

# **AssetManage 2015 Getting Started Guide**

Copyright © 2015



**LIBERTY STREET**

S O F T W A R E

# Table of Contents

Foreword	0
<b>Part I General Info</b>	<b>1</b>
1 What Can AssetManage Do? .....	1
2 How to buy AssetManage and Contact Info .....	2
3 Upgrading from an earlier version of AssetManage .....	3
4 Installing AssetManage .....	4
5 The Main Window .....	6
6 Legal Notices .....	9
7 What's new in Version 2015 .....	11
<b>Part II Importing and Exporting Data</b>	<b>13</b>
1 Importing data into AssetManage .....	13
2 Exporting data to an Excel or Access file .....	18
3 Exporting data to an HTML file .....	19
<b>Part III Keeping Records</b>	<b>20</b>
1 Creating item records .....	20
2 Changing item info .....	26
3 Removing items .....	28
4 Moving or Copying Items .....	29
5 Finding Items .....	30
6 Queries .....	32
7 Using AssetManage with Barcodes .....	35
8 Depreciation .....	38
9 The View Tab - What is it used for? .....	40
10 Linking Assets .....	41
11 Check In/Check Out .....	43
12 Disposing Assets .....	49
<b>Part IV Managing Locations</b>	<b>53</b>
1 What are Locations? .....	53
2 Creating new locations .....	54
3 Editing and printing location barcodes .....	54
4 Removing Locations .....	55
<b>Part V Generating and Using Reports</b>	<b>56</b>
1 Running Reports .....	56

2	<b>Creating Reports</b> .....	61
	Custom Reports .....	63
	Label and Report Designer .....	65
	Step-by-Step Example: Report.....	67
3	<b>Reporting Fields Explained</b> .....	72
4	<b>Depreciation Reports</b> .....	73
5	<b>Sorting &amp; Filtering Data Within Reports</b> .....	74
	<b>Part VI Managing Employees, Manufacturers,etc..</b>	<b>77</b>
1	Working with employee data .....	77
2	Working with Manufacturers, Insurers, etc.. .....	81
	<b>Part VII How Do I</b>	<b>83</b>
1	Use AssetManage with a PDA type Barcode scanner? .....	83
2	Backup My Data? .....	83
3	Change Field Names? .....	85
4	Change multiple records simultaneously? .....	89
5	Change the Data File (or Image files) location? .....	90
6	Check Service Agreements or Warranties .....	90
7	Create a new Category or Department? .....	91
8	Edit a Category? .....	92
9	Remove a Category or Department? .....	93
10	Set the beginning of my companies fiscal year? .....	94
11	Sort Items? .....	94
12	Specify which columns I want to see? .....	94
13	Track expenses related to an item? .....	95
14	How Do I Generate Asset Numbers Automatically? .....	96
15	Make my Labels print out properly .....	96
	<b>Part VIII Troubleshooting</b>	<b>99</b>
1	Trouble-shooting and Frequently asked questions .....	99
	<b>Part IX User Permissions</b>	<b>101</b>
1	Assigning Permissions to AssetManage Users .....	101
	<b>Index</b>	<b>106</b>

# 1 General Info

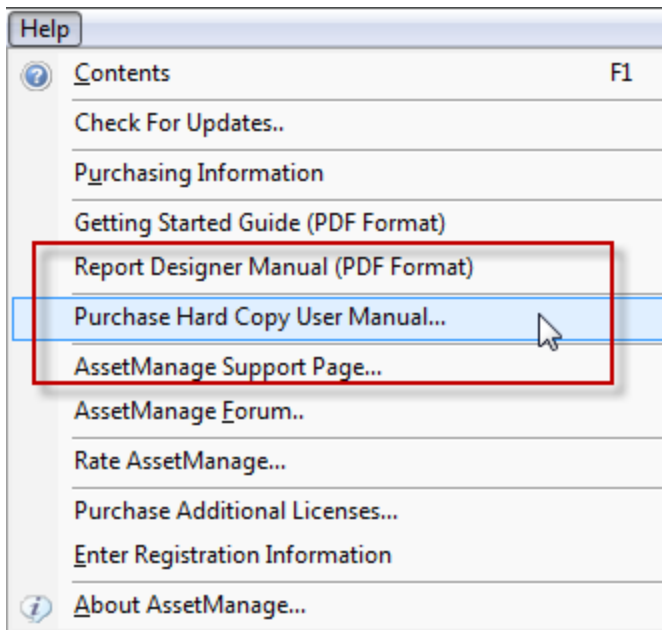
## 1.1 What Can AssetManage Do?

AssetManage is designed to provide a complete asset tracking solution for virtually any business. AssetManage is currently being used by thousands of companies and organizations to keep track of assets such as: Tools, Computer Equipment, Rental Property, Police Car Equipment, Office Furniture, Museum Artifacts and many more types of property.

### **AssetManage Features include:**

- Multi-User capable. More than one user can make changes to the same data simultaneously. Just place the AssetManage data file in a central location on your network.
- Barcodes. Scan & Print barcodes to attach to your assets.
- Attach up to 16 pictures to each of your records by scanning, pasting or importing them.
- Attach files and links to your records. Click on the attachment link to visit the specified website address or launch the attached file.
- Show a live video feed from your Webcam and take pictures of your assets.
- Check when service agreements and warranties expire on catalogued items.
- User Permissions. Assign permissions to users such as whether they can delete items, backup data and much more.
- Track repairs, maintenance costs and other expenses related to an item.
- Check In / Out to keep track of tools and other equipment.
- The integrated Report Designer lets you create Reports, Labels & File Cards.
- Track changes in an item's location or status.
- Calculate both Monthly & Annual depreciation schedules.

To purchase spiral-bound printed copies of this manual, select *Purchase Hard Copy User Manual...* from the main menu.



## 1.2 How to buy AssetManage and Contact Info

### How to buy AssetManage

#### AssetManage Order Page

<http://www.assetmanagesoftware.com/Purchasing.aspx>

#### AssetManage Web-Site

<http://www.AssetManageSoftware.com>

### To Contact Liberty Street Software:

You can contact Liberty Street Software Liberty Street Software at any time:

- Sales - [sales@libtystreet.com](mailto:sales@libtystreet.com)
- Tech Support - [support@libtystreet.com](mailto:support@libtystreet.com)
- Forum - <http://www.libtystreetsoftwareforums.com/forumdisplay.php?f=7>
- Instructional Videos - <https://www.youtube.com/channel/UCXOals2o0xcmxGEu472dyVg>

or Select **HELP > ASSETMANAGE VIDEOS...** from the main menu

### Online Chat

Click on the Online Chat Operator Graphic at:

<http://www.assetmanagesoftware.com/ContactUs.aspx>

### **Mailing Address**

Liberty Street Software  
228 Park Ave S. #26512  
New York, NY  
10003-1502

or

Liberty Street Software  
3126 Lednier Terrace  
Mississauga, ON  
L4Y 4A1  
Canada

### **Phone**

Sales: (888) 250-6615  
Technical Support: (905) 566-5082 or (347) 960-6466

Note that you can access our website and e-mail through hyperlinks in the About dialog box.

## **1.3 Upgrading from an earlier version of AssetManage**

### **To upgrade to AssetManage 2015 from an earlier version**

1. Install Version 2015 either by running the downloaded setup file or from the CD.
2. Make sure you select the same installation directories as were used in the previous version of AssetManage. These directories will appear as the defaults in their respective install screens.
3. Run AssetManage. You may see a message box asking if you would like to update the AssetManage data file. Select Yes to upgrade the file. If you do not see this message box, it means the data file is already compatible with the version of AssetManage that you have installed.

The 2014 version of AssetManage has a new feature called Open AssetManage File. (**File > Open**

**AssetManage File...**) This feature will let you switch which data file is being used by the program. It will also set the data folder to that used by the selected data file. This feature can be useful when moving a single user install of AssetManage to a new computer and in other situations.

### For Multi-User installation Upgrades Only

4. **IMPORTANT:** Install AssetManage on all your other workstations that will be using the program.
5. When installing on the other workstations, make sure that the **Data** directory & **Images** directories are the same for all users.

**Note:** AssetManage must be able to both read from and write to the source of the file's data, so backup files should be saved on hard drives or other writeable media and not read-only CD-ROMs. A data import from a read-only CD will not work.

## 1.4 Installing AssetManage

### System Requirements

AssetManage 2015 requires the following minimum system configuration to operate properly:

- Windows XP, Vista or Windows 7, 8 and 10 (All versions 32 and 64 bit)
- 800x600 SVGA display
- At least 50 MB free hard drive space.



The Setup program will show you exactly how much space is required, and let you know if there is not enough space available on the selected drive.



Images can greatly increase the amount of space AssetManage uses. All images you attach to records are converted to jpg format and stored in the .\AssetImages directory. If you attach a lot of images to records by scanning or importing, take note of the image size.

Name	Size	Type	Date Modified
Asset8(1).jpg	9 KB	JPEG Image	02/24/2015
Asset10(1).jpg	9 KB	JPEG Image	02/13/2015
Asset248(1).jpg	21 KB	JPEG Image	02/13/2015
Asset247(1).jpg	21 KB	JPEG Image	02/13/2015
Asset246(1).jpg	21 KB	JPEG Image	02/13/2015

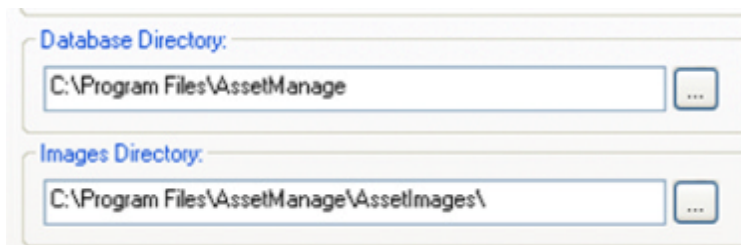
### How Do I Install From The CD?

Simply insert the CD into your CD-ROM drive. The setup program should start automatically. If the Setup program does not start automatically, run AUTORUN.EXE or SETUP.EXE from the root directory of the CD.

## Multi-User installation

1. Install Version 2015 either by running the downloaded setup file or from the CD.
2. When choosing directories for the **Data** and **Images**, make sure the directories are accessible to all users. Each user must have read and write permissions for the chosen directories.
3. After completing the initial installation. You can now install AssetManage on all your other workstations that will be using the program.
4. When installing on the other workstations, make sure that the **Database** directory & **Images** directories are the same for all users.

You can change the data file location and other directory locations in AssetManage from within the **Preferences** dialog, under **Tools > Preferences..**



If for some reason you cannot run AssetManage, the locations can also be changed by using **RegEdit**. To do this:

1. Select **Start > Run...** for Windows XP. For Windows Vista and Windows 7, click on the Window button at the lower left corner of your screen and type regedit.exe into the "Search" edit box.
2. type **regedit** into the Open edit window
3. Open **HKEY\_CURRENT\_USER\Software\Liberty Street Software\AssetManage** or **HKEY\_LOCAL\_MACHINE\Software\Liberty Street Software\AssetManage** if you installed the software using the **All Users** option in the setup program.

**HKEY\_LOCAL\_MACHINE** if you installed the program **for All Users**.

## Single-User installation



Install Version 2015 either by running the downloaded setup file or from the CD.

### Registration Code information

Liberty Street Software supplies a unique registration code with each software purchase. The code appears on the CD if you bought the CD-ROM version. If you ever lose the code, please [email us](mailto:email_us) and we will look it up for you.

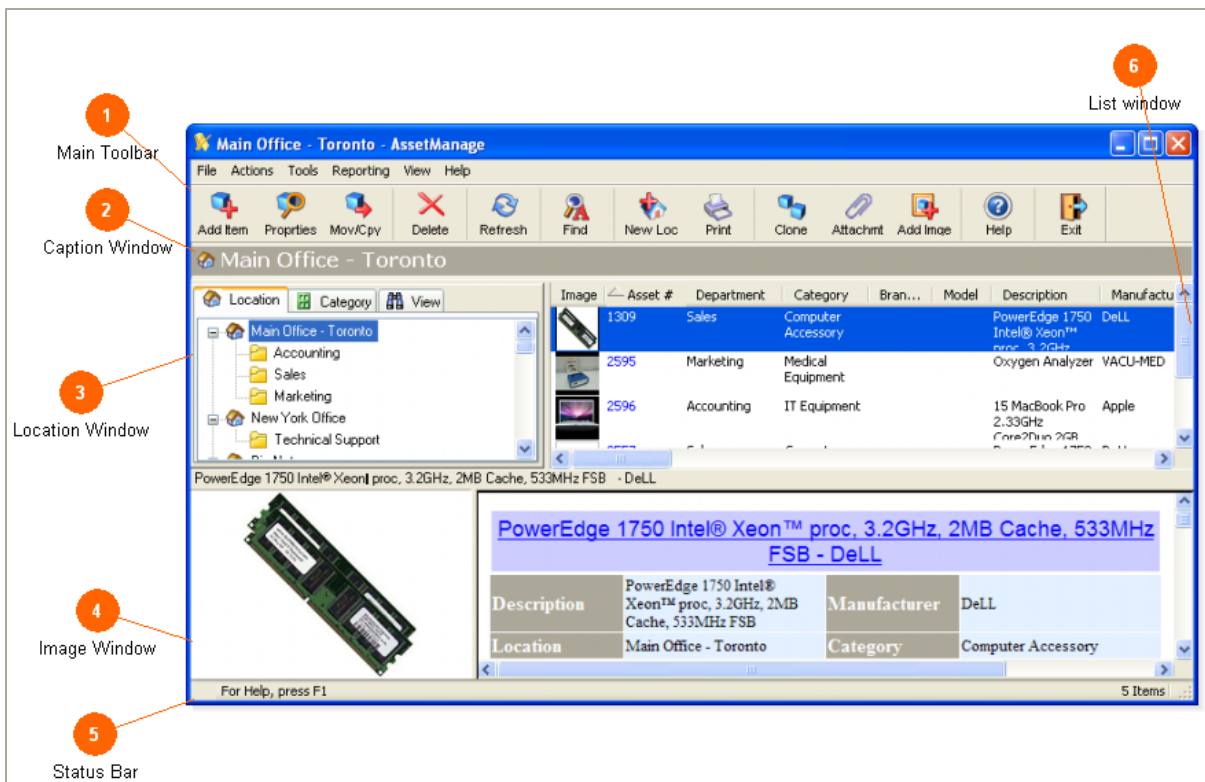
### Installing AssetManage on a network server

AssetManage can be run from a network server. To use the program in this manner, all users must install the software on their machine as well. The reason is that AssetManage uses the Windows registry on each user's machine.

## 1.5 The Main Window

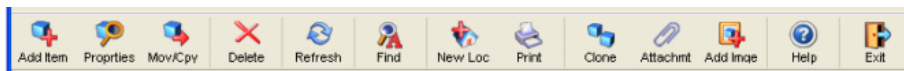
\*\*\*

### AssetManage Main Window



The main window of AssetManage software. Here you can get an overview of all your assets, view all assets belonging to a particular location or Department.

## 1 Main Toolbar



[\[Top\]](#)

## 2 Caption Window

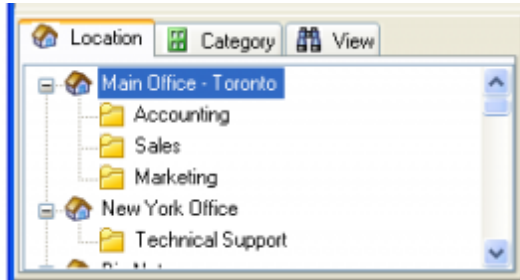


Description of what is currently being displayed in the main window. This can be the currently displayed Location, Department, Asset Category, Employee list, etc...

[\[Top\]](#)

3

### Location Window



Shows an overview of the Locations and Departments currently defined in the AssetManage database.

[\[Top\]](#)

4

### Image Window



Show all images that have been attached to an item. Click on the image to show it in your default image editor. Up to 16 images can be attached to each asset record.

[\[Top\]](#)

5

### Status Bar






The status bar shows additional information related to the menu item being selected, selected image, etc...

[\[Top\]](#)

6

**List window**

Image	Asset #	Department	Category	Bran...	Model	Description	Manufactu
	1309	Sales	Computer Accessory			PowerEdge 1750 Intel® Xeon™ proc. 3.2GHz	DeLL
	2595	Marketing	Medical Equipment			Oxygen Analyzer	VACU-MED
	2596	Accounting	IT Equipment			15 MacBook Pro 2.33GHz Core2Duo 2GB	Apple

A List of the assets belonging to the currently selected Location or Department. To sort on a particular column, click on the column header, to reverse the sort, click on the header again. The columns being shown and their order can be changed from the Preferences dialog (Tools > Preferences).

[\[Top\]](#)

\*\*\*

## 1.6 Legal Notices

AssetManage version 2015  
Copyright © 1999-2015 Liberty Street Software  
All Rights Reserved

### License Agreement

You should carefully read the following terms and conditions before using this software. Unless you have a different license agreement signed by Liberty Street Software your use of this software you indicates your acceptance of this license agreement and warranty.

### Registered Version

One registered copy of AssetManage may either be used by a single person who uses the software personally on one computer, or installed on a single workstation used nonsimultaneously by multiple people, but not both.

You may access the registered version of AssetManage through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network. For instance, if 8 different workstations will access AssetManage on the network, each workstation must have its own AssetManage license, regardless of whether they use AssetManage at different times or concurrently.

You may return the Software for a full refund within thirty days of the date of purchase.

#### Governing Law

This Agreement is subject to the laws of the Province of Ontario, Canada. All disputes arising from this Agreement shall be determined under the law of the Province of Ontario, Canada exclusively by the court having competent pecuniary and territorial jurisdiction over the city Liberty Street has its principal office.

#### Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. Because of the various hardware and software environments into which AssetManage may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

#### LIMITATION OF LIABILITY FOR DAMAGES

IN NO EVENT SHALL LIBERTY STREET SOFTWARE OR ITS SUPPLIERS BE LIABLE TO YOU, OR TO ANY OTHER PERSON, REGARDLESS OF THE CAUSE, FOR ANY DIRECT, SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFIT, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF OR RELATING TO THE USE OR INABILITY TO USE THIS SOFTWARE, EVEN IF LIBERTY STREET SOFTWARE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT THE FOREGOING LIMITATION IS FOUND BY A COURT OF COMPETENT JURISDICTION TO BE INEFFECTIVE, THE PARTIES AGREE THAT LIBERTY STREET SOFTWARE'S MAXIMUM LIABILITY FOR ANY CLAIM ARISING HEREUNDER (WHETHER IN CONTRACT OR TORT INCLUDING NEGLIGENCE, PRODUCT LIABILITY OR OTHERWISE) SHALL NOT EXCEED THE LICENSE FEES, IF ANY, PAID BY YOU TO LIBERTY STREET SOFTWARE FOR USE OF THE PRODUCT.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it.

The user must assume the entire risk of using the program. ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

#### ASSIGNMENT

You may not transfer or assign the Software or license granted hereunder to another party unless the other party agrees to all the terms and conditions of this EULA and provided that you transfer all copies of the Software, registration keys and/or codes, and related documentation to the same party and destroy any copies not transferred. Any such transfer terminates your license.

#### COSTS

You agree to reimburse Liberty Street Software for all expenses incurred by Liberty Street Software in the enforcement of any of its rights hereunder, including without limitation, solicitors fees.

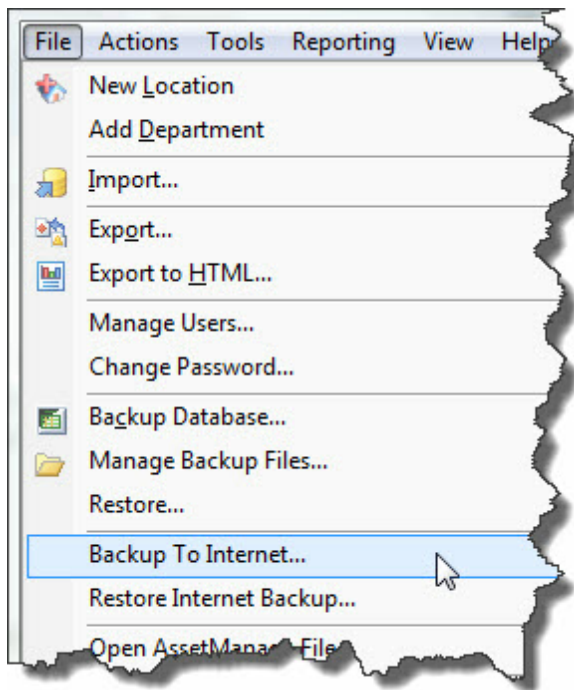
## 1.7 What's new in Version 2015

### 1. Internet Backup / Restore

You can now backup your data (and images) to a secure, cloud-based location. The ultimate data protection to guard against computer theft, natural disaster, etc..

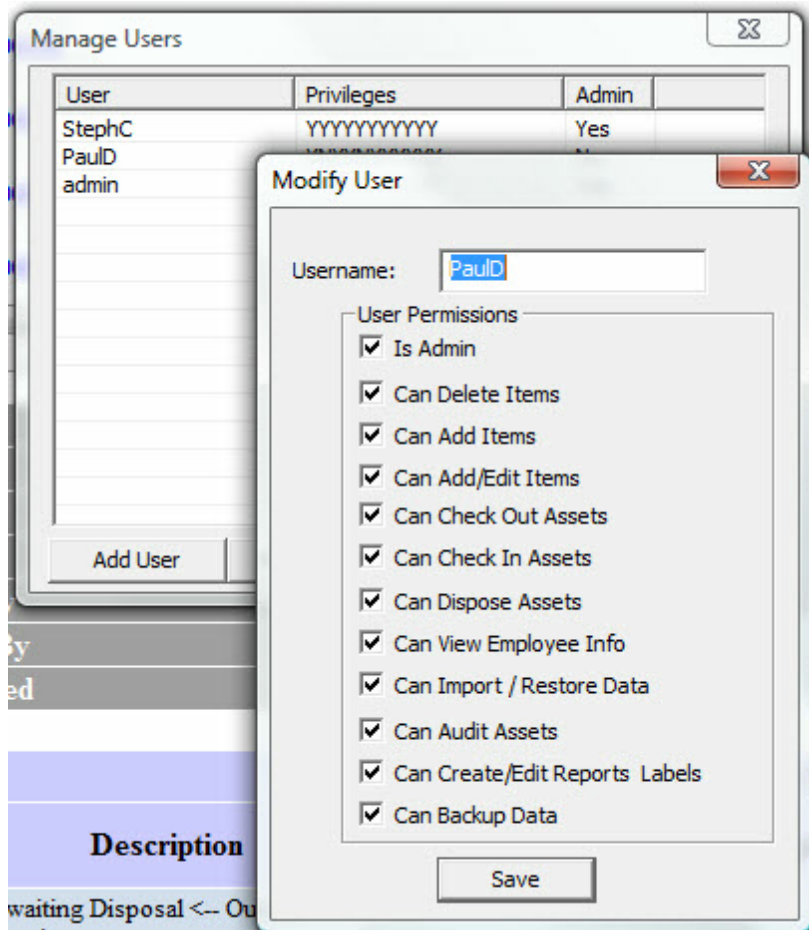
This feature also makes moving data between machines much easier. You can download the latest data file to your laptop that will be used on a business trip, or make it much easier to migrate your AssetManage data to a newly acquired computer.

Note: This feature will not work in the trial version, it requires a valid activation code.



### 2. User Permissions

We have received many requests for this feature from current and potential customers. Assign permissions to your users that will dictate what they can and cannot do while using AssetManage.

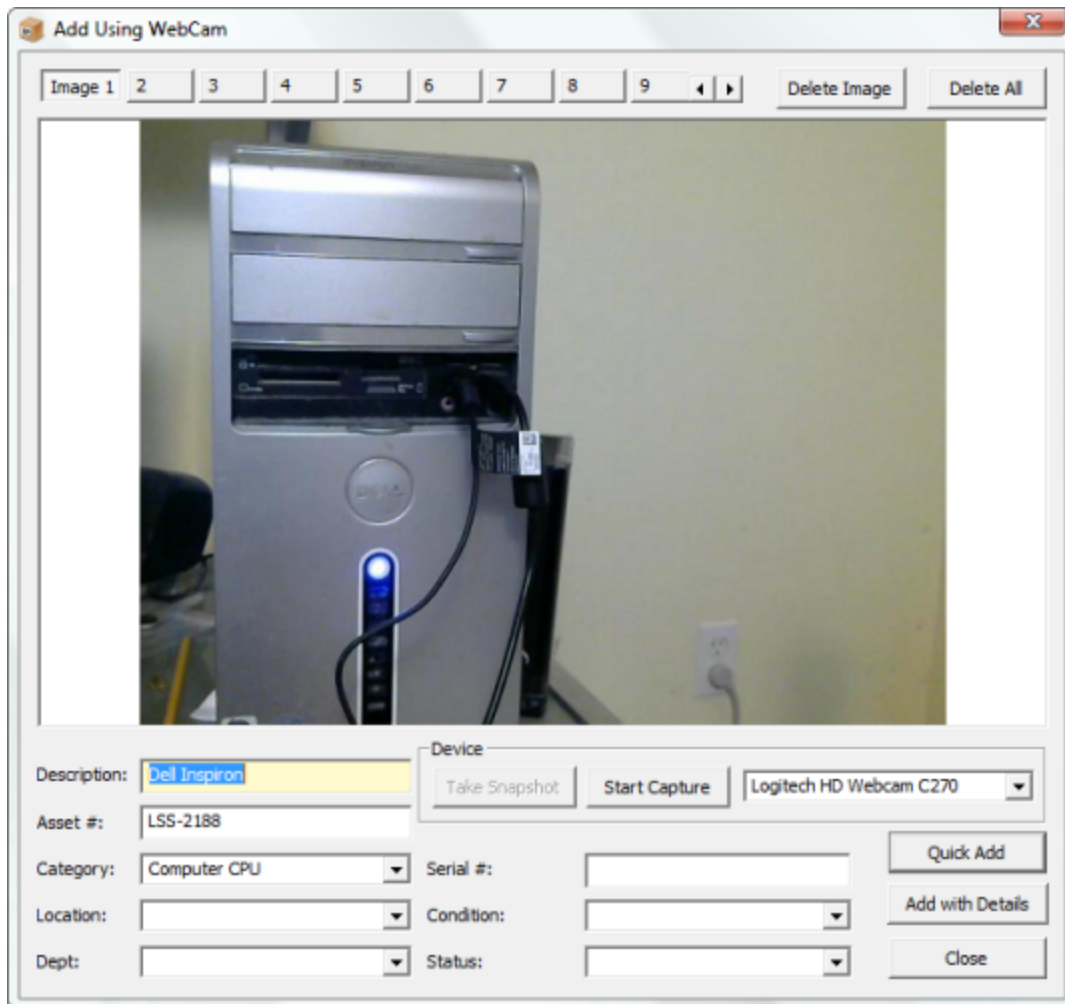


### 3. Data Caching

We have spent a lot of time optimizing the performance of the program. Users with large amounts of data should notice smoother scrolling and faster updating as a result.

### 4. Web Cam Capture

You can take pictures of assets using your Web Cam. This feature is present in the **Item Picture** window and is used in the new **Add Items Using WebCam...** feature.



## 2 Importing and Exporting Data

### 2.1 Importing data into AssetManage

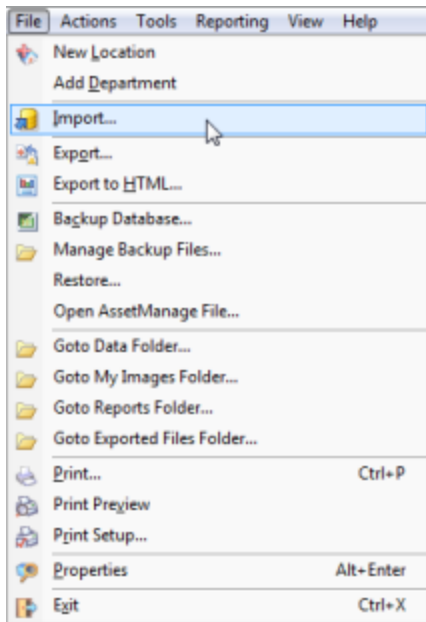
AssetManage can import delimited text files, Microsoft Access database files and Microsoft Excel spreadsheets. Not only can you import data pertaining to assets, but you can also import Dealer, Employee, Customer, Manufacturer and Insurer information. If you have been using another application to store your data, check to see if the application has the option to export data. Many programs allow you to export to a .CSV (comma separated variable file).

Tip: The formatting of Microsoft Excel spreadsheets sometimes causes problems with the AssetManage import feature. If you are having trouble importing an Excel Spreadsheet save the spreadsheet as a CSV file and then try the import again.

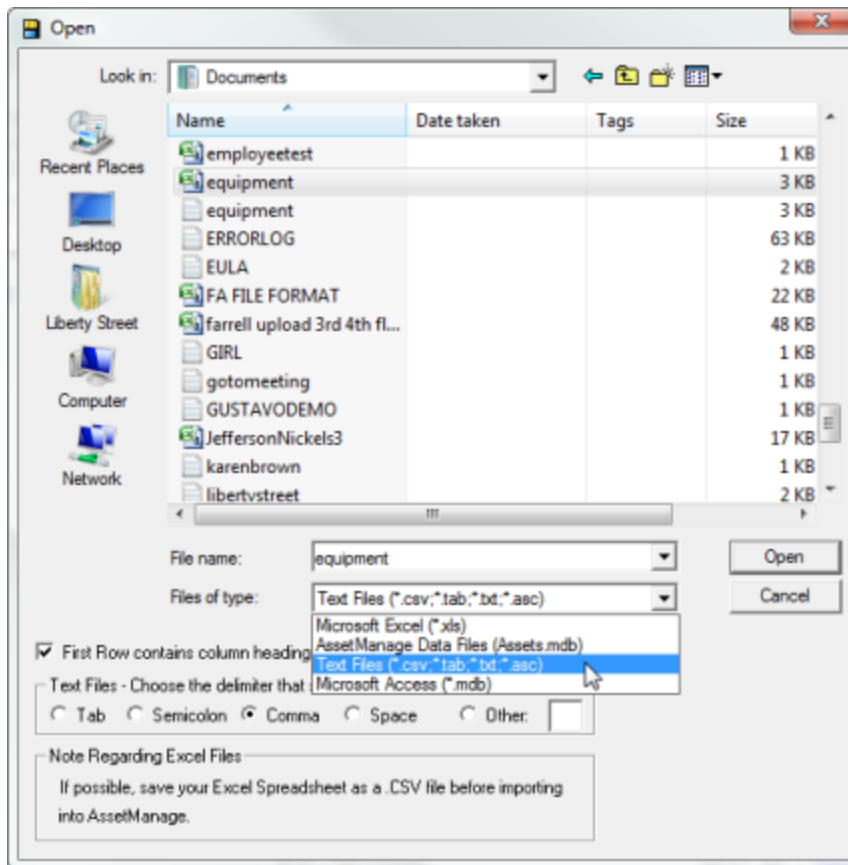


## To import asset data into AssetManage

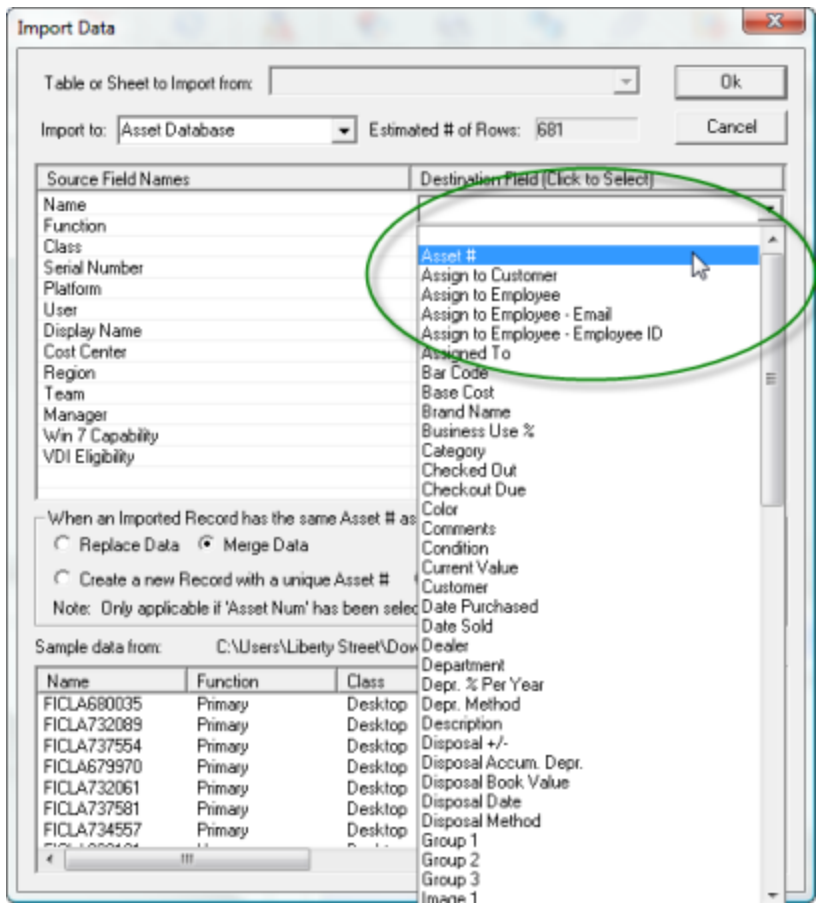
1. Select **Import...** from the **File** menu



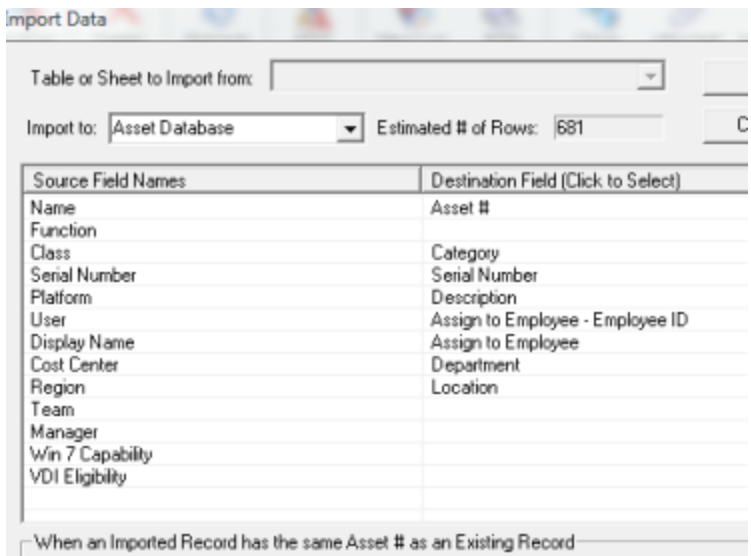
2. Choose a Text File (.csv, .tab, .txt, .asc), Access (.mdb) or Excel (.xls) file. and then select the **Open** button.



3. AssetManage will show the field structure of the file to be imported in the **Source Field Names** column. You will also see the first few rows of data from the import file. To select a Destination Field for each column, click on the appropriate row and column within the Destination Field. Then select the appropriate column from the drop-down list that appears.



4. Do this for all the columns in the **Source Field Names** section that you want to import.



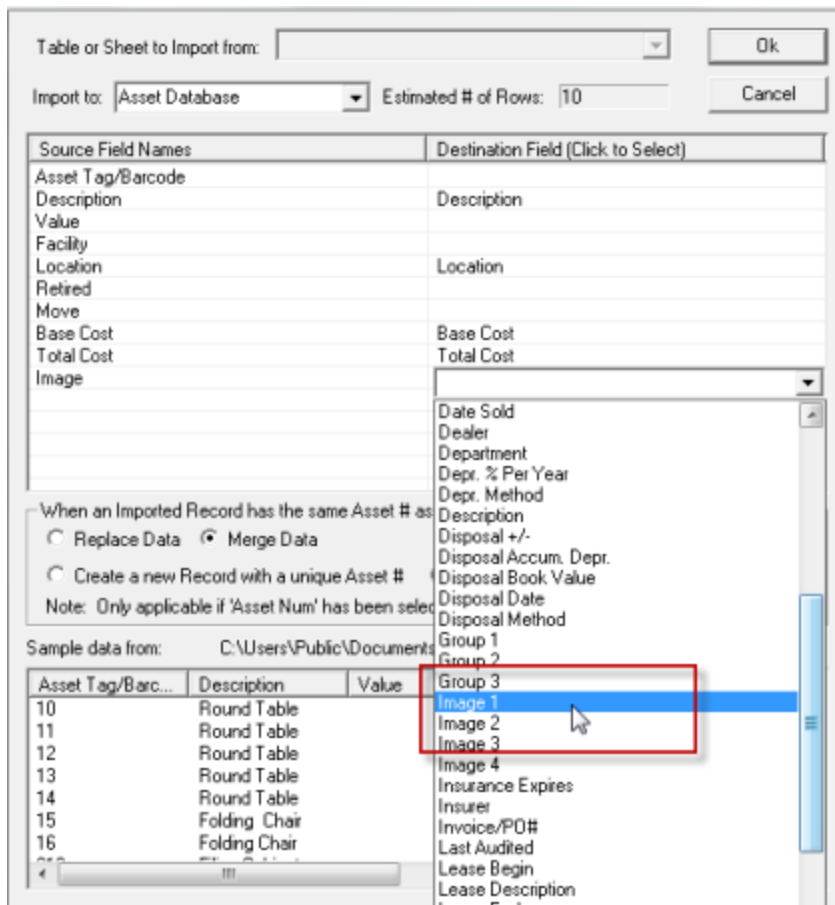
5. Click on the OK button to begin the import.

Notes regarding the import feature:

- The *Assigned to Employee* destination field should contain the name of the employee. A new employee record will be created automatically with the specified name if it does not already exist.
- The *Assigned to Employee - Email* and *Assigned to Employee - Employee ID* will only import data if the *Assigned to Employee* field is used as well.
- If no field is mapped to the *Asset #* field, AssetManage will create random unique asset numbers for every asset imported.
- The *Assigned to Customer* destination field should contain the name of the customer. A new customer record will be created automatically with the specified name if it does not already exist.
- If no source field is mapped to the AssetManage *Location* field, all the data will be imported into the currently open Location.

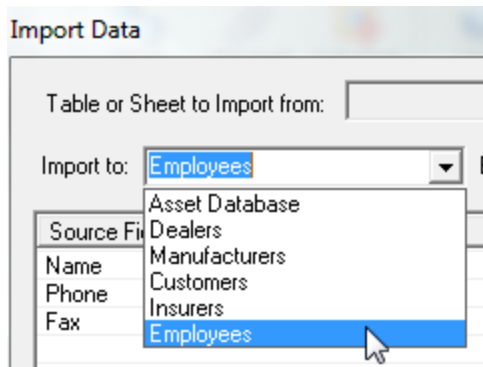
### To import images

1. Select Image 1, 2, 3 or 4 as the destination column. Make sure the FULL pathname of the image is specified in the file to be imported Image column. You can also import images directly from the internet. The FULL URL of the image must be specified in the Image column of the file that is being imported.



### **To import Employee and other data into AssetManage**

1. Select Employees or whatever type of data you want to import.



## 2.2 Exporting data to an Excel or Access file

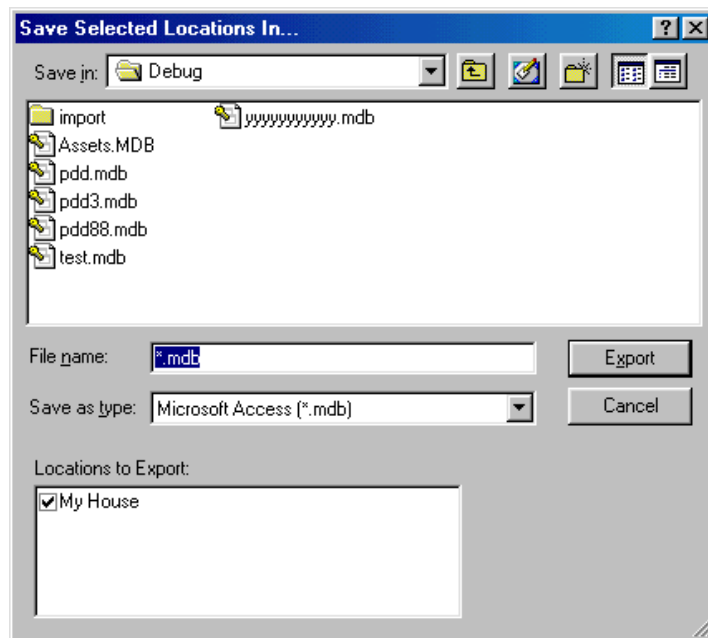
AssetManage can export data to 3 formats:

- HTML
- Microsoft Access – MDB files
- Microsoft Excel – XLS files

### **To export data to an Access or Excel file:**

Under the **File** menu,

- Select the 'Export...' command. The following dialog will appear:

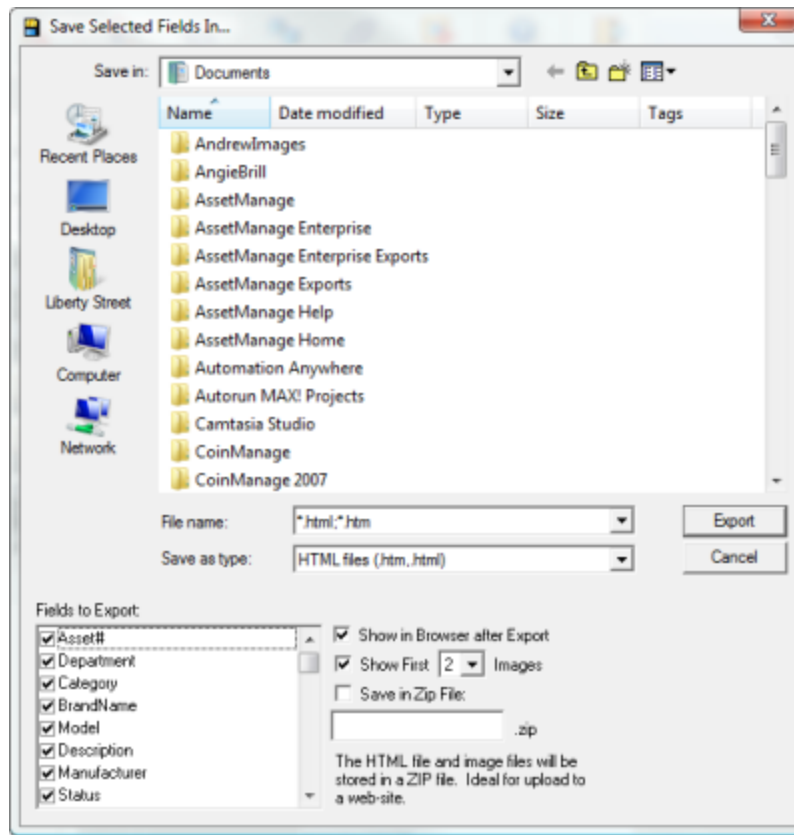


- Choose an existing Excel or Access file, or specify a new file.
- Select the locations you would like to export.
- Click the 'Export' button.

Another way to export AssetManage data is by using the AssetManage reporting features. You can specify that a report is to be exported to Excel, HTML, XML and other formats.

## 2.3 Exporting data to an HTML file

Under the **File** menu, select 'Export to HTML...'. The following dialog will appear:



- Select an existing HTML file, or specify a new one.
- Select the fields to be exported.
- Click on the 'Export' button.

If the Show in Browser after Export checkbox is selected, your default Internet Browser will open with the resulting HTML Document.

Like many other features in AssetManage, the Export to HTML feature exports the data that is currently being shown in the program.

Use the **Save in Zip File** option to save all the html files and images in a single Zip file. The zip file can then be uploaded to a web-site or emailed.

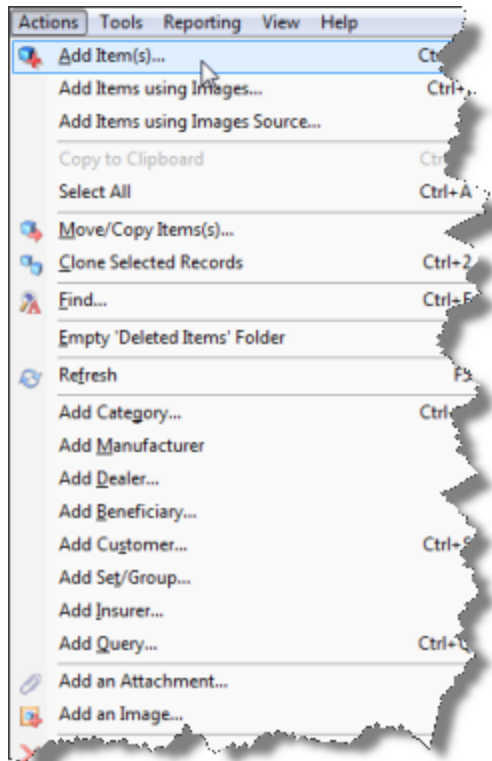
## 3 Keeping Records

### 3.1 Creating item records

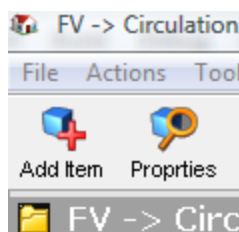
#### To add an item

There are numerous ways to begin adding items in AssetManage.

1. Select **Add Item(s)** from the **Actions** menu, as shown below.

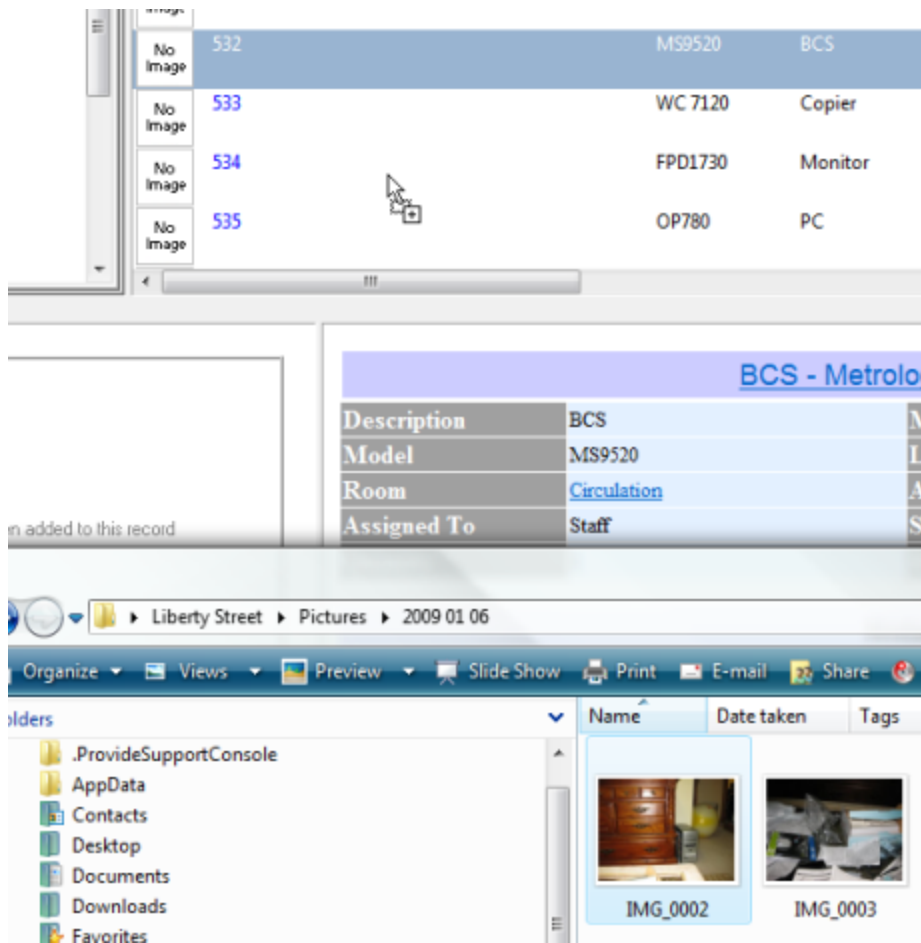


2. Click the **Add Item(s)** button on the Toolbar, as shown below.

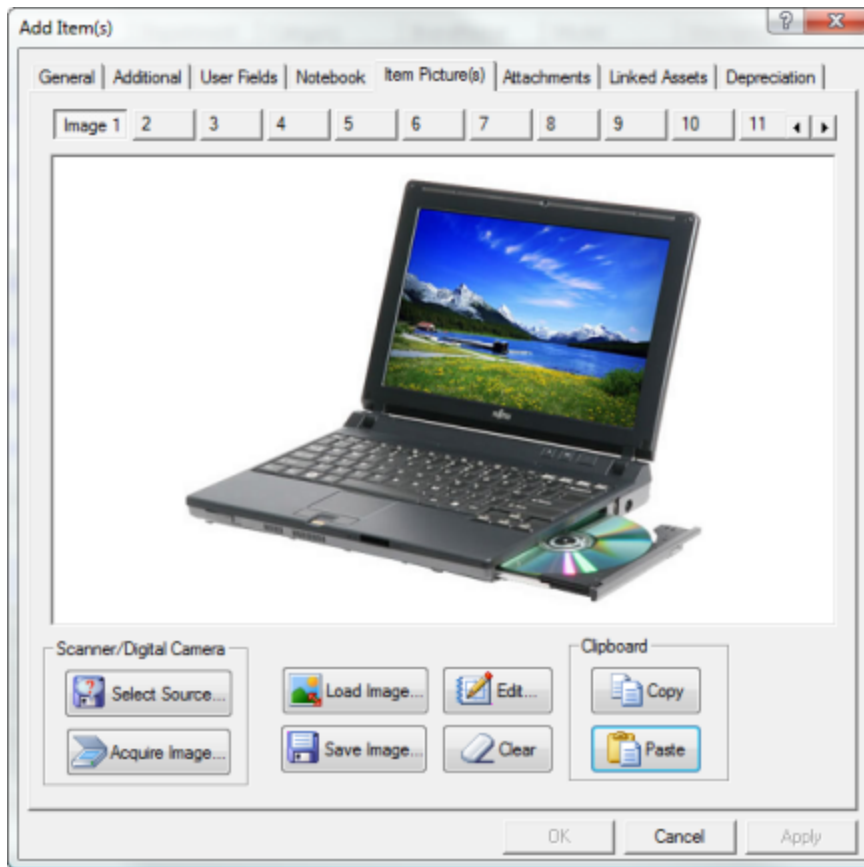


3. Use the Keyboard shortcut: **Ctrl+N**
4. Click using your right mouse button within the AssetManage window and select **Add Item(s)** from the menu that appears, as shown below.
5. You can also create a new item by dragging image files into the AssetManage list view. The example below will launch the Add Item(s) dialog with the AddNote.JPG image as an image. AssetManage supports most major image types including JPG, BMP, GIF, TIFF, PNG, WMF, ICON and EMF.





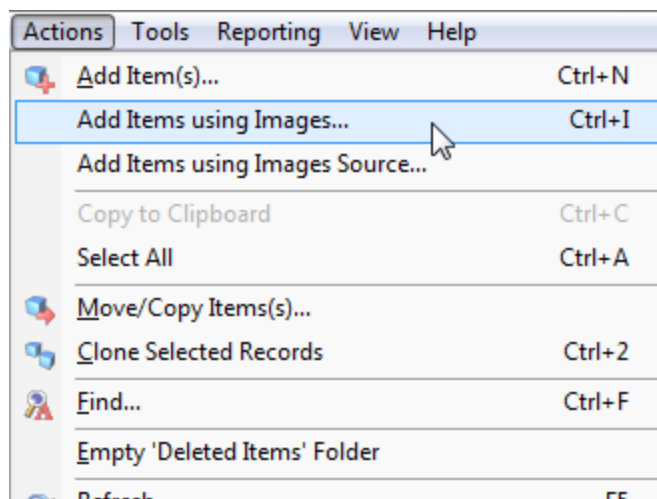
*The Add Item(s) dialog, showing the image as described above.*



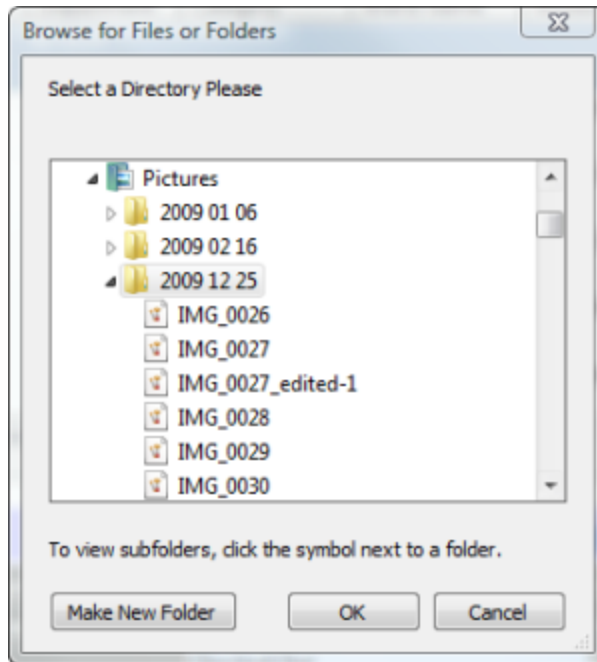
### To add an item using Images

This feature lets you add assets using images you already have on your computer. These images have usually already been downloaded from a digital camera.

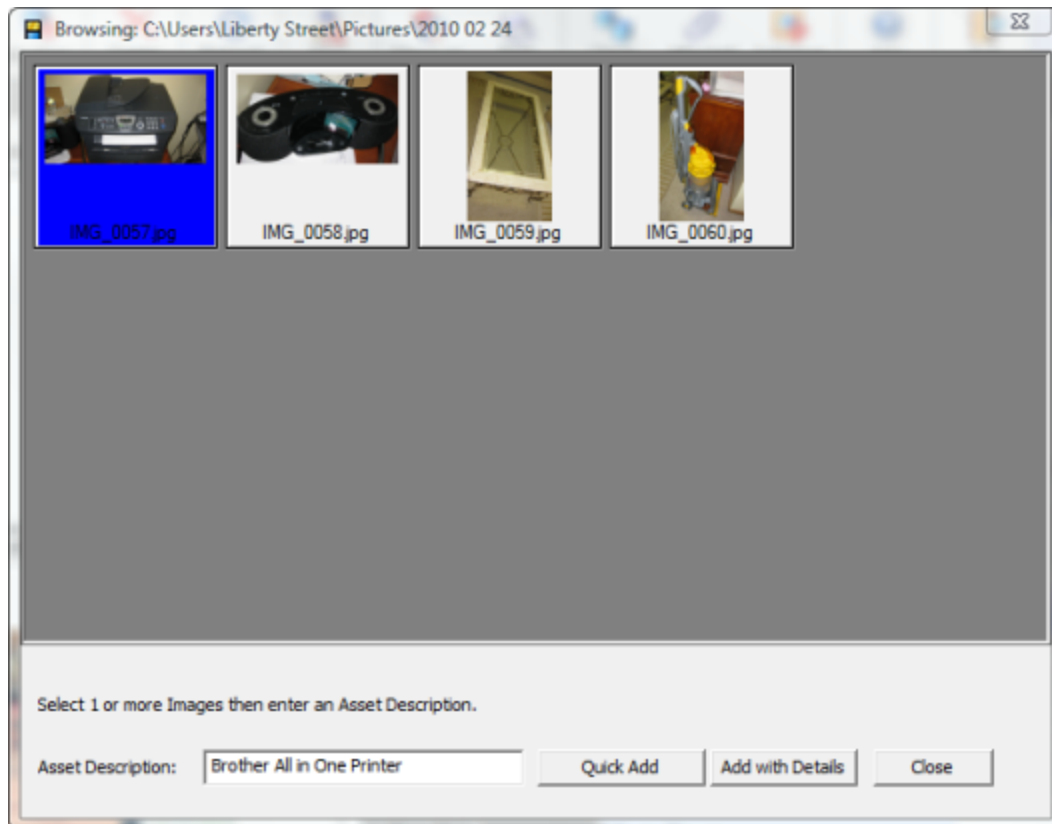
1. Select **Add Items using Images...** from the **Actions** menu.



2. Choose the folder that contains the images that will be used when adding assets.



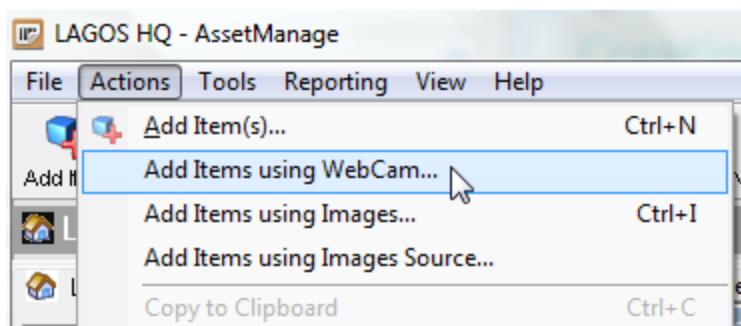
3. Select 1 or more images from the thumbnail list that will be associated with the asset.
4. Enter a description for the asset.
5. Choose either the **Quick Add** or **Add with Details** button, a new asset with the selected images will be created.



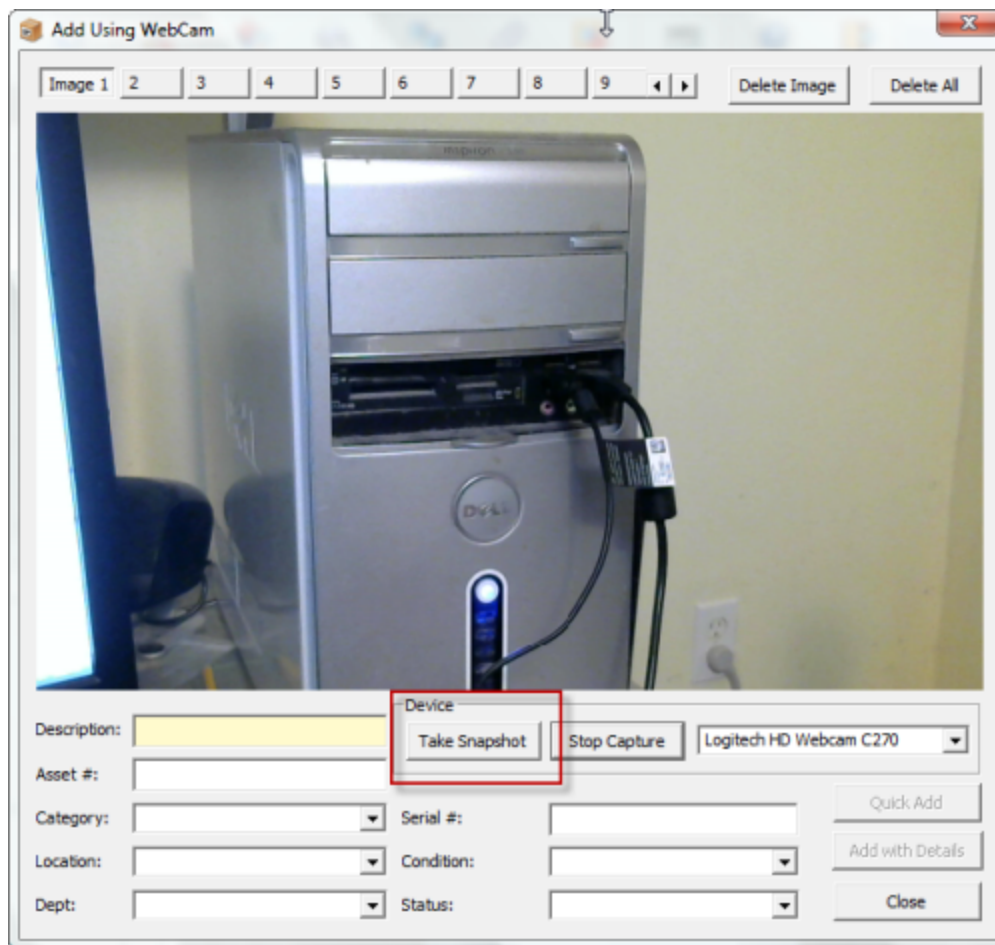
### To add an item using Your Webcam

If you have 1 or more Webcams attached to your computer, they can be used to take pictures of assets.

1. Select **Add Items using WebCam...** from the **Actions** menu.



2. Click on the **Take Snapshot** button to take a picture using the WebCam.
3. Use the **Quick Add** and **Add With Details...** buttons to add an asset with the pictures taken using your WebCam.



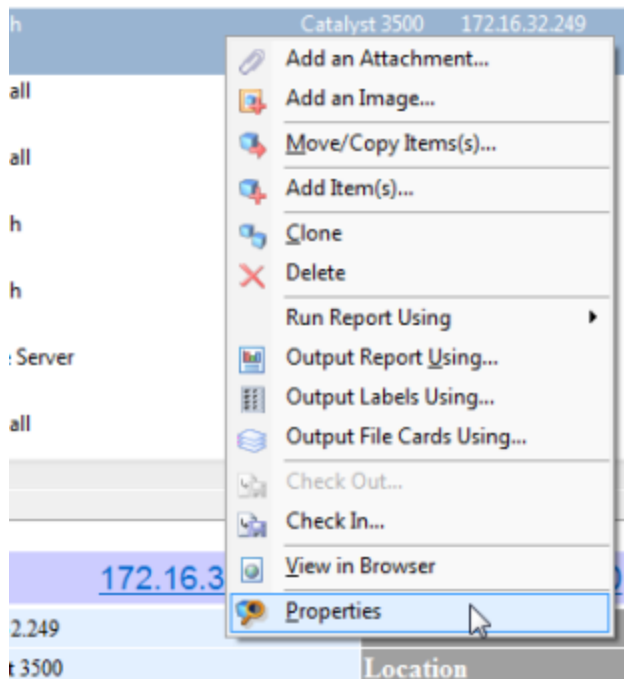
## 3.2 Changing item info

After you create an item record, you can make changes to the information by opening the Item Properties dialog. You can also move or copy an item from one location to another using the Move/Copy Item Dialog.

### To edit an item

There are several ways to edit an item, including:

1. Select the item you want to change or view in the right AssetManage window and click on **Properties** under the **File** menu. The Item Properties dialog appears. You can also right mouse-click and select **Properties** from the popup menu that appears.



*Editing an item by right-clicking on it, as described above.*

2. Double-clicking on an item will also bring up the Edit Item(s) dialog.
3. Selecting **Alt+Enter** on the keyboard

#### **To edit multiple items at once**

1. Select all the items you wish to edit or view in the list window and click **Properties** under the **File** menu or from the context menu which appears when you right-click in the AssetManage window.
2. The **Item Properties** dialog appears. The example below shows a change in the **Status** and **Comments** fields for the 3 records selected. Clicking OK will result in the data entered in these 2 fields to be changed in all 3 records. Any data previously entered in the **Status** or **Comments** fields will be overwritten on all selected records.

Properties

You have selected 3 item records. These records will be updated with the information you specify in this

Description:

Date Bought:  Bought From:

Date Sold:  Sold To:

Status:  Section:

Condition:  Manufacturer:

Category:

Group Info

Insurance Info

Insured By:

Policy:

Comments:

Track changes in Location

Track changes in Status

Taxable  Insured

Assigned To

Employee  Customer  Other

Depreciation Method:

User-Defined Fields

CPU:  RAM:

O/S:  O/S SP:

MS:  HD Size:

MAC:  User:

User:  User:

Custom Date Field 1:  Custom Date Field 2:

Custom Currency Field 1:  Custom Currency Field:

Custom Boolean Field 1  Custom Boolean Field 2  Custom Boolean Field 3

Last Audited:

Ok Cancel

### 3.3 Removing items

#### Deleting Items

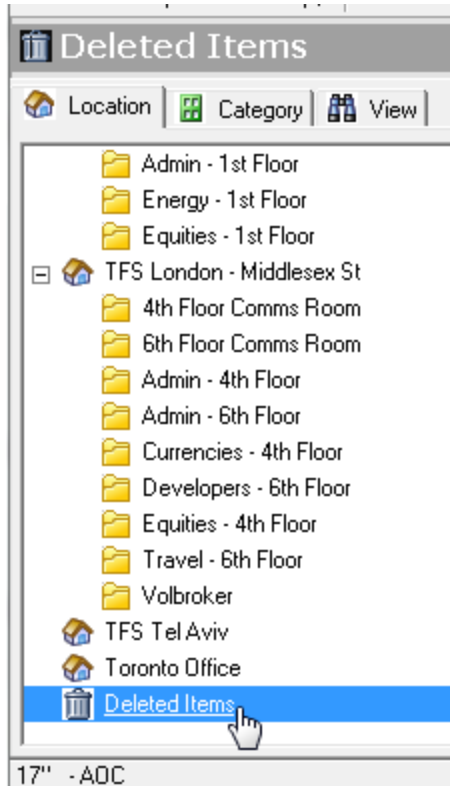
Select the item or items you want to remove and then select **Delete** from the **Actions** menu or context menu. You can also delete items using the keyboard **Del** key.

AssetManage prompts you to confirm the deletion.

All deleted *asset records* go to the **Deleted Items** folder. This does not permanently delete them until you select **Empty 'Deleted Items' Folder** under the **Actions** menu, or right-click on the Deleted Items folder and select the option there. Other records, such as Dealer, Customer, Insurer or Manufacturer records, are permanently deleted.

### Recovering items from the Deleted Items Folder

- 1) Open the **Deleted Items** folder by clicking on item



- 2) Select and then "Drag" the items you wish to restore back to a location or room folder.

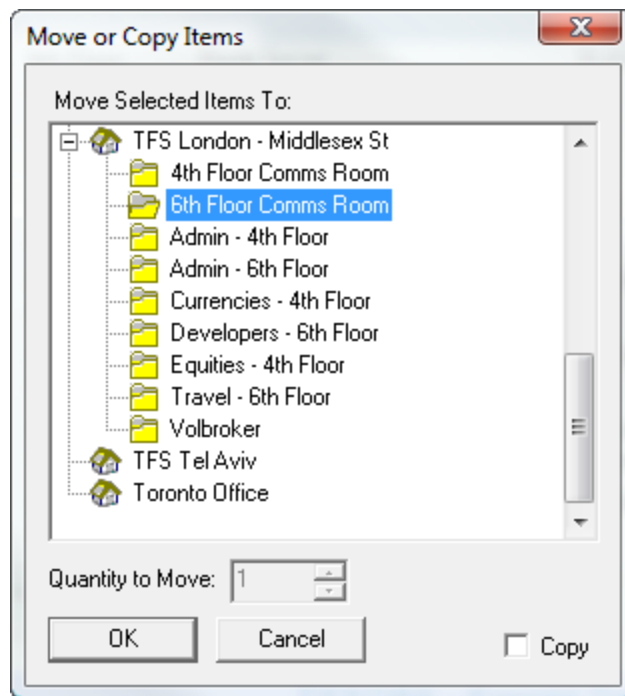
The same result can be accomplished by using the Move/Copy Items dialog to move the item(s) out of the Deleted Items folder and back to a location.

## 3.4 Moving or Copying Items

### To move or copy records

1. Select the asset record(s) you wish to move or copy and click **Move/Copy Items...** from the **Actions** menu. The Move or Copy Items dialog appears, as shown below.





2. Select the location or Room/Dept. to which you want to move or copy the selected records.
3. If only 1 item is being moved, and the item has a quantity of more than 1, you can choose how many units of the item to move.
4. Check the **Copy** checkbox to copy the selected record(s) or uncheck the checkbox to move the records. Click **OK**.

**Note:** Items can also be moved between locations and categories using Drag and Drop. Simply select the items to move, then "drag" them to the new location or category in the tree view on the left side of the AssetManage window. To copy items using drag and drop, hold the **Ctrl** key down while you are dragging the items.

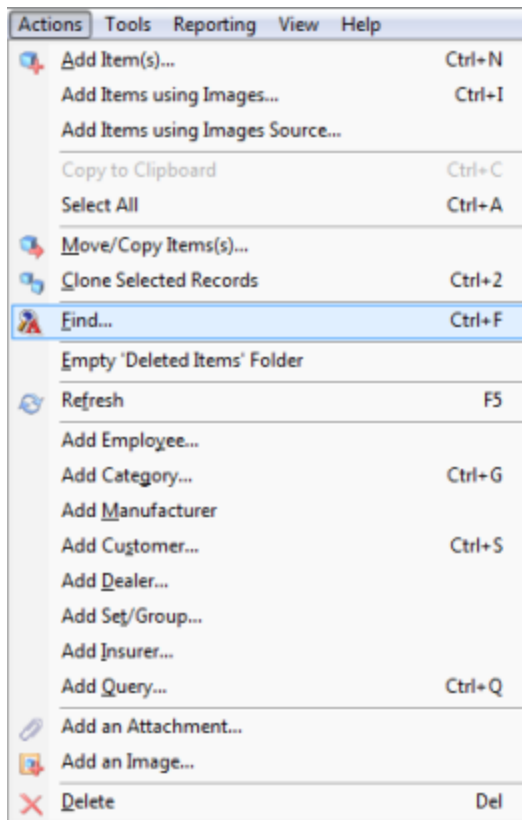
### 3.5 Finding Items

 **To quickly select an asset based on the asset number.**

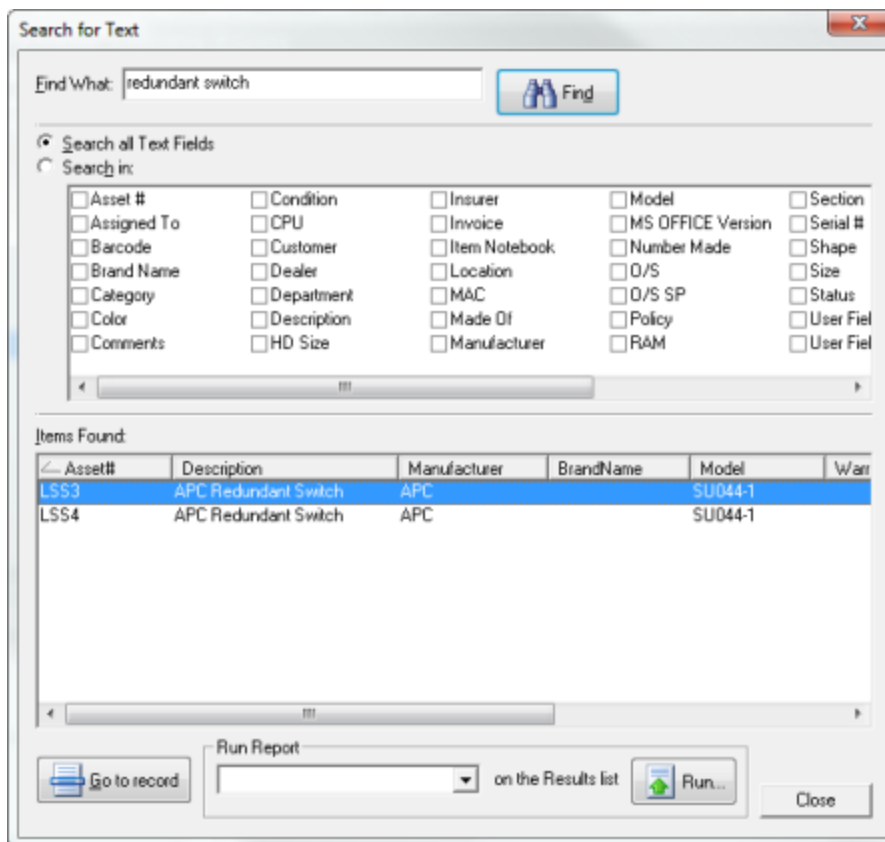
Click in the asset list. Then type the asset number of the asset that should be located. The status bar at the bottom of the main window will show the text you are typing as you type it in. If an asset with that number is present in the list it will be selected. If not, the selection will remain on the presently selected asset.

 **Use AssetManage to find a string in any of an asset's Text fields (Comments, Description, Brand Name, etc..)**

Select **Actions > Find...** from the main menu. You can also use the keyboard shortcut **Ctrl + F**



The Search for Text dialog box will appear.



*Invoking the Search for Text dialog box by selecting Actions > Find, as described above.*

Enter the text to search for in the **Find What** box. Then click on the **Find** button. Use the **Print** button to print the results of a search.

Use the **Go to record** button to close the **Search for Text** dialog and select the record in the AssetManage main display.

## 3.6 Queries

Suppose you would like to view all the assets that you acquired in December of 2000, or perhaps you would like to view all the assets you own that are worth more than 1000 dollars. You can accomplish this by creating an AssetManage Query. To create a Query either:

- Select **Add Query** from the **Actions** menu
- Type Ctrl+Q on your keyboard

The following dialog will appear:

Create a Query

Create a Query named: Last Audited First Q1 2011

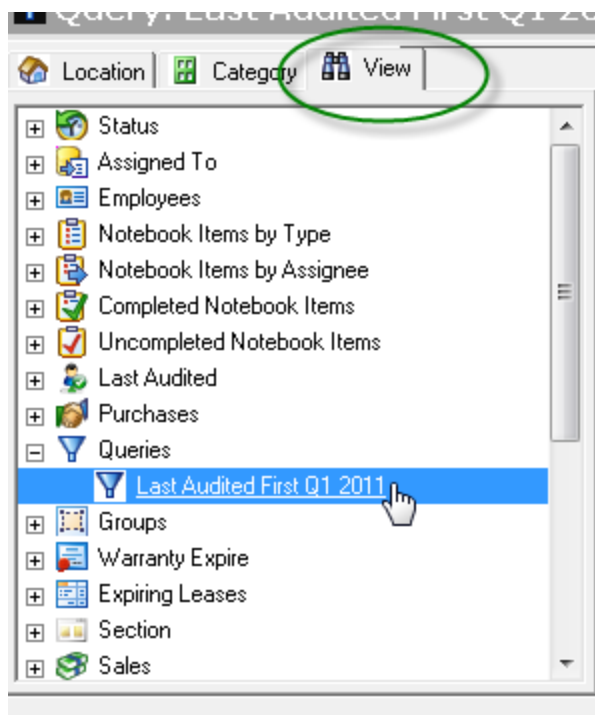
Show records where all of the following apply:

	Field	Operator	Value (mm/dd/yy for dates)
1	Last Audited	>= (Greater than or	01/01/2011
2	Last Audited	<= (Less than or eq	03/31/2011
3			
4			
5			
6			
7			
8			

Create Create and Execute Cancel

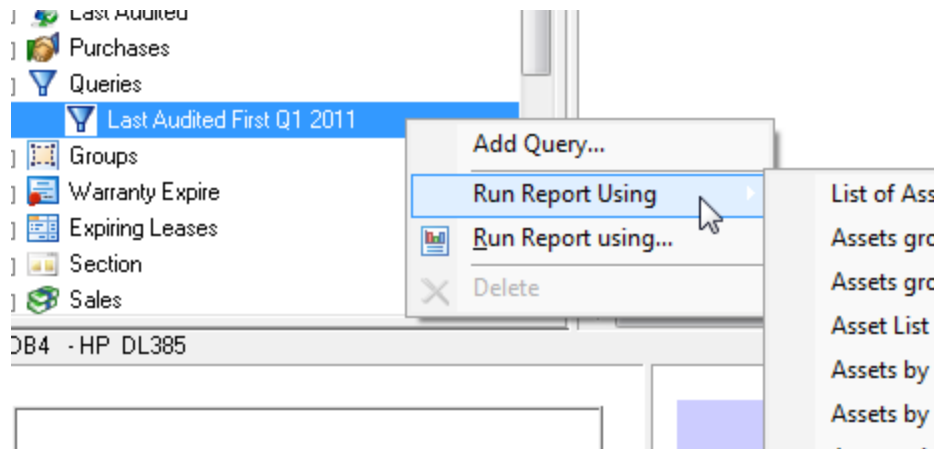
A valid query requires a name, and at least 1 condition. The **Create** and **Create and Execute** buttons will only be enabled when a valid query has been specified. Below is an example of a query. When executed, this query will display all assets that were last audited in the first quarter of 2011.

Once you have successfully added a Query, you can view it in the Queries section as seen below

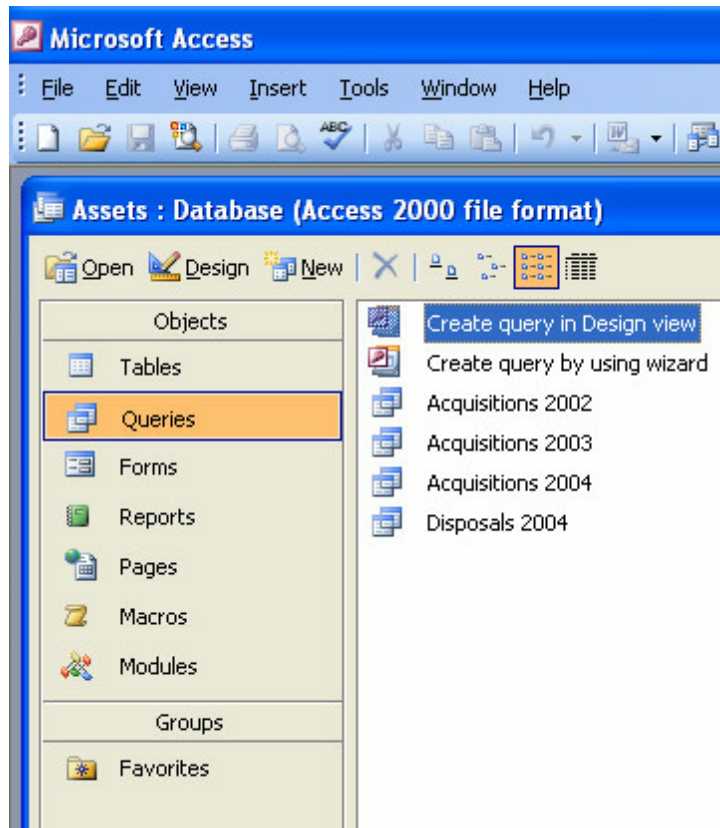


To run a report that will only include asset that meet the query parameters, right mouse click on the query, and the select **Run Report Using** from the

popup menu.

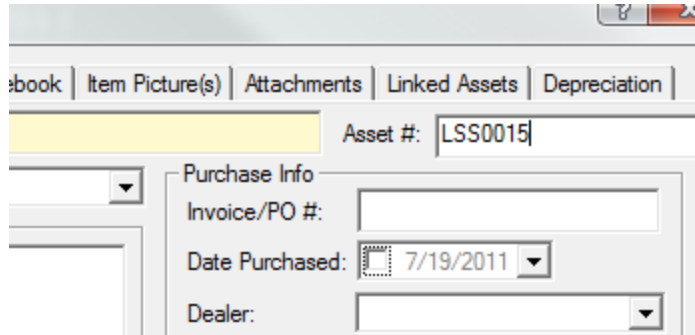


AssetManage uses the Query capabilities built into Microsoft Access. Any queries you create are stored directly within the AssetManage data file (ASSETS.MDB).



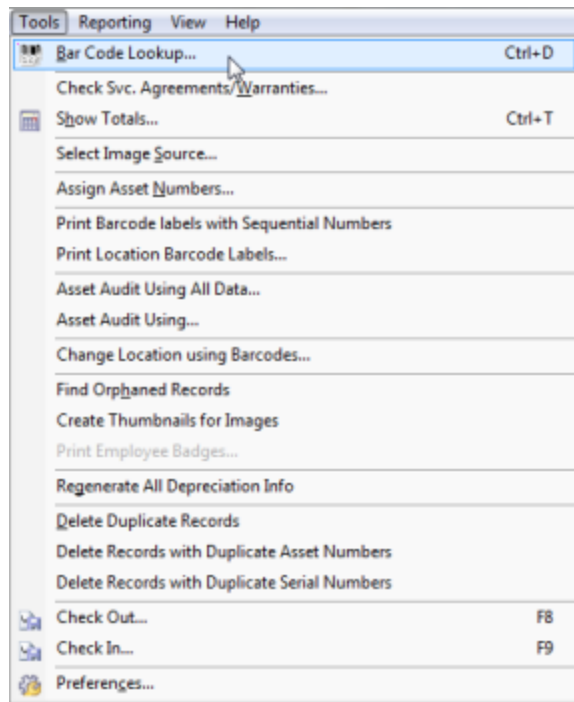
## 3.7 Using AssetManage with Barcodes

As shown below, each item record in AssetManage has an asset # field.

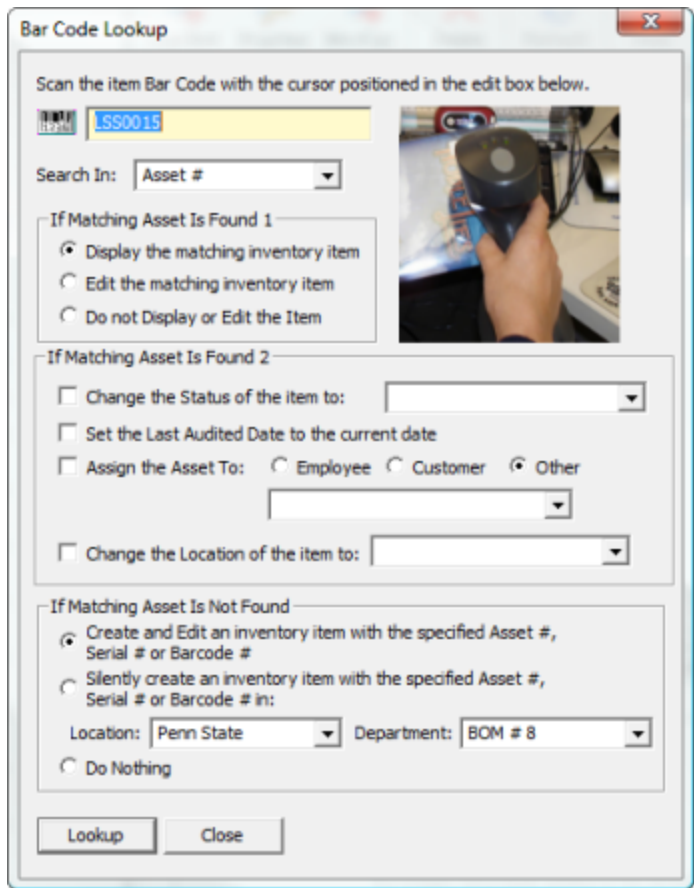


When adding or editing records, associate a bar code with a record by placing the cursor in the Asset # field, then scan the bar code using your bar code scanner. The text representation of the bar code will automatically be inserted into the field.

Use the **Bar Code Lookup** dialog to later retrieve the item record.

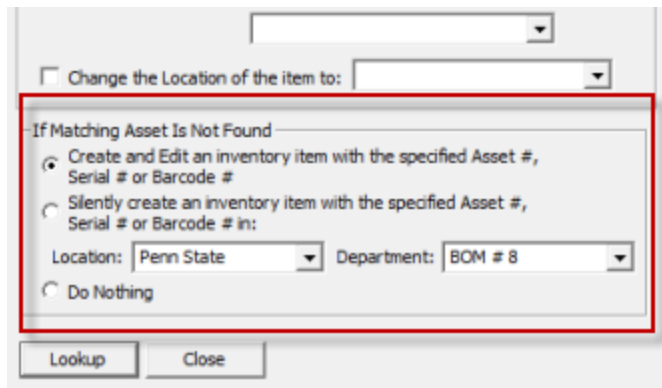


The Bar Code Lookup dialog lets you search for assets based on the Asset #, Barcode or Serial Number. Use the **Search In** dropdown to specify what field will be searched.



The Bar Code lookup dialog has many options that dictate what will happen if an asset is found.

If a bar code scanned within the **Bar Code Lookup** dialog is not associated with the Asset any asset, the selected action in the *If Matching Asset Is Not Found* section will be performed. The option selected in the screenshot below will result in the **Add Item** dialog will appear with the asset number field already filled in.



The Bar Code Lookup dialog can be used to add many assets in this manner. For example, if you have purchased pre-printed barcode labels, you can scan

each barcode in, and edit the asset details.

If you simply want to add assets in a certain asset number range from 1-100, you could just type the asset number into the yellow barcode field, press the ENTER key and then have an asset with that asset number created automatically by AssetManage.

**Note:** It is usually not necessary to click the **Lookup** button as most bar code scanners will add an **Enter** character at the end of the bar code scan.

AssetManage can use any bar code reader that inputs the bar code characters via the keyboard. These are often referred to as wedge readers as they wedge themselves between your keyboard and your computer. Some of these devices are "driverless" -- they are hardware only. Others require a software driver.

#### **Web Site for bar code scanners**

<http://www.idautomation.com/scanners/>

Liberty Street Software recommends users obtain durable pre-printed bar code labels for attaching to the actual asset items rather than attempting to print their own on standard laser printers and paper. Labels are available in materials ranging from laminated paper through to solid plastic or anodized aluminium to suit every end use environment. You can choose different sizes and formats with custom features (such as including your company name and logo on the label).



#### **Web Site for bar code labels**

<http://www.barcodesinc.com/services/preprinted-labels.htm>



### 3.8 Depreciation

AssetManage 2011 supports the following five methods of calculating depreciation:

- Straight Line
- Double Declining Balance
- 125%, 150% and 175% Declining Balance
- Sum of Years Digits
- Percentage per Year

Specify Depreciation for an asset by clicking on the **Depreciation** tab when adding or editing an asset, as shown below.

**Annual Depreciation Schedule:**

Date Ending	Depreciation	Total Depreciati...	Book Value
12/31/2011	\$200.00	\$200.00	\$900.00
12/31/2012	\$200.00	\$400.00	\$700.00
12/31/2013	\$200.00	\$600.00	\$500.00
12/31/2014	\$200.00	\$800.00	\$300.00
12/31/2015	\$200.00	\$1,000.00	\$100.00

**Monthly Depreciation Schedule:**

Date Ending	Depreciation	Total Depreciati...	Book Value
8/31/2011	\$16.67	\$16.67	\$1,083.33
9/30/2011	\$16.67	\$33.33	\$1,066.67
10/31/2011	\$16.67	\$50.00	\$1,050.00
11/30/2011	\$16.67	\$66.67	\$1,033.33
12/31/2011	\$16.67	\$83.33	\$1,016.67
1/31/2012	\$16.67	\$100.00	\$1,000.00
2/29/2012	\$16.67	\$116.67	\$983.33
3/31/2012	\$16.67	\$133.33	\$966.67
4/30/2012	\$16.67	\$150.00	\$950.00
5/31/2012	\$16.67	\$166.67	\$933.33
6/30/2012	\$16.67	\$183.33	\$916.67

Assets with Depreciation set will show both the Monthly & Annual Depreciation tables in the details view, as shown below.

Depreciation Info	
Business Use (%)	100
Depreciation Method	Straight-Line
Life (In Years)	11
Placed Into Service	05/07/2005
Salvage Value:	\$50.00

Depreciation Data (Straight-Line)	
Year	Depreciation

There are various methods for calculating Partial Year Depreciation. The method you wish to use can be specified in the Depreciation section of the **Preferences** dialog, under the **Tools** menu (**Tools > Preferences**), as shown below.

The screenshot shows the 'AssetManage Preferences' dialog box with the 'Depreciation / Fiscal Year' tab selected. The dialog contains several radio button options for computing partial year depreciation and a dropdown menu for the fiscal year start date.

Use the following convention for computing Partial Year Depreciation:

- Full Year: Record a full year's depreciation in the first year and none in the last.
- Half Year: Record half of one year's depreciation in the first year and half in the last.
- Full Month: Depreciation is prorated according to the number of months in service during the year, including the month placed in service.
- Half Month: Depreciation is prorated according to the number of months in service during the year. The month the asset is placed in service is included only if the placed-in service date falls on or before the 15th.
- Actual days: Depreciation is prorated according to the number of days in service during the year.

Fiscal Year Starts:

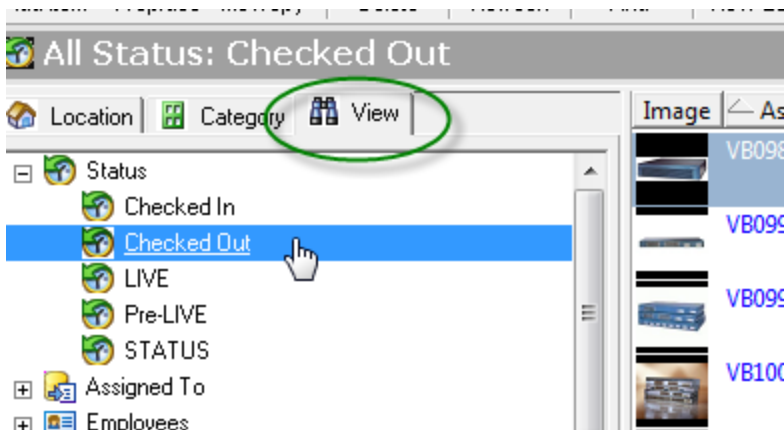
### Depreciation Conventions Used in AssetManage

- **Full Year:** A full year's depreciation is recorded in the first year and none in the last.
- **Half Year:** Half of one year's depreciation is recorded in the first year and half in the last.
- **Full month:** Depreciation is prorated according to the number of months in service during the year, including the month placed in service.
- **Half Month:** Depreciation is prorated according to the number of months in service during the year. The month the asset is placed in service is included only if the placed-in-service date falls on or before the 15th.
- **Actual days:** Depreciation is prorated according to the number of days in service during the year.

## 3.9 The View Tab - What is it used for?

This section describes the View tab (highlighted in the figure below), and its uses.

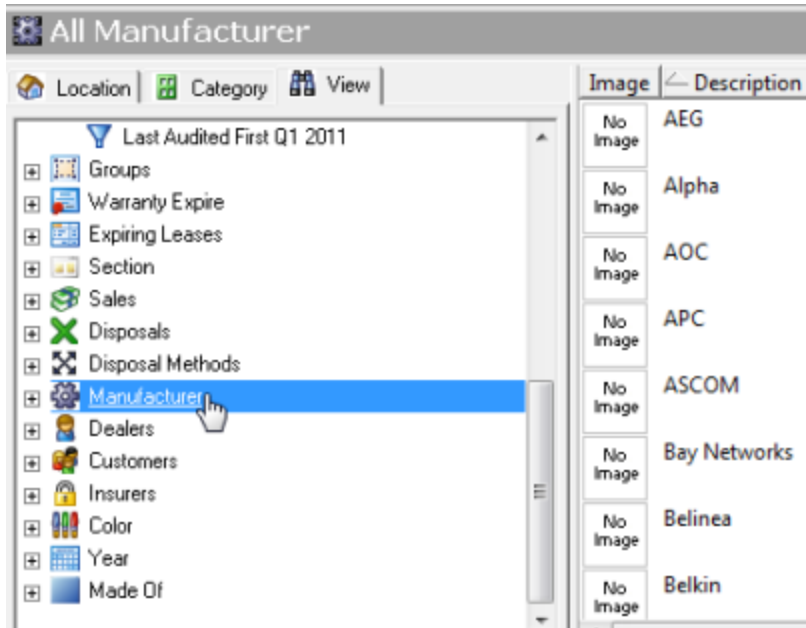
The **View** tab lets you view information in many additional ways. In the example below, the **Status** icon tree menu has been expanded to show the different Status values used by asset records within AssetManage. Clicking on the **Status** icon will show all records where the Status field is **populated** (not empty). For example, clicking on the **Checked Out** icon will only show those records with **Checked Out** as the status.



You can access this function this way from the **Status**, **Assigned To**, **Colors**, **Year Made** and **Made Of** icons.

The **Manufacturers**, **Employees**, **Dealers**, **Customers**, **Insurers**, **Queries** and **Groups** icons work in a slightly different manner. Clicking on the main icon does not show asset records, but rather a list of the items from the table corresponding to the icon. In the example below, the **Manufacturer** icon has

been selected, resulting in a list of all the **Manufacturer** records from the Manufacturer table.



This information can be printed, exported, etc., in the context in which it is viewed on the screen. For example, selecting **Export to HTML** at this point will export a list of **Manufacturers** to the HTML file of your choosing. For more information on exporting to HTML, see [Exporting data to an HTML file](#).

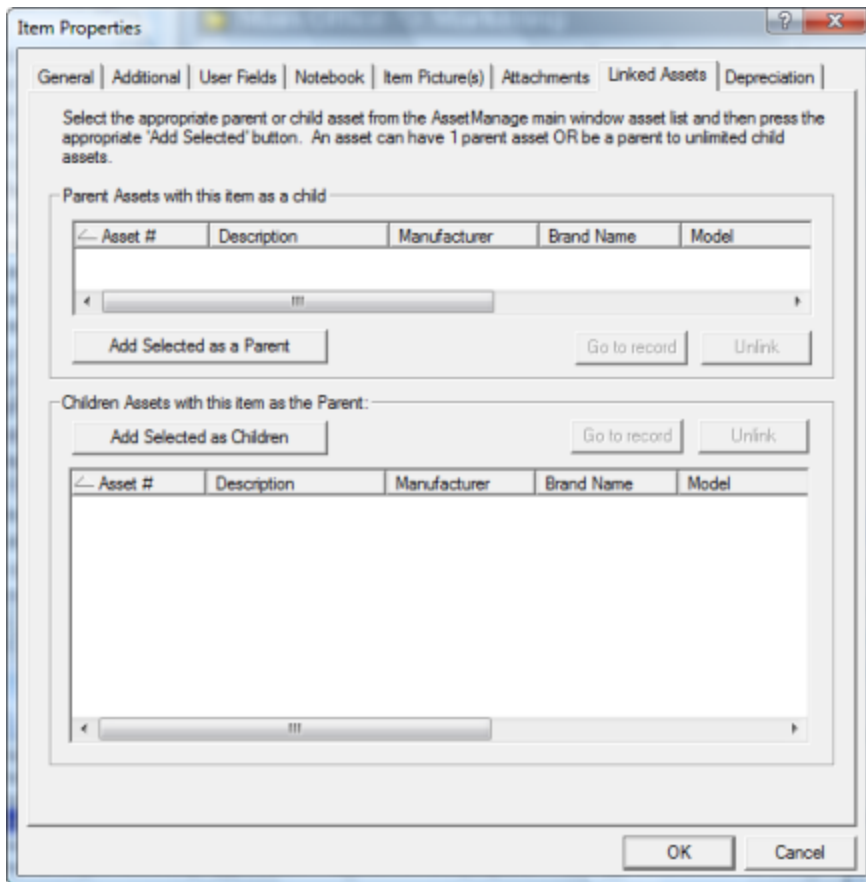
### 3.10 Linking Assets

AssetManage allows assets to be linked together. An asset can be a parent or a child of another asset, but not both. The following applies to a group of linked assets:

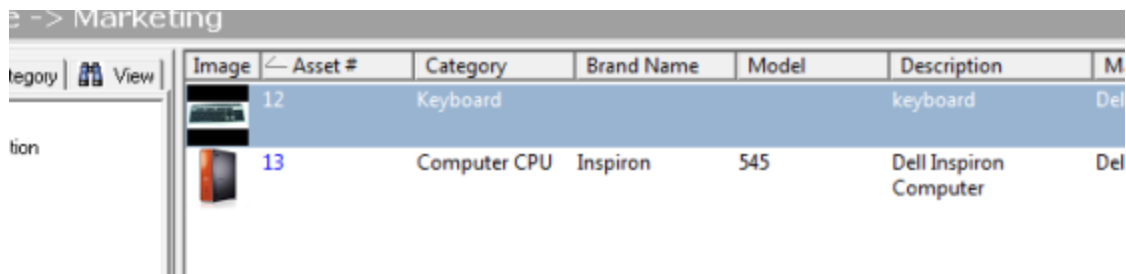
- 1/ When one asset in the group is moved to another location/dept. all assets in the group are moved as well.
- 2/ When one asset in the group is assigned to somebody new, all the linked assets are re-assigned as well.
- 3/ When the status of an asset in the group is changed, the status of all the other linked assets is changed as well.

To link assets:

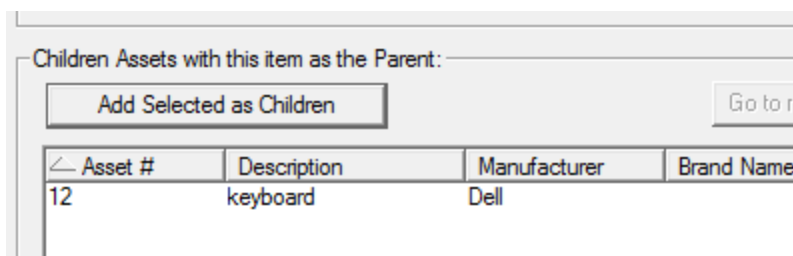
- Select the Linked Assets tab in the Item Properties for one of the assets to be linked. In this example, we are going to edit a Dell Computer asset and link a keyboard as a child asset.



- Go back to the AssetManage main window and select the asset that will be the child of the asset that is currently being edited.



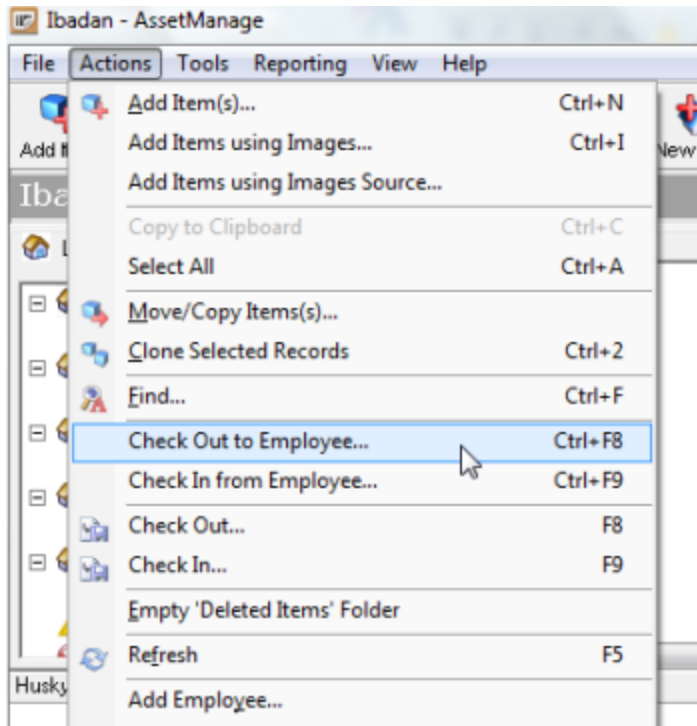
- Now return to the Item Properties dialog and select the Add Selected as Children button. The keyboard asset selected in the main window is now a child of the Dell computer asset currently being edited.



## 3.11 Check In/Check Out

### Check Out Tools or other Equipment to an Employee

Select **ACTIONS > CHECK OUT TO EMPLOYEE...** from the main menu or **Ctrl+F8** on your keyboard.



Process check out transactions automatically with a barcode scanner.

Employee Info

Employee #: 101    Lookup    Ajayi, Funke

Asset #:    Add    Delete    Load From File...

Items To Check Out:

Asset#	Description	Manufacturer	BrandName	Model
0000020	Husky Vertical Compressor			

Notes:

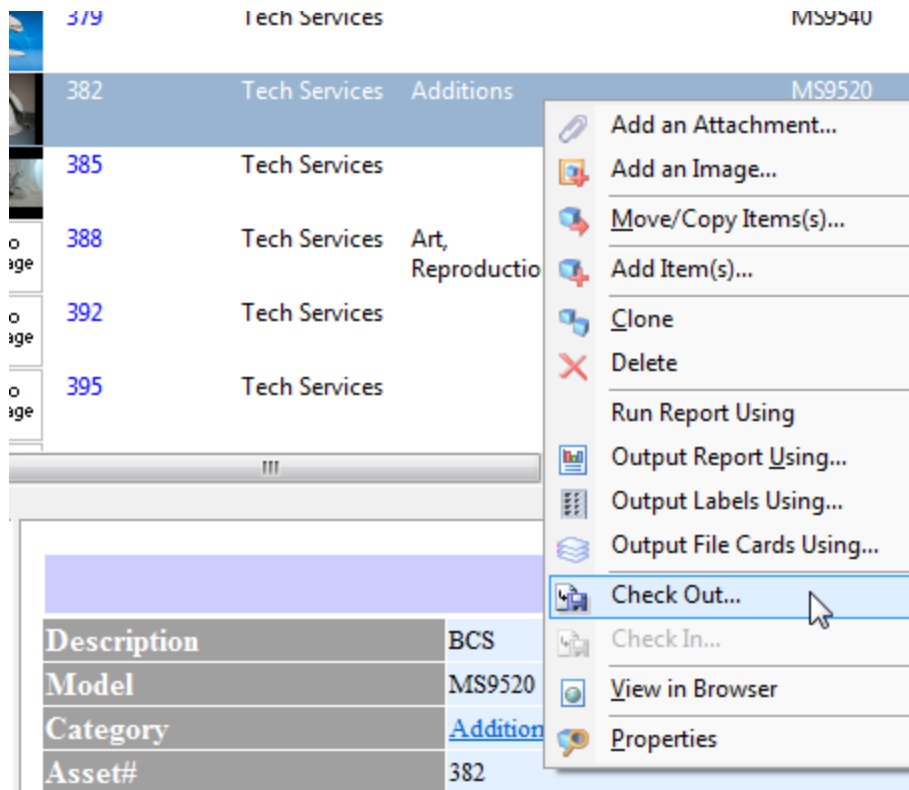
Print Check Out Receipt    Due Date: 10/05/2015    Complete Checkout    Cancel

1/ Scan the employee's barcode number from the employee badge or enter it manually in the Employee # field. The employee name will be shown.

2/ Scan or enter the asset #'s for the items to be checked out to the employee.

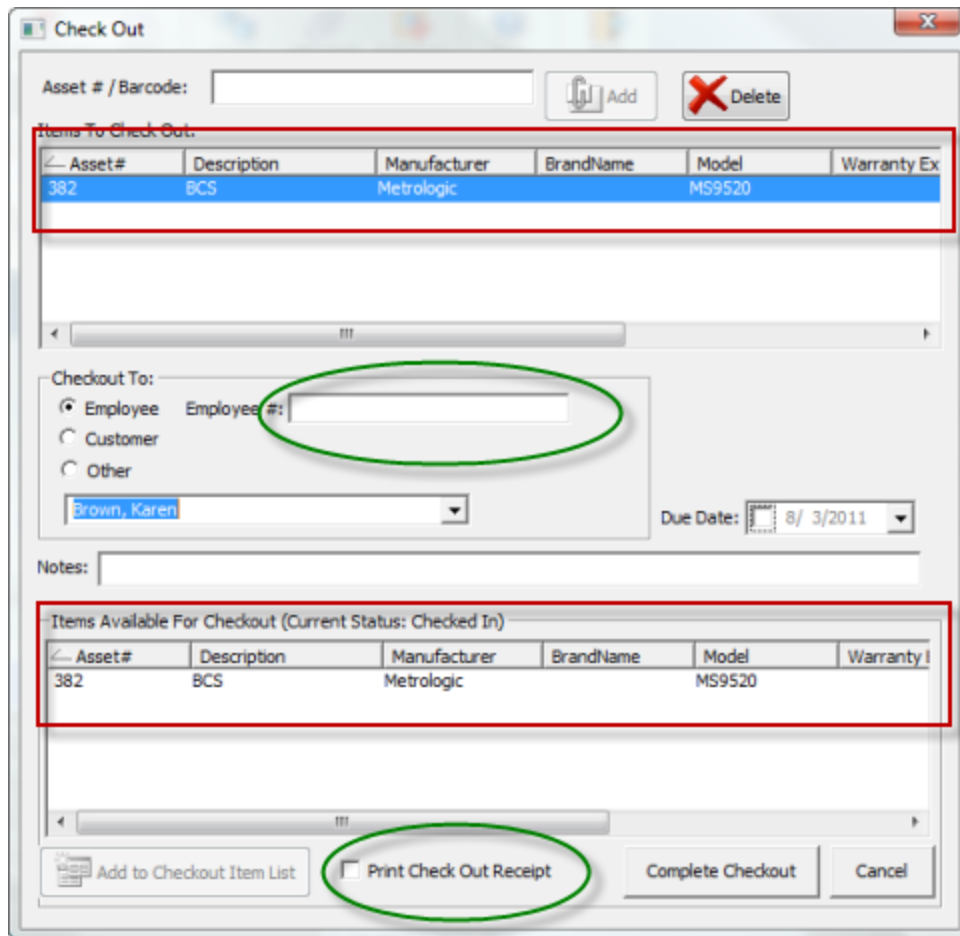
3/ Press the Complete Checkout button to finish

To Check Out or Check In a single asset first select the asset and the right mouse click. Choose Check In or Check Out from the popup menu.

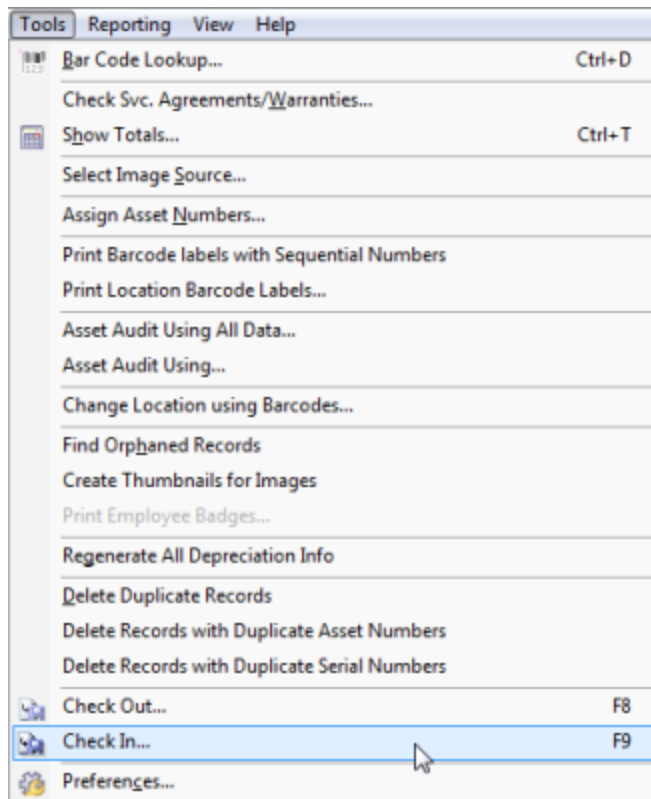


The Check Out or Check In dialog will appear with the asset already selected. Another list will contain a list of assets with the current status "Checked In" that you can add to the Items to Check Out list. Use the **Employee #** field to scan an employee badge that would contain the employee number in barcode format. The **Print Check Out Receipt** checkbox will result in a check out receipt being printed once the Complete Checkout button is selected.





The Check In or Check out feature can also be selected from the main menu (Tools > Check In...) or using the F9 key in the case of a check in.



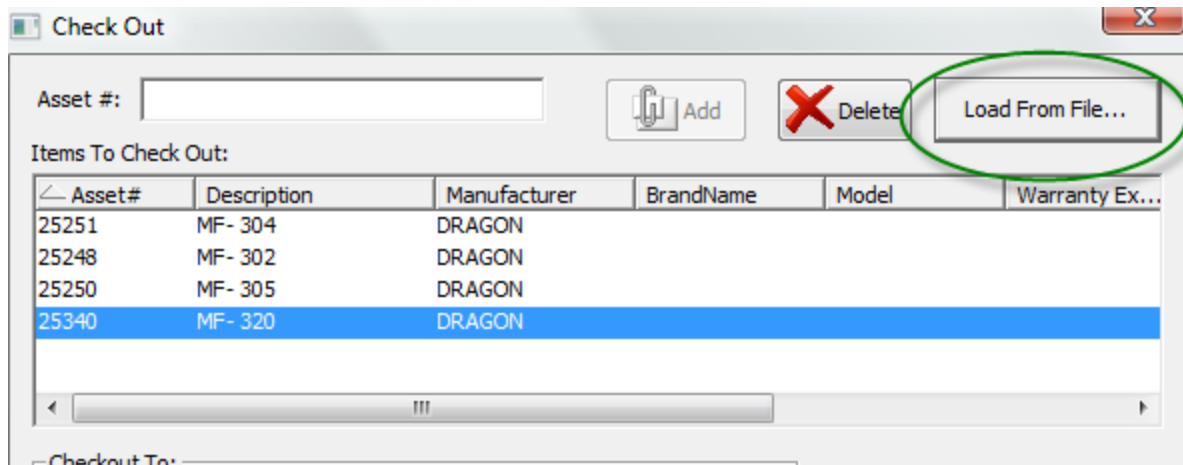
The Check In dialog window will appear with a list of assets that currently have the status "Checked Out". Select the assets that should be checked in and then press the OK button.

### **Batch Check Out / Check In using a text file**

AssetManage supports batch check out / check in using a simple text file. The text file must be formatted with one asset per line.

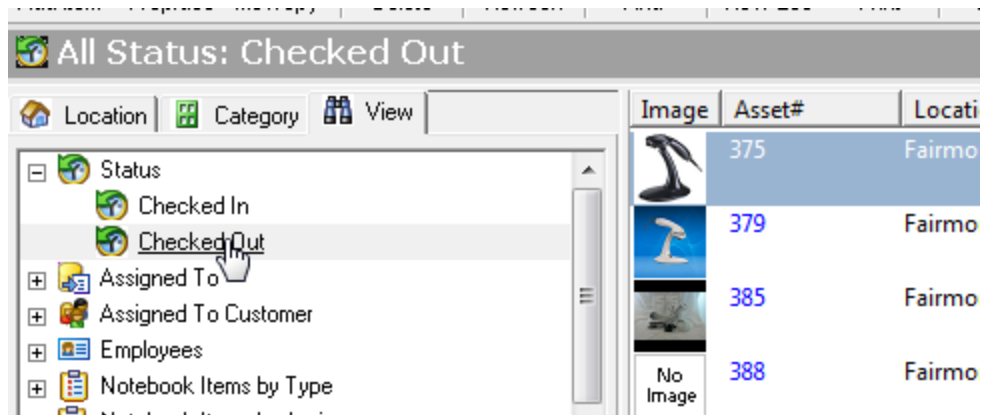
```
25251
25248
25250
25340
```

Use the *Load From File...* button in the Check Out or Check In dialog to choose the text file

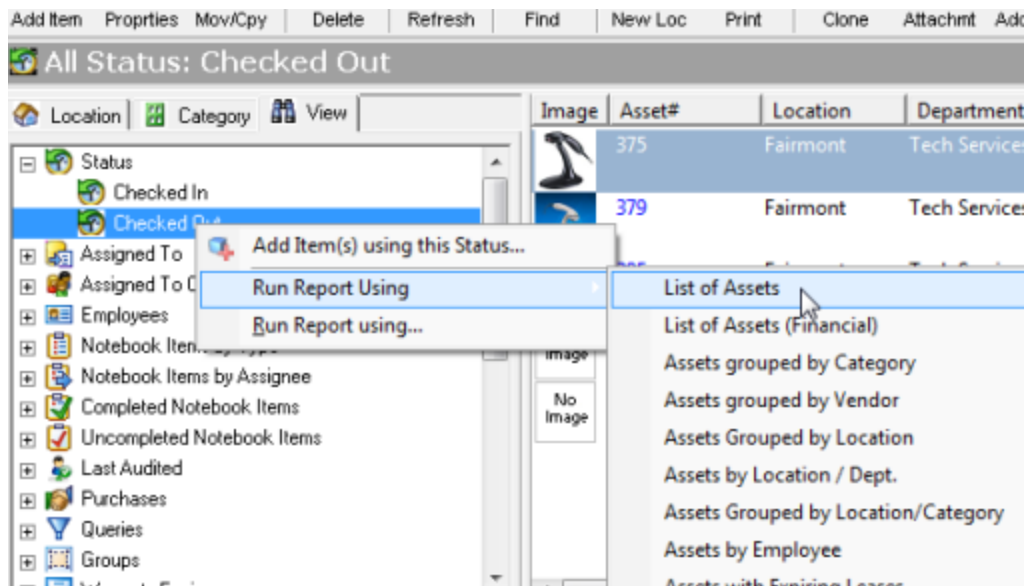


This feature is useful with PDA-type barcode scanners. Most of these scanners will allow the scanning of multiple asset tags, which can then be exported to a PC as a text file.

AssetManage makes it easy to view all assets with a particular status such as all Checked Out items. Open the View tab and then expand the Status section as seen in the screenshot below.



To run a report that only contains assets with a particular status such as "Checked Out", simply right mouse click on the status and then select the report from the popup menu.



### 3.12 Disposing Assets

There are several ways to dispose assets in AssetManage:

1/ Select:

**TOOLS > DISPOSE...**

from the main menu

Dispose Assets

Asset # / Barcode: 21416 Add

Items To Dispose:

Asset#	Description	Manufacturer	BrandName	Model
21417	Havana Tall Storag...			

Delete

Disposal

Out of Service  18/06/2013

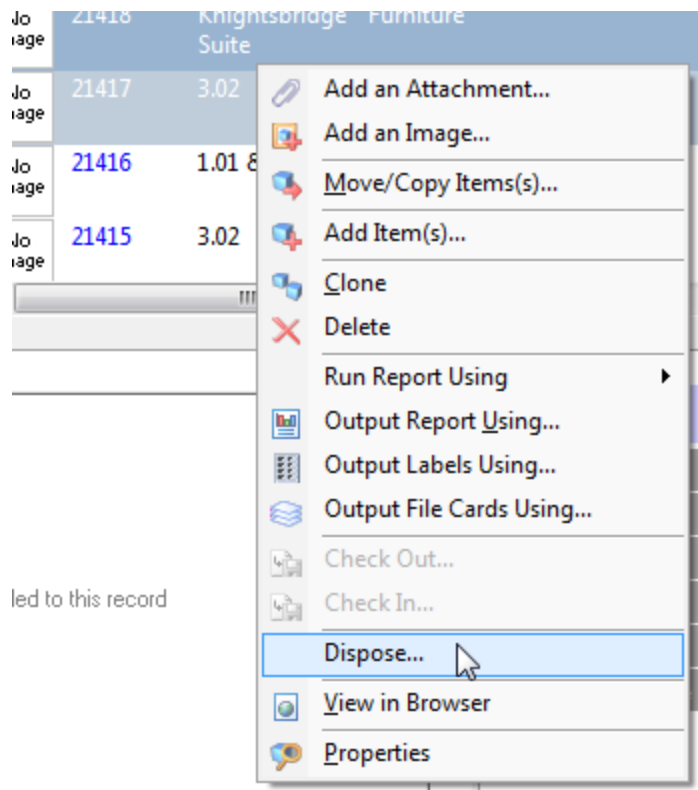
Disposal Reason: Missing

OK

Cancel

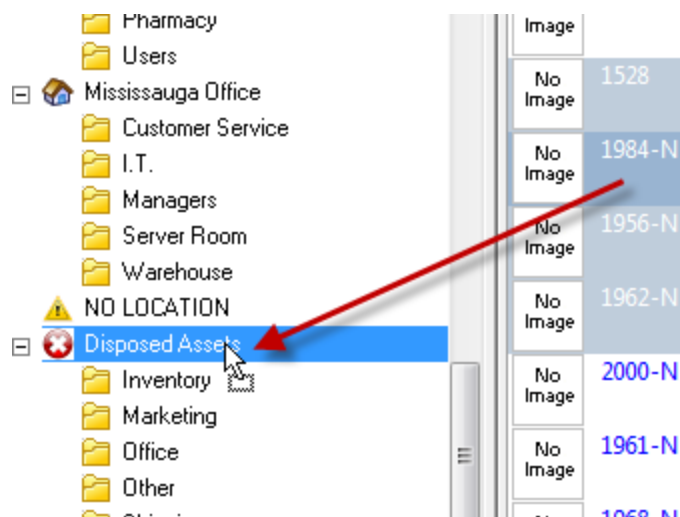
Enter or scan the asset numbers of the items to be disposed. Enter the Out of Service and Disposal Reason, then click on the OK button.

2/ Select the assets you wish to be dispose in the asset list window. Right mouse click to show the popup menu:



Select **Dispose..** from the popup menu.

3/ 'Drag' the items to be disposed into the *Disposed Assets* folder. This action will bring up the Disposal dialog.



It is also possible to 'Undispose' an asset by 'dragging' it out of the *Disposed Assets* folder to another location folder. Note that doing this will set the disposal fields to empty. An asset is considered disposed if the Date Sold, Disposal Method or Placed out of Service fields are set to a non-empty value.

4/ Edit the asset you wish to dispose by double clicking on the item or choosing Properties.

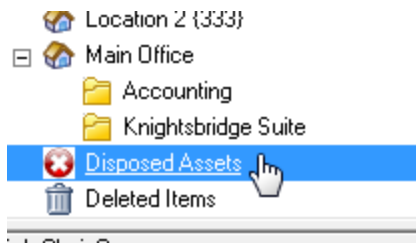
The screenshot shows the 'Item Properties' dialog box with the 'Depreciation' tab selected. The 'Disposal' section is highlighted with a red box, showing the following information:

- Disposal: Out of Service
- Date: 18/06/2013
- Method: Retirement

The 'Depreciation' tab is also highlighted with a red box. The dialog box includes various input fields for depreciation details, such as 'Placed into Service' (18/06/2013), 'Cost', 'Salvage Value', 'Recovery Period' (0 years), 'Business Use (%)' (100), and 'Percentage (%) Per Year' (0). It also features two tables for 'Annual Depreciation Schedule' and 'Monthly Depreciation Schedule', and a 'Prior Depreciation' section at the bottom.

Click on the *Depreciation* tab. Enter the Disposal information in the section highlighted in the screenshot above. Click OK to save the Disposal information and dispose the asset.

All Disposed Assets are moved to the *Disposed Assets* folder.

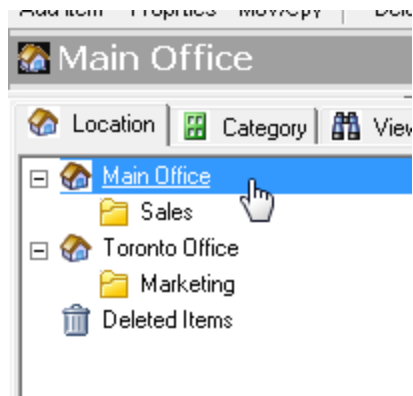


## 4 Managing Locations

### 4.1 What are Locations?

#### Locations

Locations represent a particular home or office, although it is certainly possible to use locations to represent something else, such as a vehicle, company or person. AssetManage provides flexibility, allowing you to use locations in the most convenient manner for you. In the example shown below, the locations are **Toronto Office** and **Main Office** (highlighted).

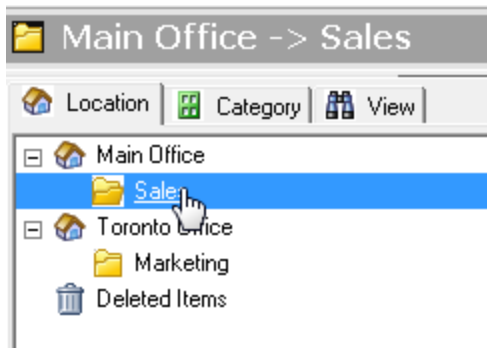


The way locations work for you depends on your needs. Some things to keep in mind when organizing your locations are:

- Where are the items physically located?
- Remember, if you change your locations later, you can easily move the appropriate items into the new locations and remove the obsolete locations

#### Departments





AssetManage allows you to specify which department an asset is located in. Click on the Dept. To see only the assets found in the selected Department.

## 4.2 Creating new locations

You can create locations at any time. A location consists of a Name and Comments. If you need to change the name of the location, you can change it by choosing the "Properties" menu item while the location is selected. This is described in more detail in the following section on Editing Locations. You can create as many locations as you need.

### To create a location

1. Click **New Location** from the **File** menu. The Create a New Location dialog appears.
2. Provide a descriptive **Name** for the location. You can optionally add information about the location in the **Description** area.

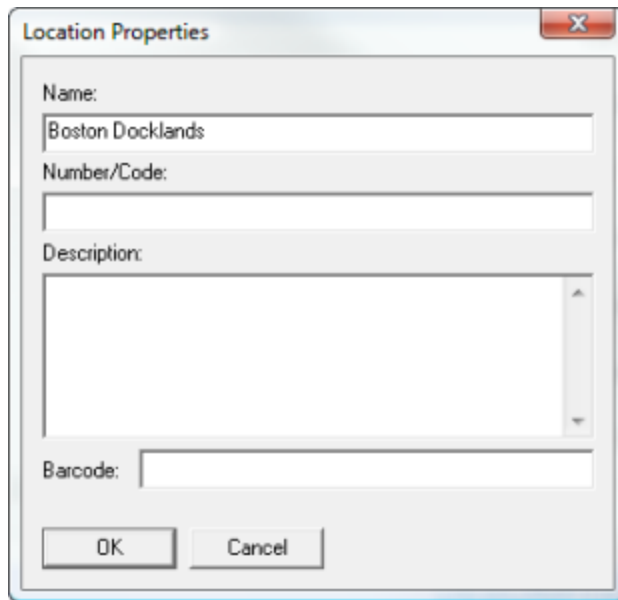
## 4.3 Editing and printing location barcodes

You can modify the location's description as well as the information that appears on the status bar when the location is opened.

### To edit a location

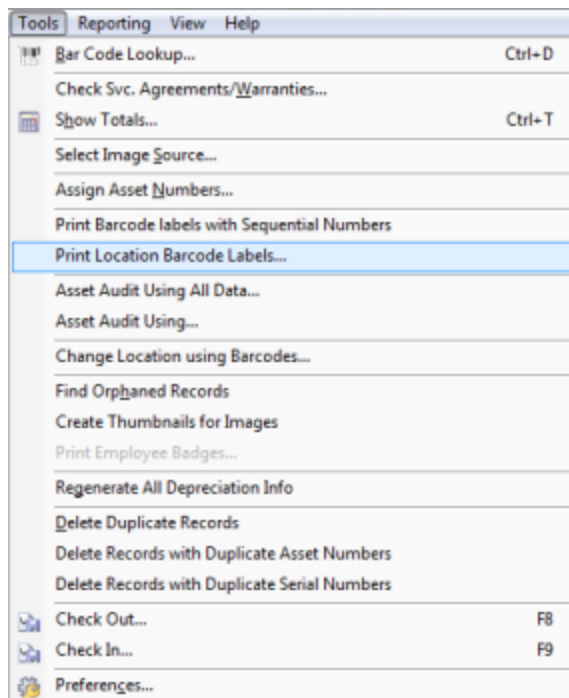
1. Select the location you want to modify in the **Locations** tab in the main window.
2. Click **Properties** from the **File** menu. The Location Properties dialog appears.

Make changes to the **Name** and **description** and other information as necessary.



***Changing the text in the Location box, as described above.***

The Barcode field lets you print out barcodes for your location. Select Tools > Print Location Barcode Labels

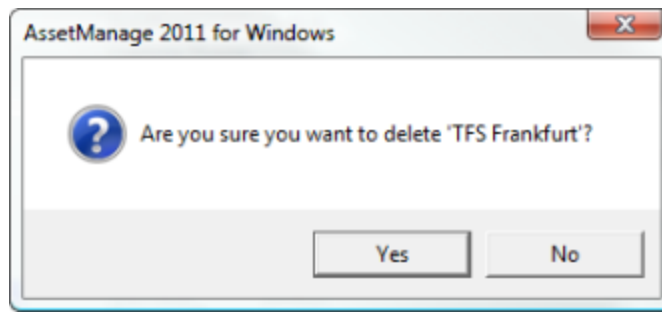


## 4.4 Removing Locations

You can remove locations at any time. Remember to move your items to another Location before deleting the location where they reside.

### To remove a location

1. Select the location you want to delete in the Locations tab on the main window.
2. Click **Delete** on the File menu. AssetManage asks you to confirm your deletion.
3. Click **Yes** to remove the location.

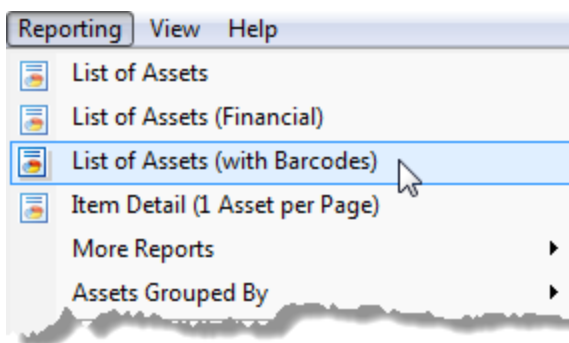


- Deleting a location will delete all assets that belong to that location. To recover items accidentally deleted, open the **Deleted Items** folder and 'drag' the items out to another location.

## 5 Generating and Using Reports

### 5.1 Running Reports

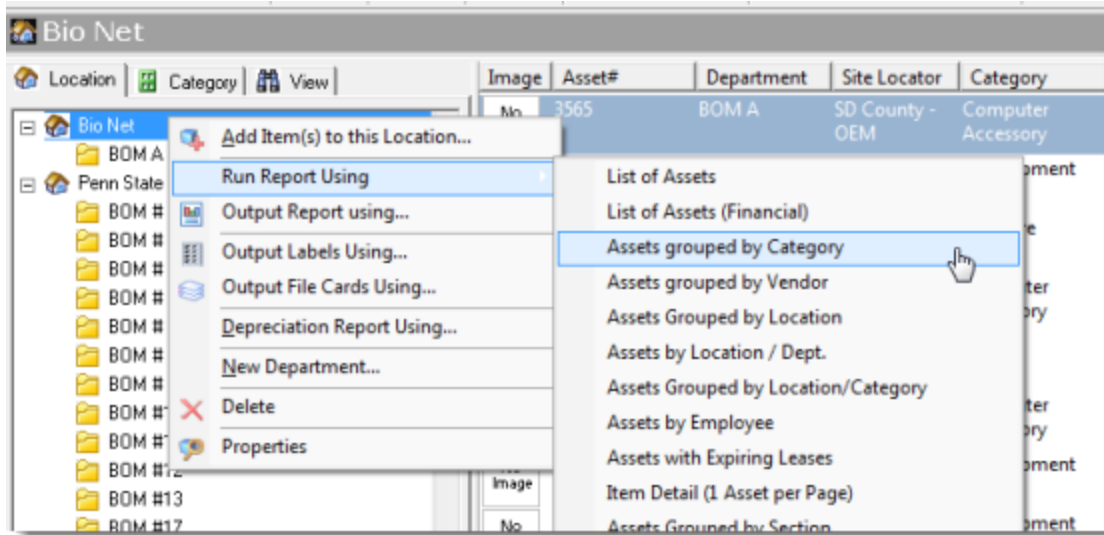
There are several ways to run a report in AssetManage. To run a pre-defined report that includes ALL assets, select the report from the REPORTING section of the main menu.



Running a report from the main REPORTING menu will include **all assets** in the report except for Disposed and Deleted assets.

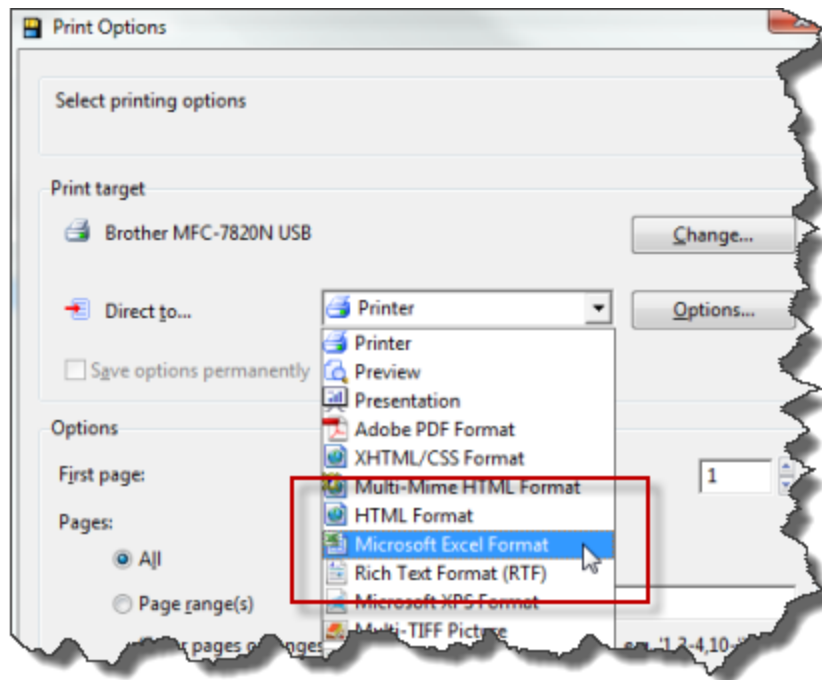
To run a report that only includes items from a particular location, category, department, etc...

- 1/ Select the item that will be used as a source for the report. Right mouse click on the item and then select RUN REPORT USING and then the report to be used.



In the example above, only the items from the location Bio Net will be included in the report.

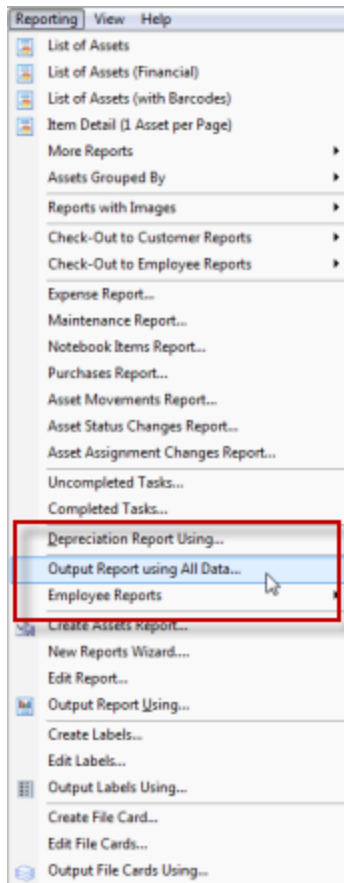
When running a report, the *Print Options* dialog will appear. The default is to print the report directly to the Printer, click on the Direct to... dropdown to select another output such as to a Microsoft Excel spreadsheet or PDF file.



### Running a report that you have created

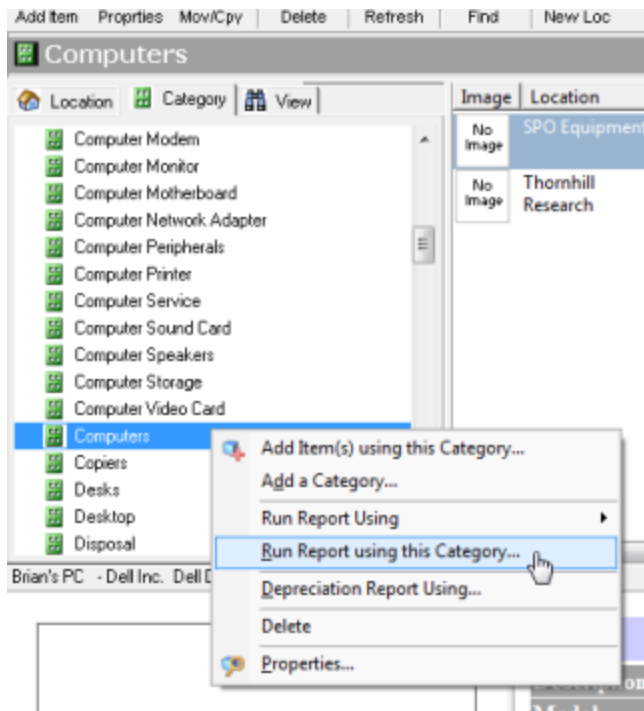
To run reports that you have created, use the Output Report Using... feature.

From the main menu, you can select **Reporting > Output Report Using All Data...**



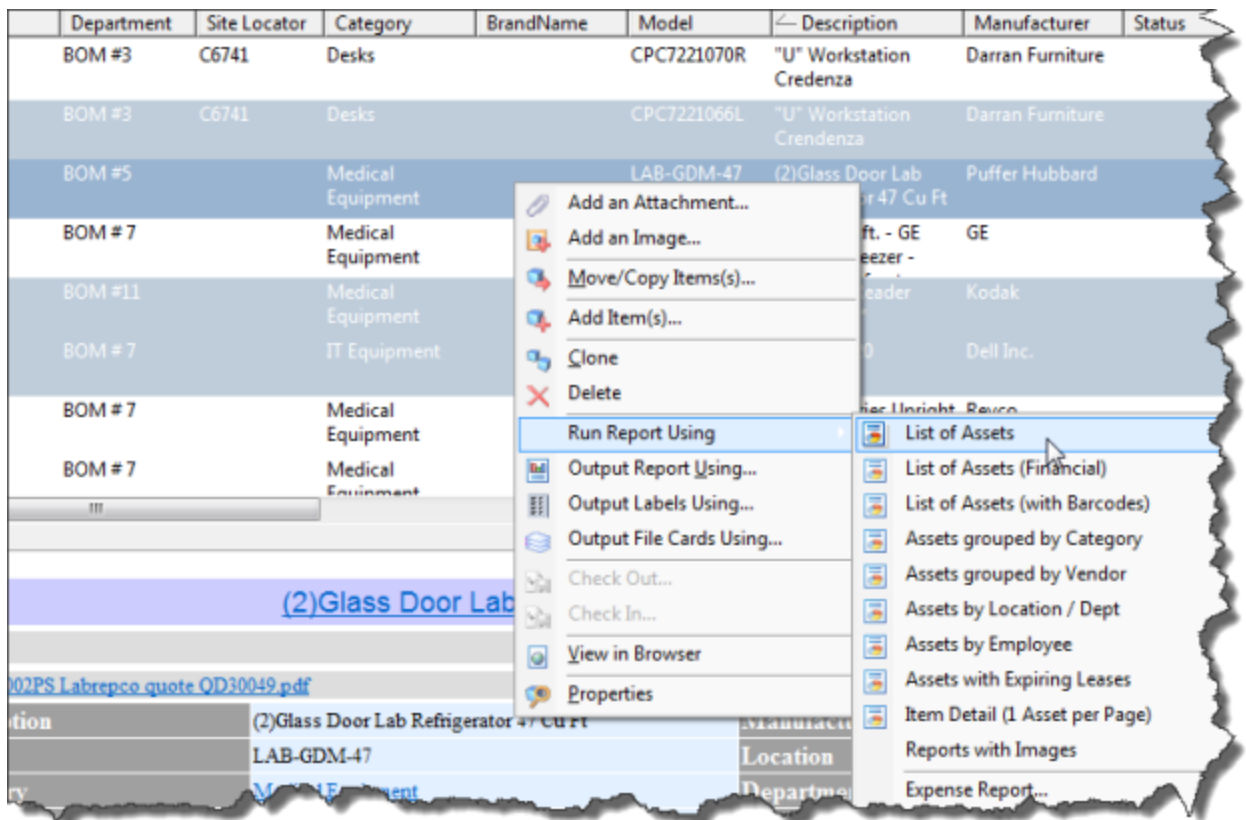
You will be prompted for the name of the report to run. All AssetManage reports have the file extension .lst.

The Run Report Using command can also be used with a particular Location, Category, Department, etc.. To run a report using on the items in a particular category, right mouse click and select Run Report Using... from the popup menu as seen below.

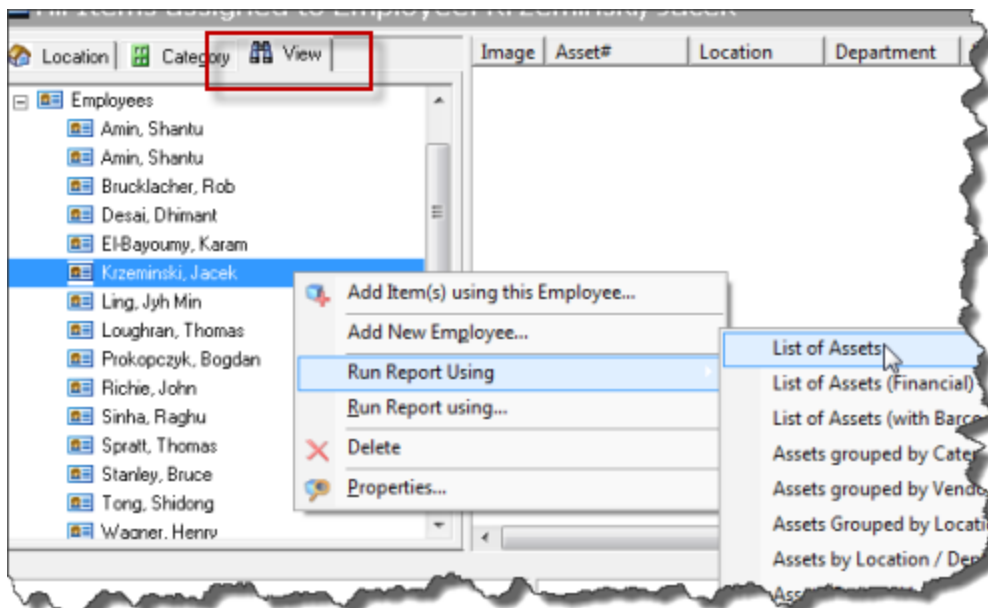


### Running a report using only selected assets

To run a report using only certain assets, simply select the assets and right mouse click. Then choose the appropriate report from the popup menu.

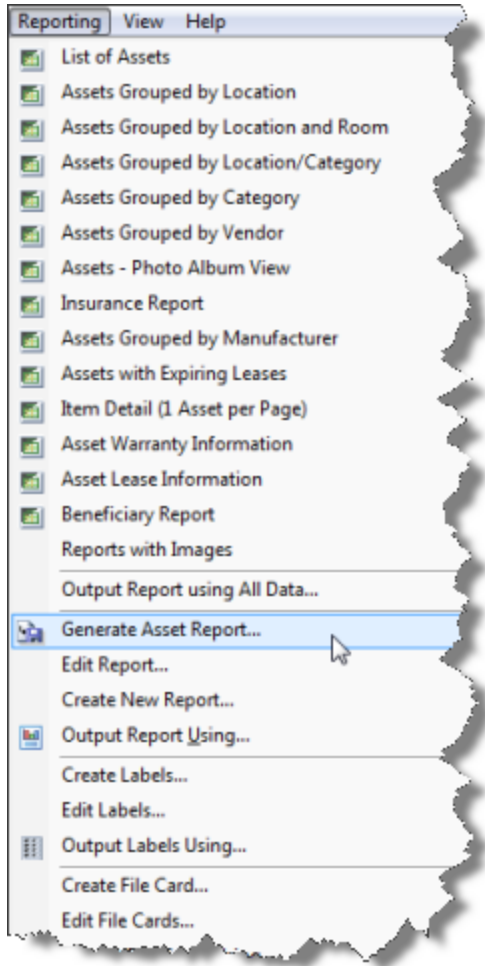


The same concept applies to Employees and other data groups that can be found in the View section of the main window.



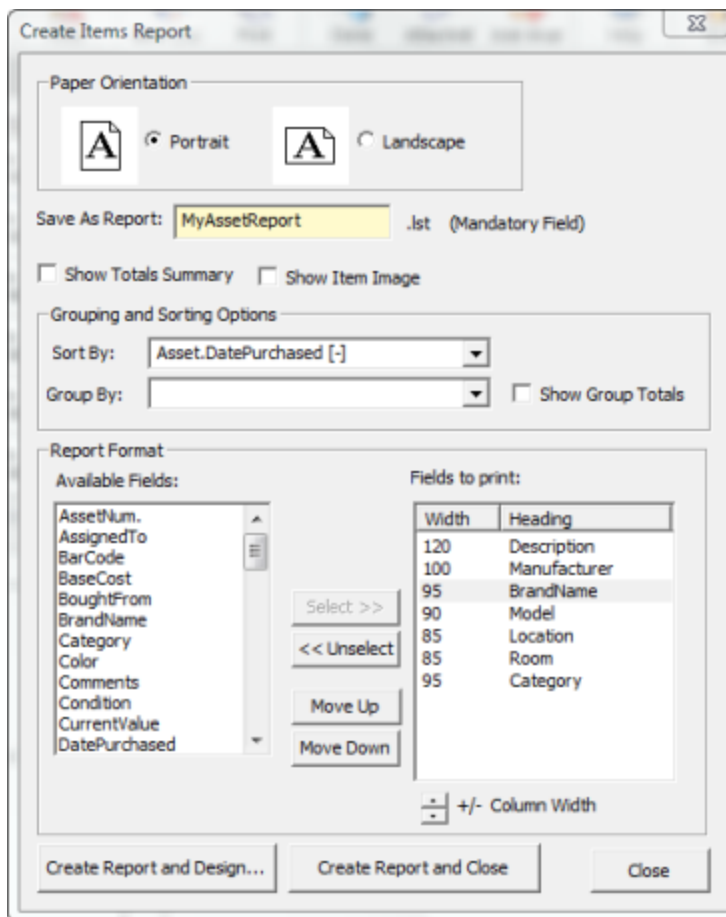
## 5.2 Creating Reports

The quickest way to generate a simple report is to use the Generate Asset Report command **Reporting > Generate Asset Report...** from the main menu.

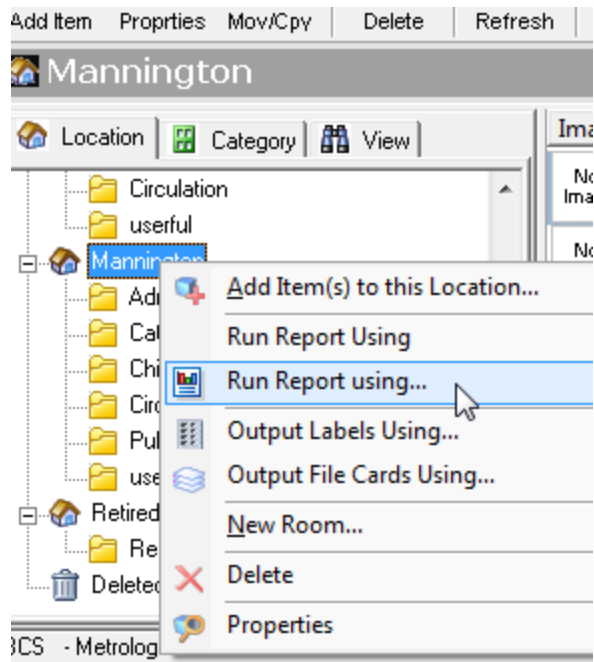


Enter the name of the report, then specify which fields should be shown, sorting and grouping options. The **Create Report and Design...** button will create the report and open the HomeManage report designer with the newly created report in edit mode. The **Create Report and Close** button will simply create the report immediately with no further actions necessary.





Once a report is created, you can execute it by selecting **Output Report Using...** from a popup menu or from the Reporting main menu.



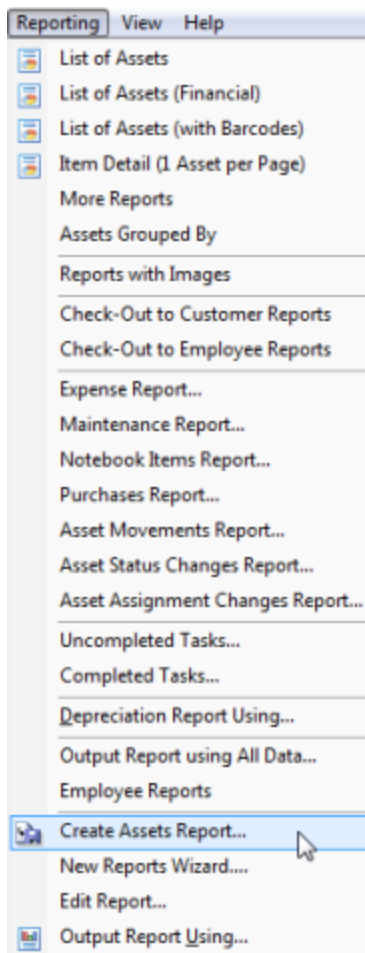
## 5.2.1 Custom Reports

AssetManage allows you to customize your own reports.

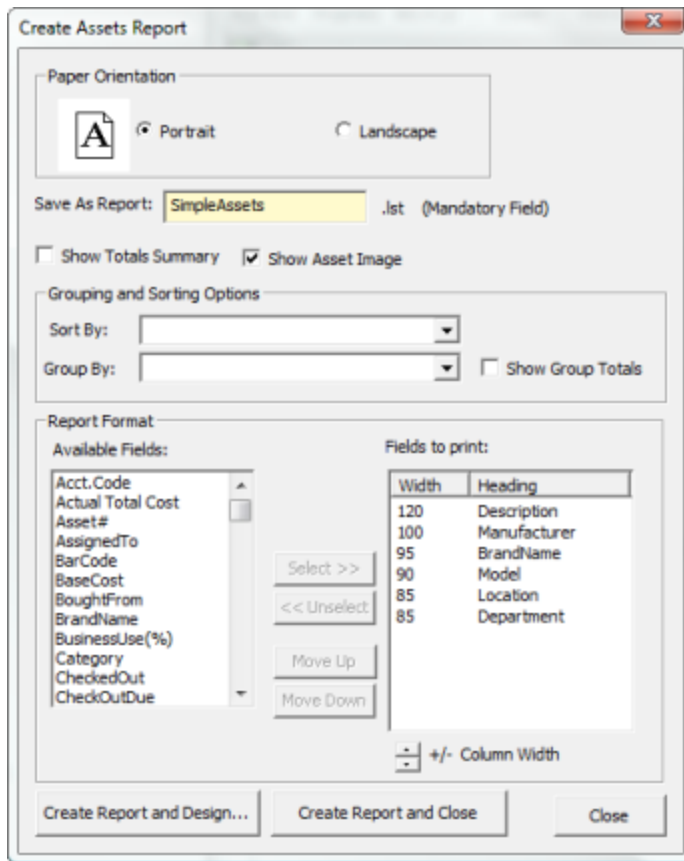
### Creating Custom Reports

If the report you are creating is similar to one already in the program, Select **Reporting > Edit Report...** from the main menu and choose the report. Then save the report under a different filename and start making changes.

AssetManage also includes a Create Assets Report... feature. Use it to create simple asset reports.



Select **Reporting > Create Assets Report...** and the following window will appear:



The *Save As Report* field is mandatory, enter a name for the new report there. The *Create Report and Design...* button will bring up the Report Designer with the new report in edit mode. The *Create Report and Close* button will create the report and save it to the AssetManage reports folder.

AssetManage also has a New Report Wizard command that is useful in some instances.

From the **Reporting** menu, select **New Reports Wizard**. The Project Wizard will appear, directing you through the steps to create a new project:

1. **Set print options and paper size**
2. **Set options for page numbering and title:**
3. **Choose table options and summary**
4. **Choose the data for the list**
5. **Create Your Report**, proceed to the [Label and Report Designer](#).

For more information on using these steps, see [Step-by-Step Example: Report](#)

## 5.2.2 Label and Report Designer

The Label and Report Designer allows you to create custom labels, file cards, and reports to complement AssetManage's functionality. To open the Label and

Report Designer, select

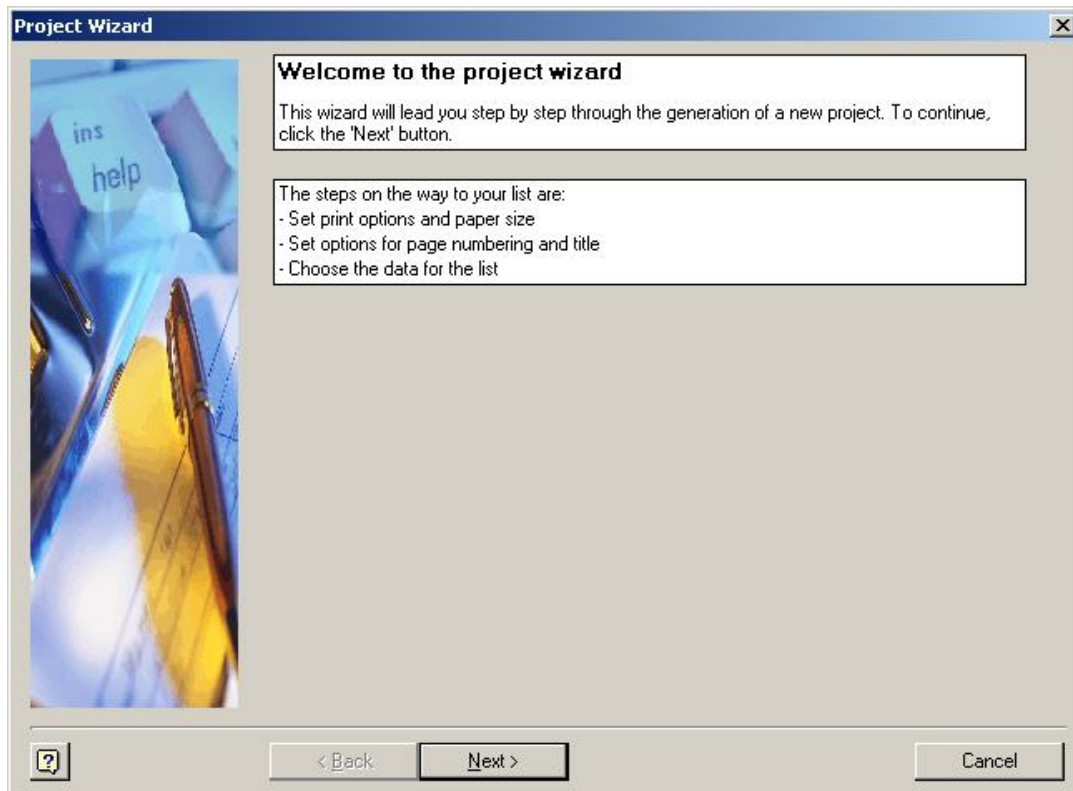
**Reporting > Create New Report...** to create a new report working with .lst files, or

**Reporting > Create / Edit Labels...** to create new labels or work with existing label (.lbl) files, or

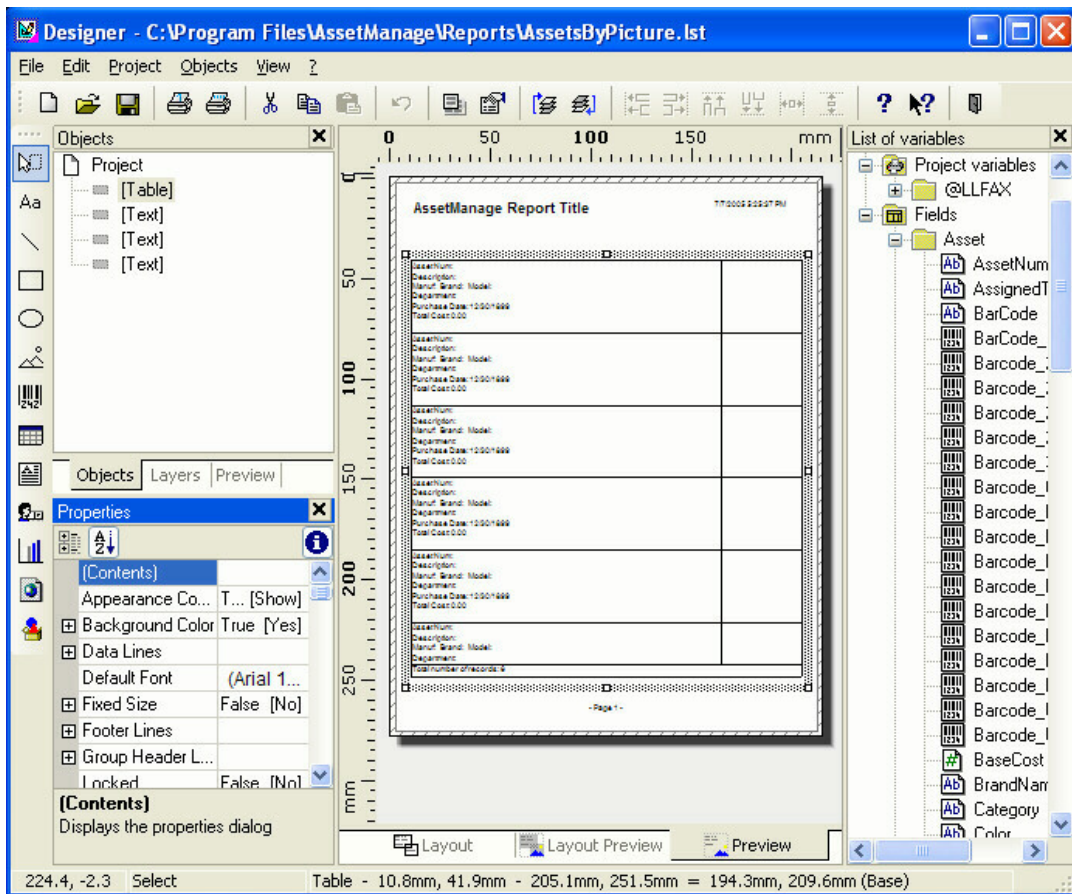
**Reporting > Create / Edit File Card...** to create new file cards or work with existing card (.crd) files.

Note: In order to use the **Edit...** feature, you must have previously created .lbl or .crd files. To edit labels or cards, select a .lbl or .crd file in the Open dialog box.

Choosing **Create...** under **Reporting** takes you directly to the Project Wizard main screen, as shown below:



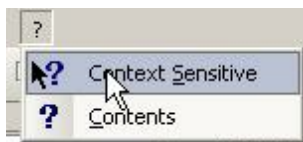
For more information about using the Project Wizard, please see [Step-by-Step Example: Report](#). If you do not want to use the Project Wizard to begin your project, you can close it by clicking on the X in the top right-hand corner, which takes you directly to the main Label and Report Designer screen, as shown below.



**The Label and Report Designer interface, with a report showing Assets by Picture in progress.**

**Note:** The Label and Report Designer is third-party software, not provided by Liberty Street Software, included with AssetManage to provide the features described here. It comes with its own help file (not provided by Liberty Street Software, and not part of this help file).

To access the specific Label and Report Designer Help, click on the ? in the menu bar (as shown above), then select Contents to view the entire help file, or click Context Sensitive and move the ? mouse cursor icon to click on a part of the interface. This will show help topics relevant to that part of the interface.

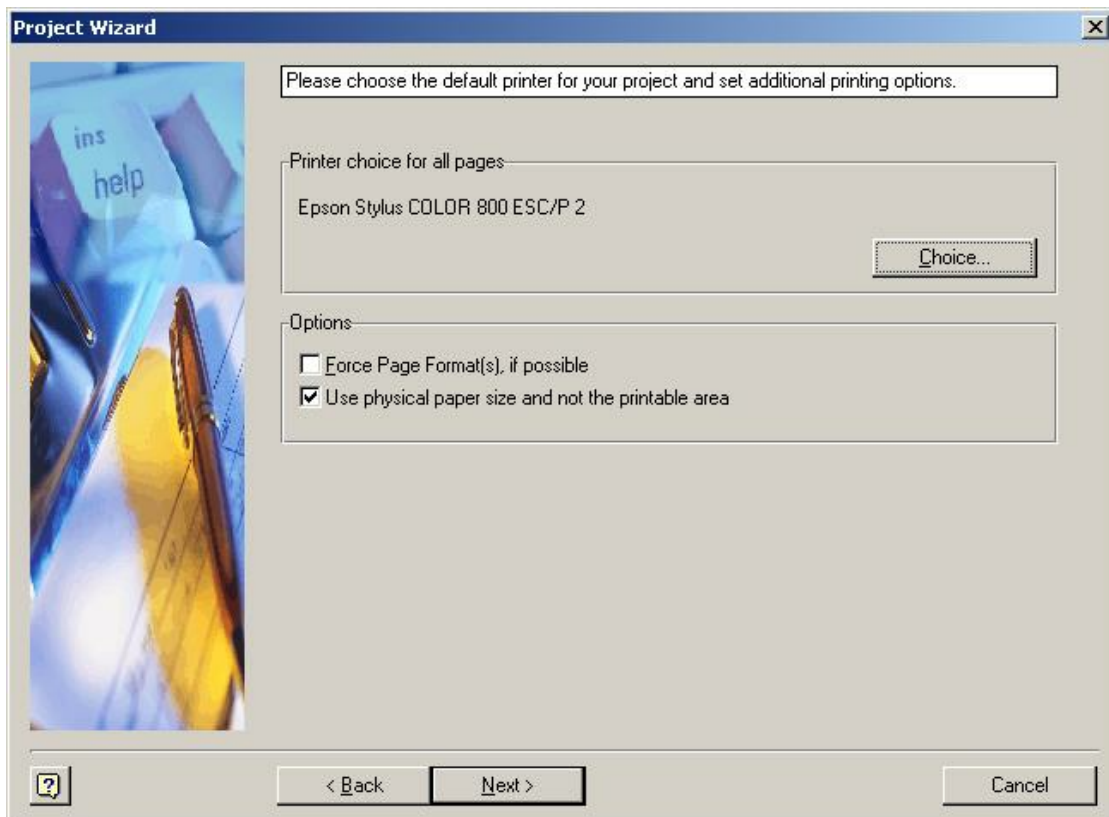


**Selecting Context Sensitive help in the Label and Report Designer.**

### 5.2.2.1 Step-by-Step Example: Report

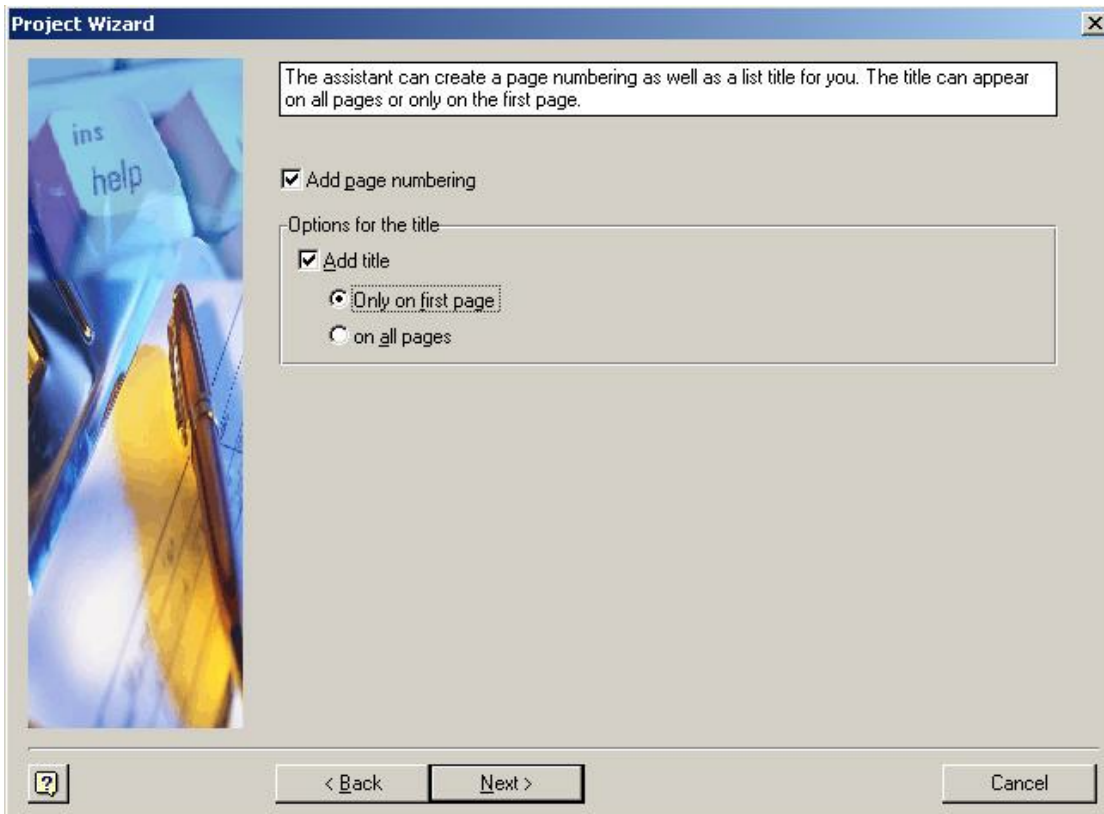
To create a report as described in [Custom Reports](#), follow these five steps:

1. **Set print options and paper size:** First, using the radio buttons, choose whether all pages will be printed on the same printer, or whether the cover page will be printed on a different printer than the following pages. Click **Next** to proceed, or **Back** to return to the Project Wizard welcome screen. Then set the printer for the report from the available printers (to change a printer from the default setting, click Choice, which will invoke the Print Setup dialog box). Then select whether you wish the print to cover the page format, or the available printing area of the page, using the **Force Page Format(s), if possible** and **Use physical paper size and not the printable area** check-boxes. Click **Next** to proceed to Step 2, or **Back** to return to the initial printer screen.



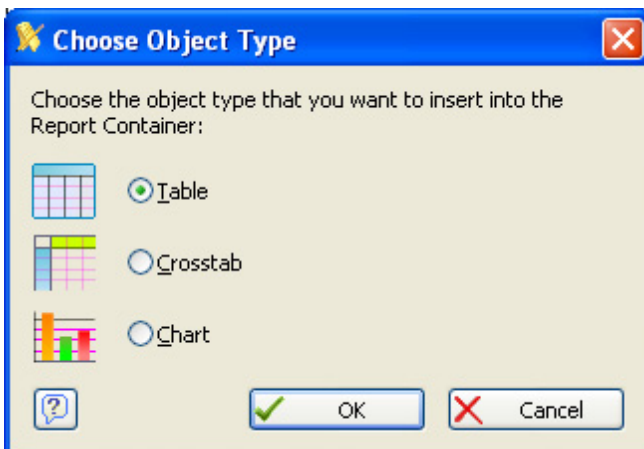
*The Project Wizard screen setting some print options, as described above.*

2. **Set options for page numbering and title:** AssetManage's default setting is to number pages, so if you do *not* wish to have numbered pages, uncheck the **Add Page Numbering** check-box. Then, under **Options for the title**, using the radio buttons, choose whether your report title will appear only on the first page or on every page of your report. Click **Next** to proceed to Step 3, or **Back** to return to step 1.



**Setting page options and title in the Project Wizard.**

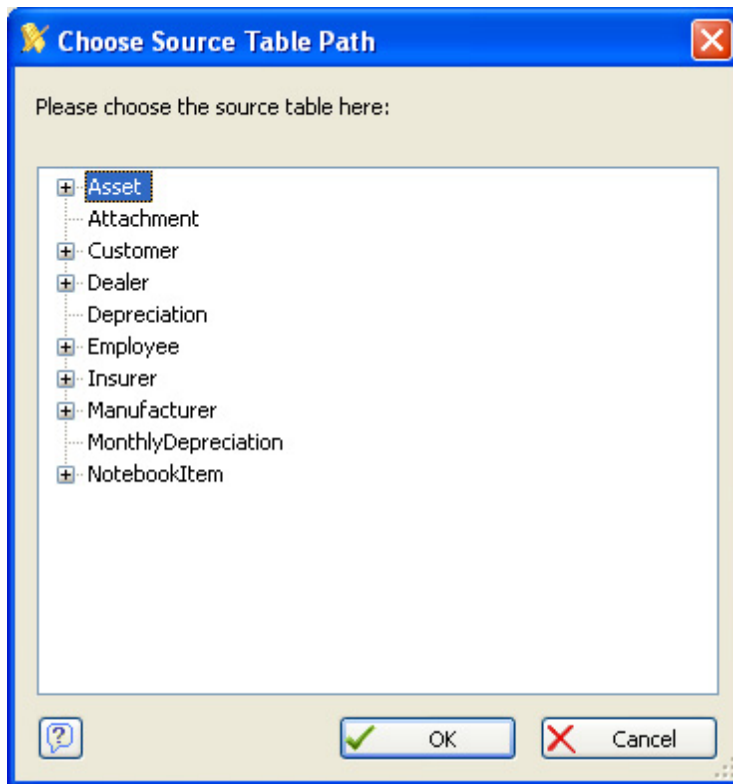
3. **Choose Object Type:** You To create a report with a single table, simply select the **Table** option.



**Choose Object Type.**

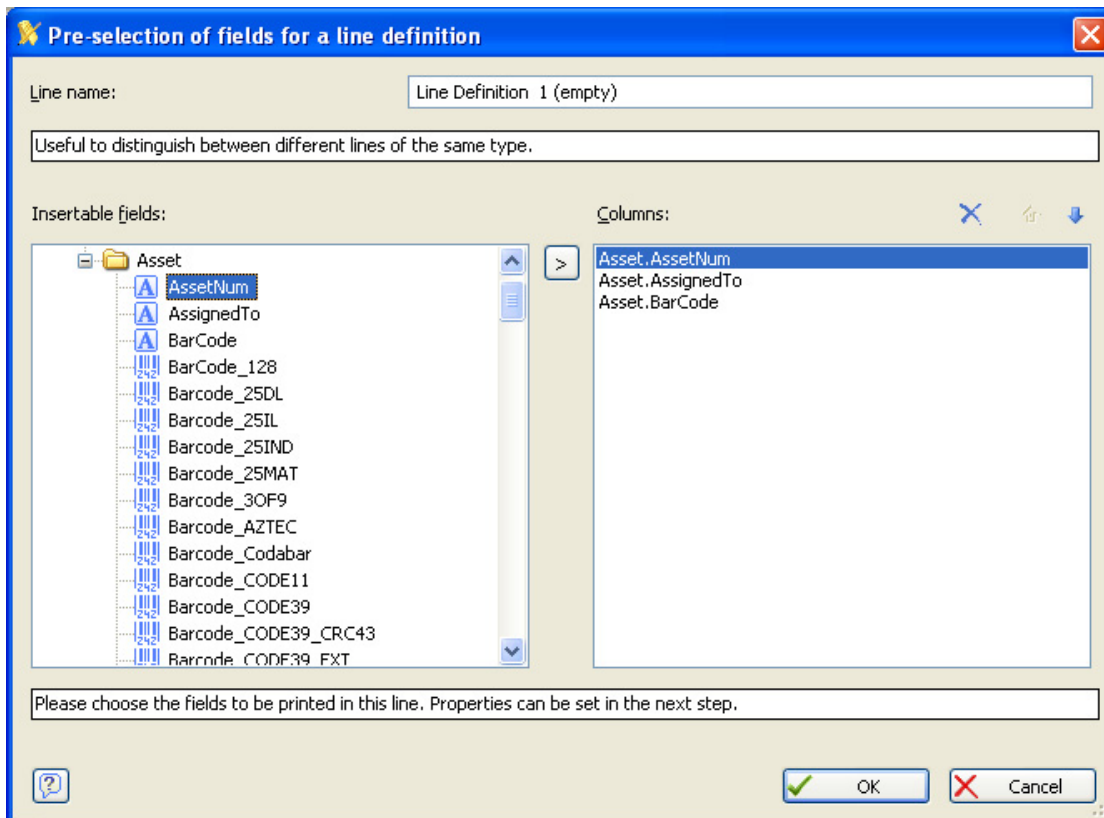
4. **Choose the table that will be used for the report:** AssetManage can create reports based on data from different sources. The report designer can also create nested tables. Choose the table that will be used as the initial base table for this report. For this example, we will select the Asset table.





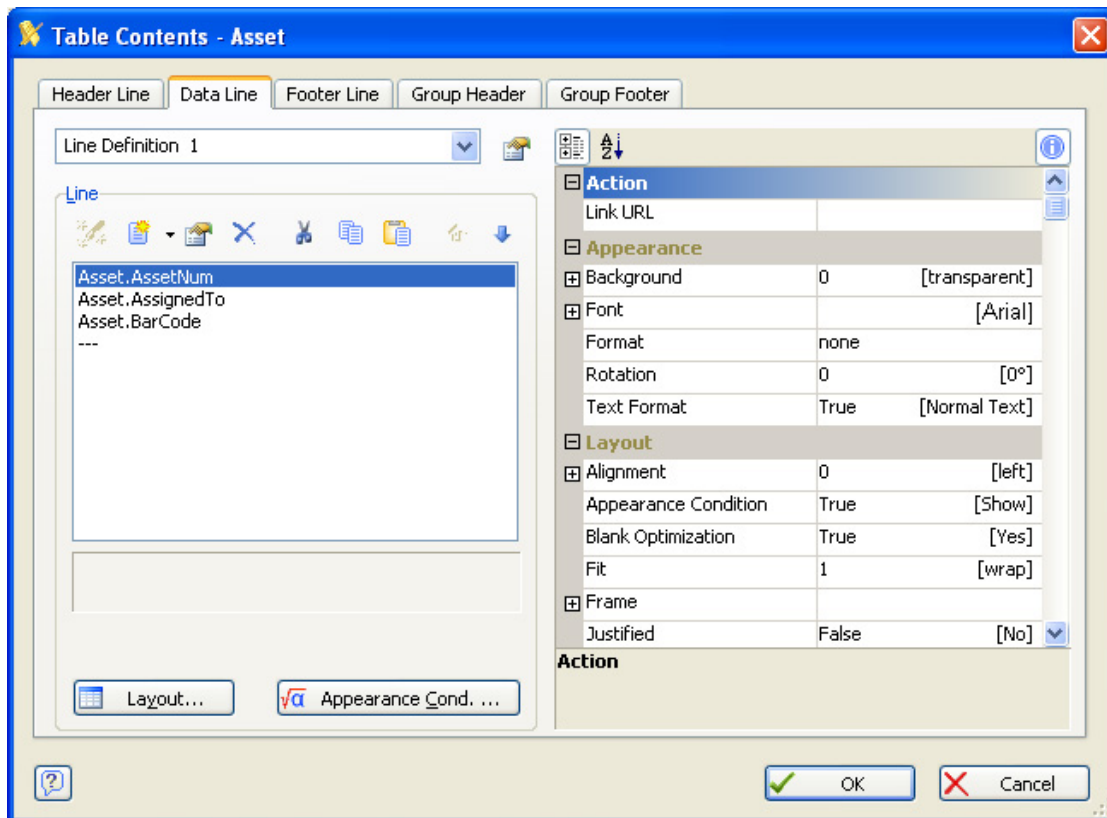
*Select Source Table screen in the Project Wizard.*

- 5. Choose the data for the list:** This box lets you choose which data goes into the report. Click on entries in the **Available Fields** box to select them (Ctrl+click to select multiple entries, Shift+click to select multiple sequential entries), then use the > arrow to move the selected entries to the **Selected Fields** box. To move all available fields, click the >> button. To remove fields from the **Selected Fields** box, click the < button. To remove *all* fields from the **Selected Fields** box, click the << button. You can also sort the selected fields into whatever order you like (the default is the order in which they're selected) by clicking on them to highlight them, then using the up- and down-arrow keys to move them up and down the list to their desired places. Unchecking the **Add Column Titles** check-box at the bottom right will remove headings from the report. Click **Next** to proceed to Step 6, or **Back** to return to step 4.



**Populating the list with data, using the Available and Selected Fields boxes in the Project Wizard.**

- 6. Create Your Report:** When you have selected all the data to be included, and sorted it as you want, click **Done!** to proceed through the **Project Wizard** to the [Label and Report Designer](#), or **Cancel** to escape the Project Wizard without generating a report.



**The Label and Report Designer interface.**

To access the specific Label and Report Designer Help, click on the ? in the menu bar (as shown above), then select Contents to view the entire help file, or click Context Sensitive and move the ? mouse cursor icon to click on a part of the interface. This will show help topics relevant to that part of the interface.

## 5.3 Reporting Fields Explained

### Reporting Fields you can use

Most of the fields you can use in a report are self-explanatory. For example, the `Asset.AssetNum` field will show the asset number.

Listed are some fields that may need more explanation:

*Asset.AskingPrice* - If you have an item for sale, this is the asking price for the item. Not to be confused with `Asset.SellingPrice` which is the price that item was actually sold for.

*Asset.Created* - the date/time the item was first entered into HomeManage.

*Asset.ItemDetail* - this report field will show an entire HTML display for that asset, similar to what you see in the item detail window when you view an asset in the program.

*Asset.HasNotebookItems*  
*Asset.HasNotebookItemsDueDate*  
*Asset.HasNotebookItemsInvoiceDate*  
*Asset.HasNotebookItemsCompletionDate*  
*Asset.HasMaintenance*  
*Asset.HasMaintenanceInvoiceDate*  
*Asset.HasMaintenanceCompletionDate*  
*Asset.HasMaintenanceDueDate*  
*Asset.HasReminders*  
*Asset.HasBeenCompleted*  
*Asset.HasWarranty*  
*Asset.HasLease*  
*Asset.HasInsurance*  
*Asset.HasImage*

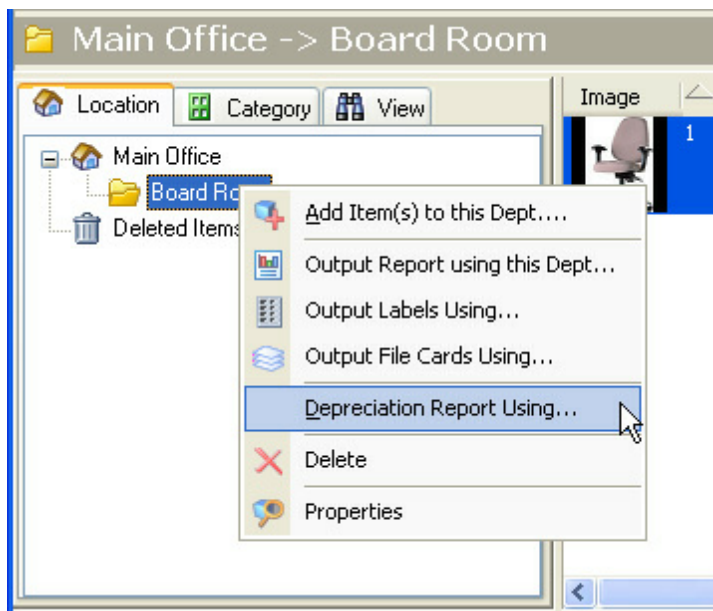
These boolean fields can be used as filters in a report. So if you are creating a report that should only show items with a valid warranty. You can use the *Asset.HasWarranty* field.

## 5.4 Depreciation Reports

AssetManage ships with several Monthly and Annual Depreciation report templates. These reports will show depreciation data grouped by Category, Department, or simply in a list sorted by Asset Number.

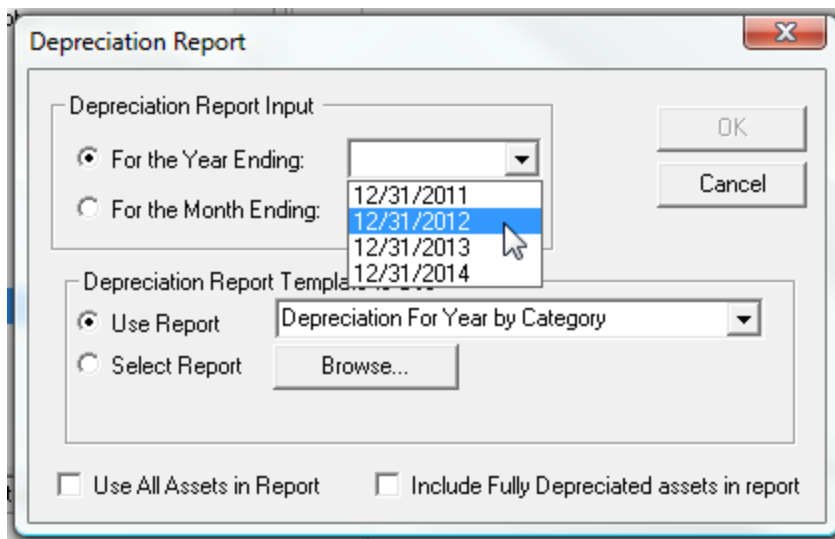
To run a Depreciation Report:

1/ Select the Location, Department or Category whose assets will be included in the report. To use all assets, select the Use All Assets in Report checkbox in Step 2.



You can also select Reporting > Depreciation Report Using from the main menu.

2/ The Depreciation Report dialog will appear. If you want to run an annual report choose the Year End date from the list provided. The pull-down list contains all valid year-end or month-end dates. If a year-end or month-end date is not in the Annual or Monthly list, it is because no assets have depreciation in that period.



## 5.5 Sorting & Filtering Data Within Reports

AssetManage allows you to sort data within reports using whichever data field

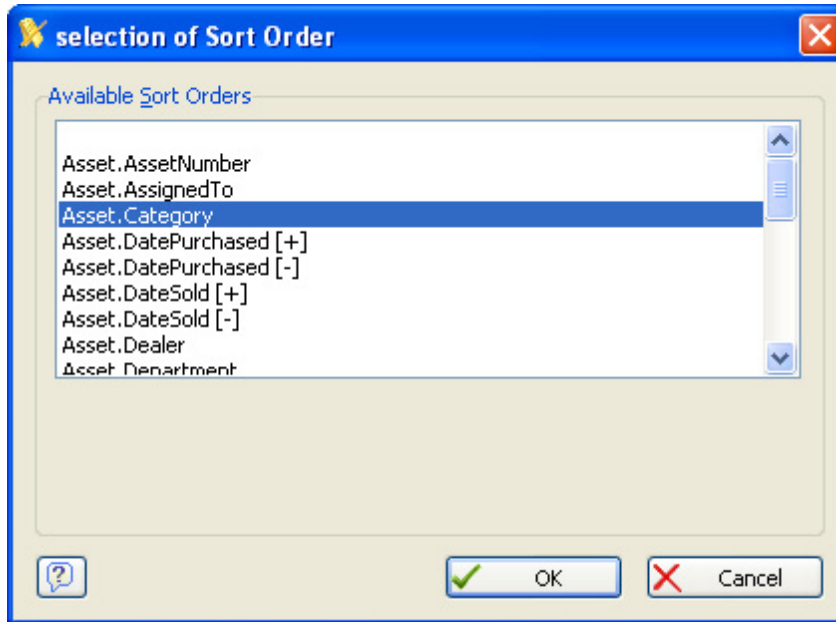
(s) you prefer. To specify a field by which to sort the report, go to

**Reporting > Edit Report**

and, when the [Report Designer](#) appears, go to

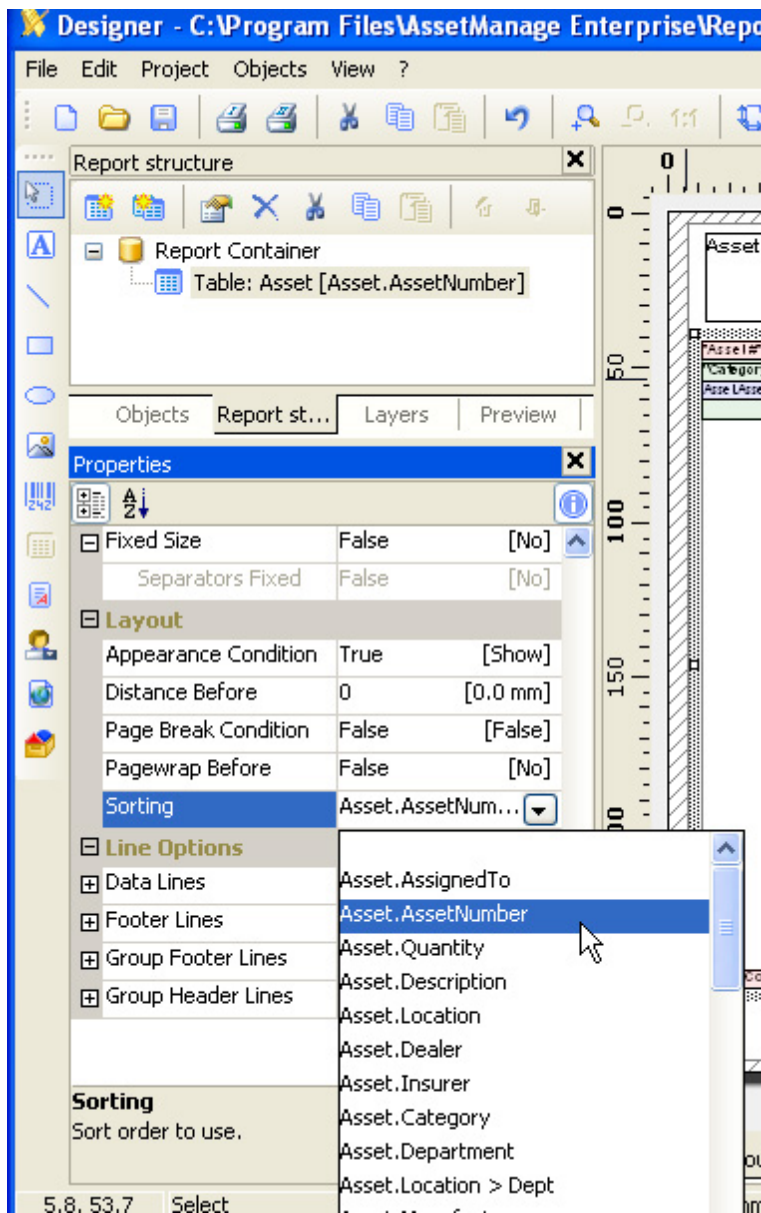
Project > Sort Order of Data.

The selection of Sort Order dialogue box will appear, as shown below:



***The selection of Sort Order dialogue box, showing the available sort options.***

Click on an option to select it, and then click OK. When using groups in reports, it is important to sort by the grouping field. The example above shows the sorting that should be used in a report that has assets grouped by category.

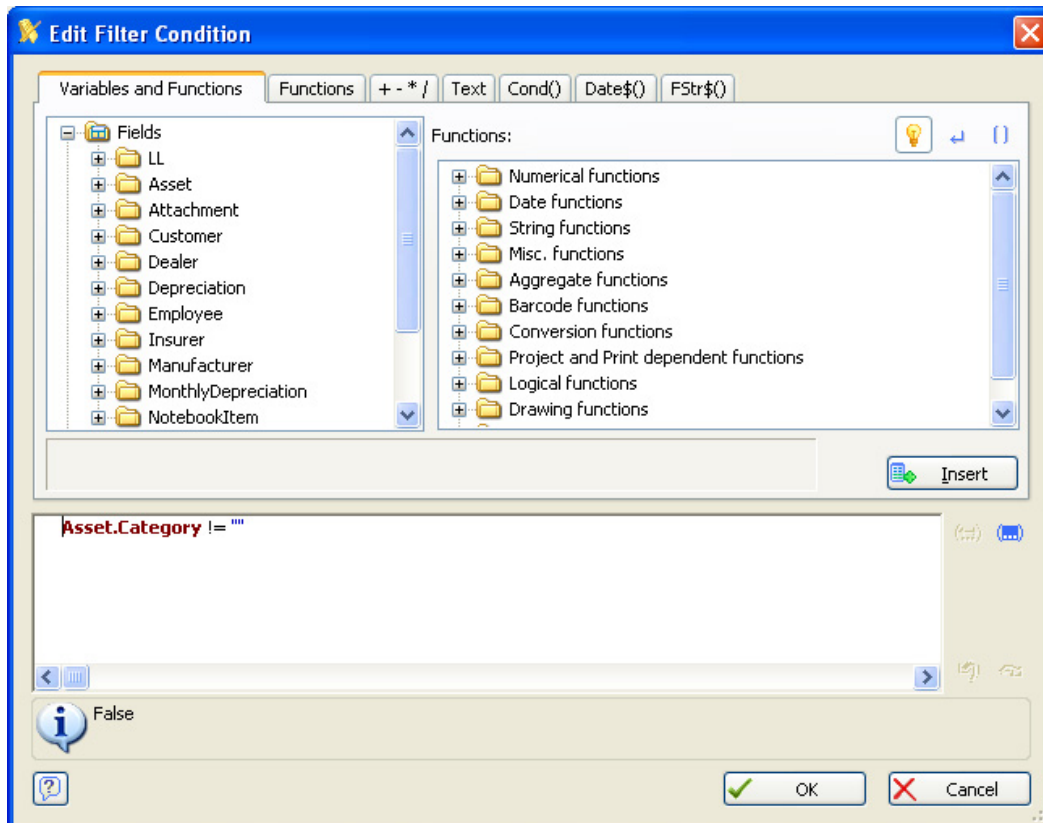


**Table Sorting**

In addition to choosing the sorting field that will be used by the report, each table can have a sort field associated with it. Select the table in the Report structure view and then choose the sort field in the Properties window. In the example shown, the report will be grouped by Category. The Categories will be shown in alphabetical order. Within each category group the assets will be sorted by Asset Number.

AssetManage also has a report filter, which allows you to set up parameters by which to select the data appearing in a report. To access the report filter, choose Project > Filter from the [Report Designer](#) main menu. When the Edit Filter Condition dialog box appears, follow the tooltips and the internal Report Designer help to create the filter, as shown below. In the example below **Asset.Category != ""** specifies that assets without an assigned category

should not be included in the report:



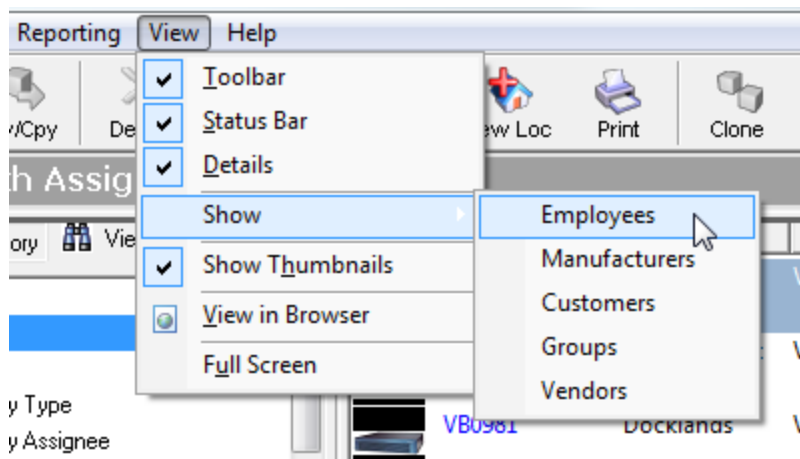
*The Edit Filter Condition dialog box, showing Variables and Functions. To access the help topics for this dialog box, click the ? icon in the lower left, as shown above.*

## 6 Managing Employees, Manufacturers, etc..

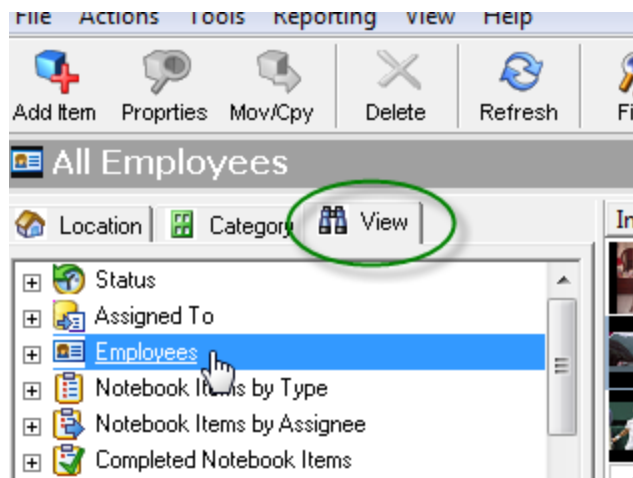
### 6.1 Working with employee data

AssetManage lets you keep track of the employees that work for your organization. To view the list of Employees, select **View > Show > Employees** from the main menu

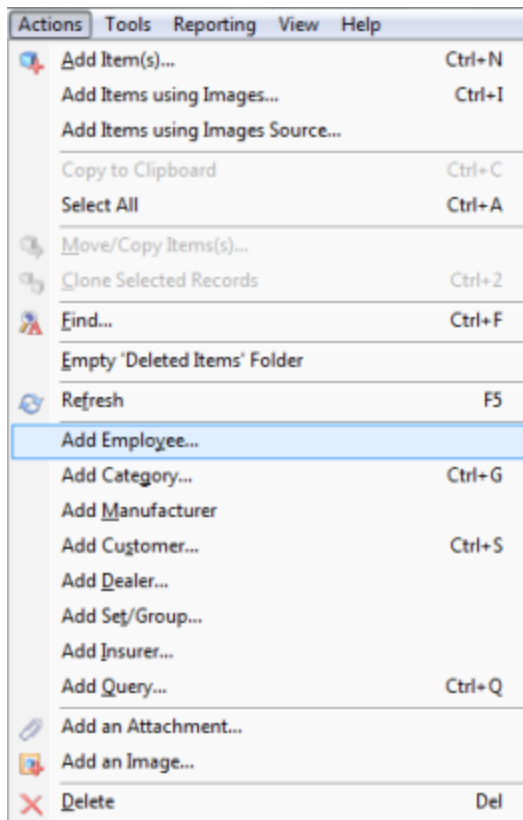




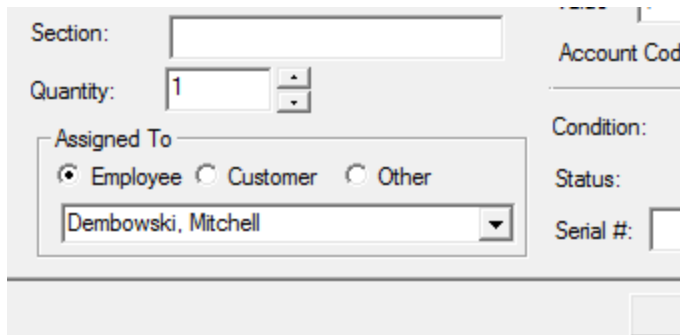
You can also view the employee list by click on the **View** tab, then selecting the **Employees** icon.



To add a new employee to the program, select **Actions > Add Employee..** from the main menu.

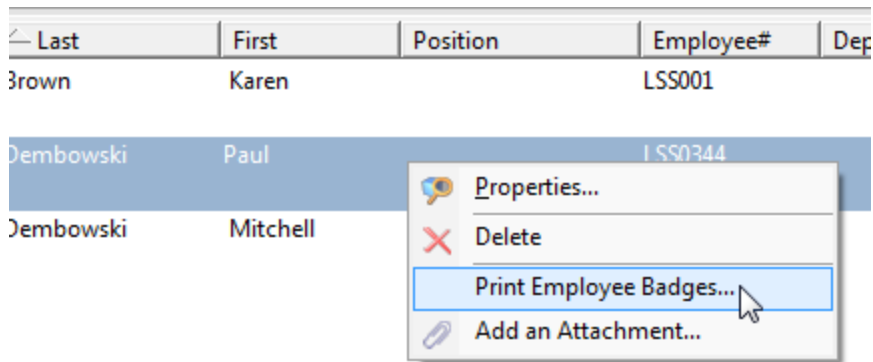


You can also add a new employee dynamically from the Add Asset dialog. Simply type the the last name, then the first name separated by a comma.

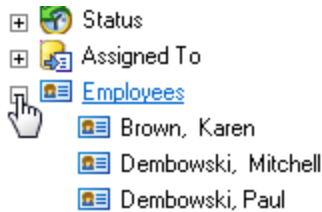


Or the first name, then last name separated by a space.

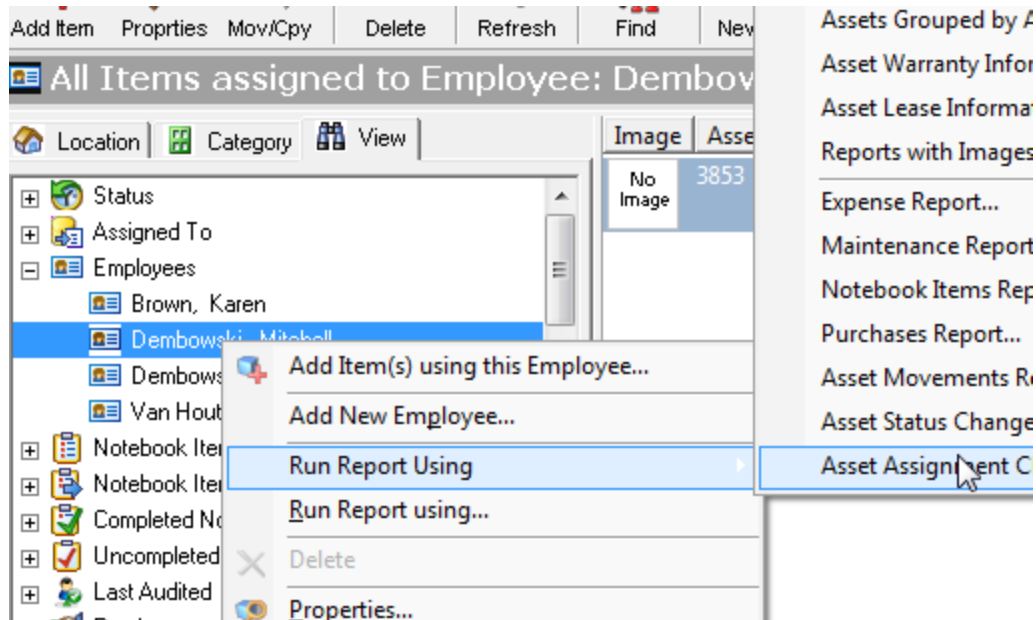
To print employee badge(s). Select the employees, you wish to print the badges for, then right mouse click and press the **Print Employee Badges...** command from the popup menu.



The AssetManage report feature is context-sensitive, to run a report based only on the assets that belong to a particular employee, expand the Employees section in the View main window by double-clicking on the Employees icon or clicking on the box with a plus sign to the left of the employees icon.

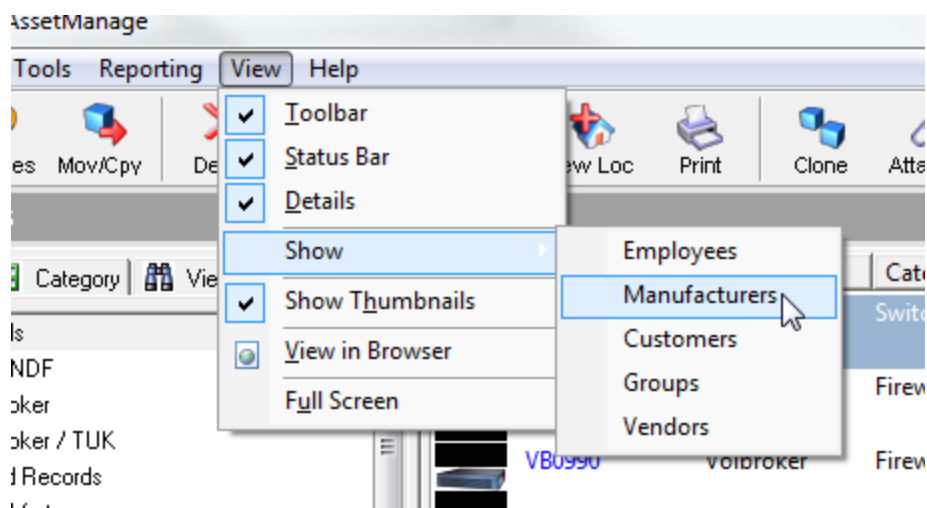


Then right mouse click on the employee whose assets you wish to view, pick a report from the popup menu as shown below.

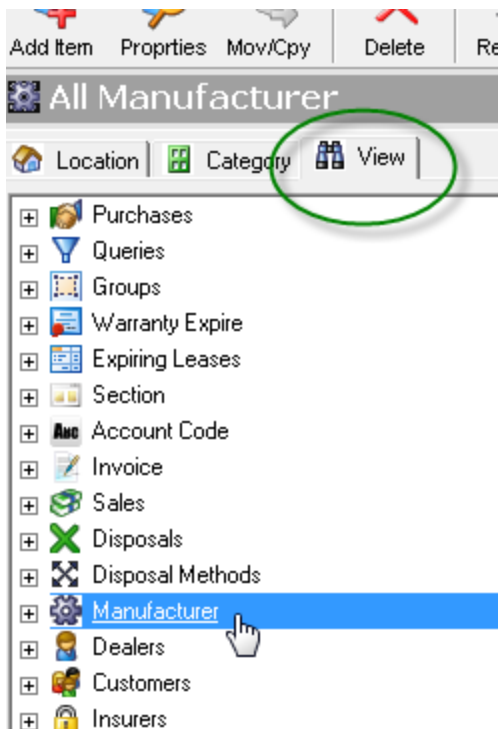


## 6.2 Working with Manufacturers, Insurers, etc..

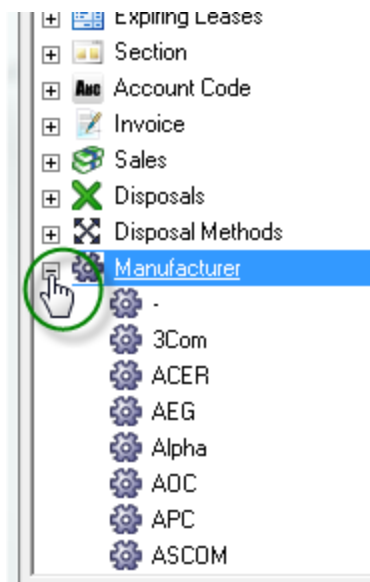
AssetManage keeps track of Manufacturer, Customer, Vendor and Insurer information. To view a list of Manufacturers, select **View > Show > Manufacturers** from the main menu.



Or select the Manufacturer icon from the View tab main window:



To View assets from a particular manufacturer, expand the Manufacturer section by double clicking on the icon or clicking in the box with a plus sign to the left of the icon:



Then click on one of the Manufacturers listed to see the assets that use the particular manufacturer.

## 7 How Do I

### 7.1 Use AssetManage with a PDA type Barcode scanner?

Using a barcode scanner such as the Palm OS-Powered Symbol SPT1550 or SPT1800, you can take a complete inventory of your assets, then later upload the inventory to AssetManage. To do this you will need an application such as

On Hand from Stevens Creek Software for the Palm Operating System

<http://www.stevenscreek.com/palm/onhand.html>

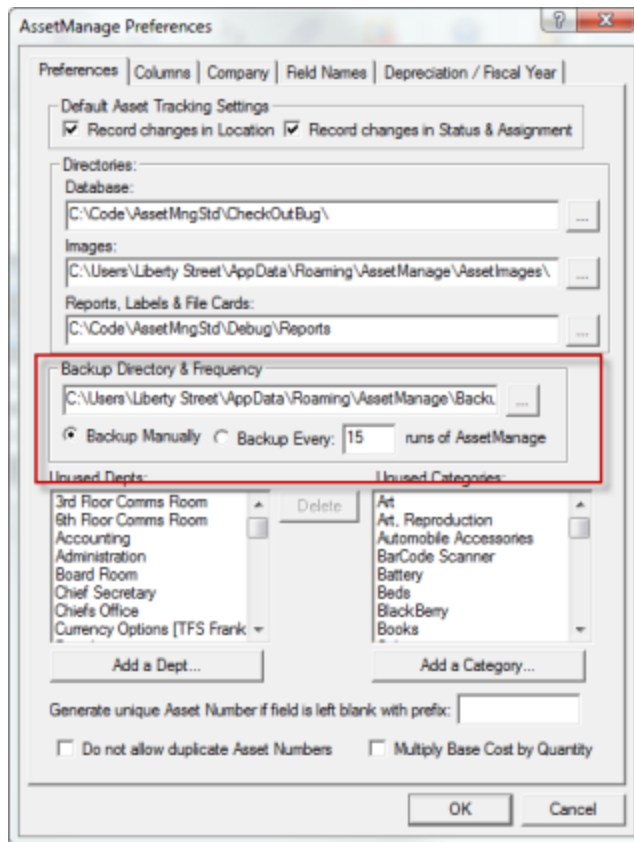
or DoInventory from WakefieldSoft

<http://www.wakefieldsoft.com/doinventory/>

Both of these software programs will export collected data from the the PDA/Barcode scanner to a text file on your PC. This data can then be imported into AssetManage.

### 7.2 Backup My Data?

Select **File > Backup Database...** from the main menu. To automatically backup your data, configure the Backup Directory & Frequency section in the Preferences dialog - **Tools > Preferences**



AssetManage stores your backed up data in a ZIP file. The backup includes the program data file ASSETS.MDB and any image files that you have attached to entered items. To view your backup files, choose **File > Manage Backup Files...** from the main menu.

To view the contents of a backup, you can open the ZIP file by double-clicking on it or opening the file. The backup file name includes the Date and Time of the backup in the filename. Older backup ZIP files can be deleted if necessary.

Name	Size	Type	Date
Backup_08_08_2008_9_50_45 PM.zip	6,108 KB	Compressed (zippe...	08/08
Backup_31_08_2008_8_00_47 PM.zip	6,176 KB	Compressed (zippe...	31/08

#### To restore backed up data into AssetManage

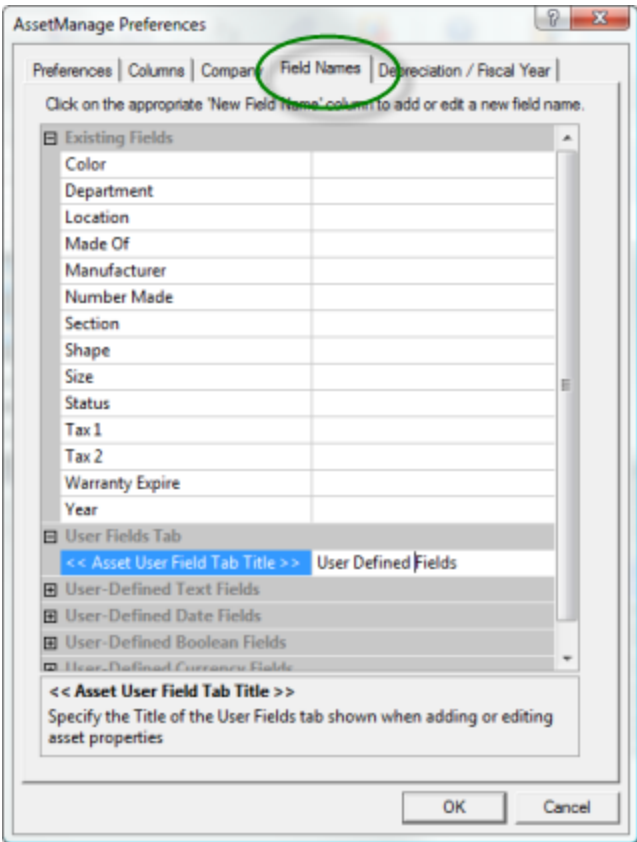
- AssetManage can ONLY import a Microsoft Access .MDB file that was backed up to another location.
- Previous versions of AssetManage (2007 and older) would create a new filename for the backup data file and store it in the Backup folder. If this applies to your case, first rename the file to ASSETS.MDB
- If you are restoring from version 2011, first unzip the backup file.

- Copy the ASSETS.MDB file to the Data folder in your current AssetManage installation, replacing the ASSETS.MDB file that is currently there (To be safe, rename the current ASSETS.MDB file or make a backup copy in another location)
- The location of the Data folder can be found in the program Preferences (Tools > Preferences).
- There is no need to import data unless you have suffered a system crash or accidentally deleted records.

### 7.3 Change Field Names?

To change field names, Select the **Field Names** tab from the AssetManage **Preferences** dialog. Click on the appropriate column to enter a new field value. Leave the New Field Name blank to keep the old field name. Note that the << Asset User Field Tab Title >> is used to change the title of the tab in the Asset Properties dialog named "User Defined Fields," as shown below.



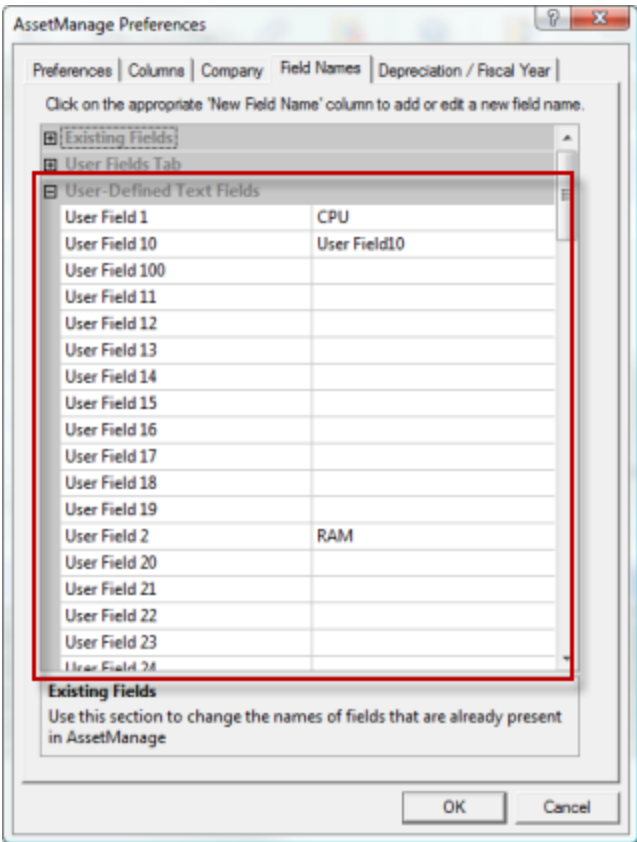


AssetManage has over 100 user defined fields, including 100 Text, 3 Boolean, 2 Currency and 2 Date fields. You can also change the names for fields such as: **Color, Made Of, Year, Number Made, Size** and **Shape** as seen below.

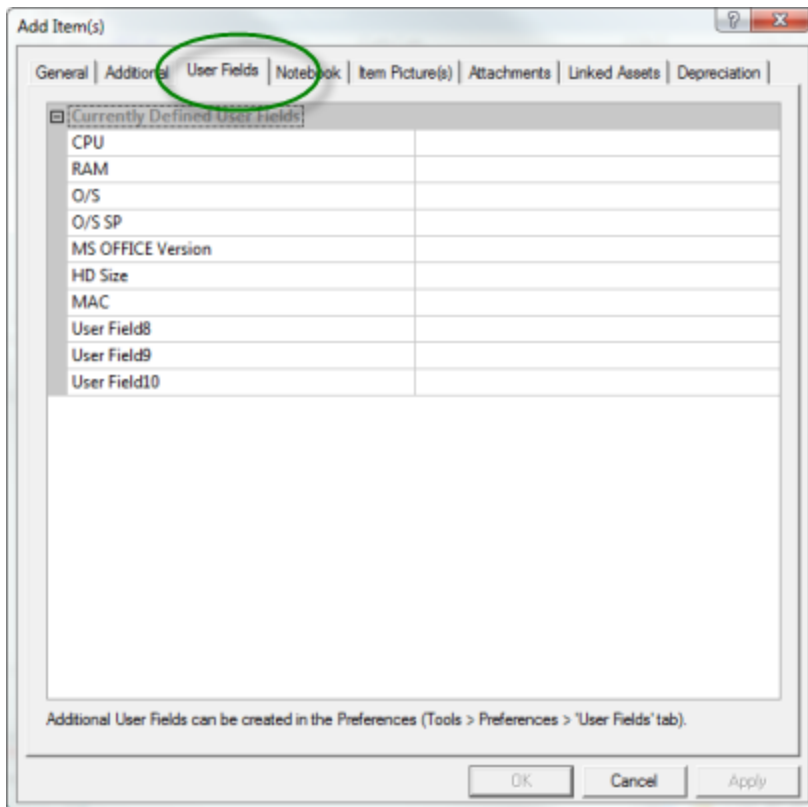
The screenshot shows the 'Add Item(s)' dialog box with the 'User Fields' tab selected. A red rectangular box highlights the following fields:

- Number Made: [Text Box]
- Color: [Text Box]
- Made Of: [Text Box]
- Size: [Text Box]
- Shape: [Text Box]
- Year: [Text Box]

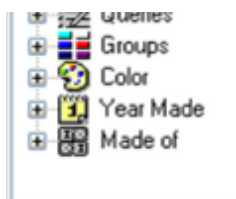
When you set the User defined fields in AssetManage.



You will notice a **User Fields** tab when adding or editing assets this tab will let you enter information for each user defined field that will be stored for the asset being added/edited.



The **Color**, **Made Of** and **Year** fields have the added advantage of appearing in the View display. So you can enumerate these fields and view records by field value.



## 7.4 Change multiple records simultaneously?

You may occasionally wish to go back and change some information common to more than one item record at a time. For example, you may wish to add insurance information for 8 items. Rather than edit each record individually and fill in the insurance fields, there is a much easier way:

### Changing information for multiple records

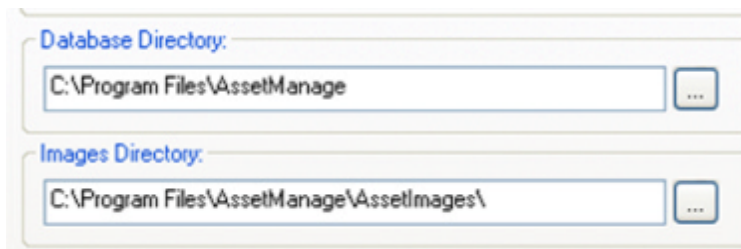
1. Select all the items records whose data you wish to change. Then select

**Properties** from the main menu or from the right mouse-click context menu.

2. Specify the information to be updated in all the selected records. Note that leaving a field blank will NOT result in any information in that field being set to empty (erased). The field will retain the data (if any) it contained previously.

## 7.5 Change the Data File (or Image files) location?

The location of the AssetManage data file (ASSETS.MDB) or the directory used to store images can be changed from within the **Preferences** dialog (under the **Tools** menu).



If you are using the multi-user capability of AssetManage, be sure that all users have read-write permission on both these directories.

AssetManage stores images attached to records as jpg images in the Images directory. The number after the prefix 'Asset' is the unique id of the asset record. The number in parenthesis "( )" is the image number. Each record can have up to 4 images. Images belonging to other record types will have a different prefix, for instance, Dealer images will have the prefix "Dealer" (instead of "Asset").

Name	Size	Type	Date
Asset14725(1).jpg	57 KB	JPEG Image	02/11
Asset14730(1).jpg	14 KB	JPEG Image	02/11
Asset22566(2).jpg	15 KB	JPEG Image	02/11
Asset14807(1).jpg	?? KB	JPEG Image	02/11

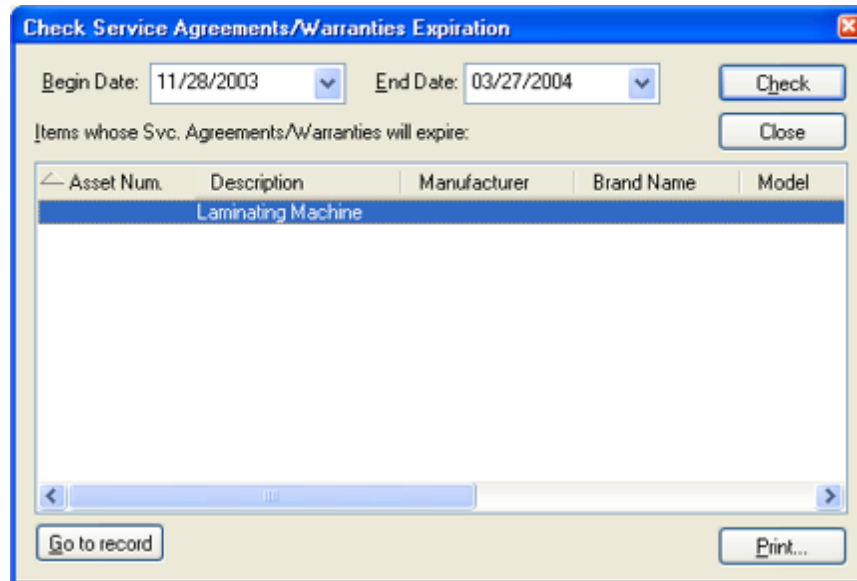
*Asset images with prefixes and numbers, as described above.*

## 7.6 Check Service Agreements or Warranties

You can check for expired (or soon to expire) Service Agreements/Warranties that apply to items you have entered into AssetManage.

### Checking for Expiring Service Agreements/Warranties

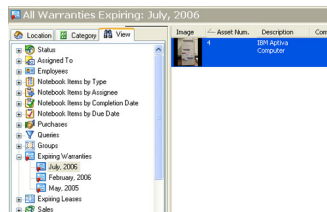
1. Click **Check Svc. Agreements/Warranties** from the File menu. The Check Warranties dialog appears, as shown below.



2. Select the date from which you would like to begin checking warranties.
3. Select the end date, then click the **Check** button.

All the items whose warranties expire between the 2 dates selected will be shown. You can then print the list by clicking on the "Print..." button.

An Easier way to view Expiring Warranties, Leases or Service Agreements is from the View tab. Expand the Expiring Warranties section to see the Month/Year expiration date for all assets with valid Expiration Dates.

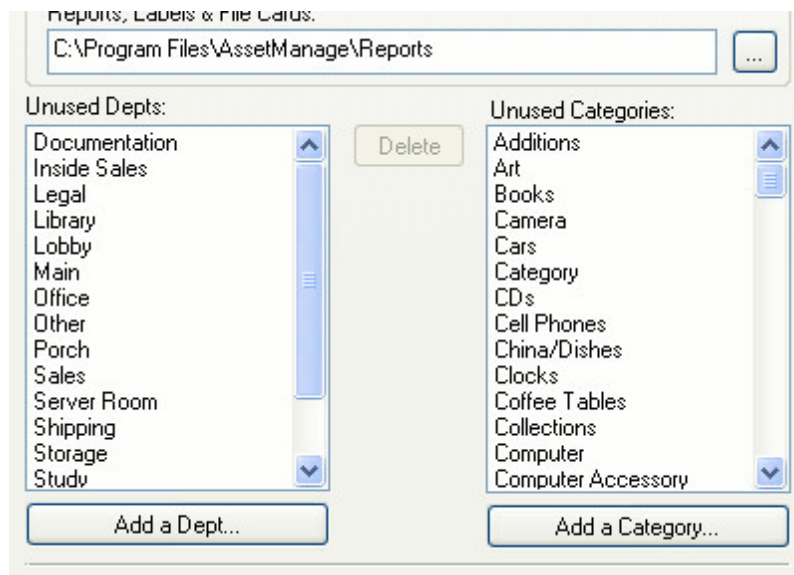


## 7.7 Create a new Category or Department?

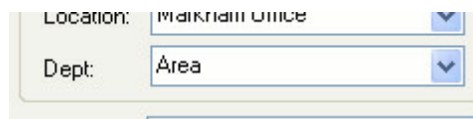
### Creating Categories

There are several ways to create a category or room:

1. Click the **Add Category...** or **Add Room...** button in the Preferences dialog, as shown below.



2. Type the name of the new category in the Category window when adding or editing an item. To add a room "on the fly," perform the same action in the Room/Dept. field.

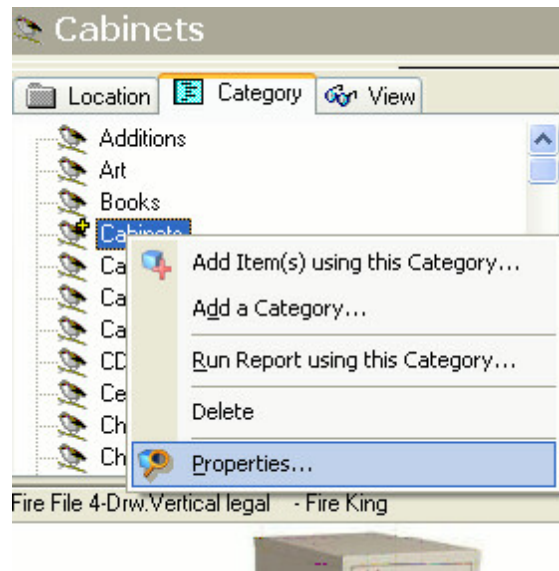


3. A third way to create a new category is to right mouse-click in the Category view and select **Add Category...**

## 7.8 Edit a Category?

### To edit a category

1. Select the category you want to modify in the Category tab in the main window.
2. Click **Properties** from the File menu, or from the popup menu that appears when you right mouse-click. The Category Properties dialog appears, as shown below.

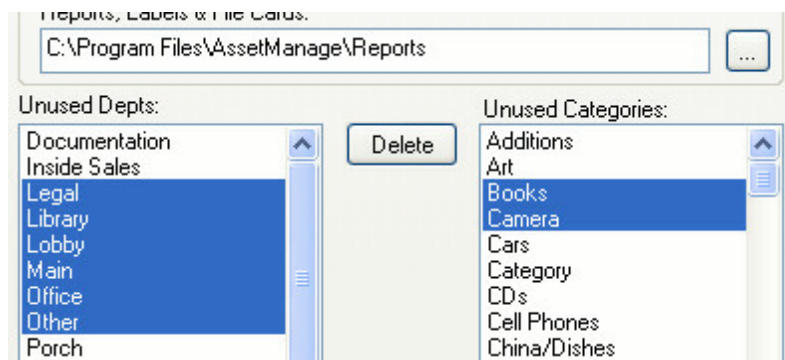


## 7.9 Remove a Category or Department?

AssetManage ships with many pre-defined categories and rooms. You may want to simplify data entry by removing unnecessary rooms and/or categories.

### To delete unused Rooms and/or Categories

1. From the AssetManage Setup dialog, select the rooms and categories you would like to remove. Note that you can select multiple items in both the room and category list controls. You may select multiple items by holding down the Shift or Control keys on the keyboard and using the mouse pointer to click on the entries and select multiple items. The Shift key will select multiple sequential entries, and the Control key will select multiple individual entries.
2. Click the delete button.
3. Click the OK button to permanently delete the items, or
4. Click the Cancel button to abort the process.



**Selecting multiple items in the Setup dialog, as described above.**



## 7.10 Set the beginning of my companies fiscal year?

You can set the start of the fiscal year from the AssetManage **Preferences** dialog, as shown below. (**Tools > Preferences**)

The screenshot shows the 'AssetManage Preferences' dialog box with the 'Depreciation / Fiscal Y' tab selected. The dialog has several tabs: 'Preferences', 'Columns', 'Company', 'Field Names', and 'Depreciation / Fiscal Y'. The main content area contains the following text and options:

Use the following convention for computing Partial Year Depreciation:

- Full Year: Record a full year's depreciation in the first year and none in
- Half Year: Record half of one year's depreciation in the first year and h. the last.
- Full Month: Depreciation is prorated according to the number of months service during the year, including the month placed in service.
- Half Month: Depreciation if prorated according to the number of months service during the year. The month the asset is placed in service is incl only if the placed-in service date falls on or before the 15th.
- Actual days: Depreciation if prorated according to the number of days in service during the year.

At the bottom, there is a 'Fiscal Year Starts:' label followed by a dropdown menu currently set to 'January 1'.

## 7.11 Sort Items?

### How Do I Sort Items?

To sort items by column, click on the column header. Click on the header again to toggle the sort from Ascending to Descending and vice-versa. The example below shows a **Descending** sort on the Description field.

The screenshot shows a table with two columns: 'Description' and 'Street'. The 'Description' column is sorted in descending order. A mouse cursor is pointing at the 'Description' header. The table data is as follows:

Description	Street
Toshiba	
royal alpha	
Phillips	
Oster	
Nokia	
Hewlett Packard	
Herman Miller	10201

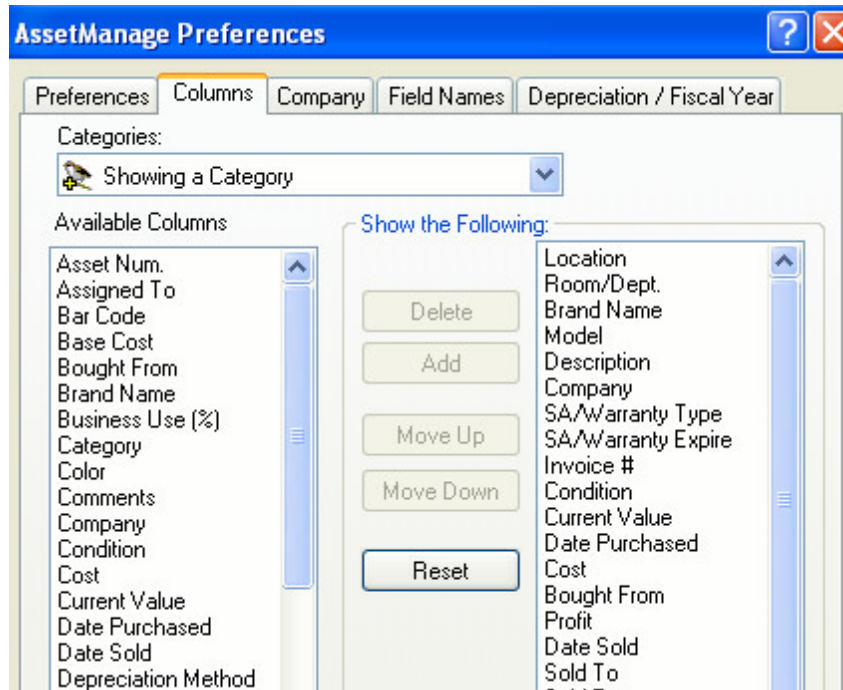
## 7.12 Specify which columns I want to see?

Each company or individual has different needs and requires different information from AssetManage. Liberty Street Software has kept these differences in mind when

designing AssetManage. You can determine the information you need most often or is most important to you.

### To specify the information you want to view

1. From the AssetManage Setup dialog, open the Columns tab, as shown below.



2. For each category, select and organize the columns you want to see using the following buttons:

**Delete** — Select a column in the Show the Following area and click Delete to remove the column from the display.

**Add** — Select a column in the Available Columns area and click Add to display the column.

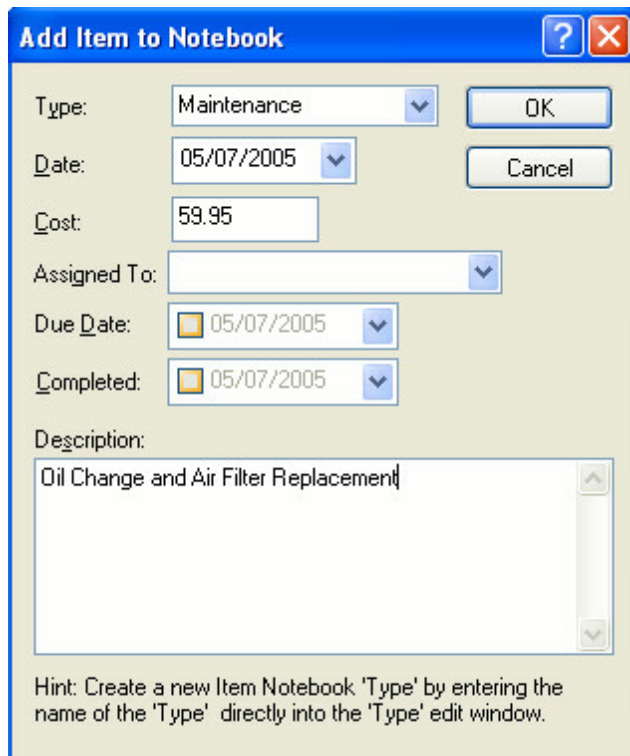
**Move Up** — Select a column in the Show the Following area and click Move Up to have the column display further to the left.

**Move Down** — Select a column in the Show the Following area and click Move Down to have the column display further to the right.

**Reset** — Click Reset to ignore your changes and return to the default column setup.

## 7.13 Track expenses related to an item?

Track expenses related to an item by using the 'Item Notebook' tab when adding or editing items. This tab is for tracking repairs, part replacements, and other expenses incurred related to an asset. Use the **Add...**, **Edit...** and **Delete** buttons to manage entries.



**Add Item to Notebook**

Type: Maintenance

Date: 05/07/2005

Cost: 59.95

Assigned To:

Due Date: 05/07/2005

Completed: 05/07/2005

Description:  
Oil Change and Air Filter Replacement

Hint: Create a new Item Notebook 'Type' by entering the name of the 'Type' directly into the 'Type' edit window.

## 7.14 How Do I Generate Asset Numbers Automatically?

AssetManage allows you to either specify or automatically generate asset numbers for use within its database. To automatically generate asset numbers, go to

**Tools > Preferences > Preferences tab**

and check the check-box labelled **Generate a unique Asset Number if field is left blank**. (This is the default setting, as shown below.)

Generate a unique Asset Number if field is left blank

**Setting AssetManage to generate unique Asset Numbers**

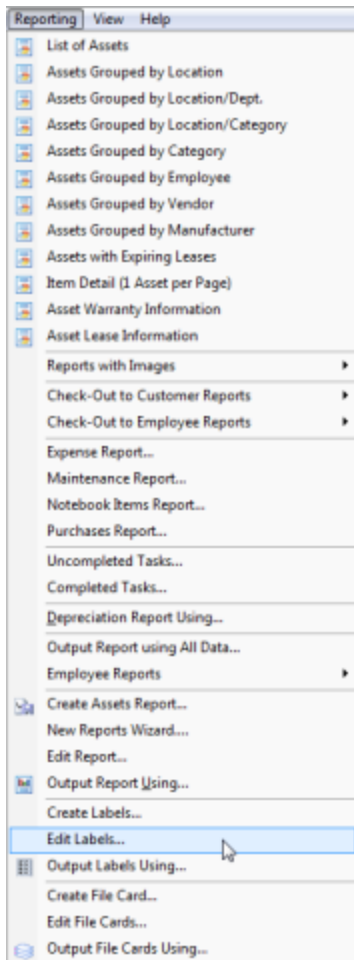
To specify numbers, uncheck the check box described above, and then enter the asset number in the **Asset#** field.

## 7.15 Make my Labels print out properly

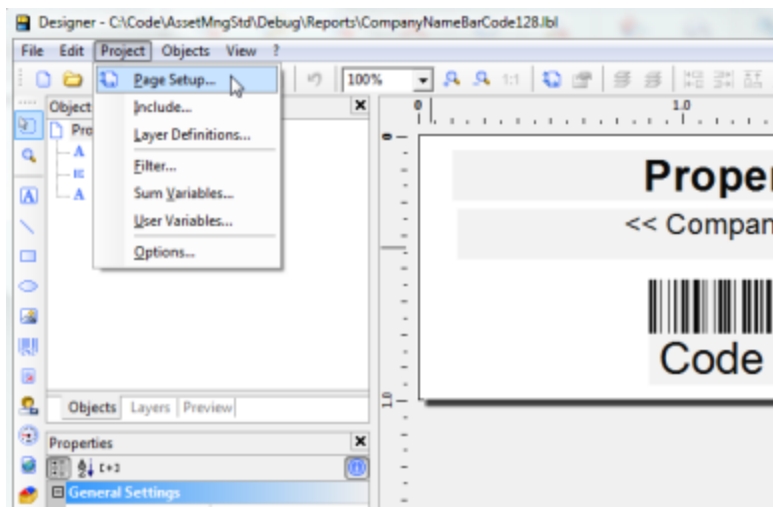
AssetManage includes pre-defined label templates for labels from the manufacturers: Avery, Herma and Leitz. If you are using another type of label, you can customize your label template by entering the measurements (offsets, width, height, etc...) for the label. These measurements can usually be found in the label packaging or online.

To enter the measurements for your labels:

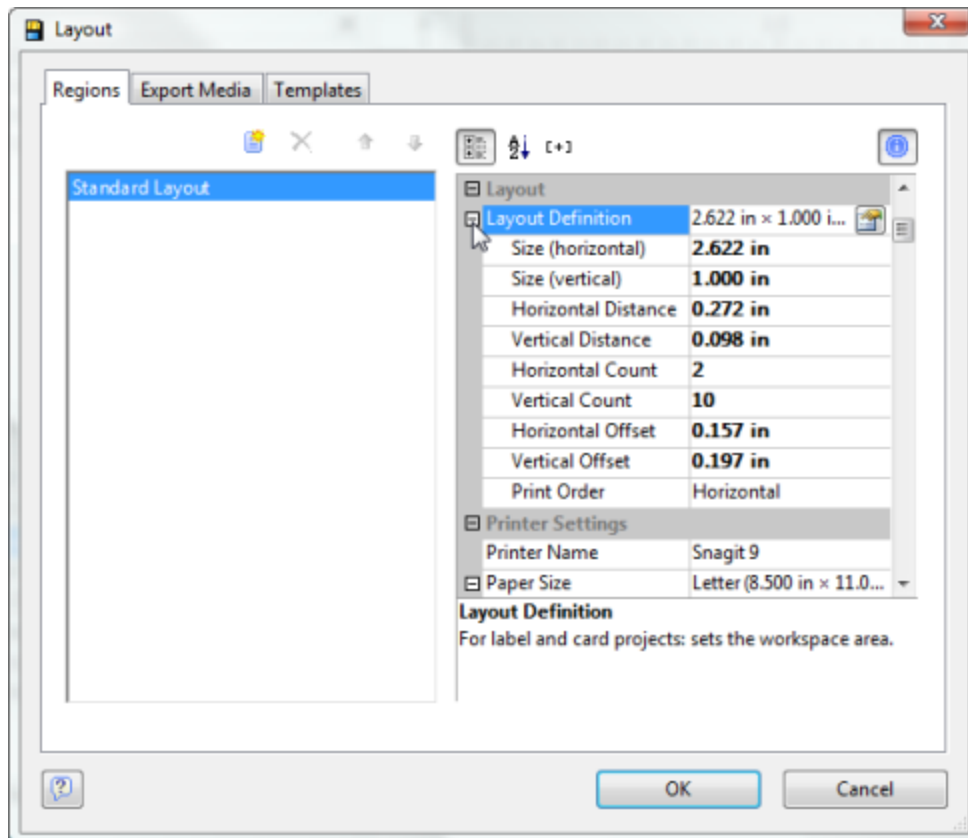
Choose **Reporting > Edit Labels...** from the main menu.



Select the label template you want to use. Then select **Project > Page Setup** from the Report Designer main menu.



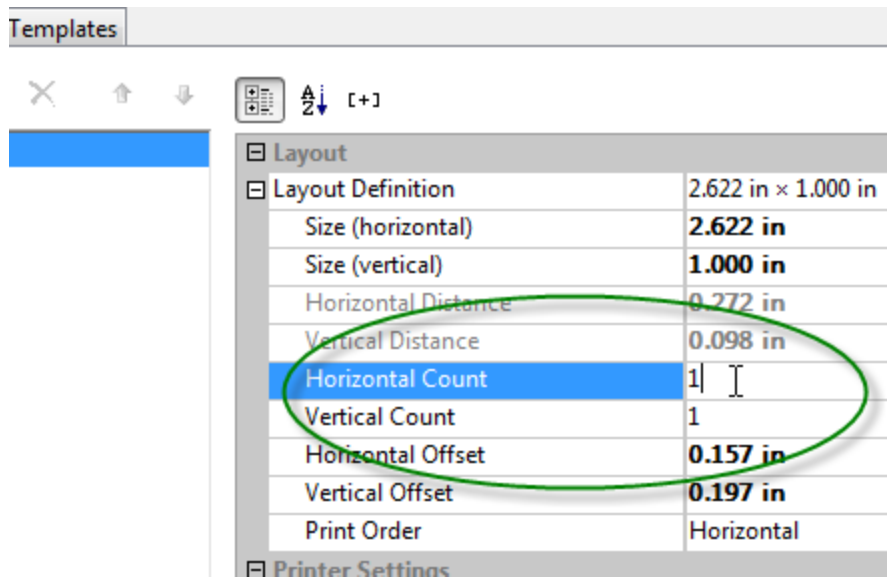
Click on the **Regions** tab...Expand the **Layout Definition** section. Then enter the measurements for the label and then click on the OK button to save your changes.



If you are using a label printer that prints out labels one per row, such as the Zebra label printer below



Make sure to set both the Horizontal Count and Vertical Count to 1.



## 8 Troubleshooting

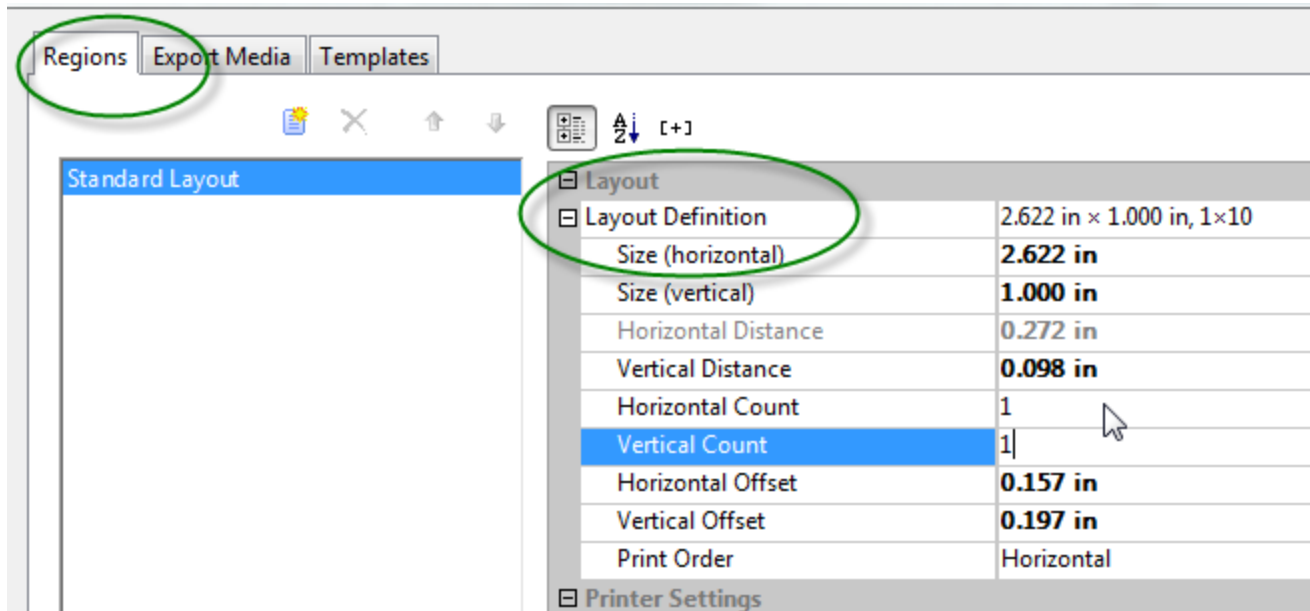
### 8.1 Trouble-shooting and Frequently asked questions

**Q:** I can't see newly imported data after using the Import function

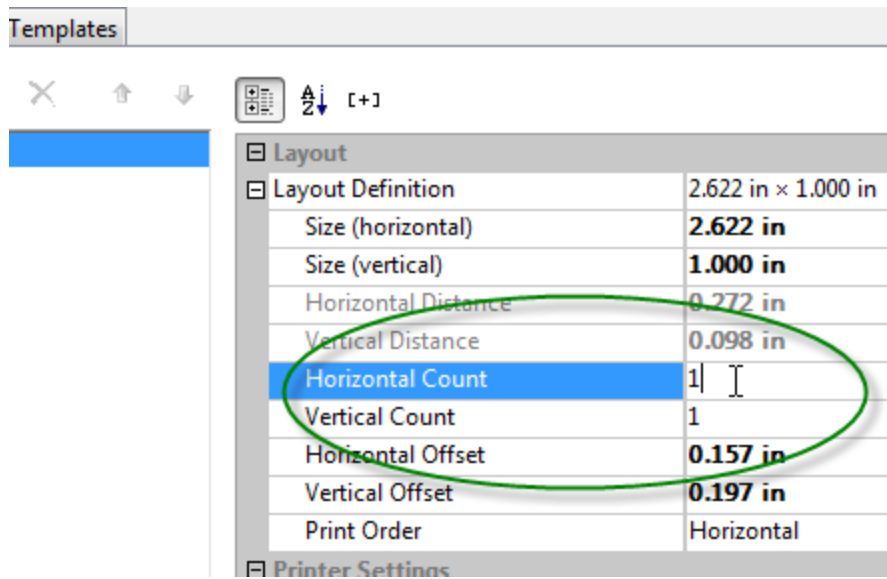
**A:** Try closing and reopening the application.

**Q:** I am trying to print out labels for several assets. Only the first label prints out. Or the first label prints out multiple times. Or the labels are cut off at the right or bottom.

**A:** This usually happens if you are printing to a label printer that prints 1 label per row. If this is the case...Edit the label template you are using (**Reporting > Edit Labels...**). Select **Project > Page Setup** from the report designer main menu. Expand the **Layout Definition** section of the **Regions** tab.



Set the Horizontal count and Vertical count to 1. If the problem is that the labels are cut off when printing. Find out the offsets and measurements of the labels you are printing to and enter them into the Layout Definition section. Save the label template and then try printing again.



**Q:** Importing an Excel spreadsheet is not importing all my data correctly.

**A:** This usually happens because of the formatting of the Excel spreadsheet. Try save the spreadsheet as a CSV file and import again.

**Q:** I change the database location. AssetManage cannot find the database afterward.

**A:** Try closing and reopening the application.

**Q:** I get "Divide by Zero" errors, or GPFs when trying to add items

**A:** Try this:

1. Run Regedit.exe
2. Delete All ../Software/Liberty Street Software/AssetManage nodes in both HKEY\_CURRENT\_USER and HKEY\_LOCAL\_MACHINE
4. Try running AssetManage again.

**Q:** AssetManage crashes when exiting, or when adding items.

**A:** This is usually because the Headers.wcd has become corrupted. Delete the file and try running AssetManage again.

**Q:** When trying to run AssetManage, a message similar to this appears:

*"The Microsoft Jet database engine cannot open the file ... \AssetManage\Assets.mdb. It is already opened exclusively by another user, or you need permission to view its data."*

**A:** This usually happens when a file called Assets.ldb gets corrupted. Delete Assets.ldb (**NOT ASSETS.mdb !!**) from your AssetManage directory and try running the program again.

## 9 User Permissions

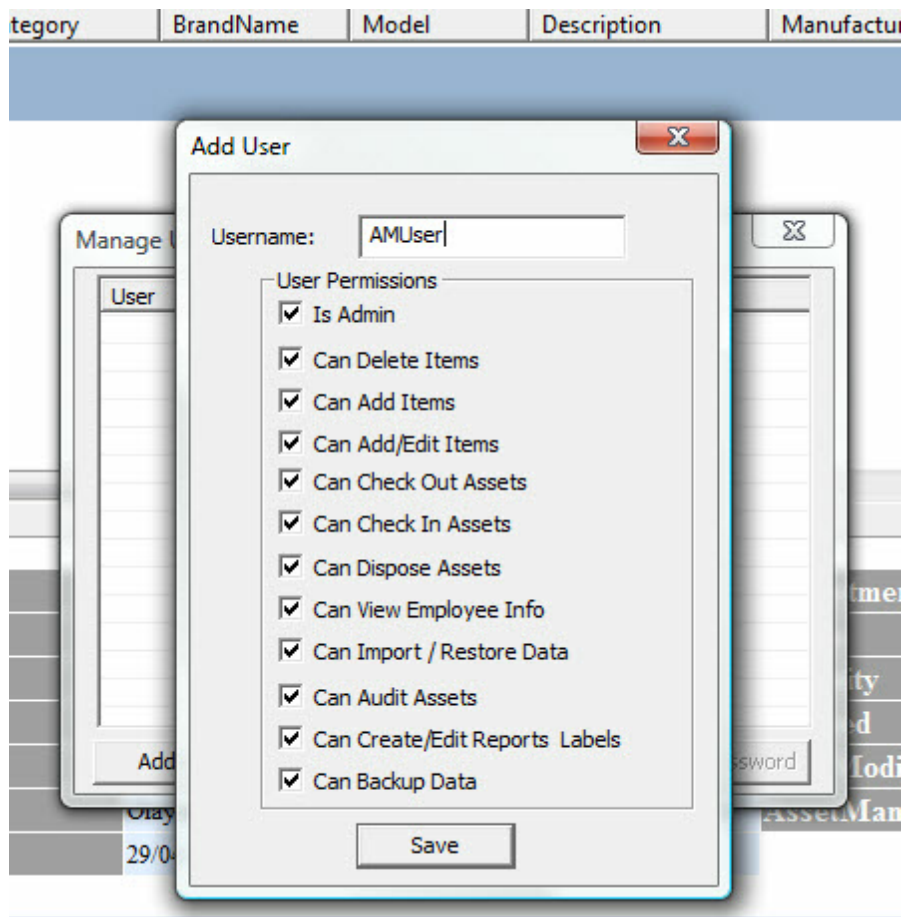
Enter topic text here.

### 9.1 Assigning Permissions to AssetManage Users

One of the major new features in AssetManage 2015 is User Permissions. Users can be granted or denied permission to perform various tasks.

It is not mandatory to set user permissions. If no users are added, the software will behave as if every user has full permission to any features in the program.

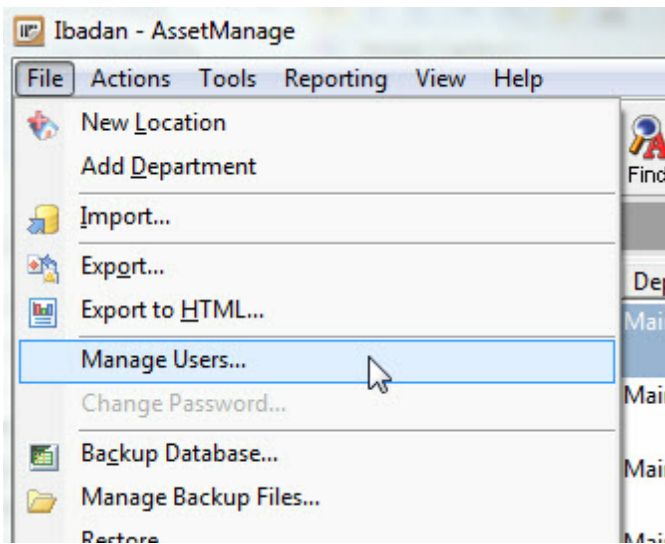




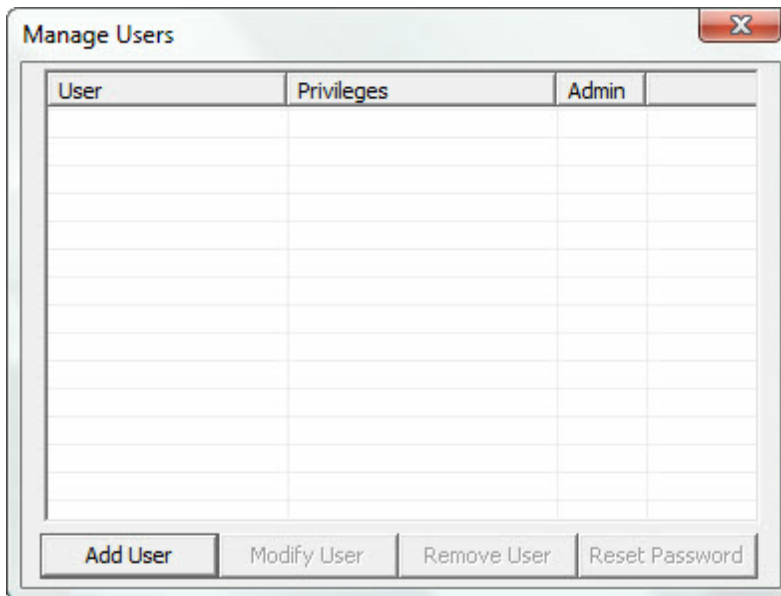
To begin setting user permissions with AssetManager:

1/ Select File > Manage Users... from the main menu.

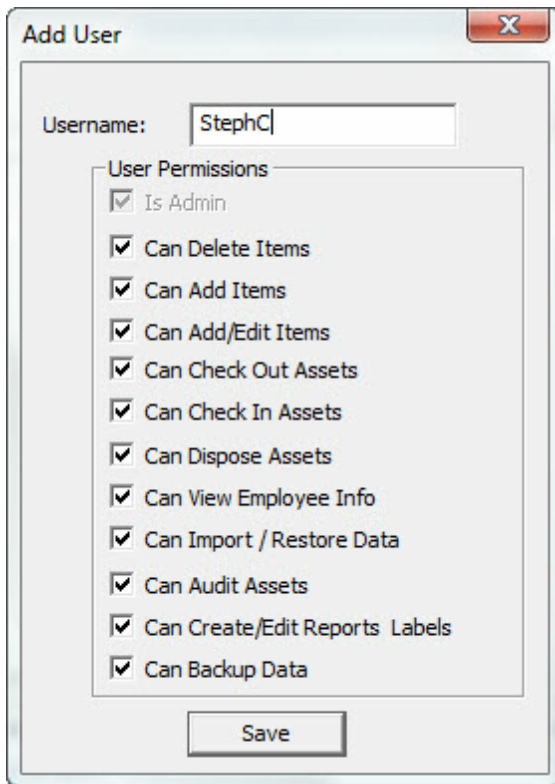
Note that the first user added must be an Administrator. Only users with the permission level of Administrator can add, delete and edit other user permissions.



2/ You will see the Manage Users dialog open with no users define. Select the Add User button to begin by adding yourself as an AssetManage Administrator.



2/ Enter your Username and permissions. The first user must be an Admin so that option defaults to True and cannot be changed.



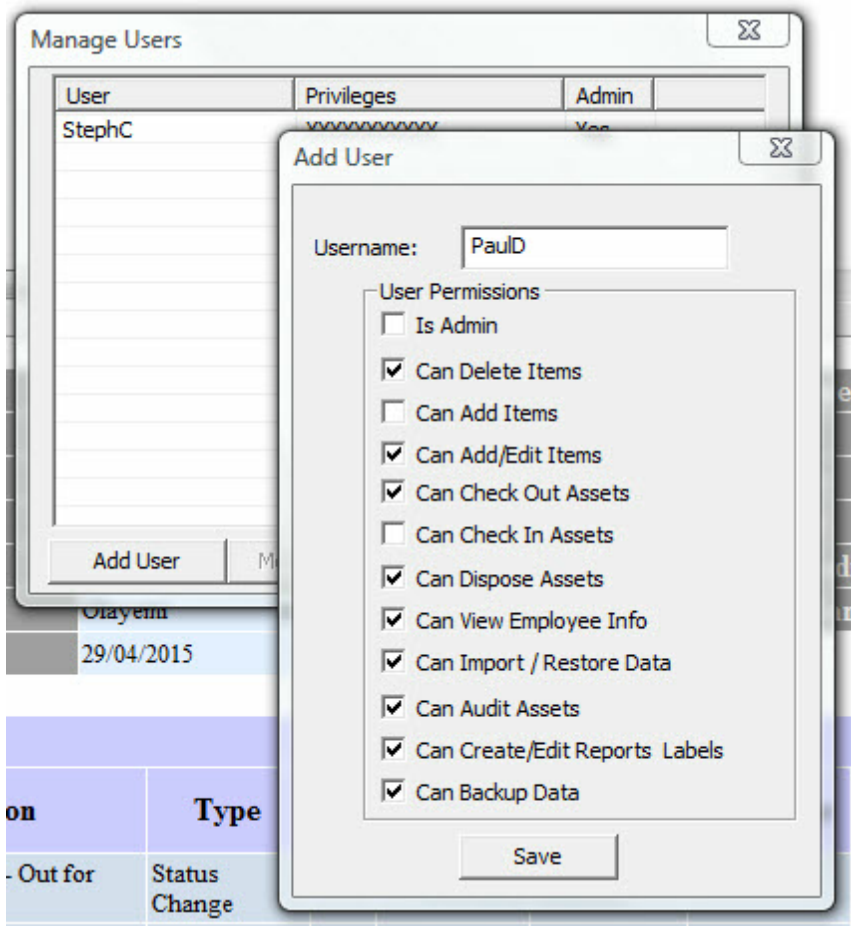
**Add User**

Username:

**User Permissions**

- Is Admin
- Can Delete Items
- Can Add Items
- Can Add/Edit Items
- Can Check Out Assets
- Can Check In Assets
- Can Dispose Assets
- Can View Employee Info
- Can Import / Restore Data
- Can Audit Assets
- Can Create/Edit Reports Labels
- Can Backup Data

3/ Add additional users as needed. Setting the desired permission levels.



# Index

- . -

.asc 13  
.tab 13  
.txt 13

- 1 -

150% Declining Balance 38

- 5 -

50comupd.exe 99

- A -

Access 18, 32  
Add Category 91  
Assets.mdb 1, 32, 83

- B -

backup 3, 83  
backup your data 83  
Bar Code lookup 35  
bar code support 35  
Batch Check Out / Check In 43  
BMP 20

- C -

calculating depreciation 38  
Category Name 92  
Category Properties 92  
Check In/Check Out 43  
Check Out Tools or other equipment to an Employee 43  
Check Warranties 90  
column 94  
Columns 94  
Contact Information 2  
Copy 29

copyright 9  
create a category 91  
Create Report and Close 63  
Create Report and Design... 63  
csv 13  
custom reports 63

- D -

delete an item 28  
delete unused Rooms 93  
Deleted Items 55  
departments 53  
depreciation 38  
Depreciation Report 73  
Disposed Assets 49  
Divide by Zero 99  
Double Declining Balance 38

- E -

edit a category 92  
edit a location 54  
edit item 26  
EMF 20  
employee badge 77  
example how-to 67  
Excel 13, 18  
expenses 95  
export 18, 19  
Export data to an Access or Excel file 18  
Export to HTML 19

- F -

FAQ 99  
features 1  
find item 30  
find what 30

- G -

GIF 20

**- H -**

home 53  
HTML 19

**- I -**

ICON 20  
images 20  
import 3  
import images 13  
Importing data 13  
installation 4  
Installing AssetManage on a network server 4  
interface 40  
Item Notebook 95  
item properties 26  
item records 20

**- J -**

JPG 20

**- L -**

label and report designer 63, 65, 67  
label printer 96  
Legal Notices 9  
Liberty Street Software Technical Support 2  
Liberty Street Software web-site 2  
Limitation of Liability 9  
locations 53

**- M -**

Manage Users 101  
manipulating report data 74  
Manufacturers 81  
Move Down 94  
Move Up 94  
move/copy item 26  
Move/Copy Note 29  
Multi-User installation 4  
Multi-User Setup 4

**- N -**

new category 91  
New Location 54  
New Reports Wizard 63

**- O -**

office 53

**- P -**

Percentage per Year 38  
PNG 20  
pre-printed barcode labels 35  
Print Employee Badges... 77  
Print Options 56  
project wizard 63, 67  
Properties 92

**- Q -**

queries 32

**- R -**

records 20  
recover deleted item 28  
RegEdit 4  
Registration Code information 4  
remove a location 55  
report 67  
report filter 74  
reports 61, 63, 74  
Reset 94  
rooms 53

**- S -**

scanner 35  
search 30  
search string 30  
search text 30  
setup 4  
Single-User installation 4

Sort 74, 94  
Sort report data 74  
Sorting 94  
Straight Line 38  
Sum of Years Digits 38  
System Requirements 4

## - T -

Take Snapshot 20  
Technical Support 2  
TIFF 20  
To add an item 20  
To add an item using Your Webcam 20  
To import images 13  
Track expenses 95  
Troubleshooting 99

## - U -

unused Rooms 93  
upgrade 3  
Upgrade to from an earlier version 3  
using AssetManage with bar codes 35

## - V -

view information 40  
View tab 40

## - W -

warranties 90  
Web Site 2  
website 2  
What Are Locations 53  
WMF 20

