

VisionR Module  
**Moves**



*This module helps organize reconstruction and moves in your buildings. Move notifications are available as notification forms. Work and material orders are generated to help organise the whole movement process.*

## Description

The VisionR module "Moves" is used to manage workflows for moving of employees.

Movements can take place in different countries and locations. Movement between workplaces involves inventory movement, reconstruction activities, movement of network accounts and telephone / fax numbers. Management of shared workplaces is possible in combination with the module "Reservations".

Automatically generated e-mail notifications provide up-to-date informations of the movement status.

## Functional overview

- management of employee moves
- movements between different countries and locations
- inventory movement
- coordination with reconstruction activities
- network account settings
- movement of telephone / fax numbers
- automatic synchronisation with space data and rental contracts

## Options

- Customizable online request form for employees
- Automatically generated orders for contractors
- Reminder for key/access card managers (return of the old keys or access cards; application for new ones)
- Interfaces to other workflow databases

## Technical details

- all movement properties can be adjusted to the customer's needs
- layout changes are possible
- automatically generated e-mails on status changes (status tracking)
- complete internationalisation
- interfaces to existing real estate databases for locations, buildings, spaces and workplaces
- interfaces to third party graphical systems (e.g. AutoCad, Aperture)

## User roles

- **Employee**  
can fill out online movement form; has overview of their own movement requests
- **Movement coordinator**  
has an overview of the movement forms within a predefined country, location or building
- **Contractor**  
has online access to movements within predefined countries, locations or buildings; is notified about movement status
- **Administrator**  
can change all real estate data