



## 9 really useful features from Guide Ti

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- ✓ The web assistant (Wizard)
- ✓ Approval process by email
- ✓ The color of the basket speaks to you.
- ✓ Personalized follow-up of the work orders
- ✓ PLAN3
- ✓ The **Guide Ti Mobile** application
- ✓ Automatic prioritization of work orders
- ✓ Object connectivity
- ✓ Geolocalization

**Guide Ti** is a powerful maintenance management software. It contains functionalities that facilitate daily work related to the maintenance of equipment, vehicles and buildings. One of the major differences between **Guide Ti** and other solutions available on the market is that the software is developed by maintenance professionals who know the needs and best practices of the profession.

In addition, the COGEP team is attentive to its clients and their needs regarding **Guide Ti**. They do not hesitate to communicate their ideas to improve the software. The best ideas are developed by COGEP and all its clients can benefit from them!

These 9 invaluable features deserve to be shared with your colleagues and your acquaintance of your maintenance community.



### 1 The web assistant (Wizard)

The web wizard guides users through the creation of a work order. It proposes forms to fill in when a service request is made.

The web assistant guides users when creating a work order. It proposes forms with questions to answer one after the other. Each new question is based on the applicant's previous answer. It is a semi-automatic form of filling, possible thanks to parameters established beforehand. In short, the web assistant allows people with basic training on the software or with little technical knowledge to fill out work orders adequately.

It also allows to level the quality of the information entered, to save time and to put the person who fills out the work order in direct contact with the technician performing the maintenance.

### 2 Approval process by email

The email approval process is efficient, fast and requires a minimum of intervention. Receive emails (on your phone, tablet or computer) and according to pre-set actions you can, for example: accept the application, redirect it for another level of approval, return it to the applicant for clarification, send it to another department for a budget check or refuse it. This will reduce the time it takes to complete the approval process.

### 3 The color of the basket speaks to you.

The planner can be informed at a glance of the availability of parts by the color of the "shopping cart" icon that appears on the work order. Quickly prioritize jobs based on the availability of spare parts: green, we have all the parts available; yellow, we do not have all the parts on hand; red, we have no parts to do the job.

### 4 Personalized follow-up of the work orders

Be in control of the information you want to see on your monitor or on screens visible to all maintenance and production personnel. Display, for example, work orders "NOT TAKEN IN CHARGE" and work in progress... Customize yourself, according to your criteria, your work order follow-up screen! The personalized follow-up allows you to follow in real time the progress of urgent work and the taking over of the work by the maintenance technicians, according to the priorities and criticality of the equipment.

### 5 Plan3

The **Plan3** planning tool (Smart Planner™) is a marvel of efficient planning and scheduling. Its user interface groups all the information needed to make quick decisions into easily retrievable categories. In addition, the use of drag and drop reduces data entry time and therefore speeds up job scheduling. This is a tool that makes it possible, at a glance, to visualize the work and the availability of the personnel in charge of it. **Plan3** allows you to manage several environments and contexts and, consequently, several teams.

### 6 The Guide Ti Mobile application

The advantages of a mobile CMMS are undeniable. It makes it possible to open and close work orders at the maintenance site. It improves communication between the supervisor and the technician thanks to real-time notifications.

Thanks to **Google Voice** Typing and **Siri** (Apple) voice recognition on your phone or tablet, you can generate texts quickly. Online or offline, you have access to all the information on the assets you need to repair. It is now easier to manage the execution time per work order thanks to the "time stamp" function. You can also create new steps or easily share the work order with a colleague. There are so many other great features to discover, such as viewing documents and instructions, adding photos, videos and audio to the work order, as well as access to the equipment lockout sheet.

“ Good maintenance is a springboard for a company's profitability and its ability to meet market needs. **Guide Ti** is a world-class tool that offers tangible benefits to all organizations that use it. ”

### 7 Automatic prioritization of work orders

The automatic prioritization allows the planner to rely on a grid of pre-set parameters adopted by the team. This eliminates subjectivity in the choice of work orders to be prioritized when planning and scheduling jobs. It is possible to take into account the equipment parameters, including the criticality of the equipment, the work order parameters and the dates related to the work required. Our solutions make it possible to customize the prioritization matrices according to your company's reality.

For each work order, a score of importance is automatically created, which makes it possible to prioritize them automatically.

### 8 Object connectivity

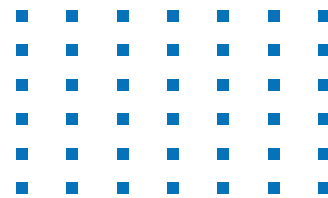
Thanks to object connectivity (IoT), the probes and sensors placed on the equipment collect data that will be analyzed by a system and then exported to **Guide Ti**. When the system detects a problem or a repair to be carried out, it creates events in **Guide Ti** (for example, a work order) that trigger verification or preventive or conditional maintenance tasks.

### 9 Geolocalization

Maintenance employees can waste time searching for the location of assets that require work. Thanks to the geolocation functionality integrated into **Guide Ti Mobile**, technicians can now easily and quickly find the equipment and repair it in the shortest possible time. Geolocation allows them to target the location where the problem needs.

The applicant can, via the web application frame, point or define the location of the equipment on a map. The maintenance employee can then access the information and go to the location where he needs to perform a repair.

This geolocation functionality is very relevant for organizations that have assets spread over a large area, such as those in the municipal sector, airports, ports, resorts, nature parks and wind farms.




Contact us for a demo or register for one of our live webinars.

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