

Asset Audit

Create a Standard audit or blind audit

Asset Blind audit video (202401) - [Asset Audit.mp4](#)

Asset Results (202401) - [Asset Audit Results.mp4](#)

Standard Audit	Standard audit is green Standard Audit allows one to view items in location Once scanned the list is reduced
Blind Audit	Blind audit is blue Does not show assets at location Only shows items that are scanned in audit

Note: to limit the user from seeing the standard Audit, setup in security

Icons defined

	Full item details on grid
	Compact grid view
	Fetch information on the current asset which is not part of the current audit location. Information updated on which location it is from, assigned to and condition. It checks whether this asset exists in the system
	Scanned items are hidden
	Scanned items can be viewed in list Scanned items are marked with a green dot to show it is valid
	Blue icon - item in audit, but not scanned
	Green icon - Item scanned in audit and is found and valid

Activating an Audit

Once all basic information has been filled in

Audit	Full (Default) or Part audit
Type	Standard or Blind audit
Description	Default description which can be overridden
Location	The location of the audit
Unassigned Location	The location that assets will be moved to that have not been audited
Action	The action assigned to the audit

Buttons defined

In order to start the audit, the basic information must be filled in.

Then click on the blue start button to activate the audit

Start Audit	Start the audit
Cancel Audit	Cancel the current
Complete Audit	Complete the audit and update the assets that an audit was done

Note: A new audit cannot be created until the audit is complete or Canceled

Full and Part Audit

Full Audit	Full Audit will audit all items within the location, any items that are not audited will be moved to the Unassigned location
Part Audit	Part Audit allows one to add assets found after an audit is done. This will still show all assets within the location audit, but only add the additional assets to the Audit Location. All other assets not counted will remain in the Location.

Webatar

Asset Audit

Scan Barcode

No Items

Complete Audit

Audit: Full

Type: FullPart

Description: Audit 2024-04-26

Location:

Unassigned Location: Unassigned

Action: Audit

No Last Scan

Start Audit

Cancel Audit

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Standard Audit

Webatar

Asset Audit

Type:

Standard

Description:

Audit 2023-09-20

Location:

Auckland

Unassigned Location:

Unassigned

Action:

Audit

No Last Scan

Start Audit

Cancel Audit

Standard

Scan Barcode



● 160474

[NO BARCODE]

HP Laptop TS500

Auckland



● GL9589

GL9589

Office Chair new Black leather

Auckland – Board room



● 12345001

[NO BARCODE]

Crate Fold Green

Auckland

● 12345002

[NO BARCODE]

Crate Fold Green

Auckland



Complete Audit [0/10]

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Blind Audit

A blind audit is marked as blue

Only items scanned are shown

The system will not show what assets exist against the location

An unassigned location must be specified so that assets that are outside of the audit will be moved to the Location specified

Webatar

Asset Audit

Blind

Type:

Blind

Description:

Audit 2023-11-08

Location:

Christchurch

Unassigned Location:

Auckland

Action:

Audit

Last Scan:

GL9585

Time Scanned:

2023-11-08 13:02

Status:

Valid

Asset Name:

Piston Head wizard

Asset Number:

GL9585

Barcode:

Location:

Christchurch

Start Audit

Cancel Audit

Complete Audit [2]

Scan Barcode

GL9585

[NO BARCODE]

Piston Head wizard

Christchurch



GL9589

GL9589

Office Chair new Black leather

Christchurch – Board room



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