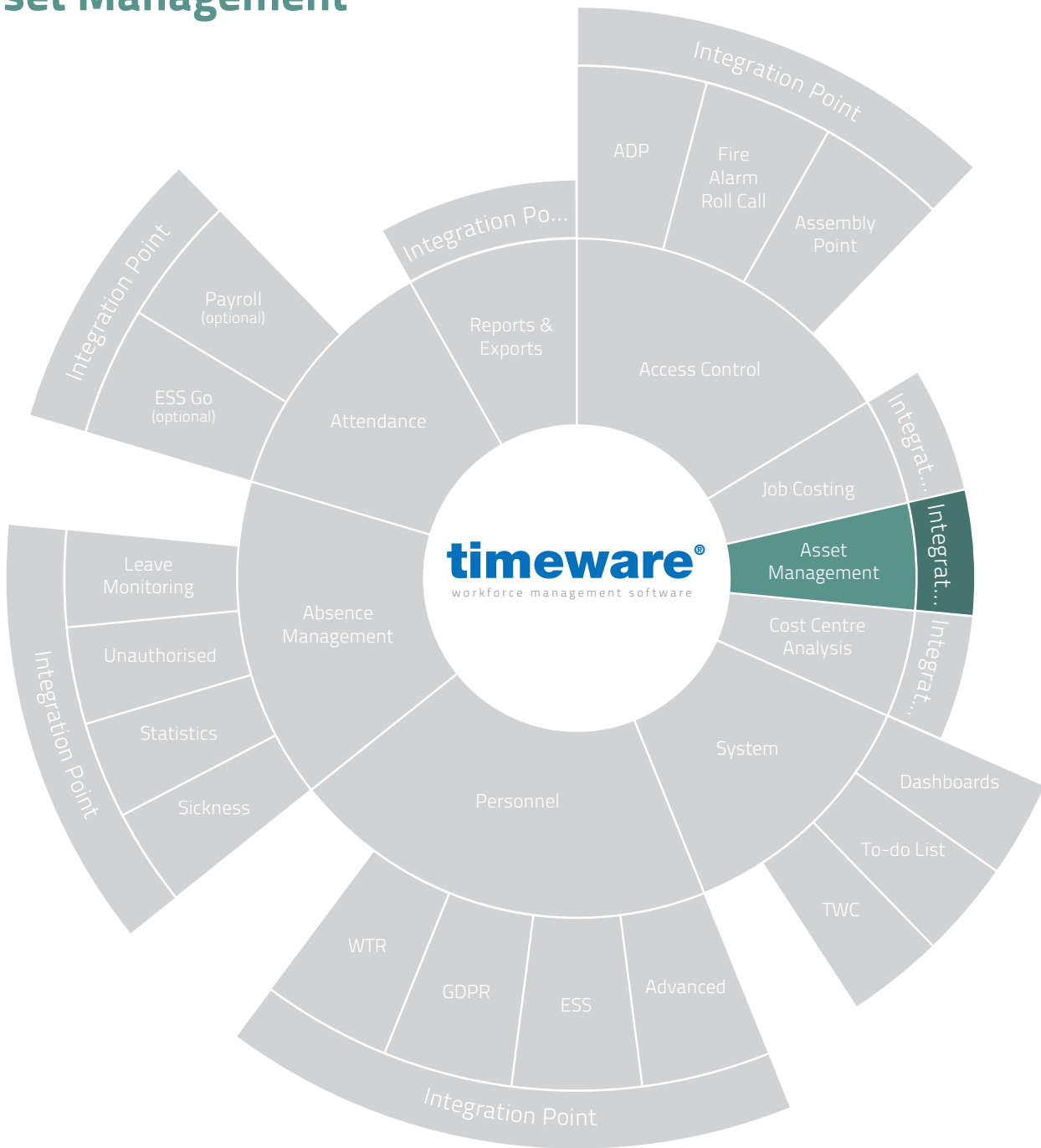


Training guide: Asset Management



For more information about timeware® products,
version updates, datasheets and reports, please refer
to the timeware® community website:

www.timeware.org

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Contents

Course

Duration

tw21/op/ast001
An introduction to asset management

Approximately 15 minutes

Adding timeware® asset management records...

Module	Description
m/12/101	Understanding asset management
m/12/110	Adding an asset
m/12/120	General
m/12/130	Ownership
m/12/140	Service agreement
m/12/150	Inspection

All information pertaining to any personnel record within this document is obtained from a demonstration database and are not details of any individual.

A series of horizontal lines provided for taking notes, consisting of 20 evenly spaced lines across the page.

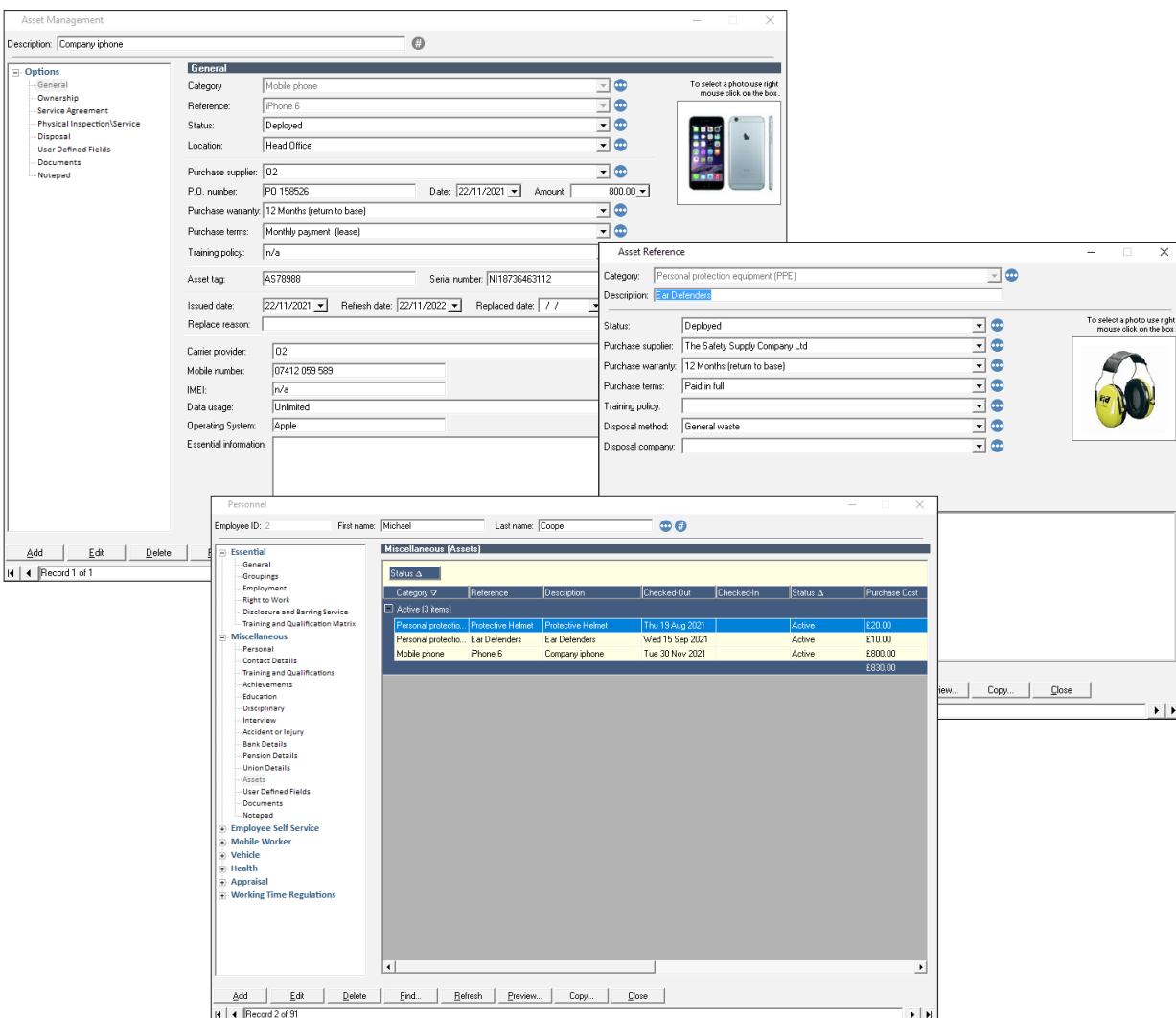
Module:

m/12/101

Understanding asset management

The timeware® asset management module allows you to keep track of 'things of value' to your company. These things may be as diverse as work boots, laptops, mobile phones and fork-lift trucks!

Designed initially to provide a method of keeping track of personal protection equipment, the module has rapidly expanded to include other items including mobile phones and IT equipment. The module is not just limited to personal items. It has been developed to include tangible assets such as company vehicles, fork-lift trucks and even items such as boilers and air-conditioning units. The module allows you to store maintenance records and even asset disposal information.





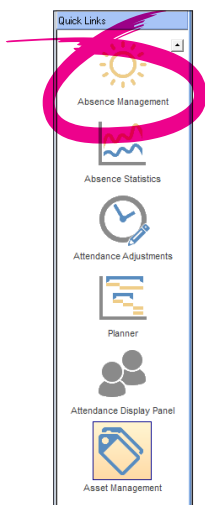
A series of horizontal lines for taking notes, consisting of 20 evenly spaced lines across the page.

Module:

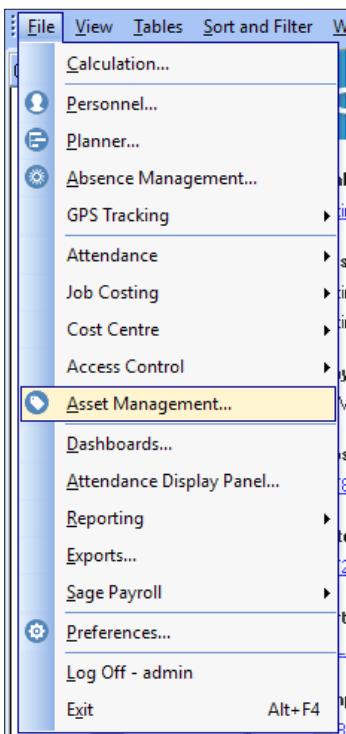
m/12/110

Adding an asset

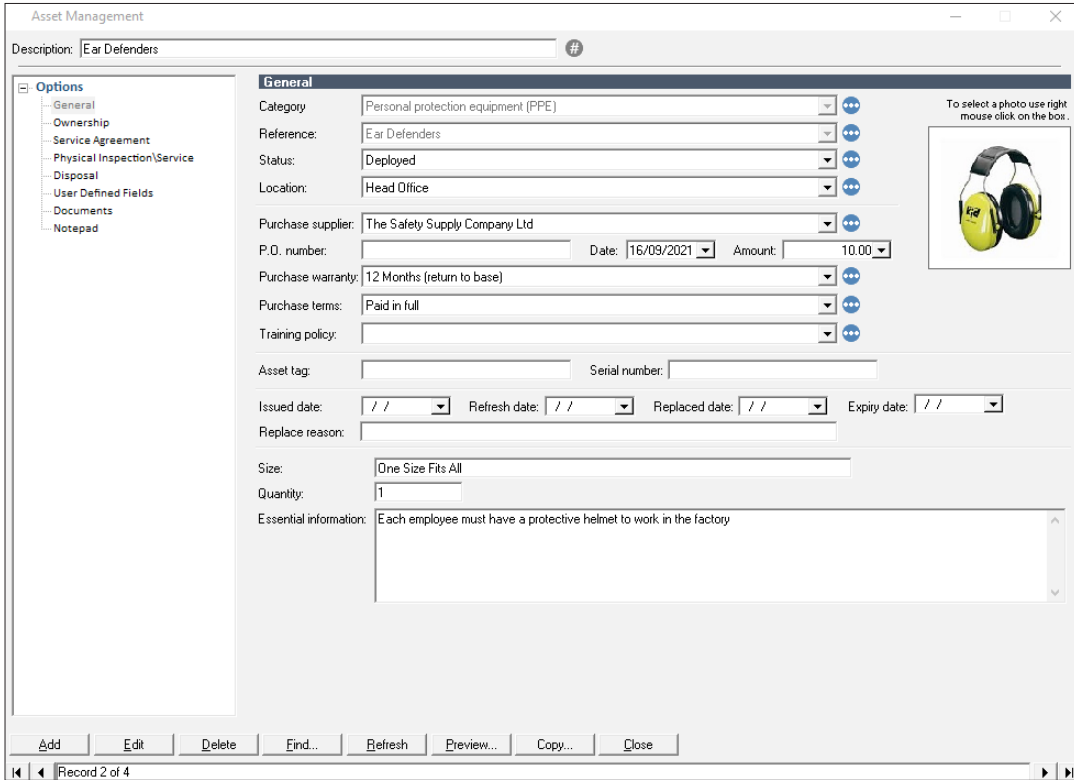
1. To access the timeware[®] Asset Management, select the Asset Management Quick Link,



Or, select File, then Asset Management...



2. The Asset Management Screen will appear at the last viewed Asset.



Press <Add> to add a new timeware[®] asset record. All the fields will turn blue, and will be ready for you to enter asset details. We'll cover the information you need to input in the sections to follow.

Module:

m/12/120 General

The general section of the Asset Management module contains information vital to the Asset itself. These are things such as if the Asset has been deployed, it's warranty details and any training requirements for the Asset to list a few. For this example, we will use a mobile phone.

The screenshot displays the 'Asset Management' window with the 'General' section selected. The 'Description' field contains 'Company iphone'. The left sidebar shows a tree view with 'Options' expanded, including 'General', 'Ownership', 'Service Agreement', 'Physical Inspection/Service', 'Disposal', 'User Defined Fields', 'Documents', and 'Notepad'. The main area contains the following fields:

- Category:** Mobile phone
- Reference:** iPhone 6
- Status:** Deployed
- Location:** Head Office
- Purchase supplier:** 02
- P.O. number:** PO 158526
- Date:** 22/11/2021
- Amount:** 800.00
- Purchase warranty:** 12 Months (return to base)
- Purchase terms:** Monthly payment (lease)
- Training policy:** n/a
- Asset tag:** AS78988
- Serial number:** NI18736463112
- Issued date:** 22/11/2021
- Refresh date:** 22/11/2022
- Replaced date:** / /
- Expiry date:** / /
- Replace reason:** (empty field)
- Carrier provider:** 02
- Mobile number:** 07412 059 589
- IMEI:** n/a
- Data usage:** Unlimited
- Operating System:** Apple
- Essential information:** (empty text area)

At the bottom of the window, there are buttons for 'Add', 'Edit', 'Delete', 'Find...', 'Refresh', 'Preview...', 'Copy...', and 'Close'. The status bar at the very bottom indicates 'Record 1 of 1'.

1. Select the category which will contain an option for the type of asset this will be. In this instance, a mobile phone.

The screenshot shows the 'Asset Management' software interface. The 'Description' field is set to 'Company iphone'. The 'Options' menu on the left is expanded to 'General'. The 'General' section contains the following fields:

- Category: Mobile phone
- Reference: iPhone 6
- Status: Deployed
- Location: Head Office
- Purchase supplier: O2
- P.O. number: PO 158526
- Date: 22/11/2021
- Amount: 800.00
- Purchase warranty: 12 Months (return to base)
- Purchase terms: Monthly payment (lease)
- Training policy: n/a
- Asset tag: AS78988
- Serial number: NI18736463112
- Issued date: 22/11/2021
- Refresh date: 22/11/2022
- Replaced date: / /
- Expiry date: / /
- Replace reason: (empty)
- Carrier provider: O2
- Mobile number: 07412 059 589
- IMEI: n/a
- Data usage: Unlimited
- Operating System: Apple
- Essential information: (empty text area)

At the bottom of the window, there are buttons for 'Add', 'Edit', 'Delete', 'Find...', 'Refresh', 'Preview...', 'Copy...', and 'Close'. The status bar at the bottom left indicates 'Record 1 of 1'.

2. Select the asset reference. Depending on your configuration, the asset reference may or may not automatically fill out certain fields within the general section. The reference is designed to save time when you are inputting multiple assets by automatically filling out certain fields.

3. The only extra mandatory fields you will need to fill in within this screen:

- Status
- Training policy

Other fields are optional and at your discretion.

4. Depending on the category, the bottom half of the page will be different i.e. a mobile phone won't need a clothing size option. These are optional.

Carrier provider: O2

Mobile number: 07412 059 589

IMEI: n/a

Data usage: Unlimited

Operating System: Apple

Essential information:

Find... Refresh Preview... Copy... Close

Module:

m/12/130 Ownership

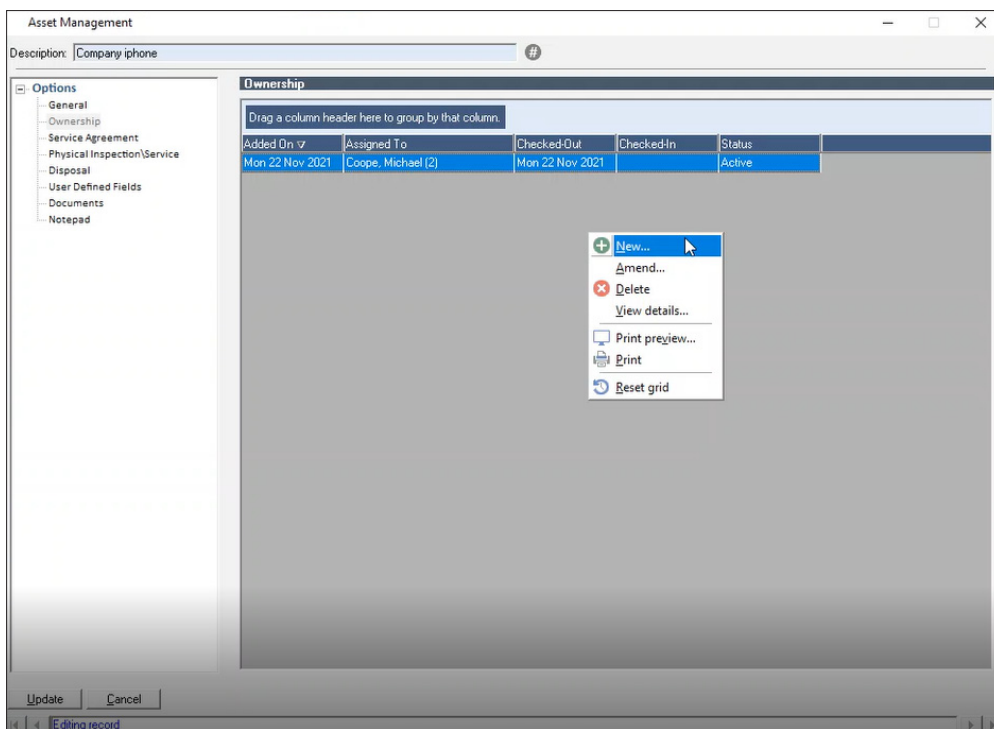
Ownership of assets can be given to individuals or assigned to company use. Assets that are companywide can be pieces of equipment that belong to the company as a whole i.e. a server or a boiler.

The screenshot shows the 'Asset Management' window with the 'Ownership' tab selected. The asset description is 'Company iphone'. The left sidebar contains a tree view with options: General, Ownership, Service Agreement, Physical Inspection/Service, Disposal, User Defined Fields, Documents, and Notepad. The main area displays a table with the following data:

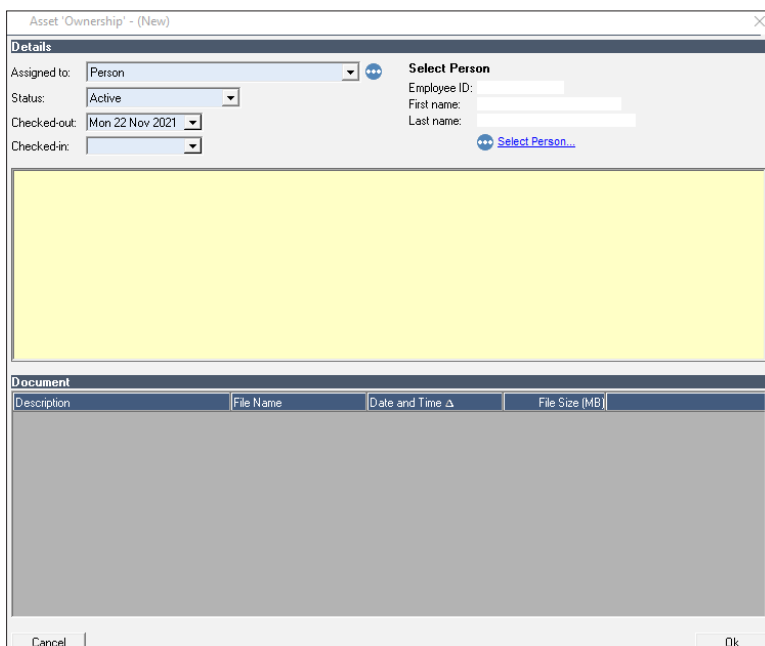
Added On	Assigned To	Checked-Out	Checked-In	Status
Mon 22 Nov 2021	Coope, Michael (2)	Mon 22 Nov 2021		Active

At the bottom of the window, there are buttons for Add, Edit, Delete, Find..., Refresh, Preview..., Copy..., and Close. The status bar at the bottom left indicates 'Record 1 of 4'.

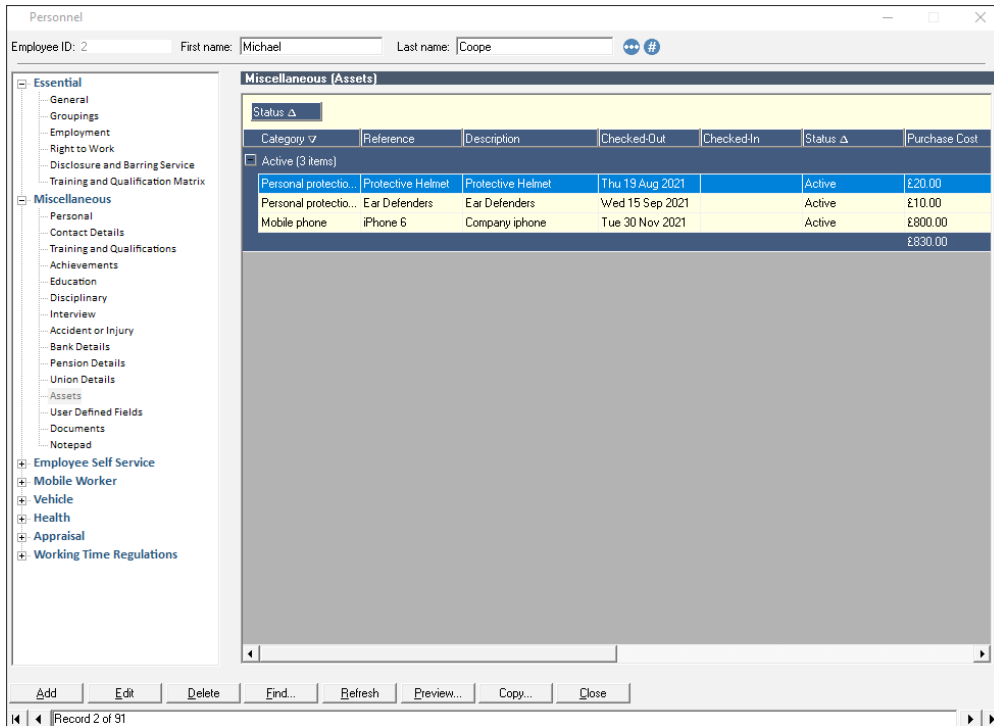
1. Select the ownership tab, then right click and press New.



2. In the new window that opens fill out the assigned to section (if an employee, select the person)



- Once the asset has been updated the employees personnel record will show the assigned asset.

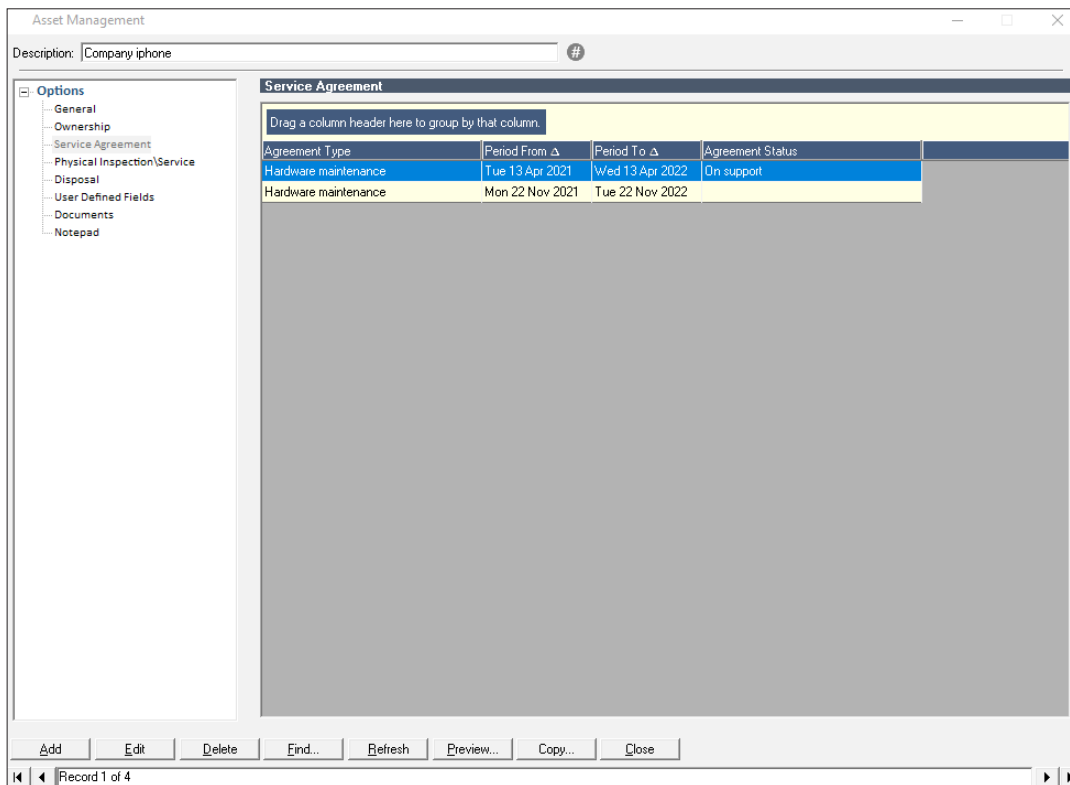


Module:

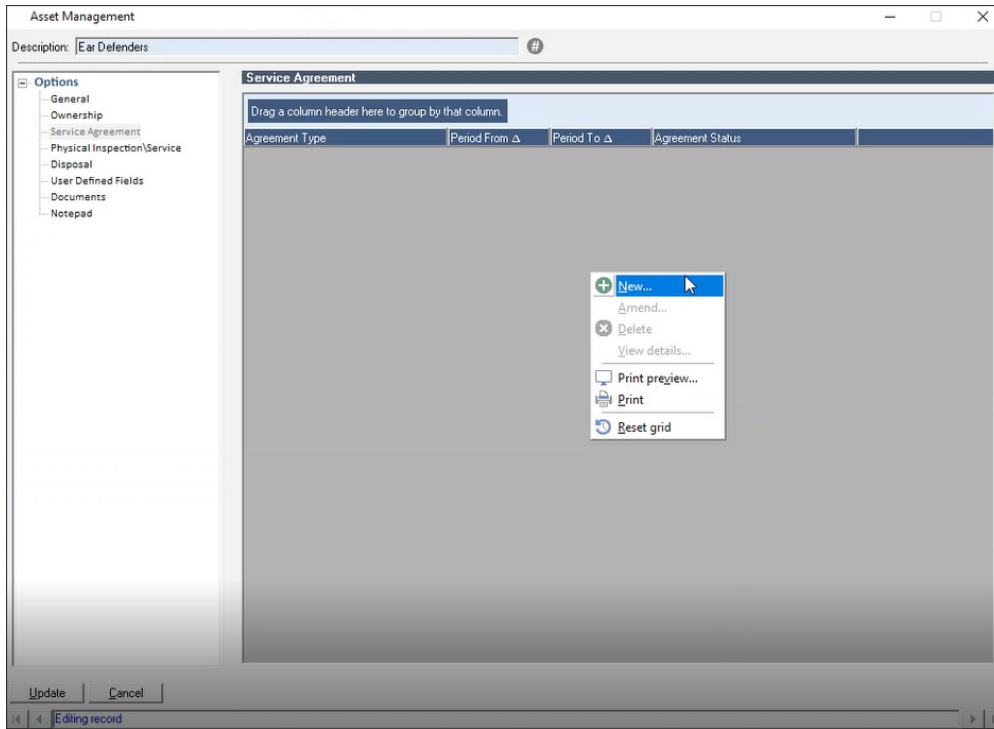
m/12/140

Service agreements

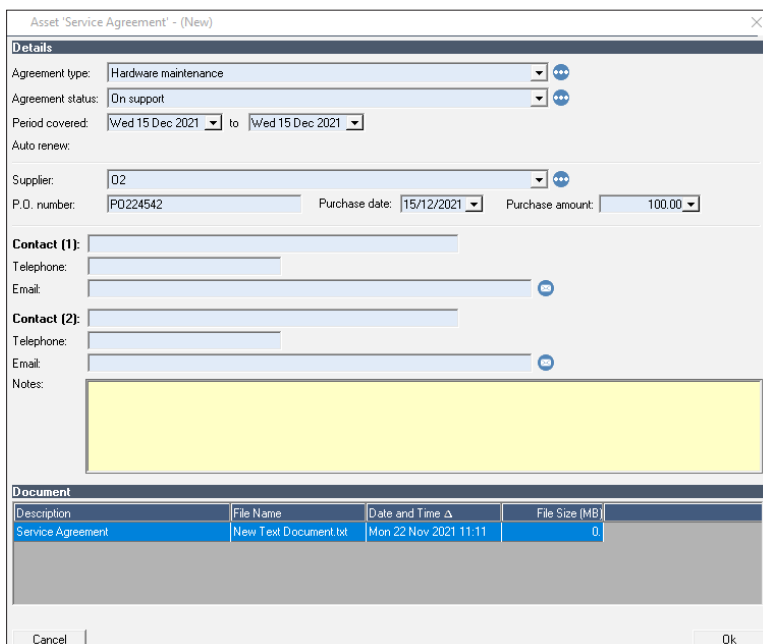
The Asset Management module has the ability to store any service agreements for particular assets so that you can keep effective track of these agreements.



1. Select the Service Agreements tab then right click and press new.



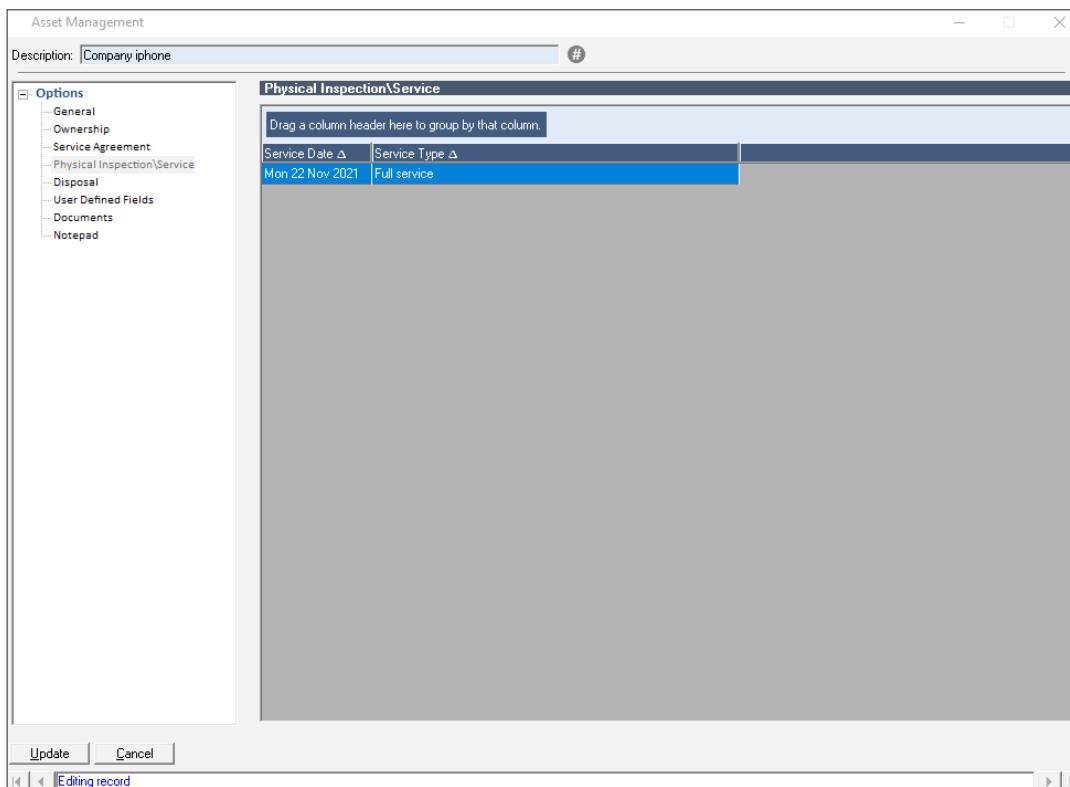
2. In the new window that opens fill out the fields within this section. You also have the option of adding documents to this record. To add these right click in the blank space at the bottom of the page and press new.



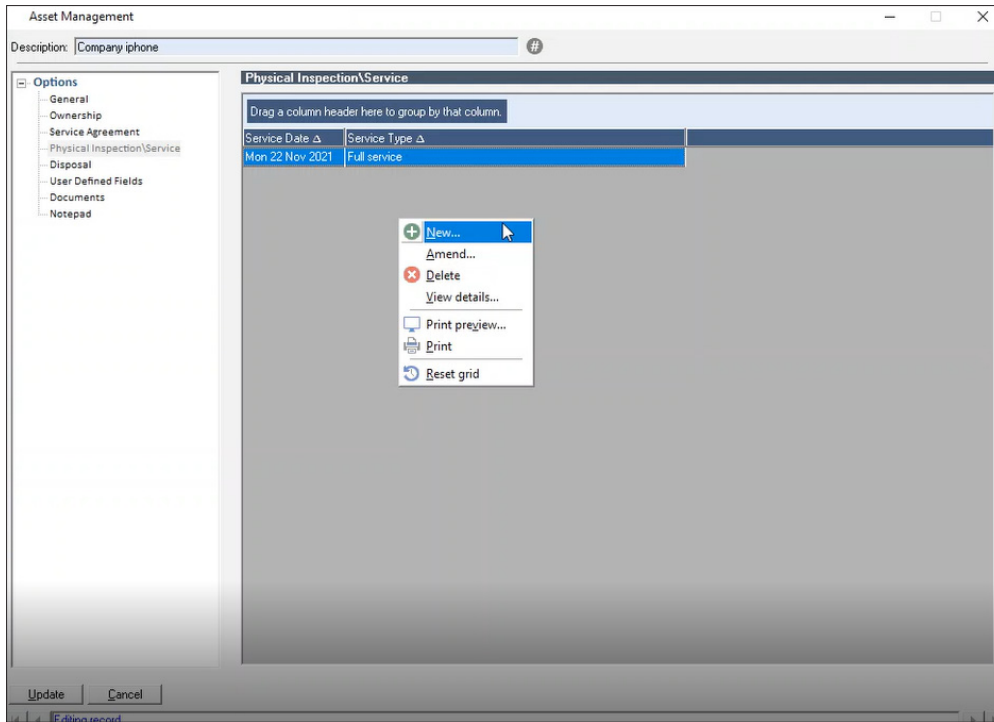
Module:

m/12/150 Inspection

Assets from time to time require inspections to see if the product is running up to standard. This might be a contractual agreement that a company may put in place for an employee to make sure the assets they are given are up to scratch.



1. Select the physical inspection / service tab then right click and press new.



2. In the new window that opens fill out the fields within this section. You also have the option of adding documents to this record. To add these right click in the blank space at the bottom of the page and press new.

