

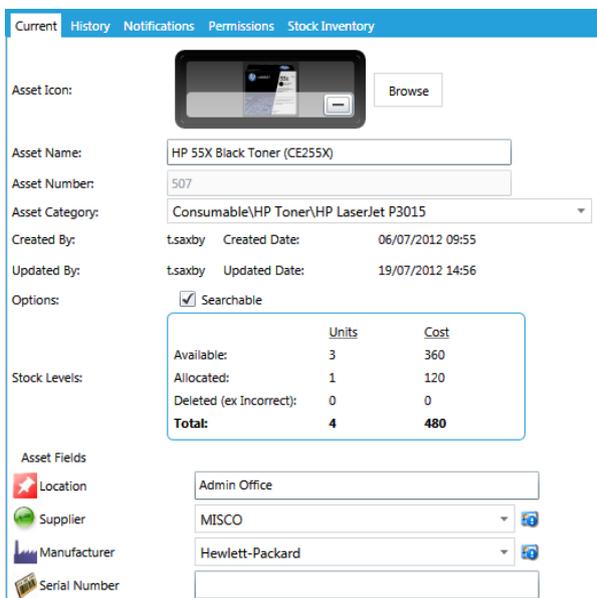
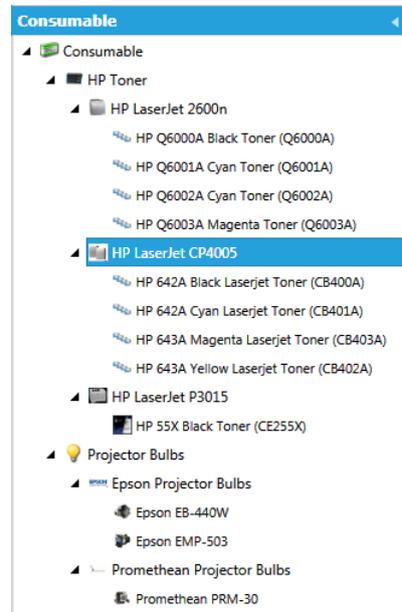
Managing Consumables

Asset Manager's functions extend to providing a fully functional system for managing your consumable IT items. This can include virtually anything that you expect to consume, from ink or toner to items such as projector bulbs.

In another application note we describe Asset Categories and Asset Fields, and how we can use these to structure our asset database. The primary reason for doing this is simply to make it easier to navigate and find things. It therefore won't surprise you to learn that we also use categories to provide structure to the *Consumable* section of the database.

As you can see in our example, we have defined a series of categories that gives structure to our toner and projector bulb assets.

The *HP Toner* category contains several sub-categories that represent the different printer models we own. Under each printer category we have the individual cartridges listed as separate assets. In this way, we have the flexibility to control individual cartridges that the printer uses.



If you open up one of the cartridge assets you can see that in most ways its record looks like that of a standard asset, with the exception of *Stock Levels* and the *Stock Inventory* tab.

The Stock Levels display gives you an instant indication of the current stock situation: how many units are available, how many units have been allocated, and what the overall costs have been to date.

Management of the stock inventory is accessed by clicking on the Stock Inventory tab at the top of the frame.

Stock Inventory

Current History Notifications Permissions Stock Inventory					
Available Stock					
	Name	Purchase Order	Unit Cost	Created	
+	HP 55X Black Toner (CE255X)	as12399	120	06/07/2012 10:39:02	
+	HP 55X Black Toner (CE255X)	as12399	120	06/07/2012 10:39:02	
+	HP 55X Black Toner (CE255X)	as12399	120	06/07/2012 10:39:02	
Total Units: 3			Total Cost: £360.00		
Allocated Stock					
	Name	Purchase Order	Unit Cost	Created	Allocated To
+	HP 55X Black Toner (CE255X)	as12399	120	06/07/2012 10:39:02	NPI8EB5D4
Total Units: 1			Total Cost: £120.00		
Deleted Stock					
	Name	Purchase Order	Unit Cost	Created	Deleted Code

The *Stock Inventory* display provides you with the details relating to the toner cartridge we have selected.

You can see purchase order details, allocated stock, and deleted stock at a glance.

Deleted Stock might seem slightly strange at first, as the stock control system does not allow you to delete items once they have been added, as a security feature to prevent anyone attempting to hide unauthorised removal of stock items.

This restriction could make honest mistakes, like double booking of stock deliveries, difficult to handle: however, this is where Asset Manager's deleted stock system comes into play. This allows you to *mark* stock as being deleted, whilst retaining full visibility and making the transaction fully traceable for audit purposes.



The stock inventory controls are accessed using the appropriate toolbar buttons.

The 'Add Stock' dialog box has a 'Save' icon at the top left. It contains the following fields: 'Name' (HP 55X Black Toner (CE255X)), 'Purchase Order No.' (A320-380), 'Qty' (2), 'Unit Cost' (55.00), 'Supplier' (MISCO), and 'Notes' (Restock order).

When you add stock you should enter the purchase order number as this will tie up with the rest of your establishment's paperwork and provide traceability. You can also enter the quantity ordered, unit costs, the supplier whom you placed the order with, and any notes that you might need to add. After processing the transaction, the stock levels on the system will be adjusted accordingly.

By allocating stock to a printer, you first decrease the number of items marked as available. This also allows you to keep track of how your printers consume toner cartridges, helping you to monitor (for example) excessive use.

The 'Allocate Stock' dialog box has a title bar and a close button. It contains the following fields: 'Asset' (NPI858365) and 'Qty' (1). To the right of the 'Qty' field, it says 'Available Stock Qty: 4'. There is an 'Allocate' button at the bottom right.

A further useful feature of the system is its ability to notify you automatically when consumable stock hits a minimum re-order level. The resulting email will prompt you to raise an order for replacements. The notification system is fully configurable, and monitors the status of the asset, booking and help desk systems continuously. When rules are triggered, email notifications are sent to appropriate users. The notifications system is described in a separate application note.

Delete Stock
✕

Select the quantity of stock you would like to delete and give a reason for deletion.

Qty: Available Stock Qty: 4

Delete Code:

Delete Reason:

Once stock items have been entered into the system there is no mechanism to delete them as such. However if mistakes are made entering stock levels, you can mark items as deleted along with a reason. This provides you with a method of managing and auditing your consumables stock items fully and transparently.

Current History Notifications Permissions Service Requests Stock Inventory					
Available Stock					
Name	Purchase Order	Unit Cost	Created		
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48		
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48		
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48		
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48		
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48		
Total Units: 14		Total Cost: £1,330.00			
Allocated Stock					
Name	Purchase Order	Unit Cost	Created	Allocated To	
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48	L87_MLAS	
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48	L79_MLAS	
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48	L42_MLAS	
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48	U72_MLAS	
+ HP LaserJet CE505X Black Print Cartridges	77GF6564	95	26/08/2012 10:11:48	U38_MLAS	
Total Units: 11		Total Cost: £1,045.00			
Deleted Stock					
Name	Purchase Order	Unit Cost	Created	Deleted Code	

When using the asset management system, clicking the *Consumable* tab will show you the history of consumable allocation. If you have mistakenly allocated an item, it can be unallocated and returned back into the available stock inventory.

- Asset
 - Citrix XEN Servers
 - Domain Controllers
 - Furniture
 - Laptops
 - NAS Device
 - Printers
 - HP
 - NPIBEB5D4
 - NPI858365
 - NPIDFAA44
 - Rooms

Allocated Consumable
✕

Name	Purchase Order	Unit Cost	Created	Consumable
HP 55X Black Toner (CE255X)	as12399	120	06/07/2012 10:39:02	HP 55X Black Toner (CE255X)

Created By: tsaxby
Updated: 06/07/2012 10:39
Updated By: tsaxby
Notes:
Supplier:

UnAllocate Consumable

Total Units: 1 Total Cost: £120.00

Access Control

Asset Manager has a number of controls that allow you to control who in your establishment can manage your consumable stock items. This includes both booking in stock items, and the authority to allocate them. The entire consumables system can be removed from view if required.

Notifications

A strong feature of the system is its ability to issue notification messages when stock of a particular item is running low, prompting you to raise a purchase order and replenish the stock.

The notification system includes specific rule types for your consumable items, with triggers for stock level conditions.

The screenshot displays the 'Notification Rules' management interface. The main window shows a table of existing rules, grouped by 'Rule Type'. An 'Add New Rule' dialog box is open, allowing the user to configure a new rule.

Rule Type	Name	Condition	Criteria	Applies To	Notification Template
Anti Virus	Anti Virus	has > 1 installed			
Asset	Asset	Asset Creation			
Asset	Asset	Asset Modified			
Asset	Asset	Asset Creation			
Asset	Asset	Asset Modified			
Booking	Booking	Booking Creation			
Booking	Booking	Booking Modified			
Booking	Booking	Booking Creation			
Booking	Booking	Booking Modified			
Booking	Booking	Booking Reminder			
Booking	Booking	Booking Deleted by User			
Booking	Booking	Booking Deleted by Timetable C			
Disk	Any Disk	is < 5% free			
Disk	Any Disk	has < 50 MB free			
Printer Supply Level	Printer Supply Level	is < 10%			
Service Request	Service Request	Service Request Creation Priority >= 4		All	On New Service Request - Admin

Add New Rule Dialog:

- Rule Type: Consumable
- Name: Consumable (The name cannot be changed.)
- Condition: is < 5 available (The criteria to trigger this rule.)
- Applies To: All Asset Category Classification
- Template: Consumable Item Stock Trigger (Notification Management)
- Notify Users: **All Admins** (Add, Remove buttons)
- Is Enabled: Is rule enabled

Reports

There are a number of very useful reports that can be used to keep track of your consumable inventory, both in terms of current stock levels, but also of the allocation of items into the field. All reports can be set up and run according to a schedule, and the results emailed as a PDF attachment to a list of specified recipients.

Stock Inventory Report

Generated on 08/09/2012 10:55:10 Type All
 Selection Type SelAssetCat Supplier

Available Stock							
Consumable Name	Stock Name	Purchase Order	Supplier	Updated	QTY	Cost	
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	08/09/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	77GF6564	Misco	26/08/2012	1	£95.00	
Notes	BW P2055 Laser Printer						
Row Count	14					Total	£1,330.00
Allocated Stock							
Consumable Name	Stock Name	Allocated To	Purchase Order	Supplier	Updated	QTY	Cost
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	L87_MLAS	77GF6564	Misco	26/08/2012	1	£95.00
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	L79_MLAS	77GF6564	Misco	26/08/2012	1	£95.00
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	L42_MLAS	77GF6564	Misco	26/08/2012	1	£95.00
Notes	BW P2055 Laser Printer						
HP LaserJet CE505X Black Print Cartridges	HP LaserJet CE505X Black Print Cartridges	U72_MLAS	77GF6564	Misco	26/08/2012	1	£95.00
Notes	BW P2055 Laser Printer						

There is also a very useful Asset Cost of Ownership report that will help you to identify areas where potentially excessive and un-economic patterns of usage are occurring. These types of reports can help you to save money by picking up devices that could be replaced with more modern and/or more economically sound alternatives.

Asset Cost Of Ownership - Printers

Generated on 08/09/2012 10:56:39 Typical Engery Cost (p/kWh) 17.77
 Selection Type SelAssetCat CO₂ Emitted per kWh 0.503816794

Asset Number	Asset Name	Asset Life Span	
1	<u>L33_OFFICE COPIER</u>	3 year(s), 6 month(s), 1 week(s), 1 day(s), 10 hours(s), 56 min(s)	
Currency Asset Fields			
Name		Cost	
Purchase Price		£2,800.00	
Total		£2,800.00	
Power Consumption (400 Watts)	8 month(s), 3 week(s), 2 day(s), 22 hours(s)		
CO₂(kg)	Energy(kWh)	Cost	
1199.08396972	2380	£422.93	
Total		£422.93	
Consumables			
Name	Purchase Order	Consumable	Cost
Toshiba E-Studio 4520C Cartridge Pack (4)	ZZ1928992	Toshiba E-Studio 4520C Cartridge Pack (4)	£285.00
Staples A4 Value Copier / Printer Paper (Ream)	A878766-09	Staples A4 Value Copier / Printer Paper (Ream)	£1.99
Staples A4 Value Copier / Printer Paper (Ream)	A878766-09	Staples A4 Value Copier / Printer Paper (Ream)	£1.99
Staples A4 Value Copier / Printer Paper (Ream)	A878766-09	Staples A4 Value Copier / Printer Paper (Ream)	£1.99
Staples A4 Value Copier / Printer Paper (Ream)	A878766-09	Staples A4 Value Copier / Printer Paper (Ream)	£1.99
Staples A4 Value Copier / Printer Paper (Ream)	A878766-09	Staples A4 Value Copier / Printer Paper (Ream)	£1.99
Total			£294.95
Lease, Maintenance, Warranty			
Description	Type	Expires	Cost
3 Year Maintenance	Maintenance	Expires in 845 days	£250.00
Total			£250.00
Asset Total Cost Of Ownership :			£3,767.88

The reports are very detailed, and include all appropriate costs related to the device in question. As you can see, the energy costs alone can make a surprising contribution to the overall cost of running a single printer, and can show where installing devices with lower energy consumption ratings might make a particular difference.