

# Ready to use suite of core applications

More Simplicity for Users, Less Complexity for  
Administrators

iviva provides a ready to use, integrated suite of applications to drive employee productivity, operational efficiency and collaboration. Applications are preconfigured with best practice business processes and can be customized to fit your requirements. Analytics within each application enable the tracking of key performance metrics.

### Asset Management

Online digital asset registry for your space. Tag your assets with QR codes to track maintenance and service history. Load operator manuals and specifications and track insurance and warranty details.

### Visitor Management

Leave a lasting first impression by providing a great visitor experience. Our comprehensive Visitor Management solution supports ad-hoc visitors as well as pre-registered guests. iviva provides a multitude of user experiences for your visitors including check-in consoles, large-screen self-service kiosks and badge printing. Our Visitor Induction tablet app lets your visitors view any safety instruction, answer questions and sign disclaimers.

### Seat Booking

Design a more productive and collaborative environment with iviva's Seat Booking system. Staff can choose their seating spaces, find areas near friends and team members, allow hot-desking and set comfort parameters for seating areas.

### Work Request

Make your employees happier and more productive through more efficient and reliable facility services. Simplify the logging of service requests and direct the requests to the right team through automated workflows.

### Integration Manager\*

Simplify the connection and integration of disparate systems, enterprise IT systems, control systems and IoT devices onto the iviva platform. Integration manager comes with a set of standard connectors for wide range of IoT devices and control systems.

### Room Booking

Empower your employees by simplifying meeting room booking. Find and book rooms, search room equipment, extend meetings and order services directly from a mobile app. Automate reminders and notifications and update calendars for a seamless meeting experience.

### Preventive Maintenance

Enable scheduled maintenance of your facility equipment and assets. Improve return-on-investment (ROI) by better managing your asset life-cycle.

### Incident Management

Automatically detect and respond to critical incidents and threats. Visualize incidents on large screens, remotely monitor incidents with live data feeds (e.g. CCTV feeds etc) and collaborate with response teams to respond faster.

### **Audit Management**

Create and assign checklists for maintenance, inspections or tasks. Generate audit reports.

### **Access Card Management**

Leverage your investment by enabling "One-Card" access control across all your facilities and devices. Better manage employee's access to lockers, meeting rooms and employee self-service kiosks etc.

### **Utility Management\***

Track and manage energy and utility usage and costs across your workplace and building using interactive KPI dashboards, smart alerts and notifications.

### **IBMS\***

Enables real-time monitoring and control of building control systems, equipment and devices. Connect disparate systems from multiple vendors and location onto a unified platform to maximise operational efficiency.

### **Contract Management**

Keep track of all your supplier contracts and key details such as validity dates, terms and documentation. Manage leasing contracts.

### **Inventory Management**

Optimize inventory cost and storeroom efficiency with inventory management. Track inventory levels, reserve and issue inventory and automate re-ordering. The module integrates with maintenance modules and keeps an audit trail of inventory movements.

### **Work Order**

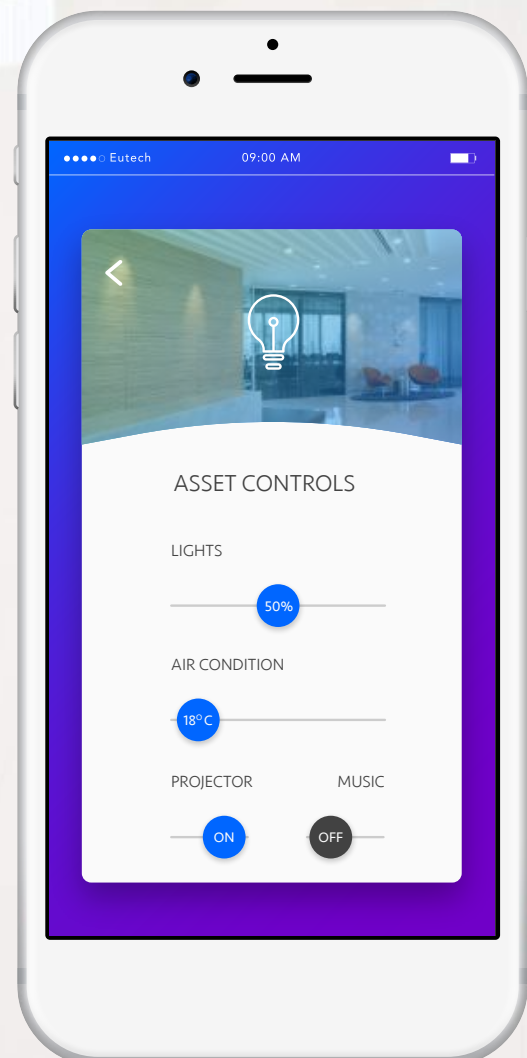
Ensure that your spaces and assets function as intended with corrective work order management.

\* Currently available as part of the Enterprise plan only

# Asset Management

Online digital asset registry for your space. Tag your assets with QR codes to track maintenance and service history. Load operator manuals and specifications and track insurance and warranty details.

- Capture complete searchable dataset of individual assets
- Ownership History
- Repair and Service History
- Warranty Details
- Insurance Policies
- Viewable on schematics and location maps
- Tagging
- Attach Documents
- Warranty expiry and end-of-life reporting and alerts



# Seat Booking

Design a more productive and collaborative environment with iviva's Seat Booking system, which lets staff choose their seating spaces, find areas near friends and team members, and set comfort parameters for their seating areas.

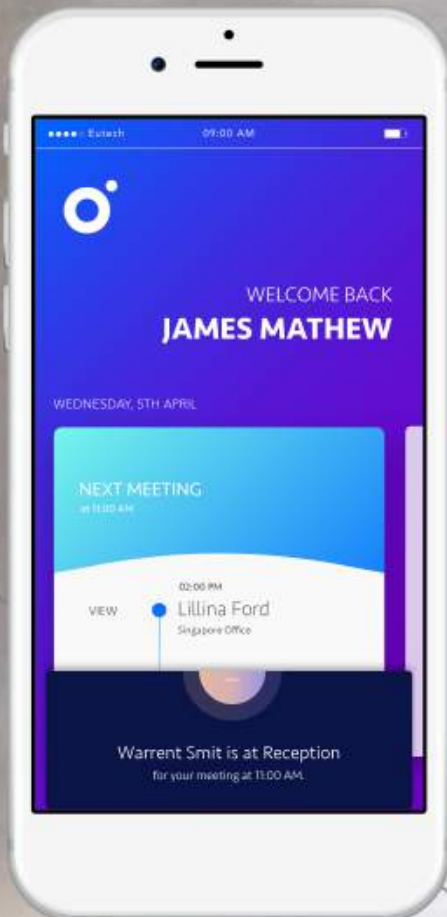
- Flexi Booking
- Hot Desking
- Customizable workflows for allocation requests and approvals
- Utilization Reports
- Integrate Maintenance Schedules
- Full Seat and Floor Management
- Integrations to digital name tag and tablet displays

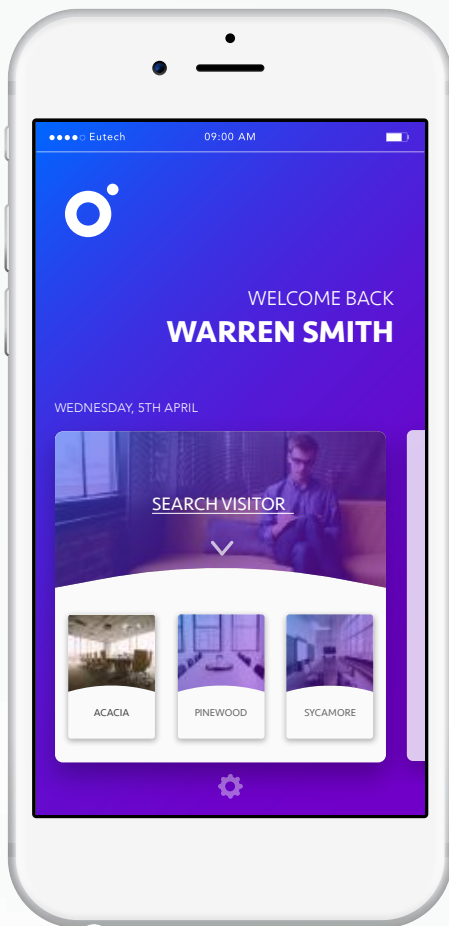




# Visitor Management

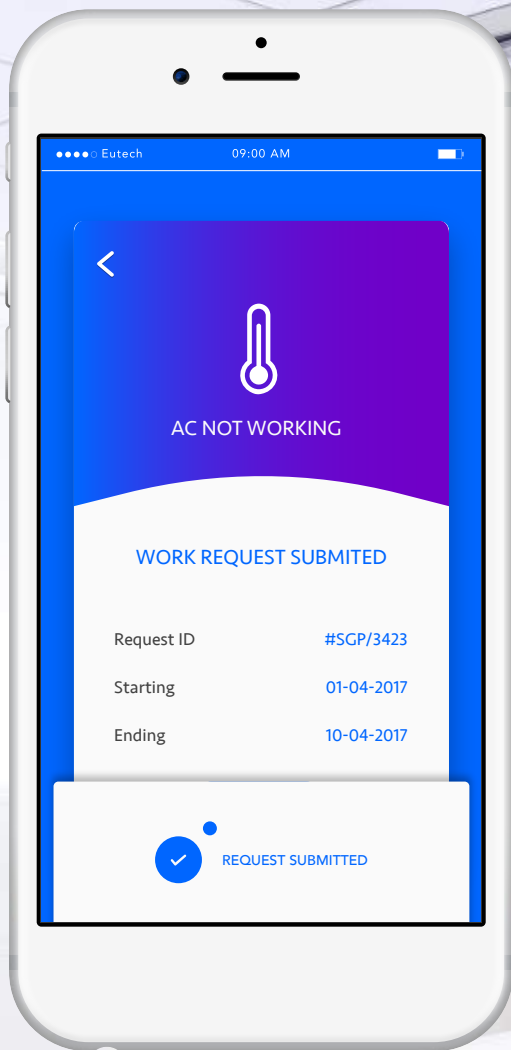
- Pre-Registered and Walk-In Visitor management
- Full audit of check-in and check-out times
- On-the-fly visitor registration
- Group registration
- Integration with access card systems
- Integration with facility booking systems
- Notifications to hosts
- Automated invitation mails to visitors
- VIP management
- Badge printing
- RFID/QR Code scanning
- Induction program for visitors





# Room Booking

- Easy booking from desktop or mobile app
- Manage facility services, seating layouts and capacities
- Customizable workflow for bookings, notifications and approvals
- Integration with calendar services
- Per-Facility Operating Hours
- Integration with visitor management
- Facility Usage Reports
- Set restrictions on lead-time for booking
- Ability to request a release of bookings
- Integration with room environment to control lights/comfort based on bookings
- Optional facility console mounted outside the room for one-touch booking
- Custom notifications for employees and staff
- User-configurable registry of common problem types.
- Get feedback on services performed
- Mobile apps for servicing staff and for employees to make requests
- Attach documents, photos of problems

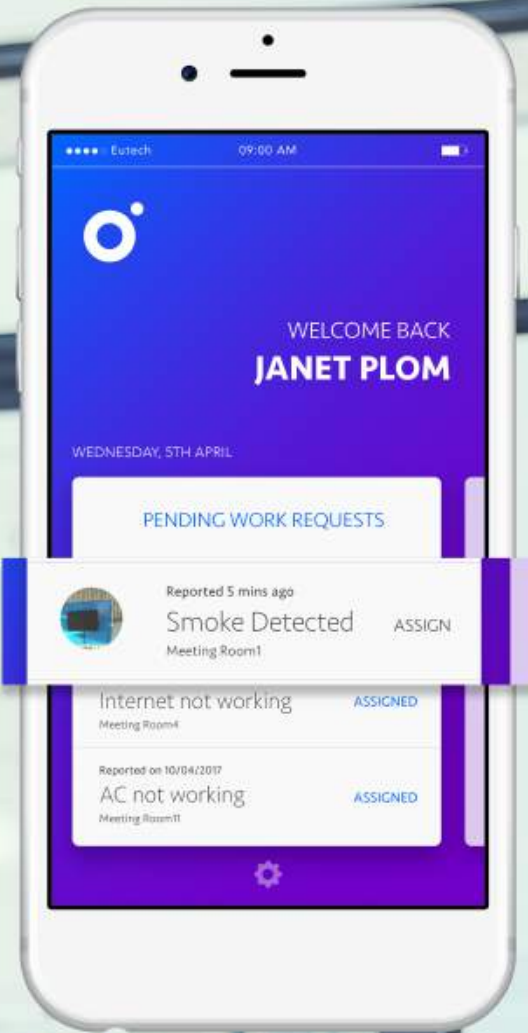


# Work Request

Make your employees more productive by enabling your facility services to be more reliable and efficient. Simplify service requests and use automated workflow to direct the requests to the right team.

- Maintain lists of vendors and repair technicians
- Manage in-house technicians and their skills and duty rosters
- Provide easy access to full repair history for equipment
- Customize workflows for approval/verification/assignment
- Customize notifications
- Manage SLAs for response, contain and resolve times.
- Make work quality consistent by maintaining lists of common tasks to be performed





# Work Order

Ensure that your spaces and assets function as intended with corrective work order management.

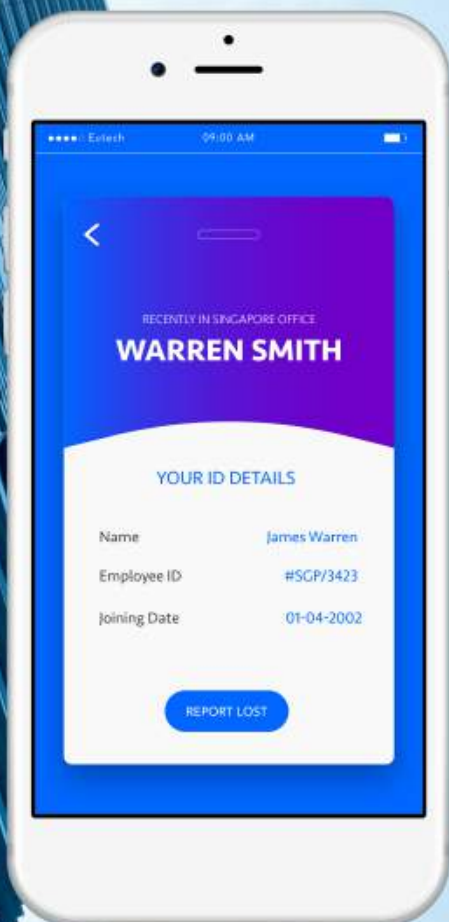
- Track assignment history of individual cards
- Track lost and damaged cards
- Integrate with locker systems and kiosks
- Full audit history of access

SEAT AVAILABLE

# Access Card Management

iviva can integrate with your access card system and use it to provide a host of useful services including unified one-card access to all your facilities and spaces. Key capabilities include centralized management of cards, assignments, permission control and audits.

- Track assignment history of individual cards
- Track lost and damaged cards
- Integrate with locker systems and mounted kiosks running iviva
- Full audit history of access





Contact Eutech today to find out more  
about iviva Smart Spaces.



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by Eutech