



Fixed Asset Tracking



**A Guide for School
District IT Managers &
Administrators**



Schools are asked to function on such restrictive budgets ...

that most districts are forced to walk a fine line between balancing their assets on one side and spending taxpayer money on the other. Because of this, fixed asset tracking often falls by the wayside, lost among a sea of regulations, mountains of data, and lack of records on the mobility and maintenance of assets.

Ghost assets are another factor that contributes to the complications of overall asset tracking. Ghost assets are fixed assets that have been lost, stolen, or otherwise rendered unusable, yet are still accounted for on an organization's books. These assets cost companies a lower return on investment, increased insurance costs, and increased taxes.

**15 to
30%
OF ASSETS
ON
SCHOOL DISTRICT
BOOKS
ARE LIKELY
GHOST ASSETS**

Do You Know Where Your Assets Are?

While it's nearly impossible to track every fixed asset across school district facilities and operations, striving to improve your current processes is likely to impact budgets, minimize losses, and provide the kind of accountability and transparency that taxpayers expect from their money.

BY NOT KEEPING ACCURATE TRACK OF YOUR FIXED ASSETS, YOU ARE LIKELY:



Wasting valuable time trying to identify and account for all fixed assets.



Overly frustrated by record-keeping and trying to remain audit, tax, and insurance compliant.



Spending needless time every day searching for lost, missing, or stolen assets.



Paying taxes and insurance on assets you don't even have, are no longer needed, or no longer useable.

65%

**AS MUCH AS
65% OF ALL
FIXED ASSET DATA IS
INCOMPLETE,
INACCURATE,
OR MISSING.**





30%

of schools don't know what fixed assets they own, where they are and/or who is using them.

If that stat includes your organization, you're definitely in need of an asset tracking system, but even if you already have one or think you have a grasp on your assets, it's important to evaluate what a successful system should offer.



How Fixed Asset Tracking Should Work

1

Establish digital identities for your assets by attaching tags encoded with unique identification information to the assets you want to track.

2

Once tagged and logged, you'll be able to scan a tag at any time and access all of the identification information associated with that asset. You'll also be able to account for it during audits and inventories, as well as update its use history, location, condition, and other details as needed.

3

Use your Android or iOS smartphone or tablet to add and manage your fixed assets on the fly.

4

Use enterprise mobile devices for scan intensive activities like conducting annual audits. Simply select your location, scan the assets in that room, and move on to the next room. If an asset is new or has moved, the system will let you know.

5

Easily generate reports on depreciation, valuation, location/movement, user history, maintenance/repairs, and more...

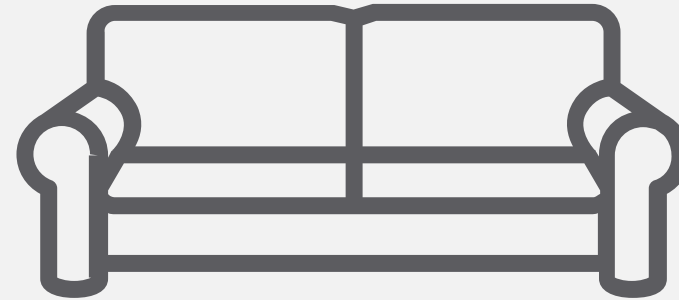


Whether you are a dedicated asset manager ...

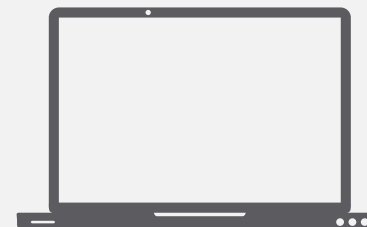
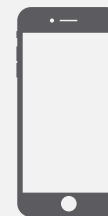
or a department head, custodian, or staffer tasked with the job, asset tracking will be critical to your workflow and compliance efforts and should alleviate some of the stress that comes with routine audits and inventories.

Any asset that is insured, requires routine maintenance or replacement, or meets a set cost threshold should be tracked, but here are some recommendations to start:

Furniture

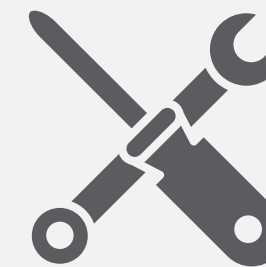


IT Hardware computers mobile devices, servers, printers, scanners, displays



Tools & Equipment

heavy equipment,
forklifts,
equipment
office machinery,
vehicles



Supplies

maintenance,
medical,
parts,
tools,
PPE





Take Control of Fixed Asset Tracking Using RedBeam

RedBeam Asset Tracking is a tested and proven solution that integrates best practices (barcoding, detailed record-keeping, reporting, and more) into one powerful system.

RED BEAM ASSET TRACKING DELIVERS:



Lightening-Fast Physical Inventories

With automated data capture, RedBeam Asset Tracking cuts the time it takes to identify and account for each asset from 30 seconds to just three seconds. This means employees can work 70 percent faster.



Fewer Lost, Missing, or Stolen Assets

Every day, your asset population is changing. RedBeam makes it easy to add new assets, track asset movements or changes, and immediately make this information available to everyone who needs it.



Ongoing Asset Management

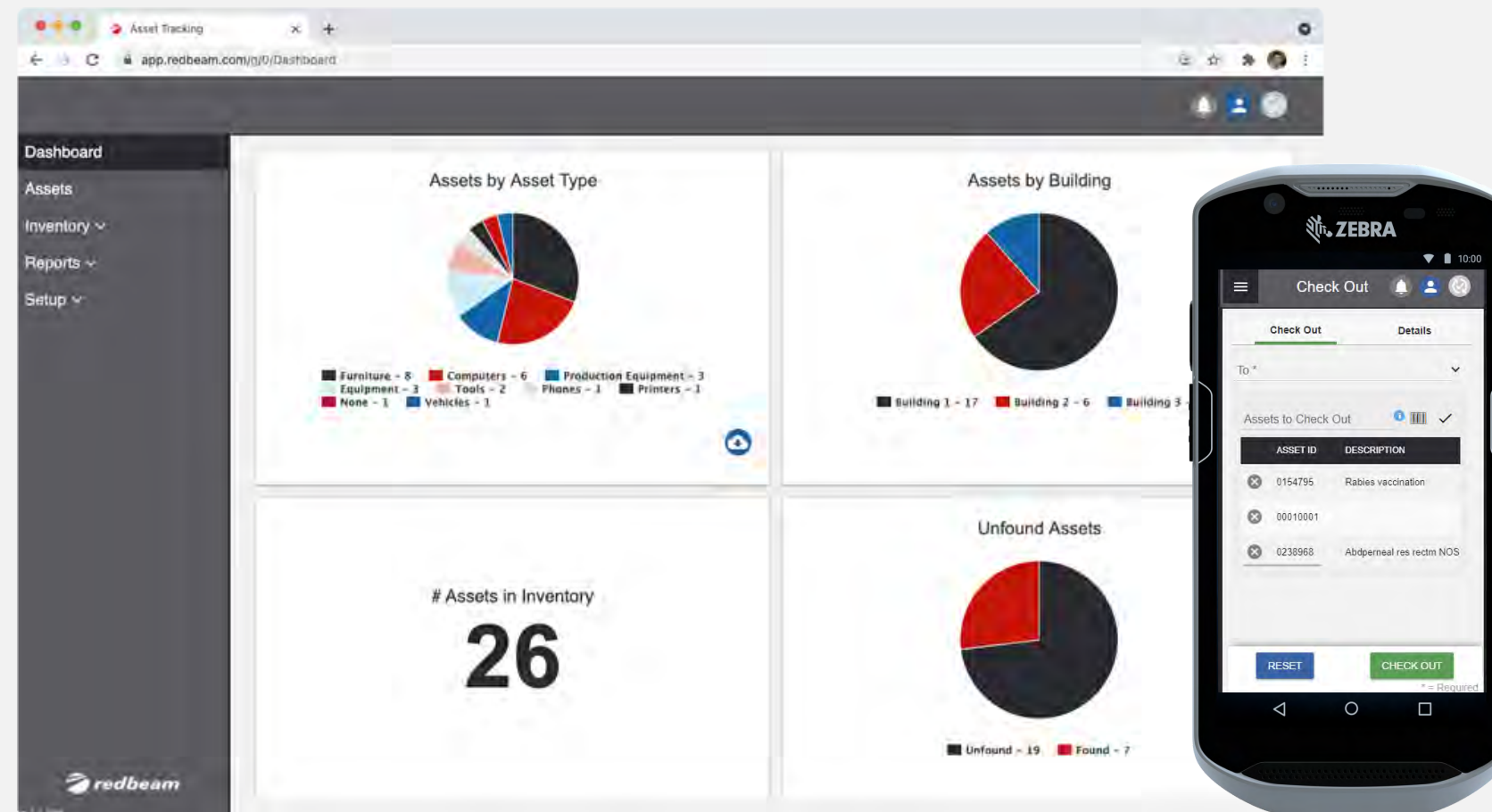
With automated data capture, RedBeam Asset Tracking cuts the time it takes to identify and account for each asset from 30 seconds to just three seconds. This means employees can work 70 percent faster.



Information When and How Your Need It

RedBeam enables the ultimate purpose of ensuring audit compliance and maintaining accurate asset records for compliance and tax and -nsurance purposes.

KEY SYSTEM FEATURES:



- Web-based solution
- Securely Hosted on Google Cloud
- Mobile-friendly
- Unlimited assets and locations
- Multiple ways to scan barcodes
- Import and export
- Custom fields
- Perform moves, adds, and changes
- Detailed history reporting
- Role-based access
- Includes unlimited support

For more information on how RedBeam Asset Tracking can help you maintain your fixed asset inventory, visit: www.redbeam.com

Zebra TC52

Asset Management in the Palm of Your Hand

Managing your fixed assets is easy with RedBeam Asset Tracking installed on Zebra's TC52 Android Touch Computer.

FEATURES

- Sleek, full-touch device
- Rugged, but lightweight
- Easy to deploy and future-proof
- Built-in barcode scanner
- Wi-Fi and LTE

