

SecureIT®

**IT Asset Management | Non IT Asset
Management**

VELOX

**PRODUCT
OVERVIEW**

Version | Q2. 2025

VEL**X**®

Develops Opportunities For Enterprises...

INDIA | USA | DUBAI | NEPAL | ZIMBABWE | MEXICO | SRI LANKA

About

Velox is a pioneer of the Indian IT Infra Monitoring and Cyber Security domain. We develop Information Technology Security Solutions and have been in the industry throughout the last decade. Velox has a range of world-class products that meet international standards in terms of quality and delivery. We offer our solutions to many industries, such as the BFSI sector, Healthcare, Manufacturing, and Industrial Automation Systems sector, just to name a few. With Velox's subsidiary in the United States of America, presence in 7 countries and 3 continents and counting, and the inclusion of our adoption of international standards and regulations, with ISO 9001:2015, 20000 & 27000 and PA-DSS global certifications for our operations, Velox is set for global domination

Milestones

2019 - 2020: Asian-African Chambers of Commerce Award - Excellence in Innovation & Technology

2018 - 2019: CIO Tech - Top 20 Most Promising Cyber Security Solutions Provider

2018 - 2019: Business Connect Magazine - The Company of the Year

2017 - 2018: CTO Forum - Best Service Provider in India

2016 - 2017: Listed in CIO Magazine as India's Top 20 Most Promising Business Intelligence Solution Provider.

Registered Members and Business Award Recipients of such fine institutions:

SecureIT®

ITAM | Non ITAM

SecureIT - ITAM and Non-ITAM, the most efficient & effective solution, simplifies the use of assets in an organizational structure. Velox's ITAM platform is designed to automate workflows, approval matrix, notifications, ticket-based CMDB updating, RPA & ML capabilities to avoid human errors.

Velox's ITAM platform delivers proactive & predictive analysis, cost & risk optimization, CXO Dashboards, and financial discipline across the ITAM process. Our ITAM platform addresses all opportunities and delivers expected solutions to help organizations grow. Our ITAM platform integration is extremely automated with almost all the ITSM platforms available in the industry.

Two-way communication between Velox's ITAM and any other industry ITSM platform makes it a real-time reporting platform. RPA, AI, & ML capabilities bring high productivity & efficiency to ITAM processes & C-SAT.

Asset lifecycle management includes IT asset tracking, location, IP, MAC ID of the assets. Configuration Management Database also includes tracking of AMC, warranties, software asset management, reporting, and dashboards.

SecureIT[®]

ITAM | Non ITAM



Generally, in ITAM, two types of assets are monitored and managed:

IP Based:

- IP address-based devices can be discovered from the IP range. All discovered devices can also be additionally discovered for their licenses of installed applications, which includes standard and 3rd party applications. These licenses can be auto-discovered only if they are configured for monitoring from the ITAM portal.

Non-IP Based:

For non-IP based devices, there is a specific template that will be provided from the OEM (Velox), wherein they have to fill in the template to do a bulk upload of the same.

Automatically discover all assets (H/W & S/W), control & track where & how software products are being utilized, optimize the profit generated by assets throughout their lifecycle, easily track and manage purchasing information, get notified when contracts are expiring, allocate assets and costs.



SecureIT®

ITAM | Non ITAM

Features

- ◆ **Network Discovery:** Assets in a Network are identified Via 2 possible routes i. Agent-Based and ii. Agent Less. The Discovery of Hardware and Software Inventory on an organization's network can be identified for further classification.
- ◆ **User Management:** Our User Management features, enables an organization to track the allocation of each or every asset to a particular user in the organizational network system. Which further enhances the functions ability to track an asset **Asset**
- ◆ **Relationship:** Asset relationship infers the grouping of multiple components for Hardware and Software track. It is the relationship of interdependent peripherals of an Organizational asset.
- ◆ **Software Workflow:** Software Workflow identifies and analyses the software utilization on an asset within the system. This feature is of prime importance in any organizational setup since it enables a recognition of software efficacy and identification of optimum utilization of software resources at the user's disposal. Which further enables an organization to put financial decisions in effect, resulting in better allocation of funds.

SecureIT®

ITAM | Non ITAM

Features

- ♦ **Hardware Workflow:** The Hardware workflow and Life Cycle enables the administrator to understand the overall effectiveness of the endpoint. Via providing the information such as Maintenance, Depreciation, Disposal and peripheral's with effective warranties, insurance, and AMC expiries. Also engaging details such as configuration and core specifications.
- ♦ **Asset Contract Management:** Contract Management is used to basically track all the contracts/ documents throughout the assets contractual life cycle and workflow.
- ♦ **Unused Assets:** Our ITAM tool, also ensures the Identification of Unused Assets within a network framework. It is much useful for an organization to identify unused assets and reassign such assets to new users, rather than on the contrary purchasing new ones. These robust features of our ITAM tool, focus on the efficient allocation of Assets in a Network.
- ♦ **Asset Loan:** Identification of asset loan, how many units of a category are loaned by the organization Such crucial information is determined by our ITAM tool.
- ♦ **Asset Tracking:** Asset Tracking is one of the main attributes of Velox's IT Asset Management Tool.

Remote Desktop Management

- Remote support capabilities from any Windows, Mac Machine, iOS, Android, with Multi-Monitor Supported,
- Users can transfer files, chat, Audio. And Admin can Lock Keyboard and Mouse, Blank Screen
- Wake-on-LAN capabilities with One-click software upgrades and can be integrated with remote access software to control clients computer remotely to allow administrators to shut down, restart, hibernate, and lock computers.
- Integration feasibility, multiple user's creation with different credential and permission, confirmation code option to take/permit remote.

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email: sales@velox.co.in





IT Asset Management User Manual

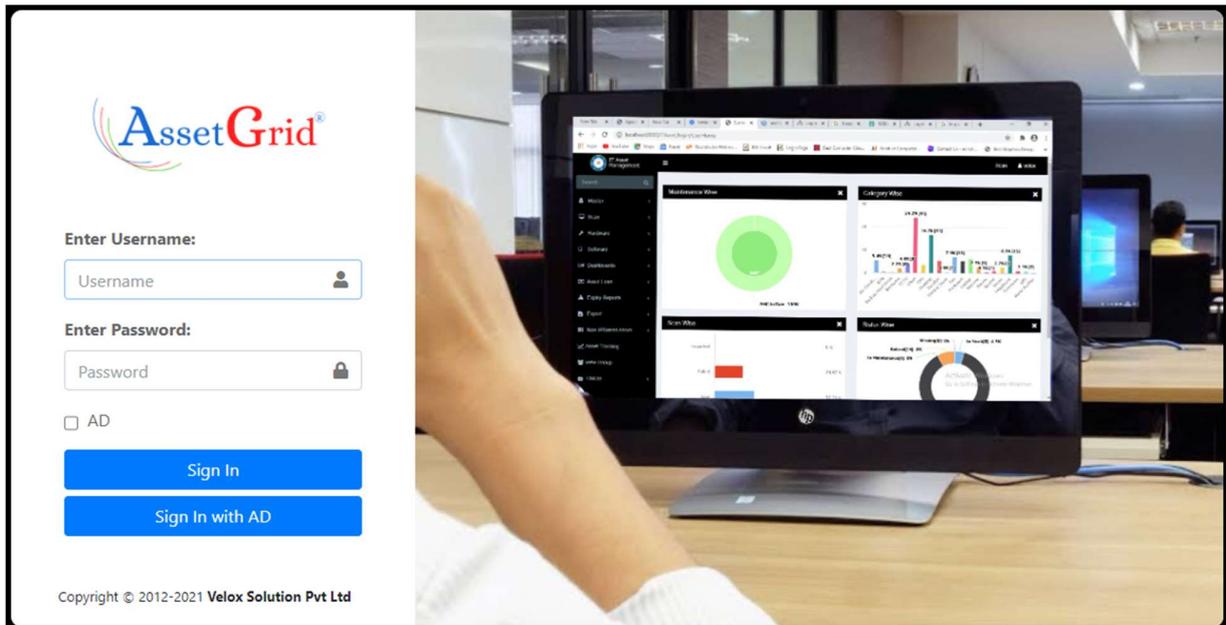
By Velox Solution Pvt. Ltd.



Develops Opportunities For Enterprises...

India | USA | Dubai | South Africa | Mexico | Sri Lanka

Website: www.velox.co.in



❖ Login

Login and Password is required to access AssetGrid, an Asset Management software and its features.

Steps to log in:

1. Enter the AssetGrid URL in the browser address bar.
2. Enter valid Username and Password (See Screenshot Above)
3. Click on 'Sign In'.

Forgot Password:

Any Branch Admin who forgets the password need to contact the **Zonal Admin** to get password reset.

Type of Users:

1. Branch Admin (Admin)
2. Zonal Admin (Super Admin)

Note: Upon First log in the user will be redirected to 'Change password'. For better security it is a mandatory step to change the default password.

For enhanced security, please change your default password.



Enter Current Password

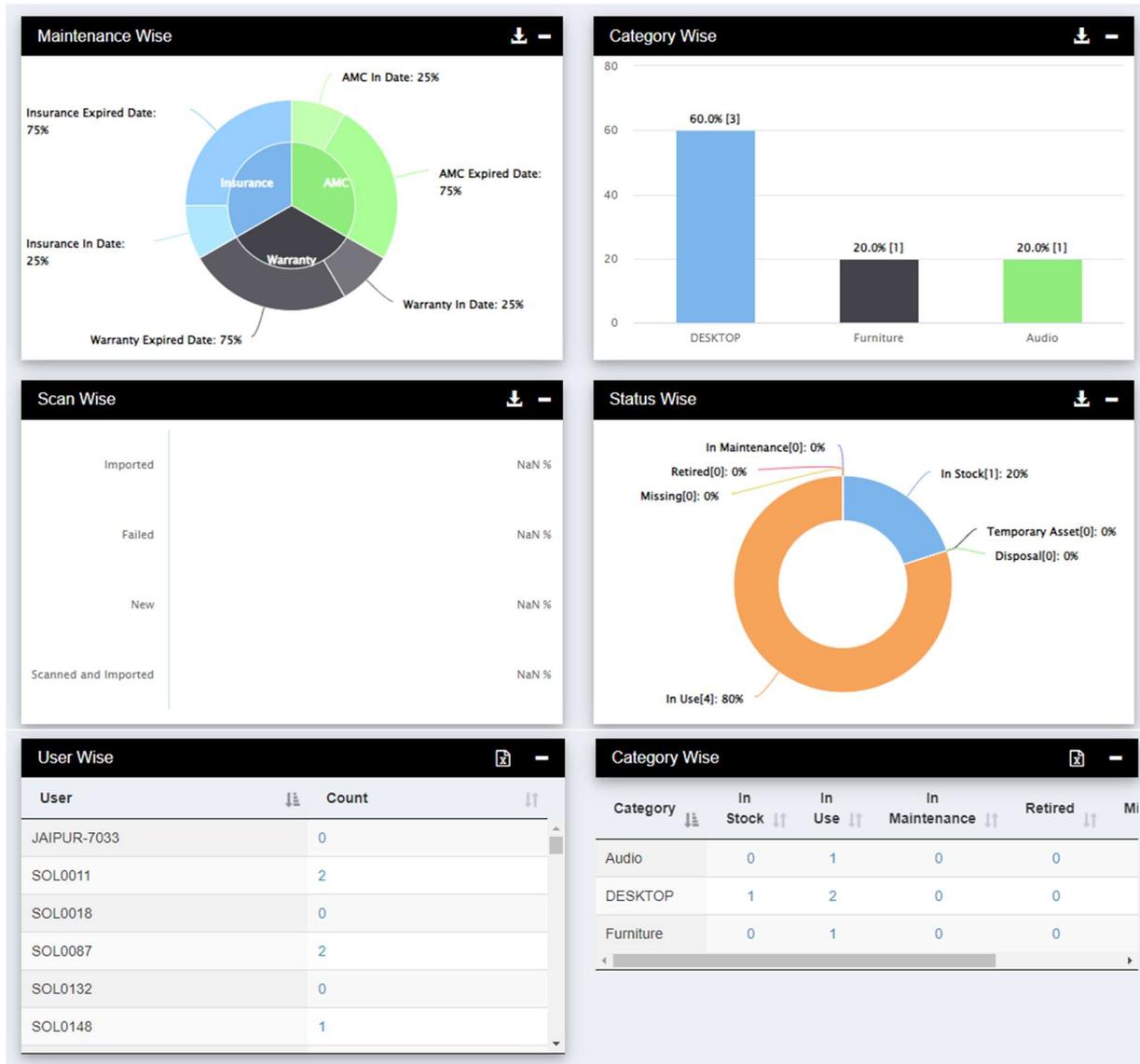
Enter New Password

Enter Confirm Password

Submit Reset

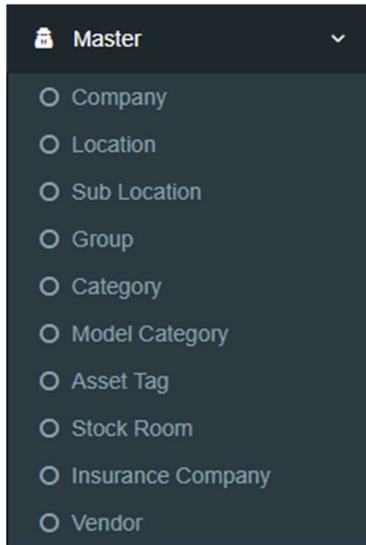
❖ Dashboard

After login user lands on Dashboard where all the data related to assets shown in Graphical charts and Tabular format. According to Branch/Zone the dashboard data will be different. Below are screenshots of Branch Admin dashboard.



❖ Master

'Master' is very First Module of AssetGrid, used for onboarding and entering organization's details.



Following are the Sub-modules of **Master**.

Company, Location, Sub Location, Group, Category, Model Category, Asset Tag, Stock Room, Insurance Company, Vendor.

Add new: to add new data in any of the Sub-modules click on  button and enter the details.

1. Company

This page provides list of previously added Companies and their details in tabular format.

Company Master						
New	Export	Colvis	Show <input type="text" value="10"/> entries	Search: <input type="text"/>		
Action	Company Name	Phone	Address	Manufacturer	Vendor	Comments
<input checked="" type="checkbox"/> <input type="checkbox"/>	UCO BANK	3333333333	Vashi	UCO BANK	Uco Vendor	UCO BANK
<input checked="" type="checkbox"/> <input type="checkbox"/>	AJAY	2211334455	ajay@gmail.com	Ajay	DellV	Done
<input checked="" type="checkbox"/> <input type="checkbox"/>	Ather Energy	5373573535	Sec-24 Turbhe	Ather_Manf	DellV	comD
<input checked="" type="checkbox"/> <input type="checkbox"/>	D company	7867867860	Dubai	Ibrahim Kaskar	DellV	nnnn
<input checked="" type="checkbox"/> <input type="checkbox"/>	Mahindra	4773535421	Sanapda sec 28	manf_mahindra	SonyV	dghdgjdj
<input checked="" type="checkbox"/> <input type="checkbox"/>	Poco	3545453543	seawoods	mi	NPCL	test
<input checked="" type="checkbox"/> <input type="checkbox"/>	TATA Moters	2479560990	sec-9 vashi	TATA_manf	SonyV	com
<input checked="" type="checkbox"/> <input type="checkbox"/>	TVS	6334634673	Chennai, Tamulnadu	Manf_tvs	SonyV	tvs_comment
<input checked="" type="checkbox"/> <input type="checkbox"/>	Velox	4636347532	Vashi Infotech Park, Sec-30A Vashi	velox_manf	HPV	comment

Search box is used to search particular entries/listings in the table.

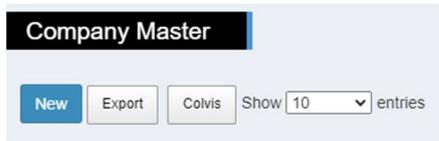
Search:

Branch Admin can add companies and their details using [New](#) button.

Upon entering the company information and clicking on 'Submit' the Company and its details gets inserted into the data table.

Add Company		⏪	
Name	<input type="text" value="Enter Company Name"/>	Contact	<input type="text" value="Enter Contact"/>
Address	<input type="text" value="Enter Address"/>	Manufacturer	<input type="text" value="Enter Manufacturer"/>
Vendor	<input type="text" value="Enter Vendor Name"/>	Comment	<input type="text" value="Enter Comments Here.."/>
Submit			

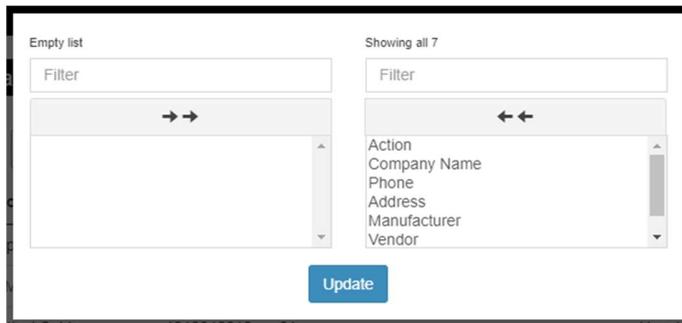
Additionally there are **Export** and **Colvis** feature. These are present on all pages throughout AssetGrid.(Where ever the functionality is required)



The **Export** feature allows user to to download data in various formats. Those include Excel, CSV, Print and PDF.

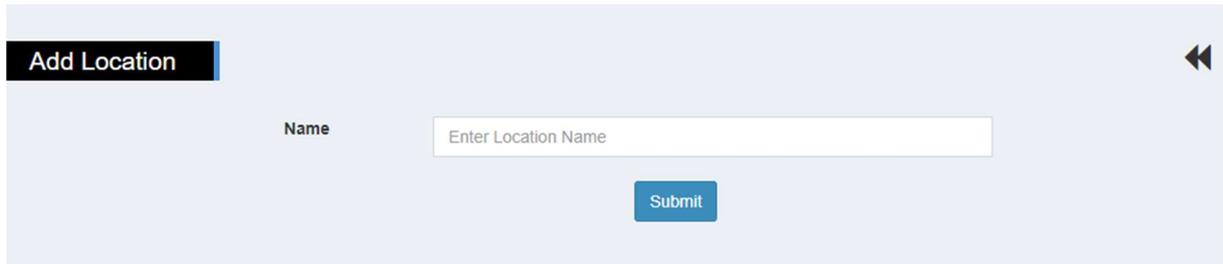


Colvis feature allows user to change types of columns that are shown in the data table. Any column that needs to be hidden can be moved to left side list and clicking on update will implement the changes.



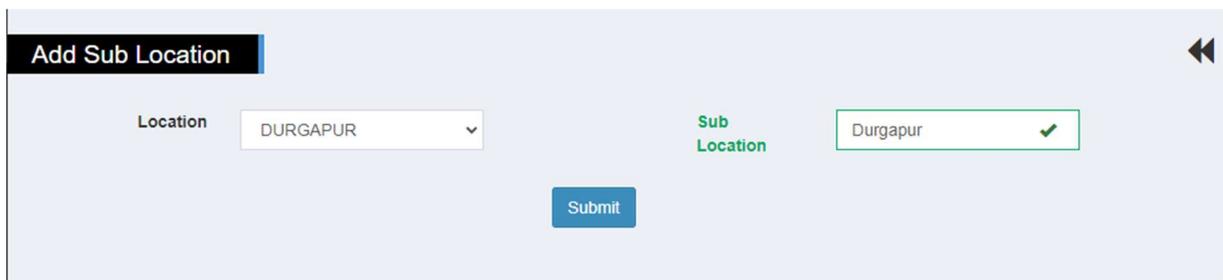
2. Add Location

Location allows Branch Admin to add **Location** for the assets. Upon submitting, the location will be added to the AssetGrid.



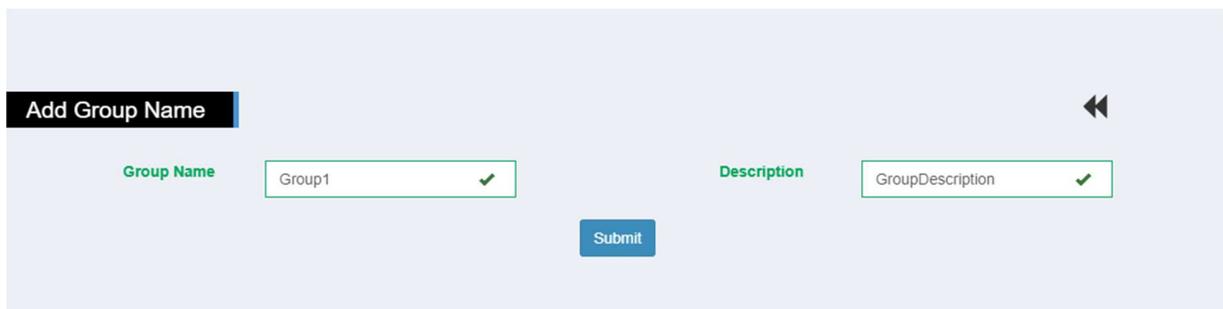
3. Add Sub Location

This page allows Branch Admin to add new **Sub Location** for the assets. Upon submitting, the Sub Location will be added to the AssetGrid.



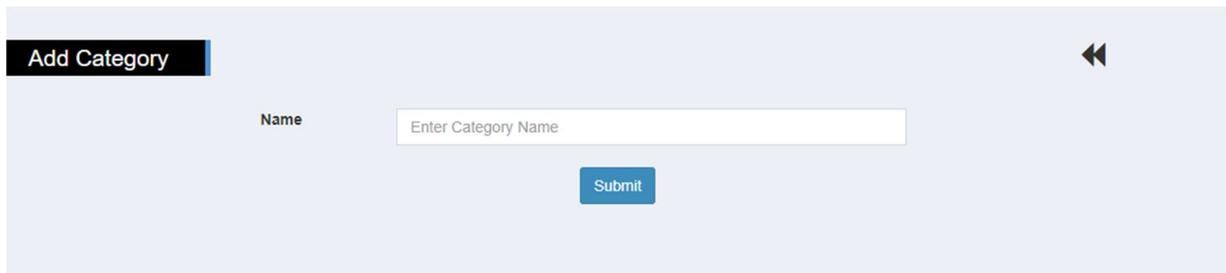
4. Add Group Name

This page allows Branch Admin to add new **Group** for the assets. Upon submitting the data, the group will be added to the AssetGrid.



5. Add Category

This page allows Branch Admin to add new **Category** for the asset and after submitting the data the new category will be added in the AssetGrid Tool.

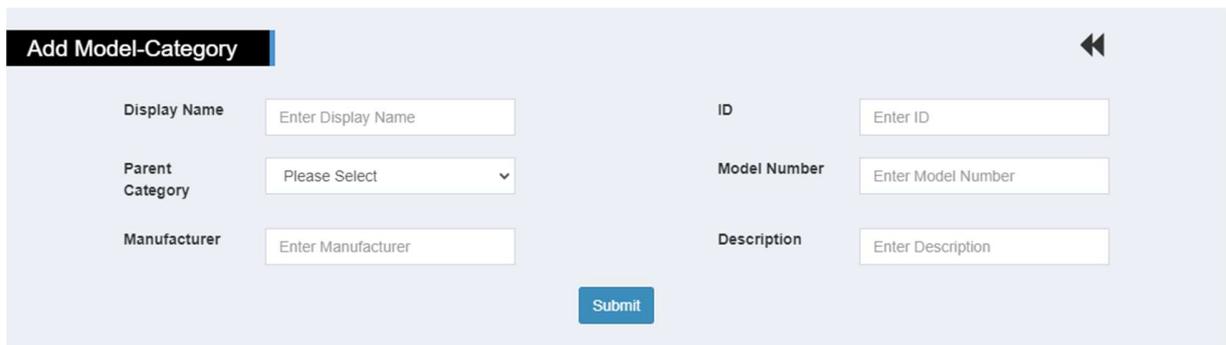


Add Category ⏪

Name

6. Model Category

This page allows Branch Admin to add new **Model Category** of the asset and after providing required data the new model category will be added in the AssetGrid Tool.

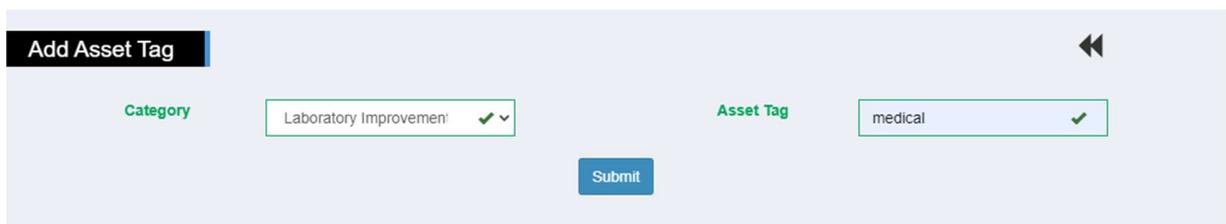


Add Model-Category ⏪

Display Name	<input type="text" value="Enter Display Name"/>	ID	<input type="text" value="Enter ID"/>
Parent Category	<input type="text" value="Please Select"/>	Model Number	<input type="text" value="Enter Model Number"/>
Manufacturer	<input type="text" value="Enter Manufacturer"/>	Description	<input type="text" value="Enter Description"/>

7. Asset Tag

This page allows Branch Admin to add new **Asset Tag** for the asset and after selecting category and entering Asset tag name the Asset tag will be added in the AssetGrid Tool.



Add Asset Tag ⏪

Category

Asset Tag

8. Stock Room

This page allows Branch Admin to add new **Stock-Room** for the asset and after selecting a name for stock room and its location the stock room will be added in the AssetGrid Tool.

Add Stock-Room ⏪

Name

Location

9. Insurance Company

This page allows Branch Admin to add new **Insurance Company** for the asset and after entering name, contact number and email id the insurance company will be added in the AssetGrid Tool.

Add Insurance Company ⏪

Name

Contact

Email

10. Vendor

This page allows Branch Admin to add new **Vendor** for the asset and after entering Name, Location, Mobile number and email the vendor will be added in the AssetGrid Tool.

Add Vendor ⏪

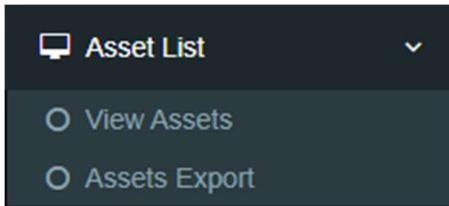
Name

Location

Mobile

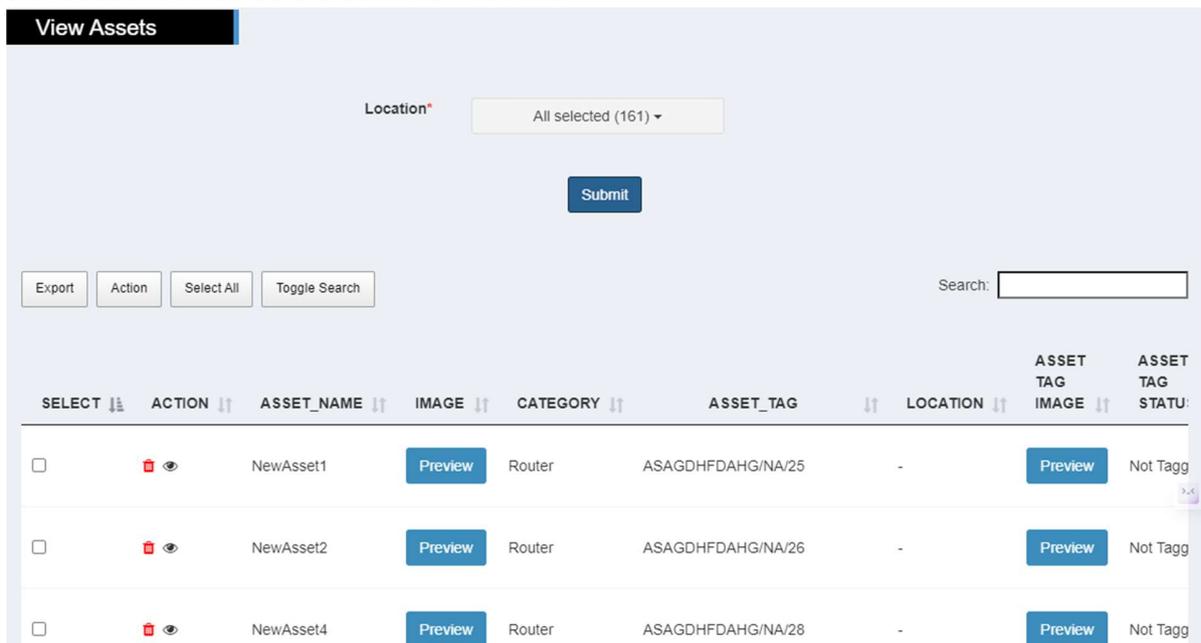
Email

❖ Asset List



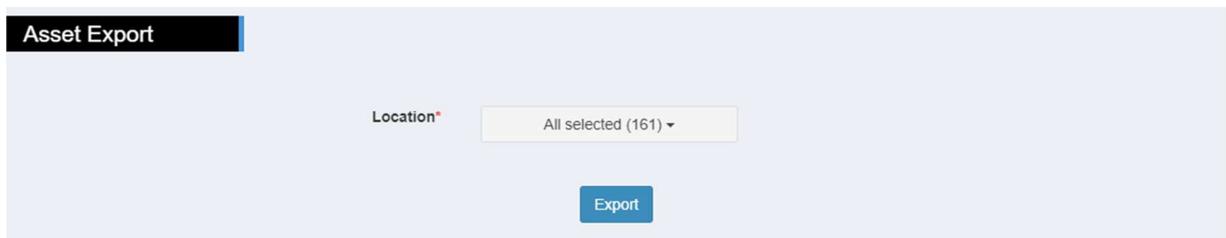
1. View Assets

This module allows user to view all the **Assets** curranty present in the database. According to the locations selected the asset list will load.



2. Assets Export

This page will allow Branch Admin to **Export** all the **Assets** as per location selected, currently present assets in the database will be downloaded in a **zip** file. Extracting it will give you **CSV** file.



❖ IP Based Assets



1. View Assets

Just like, View asset from previous module (Asset List-> View Assets) this page loads assets according to location selected but in this case **IP Based Assets** will be shown.

Listed asset data can be modified and deleted using action    buttons provided for each listing. Additionally, all details of each asset can be viewed with eye button.

The screenshot shows the 'IP Based Asset' view page. At the top, there's a header 'IP Based Asset'. Below it, a 'Location*' dropdown menu is set to 'All selected (161)'. A 'Submit' button is below the dropdown. Below the submit button, there are several action buttons: 'New', 'Export', 'Action', 'Select All', 'Toggle Search', and a 'Show' dropdown set to '10' entries. A search bar is on the right. Below these are columns for 'SELECT', 'ACTION', 'ASSET_NAME', 'IMAGE', 'CATEGORY', 'MODEL', 'SERIAL_NO', 'ASSET_TAG', 'STATUS', and 'ST'. A single asset is listed with the name 'NITINDESKTOP', category 'Charger', and status 'In Use'. A 'Preview' button is next to the asset name. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

New

Button can be used to add **New Assets** to the table. Following is the page where all required details need to be filled and upon clicking on submit Add Asset Request will be sent for Super Branch Admin's approval. After the Approval the asset can be viewed in the table.

Add Hardware Asset

Asset Name * Category *

Model * Serial Number *

Type *

General | Financial | Maintenance | Depreciation | Peripherals | Configuration details | Core Configuration

Asset tag * Status *

Managed By * Owned by *

Status Date * Old Asset Tag

Class

Description

2. Assets Export

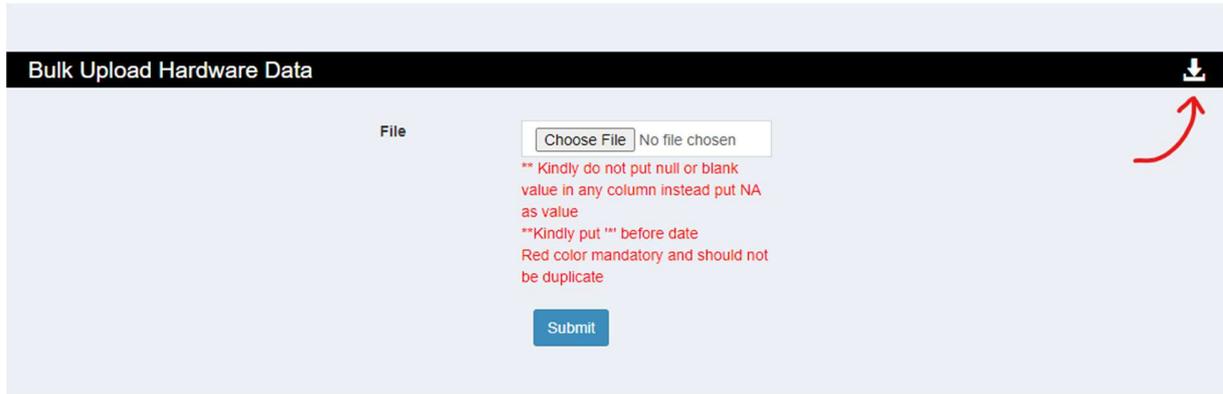
This page will allow Branch Admin to **Export** all the **Assets** as per location selected, just like Asset List-> View Assets. Currently present **IP based assets** in the database will be downloaded in a **zip** file. Extracting the zip will give you **CSV** file.

IP Based Asset Export

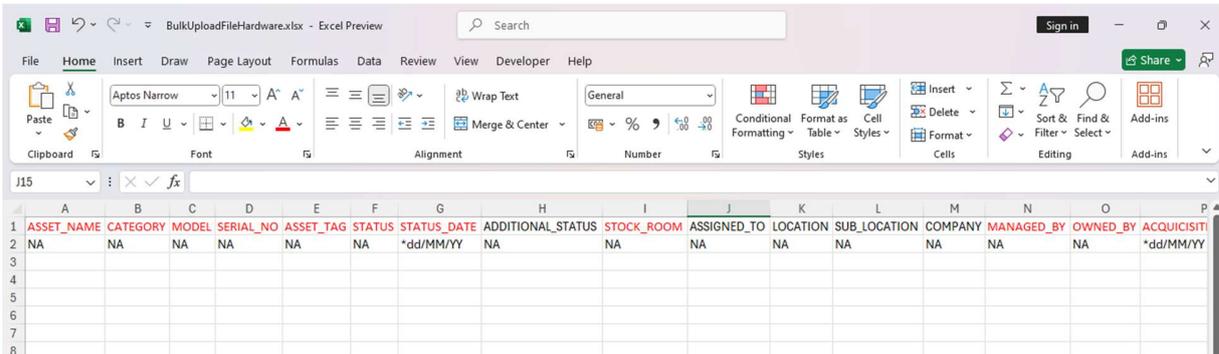
Location *

3. Bulk Upload Assets

- This Page allows Branch Admin to upload multiple assets through an Excel file. To use this feature First the user, need to download sample file by clicking on 'Download' button. A file named **BulkUploadFileHardware.xlsx** should be downloaded.



- Edit the sample file and fill all the data to be inserted in the database. Follow the instructions present in the red text on the page of file upload. If everything is followed correctly and After approval of **Zonal Branch Admin** the data in the excel sheet will be inserted into the database and can be viewed in the table of view asset page.



Same file can be used to Edit and Delete the assets. The final column in the downloaded .xlsx file denotes the function to be performed on that asset. According to the action to be performed '**KEY_PARAM**' value should be set accordingly.

1= When new asset is being inserted into the table.

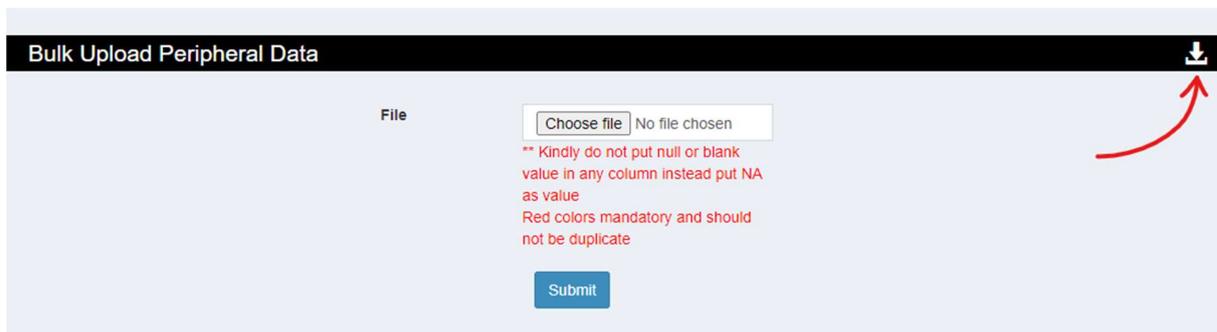
2= When Changing/Updating asset details.

3= To delete any assets

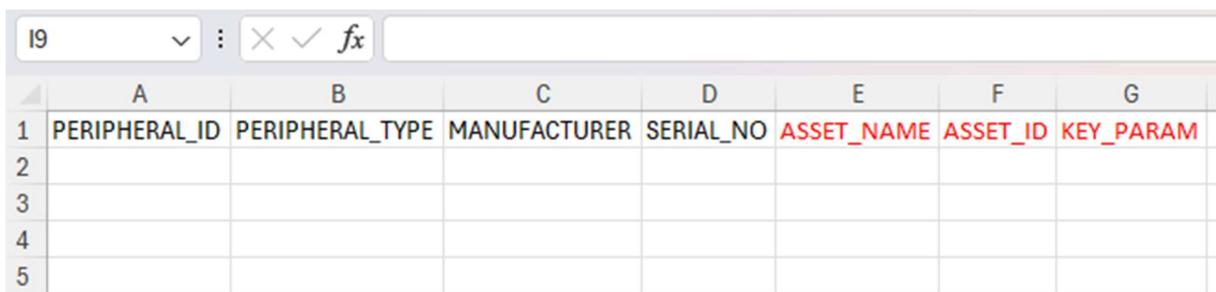
4. Bulk Upload Peripherals

Bulk Upload Peripherals allows user to attach peripherals to IP Based assets (1 or more)

- This Page allows **Branch Admin** to upload multiple Peripherals through an Excel file. To use this feature First the user, need to download sample file by clicking on 'Download' button. A file named **BulkUploadPeripheralDevice.xlsx** should be downloaded.



- Edit the sample file and fill all the data to be inserted in the database. Follow the instructions present in the red text on the page of file upload. If everything is followed correctly and After approval of **Zonal Admin** the data in the excel sheet will be inserted into the database and can be viewed under **Peripherals** tab of the particular asset page.



	A	B	C	D	E	F	G
1	PERIPHERAL_ID	PERIPHERAL_TYPE	MANUFACTURER	SERIAL_NO	ASSET_NAME	ASSET_ID	KEY_PARAM
2							
3							
4							
5							

Same file can be used to Edit and Delete the peripherals. The final column in the downloaded .xlsx file denotes the function to be performed on that Peripheral. According to the action to be performed '**KEY_PARAM**' value should be set accordingly.

- 1= When new peripheral is being inserted.
- 2= When Changing/Updating peripheral details.
- 3= To delete any peripheral.

❖ Non-IP Based Assets

1. View Assets

Just like, View asset from previous module (IP based Assets) this page loads assets according to location selected but, in this case, **Non IP Based Assets** will be shown.

Listed asset data can be modified and deleted using action    buttons provided for each listing. Additionally, all details of each asset can be viewed with eye button.

Non IP Based Asset

Location*

Show entries Search:

SELECT	ACTION	ASSET NAME	IMAGE	CATEGORY	MODEL	ASSET SR NO	ASSET TAG	ASSET STATUS	ST D
<input type="checkbox"/>	  	NEW5	<input type="button" value="Preview"/>	Computer	Computer	5005	SPEAKER/MUMB/VELO/NEW5/12	-	202-00:00
<input type="checkbox"/>	  	NEW1	<input type="button" value="Preview"/>	Computer	Computer	5001	SPEAKER/MUMB/VELO/NEW1/8	-	202-00:00
<input type="checkbox"/>	  	NEW3	<input type="button" value="Preview"/>	Computer	Computer	5003	SPEAKER/MUMB/VELO/NEW3/10	-	202-00:00
<input type="checkbox"/>	  	NEW2	<input type="button" value="Preview"/>	Computer	Computer	5002	SPEAKER/MUMB/VELO/NEW2/9	-	202-00:00

New

Button can be used to add **New Assets** to the table. Following is the page where all required details need to be filled and upon clicking on submit Add Asset Request will be sent to Branch Admin's approval. After the Approval the asset can be viewed in the table.

Add Non-IP Devices

Asset Name

Model

Type

Category

Serial Number

General | Financial | Maintenance | Depreciation | Peripherals

Asset tag

Managed By

Status Date

Class

Description

Status

Owned by

Old Asset Tag

Manufacturer

2. Assets Export

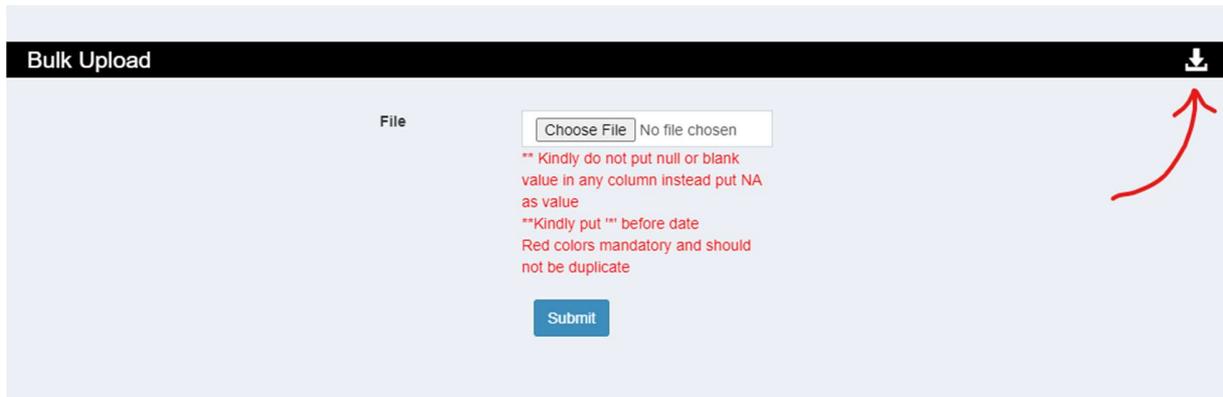
This page will allow Branch Admin to **Export** all the **Assets** as per location selected, just like Asset List-> View Assets. Currently present **Non IP based assets** in the database will be downloaded in a **zip** file. Extracting the zip will give you a **CSV** file.

Non IP Based Asset Export

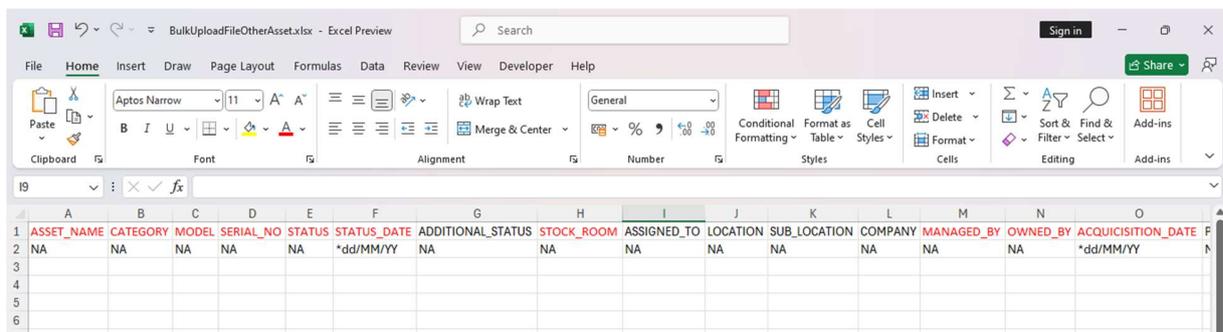
Location*

3. Bulk Upload Assets

- This Page allows Branch Admin to upload multiple assets through an Excel file. To use this feature First user, need to download sample file by clicking on 'Download' button. A file named **BulkUploadFileOtherAsset.xlsx** will be downloaded.



- Edit the sample file and fill all the data to be inserted in the database. Follow the instructions present in the red text on the page of file upload. If everything is followed correctly the data in the excel sheet will be inserted into the database and can be viewed in the table of view asset page.



Same file can be used to Edit and Delete the assets. The final column in the downloaded .xlsx file denotes the function to be performed on that asset. According to the action to be performed 'KEY_PARAM' value should be set accordingly.

- 1= When new asset is being inserted into the table.
- 2= When Changing/Updating asset details.
- 3= To delete any assets

❖ Rejected Asset Data

For any reason, when 'Add Asset' request gets rejected by the Zonal Admin, such requests will show up here.

Rejected Asset

Export Colvis Toggle Search Search:

SR_NO	ASSET_ID	ASSET_TAG	ASSET_NAME	ASSET_TYPE	CATEGORY	LOCATION	SUB_LOCATION
1	2	NA/Swit/CATALYST 2960-24TC-L	-	IPBased	Switch	-	-
2	3	NA/Rout/ciscoSR4331	-	IPBased	Router	-	-
3	4	SPEAKER/IIHPL HYDERABAD/NA/5	Test1	NONIPBased	Other Equipments	IIHPL Hyderabad	-
4	5	SPEAKER/IIHPL HYDERABAD/NA/6	Test2	NONIPBased	Other Equipments	IIHPL Hyderabad	-
5	12	29	Desktop9	IPBased	Computer	VAshi1	-
6	9	33	Desktop13	IPBased	Computer	VAshi1	-
7	1	SPEAKER/MUMB/VELO/NEW2/3	NEW2	NONIPBased	Computer	Mumbai	-
8	2	SPEAKER/MUMB/VELO/NEW4/5	NEW4	NONIPBased	Computer	Mumbai	-

Showing 1 to 17 of 17 entries

❖ Duplicate Mac Details

When AssetGrid detects one particular MAC ID is reused in 2 different assets, such listings show up in here. This happens when user changes the **Host Name** of the PC or When PC is formatted and agent is reinstalled.

Duplicate Mac Details			
Export	Colvis	Toggle Search	Search: <input type="text"/>
SR_NO		MAC_ADDRESS	COUNT
1		00-15-5A-A1-EB-FE	2
2		00-21-97-68-04-79	2
3		00-F3-0C-81-05-11	2
4		18-60-24-8E-E7-76	2
5		18-60-24-8F-8A-8C	2
6		2C-58-B9-12-C2-F4	2
7		40-B0-34-41-0D-34	2

On click of count a list will show up with Assets that have that one particular MAC ID common.

Duplicate Mac Details			
Print	Excel	CSV	PDF
			Search: <input type="text"/>
HOST_NAME	MAC_ADDRESS	BRANCH_NAME	
U1-STRM-0009	00-15-5A-A1-EB-FE	Kagithapuram	
U1STO-178	00-15-5A-A1-EB-FE	Kagithapuram	

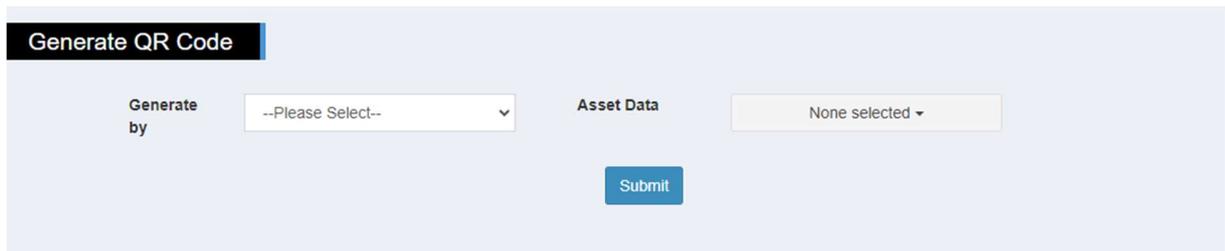
Previous Next

❖ QR Code Generator

This Module allows Branch Admin to generate QR code on the basis of Location, IP Based and Non IP Based. Generated QRs can be downloaded, Printed and Stick onto the assets. Up on scanning the relevant information will be displayed.

Steps to Download QR code:

1. Select the Desired options in dropdown fields.
2. Click on 'Submit' button.
3. Wait for assets to load, then select asset for the QR code and click on 'Submit'.
4. Now the 'Submit' button will turn into 'Download', click on it.
5. Now you have the QR code PDF file.



Generate QR Code

Generate by --Please Select--

Asset Data None selected

Submit

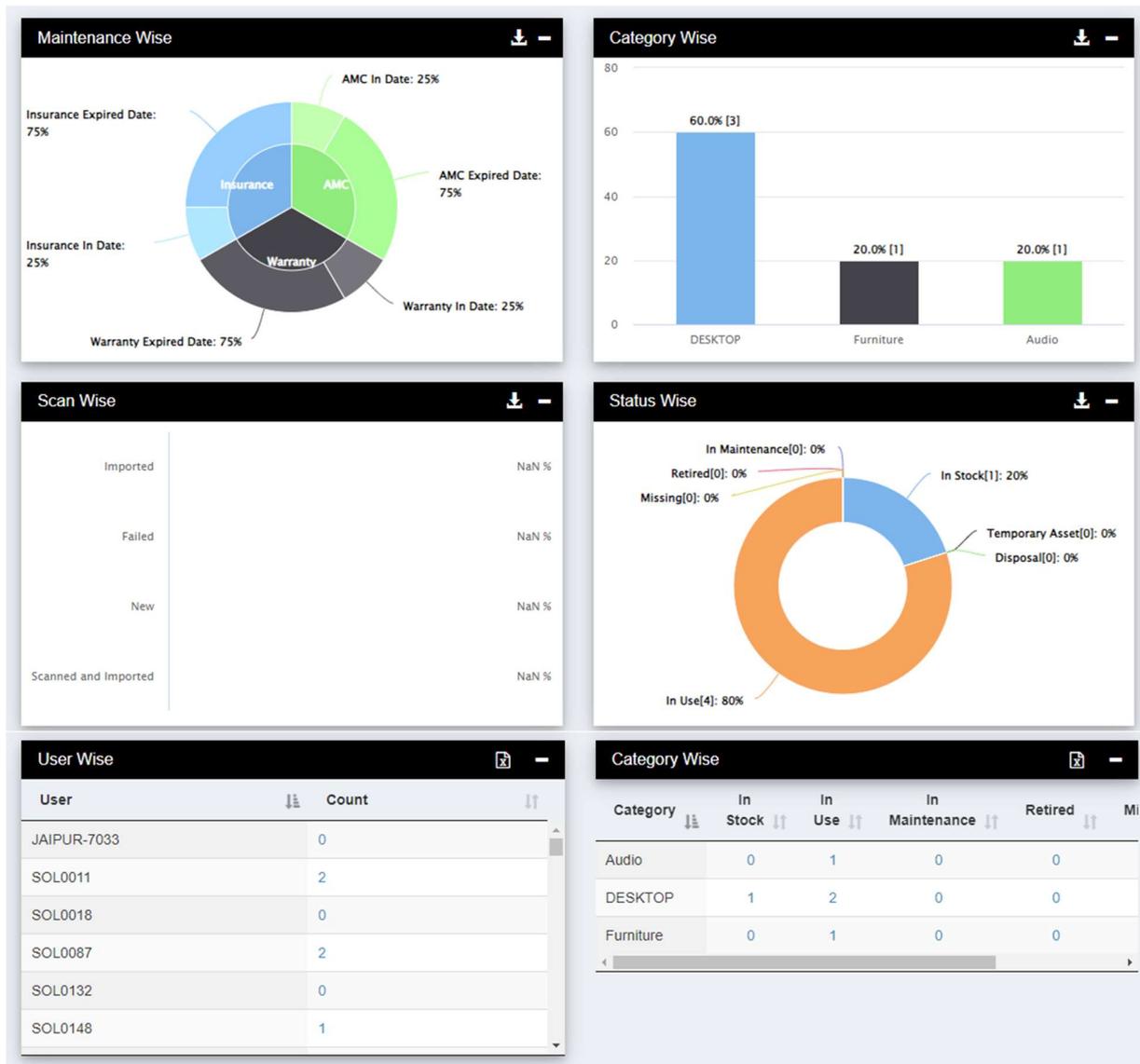
The Downloaded PDF file will contain QR code in following form.



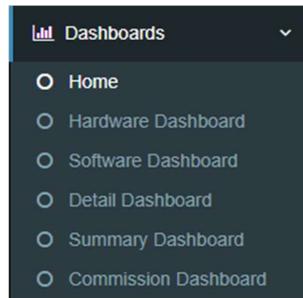
❖ Dashboards

• Home

After login user lands on Home Dashboard where all the data related to assets shown in Graphical charts and Tabular format. According to User Type/Role the dashboard data will be different. Below are screenshots of Branch Admin dashboard.



Apart from Home Dashboard there are few more dashboards that presents data in more detail and cohesive manner.



- Hardware Dashboard - Provides the Hardware related data in graphical format.
- Software Dashboard - Provides the Software related data in graphical format.
- Detail Dashboard - Provides additional asset details.
- Summary Dashboard - Summarises all the previous dashboards.
- Commission Dashboard - AMC, Warranty, Insurance and Financial Graphs.

❖ My Raised Request

Whenever Branch Admin generates any request that needs Zonal Admin's approval, all those requests will be visible to that Branch Admins in this module.

My Raised Request										
Export		Colvis		Show 10 entries		Search: <input type="text"/>				
Request Type	Request By	Request Time	Asset Tag	Param Type	Param value	Approved By	Approved Time	Approval Status	Approval Comment	Re C
Add	CORPMBANK	2024-08-21 16:02:05.293	/1	Assets	/1	-		Pending	-	
Add	CORPMBANK	2024-08-21 11:22:14.274	/4	Assets	/4	HODIGITAL	2024-08-21 11:22:32.305	Approved	test	
Add	CORPMBANK	2024-08-21 11:23:29.827	/5	Assets	/5	HODIGITAL	2024-08-21 11:23:39.578	Approved	tyjkryk	
Delete	CORPMBANK	2024-08-21 11:51:28.98	-	Company	D company	-		Pending	-	
Delete	CORPMBANK	2024-08-21 11:51:38.056	-	Company	AJAY	-		Pending	-	
Delete	CORPMBANK	2024-08-21 11:55:27.265	-	ModelCategory	omk / HD 703	-		Pending	-	
Update	CORPMBANK	2024-08-21 11:26:18.6	/5	Maintainance	24	HODIGITAL	2024-08-21 11:27:02.44	Reject	h,t,j	

❖ Asset Tracking

This module allows user to Track specific asset by Asset Tag, Asset Name, Category, Assign To, Location and Sub Location

Asset Tracking	
Search By	<input type="text" value="Please Select"/>
Specific Text	<input type="text" value="Enter Text"/>
<input type="button" value="Submit"/>	

Expiry Reports

- ▲ Expiry Reports ▾
 - AMC Expiry
 - Warranty Expiry
 - Insurance Expiry
 - Asset Renewal Report

AMC Expiry:

Assets with Expiring Annual Maintenance Contract can be tracked on this page. After providing Date range AssetGrid presents Assets whose AMC is about to expire in that given range of Date. Additionally Expired assets can be view by clicking 'View Expired AMC' link on top right.

AMC Expiry View Expired AMC

From Date **To Date**

Show 10 entries

Asset Tag	Asset Name	Location	Category	Expiry Date
/6954	SOL0132-PC005	JAIPUR	DESKTOP	2024-08-15
/6955	sol0132-pc006	JAIPUR	Audio	2024-08-14
/6956	sol0132-pc007	JAIPUR	Furniture	2024-08-21

Showing 1 to 3 of 3 entries Previous Next

Warranty Expiry:

Similar to AMC, Assets with with Expiring warranty can be tracked on this page. After providing the Range of Date assets with expiring warranty in that given Date Range, show up in here. Additionally Expired assets can be view by clicking 'View Expired Warranty' link on top right.

Warranty Expiry View Expired Warranty

From Date **To Date**

Show entries Search:

Asset Tag	Asset Name	Location	Category	Expiry Date
/6954	SOL0132-PC005	JAIPUR	DESKTOP	2024-08-15 00:00:00.0
/6955	sol0132-pc006	JAIPUR	Audio	2024-08-14 00:00:00.0
/6956	sol0132-pc007	JAIPUR	Furniture	2024-08-21 00:00:00.0

Showing 1 to 3 of 3 entries Previous Next

Insurance Expiry:

Insurance is also similar to previous Sub modules; Assets with Expiring Insurance can be tracked on this page. After providing the Range of Date assets with expiring Insurance in that given Date Range, show up in here. Additionally Expired assets can be view by clicking 'View Expired Insurance' link on top right.

Insurance Expiry View Expired Insurance

From Date **To Date**

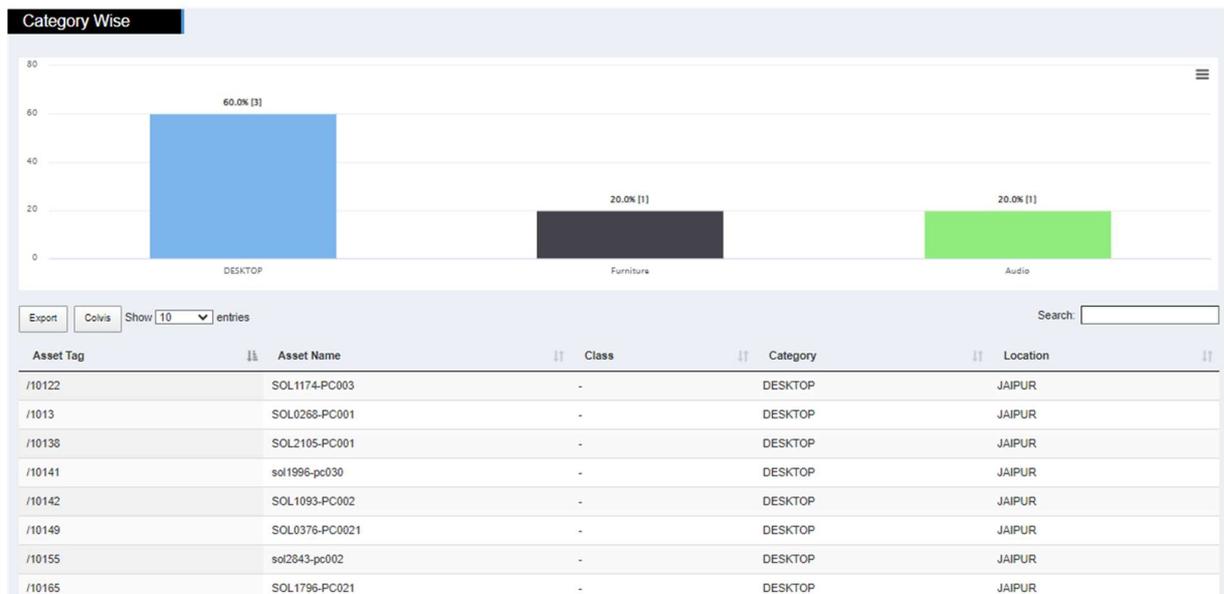
Show entries Search:

Asset Tag	Asset Name	Location	Category	Expiry Date
/6954	SOL0132-PC005	JAIPUR	DESKTOP	2024-08-15 00:00:00.0
/6955	sol0132-pc006	JAIPUR	Audio	2024-08-14 00:00:00.0

Showing 1 to 2 of 2 entries Previous Next

❖ Export

This Module provides asset data in graphical format and functionality to download the data as per the various attributes of the assets. From here user can export data using 'Export' button.



There are various different Export Submodules which displays and allows export functionality as per the following sub modules.

Category Wise, Status Wise, Manufacturer Wise, OS Wise, User Wise, Asset Movement, Scan Wise, Maintenance Wise, AMC Renewal, Warranty Renewal, Insurance Renewal, View Group, Asset Log Report, Peripheral Report, View Discover Device, Location Sublocation Report, Up & Down Log, Hardware Scan Log, Day Wise Scan Log.

Thank You

----- End of Document -----

ITAM

.....Pre-Requisite

Prerequisite for ITAM

Following are the pre-requisite and information required ITAM Implementation.

1) Server

a. Server Hardware Configuration.

Following are the required minimum hardware configuration of the Server Setup.

Server		
Sr. No	Description	Configuration
1	Hardware on Premise	Quad Core Processor (preferred), 16 GB of RAM, 1 TB/500 GB Free Space on HDD, Dedicated IP to server, Separate partition on server, i.e. (C: 300 GB & D: 700GB) (C: 200 GB & D: 300GB) Windows Operating System 2016 or above preferred

Minimum System Configuration for ITAM Application

Following are the pre-requisite and information required from the for IT and Non-IT Asset Management.

Server/Desktop

<u>Server</u>		
Sr. No	Description	Configuration
1	LAN & WAN	IT infra must be in LAN & WAN environment.
2	IP Range and ICMP	Provide IP range for scanning ICMP enable
3	HW and SW Discovery (Agent Based)	<ol style="list-style-type: none"> 1. End device access to install ITAM client 2. Enable Port 11001,11002
4	Bulk Upload Data	Provide Asset data in provided template format for bulk upload
5	Administrator Credentials	<ol style="list-style-type: none"> 1. Provide administrator credentials with full access 2. In case of AD we require common user credentials i.e. (Username and Password)
6	Network Device Discovery	<ol style="list-style-type: none"> 1. Enable SNMP on Network Devices 2. Provide SNMP configuration details(SNMP version , community string etc)

IT Asset Management - FAQs

1. What is IT Asset Management (ITAM)?

IT Asset Management (ITAM) is the process of tracking and managing an organization's hardware and software assets throughout their lifecycle, from procurement to disposal.

2. What types of assets are managed?

The system manages both **hardware assets** (computers, servers, printers, etc.) and **software assets** (licenses, applications, subscriptions, etc.).

3. How does asset tracking work?

Assets are tracked using **unique identifiers (e.g., serial numbers, asset tags, QR codes)**, allowing users to monitor their location, status, and assignment history.

4. Can assets be assigned to specific users or departments?

Yes, assets can be assigned to employees, departments, or locations. The system maintains a log of all assignments and transfers.

5. Does the system support bulk asset uploads?

Yes, you can bulk upload assets using an Excel file, making it easier to register multiple assets at once.

6. How are asset approvals handled?

Assets require approval before assignment. Admins or SuperAdmins can review, approve, or reject asset requests through the system.

7. Can I generate reports on asset usage?

Yes, you can generate various reports, including asset inventory, usage logs, software license expiry, and department-wise asset allocation.

8. Is there a dashboard for quick insights?

Yes, the dashboard provides an overview of asset distribution, status, and trends using pie charts and data visualization.

9. Can ITAM integrate with other systems?

Yes, it can be integrated with helpdesk systems, Patch Management for seamless asset tracking.

10. How do I search for a specific asset?

You can search using asset name, serial number, department, or assigned user through the search and filter options.