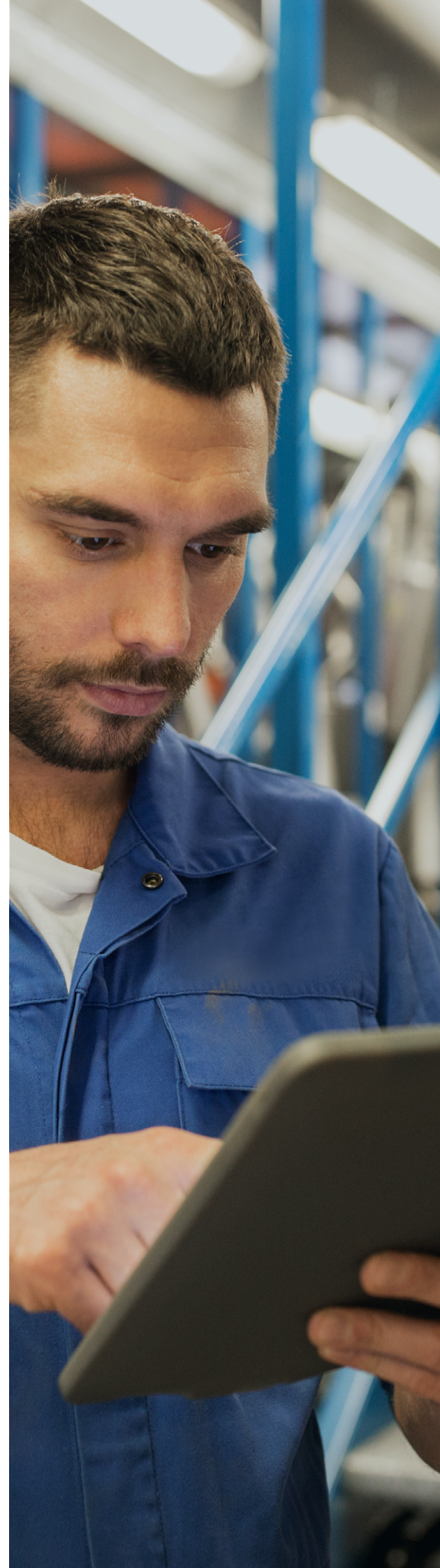


## 2 Preventive Maintenance

Implementing a robust and effective preventive maintenance (PM) program is necessary for ensuring the prolonged life and utility of all business assets. By implementing a PM program, asset deterioration can be prevented, and emergency repairs can be minimized. It is important to remember that late repairs of a company's key assets lead to the loss of valuable production time and diminished lifespan of the machine. With a PM program, a business will be equipped to increase the lifespan of their machinery.

## 3 Asset and Equipment Management

The backbone of any efficient business is their assets and equipment which help in the production of products, servicing customers and delivering value. Equipment failure can lead to decreasing a business' ability to function successfully. Misplacement, misuse, and theft can also negatively influence the value and performance of a firm's assets. CMMS maintains a database to simplify asset and equipment management. By tracking these metrics, a firm can ensure its success.



## 4 Inventory Management

A good CMMS system will help organizations with inventory management. It will enable the organization to track their inventory, automatically order parts and create inventory reports. However, having this information will be useless unless it reaches the right people. The CMMS system can automatically send alerts and updates of importance to relevant personnel in the firm.

## 5 Maintenance Reports

CMMS software can generate analytic reports based on the data entered by authorized personnel. As asset or equipment information becomes part of the system's database, the system will identify potential problems and automatically generate alerts to maintenance managers. Also, the system must make it easy to print, extract or convert reports into easy-to-understand graphs or charts for quick analysis.

With the help of maintenance reports, maintenance managers will be able to identify the problem equipment and take necessary steps. This will help organizations to reduce equipment breakdown and save valuable time and money.





## 6 Mobile CMMS

CMMS mobile capabilities began as an innovative feature, but it is now a common and must-have function to any maintenance solution. With a mobile CMMS app, maintenance managers will be able to access their work orders from any location in real time. They will be able to enter their total project hours, check off tasks and so much more. Additionally, CMMS app is known to reduce human error and decrease the time taken between jobs as technicians can refer to the mobile job list instead of continuously checking with seniors. Syncing of phone alerts with machine inspections in real time and user-friendly interface are important features to consider when selecting a CMMS Software Solution.

## 7 Resource and Vendor Management

A good CMMS system will assist an organization with resource and vendor management. It will be able to send email requests or work orders to any vendor or resource in the database of the system. The capability of the system to assign resources to any on-demand work with one single click will simplify the resource management process of an organization. As a part of vendor management, the CMMS software must be helpful in providing maintenance managers instant access to vendor information and contact details.



## 8

### Interactive Site and Floor Plans

One of the most important features of CMMS in asset management is interactive floor plan management. This allows maintenance managers to interact with equipment and assets in the current floor plan layout. This capability empowers a firm to see where the equipment is, when it requires servicing and when it needs to be replaced.

## 9

### Bar Code Scanning

CMMS uses bar coding technology which will be included in the software or come as an add-on feature. Barcode technology enables storeroom supervisors to link purchase orders, work orders, spare parts, and equipment. This also helps in tracking the costs of events, along with identifying and addressing the out-of-limit expenses. Accounting for parts, PPE, tools or supplies leaving the storeroom, as well as, billing those materials back to the user is made easier with a CMMS software equipped with bar code technology.

CMMS systems are constantly evolving to remain on top of the current industry trends. Thorough research and proper vetting are crucial if you want to improve the productivity of your organization. If you are in the process of selecting a CMMS software solution, look out for the features mentioned above.



# Learn More about Hippo CMMS

Take your CMMS research one step further with a live 45 minute Software Demo with a Hippo Specialist. We'll custom tailor the demo for your specific requirements; preventive maintenance, work orders, reports, etc.

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*Our organization never used CMMS software before and with the retirement of our building engineer, all institutional...”*

*- Randy at Nebraska Educational Television*

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