

Management Pent Phases:

# **Asset Management Phases: Asset Tagging Presentation By Francis Muigai**

- 
- AGENDA:**
  - 1. GRAVITY SOLUTIONS LTD : WHO ARE WE?**
  - 2. ASSET TRACKING DEFINITION**
  - 3. TYPES OF ASSET TAGS**
  - 4. ASSET TRACKING METHODOLOGY**
  - 5. ADVANTAGES OF ASSET TAGGING**
  - 6. ASSET TRACKING NEW TECHNOLOGIES**

# 1.OUR BACKGROUND : GRAVITY SOLUTIONS LTD



Incorporated in the Year 2004

Headquartered in Nairobi-Woodlands  
Business Park, Upper Hill.

Branches in Dar- es- salaam with  
customers across Eastern Africa  
Countries

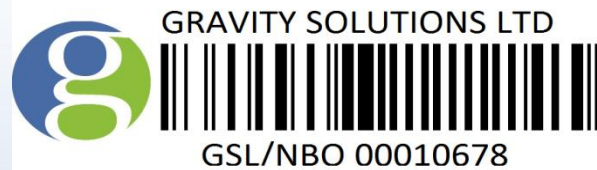
Qualified & Experienced Staff of 30

Voted the Best Sage Partner in East &  
Central Africa- 3 Years Running

## **Products & Service Offerings:**

- SAGE ERP & Fixed Assets Software
- Payroll & HR
- Asset Tagging & Bar Coding
- Biometric Time Attendance & Access Control Systems
- **Partners:** Sage Platinum Partner

## 2. ASSET TRACKING DEFINITION



Asset tracking is a method for tracking either fixed or moveable physical assets, often both. Sometimes referred to as asset management, asset tracking streamlines the monitoring, managing, and allocating of physical assets through the use of [barcode labels or asset tags](#), which are affixed to physical assets and scanned by barcode readers.



### 3. TYPES OF ASSET TAGS OR BARCODE LABELS



#### ANODISED ALUMINIUM



#### SECURX VOID

On the Equipment



After Tampering



### 3. TYPES OF ASSET TAGS OF BARCODE LABELS.....continued



The most widely used Barcode Tags is the **ANODISED ALUMINIUM**

The high-definition print quality permits the inclusion of company logos and descriptive text on a label in single or multi-colour, even on a small label, resulting in a barcode which is attractive and ideal for scanning equipment.

The durability of the anodised aluminium surface, together with the high-quality adhesive, ensures that a label remains legible and attached to an asset for its useful life.



### 3. TYPES OF ASSET TAGS OR BARCODE LABELS.....continued



NEW TECHNOLOGY – RFID TAGS (RADIO FREQUENCY IDENTIFICATION)

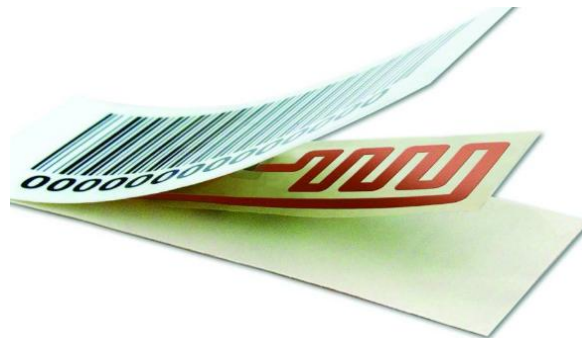
1  
Assets:  
Almost Any  
Items of  
Value



2  
RFID Hardware  
Readers, Tags  
& Antennas



3  
Asset Tracking  
Software

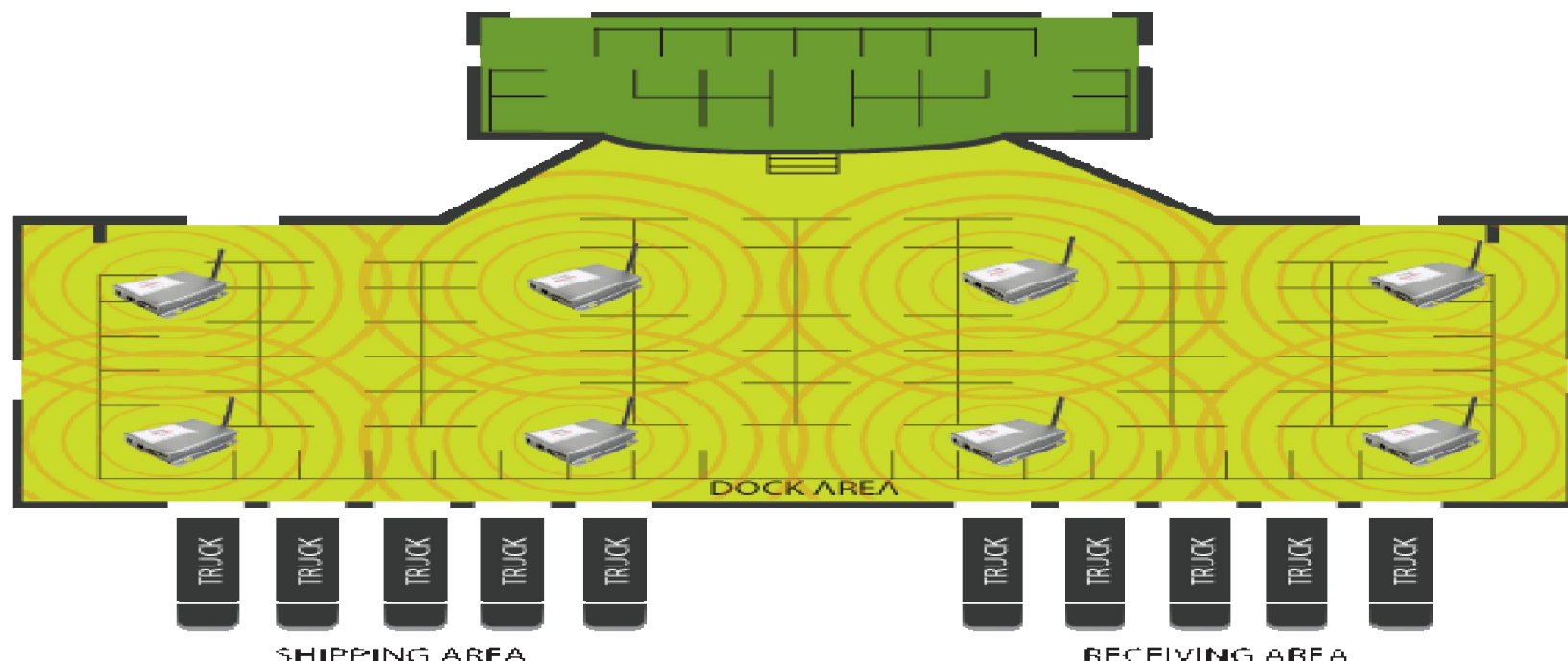


### 3. TYPES OF ASSET TAGS OR BARCODE LABELS.....continued



NEW TECHNOLOGY – RFID TAGS (RADIO FREQUENCY IDENTIFICATION)

In the warehouse example below several RFID readers are strategically placed to monitor the entire warehouse floor. At any time, in real time, it can be determined if the asset is in the warehouse or not as well as the approximate location of the asset



# ASSET TRACKING



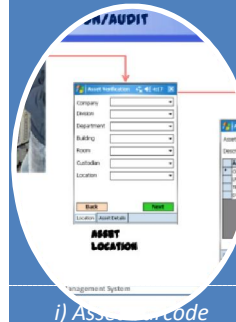
1. Carry out a comprehensive and complete physical verification exercise of the Fixed Assets.



2. Identify and tag all the fixed assets of the with aluminium barcode labels

OPENING BALANCE	PURCHASE	DISPOSAL	CLOSING BALANCE
1,000.00	1,000.00		2,000.00
2,000.00	2,000.00		4,000.00
3,000.00	3,000.00		6,000.00
4,000.00	4,000.00		8,000.00
5,000.00	5,000.00		10,000.00
6,000.00	6,000.00		12,000.00
7,000.00	7,000.00		14,000.00
8,000.00	8,000.00		16,000.00
9,000.00	9,000.00		18,000.00
10,000.00	10,000.00		20,000.00

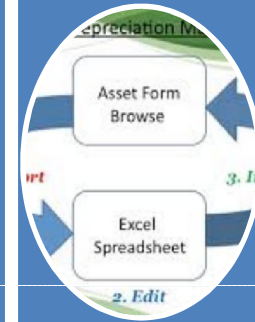
3. Creation of a Fixed Assets Verification List



i) Asset code number and description (ii) Asset number (iii) Asset locations indicating location, building and floor or room (iv) Asset class indicating the main class, sub-class and sub-sub-class. (v) Asset reporting units such as departments, divisions and cost centres. (vi) Asset serial numbers where applicable



4. Reconciliation with the Existing Fixed Assets Register

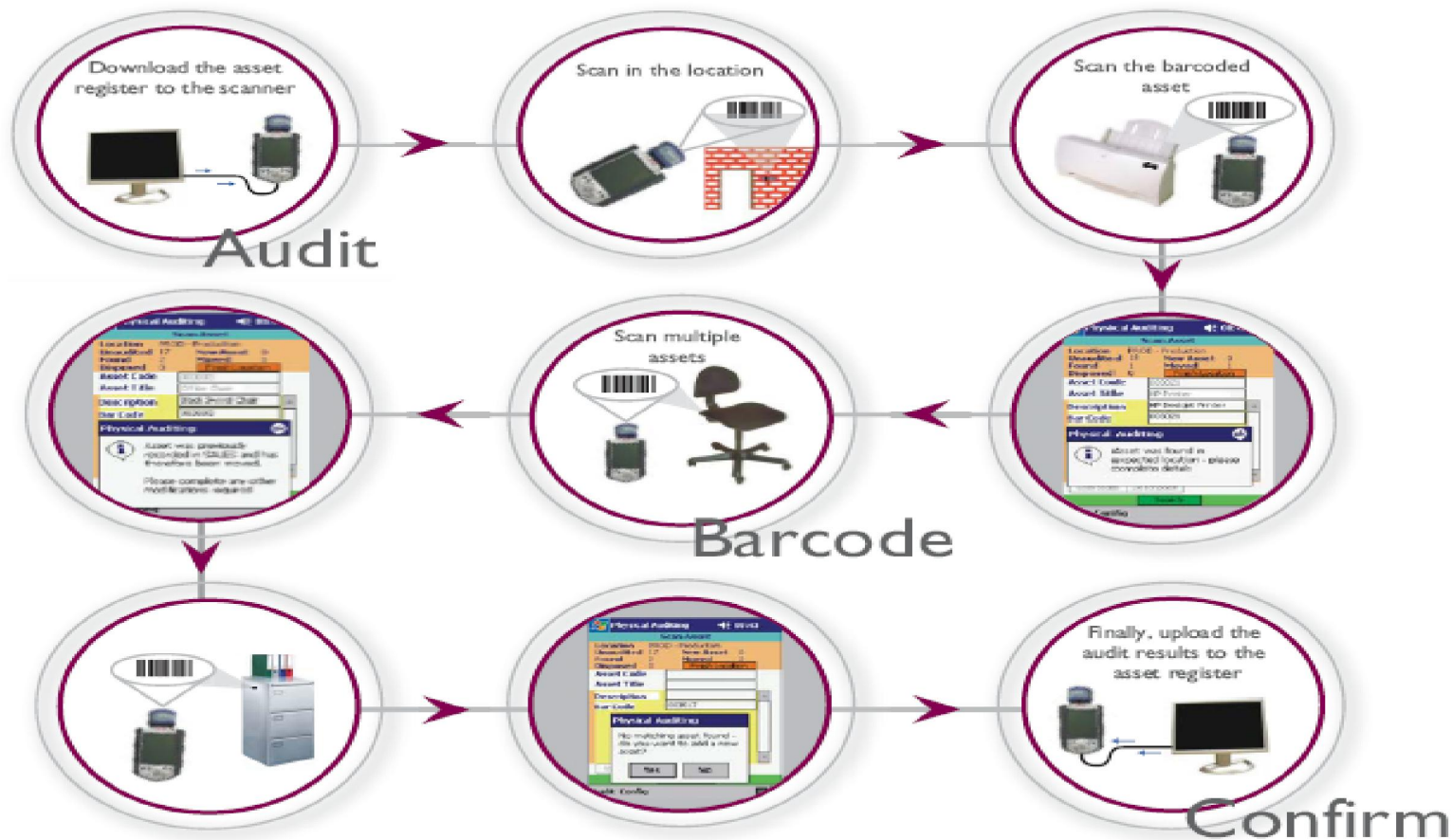


5. Importing Asset List to the Fixed Assets Software.





# ASSET AUDIT



One audit can cover multiple locations and thousands of items.

# BENEFITS OF ASSET TRACKING



1. Better view of the company's complete physical asset portfolio.

2. Automated Asset inventory control

3. Streamlined maintenance management

4. Preventing loss or Theft

5. Regulatory management and compliance

6. Providing better service to customers

7. Asset management aids in aging infrastructure concerns.

8. Visibility is critical prior to asset acquisition.

9. Eliminate "ghost assets."

**Thank you for your time.**