

## Property Management

Efficient registration of your organization's properties and premises is essential to excellent property management. How else can you safeguard the quality of your processes, such as room management, property management, asset management, reservations, key management or long-term planning? TOPdesk's Property Management module helps you register all your buildings and rooms down to the last detail.



▲ A clear overview of all your properties and the related assets

### Insight into your properties

Managing properties and assets is one of the core tasks of a facilities organization. Several processes can be applied to properties and assets: operational tasks, large and small-scale maintenance, reservations, cleaning, long-term planning, repairs, etc. With so much going on, managing, registering and organizing information is of utmost importance. The Property Management module has been designed to comply with several industry standards and meet the wishes and needs of facilities organizations.



▲ The Property Management process

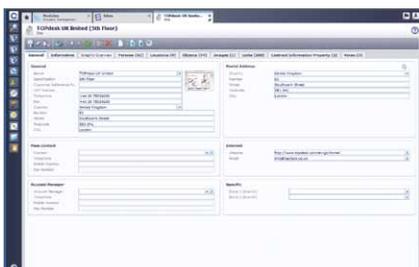
### Register the data important to you

Our software differentiates between buildings and rooms. Use the corresponding cards to register details needed for daily tasks, reports and KPIs. You will always have access to the data you need.

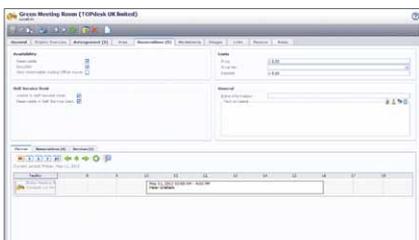
- Always have access to the information you need, such as the capacity, set-up and specifications.
- Create schedules for maintenance, signing contracts and implementing changes to your infrastructure.
- Add images and (CAD) drawings to rooms.

### Workflow management

Property Management comprises a wide variety of activities and disciplines. Use TOPdesk's handy work orders to make sure that your staff knows which tasks are still on their to-do lists.



▲ Link calls to buildings or rooms



▲ Check room availability

## Reports and KPIs

TOPdesk's reports ensure that you have optimal insight into your service processes. Simply define relevant reports and KPIs to access the information relevant to you.

- Gain insight into rooms' occupancy rates, or the number of malfunctions per room or per work station.
- Present the data registered in TOPdesk as clear management reports.
- Use your reports to make strategic decisions.

## Seamless integration with other processes

Property Management is integrated with several other TOPdesk process modules, providing added insight and efficiency. This makes it even easier to plan and safeguard your daily tasks.

- Access overviews of calls, contracts, reservations, persons or assets linked to a room.
- See at a glance whether a room is available.
- Add images of rooms or set-ups.
- Structure the management, planning and budgeting of your long-term maintenance.

## Service Management Simplified

TOPdesk believes in the power of simplicity. Every day, millions of demanding users across 45 countries trust in TOPdesk as their service management solution. TOPdesk is among the top five service management tools worldwide.

**TOPdesk**  
Facility Management Simplified

## Free demonstration or more information?

We would be pleased to show you what TOPdesk can do for your organization or provide you with more information.

You can reach us by telephone on +44 20 7803 4200 or by email at [info@topdesk.co.uk](mailto:info@topdesk.co.uk).