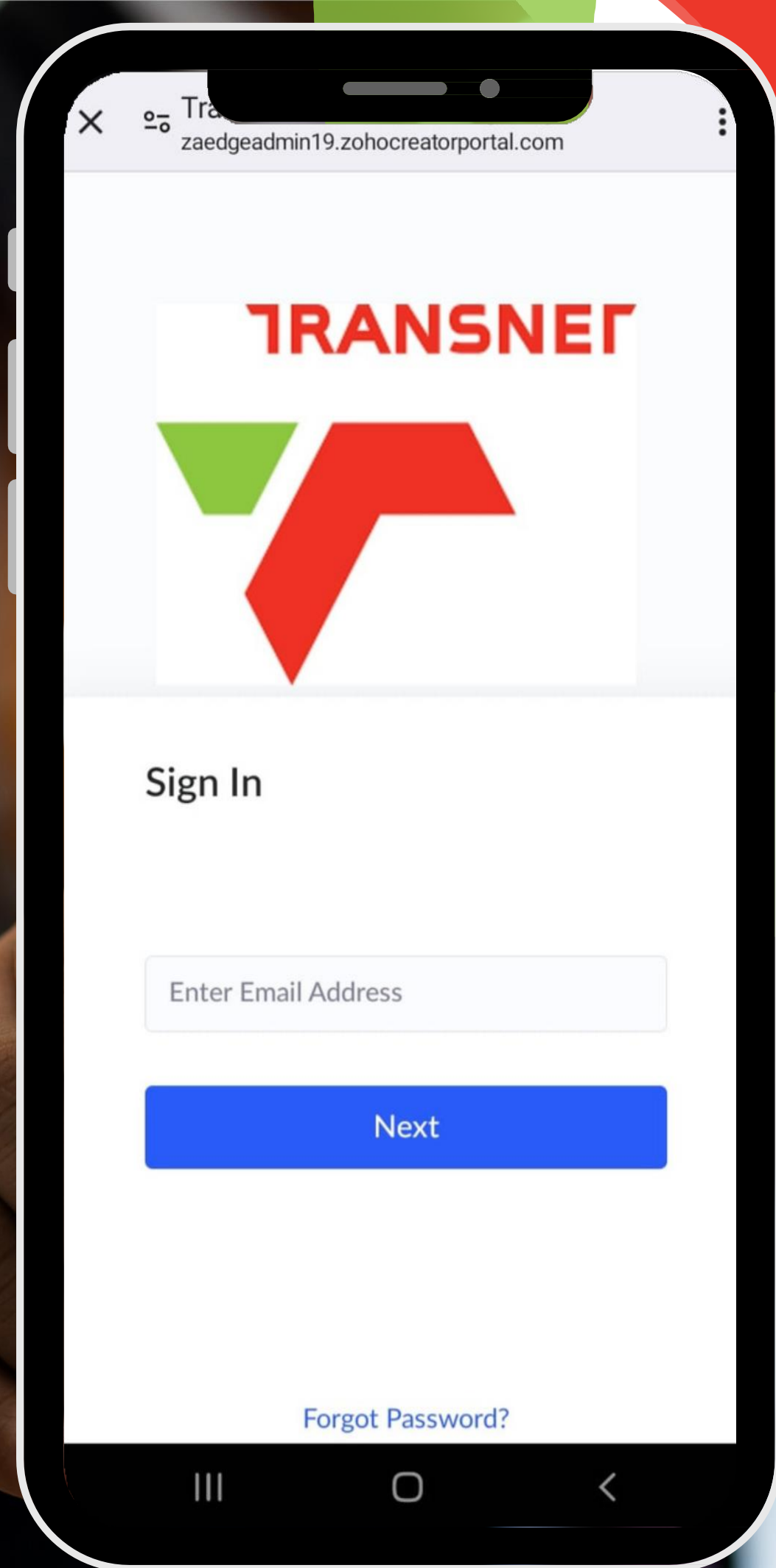




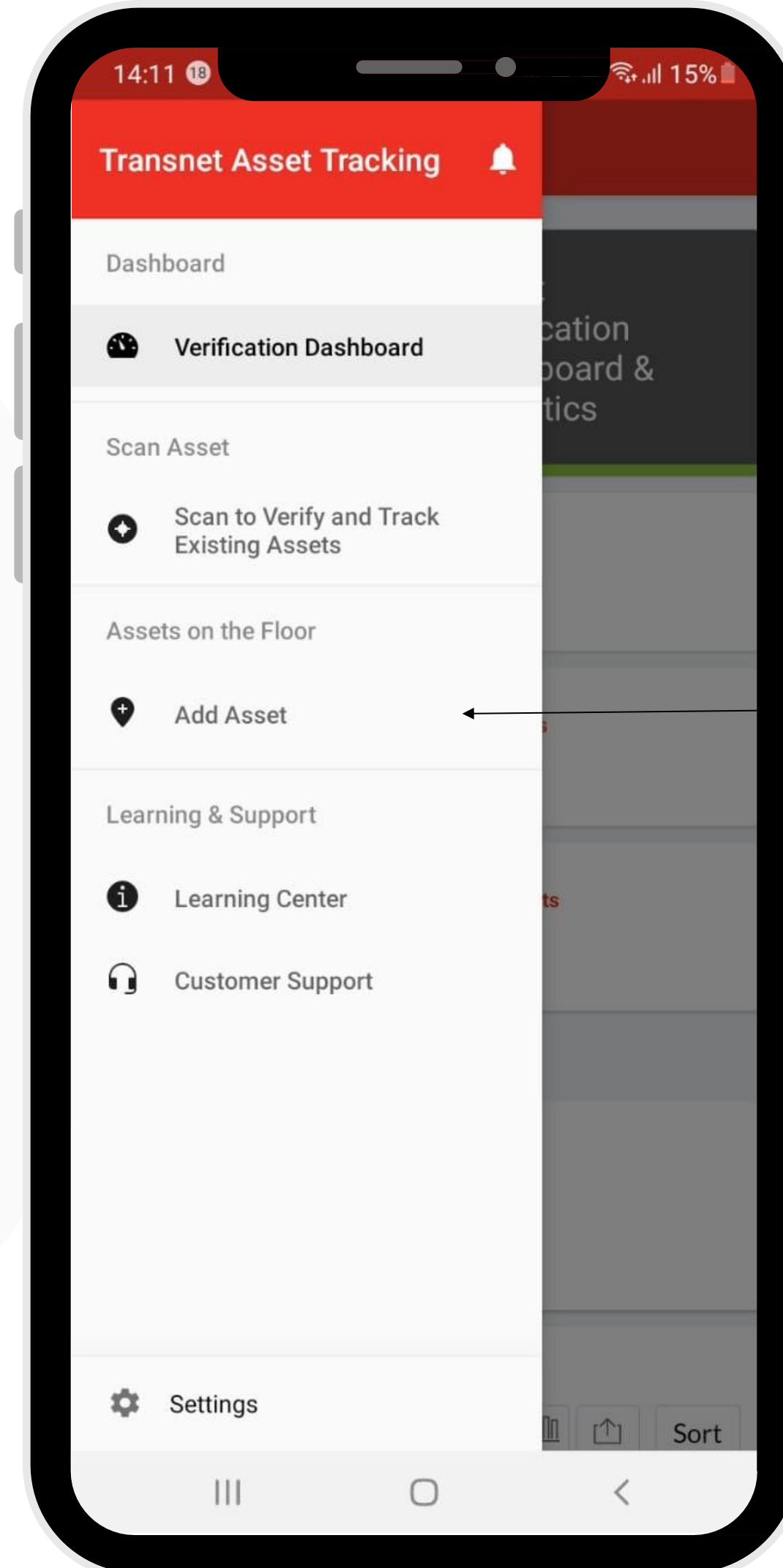
ASSET TRACKING MOBILE APP

ASSETS ON THE FLOOR

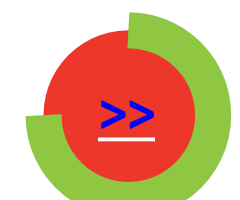




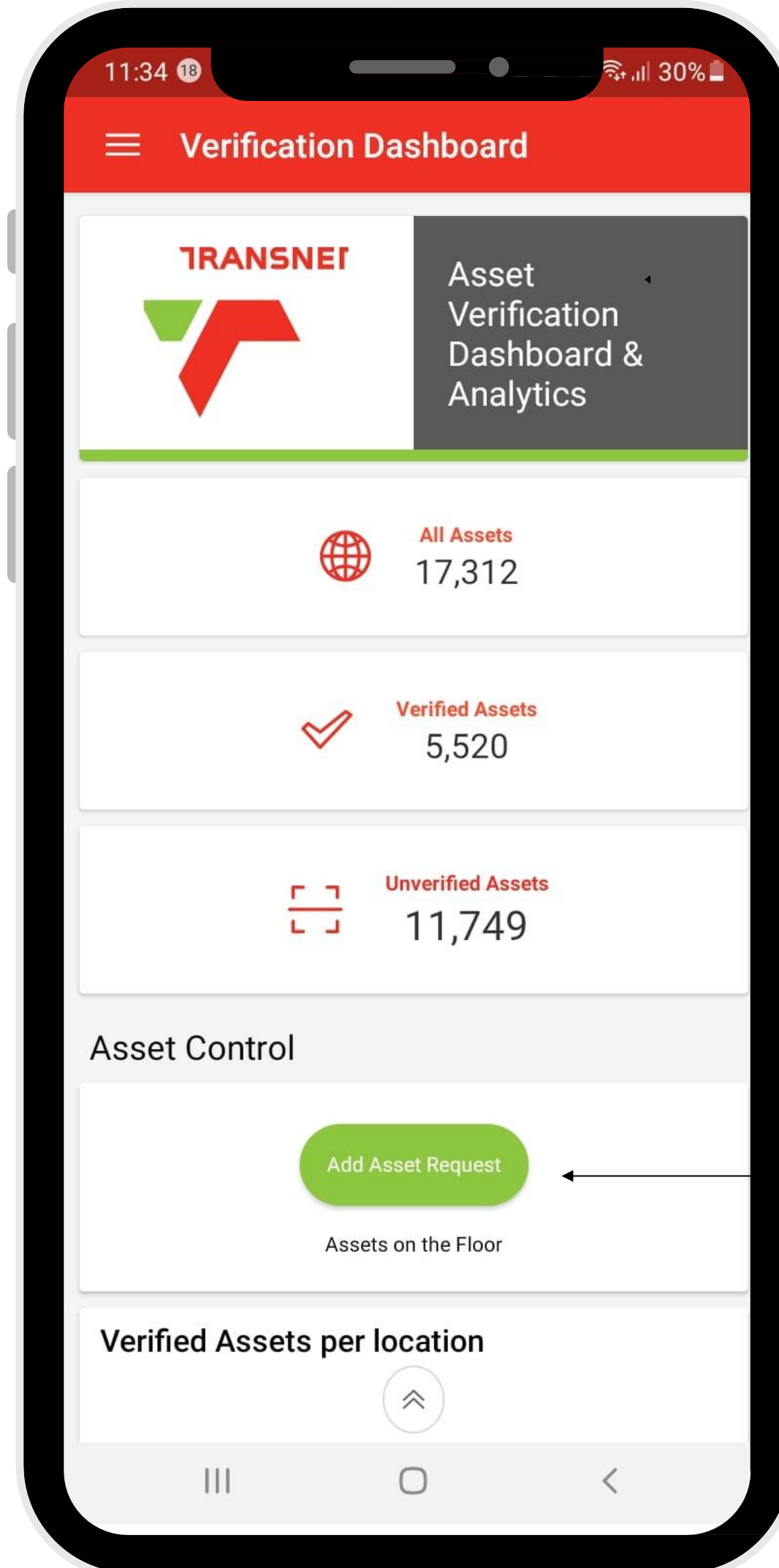
Assets on the Floor



Assets on the Floor
(Add Asset Request)



[Back To
Index](#)



Assets on the Floor

Transnet Asset Tracking

 Dashboard

 Scan Asset

 Assets on the Floor

 Learning & Support >



Asset Verification Dashboard & Analytics



All Assets
17,312



Verified Assets
5,520



Unverified Assets
11,749

Asset Control

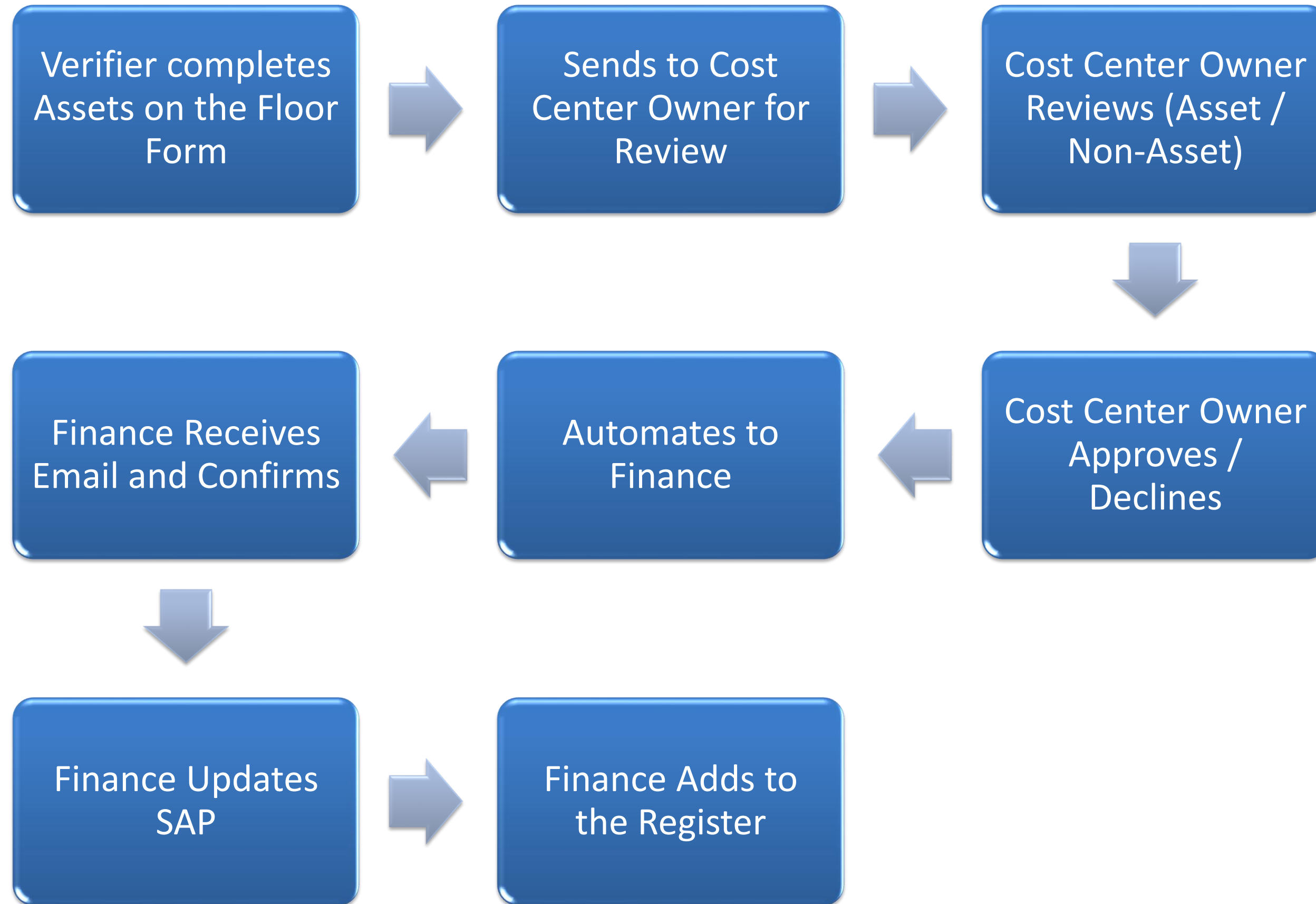
Add Asset Request

Assets on the Floor

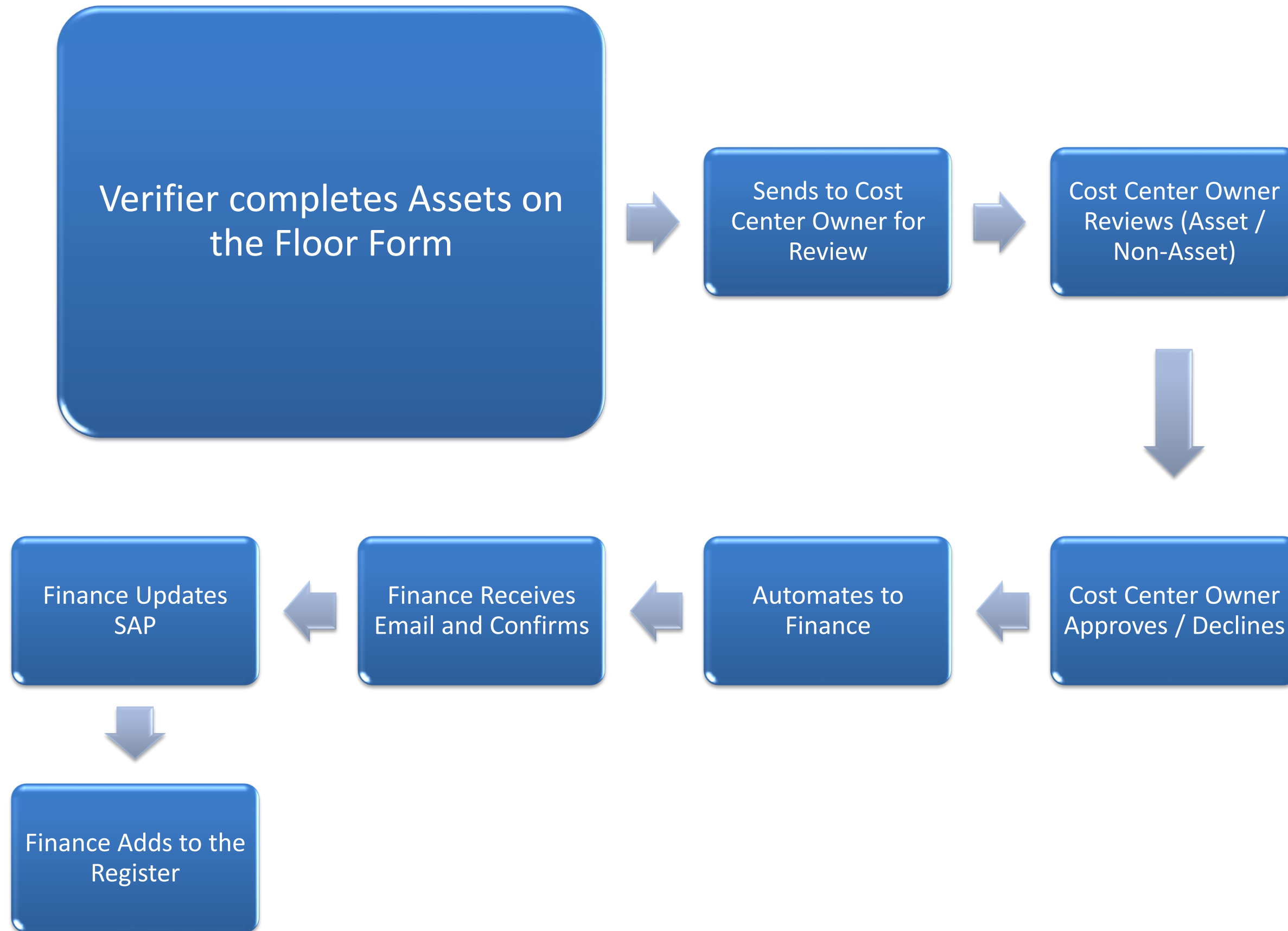
Verified Assets per location



Assets on the Floor Process



Assets on the Floor Process





11:35 18 30%

← Add Asset

TRANSNET

Assets on the Floor

Please complete Part 1 of the form below and send to your Cost Center owner

Part 1: Application to Add

Temporary Asset Number **1**

Cost Center **2**
-Select-

Division Level 1

Division Level 2

Asset Description
-Select-

11:35 18 30%

← Add Asset

TRANSNET

Assets on the Floor

Please complete Part 1 of the form below and send to your Cost Center owner

Cost Center

Part 1: Application to Add

Search

1001001

1001002

1001003

1001005

1001011

1001013

1001015

*Complete Asset Details

1. Temporary Asset Number

2. Cost Center



07:57 21 94%

← Add Asset

Asset Description **3**

-Select-

Location Code and Names **4**

-Select-

Building Name **5**

-Select-

Room Number **5**

-Select-

Floor **5**

-Select-

Serial Number **6**

Verification Codes

-Select-

Condition **7**

-Select-

08:09 21 91%

← Add Asset

Condition *

-Select-

Full Asset Image * **8**

Tap to add photo

Barcode / Nameplate Image * **8**

Tap to add photo

Verified Date & Time * **9**

Verified By * **9**

-Select-

Comment

Send to Cost Center Owner

Email **10**

*Complete Asset Details

3. Asset Description

4. Location Code

5. Building Name, Room Number & Floor

6. Verification Code

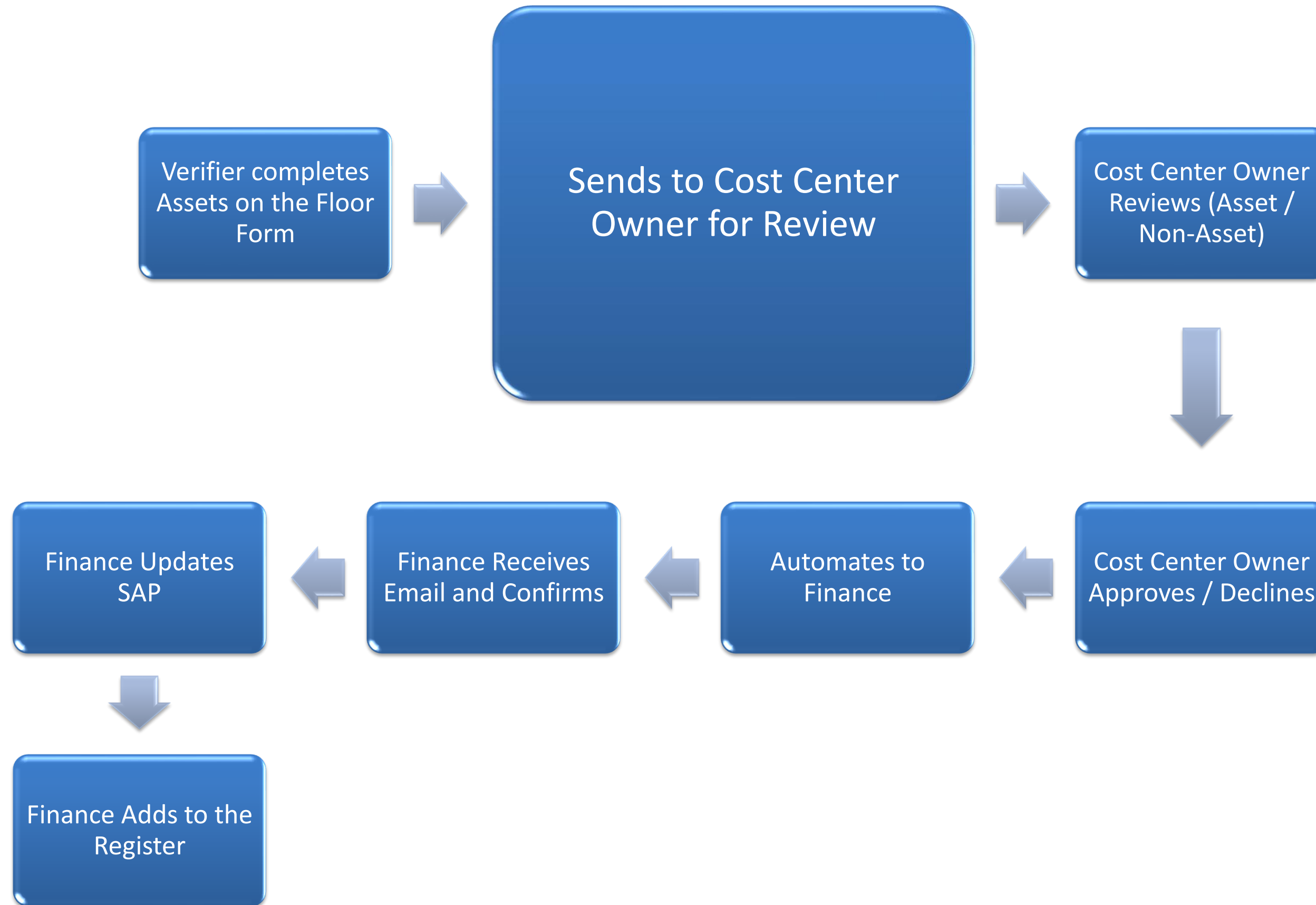
7. Condition

8. Full Asset Image & Bar Code Image Fields

9. Verified Date & Time, Verified By

10. Email to your Cost Center Owner

Assets on the Floor Process



Assets on the Floor : Approval required for Asset: 54321

AE

admin@za-edge.co.za
To Jolene@za-edge.co.za

PDF

Additions_Assets_on_the_Floor.pdf
29 KB

Hello,

Assets on the Floor Form submitted from ZA-eDge Staff on 31-May-2024 requires your approval.
Please find attached.

Report link:-[Click Here to view report](#)

- 1. Select Asset Number applicable for Approval.
- 2. Select Edit
- 3. Complete Authorisation Section
- 4. Confirmation will be sent to Finance

Thank you!



Assets on the Floor

Date	31-May-2024
Temporary Asset Number	54321

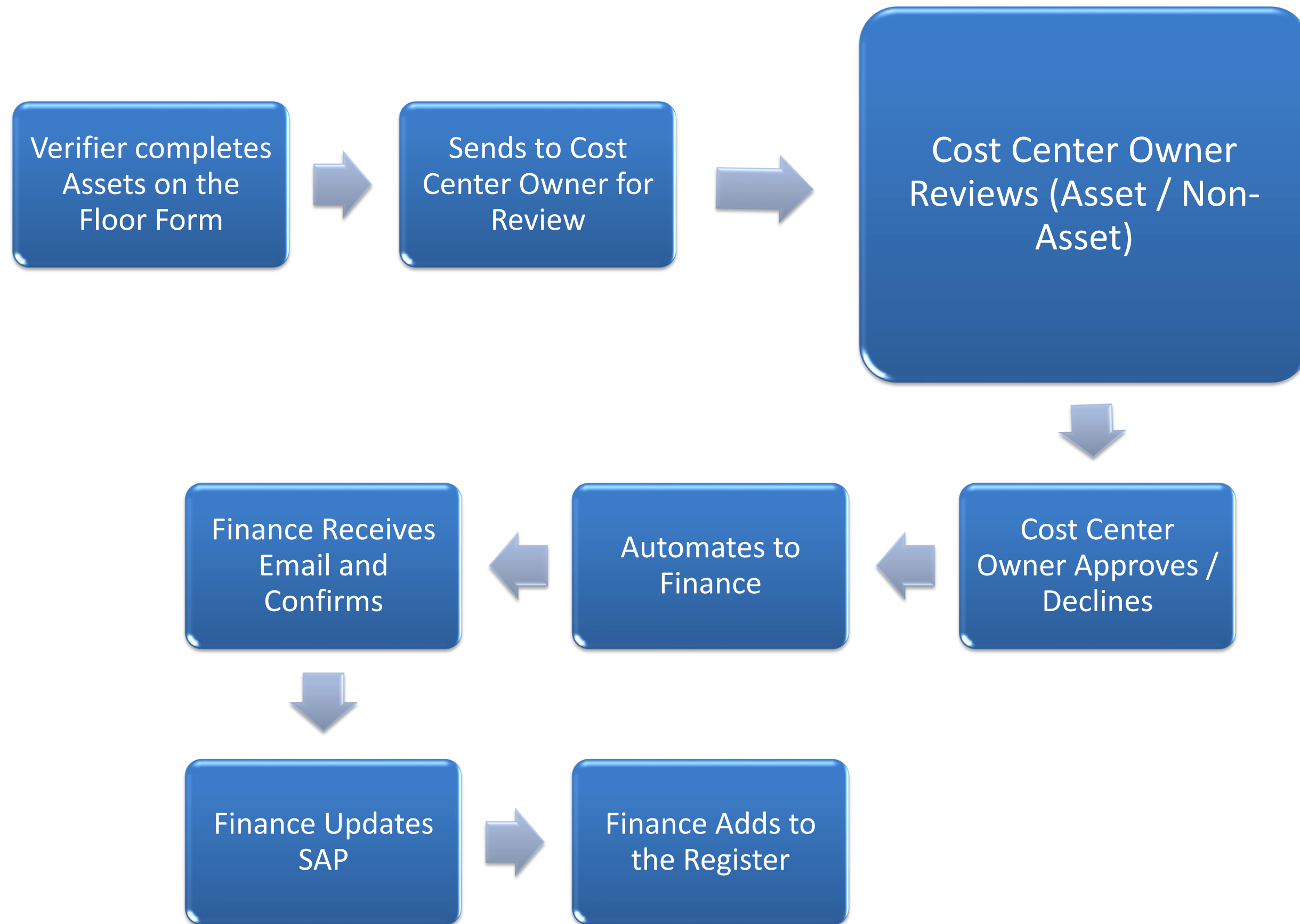
Asset Description	Test Bench
Serial Number	
Condition	Excellent
Estimated Fair Value	
Remaining Useful Life (Years)	5
Verification Codes	VIU- verified through use

Building Name	Test	Cost Center	Test
Location Code and Names	Test	Room Number	Test Room

Verified By	ZA-eDge Staff
Verified Date & Time	07-May-2024 10:57:40

Status	
Comments	
Cost Center Sign off	
Email	Jolene@za-edge.co.za
Date-Time	
Signature	

Assets on the Floor Process



Cost Center Owner Reviews (Approves / Declines)



Transnet Asset Tracking

- Dashboard
- Scan Asset
- Assets on the Floor
- Add Asset
- Additions: Assets on th...**
- Miscellaneous: Assets ...
- Finance: Assets on the ...
- Verification Report
- Assets for Scrapping
- Assets for Transfer
- Company Code
- Cost Center
- Asset Description
- jolenevanderross

Part 2: Cost Center Owner Authorisation

Comments	Furniture & Fittings
Estimated Fair Value	8,000 R
Cost Center Sign off	Jolene van der Ross Sy... x
Signature	Draw your signature [Restore] [Clear] 
Date-Time	31-May-2024 06:13:26 
Status	☒ Approved ☐ Declined
Reason for Decline	-Select-

Part 3: Finance

Cost Center Owner Reviews (Declines)

Status

- ☐ Approved
- ☒ Declined

Reason for Decline

-Select-

Non-Asset

Duplicate Asset

Asset Tag Damaged

Rental

Asset on Loan

Part 3: Finance

Asset Description Code

Company Code

Asset Class

-Select-

Cost Center Owner Reviews

(Declined adds to the Non-Approved Report)

Transnet Asset Tracking

Non-Approved: Assets on the Floor List

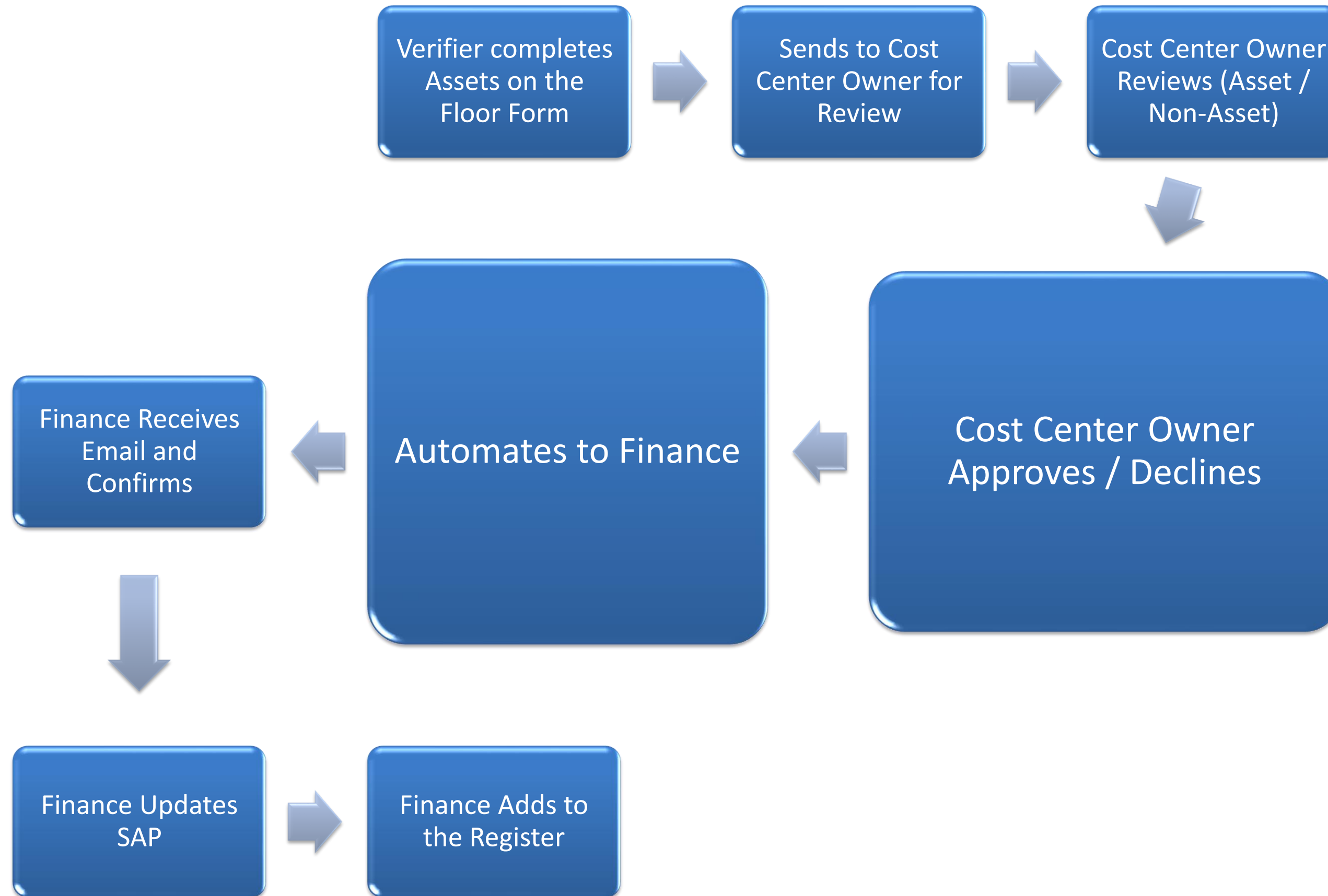


	☐	Status ▾	Date ▾	Temporary Asset Num... ▾	Asset Descript... ▾	Capitalized ... ▾	Cost Cen... ▾	Location Code and Na... ▾	Estimated Fa
		Declined	13-May-2024	123456	Test Desc		Test	Test - T1	R 10
		Declined	02-May-2024	0000013	Test Bench		Test	Test - T1	

-  Dashboard
-  Scan Asset
-  Assets on the Floor ▾
-  Add Asset
-  Additions: Assets on th...
-  Non-Approved: Assets ...
-  Finance: Assets on the ... >
-  Verification Report >
-  Assets for Scrapping
-  Assets for Transfer
-  Company Code >
-  Cost Center >
-  Asset Description >
-  jolenevanderross 

Showing 2 of 2

Assets on the Floor Process



Cost Center Owner Approves



Transnet Asset Tracking

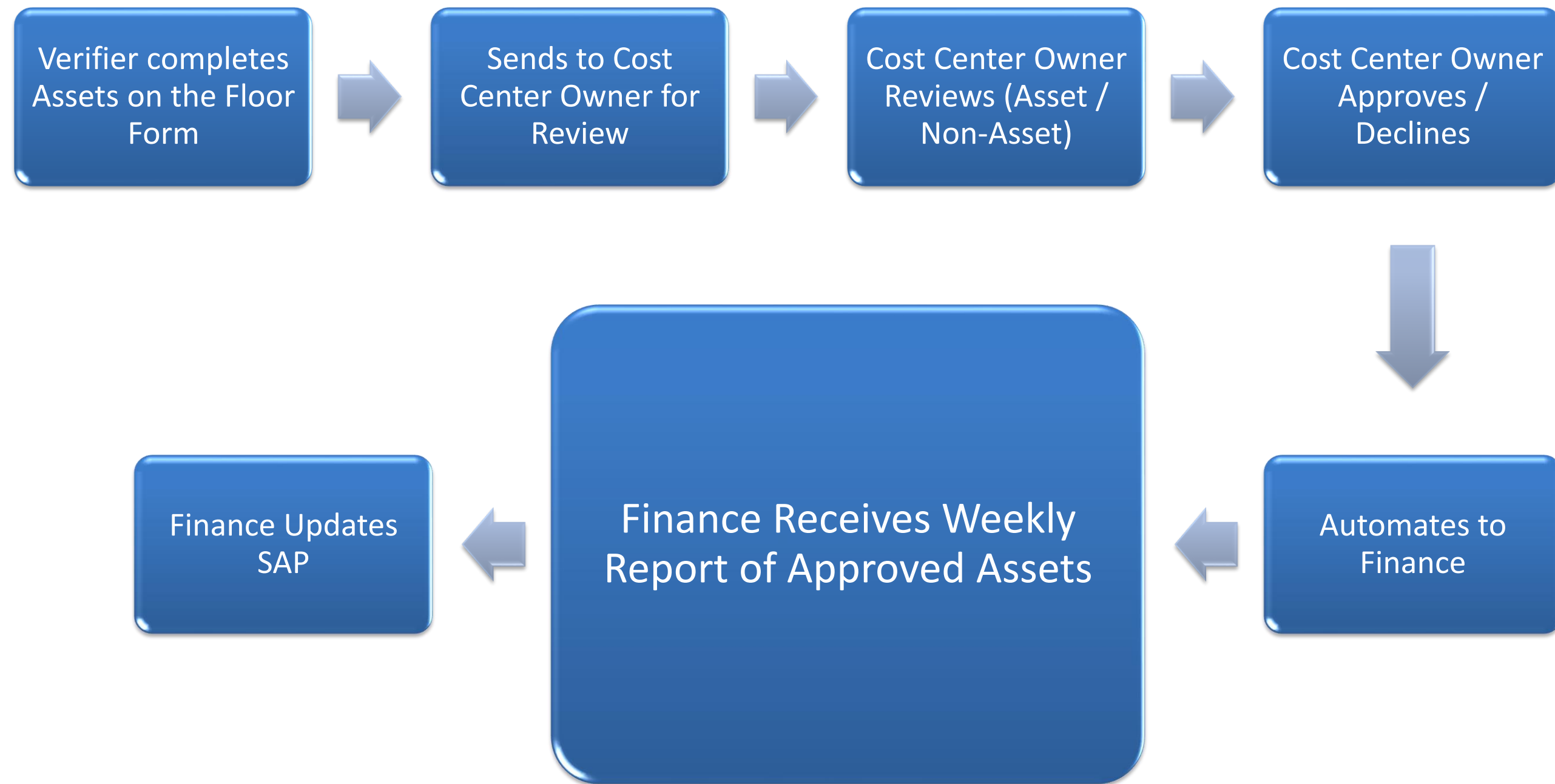
Additions: Assets on the Floor List

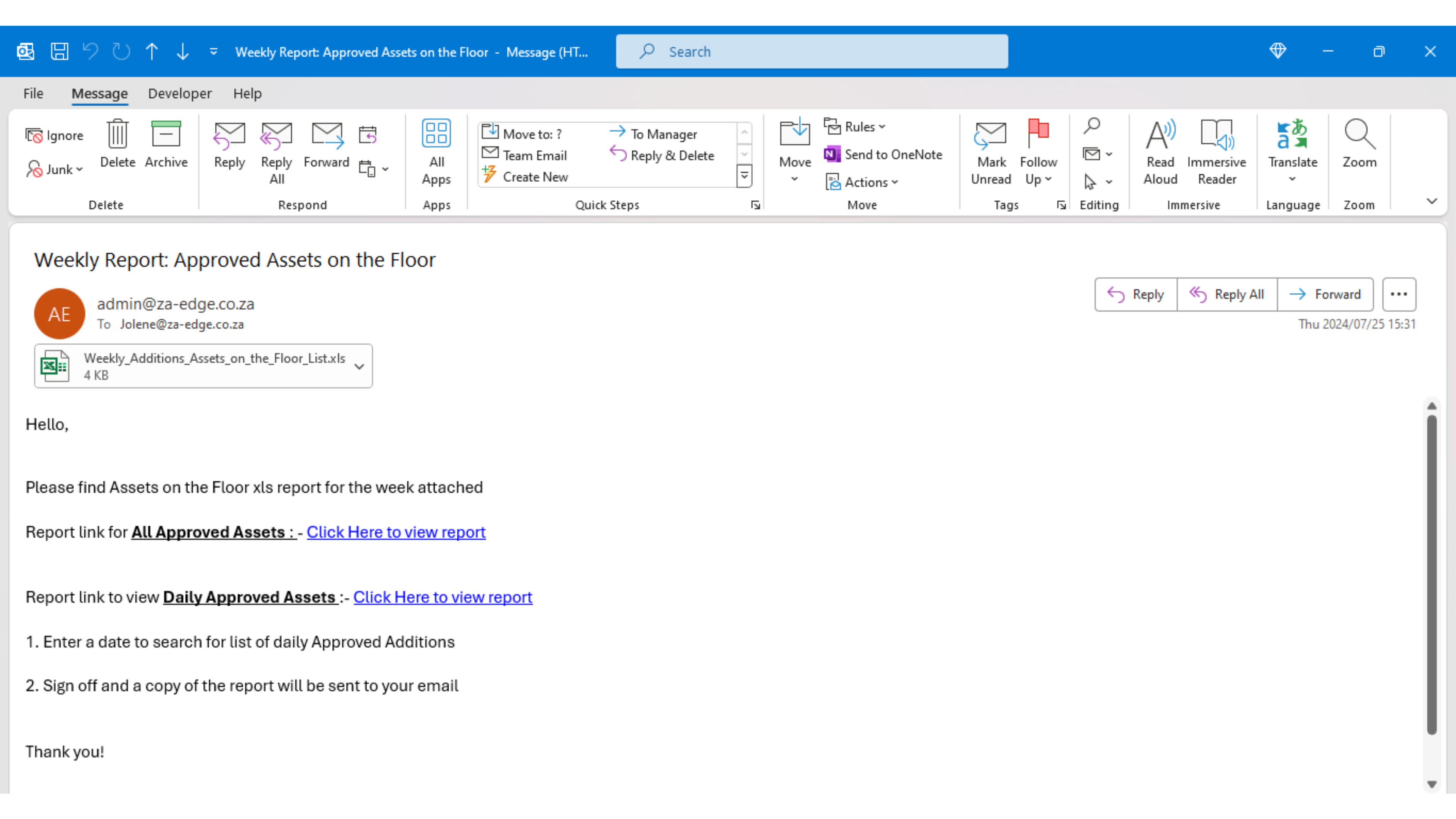
- Dashboard
- Scan Asset
- Assets on the Floor
- Add Asset
- Additions: Assets on the Floor
- Non-Approved: Assets on the Floor
- Finance: Assets on the Floor
- Verification Report
- Assets for Scrapping
- Assets for Transfer
- Company Code
- Cost Center
- Asset Description
- jolenevanderross

	☐	Status	Date	Temporary Asset Num...	Asset Descript...	Capitalized ...	Cost Cen...	Location Code and Na...	Estimated Fa
		Approved	13-Jun-2024	12345	Test Laptop		Test	Test - T1	R 8,00
		Approved	31-May-2024	54321	Test Bench		Test	Test - T1	

Showing 2 of 2

Assets on the Floor Process





Weekly Report: Approved Assets on the Floor



admin@za-edge.co.za
To Jolene@za-edge.co.za



Weekly_Additions_Assets_on_the_Floor_List.xls
4 KB

Reply Reply All Forward ...

Thu 2024/07/25 15:31

Hello,

Please find Assets on the Floor xls report for the week attached

Report link for **All Approved Assets** :- [Click Here to view report](#)

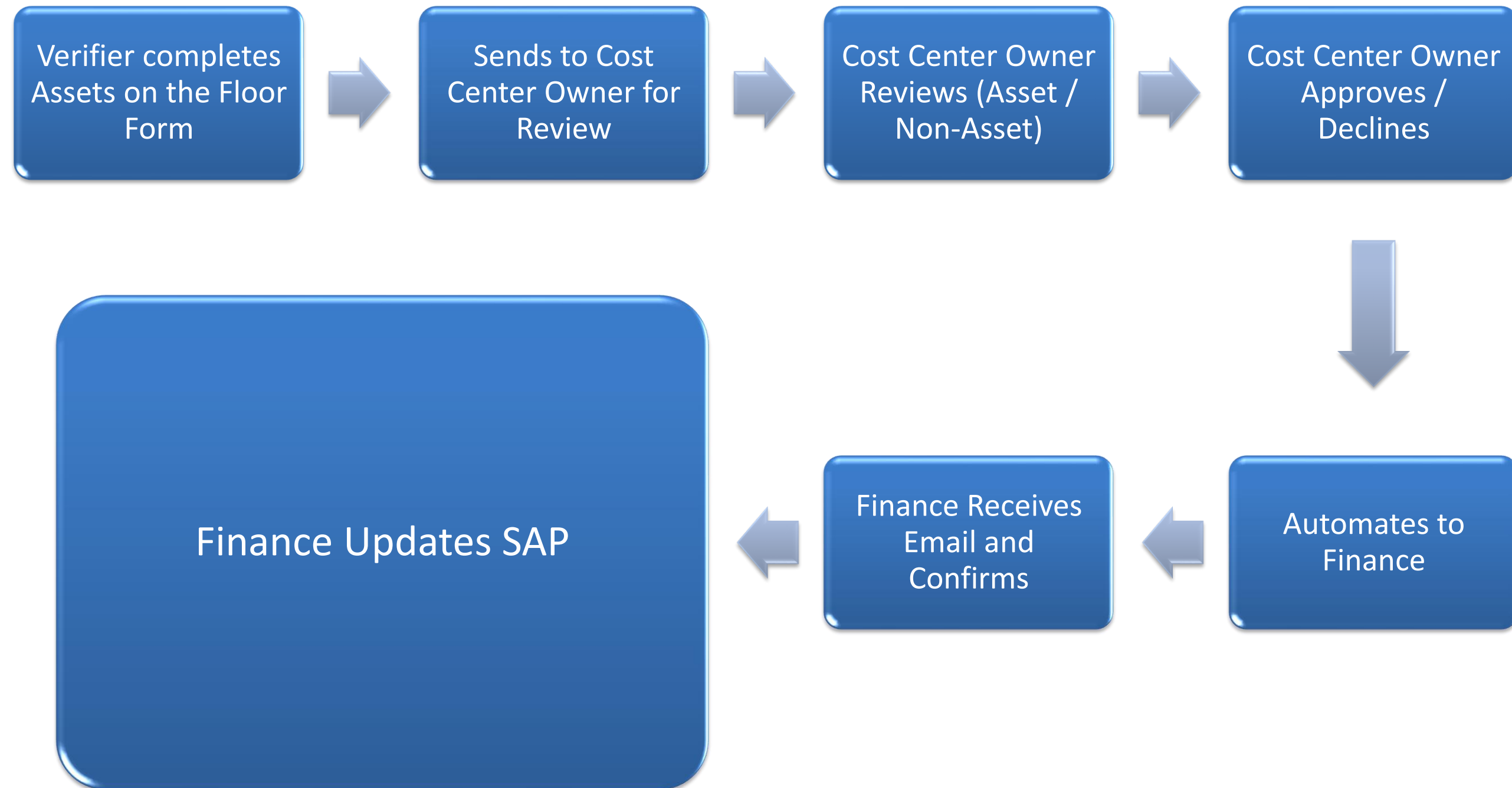
Report link to view **Daily Approved Assets** :- [Click Here to view report](#)

1. Enter a date to search for list of daily Approved Additions

2. Sign off and a copy of the report will be sent to your email

Thank you!

Assets on the Floor Process



Assets on the Floor

Unregistered assets found on the floor during verification are physical items (such as equipment, furniture, or tools) that exist in the facility but are not documented in the official asset register. Identifying and reconciling these discrepancies is essential for accurate asset management.

1. Select the Assets on the Floor menu option
2. Create a temporary asset number
3. Select a Cost Centre
4. Select a predefined Asset Description (Or Create)
5. Select a Location Name (Or Create)
6. Select the Building Name where the Asset is located (Or Create)
7. Select the Room Number (Or Create)
8. Select the Floor (Or Create)
9. Open the camera and scan the serial number
10. Select the relevant Verification Code
11. Select a condition for the Asset
12. Add Full Asset image
13. Add Bar Code / Name Plate Image
14. Add the Verification Date & Time
15. Select your name in the Verified By
16. 14. Comment (If Any)
16. Send to Cost Centre Owner for review - Enter Cost Centre Owner e-mail
17. Update

End of Part 1 -

