

# *AIRS* - Action Item Reporting System for Property Managers Product Summary

Everyone that hears about AIRS has questions like:

- "What *is* AIRS?"
- "What does it *do*?"
- "How does it *help*?"

The answer to the first question is easy. The answer to the second is really simple and familiar. The third answer is a little more complicated, but it reveals the real payoff. So, . . .

## **What is AIRS?**

AIRS is an Internet enabled information service. Sometimes these are called application services. InterWorks Software, Inc., is then an information or application service provider (ASP).

As an application service, authorized people (customers) are allowed to use the features of the application software that operates on the AIRS application servers. People gain access, via the Internet, to all the features, functions, and values as though the application were on their local computer - only without the hassles.

## **What does it *do*?**

Very simply it simplifies, streamlines, and accelerates communication of practical information about action items that authorized users believe is important to the success of any property management project/property/community.

AIRS provides a convenient, quick, and easy way for people to:

- 1) Record the existence of actions that need to be taken with regard to a project.
- 2) Record changes in the status of progress toward completion of a project related action item.
- 3) Record comments, questions, and concerns about any of the action items related to a project.
- 4) View the progress of some or all of the action items associated with a project.
- 5) Create reproduction quality reports that show the history of some or all of the action items associated with a project.
- 6) Ensure continuity and consistency to task and project management processes.
- 7) Define and manage profiles for different classes of users.

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- 8) Define and manage the Feature Authorization Matrix for individual users.
- 9) Maintain a single repository of “project truth”.

AIRS automatically:

- 1) Initiates an email message to all interested parties to a project whenever an action item is added or changed.
- 2) Maintains a change history of all changes to any action item.
- 3) Controls access to specific features based upon the Feature Authorization Matrix associated with each user.

## **How does it help?**

In short, AIRS has been a direct contributor to improved results, reduced costs, and improved service quality.

More specifically, the following identify key values delivered from AIRS:

- 1) Eliminates redundant record keeping.
- 2) Accelerates task completion.
- 3) Improves service quality.
- 4) Reduces organizational stress.
- 5) Reduces direct and indirect costs.
- 6) Improved cooperation.
- 7) Eliminates the “I didn’t know!” and other excuses.
- 8) Reduces mis-directed efforts.

The long and short of all this is that AIRS is a productivity enhancing, practical, and proven (used by hundreds of people in locations around the world on dozens of projects for over 5 years) gizmo that can work in nearly any organization without creating any trauma. Anyone who can open a web browser and connect to a web site can use AIRS. There aren’t any complex processes to learn. It can be activated and supporting improved business results in an hour or two. There is not any confusing and esoteric project management jargon to understand.

It’s basic – Get it done, Now!