



Creating Sustainable Workspaces

## The Furniture Story

"Bill, we've decided to get the M-G Task Force started right away. I'll need you to set up temporary offices for twenty-five people by Monday, please. We're going to start with three senior managers, twenty researchers, two admin positions, and a meeting room. The workstations will have to be the best you have because of the planned interviews with high-profile industry people...

What furniture do you have available?"



## What Furniture Do We Have Available?

Requests like these are unsettling enough, because simply knowing the answer can be a challenge all on its own. But the truth is, it's only part of the equation. Where's the furniture located? What color is it? What condition is it in? And what about space planning? Can our "typicals" fit the space they're expected to go in?

It's common that few companies have detailed, accurate, and relevant information about all capital assets, and furniture is no exception. Furniture is getting increased attention as a source for solutions to cost cutting, compliance, workplace health and safety, and 'green' initiatives. Facilities managers looking to satisfy these demands are likely to find existing spreadsheets, accounting systems, or even ERP asset management modules are severely lacking.

The task of managing a large furniture inventory is well beyond the capability of most generic capital asset management systems, resulting in costly errors, poor decisions, and disappointing results. Fortunately, this waste can be avoided if best practices, and the tools to support them, are put into place. With the resulting visibility, furniture and components can be inventoried in detail, and decisions can be made based on their condition – deployed, cleaned and stored, refurbished (extending the life of the asset), or disposed of. Even better, however, is the ability to determine the availability of components that can be re-assembled or re-configured, to get the most efficient use out of inventory on hand. And if churn is the reality, the ability to identify slow-moving items can lead to a reduction, or outright elimination, of some warehousing costs.

The bottom line is that greater visibility leads to better decisions, and better decisions lead to both cost avoidance and achievement of corporate goals. SnapTracker™, the Industry Standard for Furniture Asset Management with well over 10 million square feet under management, was developed by furniture systems experts using best practices in fixed asset management, warehousing, and reporting.

Now, it's available to all those who want better answers to tougher questions.

# SnapTracker™.

Built by furniture industry experts. Based on asset management best practices. Used by major customers and furniture service providers all over the world.

## Compare these SnapTracker™ Features and Benefits

### Multi-functional Database

Delivers exceptional detail and drill-down capability to track, find, move, and pull furniture assets, resulting in faster searches and more specific and relevant output

- Web-based, for easy access from any browser
- Open standards for compatibility with other systems
- Familiar buttons and controls help users get up and running quickly

### Latest data capture tools and techniques

By adapting to your system, whether bar coded or not, SnapTracker™ creates efficiency and reduces errors when first establishing the database and when moving assets in and out of the warehouse

### Outstanding visualization

Better visualization, through the use of digital photography, 3D and 2D renderings, reduces or eliminates misidentified furniture and components which leads to costly shipping and handling charges, lost time, and poor customer service



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# More SnapTracker™ Features and Benefits

## Workflow tools

Once the data is in the system, SnapTracker™ improves workflow by employing best practices methodology to cut inefficiency created by systems that lack discipline or compatibility with business processes; powerful reservation and work-order capabilities ensure proper inventory levels are maintained and requests are processed quickly and accurately

## Audit and Tax Reporting

Supports efforts to maintain regulatory compliance and financial reporting standards by creating the most accurate, up-to-date inventory, establishing audit trails and by tracking transactions at the cost center level; particularly useful during major business events like mergers and acquisitions, moves, and closures.

## Industry Specific Inquiry

Dramatic improvement in visibility of inventory status with tools such as

- Product Picture Search
- Quick Search
- Location Search
- Condition Search
- Reservations
- Work Orders

## State-of-the-art Reporting

Using industry leading Crystal Reports, users can define reports most relevant to them, and view them either graphically or in detail, allowing for rapid response to questions as well as more effective analysis and decision-making. Reports include:

- Cost Avoidance
- Churn
- Inactive Stock
- 'Trial Kitting'

## Integrates with Industry Standards

SnapTracker™'s use of industry standard terminology, as well as integration with other industry standard applications like 20-20 CAP Studio™, 20-20 Giza Studio™, The KITS *collaborator*™, and DataOne, means that user productivity is maximized, and efficiencies are realized between functions like design, facilities management, accounting, and warehouse staff

- For example, SIF files can be exchanged with SnapTracker™ to determine if designs can be built from existing inventory

Although SnapTracker™ is considered the most sophisticated furniture management system on the market, the basic principles at its core are simple:

- Details are gathered on each asset and linked to a location and condition
- Data is uploaded into the system
- A dynamic database is established
- Best practice-based processes are maintained

The logical starting point for all SnapTracker™ installations, large or small, is the initial inventory. The basic data gathering tools are a PDA-based scanner and, in most cases, a bar code label. While this initial inventory can be a daunting task for large organizations, training by the SnapTracker™ team establishes best practices and breaks it down into manageable steps.

It's equally important, however, that expectations for the system are established right at the beginning. This helps to determine what information needs to be gathered or how the system should be structured. For example, decisions on what constitutes an "asset", condition codes, or whether to use digital photography drive how the system is set up. Another important variable is location – are we confined to a single floor, a building, or multiple warehouses anywhere in the country? Establishing these helps to determine how much visibility SnapTracker™ can deliver.

Whatever the size of implementation, SnapTracker™ can handle it – we have individual warehouses of 400,000 square feet, and customers doing 400± work orders a month. With its familiar, browser-based interface and industry standard terminology, SnapTracker™ is easily operated by experienced and novice users alike.

While your own business processes would dictate the frequency of updates, SnapTracker™ recommends updating on a daily basis for more dynamic reporting ability. Reports can be scheduled or can be one-off in response to urgent requests. Always available online, it is a real-time resource for any authorized user in the enterprise, and can be configured with appropriate security so that users only see the data most relevant to them.

SnapTracker™ can be a hosted solution at our secure data center, or a network license can be integrated into your company's data center.



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## How SnapTracker™ Works

Often, business events drive the need for furniture asset management. SnapTracker™'s flexibility allows a company to get started during whatever phase it is in, and to adapt and grow (or simplify) as circumstances change. SnapTracker™ enables furniture best practices to be applied throughout the asset's life cycle.

## Do You Need SnapTracker™ ...

### For Storage and Warehousing?

- To reduce storage costs
- To manage in and out transactions and
- Improve stock order accuracy
- To regain much needed space
- To reserve assets for specific projects

### For On-Site Inventories?

- To simplify and speed-up an onerous task
- To capture details in a consistent format
- To improve accuracy and completeness
- To save 80% of time spent on updates

### For Refurbishing and Repair?

- To extend the life of assets
- To produce Work Orders
- To have a supply of ready-to-go components
- To eliminate delays associated with new orders

### For Design and Space Planning Needs?

- To determine if "typicals" can fit the space
- To reduce the time between design and deployment
- To analyze "forward trial kits" for suitability

### For Office Relocations?

- To reduce the need for new purchases
- To know what existing inventory can be reused
- To identify the most cost-efficient warehouse location
- To determine the exact cost of bringing existing inventory up to standard

### For True Asset Management?

- To eliminate some new purchases
- To improve functionality of existing records
- To maintain a consistent quality standard
- To encourage best practices by employees

### For Accounting Requirements?

- To define and calculate depreciation
- To apply charges to specific cost centers
- To ascertain true capital value of furniture assets

### For Maintaining Inventory Records?

- To use industry-standard terms and codes
- To perform cross-referencing and searches
- To identify high-cost, slow-moving items
- To get a handle on "churn"

### For Insurance, Audit, Compliance and Tax Reporting?

- To produce detailed reports designed for the purpose
- To establish audit trails on each and every asset
- To provide supporting documentation for a variety of corporate actions

### For 'Green' Initiatives?

- To reduce the amount of asset disposal
- To improve the rate of re-use
- To create donation and employee reward programs

### For Brokerage Needs?

- To identify and dispose of assets which are unusable
- To eliminate the cost of storing non-functioning items
- To reclaim residual value after assets have been written off

**SnapTracker™**. The Industry Standard for Furniture Asset Management

For more information contact us at [www.cog.com](http://www.cog.com) or 408.262.6400

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