

D

TERM	DEFINITION
Date Last Checked	This is a date field against an Asset, where you can state the last time that this Asset was checked to confirm that all of the details recorded against it were correct
Decimal Places (RFI)	This is a field which allows you to state how many decimal places are allowed for value questions on your RFI
Default Screen	The initial page which will load on logging on to the system. This is defined through the User profile
Definition	This is a description field which can be used to describe what this item is and what it is used for. This field is found in core data sections of the application
Depreciation Period	This is the period over which you are going to depreciate the cost of the Asset
Description	This is a description field which can be used to describe what this item is and what it is used for. This field is found in core data sections of the application
Delivery Location	Against a Building you have the ability to state what the delivery location is
Display Name	The formal and full name of an individual
Documents	Ostara allows for documents to be uploaded into the system in various modules, such as Buildings, Assets, Contracts and Work Orders

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TERM	DEFINITION
Email Address	This is the field in which you would enter the email address for a contact
End Date	This is a date field in which you stipulate the date at which you want something to finish
Equipment & Service Type	A specific naming of a piece of Equipment or a Service. For Example, ride on scrubber. This is also sometimes referred to as a Task Type
Events (Work Orders)	Events are historical records of every action which has taken place on this Work Order
Exact (Work Order Scheduler)	Set in the Scheduler as the Scheduled Start Date and Finish Date as the same date and time. Achievement of Service Level is based on Resource attending at the time specified
Excluded Client(s)	Specific Clients which are not covered by a Resource, SRA or contract
Existing Asset	When creating a new Asset, you can state whether this is replacing an existing Asset, if so, you can enter the details of the existing Asset

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TERM	DEFINITION
Fax	This is the field in which you enter the fax number of the contact
Finance	The module of the system which includes financial periods, budgeting and invoices
Finance Notes (Contracts)	This field allows you to enter any relevant financial notes against the contract. These notes are displayed to the finance team during the invoice process
Finance Period	The period which denotes a company's financial year
Finance Period End Date	This is the date at which your financial period ends
Finance Period Start Date	This is the date at which your financial period starts
Fix Codes	Denotes the actions taken to repair an Equipment Type. For Example, part replaced
Fix Types	Denotes the area in which the fault was identified. For Example, motor
For Attention Of	When entering an address against a Building or a Resource, you may wish to enter a specific persons details.
Format Changed Date	Official date from which Building type/format changed
Franchise	When creating a Building you have the ability to state if this Building record is a franchise or not, so is it another company who are residing in this Building?
Frequency	This is how often you want something to happen
Frequency of Visits	When creating a PPM against a contract, you will need to state how often you want the Resource to attend site and carry out this PPM.