

# iDrawings

## Employee Module

**Improve utilization of real estate space and productivity by linking employee data with floor plan drawings.**

Real estate is a large part of operating costs for most organizations. It ranks next to wages and health insurance. Effective utilization of space is essential for controlling costs, improving productivity, and maintaining employee morale. iDrawings' Employee module offers you the tool to link employee data with floor plan drawings and helps you easily accomplish the most cost effective employee locations and relocations.

### Link with Space

iDrawings lets you directly associate employees with their work areas, or office space and vice versa. In conjunction with the Space module, it maintains employee data relating to space usage by: divisions, departments, square footage, cost categories, assigned capital equipment, and room standards.



### Easy Moves

Plan your employee moves easily from your desktop. Look at the physical room standards and choose the right rooms for their new destinations. iDrawings will help ensure that you are following corporate guidelines for space assignments.

### Acquisitions, Mergers and Consolidations

When organizations change through acquisitions, mergers or consolidations, the physical infrastructure is one of the difficult challenges management faces.

Knowing where the employees are located and how much real estate resources they consume, and what physical space attributes are needed now and in the future, will help management get through this critically important planning process.

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## Benchmark and Compare

How does your organization compare with others in your industry? Real estate costs need to be kept under control, and at the same time, you need to keep your employees motivated and adequately equipped to perform their job functions. Are their rooms, offices and work areas appropriate for the job they need to do? Easily answer these questions with the Employee module.

## Standardize Across Divisions and Territories

Establish space standards for employee title or rank. Use the employee module to implement and monitor space standards across sites, divisions, and territories. Enforce fairness and best utilization of space per employee.

## Link with HR Data

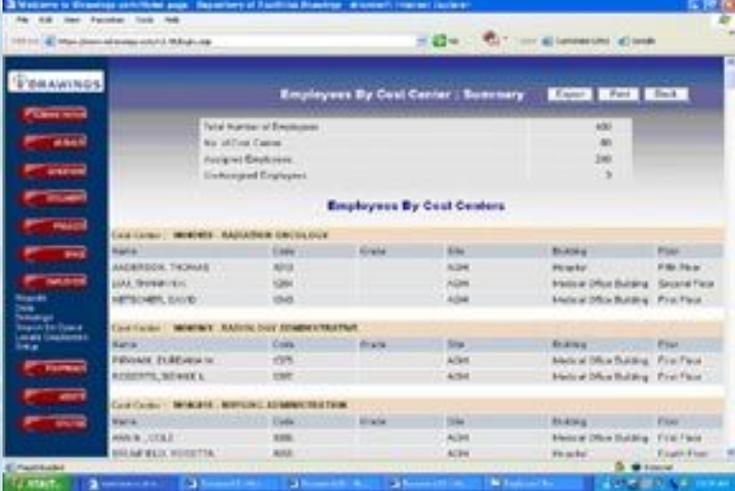
The Employee module enables you keep personal or private personnel data where it belongs, and where it is typically maintained --- in the Human Resources (HR) database. iDrawings would only read such data as deemed appropriate, such as; name, hire date, title, rank and assigned assets from the HR database. The iDrawings Employee report would then contain the most current information, without compromising personal or private information.

## Search for Employees

Use the Employee module to locate an employee's work area and see the characteristics of that area. This eliminates or significantly minimizes the time to physically go to the work area, or search around for an employee's assigned work area. You can also search for a specific characteristic.

## Extensive Reporting

Generate reports on your facilities and employees by: site, leasing arrangement, building and occupancy. List them by: division, department, job categories, types (example: civilian, military or



The screenshot shows a software interface with a sidebar on the left containing various menu options. The main window displays a report titled 'Employees By Cost Center : Summary'. At the top, there are summary statistics:

Total number of Employees	400
No. of Cost Centers	30
Assigned Employees	240
Unassigned Employees	160

Below this, the report is organized into sections for different cost centers. Each section has a table of employees with columns for Name, Title, Rank, Site, Building, and Floor. For example, under 'MIRIAM RABINOVICH', the table lists:

Name	Title	Rank	Site	Building	Floor
SACERDOTE, THOMAS	4010	ADM	ACM	Workshop	1st Floor
LAJ, BRUNHILDE	1204	ADM	ACM	Medical Office Building	Second Floor
WITTMER, DAVID	1040	ADM	ACM	Medical Office Building	First Floor

contractor), wages, hire date, assigned capital equipment, and so on. Easily export those reports to spreadsheets or other applications. Generate graphic images for presentations showing architectural floor plan drawing and the direct relationship to employee space and data. Share the reports easily with your colleagues and management for quick decision making.

## Elaborate Access Control

Some employee information could be confidential. Only those authorized with the appropriate privileges would be able to access it. You can restrict access to certain sites, buildings, and even floors, and restrict users to specified divisions, etc.



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