

OPTIest

Assets Management System

OPTIest provides an excellent solution:

For managing staff:

- investment in stable and reliable solution
- fast and efficient implementation guaranteeing return on investment through elimination of abuse of property management
- assets protection against undesirable operations
- full view of the situation
- interrelation of all assets components with responsible agents



Proper OPTIest implementation and exploitation guarantee full control over tangible business assets. The system facilitates the work of people managing business assets – running evidence of fixed assets and equipment. At the same time it offers an overall view of the situation to staff in charge of management. Tested technologies and open architecture of the system allow simple administration that fulfills all safety and data retrieval procedures.

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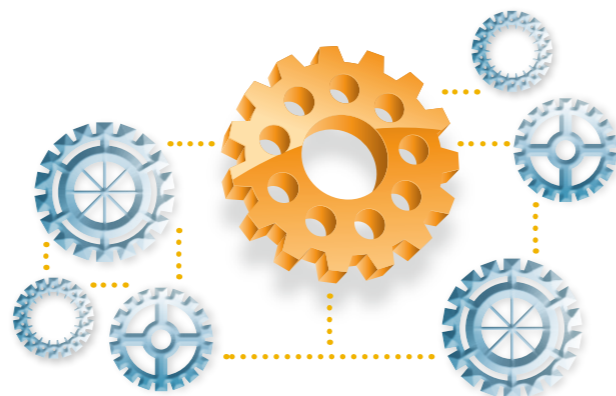
For accounting and users:

- fast, efficient and accurate inventory – remarkably faster and faultless physical inventory and automatic settlement of all inventory documentation (listing spreadsheets + reports of differences)
- full history of each asset
- documentation service for fixed assets and equipment
- effortless integration with FK system – unchangeable working environment
- amortization and automatic depreciation in user-defined accounting files
- flexible reporting system with possibility to export any range of data to Excel



For IT:

- modern tools with Builder 6.0, Quantum Pack, MS SQL Server, Windows applications
- simple and tested backup procedures ensuring data safety (various agents and safety technologies)
- intuitive integration with superior software – FK, Fixed Assets
- complete service – of equipment, software and exploitation materials, all in one location

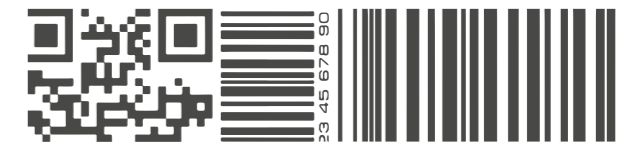


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OPTIest

Assets Management System

100% efficient company assets management



OPTIest system provides an integrated solution for efficient and fast tangible assets management. Barcode technology combined with state-of-the-art software enabled us to create an advanced tool which allows our clients to manage business assets in a clear, fast and safe way.

System advantages:

- **entirety of the solution** – one supplier of equipment, software, exploitation materials and services provides a completely safe service
- **intuitive service** combined with professional implementation guarantees faultless system performance
- **fast and accurate inventory** – considerably more efficient process of creating physical inventories of assets excluding mistakes and distortions; automatic printing of inventory documentation such as: physical inventory list, inventory differences reports, temporarily absent assets reports (items on loan or serviced)
- **management of entire assets lifecycles including:**
 - transfers between employees
 - transfers between locations and organizational units
 - transfers to and from service
 - revaluation, improvements, sales and liquidation (full or partial asset liquidation)
- **unambiguous and permanent marking of assets** with barcode labels (no possibility of label replacing + high label resistance = efficient marking)
- **adroit and quick integration** with existing accounting and financing systems or independent amortization and depreciation services
- **full management** of authorizations registry of all actions performed in the system
- **complete history of all assets**
- **flexible mechanism** to export data to Excel

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OPTIest

Assets Management System



Proper implementation and operation of OPTIest system provide a complete control over the tangible property of an organization. The system facilitates the work of those involved in supervising company assets – making a record of fixed assets and equipment, giving a complete review of the situation to decision-makers responsible for the management. Proven technologies and open system architecture allow its simple administration, while maintaining safety procedures and data recovery.

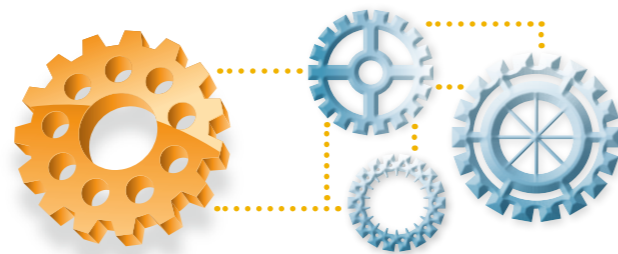
Storage module:

OPTIest system has a storage module of a portable storage warehousing. Its main purpose is to manage consumables, such as paper, printer inks, toners, and other materials. The storage module can also support a portable IT storage, in which IT resources, not transferred to the user, are stored. Basic operations supported by the storage module are PZ, PW, RW, MM and GM. The storage module combined with the module for fixed assets register enables an efficient inventory management and control of published materials. It allows to define the standards of goods consumption, e.g. to set a monthly limit of the use of paper for a particular printer in terms of the amount or number and tracing the history of consumption of goods in a particular device.

Web module:

Web® Module complements OPTIest® system and supports the management of fixed assets in the company with a territorially dispersed structure. At the moment, the current version of the browser enables: the introduction of property, adoption of property, change of use and disposal. Additionally, the user has an access to the documents awaiting their acceptance or rejection. OPTIest Web® module supports Internet Explorer, Mozilla Firefox, Google Chrome and others.

System elements:



OPTIest software:

OPTIest software is a flexible tool based on state-of-the-art world technologies. The program manages business assets completely in terms of both finances and accounting (amortizations, accounting, inventory) and assets transfers – receipt of documents (OT), assets moving, servicing, liquidation, sales and many other. All operations are performed in a simple and intuitive way. The system allows efficient and accurate inventory counting and settlement – including post inventory automatic printing. Each inventory can be defined according to a chosen criterion such as location, person in charge, organizational units, and selected assets. Being classic Windows software, OPTIest offers possibility to export data and reports to Excel. All actions performed in the system are signed with an individual ID in the database, a function that allows their later viewing.

Collector:

PHL 2700 data collector is a tested and reliable mobile tool supporting inventory. Thanks to dedicated software physical list generating process is fully automated, efficient and quick. Barcode scanning eliminates mistakes and faulty writings. Data collected from inventory is automatically sent to OPTIest which processes it. The device alone is a high quality Japanese computer equipped with laser barcode scanner. Collected data is saved in memory (8MB allows to save 50 000 entries) and it is protected against data deletion through an intelligent battery saving mechanism. The collector is resistant to falls onto concrete surface from up to 1.5m.

Barcode printer:

Thermal transfer barcode printers manufactured by ZEBRA are efficient devices for marking labels printing. Suitable materials used in the printers (crumbly fillings, labels with VOID signs) allow generating a sign that identifies an asset (data includes index name, serial number and inventory number – transformed into a barcode as well). Properly printed labels do not allow moving them onto another object. Correct description of assets elements allows performing all operations based on barcode scanning technique, which significantly increases identification process and eliminates mistakes.



System capabilities:

Filing:

The system files the following: Fixed assets. Equipment, employees, locations, organizational units, companies, internal groups, equipment classifying groups, fixed assets classifying groups GUS, accounts. All files can be customized to meet the needs of individual customers in the most flexible way. Interrelations between system elements and their alterations are documented and registered in the system. Additionally, the system keeps full history of each asset – it is possible to view all actions performed in a file on fixed assets/ equipment level. Assets are described with wide range of parameters (about 30) allowing accurate reflection of all real processes performed in the transfer of tangible assets. It is also possible to import filing data by means of a simple text file format. OPTIest integration with a superior system allows any individual correlating methods (automatic, forced, according to a defined range etc.)

Inventory:

Inventory module entirely fulfills inventory services defined for fixed assets, equipment or all resources (fixed assets + equipment). The system can also determine inventory area such as chosen location (chosen from locations tree), organizational unit, person or selected range of assets (fixed assets/ equipment). It is possible to transfer data to PHL 2700 data collector after definition of listing committee elements. The committee performs physical inventory by means of data collector in a simple and efficient way. After automatic data transfer to the system, inventory documentation is generated automatically as well.

Reports:

Because data and all actions performed in the system are saved in an optimal way reflecting all real processes, the system offers wide reporting capabilities. Authorized employees can report on certain assets in a simple way according to location/ organization/ person. The system generates separate reports for equipment and fixed assets and also accounting reports. Each report group includes a mechanism allowing generating reports according to an individual scenario and saving data acquired in this way in Excel. The range of data exported to Excel can be defined in a simple way by means of head grouping or an advanced mechanism of filtering data in tables.

Documentation:

All operations with an impact on any of the system parameters are registered in form of documents. The system defines authorizations for all kinds of operations and documentation. It generates documentation for Assets overtaking, transfer for exploitation, servicing, loaning, receipt from service, improvement, liquidation (full or partial), selling (full or partial), free transfer and revaluation. The documents are saved permanently in the base and cannot be edited after printing/acceptance. They are also interrelated with other system functions. For instance servicing or loaning over periods longer than 30 days is signaled in the system and allows the user to deter amortization.

Administration:

Administrating section of the system allows control over application performance. The Events option enables filtering all events (operations) performed in the system. Each operation is marked in the database. The system also allows filtering events according to a person or dates range. Furthermore, it offers a possibility to configure authorizations for all system functions. The authorizations are aggregated in groups assigned to particular users. This method of authorizations management facilitates system configuration and potential changes of access to certain functions. The system administrating section edits all required dictionaries as well.

