EnterpriseBiz™

IT Asset Tracking
with EnterpriseBiz™ Inventory

- Windows Based, Multi-User with User Security Rights
- Take Stock of all IT Assets with Serial Number / Tag Numbers.
- Create Hierarchical Custodian Locations (Building, Floor, Zone / Bay, Desk etc)
- Classify Asset types in a Hierarchical, multi-level Tree for Hardware & Software
- Record contact details of Suppliers
- Generate IT equipments related Purchase Orders
- Capture Warranty / Contract Information
- Track Goods Receipt / Inward Entry and take stock of pending deliveries of suppliers
- Allocate multiple equipments to desired custodians (with barcode support)
- Capture movements of items from one custodian to another (with barcode support)
- Generate Gate Pass for items going out on returnable / non-returnable basis
- Take physical stock of IT Assets and generate verification reports (with barcode support)
- Record IT Asset Discard Information
- Generate Warranty / Service expiry reports
- Extract a multi-dimensional, dynamic IT Asset Tracker Register to find out "what is lying where" OR "who is holding what"

IT Asset Tracking implemented with *EnterpriseBiz™* **Inventory** is most useful for IT departments of organizations that have high number of IT Assets to manage and carry out operations with.

The built in Barcode support and Serial Number-wise Asset Tracking easies the work load of IT executives and ensures that up-to-date Asset Information is available when required.

The foundation of *EnterpriseBiz™* suite is its work-flow and document linking concept that enables the IT function for Asset Purchase, Tracking and Disposal flow to be streamlined and standardized.
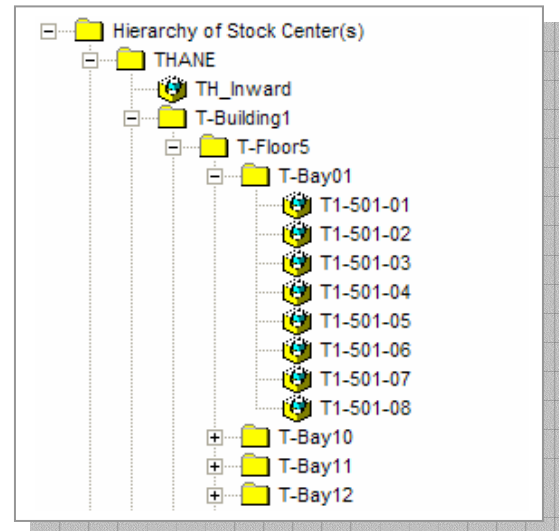
HIERARCHICAL CUSTODIAN LOCATIONS (STOCK CENTERS)

The system equips the administrator to create and manage the custodian locations (Stock Centers) in a hierarchical fashion.

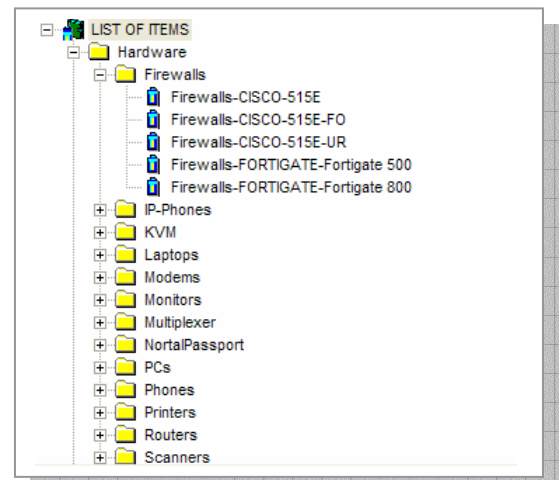This allows creation of a dimension upon which reports can be generated to track assets.

Typical Stock Center Hierarchy could be shown as below:

Geograhpical Location-> Building-> Floor-> Zone/Bay-> Desk.

HIERARCHICAL ASSET TREE (ITEM TREE)

Assets can be classified in a hierarchical fashion finally aimed at generating a dynamic, multidimensional asset tracker report that allows drilling down (expanding) and consolidating (summarizing) on Asset Types (Items) and Custodian Locations (Stock Centers).

PURCHASE ORDERS (PO)

Using *EnterpriseBiz*™ , your IT staff can generate purchase orders for the equipments you are about to buy. This can be given to the concerned authorities for approval and further processing. This helps the IT executives a tool to generate, professional looking, standardized Purchase Orders for IT Assets.

Standardizing the IT Assets PO through *EnterpriseBiz*™ ensures that every IT executive or a third party IT facilities manager does not need to retain or create different Microsoft Word / Excel files to generate the PO. The PO history could also be seen by the team as and when required recalling the details digitally rather than referring to manual files.

Pending Purchase Order Report can be generated to find out what and how much is pending to be delivered by which vendor.

GOODS INWARD / GOODS RECEIPT NOTE (GRN)

Inward of IT Assets can be tracked by using the GRN document. IT allows capturing of the Vendor information, Date of Receipt Asset Type, Quantity and increases the stock of the relevant Assets in the Material Stores Area.

This is the "Non-Allocated" status of the IT Equipments as and when they arrive from the Vendor either against Purchases or Repairs.

IT ASSET ALLOCATION

IT Asset allocation can be captured Desk By Desk or Location by Location. One can record the allocation with the specifications of Serial Numbers and Dates of allocation. The Barcode Support enables either a direct entry into the Allocation document or a Batch Allocation via reading a .CSV (comma separated values) files generated by the Hand Held Barcode Scanner.

MOVEMENTS OF IT ASSETS

EnterpriseBiz™ enables recording of movement of IT Assets from one location to another or one custodian to another. This helps tracking of what should be found where and ensures that Asset Tracker report can show the final custodian as accurately as possible.

PHYSICAL VERIFICATION OF IT ASSETS

Every Quarterly or Half Yearly (or at a desired interval or event), the IT Executives can take a physical stock of the IT Assets by using a Barcode Scanner. All they have to do is to scan the Custodian Location Barcode followed by the IT Assets available at that location.

EnterpriseBiz™ facilitates importing of this data and generates a Physical Verification and Difference Report, if any.

GATE PASS (GP)

Assets have to be taken out of the office premises for various reasons covering: Transfer between sites, sending to Vendors for repairs or returning the same to Vendor for a replacement.

The *EnterpriseBiz*™ software helps the IT executives to streamline the process of removal of IT Assets from its custodian and sending it out. This

also ensures that the stock of Asset is adjusted accordingly.

BARCODE SUPPORT

For Asset Movements and Physical Verifications, the software provides comprehensive barcode support. One can either use the scanner to enter the record line by line in the standard user interface of the documents or Physical Verification or use the off-line Batch Import functionality to import from a .CSV file generated by a Hand Held Barcode Scanner / Data Collection Device.

STANDARD ASSET TRACKING REPORTS

Besides printing professional quality document prints like Purchase Orders / Gate Pass etc, the software prepares crisp and clear Asset Movement and Asset Position Reports. You can consider these as the Stock Ledger and Stock Position of the Asset. Using these reports, one can track movements / allocation / increase or decrease of stock of IT Assets within a given period, for a custodian or a specific IT Asset Type.

MULTI-DIMENSIONAL, DYNAMIC, ASSET TRACKER

The most important feature of the software is an Excel based Pivot Table report directly connected to and generated through the software that helps track the Assets with following Dimensions:

- Custodian Location Hierarchy (e.g. Location, Building, Floor, Zone / Bay, Desk)

- IT Asset Types Hierarchy (e.g. Hardware, Laptops, Dell-Latitude-D610).

For MORE INFORMATION, CONTACT:

Clariance

Pune
CLARIANCE IT SOLUTIONS PVT LTD
Sushrut House, Survey # 288,
Next to MIDC Hinjewadi Phase II
At: Mann, Tal: Mulshi,
Pune - 411057
Maharashtra, India.
Tel: 91-20-56520700
Fax: 91-20-56520800

Mumbai
CLARIANCE IT SOLUTIONS PVT LTD
3rd Floor, Above Bank of India,
Jn. of M.G.Road and Hamuman Road,
Vile Parle (E), Mumbai - 400057
Tel: 91-22-56935111