

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.

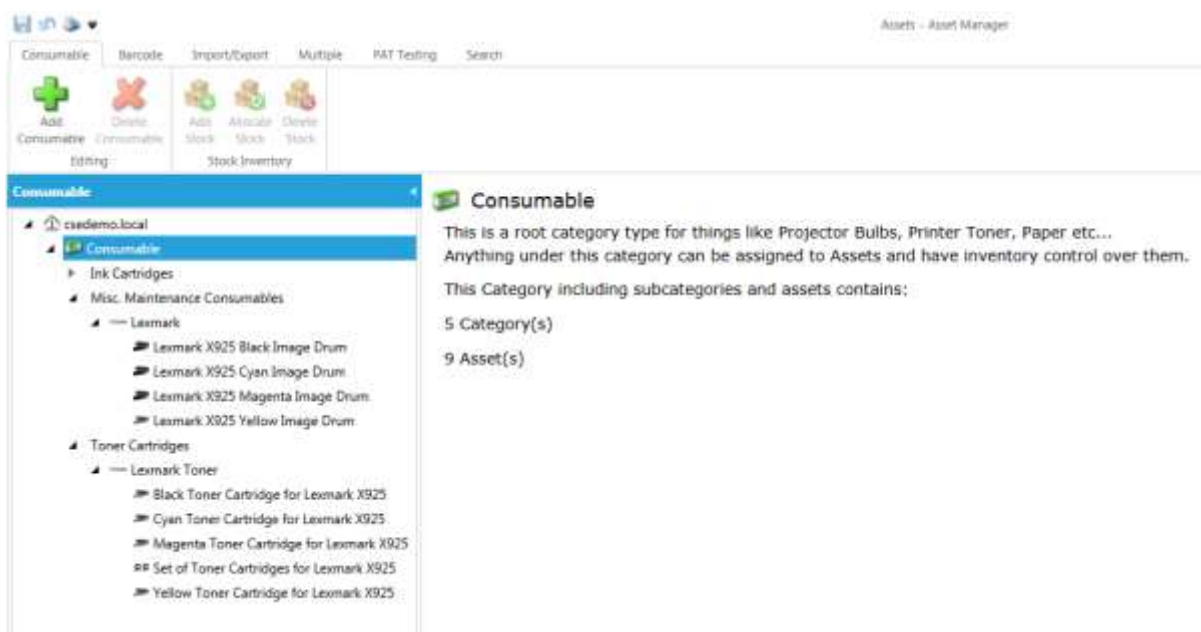
This guide covers how Asset Manager can be used to manage consumables associated with your assets.

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.

Consumables 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 on *Black Toner Cartridge for Lexmark X925*.

The screenshot shows the 'Current' tab of the system interface. The left sidebar contains a tree view with the following structure:

- Consumable
 - Ink Cartridges
 - Misc. Maintenance Consumables
 - Lexmark
 - Lexmark X925 Black Image Drum
 - Lexmark X925 Cyan Image Drum
 - Lexmark X925 Magenta Image Drum
 - Lexmark X925 Yellow Image Drum
 - Toner Cartridges
 - Lexmark Toner
 - Black Toner Cartridge for Lexmark X925**
 - Cyan Toner Cartridge for Lexmark X925
 - Magenta Toner Cartridge for Lexmark X925
 - Set of Toner Cartridges for Lexmark X925
 - Yellow Toner Cartridge for Lexmark X925

The main content area shows the details for the selected item:

- Asset Icon:**
- Asset Name:** Black Toner Cartridge for Lexmark X925
- Asset Number:** 400
- Asset Category:** Consumable/Toner Cartridges/Lexmark Toner
- Created By:** cseadmin Created Date: 25/03/2014 10:22
- Updated By:** cseadmin Updated Date: 25/03/2014 11:27
- Options:** Searchable
- Stock Levels:**

	Units	Cost
Available:	2	169.68
Allocated:	2	169.68
Deleted (ex Incorrect):	0	0
Total:	4	339.36
- Asset Fields:**
 - Manufacturer: Lexmark
 - Supplier: MISCO
 - Serial Number:

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*.

The screenshot shows the 'Stock Inventory' tab of the system interface. The left sidebar is identical to the previous screenshot. The main content area displays the stock levels for the selected item:

- Available Stock:**

Name	Purchase Order	Unit Cost	Created
+ Black Toner Cartridge for Lexmark X925	A1A2A3	84.84	25/03/2014 11:27:20
+ Black Toner Cartridge for Lexmark X925	A1A2A3	84.84	25/03/2014 11:27:20
Total Units: 2		Total Cost: £169.68	
- Allocated Stock:**

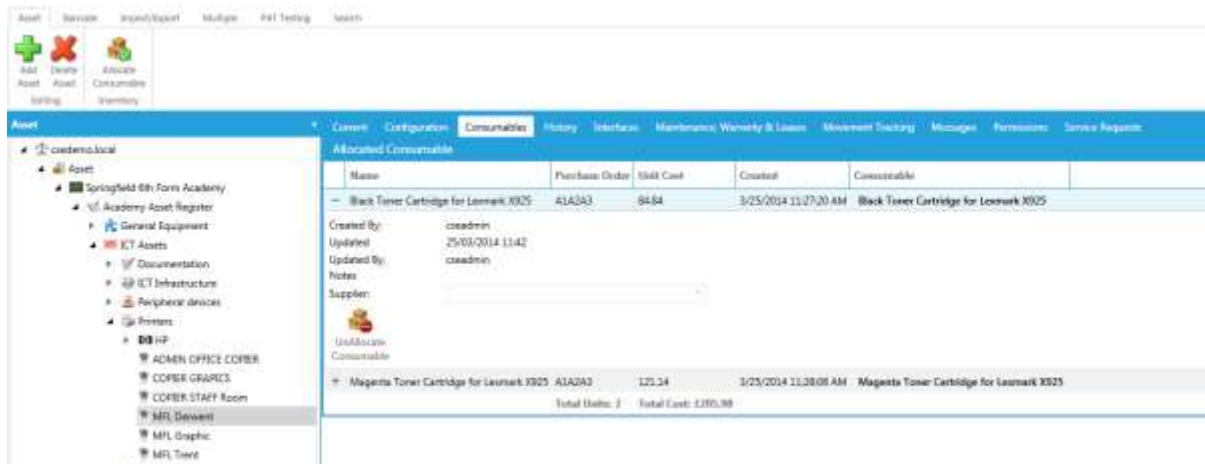
Name	Purchase Order	Unit Cost	Created	Allocated To
+ Black Toner Cartridge for Lexmark X925	A1A2A3	84.84	25/03/2014 11:27:20	MPL Demont
+ Black Toner Cartridge for Lexmark X925	A1A2A3	84.84	25/03/2014 11:27:20	MPL Trent
Total Units: 2		Total Cost: £169.68		
- Deleted Stock:**

Name	Purchase Order	Unit Cost	Created	Deleted Code
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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 *MFL Derwent* 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?