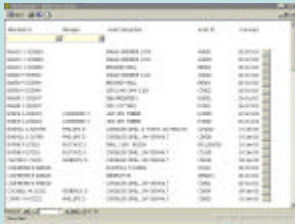




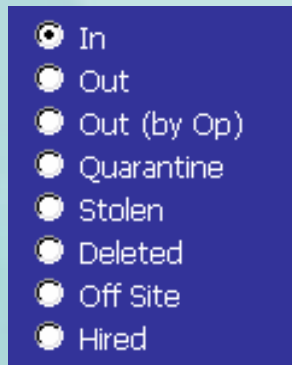
Quick Overview

Filter, Find & Sort



There are standard Access facilities to enable you to: - **Pick exactly what you want** Known as filter by selection **Exclude items from view** Known as exclude by selection **Fuzzy search** Known as Filter For If you key in a word surrounded by * eg *drill * it will find all drills,

Against on screen queries there are also **Drilldown** where an on screen button drills down to audit information



Any item on the database has a status as above and these are the first level of sorting

IN - What you have in stock or unallocated

OUT - What is allocated to / booked out by asset group

OUT (BY Op)- What is allocated / booked out by operative

QUARANTINE - Items waiting to be checked before return

STOLEN - Stolen items shown by asset group

DELETED - Deleted items shown by asset group

OFF SITE - Items away for repair / testing

HIRED - Hired in items shown by asset group

What can you set up



Asset Groups

The descriptions you use to describe the plant or assets you have, remember to think about sorting on screen when you set them up. You can assign the check routines to each asset group on this screen.

Safety Images assign

This enables you to link safety images to Asset Groups for enhancing the Issue Note produced. Get advice from Health & Safety officer on what should be with what

Competency Levels

Anything entered here prints out below the items on the issue note and should include references to levels of training required, references to any user manuals or "check oil level before and after use"

Allocated to

Set up anyone who is allocated an item here, it is useful that they are allocated to a manager

Managers

Set up anyone who is responsible for the allocated to individual, it can be a named person or a department and if you have an email address add it here as it will help when controlling the service required and on hire reports.

Suppliers

Set up anyone who you buy items from or send items for repair to. When entering an address at the end of the first line press Ctrl key and Enter to drop to the next address line.

Users

Set up anyone who can gain access to the system, you need a 4 digit pin number and set permissions

User defined fields

You can set up any additional field against the Asset eg Sim card no.

Can I see what needs to be serviced within the next month? Go to **Service Reminder** gives you all items by Manager. You can then print by manager, or all and you can email the reports.

Service Reminder		CARPENTER	
The following items are due for service on or before 04 Apr 03			
Allocated To	Asset ID	Service Due	
CLARKE D			
CORDLESS DRILL 18V DEWALT	CD02	01-Feb-03	
COLLETT W			
CORDLESS DRILL 18V DEWALT	CD07	01-Feb-03	
ETHERINGTON T			
CORDLESS DRILL 18V DEWALT	CD03	01-Feb-03	

Can I see what we have by asset group across the board? Go to **Where is it** gives you a summary by In, Repairs, Quarantine, Out by operative, out for repair

Can I see what an operative or manager has allocated? Go to **Who has it** gives you all items by Operative or Manager. You can use sort and filter to get the information you require

How do I set up a servicing regime



Every item has a fixed cycle in terms of months or days or an anniversary date. Once set up these will prompt the servicing sheets

When you have selected the item that has been serviced, there is a quick service which records the fact it was done, when and it passed. You can also set up more in depth servicing regimes as opposite