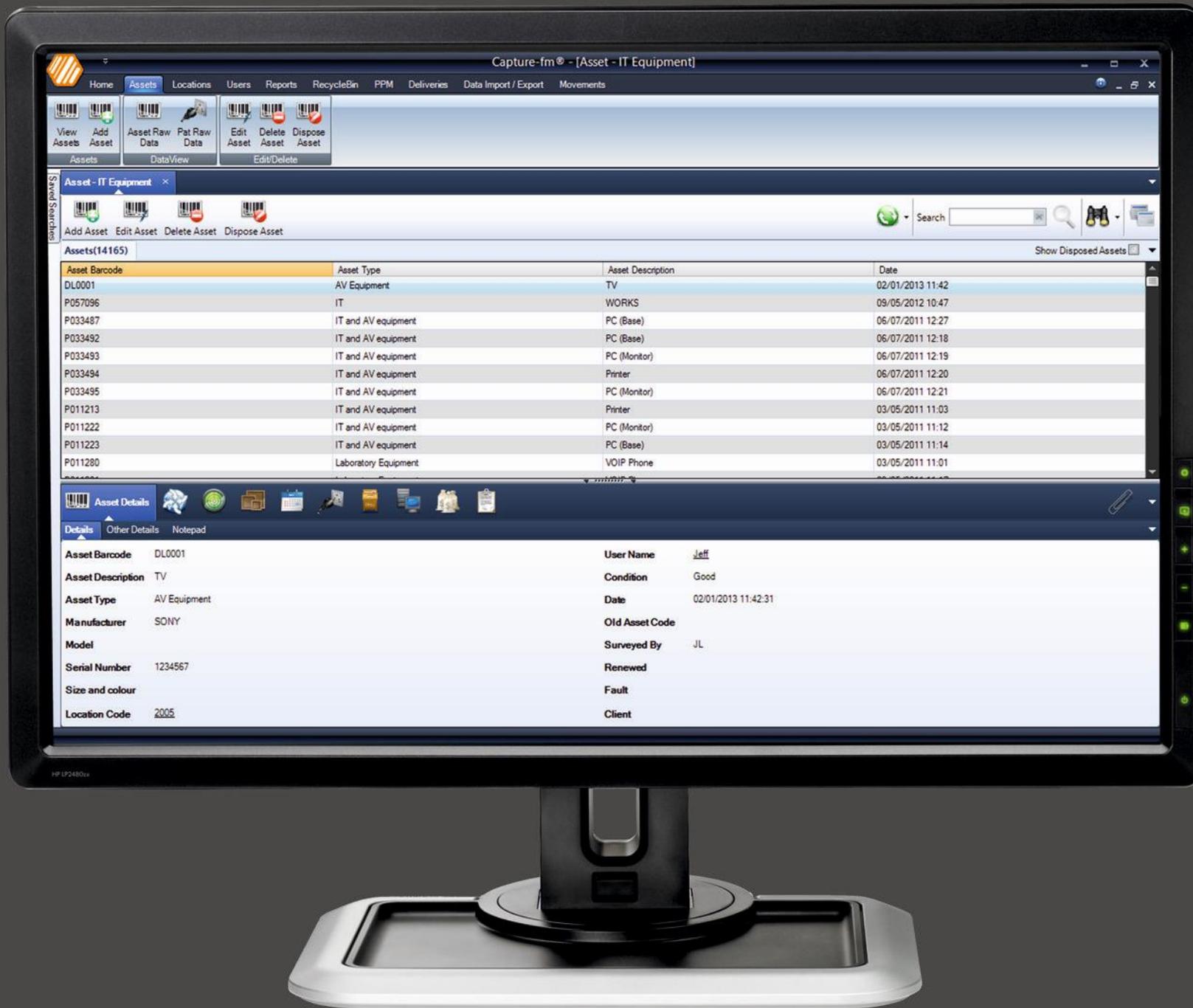




Capture-fm<sup>®</sup>

Asset management made easy



Building up an asset register has never been an easy task and is generally very time consuming and expensive.

Any data collected usually by pen and paper is out of date very quickly, difficult to update and impossible to use for reporting purposes.

With the latest development from DataTrak Ltd, the task of capturing your company's asset information and keeping it up to date has never been easier.

Capture-fm® enables users to quickly and efficiently capture any type of asset information, utilising the latest Windows Mobile® devices and manage the data using a modern and comprehensive Windows® application.

# Introduction

Capture-fm® is a complete asset management solution, utilising handheld computers to collect information and then transferring the data to the Capture-fm® database system.

All the field names are user definable within the database and on the PDA, so it can be configured to suit your particular requirements

The system has been developed using the latest .Net platform from Microsoft and utilises Microsoft SQL Server as the database platform. This not only provides security and easy expansion, but also makes the software extremely quick.



- ⇒ Always know what assets you have and where they are.
- ⇒ Uniquely identify each asset, ideal for security.
- ⇒ Monitor asset movements between multiple sites.
- ⇒ Quickly retrieve detailed asset information.
- ⇒ Save time and money.
- ⇒ Maintain correct insurance coverage through up-to-date records.
- ⇒ Spend less time looking for information.
- ⇒ Create planned maintenance job sheets.
- ⇒ Store and report upon PAT Test results.
- ⇒ Maintain a financial record of assets and their depreciation / value.

## Why Capture-fm®?

- ⇒ Based on Asset-fm® an industry proven asset management system
- ⇒ Constantly developed and regularly updated
- ⇒ Customisable reporting system
- ⇒ Used by large international corporations and small organisations alike
- ⇒ Simple to use with a great user interface
- ⇒ Designed, coded and published by DataTrak Ltd, an ISO 9001 Registered company with a wealth of practical and commercial experience in the asset management industry.

# Asset management made easy

We truly believe that you will not find a simpler, well thought out and designed asset management system.

From the PC user interface design, to the mobile surveying process, we have used all of our experience to provide the easiest and best user experience possible. With over 3 million asset records collected over the past 5 years on behalf of our customers, Capture-fm® mobile has proven itself as a formidable tool for asset management.

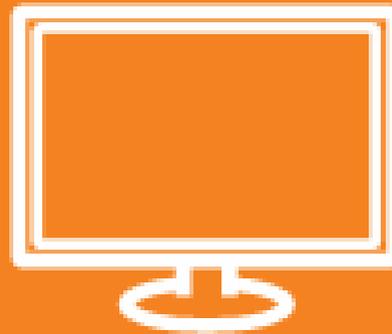
Capture-fm® is so easy to use it is possible to learn how to use it with just one day's training - a considerable saving when compared to other systems. In fact, we believe that the total cost of ownership and return on investment is probably the best achievable for a professional asset management system.

## Collect



Collect your asset data with the easy to use Capture-fm® mobile software (or get us to do it for you!)

## View



Interrogate and analyse your asset register through the intuitive interface of Capture-fm®.

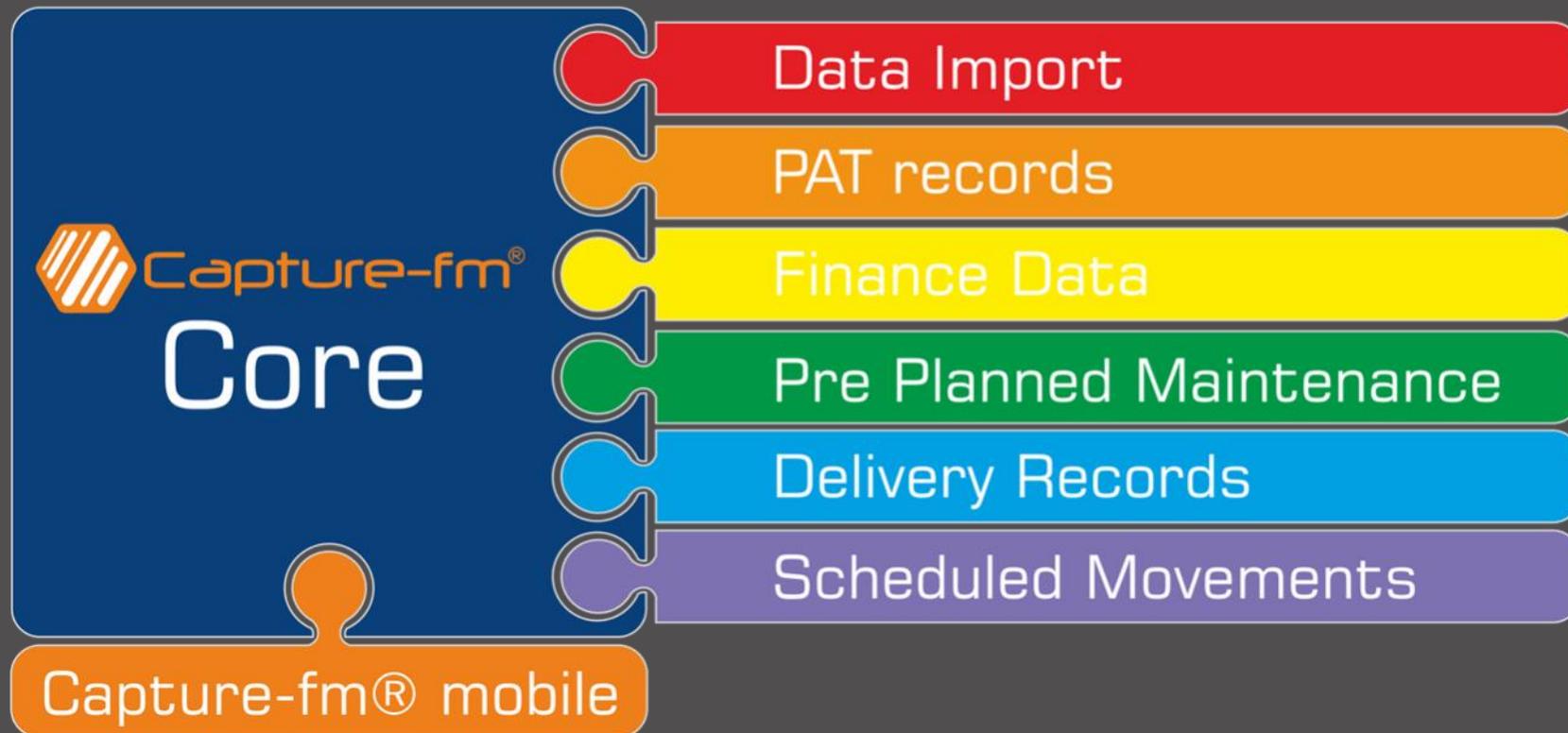
## Report



Use the comprehensive built in reports or create your own reports with Crystal Reports.

# Flexible Licensing

Capture-fm® has a modular and flexible licensing model. You can tailor the type of licensing that best suits you by choosing only the modules that meet with your needs. Whether you want to purchase the software, or pay for it on a subscription basis, we will have a unique solution to suit your requirements.



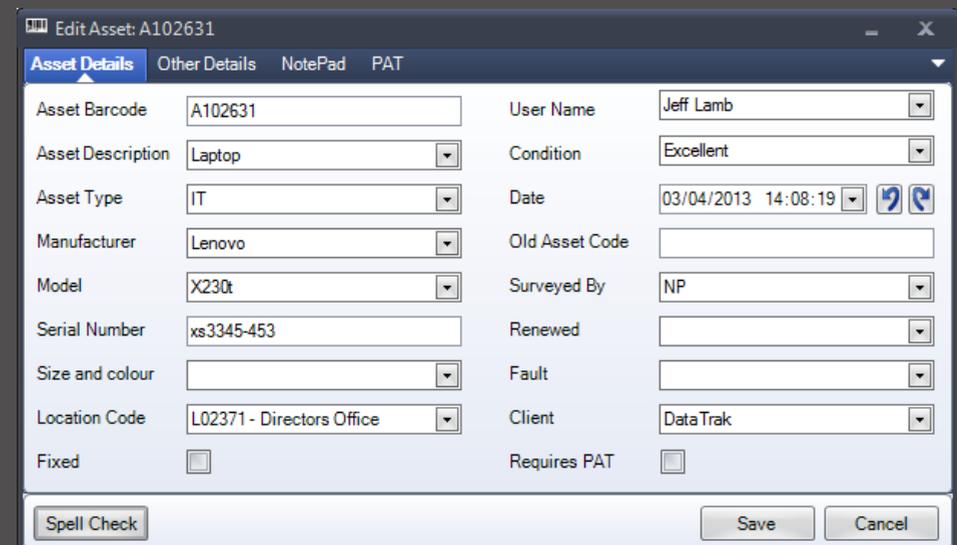
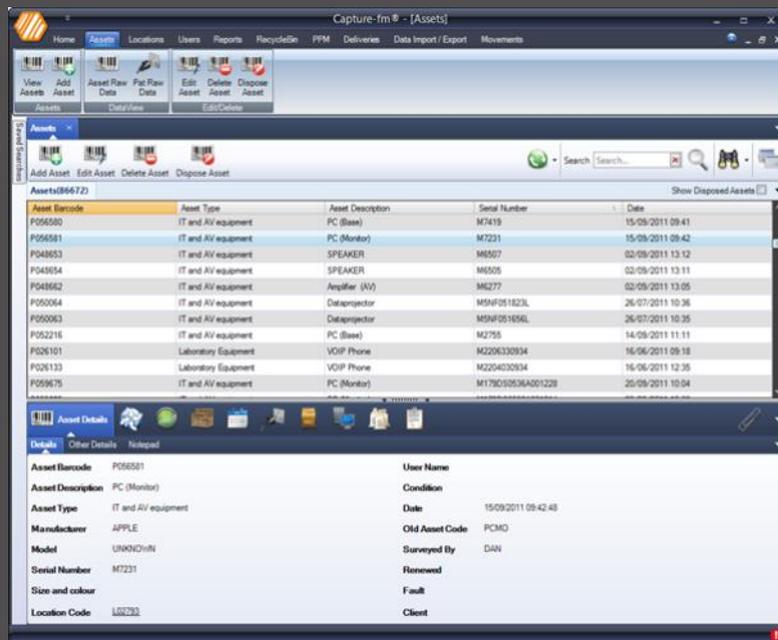
# Capture-fm® Core

The Core functionality of Capture-fm® is designed to show you what assets you have, who is responsible for them and where they are. A complete history is stored for every asset, location and user, so a complete audit trail is available for audit or insurance purposes.

Capture-fm® allows you the ability to create your own custom views so that you can see only the assets and information that you want to (such as only IT equipment).

From one screen you can view all of your assets. You can customise the data that is visible and filter the data easily with simple keywords or complex queries. By saving your custom views you can quickly recall a list of certain assets with a simple click.

Adding an asset has never been easier; just click the add asset button and fill in the relevant boxes with as much or as little information as you want. Capture-fm® automatically keeps a full history and audit trail for every asset, location and user. These records can be easily accessed through some simple searches.



# Finance information

The Finance module of Capture-fm® enables the collection and management of financial information for your assets. Basic information such as purchase price and date can be entered and reported upon. Capture-fm® also makes it possible to automatically configure the depreciation values for each asset, and track the disposal of individual or multiple assets.

A full suite of reports enables you to report on the current value of your assets - something that is incredibly useful for insurance and budgeting purposes.

Every asset can have detailed depreciation and ownership information recorded against it. Several depreciation methods are available. Historical information can also be recorded.

Depreciation is calculated automatically for the entire life of every asset, making it incredibly easy to forecast asset values and lifespans.

Asset: P059624

Financial Ownership

Depreciation Date Type: FIXED

Calculate Depreciation: Yearly

Purchased: 01/04/2013

Purchase Price: 924.32

Depreciation %: 0

Estimated Life: 4

Residual Value: 0.00

Current Value: 0.00

Depreciation Type:  Straight Line Method  Reducing Balance

Depreciation Options

Defer Depreciation

Create Historical Records

Revise Depreciation Replace Depreciation

OK Cancel

Asset: P059624

Financial Ownership

Ownership: Datatrak

Owned: 100

Funding Source: IT Budget

Applied By: Lenovo

Order No: 1152456

Account Charged:

Invoice Ref:

Invoice Expires:

Transaction No:

End of Contract:

Details Depreciation Ownership

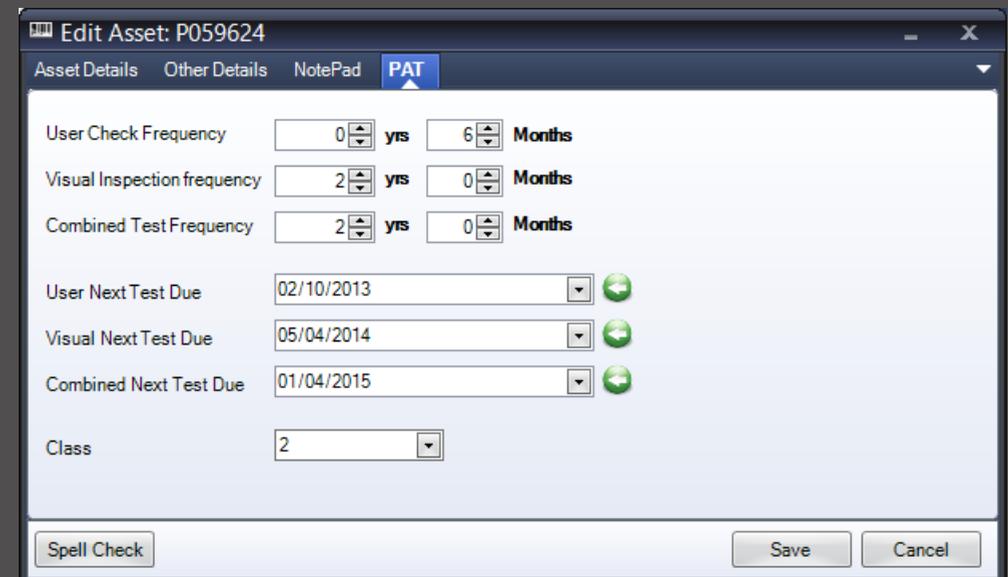
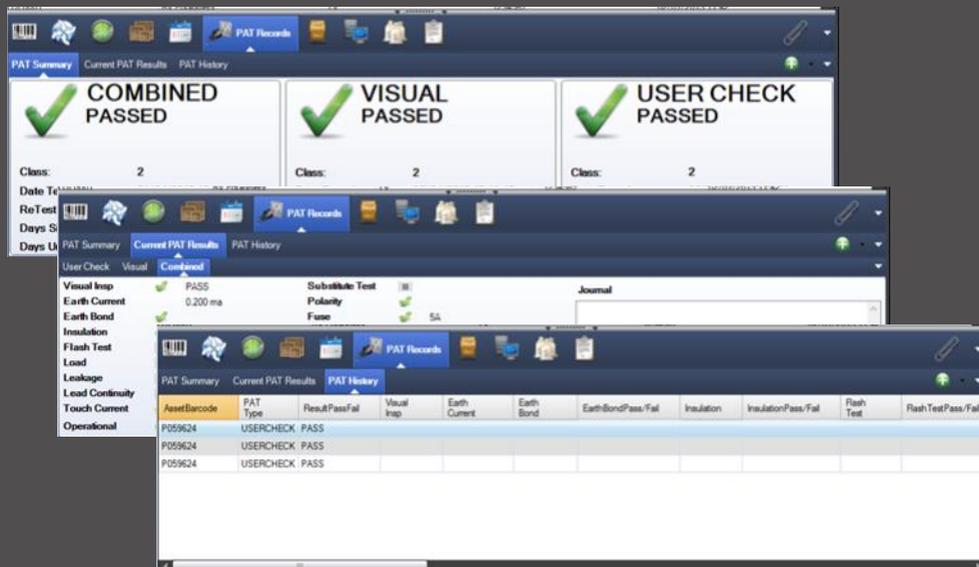
DepDate	Amount	Rate	Rate2	Value
01/04/2012 10:32	231.08	1	/4 Years	693.24
01/04/2013 10:32	231.08	2	/4 Years	462.16
01/04/2014 10:32	231.08	3	/4 Years	231.08
01/04/2015 10:32	231.08	4	/4 Years	0.00

# PAT testing records

Keeping Portable Appliance Testing records has always been important, but with the new IET Code of Practice (4th edition) it is more important than ever before. By using Capture-fm® to store your PAT records you will have a comprehensive history of all test results (essential for insurance and HSE should the worst happen). The inbuilt reports also help you to extract the information in a meaningful manner to better assist you in performing adequate risk assessments for your electrical testing regime. Capture-fm® can assist in the management of complex testing regimes to keep you informed on which appliances need testing and when. If DataTrak complete the PAT testing for you, this information is automatically provided at no additional cost.

Records can be recorded for each type of PAT test (User, Visual Only, Combined Inspection and Test) and viewed in a fast and clear manner. With retest dates for each test class and a full history of all tests recorded, Capture-fm® provides all of the records necessary to prove that testing has been done correctly and in line with your risk assessment.

Assets can be marked in advance stating whether they require PAT testing or not, and a testing frequency can be assigned to make sure that an item never gets forgotten about. Built in reports allow you to produce a schedule of testing, full result reports, certificates of testing, missed items / locations and much more.

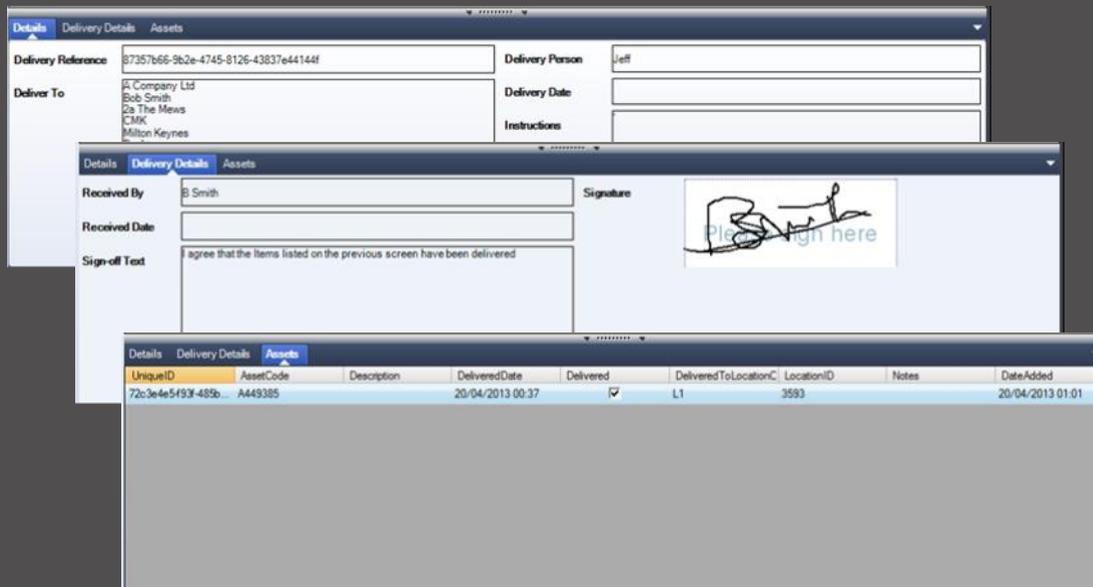


# Deliveries

Knowing that an asset was delivered or issued to someone is important but being able to prove it is even better! The Deliveries module allows you to create a record of assets being delivered to a person and location and collect a signature from the person to prove that they have accepted the items. Reports allow you interrogate and print out delivery records and associated information.

From the Deliveries screen you can easily see all deliveries that have occurred and all information related to that delivery such as when and where it was delivered and who accepted the delivery. An electronic signature may be recorded on the handheld and stored in conjunction with the process.

Deliveries can be created and recorded with ease via the Capture-fm® mobile handheld application. As part of the delivery process, each asset is surveyed to update the asset register without any extra work being needed.

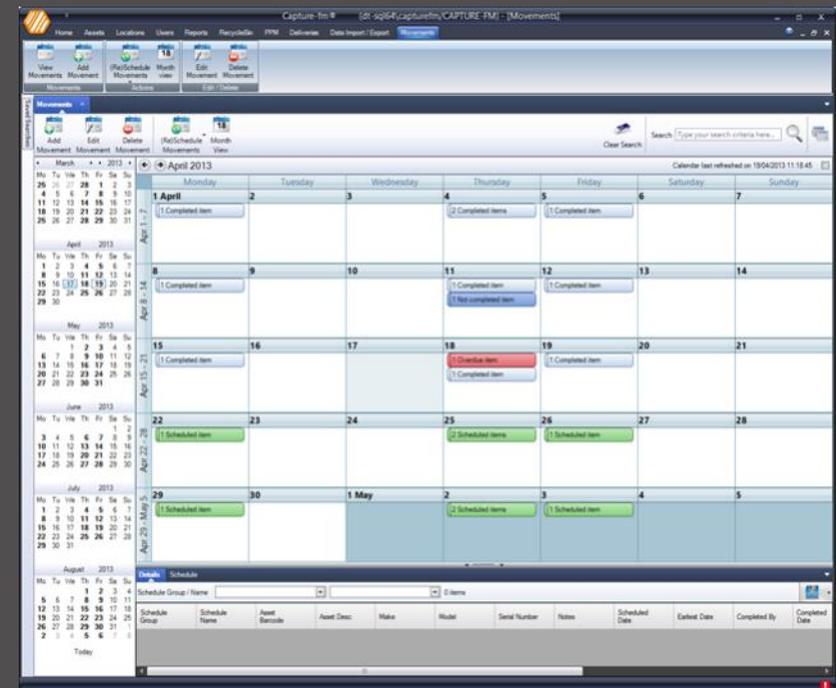
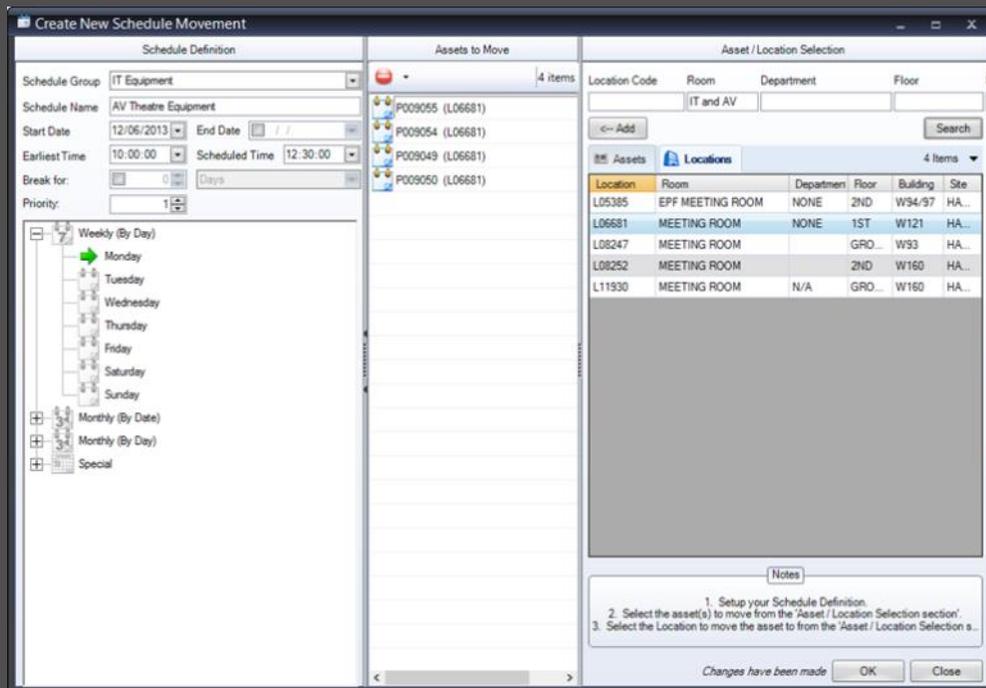


# Scheduled Movements

Originally developed to assist a data centre with the management of large volumes of backup tapes, the Scheduled Movements module has grown into a much bigger tool. This module allows you to schedule when large numbers of assets should move from one location to another, either on a once only or recurring basis. Working in conjunction with Capture-fm® mobile, it requires the user to confirm the movement and can also verify to the user that the proposed movement should actually take place, warning when the wrong asset is being moved to the wrong location (or at the wrong time!).

With comprehensive scheduling capabilities you can make movements as simple or as complex as needed. All information is automatically cross linked with your asset register so your users can see where each asset is now and where it has been throughout its life.

All movements are visible via the Scheduled Movements calendar including those that have not been completed, allowing for complete transparency and process checking, helping you to make sure that an asset is where it is meant to be, when it is meant to be there.

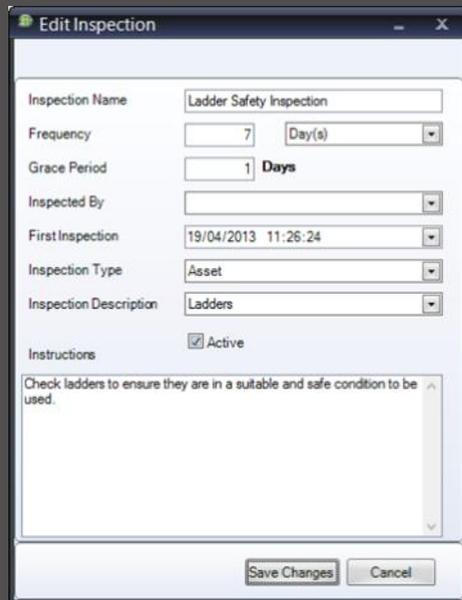


# Pre-Planned Maintenance

Most organisations have a need to perform regular maintenance and checks on equipment, tools and even buildings. The PPM module assists you in completing this. At its core is the inspections system which allows you to simply and quickly create quick inspections that need to be carried out, create a schedule for those inspections to take place, and then assign multiple assets, locations or users to those inspections. The main areas of concern we have had clients create reminders on, include items such as: air-conditioning units, ladder safety checks, fire escape inspections and emergency light testing, but the possibilities are endless.

The PPM inspection system is an essential tool for organisations who need to do regular checks and inspections on assets or locations. Once an inspection is configured you can see when that inspection should occur, and issue work sheets to users to facilitate the inspection. Results can be entered back into Capture-fm® and can be reported on to ensure that safety checks etc. are being completed.

A complete history of all inspections is kept within Capture-fm® - something that can be essential to prove safety inspections have been done. Inspections that have not been completed are also highlighted on reports and within the scheduler, helping you to make sure you stay compliant.



**Edit Inspection**

Inspection Name: Ladder Safety Inspection

Frequency: 7 Day(s)

Grace Period: 1 Days

Inspected By: [Dropdown]

First Inspection: 19/04/2013 11:26:24

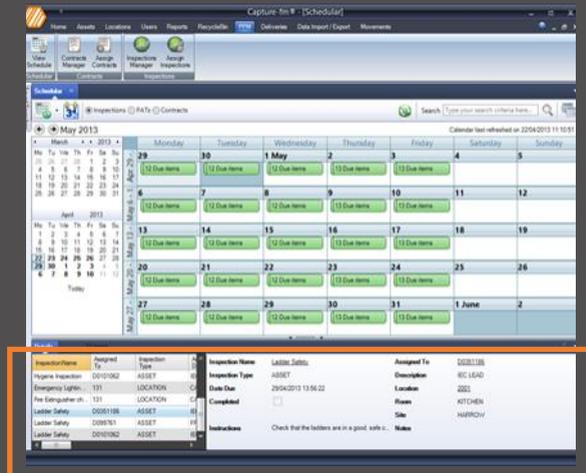
Inspection Type: Asset

Inspection Description: Ladders

Instructions:  Active

Check ladders to ensure they are in a suitable and safe condition to be used.

Save Changes Cancel



Inspection Name	Assigned To	Inspection Type	Inspection Name	Assigned To
Hygiene Inspection	D0101062	ASSET	Ladder Safety	D0351186
Emergency Light...	131	LOCATION	Inspection Type	ASSET
Fire Extinguisher ch...	131	LOCATION	Date Due	29/04/2013 13:56:22
Ladder Safety	D0351186	ASSET	Completed	<input type="checkbox"/>
Ladder Safety	D0351186	ASSET	Instructions	Check that the ladders are in a good, safe c...
Ladder Safety	D0101062	ASSET	Notes	



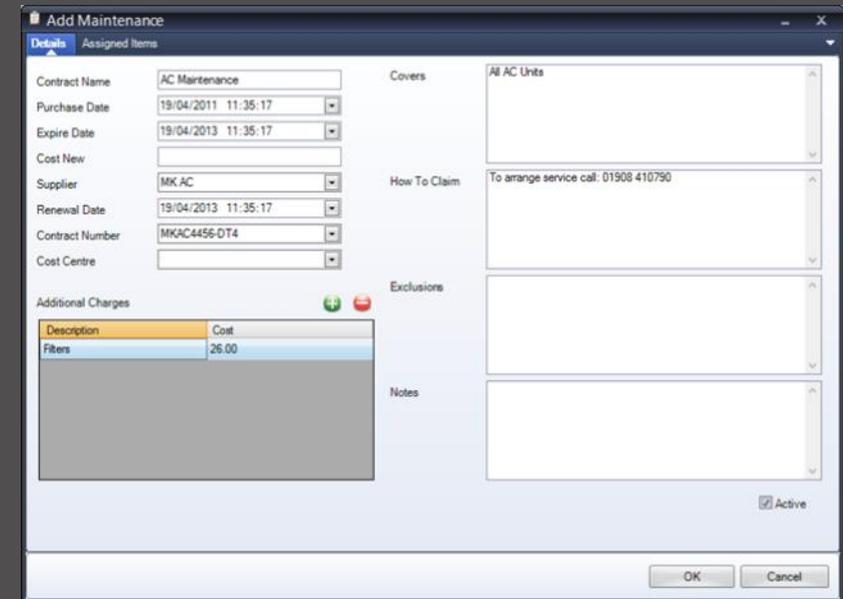
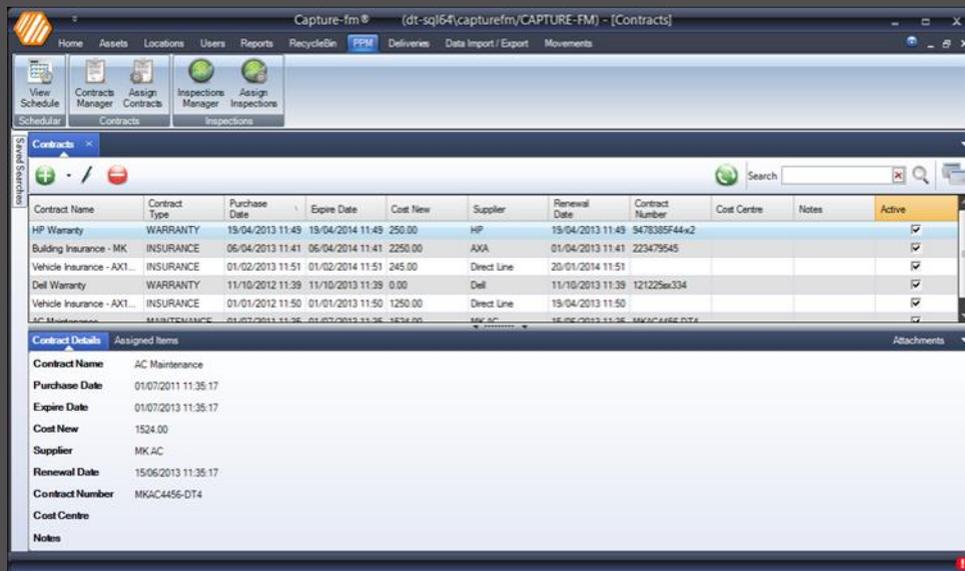
Inspection Name	Assigned To	Inspection Type	Inspection Name	Assigned To
Hygiene Inspection	D0101062	ASSET	Ladder Safety	D0351186
Emergency Light...	131	LOCATION	Inspection Type	ASSET
Fire Extinguisher ch...	131	LOCATION	Date Due	29/04/2013 13:56:22
Ladder Safety	D0351186	ASSET	Completed	<input type="checkbox"/>
Ladder Safety	D0351186	ASSET	Instructions	Check that the ladders are in a good, safe c...
Ladder Safety	D0351186	ASSET	Notes	

# Maintenance / Warranty / Insurance details

As part of the PPM module, it is possible to hold details of any Maintenance, Warranty and Insurance policies that you may have. Once added into the system you can assign multiple assets, locations or users or any combination of them to that policy. Scanned copies of the policies (or other important documents) can be included for reference, and important information such as: what the contract covers, how to claim / initiate, exclusions, call out fees, policy excesses, contact numbers and expiry date (plus a few others as well).

As part of the PPM module you can record details of all of your Maintenance, Warranty and Insurance policies in one easy to use place. With the ability to handle policies on assets and locations alike, it can be a valuable tool by saving you time and money when you need to find the information fast.

You can record all appropriate details for each policy such as: how to claim, excess charges, renewal dates and even attach electronic documents such as copies of the actual insurance certificates to help you find the important information quickly and easily.

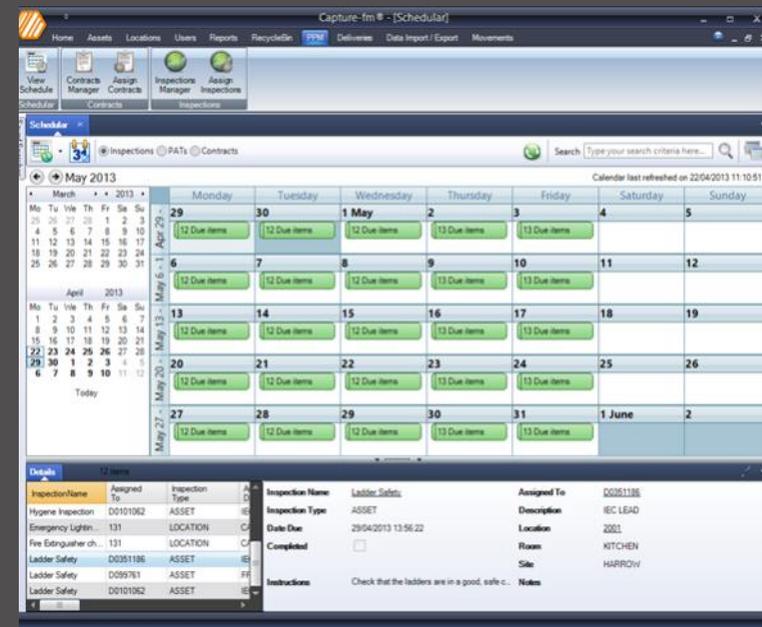
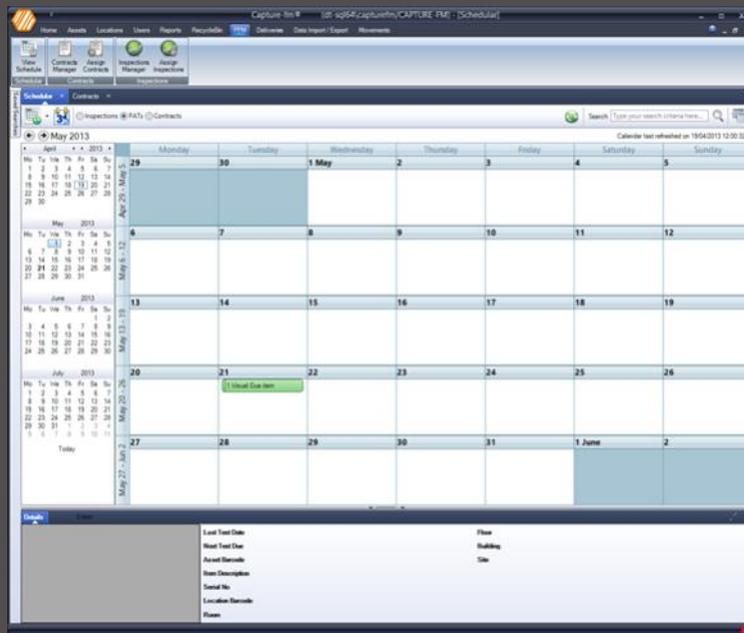


# Scheduler

The Scheduler is enabled as part of the PPM module and provides a clear and easy to use central overview for important dates, such as when inspections are due, PAT tests are due or contracts (Maintenance / Warranty / Insurance) expire. With clear colour coding and information filtering, it is the ideal way to get an overall picture very quickly.

The PPM Scheduler provides a single calendar allowing you to see all inspections that need to be done, PAT testing due and Maintenance / Warranty / Insurance policies that are due to expire. With a complete history for all actions it is the perfect tool for safety compliance.

With an intuitive calendar and easy to understand colour coding, it has never been easier to see the current status of PAT testing, Inspections and Maintenance / Warranty / Insurance policies from one single screen.

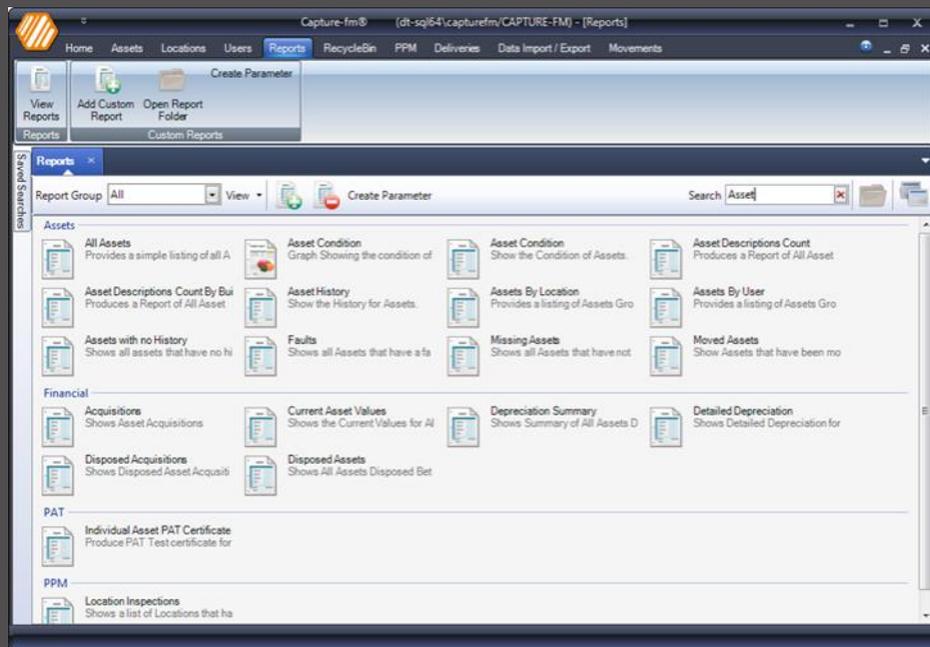


# Reports

Getting information out of an asset management system is one of the most important functions which is why we have spent the last 10 years building our suite of reports to provide the perfect report for you. Whether you need to know about PAT records, Asset movements, Financial information, or anything else you are sure to find the right report. Based on the industry standard Crystal Reports package, it has never been easier for you to create your own reports and build them into the software with just a few clicks, but we can also do this for you should the need arise.

With a logically designed user interface it is incredibly easy to find the report that you need. You can group reports and filter them by either group or report name. Each report can be printed and exported in several formats including PDF, Excel, Word and CSV, allowing you to get the data you need when you need it.

Although building your own reports through Crystal Reports is easy, we realise that not everyone will have the knowledge to do this and so we offer a competitively priced report creation service to all of our customers.



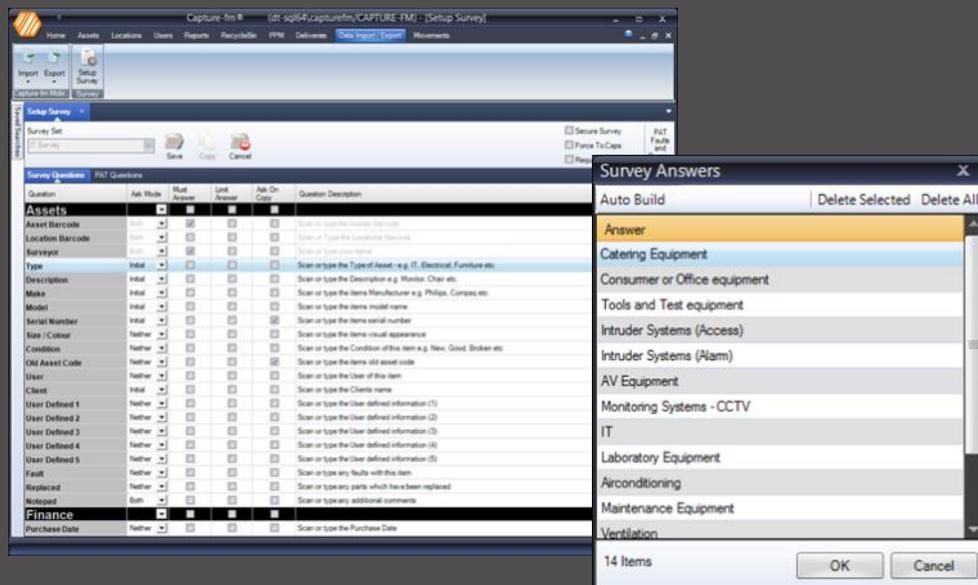
# Capture-fm® mobile

Capture-fm® mobile integrates with Capture-fm® and enables you to quickly and efficiently collect asset information and send it back to base without needing a PC or additional software, helping to reduce overall cost and potential support implications.

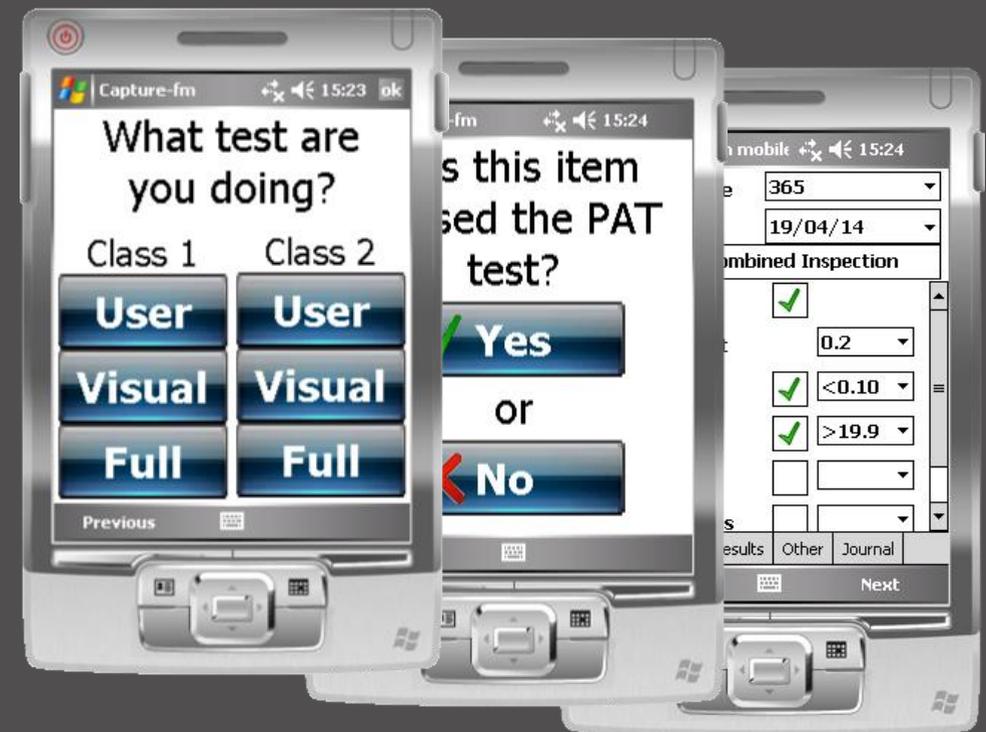
Based around the Microsoft .NET compact framework and Microsoft SQL Express, our software will work on a massive range of PDA devices based on the Pocket PC and Windows Mobile operating systems. These can range from inexpensive standard PDA's to ruggedized industrial handheld devices – effectively removing hardware lock-in issues and allowing you to choose the best solution for your needs.

Surveys can be created on a PC using Capture-fm® and transferred onto the handheld via a direct connection or through email as the handheld can receive the data using any form of Internet or VPN connection. Most Windows PDA's support GPRS, 3G and Wi-Fi connections.\* This removes the requirement for the surveyor to have a PC, reducing the cost and support implications involved.

\*Hardware dependent



Capture-FM mobile can also collect Portable Appliance Test information via our unique QuickPAT mode, saving not only time, but by taking the human element out of the equation it helps to reduce the possibility of mistakes.



# Capture-fm® mobile

Asset surveys can be performed with as much or as little information as you need and can also be controlled so that only the data you need is collected and in the way you want it.

Capture-fm® mobile and the scanning ability of a PDA add to not only a saving in time, but by taking the human element out of the equation, it helps to reduce the possibility of mistakes.

Tried, tested and proven over the last 5 years, with over 3 million asset records collected, you won't find a more reliable system for mobile asset tracking and data collection.

The software is capable of collecting data for virtually every field in Capture-fm® and the way the data is collected can be controlled (i.e. date data, single answer, multiple answers, etc.). If the user attempts to survey an item or location that has already been done, they will be prompted as to whether they wish to re-collect the information or not – thus preventing duplicate entries and mistakes.

Every item can be viewed and edited before data is sent back to base. This helps to ensure that the data collected is correct by allowing the surveyor to rectify any mistakes they may have made.



# Versions

## Purchase or Subscription?

The choice between the Purchase option and the Subscription option really comes down to how you budget within your organisation.

Purchasing the software is the cheapest option in the long run as once you have purchased it you can use it forever - even with or without a maintenance contract. This option would normally be considered as a capital purchase.

The Subscription option reduces the initial cost considerably and allows you to budget for the software on a longer term basis. 12 month contracts can be paid for monthly and would normally be considered as operational expenditure, which is often easier to budget for.

	Free Try before you buy & very small organisations	Pro Most popular version. Flexible and expandable	Enterprise Most flexible version. (Concurrent Licensing)
<b>Purchase</b>			
<b>Modules</b>	Limited to 200 user created or edited assets Unlimited Read Only Assets 1 PC, DB located on PC	Unlimited Assets Unlimited PC's (2 included) DB located on PC or Server	Unlimited Assets Unlimited Users (2 included) DB located on PC or Server
> PAT records	✔	✔✔	✔✔
> Data import	✔	✔✔	✔✔
> Finance data	✔	✔	✔
> Pre Planned Maintenance Records	✘	✔	✔
> Delivery records	✘	✔	✔
> Scheduled Movements	✘	✔	✔
> Capture-fm® mobile	✘	✔	✔

Key: ✘ (Not available)   ✔ (Limited functionality as standard)   ✔ (Optional module for full functionality)

## Per PC or Concurrent?

The Pro and Enterprise versions of Capture-fm® are available in Per PC and Concurrent licensing models. If you would like lots of people to have access to your asset data, but perhaps only two or three at any time, then concurrent may be best for you as it allows installation on multiple PC's but will only allow the correct number of users to run the software.

If you need to run multiple databases, then Per PC would be more suitable.

Subscription	Standard Ideal for small to medium organisations	Pro Flexible and expandable	Enterprise Most flexible version. (Concurrent Licensing)
Modules	Unlimited Assets  1 PC, DB located on PC, Only works with valid subs.  Includes Software Updates	Unlimited Assets  Unlimited PC's (1 included) Only works with valid subs.  DB located on PC or Server	Unlimited Assets  Unlimited Users (1 included) Only works with valid subs.  DB located on PC or Server
> PAT records	 	 	 
> Data import	 	 	 
> Finance data			
> Pre Planned Maintenance Records			
> Delivery records			
> Scheduled Movements			
> Capture-fm® mobile			
Key:  (Not available)  (Limited functionality as standard)  (Optional module for full functionality)			

# We are here to help

At DataTrak we fully understand how difficult it can be to find the correct solution for your needs. We believe that we can use our wealth of experience and knowledge to offer you the best advice available.

Whether you want to track a few assets or a few thousand, whether you are a small organisation or large multinational corporation, we can provide you with a system to meet your needs.

Our experienced engineers can also assist in the collection of your data (extremely cost effective when done as part of your regular PAT testing) - something that a lot of other software companies just don't offer.

By having our own in-house development department, we have the ability to create custom modules and reports according to your needs.

To get more information on Capture-fm® or any of our other products and services, or for help on choosing the right Capture-fm® path for you, get in touch with one of our experienced and knowledgeable staff in one of the following ways:

Web: [www.capturefm.com](http://www.capturefm.com)

Email: [sales@capturefm.com](mailto:sales@capturefm.com)

Tel: 01908 410790



# About us

DataTrak Ltd are based in Milton Keynes and have been operating for over 10 years. With a network of engineers located throughout the UK we are a truly national company.

The Board and Senior Management of DataTrak offer a wealth of experience in facilities management, software design & development, IT management and providing quality services to customers.

DataTrak have provided asset management software to all sectors of industry both large and small for over 10 years and have vast experience in not just the software side, but the asset tracking process itself - something that has been fed back into the development cycle of our software.

We provide a range of quality services and products that complement asset management, services such as, Portable Appliance Testing, Asset Tracking and Barcode Labels.

Our Company policy is simple - a total commitment to quality customer service at all levels.

That commitment is stressed by our adherence to the internationally recognised ISO 9001:2000 Quality Management Standard which emphasizes a customer focus and preventive approach to Operations Management. Today's sophisticated customers demand high quality and efficient performance. Through ISO, DataTrak ensures that we meet all statutory and regulatory requirements, support our zero accident values, manage costs and risks, achieve continuous improvement and consistently exceed customer expectations on every project.





Capture-fm<sup>®</sup>

# Other services

At DataTrak we offer a comprehensive range of electrical compliance tests to complement Capture-fm®.

The main core services we offer include

- PAT Testing
- PAT Training
- Fixed Wire Testing
- Emergency Light Testing
- Home Worker Risk Assessments

For further information on any of these services, or a no obligation quote, please feel free to contact one of our experienced staff members.



**[www.capturefm.com](http://www.capturefm.com)**

**DataTrak<sup>TM</sup>**

Ground Floor, 7 Furzton Lake, Furzton, Milton Keynes, Buckinghamshire, MK4 1GA  
[www.datatrak.ltd.uk](http://www.datatrak.ltd.uk)      [sales@datatrak.ltd.uk](mailto:sales@datatrak.ltd.uk)      01908 410 790