# Centurion Administrative Software

## Software Benefits

- Easy to use
- Can be used by agencies of any size
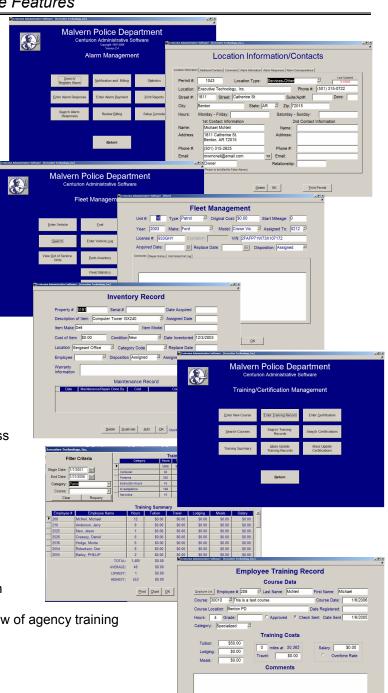- Easy to learn
- Automate current processes

- Distribute information to the desktop of other authorized users
- Integrate with other software applications
- Easily installed and implemented

## Software Features

- Provides data management for administrative functions
- Alarm Tracking & Billing
  - Register alarms
  - Track & search response to alarms
  - Send & track correspondence (warning letters, billing, etc.)
  - Records payments received for alarm fees, excessive alarms, etc.
- Budget Management
  - Track allocations & expenditures
  - Provides budget summary
- Business Information
  - Maintains business and emergency contact information
  - Allows for printing permits
- Civil Process Management
  - Stores and tracks civil process information
  - Produces statements for fees owed for service
  - Records money received for service fees, mileage, etc.
- Fleet Management
  - Tracks agency vehicle information
  - Tracks repair and maintenance
  - Prompts if overdue for routine maintenance
  - Provides for repair request and approval process
  - Provides statistical information
- Inventory Management
  - Stores information on agency owned property
  - Provides for bar coding inventory
  - Tracks repair & maintenance
  - Maintains dispensable inventory information
  - Provides for routine audits
- Training and Certification Management
  - Tracks employee training and certification/skills
  - Documents course, attendance and certification information
  - Provides for training summary for periodic review of agency training information



## Contact



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