



Inventory Management in TIER[®] Workflow[®]

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Discussion

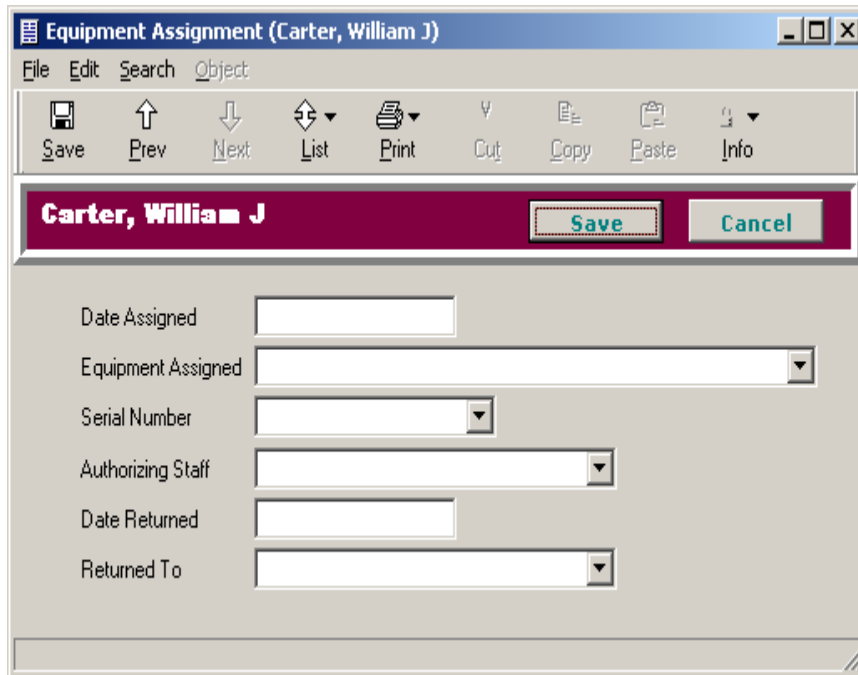
The Environmental Management component of TIER[®] Workflow enables organizations to automate its inventory of equipment, commodities and supplies. All materials can be included the inventory and registered by building location. A copy of the Equipment Management form is included below. This form can be customized to accommodate additional inventory information such as expiration date, recall information and inventory supply status.

A screenshot of a web-based software interface titled "Equipment Management (Main Center)". The interface includes a menu bar with "File", "Edit", "Search", and "Object". Below the menu is a toolbar with icons for "Save", "Prev", "Next", "List", "Print", "Cut", "Copy", "Paste", and "Info". A "Save" button and a "Cancel" button are located at the top right. The main content area is divided into two pages, "Page 1" and "Page 2". The form contains several input fields: "Date Placed in Service" (with the value "12/04/2002"), "Date Taken Out of Service", "Class Code" (a dropdown menu), "Item No.", "Description", "Model Number", "Serial Number", "Manufacturer", "Preventative Maintenance Required" (a checkbox), "If Yes, How often", "Equipment Location" (a dropdown menu), and "Supplier Information" which includes fields for "Supplier" (a dropdown menu), "Contact Name", "Address", "City", "State", "Zipcode", "Telephone", "Ext. #", and "Fax". An "Add New Supplier" button is located next to the "Supplier" dropdown.

In addition, separate forms can be created for inventory of commodities and supplies such as those used by Food Services and Housekeeping Services. Sequest can assist with creation of specific inventory management forms including related the inventory control functions

The equipment management program is also linked to Human Resources component of TIER[®] Workflow in that assignment of equipment can be tracked for return at time of

employee transfer or termination. A copy of the Equipment Assignment form is included below:



The screenshot shows a software window titled "Equipment Assignment (Carter, William J)". The window has a menu bar with "File", "Edit", "Search", and "Object". Below the menu bar is a toolbar with icons for Save, Prev, Next, List, Print, Cut, Copy, Paste, and Info. A red header bar displays the name "Carter, William J" and contains "Save" and "Cancel" buttons. The main form area contains the following fields:

- Date Assigned:
- Equipment Assigned:
- Serial Number:
- Authorizing Staff:
- Date Returned:
- Returned To:

In addition, an inventory management report is included with for equipment management in order to summarize inventory management activities by building and organization-wide.

Conclusion

Sequest is committed to providing our clients with resources in TIER[®] to support a comprehensive environmental management program while also complying with regulatory and accreditation standards. The Environmental Management component is a powerful tool that enables organizations to completely automate their environmental management programs.