STARCMMS | ART

ASSET REGISTER & TAGGING

STARCMMS / ART ADVANTAGE
ADAPTABLE / ACCESSIBLE / AFFORDABLE

Introducing
StarCMMS | Art

The first step towards achieving the highest standards of Asset Maintenance Management begins with having an accurate Asset Register that contains all the critical information on your assets. This is complemented by Asset Tagging, so that each asset can be uniquely identified and tracked at all times. Unfortunately most companies in this region do not have an Asset List, let alone a record of vital information or tags on their assets. While most companies acknowledge how critical it is to have this information at their fingertips, the whole process of changing from the 'old and inefficient' but 'known' way of managing assets to a 'new and efficient' but 'unknown' way is often overwhelming and they don't know where to begin. If you are in the same boat, ART is just the module for you.

With ART you will find the transition from using paper to software painless as we designed the ART module specifically keeping this in mind. Think of ART as a bike with training wheels attached. Even though you are trying it for the first time, you can get going right away, confident that you are enabled by secure software that will get you to your destination with ease and in no time.

Unlike other Asset Tagging software in the market, StarCMMS's ART is very user friendly and yet packed with powerful functionality. Most importantly, it offers such extreme value that price and complexity can no longer be a deterrent to you not having the latest technology in your industry. ART will no only take away the stress of managing your assets, it will enable you to make informed decisions and save you money!

The Process

1. Define information to be collected on each Asset
2. Collection and recording of data on each Asset
3. Upload complete Asset Register into the software
4. Generate QR code labels for each Asset
5. Tag Assets with appropriate labels
6. Track Assets throughout their lifecylce
7. Generate Reports to Evaluate Optimum Asset Managaement

Features

StarCMMS | ART consists of two parts – the Asset Register and Asset Tagging. Below is a detailed description of each with features and benefits.

Asset Register

Assets are the most valuable item on a balance sheet but very often receive the least attention. With ART's Asset Register you can say hello to a hassle-free way of efficiently managing assets.

Features of Asset Register

• Asset Information

ART offers multiple fields to enable you to maintain detailed information on your assets, including multi-location and category fields, supplier and purchase details etc. With our customized fields, you can capture and record information that is specific to your company's need and with our search and filter options you can find what you are looking for with ease.

• Asset Custody

In asset management, assigning responsibility of an asset is as important as recording the details of the asset. Keeping track of asset custodian is typically one of the key elements of control in organizations. It increases accountability and helps to minimize the occurrence of fraud and/or deter theft. ART retains information about the custodian of each asset – employee name, employee number, department, date the asset was assigned, and the asset's custodian history. The module also allows you to upload any relevant attachments, for example, a picture evidencing the state of the asset the day it was assigned to the custodian.

• Asset Document Tracking

ART stores and tracks your asset's documentation so you can easily retrieve the information you need when you need it. The module records document name, document number, document type, document description, document issue date and expiry date and remarks. You can upload multiple documents of the same type simultaneously. Document types include warranty, insurance, certificates, and accounting documents relating to the asset such as invoices and receipt vouchers. ART also allows you to upload the document for record retention. relevant attach**ments,** for example, a picture evidencing the state of the asset the day it was assigned to the custodian.

• Asset Transfers

This feature of the ART module deals primarily with managing the movement of assets. We understand that in organizations there is constant change of ownership/custody and location of an asset. ART will record the asset transfer reference number, asset transfer date, asset details and reasons for transferring the asset and new location and/or custodian. You can also print the details of any asset transfer job at any given point.

• Asset Reconciliation

ART is the perfect tool for reconciling the assets in your records with the assets on hand in real-time. ART allows you to perform a complete physical audit of thousands of items across multiple locations to qualify assets quickly and easily. It provides a credible audit trail making asset management easier and more accurate. This feature allows you to flag items as located, transferred, disposed of or lost. ART helps to eliminate costly and time-consuming manual description checks and decrease the probability of human error normally inherent in the manual audit process. ART will record the reconciliation reference number, date of reconciliation, asset count, reconciled asset count and the discrepancy. When it's all done, you can print the details of the reconciliation job.

• Asset Disposal

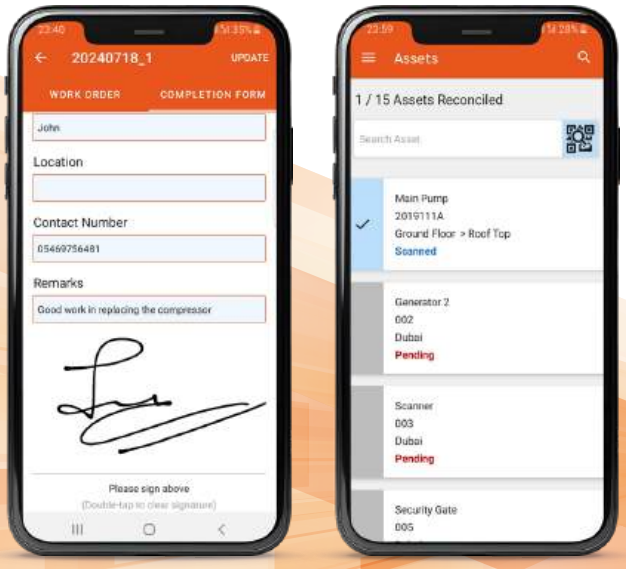
Asset disposal includes any activity associated with disposal of a decommissioned asset, such as its sale or demolition. Most organizations are interested in keeping track of assets disposed of because it has an impact on the company's financial statements. ART module enables companies to keep track of assets that have been disposed of with details on date and time of the disposal and reasons for the disposal. What's more, ART also allows you to capture disposal of multiple assets, that is, similar assets in a group. You can print the details on each asset disposal job.

• Mobile Application

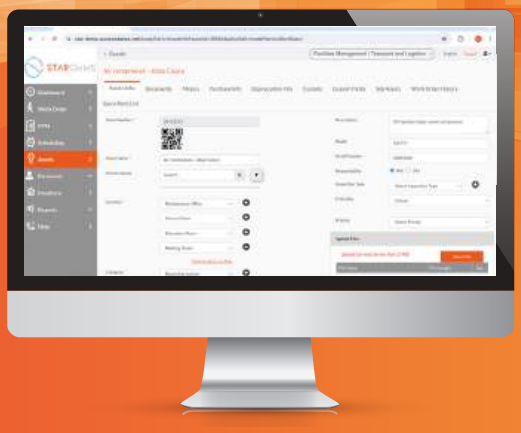
This app enables you to reconcile assets either through automatic scans or manually. It also enables you to keep track of transferred assets.
Art has a mobile application too that enables you to conveniently reconcile and transfer assets either through automatic scanning or manually. Best of all it works on android and ios phones, so you don't have to invest in additional costly code reader hardware.

• Reports

Having information on an asset will undoubtedly help with decision-making. You can use art to generate customized reports including: asset list, transferred assets, lost assets, damaged assets, disposed assets, asset documentation, asset purchase details, asset reconciliation, asset history etc.



Asset Tagging



Asset tagging is one of the most critical elements in the efficient and effective operation of any business and can be defined as a way to track fixed assets by assigning each asset a uniquely numbered tag. Generally, any asset which requires monitoring of some sort, be it maintenance, location, utilization planning, etc. should be tagged. Assets that require ownership verification and assets, which could be lost, stolen or damaged, should be tagged for security measures.

QR Codes & the tagging process

Once you have build up an accurate and complete Asset Register in ART, the software will automatically generate a unique QR code for each asset. This QR code can be printed on labels of your choice and used to tag your assets.

• Upgrading To StarCMMS

Once you have uploaded all your asset information into ART, the next step to achieving optimum Asset Management is to focus on maintenance activities as this has the most direct impact on the performance of assets and in turn on the quality of service delivery. With StarCMMS's CMMS, you can optimal use of resources, minimization of downtime and life cycle costs and improved service levels. Below is a brief description of StarCMMS's CMMS modules and features:

- Dashboard - Just like the dashboard on your car, StarCMMS's Key Performance Indicator dashboard provides a visual representation of critical, real time data to enable informed decision-making.
- Scheduling - Scheduling work orders is made easier using StarCMMS's drag and drop feature in our scheduling module! Weekly and monthly calendars are colour-coded for easy reference.
- Work Orders - The module allows minute detail on work orders including recording instructions, uploading pictures and files, estimating hours and parts required to complete the job, failure analysis, labour reporting.
- Inventory - StarCMMS Inventory module safeguards against downtime because of lack of
- inventory. StarCMMS generates automated alerts when any spares reach minimum levels and can even auto-generate purchase orders to replenish stocks.
- Reports Module - StarCMMS's reports module boasts ready-to-run reports that provide you with vital, real-time information about your maintenance operations.

• Asset Management Consultancy

SGE is a multi-faceted business whose core focus is to provide a holistic, 360-degree approach to Asset Management. Our Asset Management consultancy team focuses on guiding clients on the processes to optimally manage their physical assets and the associated performance, risks and expenditures over the asset's lifecycle. With STAR, our property inspection subsidiary, you will have access to the joint experience and expertise of our other business teams that focus on construction and maintenance of assets across their life cycle using the latest technology in the field.

You can depend on the services of our joint consultancy team to help you with everything - right from defining what should be included as an asset on your books, to guiding you on the best practices of collecting and registering information on these assets to finally helping you manage maintenance on these assets to ensure optimum returns.

Our top priority is to provide our clients with everything they need for proficient asset management. Our ART module enables our clients to reliably manage the transfer, audit and tagging of their assets. However, if you do not have an Asset List it and don't know where to begin, our consultancy team will come to your rescue!

Our team will begin by reviewing your documents and then conduct interviews and site visits to collect information to build an accurate Asset Register for your company. This includes helping you define, name, classify and code your assets. We also offer Asset Tagging consultancy services, where we can take on the entire asset tagging project for your company or act as consultants, guiding your team in the process. Further, we can assist in planning preventative maintenance schedules and regularly conduct re-inspections to report on the condition of your assets and the effectiveness of your maintenance plan.

With other companies, when you purchase software, you get just that. With SGE, you get so much more than an effective software solution. We join hands with you throughout the asset management cycle and ensure that you are using the software effectively to optimally manage your assets.

TO LEARN MORE

ABOUT THE MAGIC OF StarCMMS AND FOR A FREE DEMONSTRATION,

CALL US ON

+971 4 881 9434

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