Getting Started with Asset Manager - Checking out Consumables

CSE Asset Manager and Service Manager have an enormous number of powerful features, and these short introductory guides cannot cover all of them. The purpose of these guides is to get you started, and lead you to discover more about the features and facilities at your own pace.

If you need help please ask, either by emailing assetmanager@cse-net.co.uk, or telephoning 01993 886688 and asking for Asset Manager support.
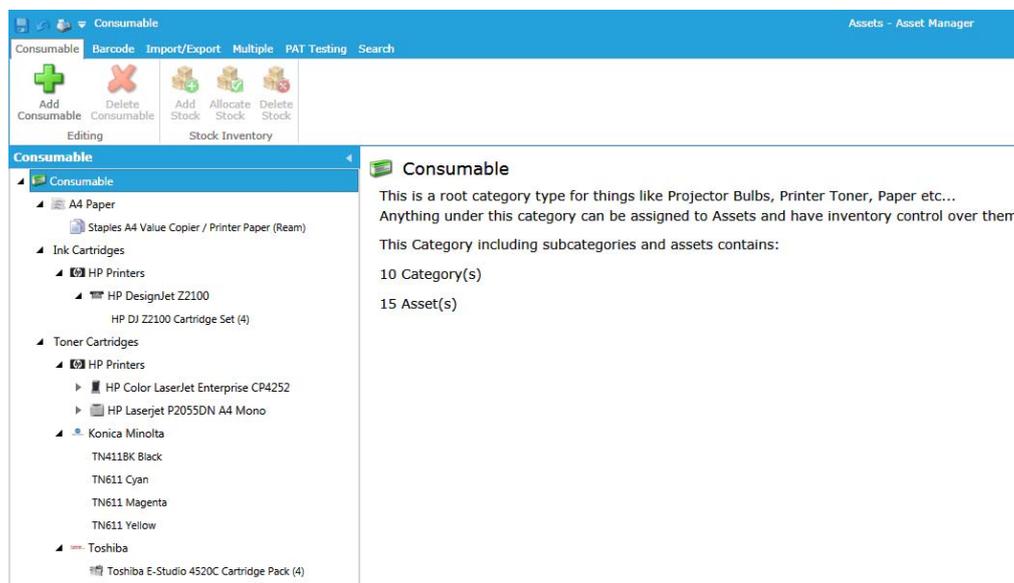
To support your exploration of the system further, we have produced a number of application notes that go into greater detail on specific functions. These can be downloaded from our Asset Manager microsite at www.cseassetmanager.co.uk or can be accessed directly within the demo system by going to the Download section.

This guide covers how Asset Manager can be used to manage consumables associated with your assets.
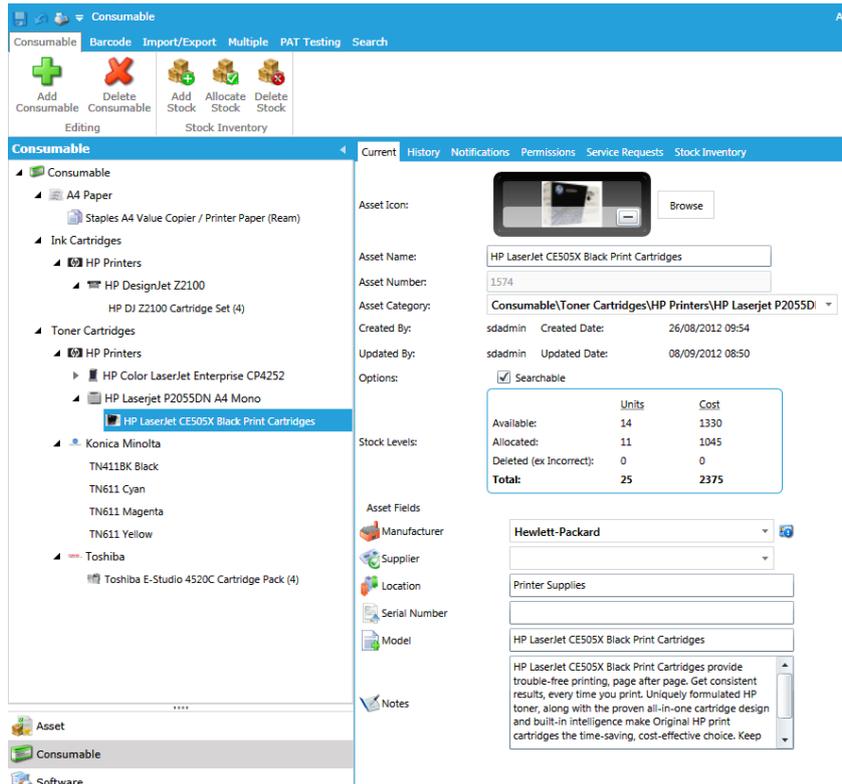
Consumables

Consumables that are required to service your assets can also be included in your asset register by defining a category of consumable items, you can then track stock and usage of these items. These are typically items that have been purchased and have a finite life, such as printer toner cartridges.

Click the *Consumable* tab in under the *Assets* menu.

We have expanded the categories in this view to show that the structure and hierarchy are the same as we saw when looking at assets.

Click *HP LaserJet CE505 Black Print Cartridges*.

The details screen looks familiar, but since we are looking at an object that has been tagged as a consumable, some details are different.

Prominently displayed in the middle of the form is *Stock Levels*.

Next move to the toolbar and click on the *Stock Inventory* tab.

Notice the *Allocated To* column. This when you allocate stock, you usually allocate it to some sort of device, in this case a series of printers.

At a slight tangent, now make your way back to the main *Assets* screen, find the L87-MLAS printer and open it, then click on the *Consumable* tab. Here you see another view of the allocated consumables, specific to the printer selected.

Click on the *Allocate Consumable* button within the asset title bar, select and allocate a printer cartridge.

Now at your own pace…

At your own pace, why not try to add and delete stock inventory items, or have a go at adding your own consumable item into the database.