

RTS – The Project Planning & Portfolio Management Tool for Corporate Real Estate

Take control of your real estate project portfolio with RTS, the comprehensive system designed specifically to meet the unique needs of managing an organization's corporate real estate and facilities projects.

Request Management features

- Online Request Entry
- Simple easy to use Input Form
- Automatic creation of Project Record
- Automatic creation of Contact Record
- Owner Contact Information
- Owner & Origin Tracking
- Requester Contact Information
- Locations breakdown by Campus, Building, Floor and Work Space
- Move Head Count by From & To Locations
- Request Status Reporting
- Easy to use Search & Retrieval
- User Defined Search Criteria

Project Management features

- Funding & Approval Tracking
- Scheduled Cost Summary & Detail
- Actual Cost Summary & Detail
- Milestones including Status, Due Dates, Revised Dates and Actual Completion Dates
- Import Project Detail from 3rd Party Project Management/CPM tools such as MS Project ©
- Centralized Storage of Document & Drawings
- Team Roster with Roles & Contact Info
- Detailed Narrative Status History
- Tracking of Document & Drawings Status
- Limit Project Access to Authorized Users

Financial Planning & Budgeting features

- Fiscal and multi-year Budgeting
- Budget Change Order Tracking with Status
- Multi-year Budget/Forecast By Project
- Capable of Detailed Breakdown by Industry Standard Trade Codes and Cost Categories
- Detail Breakdown by User Defined Trades & Costs
- Create Project Pre-Proposal Budget
- Create Project Original Proposed Budget
- Create Unlimited Project Scope Changes
- Track Project Current Budget
- Print Proposal & Scope Change Log
- Separately track Capital vs. Operating & Maintenance Costs

Cost Management features

- Track Uncommitted Costs by Project & Trade
- Track Committed Costs by Project, Trade and Vendor including Contract and Purchase Order Information
- Invoice Batch Entry Form for Streamlined Direct Entry

- Project Manager Invoice Approval Processing & Tracking
- Automated Capture of Actual Costs (Paid Invoices) from 3rd Party Accounting Systems
- Actual Cost (Paid Invoices) Batch Entry Form for Streamlined Direct Entry
- Anticipated Cost Reporting compares Budget with Uncommitted, Committed and Actual (Paid) Costs



Reporting features

- See list of Included Reports
- Supports User Defined Reporting Criteria
- Supports User Defined Sorting Options
- Create Additional Reports using Crystal Report Writer ©
- Easy Report Registration
- PDF or Excel © Output
- User Selected Printed Output Paper Size

Included Reports

- Anticipated Cost Report
- Cash Flow Report
- Project Status Detail Report
- Project Status Summary Report
- Contact Log
- Contact Profile Report
- Contractor List
- Costs Detail
- Customer/Owner List
- Employee/Staff List
- Executive Summary Report
- Mail List Report
- Mail List Export Report
- Project Manager Time Report
- Proposal & Scope Change Log
- Trade Codes Listing
- User Access Log
- Vendor List

Funding features

- Define Hierarchy of Funding Sources
- Create Special Funding Pools
- Separately Track Capital vs. Operating & Maintenance Funding
- Track Funding Schedule
- Report by Funding Source

Contact Management features

- Centralized Contact Database
- Manage Customers
- Manage Contractors and Vendors
- Manage Employees
- Manage Team Members
- Link Contacts To Companies
- Company Management
- Categorize by Specialties and Skills
- Assign Website Security Access Rights
- User Definable Login and Password
- Maintain Biographical Information
- Tickler & Follow-up System
- Create Unlimited Notes
- Assign Follow-up Tasks
- Automated Email Broadcasting
- Print Contact Reports
- Print Follow-up & Action Item Reports
- Print Contact Profile
- Print Website Access Log by Contact
- Print Labels & Export Mailing Lists



Document Management features

- Centralized Document Repository for All Digitized Content
- Supports all file formats including HTML, Word, Excel, Images, Multi-Media, etc.
- User Defined Categorization
- Keyword Search
- Limit Access to Authorized Users
- Relate to Specific Project
- Store Architectural Guidelines
- Store Best Practices
- Store Contracts
- Store CAD Drawings
- Store Engineering Documents
- Store Furnishings & Interior Design Guidelines
- Store Images/Pictures including Video
- Store Legal Documents
- Store Presentations

Email Broadcasting features

- Sophisticated Email Broadcaster
- Interfaces with Contact Database
- Bulk Loader for Easy Import of Email Lists
- Send Personalized Emails to Selected Contacts based on User Defined Criteria
- Insert Field Tags for automated Mail Merge from Database
- Include Attachments to Broadcasted Emails
- Create Emails as Plain Text or Use our Integrated Easy Editor to Create HTML
- Automated Confirmation Email sent to Registrants

Web Portal features

- Knowledgebase & Document Repository
- Digital Asset Management
- Content Management
- Directories Builder
- News Manager & Publisher
- Centralized Database
- Site Map
- Menu Builder

Easy Setup features

- No knowledge of HTML required
- Fully Customizable Greeting
- Fully Customizable Logo & Header
- Fully Customizable Menus & Sub-menus
- Bulk Load Contact Importer
- Import Project Portfolios from 3rd Party Project Management/CPM tools such as MS Project ©
- Site Navigation & Page Links Automatically Created

Other features

- Secure SSL 128 bit Data Encryption
- Define Security Roles & Access Rights
- Ability to Limit Access by Feature and Content based on Roles and Users
- All Site Features Maintained online
- Create & Register Reports
- Customization Available
- Additional Features Available



Call today to arrange for a demonstration.

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