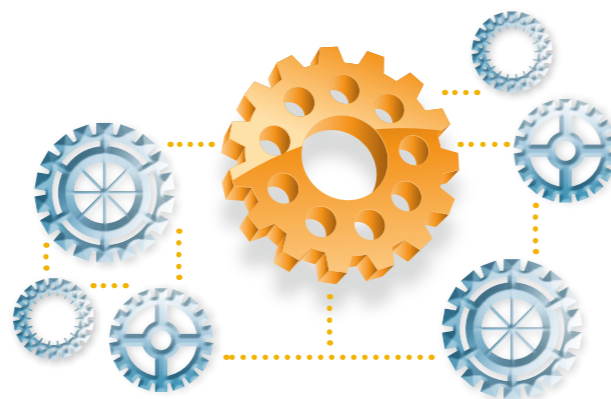


Inventory, when properly implemented, gives a complete overview of the current assets of the company. This is very important for the controllers. Inventory services offered by OPTIDATA are carried out on based technologies.

We try to make the whole procedure best suited to the specifics of the particular customer.



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**OPTIDATA**

## Professional assets Inventory Services



**Assets management and its inventory are present in the activities of any company.** The primary purpose of the inventory is a reliable control of the assets and its compliance with accounting records. The task requires an efficient count of a large number of devices, often located in multiple locations throughout the country.

OPTIDATA implements comprehensive inventory of assets for economic operators. We have a qualified inventory team and specialized hardware and software.

We have references of large business organizations for which we have completed physical inventories as well as helped organize the processes associated with the proper management of assets.

For customers who would like to independently perform an inventory of assets, we can offer software for inventory, appropriate equipment, and support in the form of training and advice.

### The range of services is:

- advice on the selection of the optimal method of making a physical inventory for a given organizational unit
- inventory, which includes fixed assets and equipment that may be located in multiple locations throughout the country
- comparison of the inventoried base items in the form of reports surpluses and shortages in the assets with the accounting records
- assets evaluation for the current suitability indicating the components, e.g. suitable for the disposal
- assets labelling, including the design, execution and applying a special label with barcode 1D/2D or RFID
- compilation of census sheets, instructions, and inventory schedules
- inventory carried out with the use of devices to read 1D / 2D and RFID tags
- implementation of systems for assets management and trainings for users and administrators
- the management of company assets outsourcing

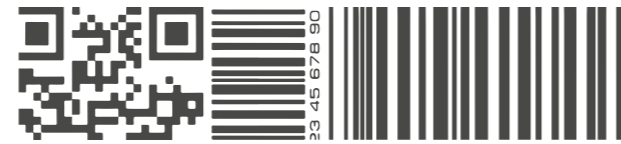
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# Marking of assets

OPTIDATA provides services of labelling the assets using special labels which are resistant to the daily activities carried out by the cleaning services. There are several basic types of labels, selected depending on the nature of the property and place of use. Each of the labels offered by OPTIDATA ensures unambiguous identification of the assets.

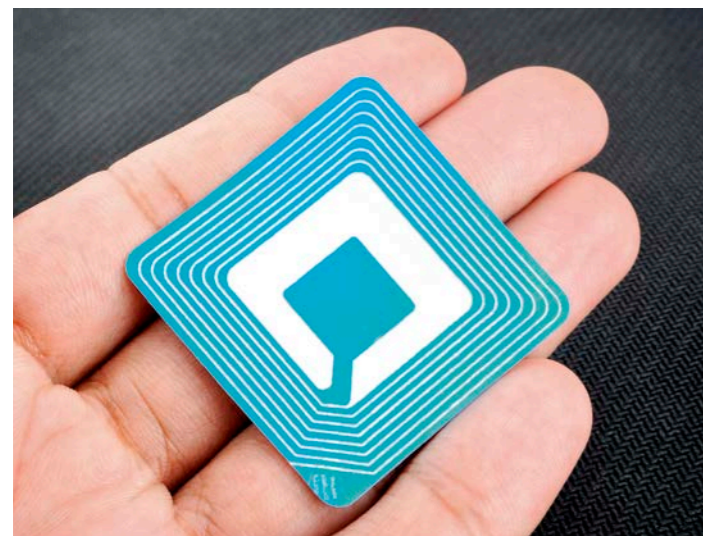
Additionally, the labels are made in such a way that their pasting into another asset is impossible. In the course of this sample they are destroyed, e.g. they crumble into small fragments.

The offer also includes labels for special tasks, for marking assets exposed to high or low temperatures, high air pollution, etc. Each label inventory tag can be protected with a special foil that protects the contents of the labels from the harmful effects of chemicals.



## The label may include:

- the name of the assets
- the name of the economy operator and its logo
- barcode that identifies a particular asset
- registration number appearing in the accounting records
- the location of the asset (location, department, room)
- information on whether a particular component is part of a set



Another type of labels used in the identification of assets are **RFID** tags that allow remote and contactless identification of the assets.

Servers and IT infrastructure in the server rooms/server farms can be labelled with RFID tags. An interesting application is the automatic registration of inputs/outputs of equipment (e.g. laptops) bearing such labels. In addition, the RFID tags can be used to identify objects exposed to severe operating conditions (resistance to 300 °C).



# Automatic identification technology

The inventory can be performed manually or by using computer systems supported by barcode printers, data collectors and specialized software. The use of barcodes to record assets avoids the errors that occur when manually writing down data, as well as reducing the time needed to conduct inventories and inventory accounting.

Barcode printers can print variable information on the labels of inventory, i.e. identification numbers, barcodes and graphics. Printing on such thermal transfer performed labels is resistant to chemicals used in the course of the work of cleaning services. The offer of OPTIDATA includes various types of these devices, selected according to customer needs.

Printers with network cards or cutters are useful for printing labels from continuous strips, e.g. satin or nylon used to label the assets i.e. theatrical costumes, curtains etc.

**Data collectors** are used to collect information on the inventory. The data is stored in the memory of the collector and automatically transferred to a computer. This allows you to compare the actual situation with the state registration and efficiently generate the required reports. The collectors offered by OPTIDATA are equipped with laser barcode scanners. Some models use a wireless network to transfer data to computers. The offer also includes collectors which take pictures of inventoried items. This feature is particularly useful for very valuable assets or those that are difficult to label.



OPTiest is a proprietary software by OPTIDATA used by our inventory teams. The system enables the efficient analysis of data on inventories of assets. It also has other functions, especially useful for companies interested in running a stand-alone inventory and assets management.

## OPTiest advantages:

- complete information on the assets, where they are located and who is responsible for it, which can be presented at any time in the form of a wide range of reports available in the system
- advanced multi-service assets
- extensive inventory module settlements – including the compensation of non-compliance, difference reports (surpluses/deficits) and additional accountancy reports
- census sheets printouts confirming physical inventory
- registry and configuration change management of computer sets with a full history of the component (e.g. to disconnect the monitor and plug it into another set)
- license management
- registry of asset financing type, taking into account depreciation of separate models for different sources of financing (own or grants)
- full permissions management
- recording of all events in the system
- complete history of each asset
- flexible mechanism to export data to Excel, collaboration with master systems, i.e. SAP, IFS, Oracle, BAAN, CDN and others
- aesthetic and durable assets labelled with a special label, fast, error-free, automatically priced and settled inventory

