*i*office®

inventory management software

Monitor orders and quantities of office supplies; track supplies and parts used in service delivery.

In addition to the uniquely defined assets of an organization, there are inventory items for which information is needed on item type, quantity and cost. Inventory may be maintained by facilities for fulfillment of work order requests such as copier/printer supply replenishment, lamp ballasts, air filters etc.

The Inventory Module allows your facilities team to order and track all forms of inventory within your organization. It provides the flexibility to define the item types and the application format – administrative only or access to end users – creating a truly customized inventory management system.

customizable item queue

→ Inventory queue is customizable and sortable.
→ Customer defines items to be tracked.
→ Flexibility of format provides use either for operations only or a combination of operations and the end-user population.
→ Items can be managed in multiple centers i.e., locations, departments, etc.

online ordering

→ Shopping cart order feature.

utilization tracking

→ Real time tracking of current on-hand quantity and cost.
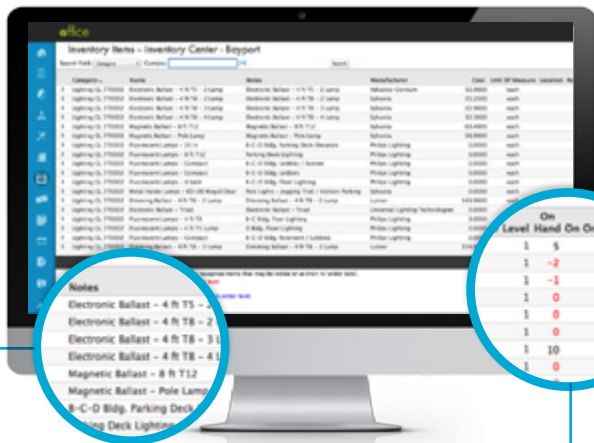→ Real time tracking of items on order from the provider.

→ Real time tracking of items requested by the workforce.
→ Detailed reporting of fulfillment and purchasing history.

automatic par level notification

→ Par levels can be set for each item and automatic email notifications can be generated when these levels are met.

MODULAR
easily shares data with other systems
HIGHLY CONFIGURABLE

complete portal integration

The Inventory Module is integrated with the portal data backbone so that updates and changes are universally shared providing a complete office and facility management suite. Workflow integration with the Service Request Module is also available. This includes:

→ Recording of parts and supplies used in the service ticket.
→ Automatic update of inventory levels.
→ Tracking and analysis of inventory quantity and cost.

Inventory quantity and cost can be tracked and analyzed

Parts and supplies used are recorded in real time in the service ticket

Inventory levels are automatically updated

Did you know?
iOffice also provides modules that support the management of the workplace including space management, move management, service request, room reservation and asset tracking?

ioffice®