



AkitaBox

AkitaBox Software: A Step-By-Step Guide to Our Implementation Process

AkitaBox is your dedicated partner for proactive building management and operational efficiency. As the industry's leading facility management software, AkitaBox serves as a total end-to-end solution that scales with your buildings. Your final deliverable is actionable building data, updated floor plans and a ready-to-use preventive maintenance plan.

In this document, we'll explain the six steps of how we'll get you up and running with our turnkey software solution. Keep reading to learn more.

THE 6 KEY STEPS OF THE AKITABOX IMPLEMENTATION PROCESS



Step 1: Advise

An AkitaBox advisor sets up a planning meeting with your team to understand your building portfolio, establish goals and determine a customized solution tailored to meet your facility's unique needs. Our knowledgeable advisors are here to help and answer any questions you may have about using facility management software at your organization.

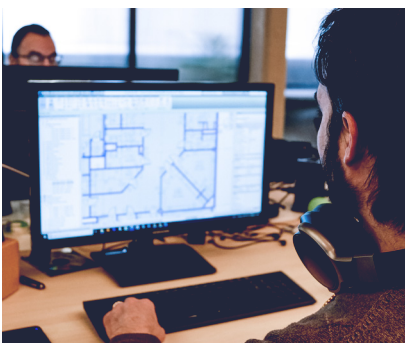
We'll also analyze your existing blueprints, spreadsheets and other relevant facility management information before implementation begins.



Step 2: Collect

The AkitaBox onsite team will come onsite and walk each of your buildings, denoting the location of individual spaces and assets. Using a proprietary method and state-of-the-art equipment, we'll verify space information and collect an accurate inventory of your major mechanical, electrical, plumbing and fire protection assets. The type of asset, their categorization, and naming conventions will be outlined in your agreement with AkitaBox to ensure full alignment before implementation begins.

This collection process provides accurate space data, asset locations and equipment information required for the establishment of a robust maintenance management program in AkitaBox.



Step 3: Standardize

AkitaBox will standardize the data collected according to industry best practices and integrate it into the AkitaBox platform. Autodesk® Revit® Specialists convert building plans to industry-standard BIM file format, link these files with asset information and integrate this data into the software. Color coordinated space and asset pins are placed on updated floor plans to indicate location and type of each asset.



Step 4: Optimize

Begin utilizing data within the AkitaBox platform to optimize your department's efficiency, accuracy and overall performance. Maximize the success of your team's preventative maintenance (PM) program with the work order and PM scheduling module.

Stay informed on your team's overall performance with the AkitaBox dashboard, which features data on recent activity, work order status, building statistics and more. Our robust, easy-to-use software is highly customizable and able to adapt to your team's needs.



Step 5: Train

AkitaBox is committed to providing the support your team needs for long-term success. Your Customer Success Manager (CSM) provides in-depth onboarding training for you and your team so you're ready to use AkitaBox to the fullest. Our support team is reachable by chat, phone and email to coach you through tough spots or answer any questions you may have. Each quarter, your CSM will meet with you to showcase product updates, review usage reports and make sure you're getting the most out of your AkitaBox experience.



Step 6: Manage

After training is finished, your team will feel empowered to start using the software from day one. Make the most of your software subscription by utilizing AkitaBox's key features, including the following:



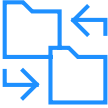
Location-Based Asset Mapping: Find asset location, information, work order history, and more through our PlanView tool. AkitaBox uploads your major mechanical, plumbing, mechanical, and fire & life safety assets so you can start managing your assets more effectively from day one. You then have the power to customize and add additional assets based on your unique needs. Use icons, pin colors, and customizable data fields to track your assets as you see fit.



AutoDesk Revit® Integration: Static PDFs and paper floor plans are difficult to keep updated, difficult to organize, and almost impossible for facility teams to use on a daily basis. With AkitaBox, you get new accurate floor plans built using AutoDesk Revit®. These plans are easily accessible in the software, enabling teams to reference them daily to help complete work orders more efficiently. As new construction is completed, your plans can be updated to keep them accurate with your physical building.



Work Order and PM Scheduling Module: Need help creating your own preventative maintenance program? No problem. The AkitaBox team can handle this for you and assemble a robust program that works best for you and your facility, or teach you how to create your own schedules on the fly. Use AkitaBox's work order module and time-based preventative maintenance schedule to keep your team focused on the right type of maintenance when you need it.



Document Management System: Looking for facility management information in multiple locations can be frustrating. AkitaBox eliminates this issue by serving as a centralized document repository of your facility's floor plans, emergency shutdown procedures, O&M manuals and purchase receipts. Now you can finally upload and store any document, and eliminate those bulky stacks of paper in your office.



Reporting Dashboard: AkitaBox software makes maintaining the integrity of your buildings simple. Stay informed on recent activity, work order status, building statistics and progress notes from your team members by viewing the reporting dashboard. This information can be used to draw up reports, prove productivity and encourage improvement in your department.



QR Code Scanning: As part of your standard implementation, the AkitaBox team will walk your building and place a QR code on each asset. These QR codes are then accessible within the AkitaBox software platform and mapped to each asset. Use any electronic device with a camera to scan a QR code and access critical asset information, including detailed instructions and proper shutdown methods. Having access to asset information in the field is critical, and QR codes help your team accomplish this goal.



Unlimited Users: Other facility management software can impede your team's success by limiting the number of users who can utilize the software or billing you per additional team member who accesses the platform. This is never the case with AkitaBox. Keep lines of communication open with an infinite number of AkitaBox users. Grant varying levels of software access to team members, administrators, contractors or vendors.



Mobile Friendly: AkitaBox's responsive web-based design allows your team to view facility data on any type of device, from desktop computers to tablets and smartphones. As a cloud-based software, the AkitaBox platform operates via the Internet. This means there's no need for slow app store downloads or constant application updates.



Simple User Interface: Adopting a facility management software might seem nerve wracking, especially if your team is used to using paper-based and spreadsheet-based maintenance management methods. AkitaBox makes the transition easy for users of all technological skill levels. Reduce training time with an intuitive, easy-to-use interface that facilitates team adoption from the start.



Customization: Customization is the name of the game at AkitaBox. Get the flexibility you need with customizable input fields, dropdowns and colored pin types. Create custom cleaning and maintenance schedules that conform to your facility's needs. And lastly, create recurring schedules for any type of asset, from HVAC inspections to repainting of walls. The customization opportunities are endless.

PHASE	ROLE	DETAILS	Week	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6			
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Project Setup	IM	- Setup Project Tracking Systems																								
		IM	- Assign Resources																								
		PTL	- AB Software Setup																								
2	Project Initiation	IM, PTL	- Sales Debrief Meeting (internal)																								
		IM, PTL	- Kickoff Meeting (external)																								
3	Document Collection & Verification	PTL	- Analyze Customer-provided Documents																								
		PTL	- Document Review Meeting (external)																								
4	Onsite Data Collection	IM	- Book Trip																								
		PTL	- Prepare Team, Materials, Equipment																								
		PTL, DC	- Data Collection																								
5	Data Input & Validation	PTL	- Onsite Review Meeting (internal)																								
		PTL	- Data Review Meeting (external)																								
		RS	- Modeling																								
		RS	- Asset Sync																								
6	Project Closure	PTL, DC	- AB Input																								
		PTL	- QA/QC																								
		PTL	- Handoff to CS																								
6	Project Closure	PTL	- Data Turnover & Strategy Meeting (external)																								
		IM, PTL	- Cleanup Project Tracking Tools & AB System																								

*IM = Implementation Manager *PTL = Project Team Lead *DC = Data Coordinator

Looking for a full list of AkitaBox features?

Read the [AkitaBox Key Features Checklist](#) to find out how AkitaBox can serve as your only facility management software or complement your current system.

About AkitaBox

At AkitaBox, we are revolutionizing building operations and facility management by empowering our customers with fast, accurate, and actionable data. Our robust, visual platform helps drive performance across hundreds of organizations in the higher education, healthcare, commercial real estate, government, and manufacturing industries.

Our suite of cloud-based software solutions helps teams simplify their operations, reduce risk, and solve their complex facility challenges. With an easy implementation process, customers can get quickly get access to their entire data set and solution.

To learn more, visit AkitaBox.com.

