



Web Based Personnel & Asset Move Management

The CADapult FM web-based Move Management application automates workflow processes, enabling simple and complex move management automation for requests, approvals, and scheduling of departmental notification and status tracking. Use of a web browser centralizes the request and management process, granting access to move requests, schedules, vacancies, reports, and closed work-order history. Direct integration with the Live View web Floor Plans as well as the related AutoCAD drawings provides accurate graphical representation and reconfiguration of space plans, personnel, furniture, and equipment affected in the move process. In addition, domino move processing is accomplished in one work order with conflict notification to further streamline the workflow process. Create multiple What-If scenarios and easily view future personnel and department assignments.

**Move Manager
Automated
Workflow
Process**

Request → Approve → Schedule → Notify → Closeout

**Automatic
Updating of
Space Plans**

Search For Employees To Move

Site : Last Name :
 Bldg : First Name :
 Floor : ROOM : Space Type :
 ☐ Add New Hire

Selection List- Employees To Move

Site / Bldg / Floor	Room #	Suffix	Space Type	Occupant	Select All	Pending Moves
HQ / HQ / 04	4001	A	A	Scolar, David	<input checked="" type="checkbox"/>	
HQ / HQ / 04	4002	A	F	Owens, Tom	<input type="checkbox"/>	Current occupant moving to room 4007 / A on 1/26/2005.
HQ / HQ / 04	4006	A	F	DiGiorgio, Lou	<input checked="" type="checkbox"/>	
HQ / HQ / 04	4007	A	B	Smith, John	<input type="checkbox"/>	Current occupant will be DELETED on 1/26/2005. Owens moving into this room on 1/26/2005.

Move Data	Employee Data	From Site / Bldg / Floor / Room / Suff	To Site / Bldg / Floor / Room / Suff	Items To Move
Type: Move Move Date: January 26 2005 Departments: <input type="text" value="Move Group"/> <input type="text" value="Voice Group"/> <input type="text" value="IT Group"/> <input type="text" value="Housekeeping"/>	<u>Drew Roosevelt</u>	HQ/HQ/04/4010/A	HQ/HQ/04/ 4022/4022 Occupant: VACANT	<input type="checkbox"/> Desk Contents <input type="checkbox"/> Fax Machine <input type="checkbox"/> Files and Cabinets <input type="checkbox"/> Files Only <input type="checkbox"/> Keys <input type="checkbox"/> Monitor <input type="checkbox"/> Other <input type="checkbox"/> PC <input type="checkbox"/> Printer <input type="checkbox"/> Terminal

Comprehensive Functionality

- The Search Matrix easily locates employees by name, location, or other criteria.
- Pending Moves are displayed to aid in coordination.
- Point & Click Ease of Use for Personnel and Spaces.
- Single, Multiple, and Domino Move Requests.
- Integrated Conflict Resolution.
- Approval Workflow, Move Scheduling & Departmental Notification.
- Easy Closeout and Editing Capabilities.
- Occupancy & Vacancy Reports, Scheduled Move and History Reports.