School
Asset Manager

The only complete asset management solution
for education

Tag | Scan | Update | Report

www.schoolassetmanager.co.uk

Scan Asset

FREE TRIAL

What is School Asset Manager?

The complete online asset management solution for education.

It enables schools to manage all their Fixed, Mobile, Hard and Soft assets across Network, ICT, Estates, Premises, Business, Finance and the rest of the School.

Online Asset Management System

- Pre-populated with School Asset Types and relevant data collection fields
- Your Locations and Departments pre-configured
- Advanced Reporting and Alerts
- Document Storage
- Fully Editable and Customisable
- Complete Audit Trail of asset history
- Helpdesk Ticketing for Facilities and IT
- Network Discovery Tool
- Data Import Tools

Mobile App

- Asset Register in your Pocket
- Scan Asset tags to access and update asset information on the move
- Take photos and videos of assets
- Quick Audit Functionality

QR Asset Tagging

- Quick Scanning unique QR codes
- Ultra-Strong adhesive
- Fraud and Theft protection

"It's quick, easy, powerful and it's
developed by schools for schools"

Manage the Movement and Lifecycle of all your assets
- Easy to keep your Asset register up to date

Advanced Reporting
- Pre-configured with powerful reports PLUS the ability to create your own custom reports to suit your needs

Important Alerts
- Schedule Automatic alerts to remind you of Important Dates and Changes e.g Warranty Expiry Date, Asset Replacement Date, Maintenance Dates, Contract Renewal Dates, Inspection/Test Dates, Statutory Compliance Dates

Free Training, Support and Best Practice Consultation from our team of Experts
- Unlimited Training
- Telephone support from our highly trained UK-based team
- Providing you with Best Practice guidance from hundreds of Schools and Academies

> **Testimonial**

Andrew Fellows, Business Manager.

"School Asset Manager provides everything I need to manage our assets.

All departments now have the tools they need to ensure we can save the school a lot of time and money."

"We love it"

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How Does it Work?

① Add & Tag Assets

School Asset Manager allows you to add Assets to the system via several user-friendly methods:

+ Add Individual Assets using the Web Interface or Mobile App

OR

⊞ Add Multiple Assets – great for adding whole rooms full of PC's or when more than one item is purchased

OR

⤓ Import Assets from other systems or spread sheets

OR

▶ Use our quick video audit tool

② Scan & Update

You can easily update the asset details via the Mobile App or the Web Interface:

▣ Scan & Update

OR

▭ Update via the Web Interface

③ Report

School Asset Manager is completely flexible as you can record and report on any information you choose.

The system comes complete with pre-configured, customisable asset-specific questions, for example:

Purchase Date
Purchase Value
Asset Guardian
Make / Model
Serial Number
Invoice Number
Location
Department / Faculty

"**It's so easy**, you've got complete control over any data recorded, so if you want to add new fields like Warranty Expiry Date or Asset Replacement Date, then you can!"

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What is an Asset?

Across the school, assets can be best described as hard assets or soft assets.

Because our system handles hard and soft assets, School Asset Manager is the only complete asset management solution for education.

Hard Assets

I.T Assets

Mobile Devices

Premises

Rooms & Contents

Furniture

Musical Equipment

PE Equipment

DT Tools

Science

"**Hard Assets** can be any physical object owned or maintained by the school.

For example, laptops, keys, the fabric of the building or the school's minibus"

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Soft Assets

Commercial Contracts

Service Agreements

Important Documents

Evidence of Statutory Compliance

Health & Safety Documents

Floor Plans

Evacuation Procedures

Software Licenses
WAP Licenses
Site Wide Licenses

Emergency Procedures

> Online Documents Store

Upload important documents into the **online documents store** complete with automatic reminders as required e.g. warranties with expiry dates, contracts with renewal dates, service agreements with service dates and statutory safety requirements with inspection or test dates.

"**Soft Assets** are important paper documents or procedures which **need monitoring**, maintaining and **could require remote access in an emergency**"

Benefits for Business & Finance Management

Create an accurate, up to date, Asset Register for Reporting & Auditing
The quickest and easiest way to build and maintain an up to date asset register for all hard and soft assets from PC's to important contract documents

Manage Assets Effciently
Allows you to oversee the management of all the schools assets from laptops and printers to maintenance contracts and the fabric of the building

Maximise Budget Efficiency
Improve budgeting, save money and protect best value, by looking after it, maintaining it, minimising the need for replacement, re-allocate under used assets for improved financial management and calculate depreciation

Statutory Compliance
By using School Asset Manager to record important information about all the items that require a statutory inspection or test, you can guarantee that you'll have always have the evidence required to meet both internal and external compliance

Forward Visibility
Limit the shocks of major replacements through great reporting and planned preventative maintenace

Lifecycle Management
Understand what you've got, where it is, what condition it's in, when it needs maintaining, when it needs replacing, disposing of or when to renegotiate the price

Health & Safety
By uploading important Health & Safety documents into the system and recording safety inspections/test dates, you can always be sure that you have the information to hand to satisfy all your Health & Safety requirements

Disaster Recovery
In many Crisis situations like fire, flood or other natural disaster, it is vital that you have all the necessary information to inform the relevant authorities regarding safety checks. In the aftermath, accurate asset information is vital in any insurance claims and refurbishment plans

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School Asset Manager

Every school needs robust asset management.

This is the quickest and easiest way to manage all your hard and soft assets

Scan Asset

Other great benefits

> Evidence appropriate use of public funds

> Reduce your insurance premium

> Centralise the data from across the school

> **Best Practice**

"We record all of our assets worth over £100 plus any smaller desirable items, we record their purchase dates, purchase values, serial numbers, along with their locations and most important for us their expected replacement date. This means that every year we have complete visibility of the assets we expect to replace."

> **Quick Solution**

"As a quick solution we tagged every room in the school, recorded how many tables and chairs were present along with an estimated furniture value. We then took a one minute video of each room so we could refer back, whenever we needed it. Fast and effective!"

Benefits for Network Management & ICT

As a Network Manager you have large networks to manage and lots of users to keep happy. School Asset Manager will make your life easier.

Mobile App
Work more effectively when on the move by scanning and updating asset information e.g. Status Changes, Equipment Booking, Location changes, Disposal of equipment

Equipment Loans
Easily book assets in and out of the system, record the person the item has been loaned to and the date you expect it back. With it's Advanced Reports functionality you can even receive email reminders when loans have expired

Life Cycle Management
Have better visibility on which assets may need replacing, upgrading and maintaining by recording key dates and letting the system notify the relevant people

Network Discovery
Network Discovery allows you to take a snapshot of all the devices attached to your Network and link this data to Assets. I can find out who is using resource-heavy or restricted programs and applications like iTunes, Spotify, torrenting software etc.

Asset Knowledge
Have all the information you need at your fingertips with a combination of Asset Data, Network Discovery Data, complete asset history and detailed Audit Trail

Scan Asset

• Workload Management using School AM App

Scan an Asset and change status to "Support Required" will trigger an email alert for the next day allowing you to see a work list of all those Assets.
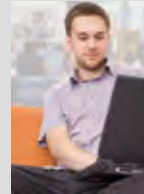
• Software search

We bought copies of the latest CAD software. I can now run a report to find out which PC's are running it.

Q. "What ink does that printer use?
A. I'll scan it with the app, to find out?"

> Testimonial

Shaun Walker, School Network Manager.
"I can locate all our laptops, PCs and other devices quickly and easily. This allows me to better manage the inventory within budget.

The mobile App allows me to manage my complete asset register from anywhere on the move."

> Best Practice

"We tag and scan every PC, Laptop, Projector and Whiteboard in the school. We record the Make and Model, along with each warranty expiry date and the date we expect to update or replace it. This gives valuable information about our IT assets and allows us to plan our workload and budget replacements."

> Quick Solution

"To build the asset register quickly you can run the Network Discovery Tool and Import the data Directly into the Asset Database."

Benefits for Site, Facilities & Estates

School Asset Manager is the perfect system to record and report on all the information critical to the facilities operation of your school.

Room Video Audits

Adding each room into the system allows you to record a video of the room, giving you a clear view of the condition and contents of the room. You can also record detailed information about rooms such as: Paint Colour/Code, Floor Type, Lighting Type, Next Redecoration Date etc.

Statutory Checks, Inspections and Important Reminders

School Asset Manager gives you the ability to monitor all assets that require a statutory check or inspection. By recording all the key information and documentation that any HSE, Fire Officer, Local Authority or other compliance auditor may require, all the evidence you need is easily accessible from anywhere.
Reminders - Critically the system allows specific scheduling of action dates allowing you to set up email reminder alerts for any action or task, which is required to meet your statutory obligations

Estates & Buildings

Manage and monitor buildings, estates (interior and exterior) and grounds. The systems allows you to understand the current condition, estimated future maintenance dates and associated costs of maintenance and replacement. You can also easily identify and understand your risks and receive automated alerts based on inspection dates and results

Streamline Time Management and Work Planning

By recording Test/Inspection Dates, Maintenance Dates the system can plot upcoming dates on a calendar to help you plan your workload and streamline the use of resources

Important Document Storage

Upload to store all your Important Documents, **Site Plans, Health & Safety Reports, Service Records & Certificates, PAT Test Data, Insurance Documents** and any other records

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> **Testimonial**

Andy Smith, Facilities Manager.
"I record all my Fire Safety Equipment Testing alarm points and extinguishers using School Asset Manager. I simply log when each item was last tested and when testing is due, which of my team tested the item, along with the contact details of the relevant engineer if we need assistance.

I find the Document Uploader especially useful. All my grounds equipment is logged with a user manual and a Health & Safety checklist. Previously this was kept in paper folders but I now have it securely saved online so I can access it anywhere, anytime."

"The systems offers a user-friendly **calendar and alerts system** emailing you notification when your **Fire Alarm, PAT Testing, Fume Cupboards, Water systems** and many more items require their **test or inspection**."

Benefits for the rest of the School

"**Many other departments in your school** are responsible for the purchase, maintenance, upkeep and safe disposal of their assets.

Science, Design and Technology, Music and Drama **all have expensive, specialist equipment.**

School Asset Manager comes with a whole array of different Asset Types but **is entirely customisable** so you can record any Asset you wish along with any information that is relevant."

Art & Design

Child Development

Citizenship / Empowerment

Design & Technology

English

Humanities

ICT

Library

Maths

Media

Modern Foreign Languages

Music

PHSE

Performing Arts

Physical Education

Pyschology

Science

Young Apprenticeship

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"**Your support** and helpdesk service **is the best I have ever used** in my professional or my personal life, **by a country mile**."

Guilherme Souza, Southfields Academy.

Schools save money by managing assets efficiently

Protecting Public Money

There is **constant pressure on schools and business managers** to "protect public money" especially with the introduction of new guidelines.

School Asset Manager is a great way to help save schools money and easily **proves how public money is being spent**.

Tag

Scan

Update

Report

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Now proven to save around £10,300 per year across school insurance, smarter equipment purchasing and better asset allocation.

SAVE MONEY

Wear, tear and loss reduction
The system gives teaching staff more responsibility to take better care of assets under their guardianship. Thus teachers enforce students to limit unnecessary damage or losing of equipment. Reducing repurchase requirements.

£2,137pa TYPICAL SAVINGS

Theft reduction
As the school improves its asset tagging and logging this is seen by students, they feel they are more likely to be caught if they attempt to steal an item. Low level, opportunist and petty theft is reduced. Reducing repurchase requirements.

£1,753pa TYPICAL SAVINGS

Avoid equipment duplication
Often when a request for new laptops, cameras and other items are made the school may already have the same equipment available elsewhere in the school. School Asset Manager quickly allows you to locate these items. Reducing over purchase requirements.

£2,300pa TYPICAL SAVINGS

Reduce overdue asset loan returns
Most schools are not aware they often have between £10,000 and £25,000 worth of equipment overdue for return at any one point in time. (Some of this will never return unless better managed). School Asset Manager allows you to solve this problem. Reducing over purchase requirements.

£2,202pa TYPICAL SAVINGS

Reduce insurance premiums
School Asset Manager and the reporting it can provide to the insurer allows schools to move from an all risk style policy to a balance of risk policy.
Reducing spending on insurance premiums.

£2,000pa TYPICAL SAVINGS

TOTAL SAVING IN A TYPICAL SCHOOL IS: £10,392pa

SAVE TIME

Reduce 'time cost' of regular audit
Due to the speed and simplicity of the system the audit and stock check process can be reduced by up to 75% making School Asset Manager a necessity for your school.
Reducing time taken.

75% TYPICAL SAVINGS

"By using School Asset Manager we changed our schools **insurance policy**. **This alone saves us around £2,000 per year.**"

Alison Knox, Finance Manager.

Your Free Trial

Take advantage of your **FREE trial for 30 days**.

The trial only starts once you've had your free on-site training.

This **no-risk trial** allows you to involve your colleagues across departments to **really understand the value of School Asset Manager.**

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Telephone 0114 2250339
Email partnership@schoolassetmanager.co.uk
Web www.schoolassetmanager.co.uk

Postal School Asset Manager
CMM Technology Limited
Globe II Business Centre
128 Maltravers Road
Sheffield
S2 5AZ

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