

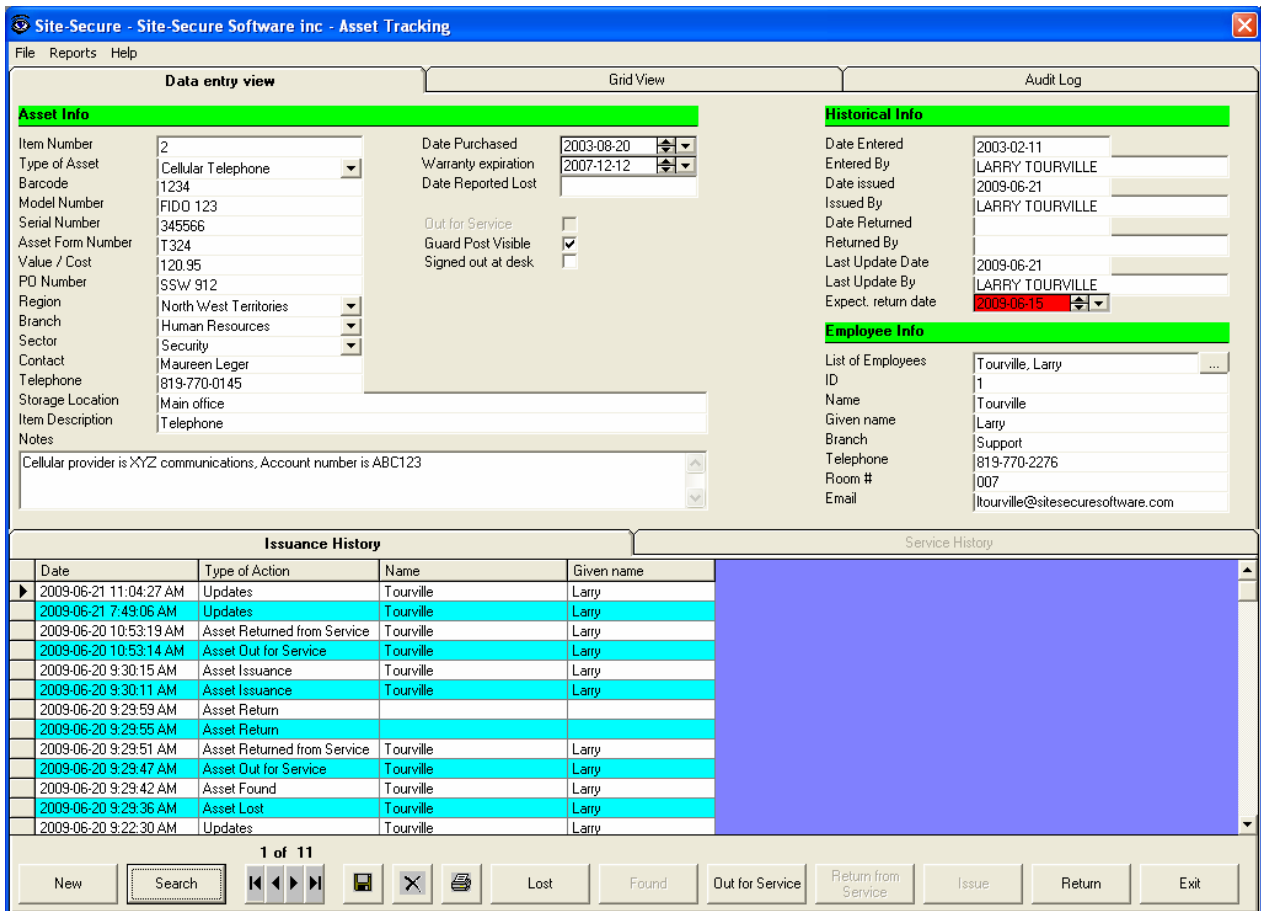


SITE SECURE

Security Management *Made Easy*

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 - 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.



Asset Info

Item Number: 2
 Type of Asset: Cellular Telephone
 Barcode: 1234
 Model Number: FIDD 123
 Serial Number: 345566
 Asset Form Number: T324
 Value / Cost: 120.95
 PO Number: SSW 912
 Region: North West Territories
 Branch: Human Resources
 Sector: Security
 Contact: Maureen Leger
 Telephone: 819-770-0145
 Storage Location: Main office
 Item Description: Telephone
 Notes: Cellular provider is XYZ communications, Account number is ABC123

Historical Info

Date Entered: 2003-02-11
 Entered By: LARRY TOURVILLE
 Date issued: 2009-06-21
 Issued By: LARRY TOURVILLE
 Date Returned:
 Returned By:
 Last Update Date: 2009-06-21
 Last Update By: LARRY TOURVILLE
 Expect. return date: 2009-06-15

Employee Info

List of Employees: Tourville, Larry
 ID: 1
 Name: Tourville
 Given name: Larry
 Branch: Support
 Telephone: 819-770-2276
 Room #: 007
 Email: ltourville@sitesecuresoftware.com

Date	Type of Action	Name	Given name
2009-06-21 11:04:27 AM	Updates	Tourville	Larry
2009-06-21 7:49:06 AM	Updates	Tourville	Larry
2009-06-20 10:53:19 AM	Asset Returned from Service	Tourville	Larry
2009-06-20 10:53:14 AM	Asset Out for Service	Tourville	Larry
2009-06-20 9:30:15 AM	Asset Issuance	Tourville	Larry
2009-06-20 9:30:11 AM	Asset Issuance	Tourville	Larry
2009-06-20 9:29:59 AM	Asset Return		
2009-06-20 9:29:55 AM	Asset Return		
2009-06-20 9:29:51 AM	Asset Returned from Service	Tourville	Larry
2009-06-20 9:29:47 AM	Asset Out for Service	Tourville	Larry
2009-06-20 9:29:42 AM	Asset Found	Tourville	Larry
2009-06-20 9:29:36 AM	Asset Lost	Tourville	Larry
2009-06-20 9:22:30 AM	Updates	Tourville	Larry

Features:

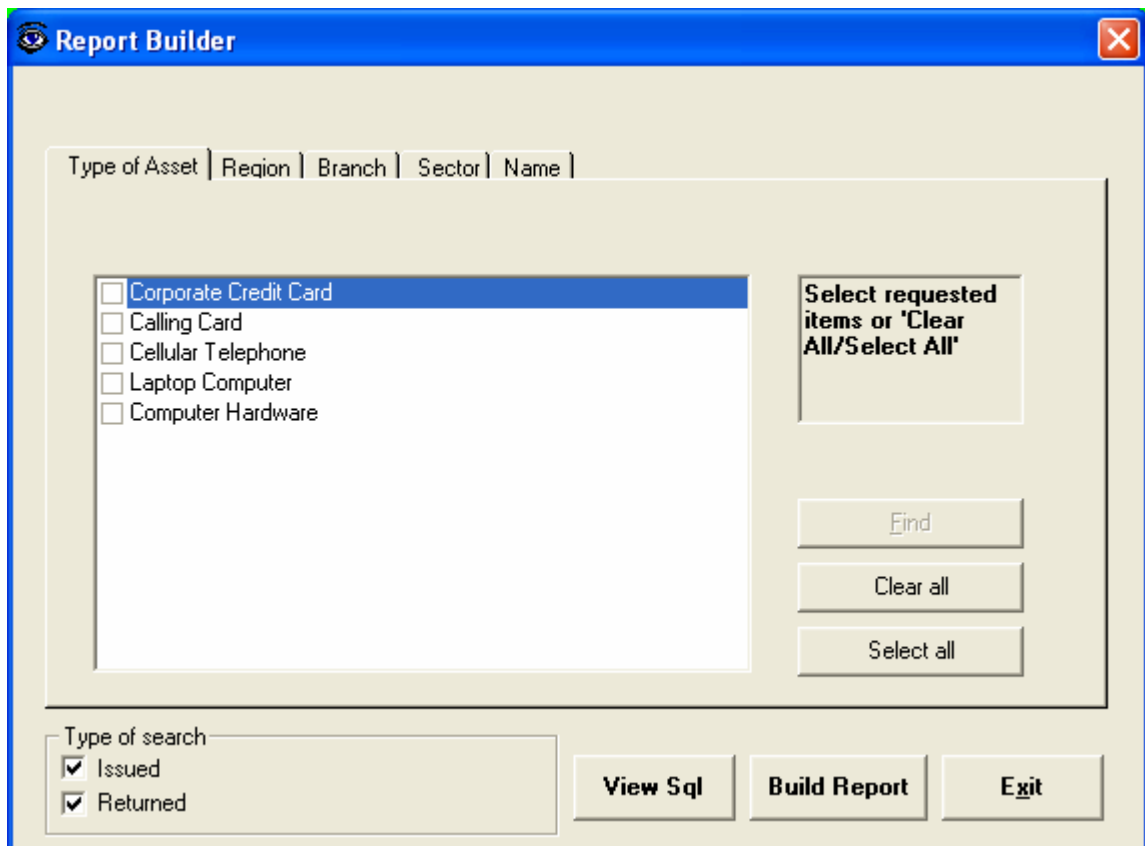
- Details what assets are assigned to which employee
- Records each asset's make, model & serial number
- Can keep a record of asset values
- Keep records of where assets can normally be found within the company facilities
- Can read almost all Bar Codes
- Data can be imported from an external source.
- Audit log of issuances, returns
- Visual display and tracking of overdue items
- Tracking of lost assets, assets out for service

Grid View of assets

Item Number	Barcode	Item Description	Name	Given name	Date issued	Expect. return date	Date Returned
28	031 WZE	Mazda Mx5 2008 red convertible	Tourville	Larry		2009-06-03	
27	65435	Power Bar					2009-06-19
26	3244231	Stapler					2009-06-19
23	3456784	Sony playstation					2009-06-19
9	7776567	Canitel cellphone	Paterson	Martin	2005-09-02		
8		Visa Card	Tourville	Larry	2006-04-05		
7	345213	Symbol barcode scanner	Paterson	Martin	2007-09-08		
5	569443	E-1110 Laptop Computer	Thomas	Norm	2005-02-09		
4	45643221	Flat screen monitor	Thomas	Norm	2009-06-20		
3	A083679	Personal Computer	Thomas	Norm	2005-09-02		
2	1234	Telephone	Tourville	Larry	2009-06-21	2009-06-15	

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
- Report assets by branch, region
- Assets that will soon be overdue (Pro-active)
- Overdue assets
- Issuances, Returns, Lost, Found, Out for Service, Return from Service.
- Audit Log

Printer options ✖

Total Records

Matching Records

Type of Report

- Entries
- Expect. return date