# **Asset Management**

mSupply allows you to manage assets you may have in your facility such as computers and vehicles.

In order to use this function users will need to have assets enabled in page 3 of permissions. See Managing users

The functionality allows you to record

- The location of the asset
- It's current condition
- A unique ID you've given it (e.g. the license plate if a vehicle, or the serial number of a computer)

# Showing the Asset list

### Choose Special > Show Assets

New Dele	te Duplicate Report				Type All Location All	v Setup	
New Dele	ne Dupicate Report				Status All	* Secup	
Serial	Description	Location	Type	Status	Condition	Note	
	Facsimile - Sharp FD-P610	CMS	1	In use/operat	Working		
3026980481315	Filing cabinet	CMS		In use/opera	Working		
	Filing cabinet (copy)	CMS		In use/opera	Working		
	Filing cabinet [copy] 2	CMS		In use/opera	Working		
7114127 Finger print machine with colour (black and grey)		CMS		In use/opera	Working		
OC1A	Oxygen Cylinder			Full			
0605083259	Phone, white extension (ext 152)	CMS		In use/opera	Working		
8397769	Photocopier - Sharp AR-M207	CMS		In use/opera	Working		
41/091301236	Thermal printer - Zebra TLP 2844	CMS		In use/opera	Working		
Registration - G 661 Truck - Kia Bongo		CMS		In use/opera	Working		
Registration - G 942	Truck - Toyota	CMS		In use/opera	Working		

### Setup

Before starting to track your items you may need to set up the kinds of data you are tracking. For instance. If you are tracking Oxygen cylinders you may want to keep records of whether they are full or empty. To do this we would set up a "Status" field.

To do this click on **Setup** 

New Delete						Type All Location All Status All	v Setup	
Serial	Description		Location	Type	Status	Condition	Note	
		Total shown: 0						

A new window will open:

🏚 Asset attri	ibute	_		×
Show 🔯	ndition) ~	1		
New New	Delete			
2	Description			_
	Cance		OK	

To setup tracking for our oxygen cylinders we would choose "Status" at the top field (1). Then click "New" (2). Type in Full and click OK. Repeat the process for "Empty"

Now you have two statuses set up that can be linked to an asset.

🏚 Asset attribute	—		×
Show Status			
New Delete			
Description			
Empty			~
Full			
In storage			
In use/operating			
Under repair			
			~
Cancel		OK	
			.d

Let's create an asset to track.

#### New

Clicking **New** Opens a window allowing you to enter new assets:

to New asset.						$\times$
Details Log						
Name Serial number Type Status Note	None Full None In use/operating Under repair In storage Full	Condition Location		•		
	Empty		Cancel		OK	.1

In this example I have created the Asset: Oxygen Cylinder. I have recorded its serial number and I have chosen the Status: Full.

# **Editing an Asset**

If you want to change one of the Conditions, Type, Status or Location of an asset you can do so by double clicking the asset from the Show Assets window.

Assets		
New Dele	te Duplicate Report	Type All Location All Status All Status All Status All
Serial	Description	Location Type Status Condition Note
41/091301236	Thermal printer - Zebra TLP 2844	≴ Edit Asset — 🗆 🗙 👝
8397769	Photocopier - Sharp AR-M207	
	Facsimile - Sharp FD-P610	Details Log
0605083259	Phone, white extension (ext 152)	Name Oxygen Cylinder
7114127	Finger print machine with colour (black and grey)	Serial number OCIA
3026980481315	Filing cabinet	Serial number OCIA
	Filing cabinet [copy]	Type None   Condition None
	Filing cabinet [copy] 2	and fail and a line of the
Registration - G 942	Truck - Toyota	Status Full   Location None
Registration - G 661	Truck - Kia Bongo	Note
OC1A	Oxygen Cylinder	
		Cancel OK
		Cance OK
	Total sho	own: 11
<		>

You can switch between the **Details** and **Log** tabs to either edit the fields or view the log for this asset.

Previous: FrontlineSMS Integration Next: ARV regimen data recording

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