# OmTrak

**MANUALS** MODULE

# Operations & Maintenance

## TWO BIRDS ONE STONE

# Operations & Maintenance

## Optimised handover with quality, user-friendly O&M manuals

**Streamline the entire process from planning to digital handover using OmTrak's Manuals Module.** Take advantage of Smart PDFs, customised asset data, personalised manual frameworks, and more, ensuring seamless collaboration.

## How does it work

**DESIGN PHASE**

**1**

**Customised Setup**

— Manuals configured to meet **client requirements**

— **Asset registers**, maintenance schedules, operations, warranties & certificates, commissioning, **as-builts**

**2**

**CONSTRUCTION PHASE**

**Progressively Built**

— Content **progressively created** by the **builder** and **sub-contractors**

— **Visibility** to all key **stakeholders** during construction

**Reviewed & Approved**

— Reviewed by project team, consultants and the client

— **QA process** ensures manuals fit for use

**3**

**HANDOVER & OPERATIONS PHASE**

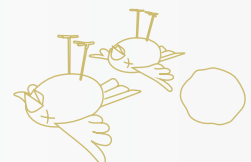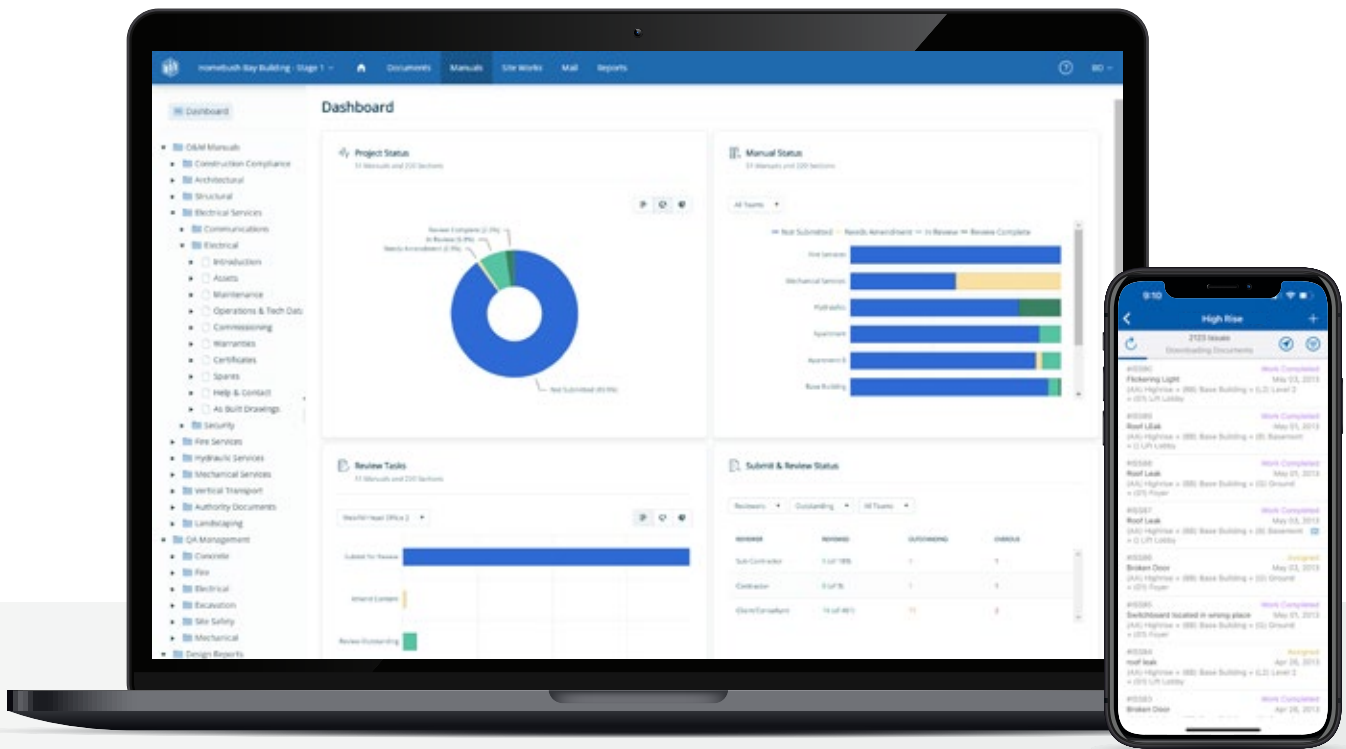**Digital Handover**

— Searchable set of **O&M Manuals in PDF** and an **Asset Register**

— Useable information at PC **No surprises**, no delays

**FM Ready**

— **Easy transfer** of assets and maintenance into FM Systems

— **TWO BIRDS, ONE STONE**

## Customised Setup
### Tailored to Meet Your Project Needs:

- Manuals can be customised and configured to reflect specific client requirements.
- Comprehensive documentation including asset registers, maintenance schedules, operations manuals, warranties, commissioning records, and as-built drawings.
- Promotes standardisation across your portfolio, enhancing documentation consistency.

## Progressively Built
### Collaborative and Seamless Creation Process:

- User-friendly interface and team-based access for effective collaboration.
- Content is progressively developed by builders and subcontractors throughout construction.
- Provides visibility to all key stakeholders, keeping everyone informed.

## Reviewed and Approved
### Rigorous Quality Assurance Process:

- An online review process during construction prevents costly delays and mitigates risks.
- Manuals are progressively reviewed by the project team, consultants, and clients to ensure accuracy.
- Easily share large files with third parties for approval without system restrictions
- Our QA process guarantees that all manuals meet high standards and are fit for use.

## Digital Handover
### Efficient and Search-Friendly Documentation:

- Delivers a searchable set of Operation & Maintenance Manuals in PDF format alongside a comprehensive Asset Register.
- Ensures usable information at Practical Completion, eliminating surprises and delays.
- Delivered as an interactive PDF, it consolidates project information into a comprehensive, searchable document, indexed with hyperlinks for quick reference.

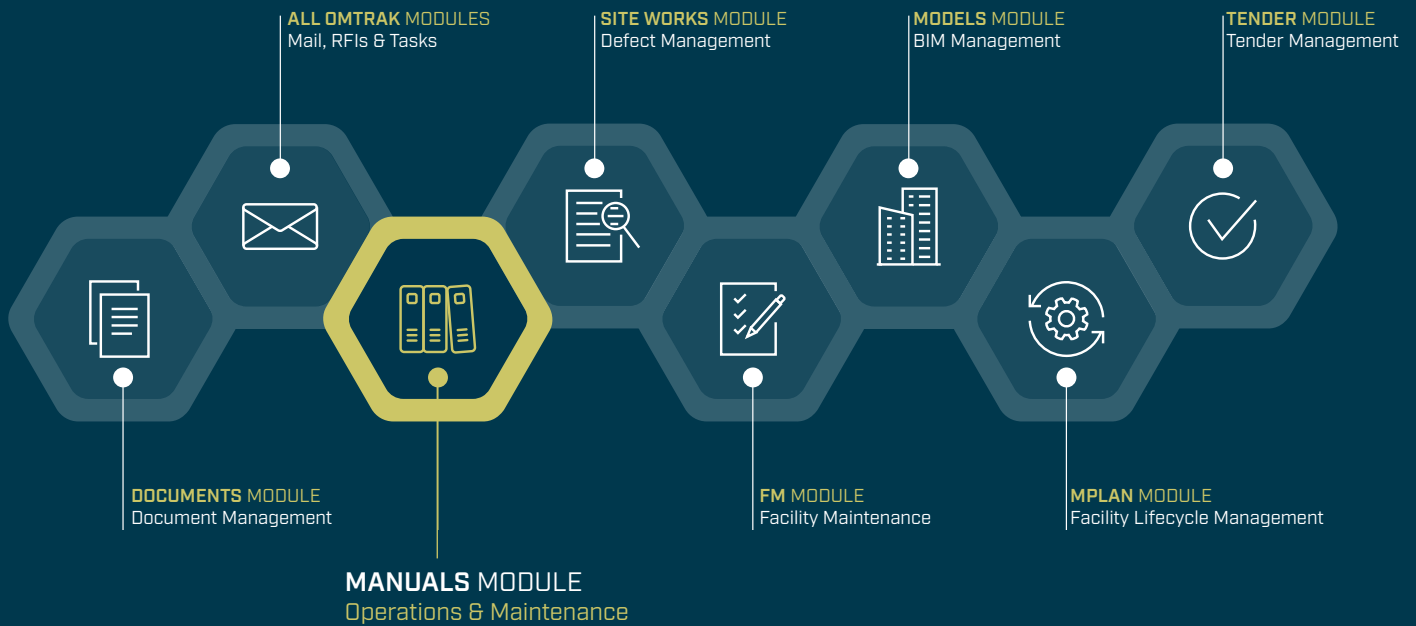## FM Ready
### Seamless Transition to FM Systems:

- Facilitates transfer of asset and maintenance information into your FM systems.
- Tailored asset data templates ensure accurate and detailed records for post-handover management.
- Organises project assets for a hassle-free handover, enabling immediate and effective facility management through an interactive Digital Twin.
- Allows Facility Managers to smoothly incorporate O&M data into their systems.

### Get Started with OmTrak

Reach out for a personalised demonstration or further information about our tailored solutions.

# Get OmTrak for Accurate Asset Information at Building Project Completion

# The Manuals Module forms part of the OmTrak wider solution

**ALL OMTRAK** MODULES
Mail, RFIs & Tasks

**SITE WORKS** MODULE
Defect Management

**MODELS** MODULE
BIM Management

**TENDER** MODULE
Tender Management

**DOCUMENTS** MODULE
Document Management

**MANUALS** MODULE
Operations & Maintenance

**FM** MODULE
Facility Maintenance

**MPLAN** MODULE
Facility Lifecycle Management

"The end results for our clients are real time, cost saving and reduced risk. With OmTrak, there are no surprises and no information gaps and gives everyone involved a complete journey of confidence."

**STUART SMITH**
Managing Director - WebFM

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