STU

S

TERM	DEFINITION
Scheduler	The tool used to confirm when a reactive or quoted Work Order should be undertaken. It displays Building and contractor availability and any restrictions on specific dates
Serial Number (Asset)	The manufacturers unique alpha-numerical value associated to a specific equipment
Site Value (PPM)	This is the calculated cost which uses the number of invoices expected and the invoice value to determine what the cost is for each Building for this PPM task
Size Code	Size code that can be used to categorise your Buildings
SLA	Service Level Agreement. This is an agreement which is made with a Resource or a site with regards to a certain area of support
SLR	Service Level Requirement
SRA	Scope and Resource Allocation- Allocation of specific Resource against a set of Buildings and Work Order type criteria, to aid the helpdesk in Work Order assignment
SRA Description	This is freeform field to enter a description of what this SRA is
SRA for PPM purposes only	If this is ticked then this SRA will only apply to PPM Work Orders, and will have no relevance on any reactive Work Orders
SRA Name	This is a freeform field to enter the name of your SRA
SRA Unique Reference	This is a system generated reference for this SRA
Start Date	This is a date field in which you stipulate the date at which you want something to begin
State	This is the current point in a workflow which an object has reached
Status	This is the point of a workflow which an object has reached
Status (Assets)	Denotes the operational status of the Asset. For Example, working, out of service
Status (Finance)	Pre-defined list to denote the stage at which an invoice is held. For Example, pending approval, processed for payment
Status Change Reason (Assets)	A specific reason as to why the status of an Asset has changed
Still Available (Capital Budgets)	This is the amount of your capital budget which you still have available and have not allocated to a capex code
Sub Cost Code	Unique alpha-numerical value associated to the cost of a Building
Sub Equipment Type	A specific part which is associated or directly linked to a larger item of equipment. For Example, pumps within a sprinkler system.
Sub WO Type	A specific naming or category which defines a group of similar works. For Example, Electrical, Security
Subordinate Part	A specific part associated to an Asset which isn't Asset tagged but needs to be identified and recorded
Subscriptions	These are a list of important items which a Building contact may want to be informed about. You have the ability to add these to a contact, and so when a Work Order is flagged as this subscription type then this contact will be notified
Supplier	Person(s) responsible for delivery only of goods to site. A type of Resource
Symptoms	The observational and more specific reason why a reactive Work Order is being raised. For Example, doors stuck, no power.

T

TERM	DEFINITION
T&Cs Signed?	This allows you to show on a contract whether the physical T&Cs have been signed or not
T&Cs Type	This allows you to show on a contract which T&Cs were signed
Task (PPM)	This is the work which will be undertaken on the PPM Work Order. This is a concatenation of the Work Order Type, Sub Work Order Type, Equipment Type and the Reason for the PPM
Tax Type Code	Unique numerical value to identify Tax amount/procedure applicable (see www.hmrc.gov.uk for more information)
Temp-Fix By	The best Temp-Fix By Service Level possible for a Work Order, as calculated by the SRA/Contract Settings
Time zone	A time zone is a region of the earth that has uniform standard time, usually referred to as the local time.
Total Sales Surface Area	Result of combined floor space measurements dedicated to sales
Total Surface Area	Result of combined floor space measurements
Town	When entering an address of a Building or a Resource, this is the field where you enter the town they are based in
Trading	Business at Building being conducted
Trading Date	Official date from which business at Building commenced

TERM	DEFINITION
Type of Work Order	This is the categorisation of Work Orders and the reason why they have been raised. These are Operation, Non-Operational, Quote, Audit and PPM

U

TERM	DEFINITION
UD fields	UD fields are User defined fields. There are 5 of these per Building, Resource and Asset, and they enable you to enter key information which could not be entered in any of the predefined fields
Under Warranty?	This should be ticked if an Asset is under warranty
Up To (Work Order Scheduler)	Set in the Scheduler as the Scheduled Start Date with no set Scheduled Finish date. Achievement of Service Level is based on Resource attending any time up until (before) this time
Upper Case? (RFI)	If this is ticked then you are allowing upper case to be used in the answers given to an RFI
User	The person(s) using the system
Username	Unique alpha-numerical value associated to a User