



Assets

www.TrackerSuite.com/Asset



Automation Centre

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Asset Tracker

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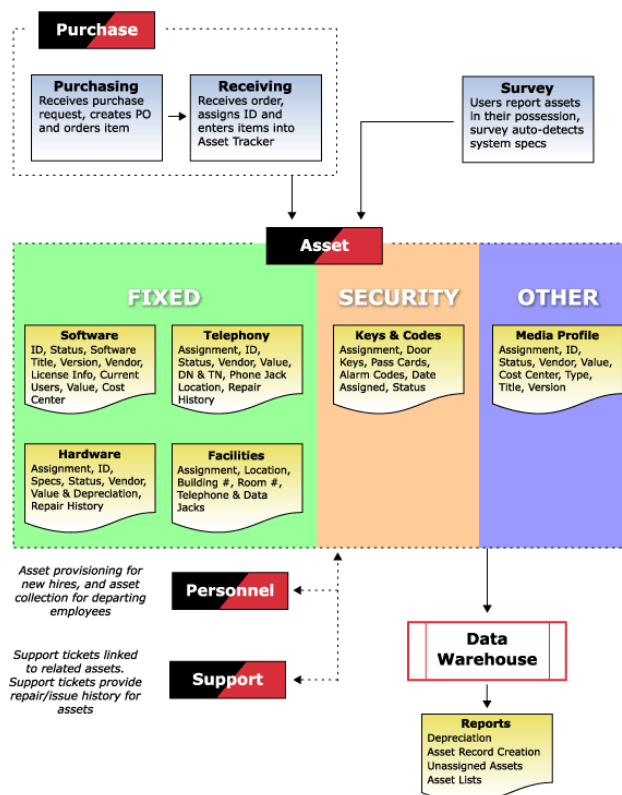


Catalog, Track and Manage Assets

Asset Tracker simplifies asset management processes: cataloging, provisioning, collection, and depreciation, for assets including hardware (laptops, BlackBerry devices), software, security assets (codes, passwords and keys), furniture and telephony.

For businesses with numerous and sometimes expensive assets that are unidentified and untracked, Asset Tracker's "Survey" function quickly assembles an organization-wide, searchable and sortable catalog of assets. With a mouseclick, a Survey form is emailed to all employees. Once opened, the Survey automatically detects the system specifications of the recipient's computer (including processor, installed RAM and operating system) as well as all installed applications and automatically populates the responses. The recipient also reports the other various assets in their possession and then returns the Survey, which automatically inputs reported items into Asset Tracker.

Asset Tracker integrates with other Tracker Suite modules, facilitating IT, HR and reporting processes. For IT departments, its integration with **Support Tracker** helps develop and maintain an asset repair/issue history. For HR, its integration with **Personnel Tracker** streamlines the provisioning of new hires (with phone numbers, laptops, furniture, etc.) and ensures the collection of important assets (such as security codes, keys, and passwords) from departing employees. Finally, through the **Tracker Data Warehouse** reporting engine, organizations can develop reports on software, hardware and fixed assets, and generate asset lists.



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Survey - IBM Lotus Notes

File Edit View Create Actions Applet Help

Address: []

Welcome Workspace X Asset Tracker X Survey X

Survey

Please check the boxes for assets in your possession and fill in any required information, then click the "Submit Survey" button.

Fixed Asset Information
Guidelines for filling Fixed Asset Information section

Blackberry Model # 011203451-3102
 Company Cell Phone Service Provider []
 Reimbursed Company Cell Phone Service Provider []
 Extra Laptop Battery
 Laptop Docking Station

Hardware Asset Information
Guidelines for filling Hardware Asset Information section

Thin Client PC Laptop

Mobile Intel(R) Pentium CPU
 Microsoft Windows XP OS
 1.00 GB RAM

Installed Applications

- Adobe Photoshop CS
- Adobe Illustrator CS
- Adobe Indesign CS
- Hemera PhotoObjects
- Levasoft AdAware SE
- Micromedia Dreamweaver MX
- Microsoft Word XP
- Microsoft Excel XP

Other Asset Information
Guidelines for filling Other Asset Information Section

Done Carlos Computer

Asset surveys

Asset Profile

Profile Information:

Asset Type: Fixed Asset Subtype: Laptop
 Manufacturer: Compaq Model: Dimension
 Asset Description: Compaq Laptop
 Standard Asset for Templates: Customer Service IT Service Optional Asset for Templates: Sales
 Completion requires update of Person Information?

Notes: Laptops for sales must include wireless capability

Survey Information:

include in Survey: Term to include in Survey: Laptop
 Corresponding Registry (if Software):
 Group Keywords to Associate with the profile: Hardware; Laptop; Compaq
 Question 1: Model Question 2:

Custom Field Labels:

Custom Field 1 Label: IP Address Custom Field 2 Label: Accessories
 Custom Field 3 Label: User Name Custom Field 4 Label: Modifications
 Custom Field 5 Label: Custom Field 6 Label:
 Custom Field 7 Label: Custom Field 8 Label:

Asset profiles

Asset Provisioning List

General Information:

Provisioning List ID: ErnieEmployee4/7/2008 11:21:16 AM	Provisioning List Template: Customer Service	
First Name: Ernie	Last Name: Employee	
Full Name: CN=Ernie Employee/O=demo	Employee ID:	
Cost Center Code: 480	Cost Center Name: Support Staff	
Originator: Carlos Computer	Date Created On: 4/7/2008 11:21:16 AM	
Requester: Carlos Computer <input type="text"/>	Due Date: 4/14/2008 <input type="text"/>	
Status: New		

Log:

Asset Information:

Requester	Asset Description	Asset Type	Asset Subtype	Manufacturer	Model	Comments
<input checked="" type="checkbox"/>	Compaq Laptop	Fixed	Laptop	Compaq	Dimension	Make sure HD is clean
<input checked="" type="checkbox"/>		Security	Lotus Notes Account			
<input type="checkbox"/>		Security	Business Objects Account			Do not give access to Sa
<input checked="" type="checkbox"/>		Security	Access to Shared Drives			
<input type="checkbox"/>	Laptop Bag	Fixed	Hardware			
<input checked="" type="checkbox"/>	Extra Battery	Fixed	Hardware			Make sure battery is still c

Asset provisioning

Asset Dashboard

Filters and Search Options

Filter by:

Search for: hardware in

<< 1 2 >>

<input type="checkbox"/>	Asset Type	Asset Subtype	Manufacturer	Model	Asset Desc	Asset Tag	Source	Employee	Custom Label1	Cust
<input type="checkbox"/>	Fixed	Software	Microsoft	Office 2003	MS Access 11	XCL03	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Software	Adobe	Acrobat	Adobe Acrobat Reader	ADERDR	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Software	Adobe	Acrobat	Adobe Acrobat Writer	ADBACR	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Software	Microsoft	Office 2003	MS Excel 11	XCL03	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Software	Lotus	Notes 6.0	Lotus Notes 6.0	NOTES6	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Software	Microsoft	Office 2003	MS Powerpoint 11	PWRPT03	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Laptop	Dell	Latitude	Dell Laptop	DELL1010	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Location	Internal	Office	Office	OFF310a	Survey	Carlos Computer		
<input type="checkbox"/>	Fixed	Telephony	Internal	Phone Number	Phone Number	PH2010	Survey	Carlos Computer		
<input type="checkbox"/>	Security	Code	Internal	Security Code	Door Code	DC2750	Survey	Carlos Computer		
<input type="checkbox"/>	Security	Key	Internal	Door Key	Door Key	DK1030	Survey	Carlos Computer		

Review and track asset inventories

Asset Request

Asset Request Information:

Employee: <input type="button" value="v"/>	CN=Moses Marketer/O=demo	Provisioning List	MosesMarketer3/30/2006 2:38:45 PM
Asset Type: <input type="button" value="v"/>	Fixed	Asset Subtype:	Laptop
Manufacturer:	Compaq	Model:	Dimension
Asset Description:	Compaq Laptop	<input type="checkbox"/> Completion requires update of Person Information?	
Originator:	Carlos Computer	Date Created On:	3/30/2006 2:39:41 PM
Requester: <input type="button" value="v"/>	Carlos Computer	Due Date	<input type="text" value="4/7/2006"/>
Status:	New	Completed/Cancelled By:	
Date Completed/Cancelled On:			
Asset Tag:	<input type="text" value="A1234"/>		
Notes:	<input type="text" value="Need at least a 3600+ dual processor, 2 GB RAM and a 100 GB HD"/>		

Custom Fields:

IP Address:	<input type="text" value="10.10.10.10"/>
User Name:	<input type="text" value="Moses Marketer"/>

Asset requests

Workflow Profile

Form Name: Regular Assets

Level	Function	Approver	Req? First Proxy Approver	Second Proxy Approver
1	(Blank)	Requester	Yes Requester	Requester

Applicable for Provisioning Templates: IT_Customer Service

Notification Email Message: Approval Notification Message goes here

Reminder Notification Email Message: Reminder Notification Message Goes here

Days to wait before sending Reminders:

Log

3/15/2006 : Workflow Profile created by Carlos Computer
 3/15/2006 : Workflow Profile created by Carlos Computer
 3/15/2006 : Workflow Profile edited by Carlos Computer
 3/15/2006 : Workflow Profile edited by Carlos Computer
 3/16/2006 : Workflow Profile edited by Carlos Computer

Configure asset approval workflows