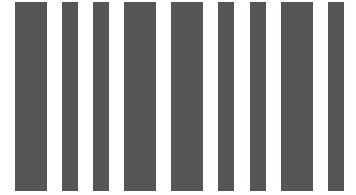




Check-in/Check-out Asset Barcode Workflows

Never Lose Track of Your Inventory

VIZOR includes best practice asset check-in / check-out workflows for IT Asset Management processes such as equipment loans and asset repairs. Entire processes from request and asset check-out to return check-in to equipment storage can be managed in VIZOR and tailored to your specific requirements. To facilitate speed and accuracy these workflows optionally support barcode readers to scan assets efficiently, ensuring you never lose track of your inventory.



Cloud or On-Premises

Flexible deployment options in the cloud or locally installed or on your premises

www.VIZOR.cloud

Check-Out Multiple Assets

Onboarding a new employee usually involves assigning multiple assets such as a laptop, phone and accessories. VIZOR streamlines the process of scanning multiple assets from stock and checking them out to a specific user. For maximum speed and accuracy, a barcode scanner can be used to ensure the correct assets are quickly allocated to the new employee.

Accurate Asset Allocation

VIZOR's intelligent check-out workflows simplify asset allocation to your organization's users. A barcode scanner can be used to ensure the correct asset is assigned every time. When checking an asset out to a user, whether for time-limited or permanently, the location of the new user is automatically suggested as the new asset location so you always know "Who has what" and "What is where".

Time-Limited Allocation

VIZOR will allocate an asset on a permanent or a time-limited basis. This is ideal for project-related asset allocation and short-term equipment loans. If required, VIZOR can be configured to send an email reminder to users just before the return date to remind them when and where to return loaned assets. Any overdue/unreturned assets are identified in the VIZOR interface and supporting reports.

An award winning European Legal Firm maximizes IT technician effectiveness and user productivity by monitoring asset status and tracking asset location with VIZOR's check-in/check-out workflows.

Check-In Returned Assets

VIZOR has specific workflow processes for checking in returned loaned assets. As with check-out workflows, a barcode scanner can be used for speed of asset selection and to ensure accuracy. VIZOR maximizes data integrity with features such as suggested storage locations for each specific asset on check-in. Furthermore, the storage location of a returned asset can be based on attributes of the person who borrowed the asset. VIZOR will standardize your asset return processes across multiple sites while intelligently recommending the closest storage location for each asset.

Check-In For Repair

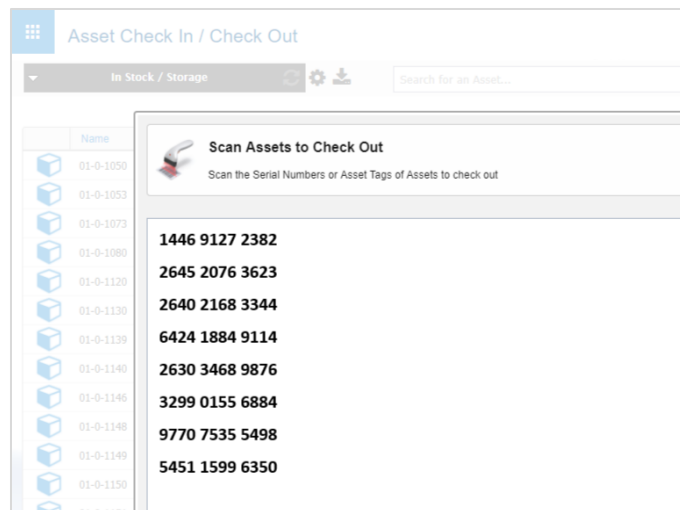
VIZOR's management of the entire lifecycle of your assets includes tracking asset repairs. When a repair is required, the use of a barcode ensures the correct asset from your inventory has been selected. VIZOR will then initiate your processes for managing the repair such as creating a helpdesk ticket or change request. These processes can be tailored for each asset type, as the repair process for a projector may differ from those for a laptop. VIZOR will also notify the asset manager or person responsible for the asset should the repair and return from a supplier take longer than expected.

Simple Asset Exchange

VIZOR's asset exchange functionality has been optimized for barcode scanners, permitting quick and accurate check-in of an old asset and check-out allocation of the new replacement asset in a single transaction. This workflow is particularly useful when issuing a replacement device to a user, for example issuing a replacement Chromebook to a student.

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FAQs

Is a barcode scanner required to use VIZOR's check-in/check-out equipment loan functionality?

A barcode scanner is optional; however, use of a scanner facilitates quick and accurate asset selection.

Can VIZOR use existing barcode labels on your assets?

Yes, VIZOR can use existing labels on your assets. You simply need to associate the barcode identification number with the appropriate assets within VIZOR. This operation can be performed as a bulk import during configuration.

Does VIZOR require a specific barcode scanner?

VIZOR will work with any physical barcode scanner which outputs the barcode identification number in plain text.

Does VIZOR require specific barcode labels?

No, you may use any barcode labels. This allows you to select labels which meet your own requirements such as tamperproof or print on demand. We will be happy to make recommendations based on your needs.