



Asset Tracking Module

The Tracking and Control of Corporate Assets is often one of the most seriously overlooked functions within a company. Assets are often considered to be plant machinery and product. Often overlooked as company assets, are such items as company credit cards, laptop computers, camcorders, palm computers, cellular phones, Vehicles, tools we all take for granted these days. These items together can amount to very large sums of investment on the part of a company. It is therefore important to know the make, model number, serial number of each asset and to whom it is assigned etc. Items that leave the premises infrequently and that are not specifically assigned to any one person; should be recorded out and in with the expected return date recorded. If it is not returned by the due date the item will be flagged for investigation. This is a module that can quickly return its investment by keeping track of company assets and who is responsible for them.

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File Actions Tools Reports Help

Data entry view Grid View Audit Log

Asset Info

Item Number: 39
 Type of Asset: Laptop Computer
 Barcode: 1234
 Model Number: Md12
 Serial Number: 65433
 Asset Form Number: Firm34
 Prov.: DUE
 Region: Outaouais
 Sector:
 Branch:
 Buildings / Sites: GATINEAU OFFICE
 Contact: Laurence Tourville
 Telephone: 613-236-4206
 Email: sales@sitesecuresoftware.com
 Storage Location: Area 51
 Item Description: Hp Laptop
 Notes: Larry's new HP Laptop

PO Number: 2012-11-01A
 Value / Cost: 250
 Replacement Value: 0
 Date Purchased: 2012-01-01
 Warranty Expiration: 2013-01-01
 Date Reported Lost: YYYY-MM-DD
 Date Decommissioned: YYYY-MM-DD

Decommissioned
 Out for Service
 Guard Post Visible
 Signed out at desk
 DOL

Attachments

Historical Info

Date Entered: 2012-01-10
 Entered By: LARRY TOURVILLE
 Date issued: YYYY-MM-DD
 Issued By:
 Date Returned:
 Returned By:
 Last Update Date: 2012-01-10
 Last Update By: LARRY TOURVILLE
 Expect. return date: YYYY-MM-DD

Employee Info

List of Employees: Tourville, Larry
 ID: 1
 Name: Tourville
 Given name: Larry
 Branch: Support
 Telephone: 613-236-4206

Issuance History

Date	Type of Action	Name	Given name	Last Update By
2012-01-10 09:19:31	Updates	Tourville	Larry	LARRY TOURVILLE

Service History

18 of 20

New Search [Navigation] [Print] [Close] [Refresh] Lost Found Out for Service Return from Service Issue Return Exit

FEATURES

- Details what assets are assigned to which employee
- Records each asset's make, model & serial number
- Can keep a record of asset values
- Keep records of where assets can normally be found within the company facilities
- Can read almost all Bar Codes
- Audit log of issuances, returns
- Various user access levels
- Visual display and tracking of overdue items
- Tracking of lost assets, assets out for service, decommissioned assets
- Data search on all available fields
- Ability to attach images
- Ability to attach documents (manuals etc)
- Email alert notification for overdue assets
- Email alert notification for lost, found out for service, returned from service assets
- RFID Integration using the 24-7 Active RFID solution

GRID VIEW and AUDIT LOG OF ASSETS

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File Actions Reports Help

Data entry view Grid View Audit Log

Item Number	Barcode	Item Description	Name	Given name	Date issued	Expect. return date	Date Returned
41							03/26/2013
40							
39	1234	Hp Laptop	Tourville	Larry			
38			Weeden	Cynthia	02/15/2005		
36	54392	Black-berry PDA	Leger	Maureen			
35	4395484	Beel calling card	Tourville	Larry			
33		Vehicle used for service					
32	123456	Site-Secure mobile scanner unit					02/10/2013
31	987654	Site-Secure mobile scanner unit	MARCEL LEGER		08/07/2012	08/07/2012	
28	031 WZE	Mazda Mx5 2008 red convertible	MARCEL LEGER		08/07/2012	08/07/2012	
27	65435	Power Bar					09/23/2012
26	3244231	Stapler					02/17/2012
23	3456784	Sony playstation					02/17/2012
9	7776567	Canitel cellphone	Paterson	Martin	09/02/2005		
8		Visa Card	Tourville	Larry	04/05/2006		
7	345213	Symbol barcode scanner					02/17/2012
5	569443	E-1110 Laptop Computer					02/17/2012
4	45643221	Flat screen monitor	Thomas	Norm	06/20/2009		
3	A083679	Personal Computer	Alex	Judge		05/31/2011	06/25/2012
2	1234	Telephone					02/08/2013

Prov. Region Sector Branch Buildings / Sites List of Employees

Overdue assets only Issued Returned

New Exit

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File Actions Reports Help

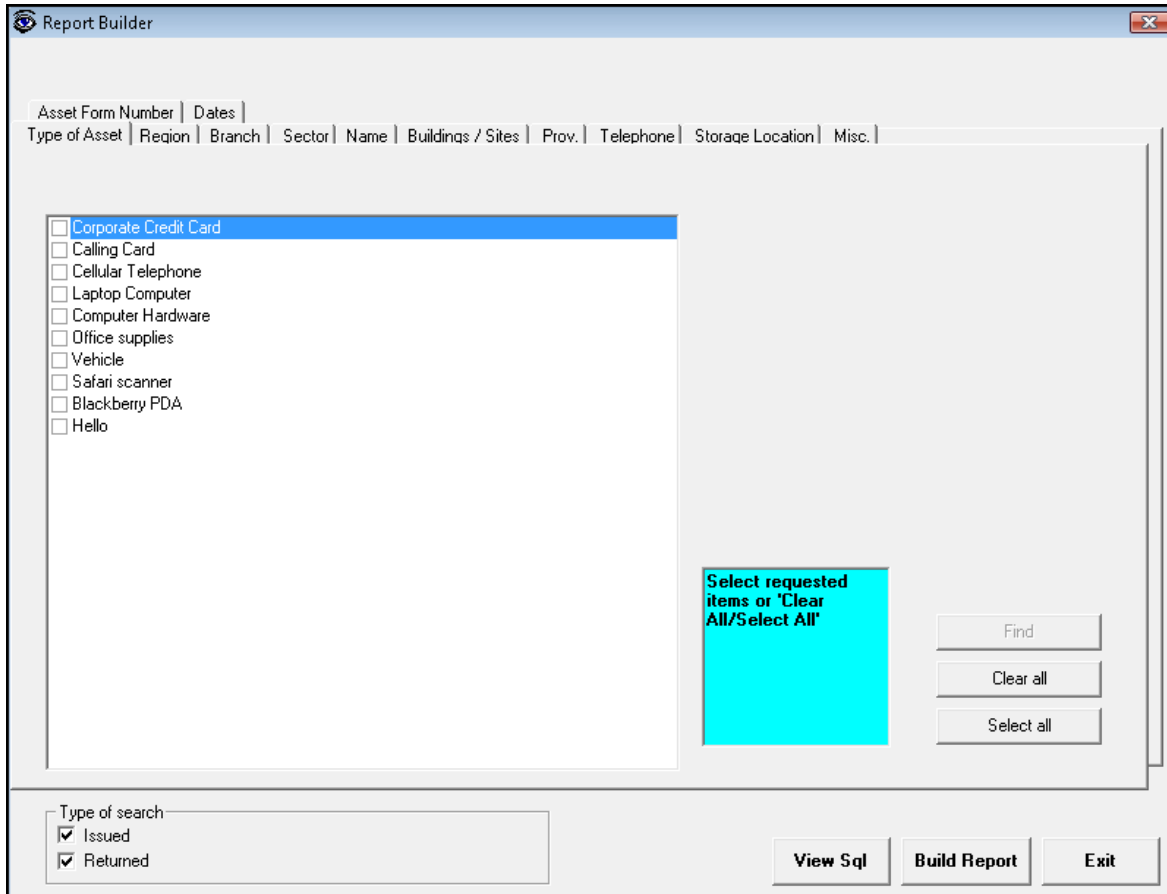
Data entry view Grid View Audit Log

Date	Type of Action	Name	Given name	Item Description	Item Number	Barcode
2013-03-26 08:24:57	Asset Return				41	
2013-02-10 07:41:07	Asset Return	LARRY TOURVILLE		Site-Secure mobile scanner unit	32	123456
2013-02-10 07:40:40	Asset Issuance	LARRY TOURVILLE		Site-Secure mobile scanner unit	32	123456
2013-02-08 08:14:24	Asset Returned from Service			Telephone	2	1234
2013-02-08 08:13:51	Asset Out for Service			Telephone	2	1234
2013-02-08 08:11:56	Asset Returned from Service			Telephone	2	1234
2013-02-08 08:10:51	Asset Out for Service			Telephone	2	1234
2013-02-08 07:23:24	Asset Returned from Service			Telephone	2	1234
2012-09-23 08:23:46	Asset Return	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:23:43	Asset Issuance	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:22:57	Asset Return	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:22:52	Asset Issuance	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:22:39	Asset Return	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:19:34	Asset Issuance	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:18:38	Asset Return	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:18:35	Asset Issuance	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:13:54	Asset Return	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:13:50	Asset Issuance	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:12:36	Asset Return	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 08:12:34	Asset Issuance	LARRY TOURVILLE		Power Bar	27	65435
2012-09-23 07:40:27	Asset Return	LARRY TOURVILLE		Site-Secure mobile scanner unit	32	123456
2012-09-23 07:40:15	Asset Issuance	LARRY TOURVILLE		Site-Secure mobile scanner unit	32	123456
2012-08-07 08:03:06	Asset Issuance	MARCEL LEGER		Site-Secure mobile scanner unit	31	987654
2012-08-07 08:03:02	Asset Issuance	MARCEL LEGER		Mazda Mx5 2008 red convertible	28	031 WZE
2012-06-25 05:59:54	Asset Decommissioned	Alex	Judge	Personal Computer	3	A083679
2012-06-24 20:08:37	Asset Re-Activated			Telephone	2	1234
2012-06-24 20:08:04	Asset Decommissioned			Telephone	2	1234
2012-06-24 20:00:04	Asset Out for Service			Telephone	2	1234
2012-06-24 19:59:27	Asset Returned from Service			Telephone	2	1234
2012-06-24 19:58:27	Asset Lost			Telephone	2	1234
2012-06-24 19:57:48	Asset Found			Telephone	2	1234
2012-03-26 06:30:52	Asset Return	LARRY TOURVILLE		Site-Secure mobile scanner unit	31	987654
2012-03-26 06:30:52	Asset Return	LARRY TOURVILLE		Mazda Mx5 2008 red convertible	28	031 WZE
2012-03-23 08:45:55	Asset Issuance	LARRY TOURVILLE		Mazda Mx5 2008 red convertible	28	031 WZE
2012-03-23 08:45:52	Asset Issuance	LARRY TOURVILLE		Site-Secure mobile scanner unit	31	987654
2012-03-22 13:24:17	Asset Return	LARRY TOURVILLE		Site-Secure mobile scanner unit	31	987654

Exit

EXTENSIVE REPORT CAPABILITIES

With the Site-Secure Report Builder, an almost infinite number of reports can be generated for data analysis and statistical reporting.



Also included are built-in «**QUICK REPORTS**» such as:

- ✓ Report assets assigned to a particular employee
- ✓ Report assets in storage and location
- ✓ Report assets by classification, Type
- ✓ Report assets by branch, region, Site, State/Province
- ✓ Assets that have been decommissioned
- ✓ Assets that will soon be overdue (Pro-active)
- ✓ Overdue assets
- ✓ Issuances, Returns, Lost, Found, Out for Service, Return from Service.
- ✓ Audit Log

Contact your authorized Site-Secure dealer | FutureShield | 416.675.7835 | info@futureshield.com | www.futureshield.com