office®

asset tracking software

Track location, contract terms and ongoing maintenance of tangible assets in real time.

Facility managers have a wide range of assets to track and maintain – from building assets, such as air-handling units, cooling towers and pumps, to office assets, such as life-safety equipment, art, audio/visual equipment and printers. The scope of every facility manager's asset inventory is different.

The Asset Module tracks the type, location, contractual information and utilization statistics for a wide range of building and office assets in real time through an online integrated portal.
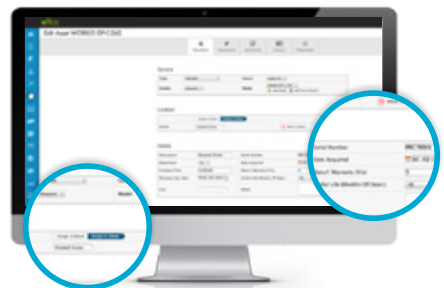
inventory tracking

→ Allows an unlimited number of assets.
→ Centralized inventory which can be managed in multiple centers.
→ Customizable and sortable inventory queue.
→ Search for assets by specific or multiple fields.

reporting

→ Customized reporting, including asset location, utilization and cost.
→ Contract terms associated with asset ownership, lease or maintenance.
→ Automatic contract expiration notifications.

tracking / auditing / mobility

→ Utilization tracking and auditing – search, edit and manage assets anytime, anywhere, from any device.
→ Search by serial number, owner, location and type.
→ Verify asset location and edit files to correct location or owner.
→ Take a photo of asset and add to profile.
→ Edit information by scanning asset barcode and updating profile.

Customizable Asset Profile

MODULAR
easily shares data with other systems
HIGHLY CONFIGURABLE

complete portal integration

The Asset Module is integrated with the portal data backbone so that updates and changes are universally shared providing a complete office and facility management suite. Workflow integration with other modules is also available. This includes:

Service Request Module integration, which allows for seamless creation and management of asset related on-demand and preventative maintenance tickets.

Move Module integration, which allows for generation and management of asset-related moves whether the asset is tied to a location or an individual.

Space Module integration, which allows for viewing of assets and asset detail from the floor plan as well as drag-and-drop asset moves.

mobility

Search, edit and manage assets anytime, anywhere, from any device!

The iOffice Asset App makes it easy for you to work from anywhere at anytime. You can use your assets id, barcode or QR code to track your assets.

→ Search by serial number, owner, location and type.
→ Verify and edit asset and move to correct location of owner.
→ Take photos of assets and add profile.
→ Ability to edit information by scanning asset and updating profile.

Available on the App Store

Available on the Android App Store