



# Asset Tracking Fact Sheet

docMgt<sup>1</sup> provides a comprehensive set of asset tracking tools to help manage and report on physical asset activities. Asset Tracking can be used to manage physical file folders, inventory, computer hardware allocation, patient files and any other set of uniquely identifiable physical items. Full integration with NetLabels<sup>2</sup> further enhances the asset tracking experience by providing printing of barcode labels automatically from within the docMgt system.

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## OVERVIEW OF ASSET TRACKING

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Asset Tracking is the proper tracking and locating of physical assets. Each time an asset moves from place to place that movement is tracked by the system. This allows users to know where to find the asset, who has it, and even request the asset for themselves.

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## ITEM-LEVEL ASSET TRACKING FUNCTIONS

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Each asset has its own set of tracking actions available including assigning the asset to a user or location, requesting the asset from its current assignment, returning the asset from assignment or printing a label using NetLabels<sup>2</sup>. These can be done right from that asset's main information screen.

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## BATCH-LEVEL ASSET TRACKING FUNCTIONS

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Asset tracking actions can also be taken at a batch level so multiple assets can be assigned, returned or requested as well as having multiple barcodes printed at the same time. This allows for greater flexibility as well as greater efficiency for file rooms or any situation where users must act on many assets at a time.

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## BARCODE READER INTEGRATION

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docMgt has been designed for compatibility with barcode scanners which allow for the most efficient asset tracking experience. Barcode scanners are available for desktops, laptops, tablets and smart phones which can turn any device into an asset management tool.

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## FULL REPORTING CAPABILITIES

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docMgt provides multiple levels of reporting for asset tracking. Each individual asset has its own history log of all transactions that have occurred for that asset including all assignments and returns for that asset. Also available is a list of current requests for the asset. These are all easily accessible from the asset information screen.

Global asset tracking reports show who had which assets over a given period of time, when they were assigned, when they were returned and who returned them. Asset request reports show outstanding request throughout the entire system.

Each user also has their own Asset Management status panel on their home page which shows all the assets the user has assigned to them as well as any outstanding asset requests.