

Managing Company Assets using People Inc.

Introduction

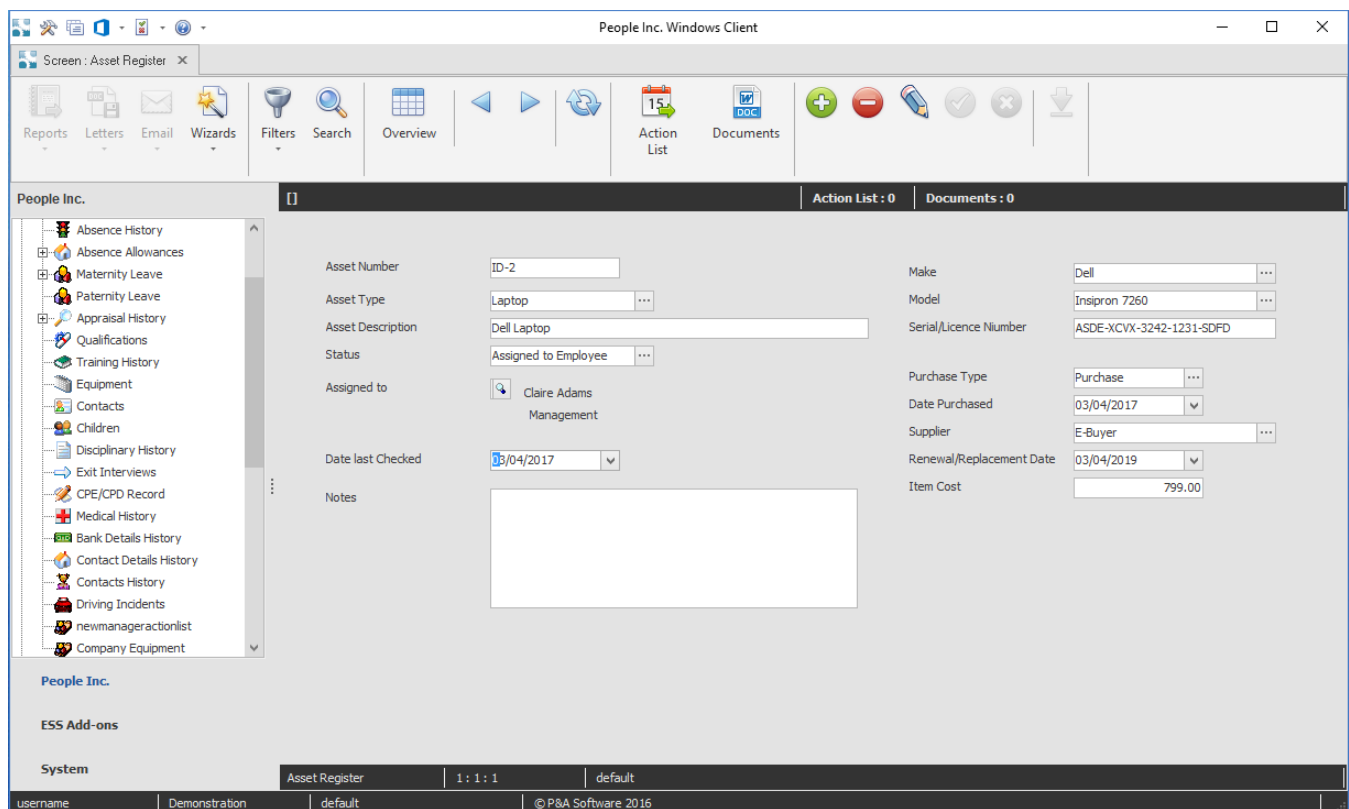
Keeping track of your organisations assets has never been more important. Not least it can help manage costs but it can also help with extremely important business considerations such as compliance with new GDPR and preventing Cyber Security threats.

People Inc. is an extremely flexible HR system that provides a wide range of functionality as standard including a simple screen to record Company Equipment assigned to Employees. However, some organisations may wish to record and manage more information about the assets they provide to their employee. This could include:

- **New Starters** - Ensuring suitable company assets such as Laptops, Mobile Phones etc. are assigned to new starters on their Joining Date
- **Asset Checks** - Managing regular maintenance and security checks.
- **Manage Budgets** - Tracking costs of company assets and equipment.
- **Contract Hire** - Recording Lease/Contract Information for Mobile Phones
- **Leavers** - Notifying IT when someone is due to leave and providing a list of Assets assigned to them.

Recording Company Assets

Using the People Inc. Screen Designer module, we can enhance the system by creating an area for recording and tracking company assets. This screen can record important information about the asset such as Make, model and any serial numbers along details of the purchase and its current status.



The screenshot shows the 'Asset Register' screen in the People Inc. Windows Client. The interface includes a top navigation bar with icons for Reports, Letters, Email, Wizards, Filters, Search, Overview, Action List, and Documents. A left-hand menu lists various HR modules, with 'Company Equipment' selected. The main area contains a form for recording an asset with the following fields:

Asset Number	ID-2	Make	Dell
Asset Type	Laptop	Model	Inspiron 7260
Asset Description	Dell Laptop	Serial/Licence Number	ASDE-XCVX-3242-1231-SDFD
Status	Assigned to Employee	Purchase Type	Purchase
Assigned to	Claire Adams Management	Date Purchased	03/04/2017
Date last Checked	03/04/2017	Supplier	E-Buyer
Notes		Renewal/Replacement Date	03/04/2019
		Item Cost	799.00

The bottom status bar shows 'Asset Register | 1 : 1 : 1 | default' and the footer contains '© P&A Software 2016'.

Example Company Asset Register Screen

Users can produce reports to review company assets whether it be an inventory with costs or when an asset is due to be replaced etc.

Assigning Company Assets to Employees

Company Assets recorded in this new section of People Inc. can then be assigned to the employees via their Company Equipment screen to track who has what within the organisation at any time.

Tracking Company Assets

A wide range of Reports can be produced to track assets within the organisation. For example, a report can be generated to show all assets assigned to an employee for when the employee leaves the organisation to ensure all assets are returned, not only to recover expensive items such as laptops for reissue but also to guard against potential Cyber Security threats, especially with disgruntled employees.

Asset Inventory							agathon HR
Vicky Anderson							
Asset ID	Asset Type	Make	Model	Asset Status	Date Purchased	Value	
ID-33	Phone	Samsung	Galaxy S7	Assigned to Employee	02/10/2016	£489.00	
ID-23	Laptop	HP	Pavilion 7270	Assigned to Employee	15/06/2017	£649.00	
Total Value Assigned						£1,138.00	
Claire Adams							
Asset ID	Asset Type	Make	Model	Asset Status	Date Purchased	Value	
ID-22	Tablet	Apple	iPad Pro	Assigned to Employee	15/06/2017	£899.00	
ID-21	Laptop	Dell	Insipron 7260	Assigned to Employee	03/04/2017	£799.00	
ID-31	Phone	Apple	iPhone 7 Plus	Assigned to Employee	17/10/2016	£899.00	
ID-27	Desktop	HP	Pavilion 7270	Assigned to Employee	15/06/2017	£649.00	
Total Value Assigned						£3,246.00	

Example Asset Inventory Report

Additionally, due to the power of the People Inc. Security module we can also create 'triggers' that automatically notify IT when an employee is due to leave as part of the Leaver process to ensure all company assets are returned on or before the employee leaving date. This can be then logged in the Asset Register.

How do I get this new functionality?

The Company Asset Register is not standard functionality within People Inc. yet can easily and quickly be added by one of our qualified consultants. Additionally, we can create this section within People Inc. based upon your specific requirements, for example if your organisation wishes to record and track Health and Safety equipment as well as or instead of computers and mobile phones.

If you would like to learn more on how to get more from People Inc. or how People Inc. can help your organisation please contact agathonhr on 01242 663974 or via email enquiries@agathonhr.co.uk