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easyAsset – Product profile, implementation & support document

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Overview

easyAsset is Asset Tracking Software designed to **manage** and **control** mobile and **fixed assets**. easyAsset centrally manages; what assets you have, where they are and who uses them. easyAsset is a comprehensive asset tracking solution with **extensive bar coding technologies and functions**.

easyAsset is the #1 selling, industry-leading asset tracking solution for small, medium and large sized businesses. easyAsset has perfected an all-in-one solution to solve the asset management needs of government and educational agencies, healthcare organizations, and companies of all sizes across the globe. Our asset tracking solutions are capable of meeting the demands of your business while still remaining simple enough to master right out of the box!



Features include

- Transfer assets in or out to customers and employees.
- Web based asset management system.
- Assign due-date and due-time when checking out assets
- Track assets by site, location, department, item & serial number.
- Move items by location, department, purchase order or custom filter.
- Attach any type of file to an asset - pictures, warranties, user manuals, and more.
- Easily import and export data using the Import/Export Wizard.
- Create asset tags, barcode labels and employee badges.
- Streamline data entry by pinning fields on your PC or mobile device
- Capture purchase order, invoice & warranty details, and asset cost
- Track book value of assets by company or department
- Schedule maintenance for assets - execute from a PC or a mobile computer
- Audit assets on the PC or a mobile computer
- Able to track any types of asset with user defined attribute.
- NEW! Department-level security allows you to implement group settings
- 20 Custom tracking fields
- Powerful management reports
- Depreciation methods/options
- Kit/link multiple assets to one parent asset
- Manage company software licenses
- Maintain contracts associated with assets
- Receive notification of scheduled maintenance & checked-out assets past-due



Reporting

easyAsset powerful report writer provides an array of standard reporting structures and a comprehensive range of user-defined templates. With a single screen common to all standard and customized reports, the reports function is both familiar and simple to use.

Reports can be ordered by category, type or physical location. Alternatively, results can also be gathered based on a single field. Reports can be configured to begin on a new page when sequencing values change.

Quickly transform a report summary into a detailed, professional analysis. Reports can be viewed on screen, sent to a printer, emailed or exported to business tools such as Microsoft Excel®.

Data Import Wizard

With Data Import Wizard, raw data (in a range of formats) can be directly imported into the non-capitalized asset register. This tool offers a simple way to import new inventory items and update existing ones. The Data Import Wizard saves users a significant amount of time by eliminating the need to manually enter or update each asset.



Case study

A company that owns 2800 assets with different categories and different attributes, they use the traditional way of doing auditing. They will set the scope of auditing with excel sheet and assign a team. If the company decides to do it through manual procedure they have to spend at least 5 minutes per asset to identify the asset. So the effect time taken for completing this audit will be $2800 * 5$ which will be 14000 minutes, converted into hours it becomes 235 hours and hence will take 30 days for 5 people working 8 hours a day.

Result: Delayed auditing and Transcription errors which is a major source of auditing errors.

easyAsset will shrink these 30 days to just about 3 days with possibility of generating many different reports. Transcription errors are eliminated as the results of the audit are uploaded rather than keyed in.

easyAsset comes with: Inbuilt barcode reader and barcode labeling system.

SYSTEM INTEGRATION: Powerful import export features helps easy for integrating with any existing ERP Enterprise applications like SAP, Oracle Apps.

easyAsset can take any entity as asset with user defined configurations or attributes.

Portable barcode scanner will help in the auditing practice.

Handheld scanner

OptimusTMS is a compact batch portable data terminal designed for retail and light warehouse data collection applications, including inventory and stocking.

Put Metrologic's OptimusS right in your pocket and take it wherever data collection needs take you. This stylish batch portable data terminal (PDT) combines powerful features with easy-to-use software to get up and running in no time. The OptimusS enables users to quickly scan and store their product information. After data collection is done, simply drop the unit into its cradle and send the data back to the host to keep information up-to-date and accurate.

Features

- LCD display with backlight and adjustable font
- Small form factor
- Cradle communicates RS232 and USB
- Fully charged battery lasts approximately 100 hours
- Several Programming Options (Optimizer, BASIC, C)

Benefits

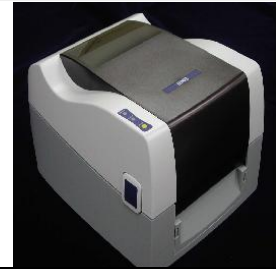
- Easy to view screen to accommodate different users and environments.
- Same feature set as bulkier units in a lighter, easier to handle package
- One cradle does both, so a simple cable swap gives users quick-change ability
- Minimizes customer down time; speeds up the inventory process
- Accommodates different levels of programming skills from beginner to advanced



The OptimusS comes with 2MB RAM to accommodate users with larger inventory. Never worry about switching batteries again, either. The rechargeable battery that comes with every OptimusS has a long battery life, allowing approximately 100 hours of scanning before needing to be recharged. The battery is also Lithium Ion, so users don't need to worry about it wearing out any time soon. All these features and the excellent laser bar code scanning you've come to expect from Metrologic products make the OptimusS optimal for all your data collection needs.



Barcode Printer RING 400PE SERIES



Model Name	408PEL	408 PE	412PE
Print Speed	101.6mm/sec, 4"/sec	152.4mm/sec, 6"/sec	76.2mm/sec, 3"/sec
Resolution	230 dpi	203 dpi	300 dpi
Interface	Serial, Parallel	Serial, Parallel, USB	Serial, Parallel, USB
Print Method	Thermal Transfer / Direct Thermal		
Media Width	25mm to 118mm		
Media Type	Roll Stock (continuous or die cut), Fan Fold, Tag Stock		
Supply Roll Capacity	127.0mm		
Print Length	12mm to 1727mm		
Print Width	104mm		
Media Thickness	.06mm to .30mm		
Media Sensing	Label gap, black mark, and punch hole sensing, by auto sensing or program command setting		
Ribbon	Industry standard : 25.4mm core diameter, 300m ribbon length – out side diameter of 64mm		
Cabinet	Durable plastic with Black transparent media window		
Bar Codes and 2 D codes	Code 39, Code 93, Code 128(Sub set A, B, C), UCC128, UCC/EAN-128, UPC A/E(add on 2&5), Interleaved 2 of 5, EAN128,EAN8/13(add on 2&5), Codebar, PostNET, DUN14, MaxiCode, HIBC, Plessey, RPS128, PDF417, Datamatrix, QR code		
Resident Fonts	9 Alphanumeric fonts including OCR A&B, 8 times expandable in X and Y direction, capable of rotation in 4 directions		
Graphic Handling	PCX, BMP files		
Printer Language	ALL command, Firmware down loadable		
Font Download	Windows Bitmap fonts and Asian fonts		
Memory	2MB Ram, 1MB Flash		
Interface transmission	Baud Rate 4800 ~ 38400, XON/XOFF, DSR/DTR		
Software	Window label making software, Windows drivers		
LED Display	2 LED, 1 Function key		
Power supply	External power supply 100/230VAC, 50/60Hz		
Operating Temperature	5 to 40 centigrade		
Humidity	30 to 85%, non-condensing. Free air		
Dimensions	171mm H x 226mm W x 285mm D		
Weight	2.8Kg		

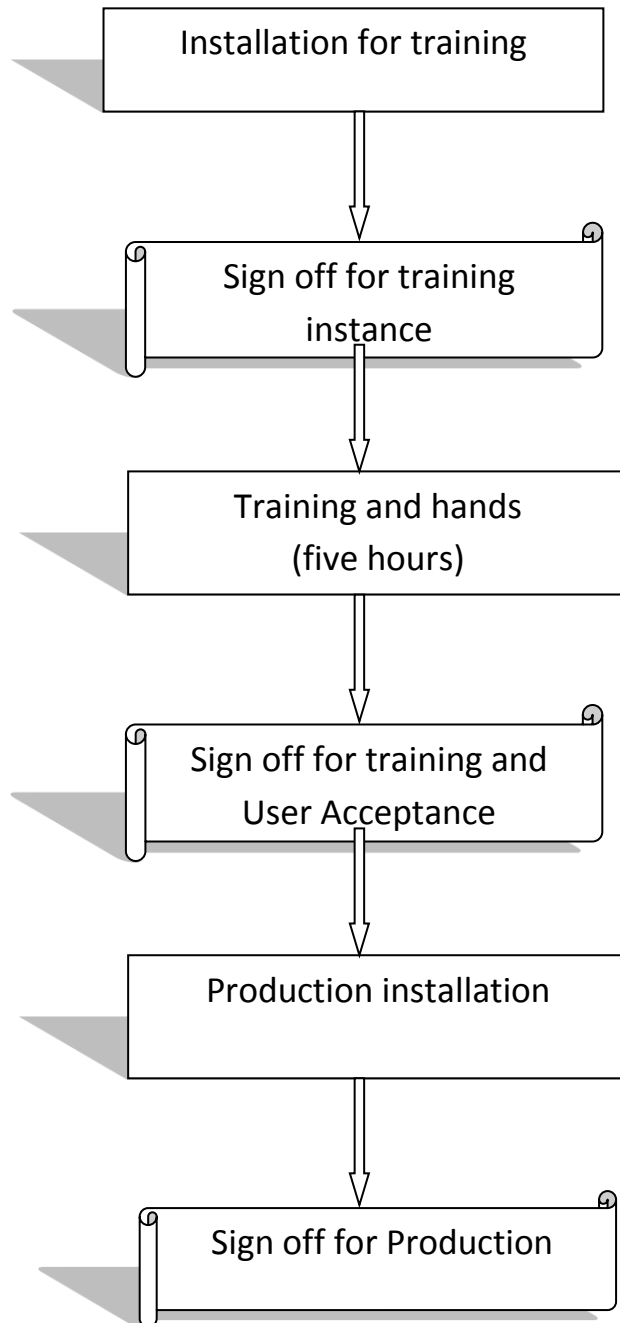


Payment terms

- All prices quoted by QEPT shall be deemed to be ex -Doha delivery works. If delivery is required outside the city limits of Doha QEPT shall be entitled to optionally carry out delivery and calculation of charges.
- Price alterations shall be admissible if more than four months lie between the conclusion of the contract and the delivery date agreed upon. If salaries and wages, material costs or market unit prices increase thereafter up to completion of the delivery, QEPT shall be entitled to increase the price in a reasonable manner in line with cost increases. The customer shall only be entitled to rescind the contract, if the price increase exceeds the increase in general costs of living between the order and the delivery dates in a considerable manner.
- Unless otherwise agreed upon, payments shall be due on delivery, latest on receipt of invoice. Subject to the revocation of the granting of the credit, invoices are payable within 7 days or within 15 days net ex date of invoice. QEPT shall be entitled at any time to make delivery contingent on payment on delivery without quoting a reason. QEPT shall be entitled to demand delivery against cash in advance or cash on delivery or provision on letter of credit for good cause.
- The Customer may only set off claims with undisputed counterclaims, counterclaims recognized by QEPT or recognized by a non -appealable decision. Also the Customer shall only be authorized to exercise a retention right provided its counterclaim is based on the same contractual relation.
- In the event of default of payment by the customer, QEPT shall be entitled to retain all deliveries or services. In the event the Customer is in default in payment, QEPT shall be entitled to charge additional interest on the outstanding amount.

After sales support

After successful sales below steps will be carried out for smooth implementation of the project.





1. **Installation of Test and Training instance**
 - a. Installing one instance for user to understand and provide training. This instance will help customer to get trained and provide training to easyAsset Users.
 - b. Sign off for installation of test and training instance will be required.

2. **Training.**
 - a. Training will be provided in installed instance should cover below topics.
 - i. Master data.
 - ii. Import feature.
 - iii. Working with assets.
 - iv. Working with transactions.
 - v. Bar code labeling.
 - vi. Reports and export feature.
 - vii. How to import data from barcode scanner.
 - viii. How to conduct successful Audit.
 - ix. Refer videos provided under help document.
 - x. How to apply patch, copying war file and send issues facing to support team.
 - xi. Train administrator for backup schedule process.
 - xii. Train administrator for how to seek support and upgrade for easyAsset.
 - b. Sign off for provided training for deputed trainees will be required.

3. **Installation of production instance.**
 - a. After completion of above two points and sign off from customer.
 - b. Sign off for installing production instance.

4. **Support agreement document with Service level agreement.**
 - a. Service level agreement will contain the following
 - i. Time frame for solving any bugs/Error if reported.
 - ii. Cost of customization. (if required)
 - iii. Cost for importing.(additional products if required)
 - iv. Cost for support to print label.
 - v. Cost for training.
 - vi. Cost of yearly support.
 - vii. Cost for easyAsset health check.