HP OpenView AssetCenter

Software version: 5.0

Portfolio

Build number: 442

Legal Notices

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Introduction

Who is the Portfolio module intended for?

The Portfolio module spans a wide range of uses, and thus can be used by nearly every department in a company.

For the most part, it is used by the following people:

- IS managers
- Stock managers
- AssetCenter deployment technicians
- Financial managers
- Purchasers
- Security managers
- General departments
- Cabling managers
- Network managers
- Telephony managers

The Portfolio module is the point of focus for AssetCenter's other module. This guide covers the general concepts of this module that will come in handy for a wide range of AssetCenter users.

What does the Portfolio module do?

The Portfolio module enables you to perform the following tasks:
- Keep a detailed, physical inventory of all the items composing your portfolio. For each item you can take into account its:
  - Description
  - User and manager
  - Geographic location
  - Cost center
- Precisely track the portfolio items using:
  - Individual tracking
  - Collective tracking (by batch)
  - Undifferentiated management

Managing these tasks enables you to:
- Describe each portfolio item (features, location, etc.)
- Track each portfolio item according to its constraints or requirements.
- Manage the portfolio items in a differentiated manner.
- Easily perform work orders on the portfolio items.
- Create projects necessitating the use of portfolio items.

How to use this guide

Chapter Overview

This chapter presents the different portfolio management styles proposed by AssetCenter. It also presents the tables that you must populate to structure your portfolio.

You should read this information to form a general idea of how AssetCenter functions.

Chapter Portfolio items

This chapter discusses what you need to do to manage your portfolio items.

Read this chapter to familiarize yourself with the Portfolio module.

Chapter IT portfolio

This chapter explains how to manage your IT portfolio using the Portfolio module.

Read this chapter to familiarize yourself with how computers, computer connections and IT configurations are managed.

This chapter also deals with automatic computer inventory.

Chapter Telephones

This chapter explains how to manage telephones using the Portfolio module.

Read this chapter if you want to manage your telephones with the Portfolio module. You can also associate certain functions with the buttons of the telephones.

Chapter Work orders and projects

This chapter explains how to perform work orders on your portfolio and how to include portfolio items in your projects.

Chapter Adjusting items

This chapter explains how to adjust the fields of your records.

To explain how adjusting items work, we created an example that you can reproduce in order to familiarize yourself with their functions.

Chapter Glossary

The terminology specific to the Portfolio module is specialized. The glossary contains the key terms that we use to describe the Portfolio module.

Read this chapter to understand these terms.

1 Overview

AssetCenter helps you manage the items in your company's portfolio. These items can be physical objects (computers, machines-tools, consumables, office supplies) or intangible objects (software installations).

AssetCenter lets you closely track portfolio items throughout their lifecycle. Different management types enable you to apply the most suitable form of management to items in your portfolio depending on their value and/or their use.

Three management types

AssetCenter offers you three management types that are suited to the value of items in your portfolio:

- Individualized management (by asset)
- Collective management (by batch)
- Undifferentiated management (by untracked batch)

What sets these three management types apart is the level of tracking applied to each one.

Whether or not you track an item in your portfolio depends on whether or not it has a record in the Assets table. All items with records in this table can be tracked according to their financial, technical and contractual information. The notion of untracked portfolio items refers to those items that do not have records in this table (untracked batches).

With AssetCenter, you can increase the level of tracking for your portfolio items. Example: You can transform an untracked batch to a tracked batch, which corresponds to a record in the Assets table.

Individualized management (by asset)

Assets are portfolio items of substantial value, and they are tracked individually in AssetCenter. In the case of a server, for example, AssetCenter can hold information about its location, supervisor, price, depreciation type, etc. All this information is specific to the asset. Technically, an asset in AssetCenter corresponds to a record in the Portfolio items table that is linked to a record in the Assets table.

Collective management (by batch)

Certain, identical portfolio items of lesser value can be tracked collectively as a batch. In this case, the Assets table holds information that helps you track the entire batch, and not individual items within the batch. This management mode avoids superfluous duplication of tracking information, such as the acquisition price. Technically, a batch in AssetCenter corresponds to one record in the Assets table and one or more records in the Portfolio items table. This is especially the case when a batch is divided, and the resulting batches are used by different departments.

Undifferentiated management (by untracked batch)

Certain portfolio items of little value, or consumables, are managed as untracked batches (pencils, ink cartridges). An untracked batch does not have a linked record in the Assets table. Most of the time, these items are indirectly tracked by default via items with which they are associated. You can transform a untracked batch into a tracked batch at any given time.

Main tables used in portfolio management

The main tables used in portfolio management are:

- The Models table (amModel) and the Natures table (amNature).

  These two tables are prerequisites for creating items in your portfolio. Portfolio items are based on a model, which in turn is based on a nature. The Models table enables you to organize your portfolio (▶ Portfolio items [page 25]).

- The Portfolio items table (amPortfolio)

All portfolio items are recorded in this table.

Click the **Portfolio management/ Portfolio items** link on the navigation bar to display the list of portfolio items.

By using the detail of an asset you can access the detail of a portfolio item.

The Portfolio items table is linked to other tables, which enable you to put these items into context:

- The Employees and Departments table (amEmplDept) provides the items' users and supervisors.
- The Locations table (amLocation) provides their location.
- The Cost Centers table (amCostCenter) provides their related expense lines.

- The Assets table:

Portfolio items with records in the Assets table can be tracked more closely, since, here, they are linked to their corresponding financial, technical and contractual information. This information is recorded in multiple tables with which the Assets table is linked. Among the most important of these tables are:

- The Contracts table (amContract)
- The Work Orders table (amWOrder)
- The table of assets assigned to projects (amAstProjDesc)
- The Purchase Requests table (amRequest)
- The Purchase Orders table (amPOrder)
- The Receipts table (amReceiptLine)

Figure 1.1. Portfolio - Data model
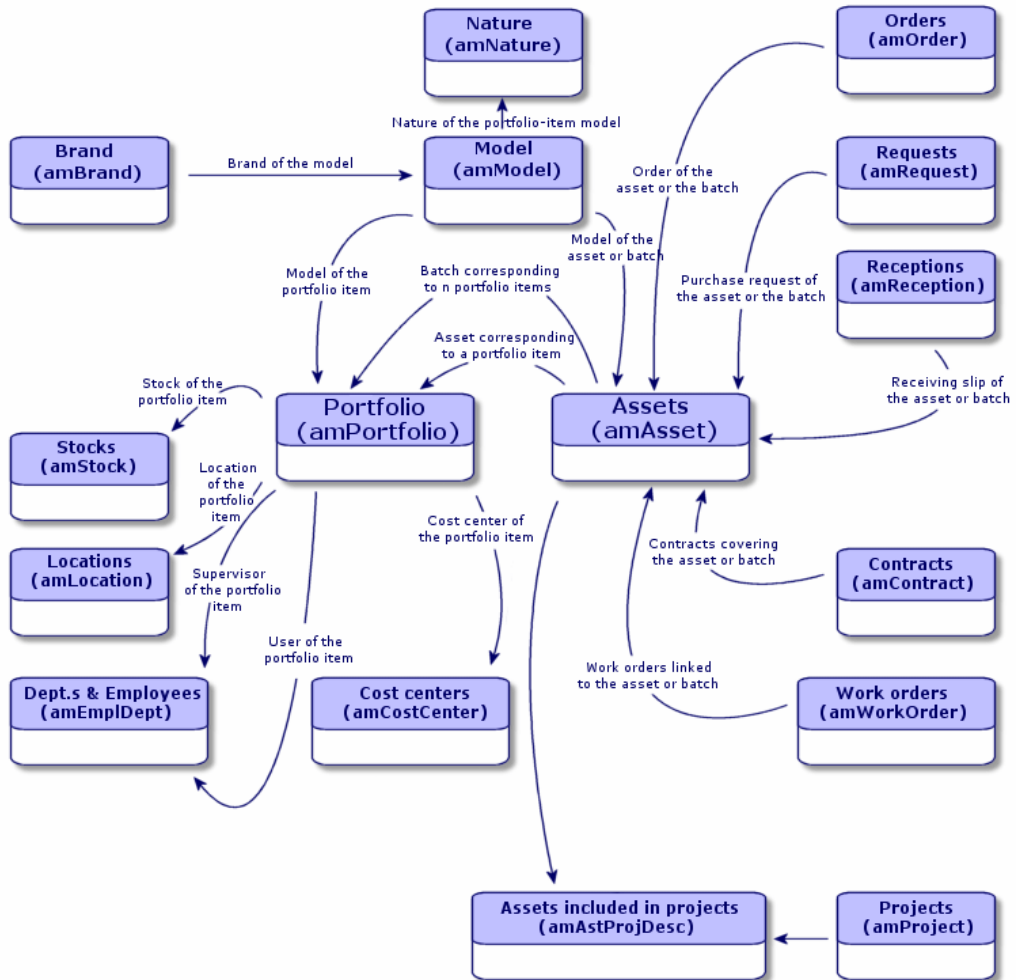
Overflow tables

Certain portfolio items are very specific and thus necessitate the use of specific fields. Example: Managing and tracking computers requires that you store large amounts of information. Adding fields in the Portfolio items table to contain this specific information would:

- Slow down AssetCenter's performance.
- Be useless for many other items not needing such information specified.

A typical solution is to have specific tables to contain this information. Example: Any portfolio item corresponding to a computer is recorded in the Portfolio table and a then in a second table: the Computers table. However, this method makes the synchronization process very difficult, since you must constantly make sure that:

- The computers are recorded in both the Portfolio items table and the Computers table.
- The deletion of a computer from the portfolio automatically deletes the computer from the Computers table.
- Etc.

To avoid these synchronization problems, AssetCenter uses overflow tables. Each time you specify one or more overflow table for a portfolio-item record, this record is simultaneously created in the Portfolio items table and the overflow table: the Assets table and the Computers table, for example. Each creation or deletion of a record in one of these two tables is automatically carried over into the other tables, saving you precious time in the synchronization process.

The overflow tables enable you to more easily integrate AssetCenter with other applications. For example: AssetCenter provides out-of-the-box integration with different software distribution tools and stores all information required by this functionality. All this information is present in the Computers overflow table.

You can easily add new overflow tables. This expands AssetCenter's physical data model without you having to make large modifications to its database.

For further information, refer to the *Administration* guide, chapter *Standard database description files*.

Overview of the overflow tables

In order that a portfolio item be recorded in an overflow table, you need to specify this action in the nature of this item's model (▶ A nature's creation criteria [page 21]).

Available overflow tables

The available overflow tables are the:

- Assets table (amAsset)

  This is the main overflow table in AssetCenter. The only portfolio items not recorded in this table are those defined as untracked batched. (▶ Untracked batches [page 37]).

> **Note:**
>
> The overflow link (PortfolioItems) contained in this table enables the creation of batches and shares the foreign key.

This table enables you to store detailed information on assets:

- Purchase date
- Status
- Rent
- Acquisition method
- Fixed Asset number
- Etc.

■ Computers table (amComputer)

This table is an overflow table of the Assets table: Creating a computer generates a record in the Portfolio Items table, the Assets table, and the Computers table.

In particular, it is used to store information relating to integration with software distribution tools:

◆ **Software distribution identifier** (SWDID)

■ Telephones table (amPhone)

This table is an overflow table of the Assets table: Creating a telephone generates a record in the Portfolio Items table, the Assets table, and in the Telephones table.

It enables you to store information relating to telephony assets:

- Voice mail
- Extension
- Number
- Etc.

■ Software installations table (amSoftInstal)

This is an overflow table stemming from the Portfolio items table: The creation of a software installation does not necessitate the creation of a record in the Assets table: The creation of a software installation generates a record in the Portfolio items table and a record in the Software installations table.

This table enables you to store information about your software installations.

- License number
- Certification
- Installation type

- Number of points consumed by each software installation (for Microsoft Select type licenses).
- Etc.

Figure 1.2. Overflow tables - data models
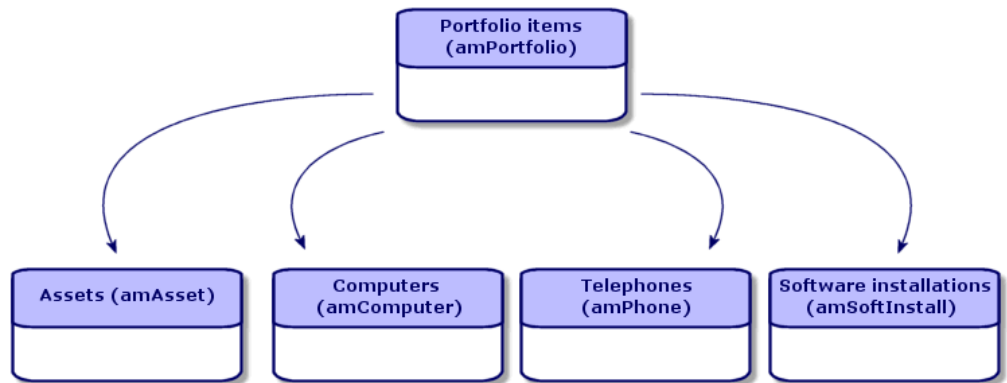
Description and tracking of portfolio items

AssetCenter enables you to contextualize items in your portfolio.

Contextualization

One of the main goals in managing your portfolio is to be able to contextualize its items. Whether you manage a thousand items or a hundred thousand items, you can contextualize them with accuracy. AssetCenter provides the following contextual information for each item or batch of items:

- Its status.
- Its user and supervisor.
- Its location.
- Its cost center.
- All other linked items in the portfolio (associated assets, consumables, supplies).

By being able to precisely locate portfolio items and see how they are used, you can:

- Efficiently monitor their movements (Example: assignment of a group of computers to another department).
- Evaluate the needs of each department (Example: calculate the ratio of photocopiers per department).
- Distribute new computer hardware evenly.
- Locate hardware given to a customer.
- Avoid allocating 2 identical assets to the same person (For instance: a consultant who uses several laptops).
- Rapidly reorganize cost centers related to portfolio items.
- Etc.

Tracking

The tracking of portfolio items is fundamental. AssetCenter lets you choose whether to track portfolio items individually or by batch. For portfolio items that you don't consider worth tracking closely (office supplies or consumables), an undifferentiated tracking (by untracked batch) lets you simply contextualize them.

For each asset or batch, the tracking options enable you to:
- Create a fixed asset.
- Obtain linked requests, estimates, purchase orders and receiving slips when using the Procurement module.
- Obtain cost-related information.
- Obtain work order and project-related information.
- Look up its acquisition method (purchase, lease, rental, loan).

Nature: Creation and behavior

The organization of your portfolio depends on the organization of models, which are in turn based on natures. Therefore, you need to create the natures before creating the models.
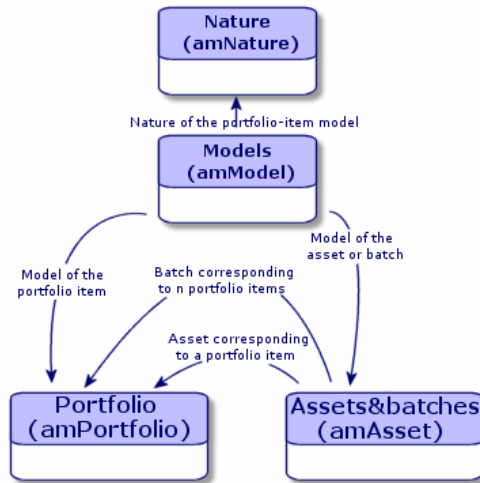
The nature of a model determines different criteria that are inherited by the portfolio items and all other items based on the models in AssetCenter: Contracts, Trainings, Work orders, Cables, etc.

Each nature specifies the tables in which you can create records for the model linked to this nature. Example: A *Computer* nature enables you to create models that will in turn create computers in the Portfolio items table. In order for natures to enable you to create portfolio items, a second condition must be entered: the management constraint.

For each nature enabling you to create portfolio item models, you can also select behavior options. Example: For a *Computer* nature, the **Can be connected** option enables you to display tabs relating to connection ports.

A nature's creation criteria

For each nature, you must indicate the table in which the models based on this nature will be able to create records. Example: One nature enables you to create models of portfolio items; another nature enables you to create models of contracts; etc.

For the natures enabling you to create portfolio item models, you must indicate an overflow table: Computers table, Software installations table, Telephones table, or any table of your choice. Example: A nature enables you to create models for portfolio items and computers. In this case, creating a portfolio item based on this nature automatically creates a corresponding record in the Computers table. ▶ Creating a nature for computers [page 53].

For further information, refer to the *Administration* guide, chapter *Standard database description files*.

Management constraint

The management constraints enable you to define the way in which you manage a portfolio item.

The management constraint is rendered by the use or absence of an asset tag. An asset tag conditions whether the portfolio item is linked to a record in the Assets table. There are three options for the management constraint:

- Unique asset tag

  Portfolio items with their own asset tag are individually tracked assets. Using a unique asset tag is recommended for more important portfolio items that require close and constant tracking. Examples: A server, a machine tool, a photocopier.

- Unique or shared asset tag

  Portfolio items sharing the same asset tag are grouped together in a batch and tracked collectively. Items in the same batch share the same asset tag. This management mode is recommended for identical items that do not need to be tracked individually. Example: A batch of 100 chairs; a batch of 20 hard hats.

- Free

  If this option is selected for the portfolio item, you are free to choose whether to give it an asset tag or not. Portfolio items without asset tags are those for which accurate tracking is not required. These items are grouped together in untracked batches and do not appear in the Assets table. Example: Office supplies of little value (pencils, erasers, paperclips) or consumables that are tracked indirectly through the items that consume them.

A nature's behavior criteria

Selecting one or more behavior option for the nature of an item conditions the availability of certain fields and tabs in the tables of these items. Example: Selecting **License** in the nature of a portfolio item enables the **License** tab to be displayed in the Models table. The following behavior options are available in AssetCenter:

- Has software installed

- Can be connected
- Consumable
- Cable device
- License

Models: Organizing your portfolio

By creating models, you determine a number of features that the portfolio items inherit when you create them: name, brand, other technical features related to computers, etc.

Models are organized hierarchically: Generic models enable you to classify your models more precisely. The way in which you organize your models governs the way in which your portfolio will be organized.

2 Portfolio items

This chapter describes the procedures for managing portfolio items. These procedures concern how records are edited in the following tables:

- Natures (amNature)
- Models (amModel)
- Portfolio items (amPortfolio)
- Assets (amAsset)
- Computers (amComputer)
- Software installations (amSoftInstall)
- Telephones (amPhone)

Natures

Natures are required to create the models that you use to create the portfolio items. Because the nature governs the management constraints of the portfolio items, you must create as many natures as you require for a given type of portfolio item. Example: If you manage software as assets, batches and untracked assets, you must create three corresponding natures: Software, Software (batch), Software (untracked batch).

To display the list of natures, click the **Portfolio management/ Natures** link on the navigation bar.

Creating the nature for a portfolio item

To create the nature for a portfolio item:

1 Display the natures (**Portfolio management/ Natures** link on the navigation bar).

2 Click **New**.

3 Enter a value in the **Name** field.

4 Modify the **Code** field, if required.

By default, the **Code** field uses the value of the **Name** field. This field enables you to enter a code to uniquely identify the record. It can be used as a reconciliation key between records in the AssetCenter and other applications when importing or exporting data.

5 Select **Portfolio item** in the **Creates** field.

6 Select **Telephone** or **Computer** in the **Also create** field if you want to create a nature that allows you to create models of telephones or computers.

7 Select a management constraint.

8 Select, if required, one of the options in the **Behavior** frame.

9 Click **Create** to confirm your creation.

Examples of natures

We recommend creating as many natures as there are models of portfolio items. The following table presents a non-exhaustive list of examples of natures.

Table 2.1. Portfolio - Examples of natures

Name	Also create	Management constraint	Behavior
General			
Asset	Nothing	Unique asset tag	No option
Batch	Nothing	Asset tag	No option
Untracked batch	Nothing	Free	No option
Consumable	Nothing	Free	Consumable
Raw material	Nothing	Asset tag	No option
IT			
Computer	Computer	Unique asset tag	■ Has software installed ■ Can be connected
Computers (batch)	Nothing	Asset tag	No option
Software installation	Software installations	Unique asset tag	No option

Name	Also create	Management constraint	Behavior
Software installations (batch)	Software installations	Asset tag	No option
Software installations (untracked batch)	Software installations	Free	No option
License	Nothing	Unique asset tag	◆ License
Licenses (batch)	Nothing	Asset tag	◆ License
Licenses (untracked batch)	Nothing	Free	◆ License
Standard configuration	Computer	Asset tag	■ Has software installed ■ Can be connected
Other			
Cable device	Nothing	Unique asset tag	◆ Cable device
Telephone	Telephone	Unique asset tag	No option

Models

Models, which are based on natures, enable you to organize your portfolio items. Depending on your requirements, models can go from very generic to very specific.

Example of organization of software models

The following example represents a way of organizing your software models:

1 All the software models are based on a nature that creates a portfolio item. The management constraint depends on the way you want to manage your software: individually, by batch or by untracked batch.

2 A generic **Software** model is created.

3 Sub-models enable you to classify software according to their use: Office automation, ERP, Project management, etc.

4 Other models are created for the Office Automation sub-model for specific applications: Word processor, Spreadsheet, DTP, File Management.

5 Models created at the bottom of the hierarchy correspond to specific models which can be used to create individual software items in the Portfolio items table: Software/Office Automation/Word processor/Microsoft Word 2000.

To display the list of models, click the **Portfolio management/ Models** link on the navigation bar.

Creating a portfolio item model

To create a model:

1 Click **New**.
2 Enter a value in the **Nature** field of the **General** tab.
3 Enter a value in the **Name** field.
4 Enter a parent model in the **Sub-model of** field.

   Example: When creating the **Office Automation** model, enter **Software** in the **Sub-model of** field.
5 Enter a value in the **Brand** field in the case of a specific model.

   Example: When creating the **Word 2000** model, enter **Microsoft** in the **Brand** field.
6 In the case of a batch, select the unit used.
7 Select **Certified** if the model created can be used in a purchase request. If necessary, enter a date and a certification level.
8 Click **Create** to confirm your creation.
9 Populate the different tabs according to the features that the items in your portfolio have inherited from the created model.

Units used in batches

You sometimes need to specify a unit of measure when you create a model for a batch of items. Example: Let's say you create a model for a batch that contains sand. You want to use the unit of measure *Ton*, for example.

To create units, you need to have already created reference units for each of the dimensions that you use in your portfolio. Here are some examples of dimensions: *Temperature*, *Measure*, *Mass*. After having created reference units, you can create an unlimited number of other units whose coefficients of conversion with the reference unit need to be specified. Example: For the *Mass* dimension, you create the reference unit *Kilogram* and the unit *Ton* whose conversion coefficient is 1000 (1000 kg = 1 ton).

The unit selected in the model of a portfolio item appears in symbolic form after the **Quantity** field in the Portfolio items table and Assets table.

Creating a reference unit

To create a reference unit:
1 Display the units (**Administration / System/ Units** link on the navigation bar).
2 Click **New**.
3 Populate the **Name**, **Dimension** and **Symbol** fields. (Example: Kilogram, Mass, Kg.)
4 Enter *1* in the **Conv. coeff.** field.

5 Click **Create** to confirm your creation.

Creating units

To create a unit:

1 Display the units (**Administration / System/ Units** link on the navigation bar).
2 Click **New**.
3 Populate the **Name**, **Dimension** and **Symbol** fields. (Example: Pound, Mass, Lb.)

    Once you have chosen your dimension, the reference unit symbol of this dimension appears in the field next to the **Conv. coeff.** field.
4 In the **Conv. coeff.** field, enter the number that converts the reference unit into the created unit. Example: For the pound, you would enter 0.454. (One pound equals 0.454 kilograms.)
5 Click **Create** to validate.

Viewing units

 Note:

This operation can only be done using the Windows client.

For ease of use, we recommend customizing the units screen and creating a virtual hierarchy.

You can, for example, group the information by the dimensions of units:

1 Display the units (**Administration / System/ Units** link on the navigation bar).
2 Right-click the **Dimension** field.
3 Select **Group by this field** from the shortcut menu.

    The list is sorted by dimension, each dimension defining a level in the hierarchy.

Assets

In AssetCenter, an asset corresponds to a portfolio item whose nature has the management constraint: Unique asset tag (Management constraint [page 22]). The Unique-asset-tag management constraint means an asset will be managed

individually (individual management). In the database, an asset is represented by a record in the Assets table and a record in the Portfolio items table.
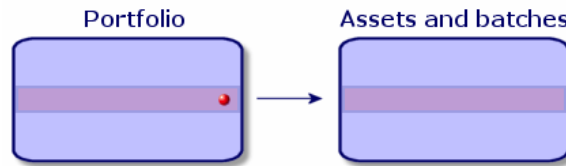
Note:

For each record in the Assets table, you can select the Portfolio tab to consult the detail of the corresponding portfolio item.

To display the list of assets, click the **Portfolio management/ Assets** link on the navigation bar.

Creating an asset

To create an asset:

1 Display the assets (**Portfolio management/ Assets** link on the navigation bar).

2 Click **New**.

In the **General** tab, an asset tag is assigned to a new record.

3 Select a model in the **Model** field.

The model of an asset must rely on a nature whose management constraint is **Unique asset tag** (▶ Management constraint [page 22]).

If the selected model has a prefix, this prefix appears in front of the asset's asset tag.

4 Click **Create** to confirm your creation.

5 Populate the tabs according to the different tracking information that is available for that asset.

Other than the **General**, **Portfolio** and **Project** tabs, the tabs available for the Assets table concern different domains of tracking:

- Financial domain
  - Costs
  - Acquisition
  - Fixed assets

For this tracking domain, refer to the section Financial tracking of assets [page 39].

- IT domain
    - License
    - Connections
    - Port

For this tracking domain, refer to the chapter IT portfolio [page 53].

- Contractual domain
    - Contracts
    - Maint. (maintenance)
    - ▶ Assets linked to a contract [page 47] and the *Contracts* guide.
- Cabling domain
    - Slots
    - Pins/Terminals
    - Traces
    - Ports

For this domain, refer to the *Cable* guide.

Portfolio items associated with an asset

An asset is the only item in the portfolio that can be associated with other portfolio items. The portfolio items associated with other items can be divided into:

- Consumables

    Consumables are the portfolio items whose model is based on a nature for which the option **Consumables** has been selected.

    For more information about behavior options, refer to section Nature: Creation and behavior [page 21].

- Software installations

    Software installations are portfolio items whose model is based on a nature for which the option **Software installation** has been selected (in the **Also create** field (seOverflowTbl)).

    ▶ *Software assets* guide.

- Licenses

    Licenses are the portfolio items whose model is based on a nature for which the **License** option is selected.

    ▶ *Software assets* guide.

Associating portfolio items to an asset

To associate portfolio items with an asset, several methods are available depending on the following criteria:

- The portfolio item already exists in the database.
- The portfolio item must be created on the fly when associated to an asset.
- The portfolio item is a batch in stock, and you want to associate some of the batch to an asset.

To filter by nature the portfolio items associated with an asset (consumables, licenses, installations), select one of the options displayed by default to the left of the list of items associated to an asset.

To filter by date of association the portfolio items associated with an asset, enter values in the **To** and **From** fields.

To associate an existing portfolio item to an asset

1. Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).
2. Select the portfolio item that you want to associate with your asset.
3. Select the asset using the **Component of** link (Parent).
4. Click **Modify**.

To associate an asset with a portfolio item on the fly

1. Display the assets (**Portfolio management/ Assets** link on the navigation bar).
2. Select the asset with which you want to associate the portfolio item.
3. Select the **Components** sub-tab in the **Portfolio** tab.
4. Click ⊞
5. Create the portfolio item that you are associating to your asset.
6. Click **Add**.

To associate an asset to certain items of a batch in stock

1. Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).
2. Select the asset with which you want to associate a portfolio item from a batch in stock.
3. Click **Stock**.
4. Wait until the **Add an item from stock** wizard appears.
5. In the **Select an item from stock** page, select the batch that you want to associate with your asset.
6. Click **Next**.

7   In the **Quantity** page, select the number of items from your batch to associate with your asset.

You can also populate the other fields on this page if you wish.

8   Click **Finish**.

Batches

In AssetCenter, a batch corresponds to a portfolio item whose nature has the management constraint: Asset tag (▸ Management constraint [page 22]). The Asset-tag management constraint means that an item will be managed collectively instead of individually (unique Asset tag). The batches contain identical items whose quantity is indicated. Example: a batch of 1000 safety helmets. These batches can be composed either of countable items (keyboards, bags of cement, etc.) or uncountable items (cement, sand, kerosene, etc.). For uncountable items, a unit of measurement is used: kilogram, ton, liter, meter, etc. When you create a batch, a double-record is created: one in the Portfolio items table and one in the Assets table.
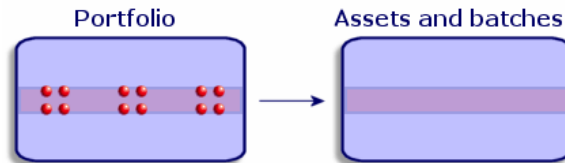
Note:

For each batch record in the Assets table, you can select the Portfolio tab to consult the detail of the corresponding portfolio item.

No matter how many divisions exist for a batch, each of these divisions in the Portfolio items table all correspond to the same, single record in the Assets table (▸ Dividing a batch [page 35]).

To display the list of assets, click the **Portfolio management/ Assets** link on the navigation bar.

Creating a batch

To create a batch:

1 Display the assets (**Portfolio management/ Assets** link on the navigation bar).

2 Click **New**.

 In the **General** tab, an asset tag is assigned to this new record.

3 Select a model in the **Model** field.

 The model of an asset must rely on a nature whose management constraint is **Asset tag**. (▶ Management constraint [page 22]).

 If the selected model has a prefix, this prefix appears in front of the batch's asset tag.

4 Specify the quantity in your batch.

 You must choose the batch's reference unit of measurement in the model used to define your batch (▶ Units used in batches [page 28]).

5 Click **Create** to confirm your creation.

6 Populate the tabs according to the different tracking information that is available for that batch.

Other than the **General**, **Portfolio** and **Project** tabs, the tabs available for the Assets and batches table concern different domains of tracking:

- Financial domain
  - Costs
  - Acquisition
  - Fixed assets
  ▶ Financial tracking of assets [page 39]
- IT domain
  - License
  - Connections
  - Port
  ▶ IT portfolio [page 53].
- Contractual domain
  - Contracts
  - Maint. (maintenance)
  ▶ Assets linked to a contract [page 47] and the *Contracts* guide.
- Cabling domain
  - Slots
  - Pins/Terminals
  - Traces
  - Ports

For this domain, refer to the *Cable* guide.

Dividing a batch

Dividing a batch enables you to create, from the initial record in the Assets table, several records in the Portfolio items table that are associated with that initial record. Each of these records corresponds to the batch obtained from dividing the record of the initial batch.

Example: Let's say you receive into stock a batch of 12 chairs. So, you create a record in the Assets table for these chairs. In the database, a record is created in the Assets table and the Portfolio table. This batch is put in stock.
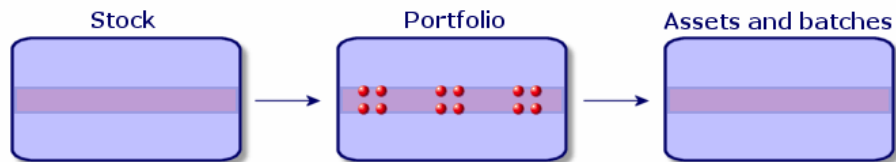
Next, let's say you divide this batch into three batches of 4 chairs. One batch of 4 stays in stock and the other two batches of 4 go to two different locations in your company. In this case, the record corresponding to the batch is identical to the one in the Assets table, but it is henceforth linked to three records in the Portfolio items table, corresponding to:

- A batch of 4 chairs still in stock.
- A batch of 4 chairs linked to the first location.
- A batch of 4 chairs linked to the second location.
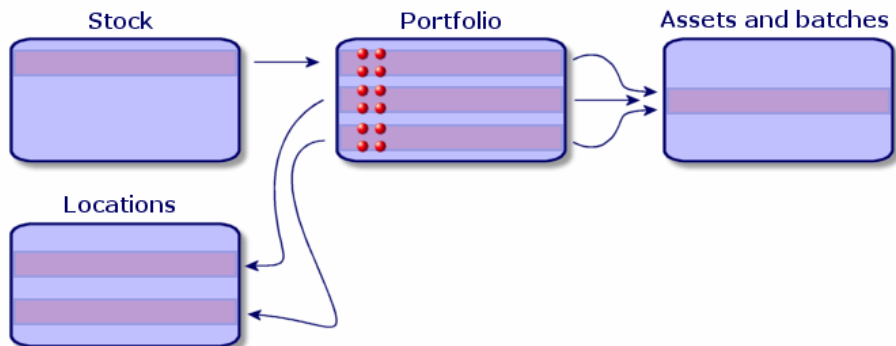
Dividing a batch

There are two ways to divide a batch:

- Using a **Divide a batch** wizard.
- Creating several links from the Assets table to the Portfolio items table.

Using the **Divide a batch** wizard

To use the **Divide a batch** wizard:

1 Display the list of portfolio items.
2 Select the batch that you want to divide.
3 Click **Divide**.
4 Wait for the first page of the **Divide a batch** wizard to appear.

5 Enter the number of items of the new batch in the **Quantity to extract** field.
6 Enter the new data that will enable you to contextualize the new batch: locations, users, managers, etc.
7 Click **Finish**.

In the Portfolio items table, the number of items contained in the new batch is subtracted from divided batch. The new batch then appears as a new record in the Portfolio items table.

Creating several links to the Portfolio items table from the Assets table

To create several links to the Portfolio items table from the Assets table:

1 Display the list of assets.
2 Select a record corresponding to a batch.
3 Go to the **Portfolio** tab and add a link toward the Portfolio items table.

Windows client: Once a record from the Assets and batches table is linked to several records in the Portfolio items table, we recommend that you display these links in list form. (Go to the **Portfolio** tab, right-click and select **List only** from the shortcut menu that appears.)

Untracked batches

In AssetCenter, an untracked batch corresponds to a portfolio item that uses a nature whose management constraint is free. (▶ Management constraint [page 22]). This management constraint corresponds to the undifferentiated management type.

An untracked batch only appears in the Portfolio items table, which enables it to be contextualized: It is linked to a location, a user, a manager, a cost center. The absence of an untracked batch in the Assets table means that it doesn't contain financial, technical or contractual information. Untracked batches are reserved for items of little value (office supplies, for example) or consumables. In fact, consumables can be tracked indirectly by managing the portfolio items that consume them.
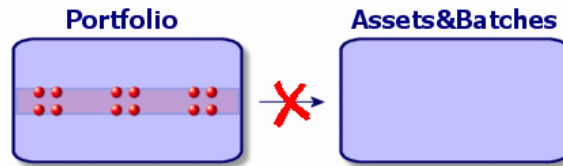
Click the **Portfolio management/ Portfolio items** link on the navigation bar to display the list of portfolio items.

Creating an untracked batch

To create an untracked batch:

1 Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).

2 Click **New**.

A code is assigned to this new record.

3 Select a model in the **Model** field.

4 Specify the quantity in your untracked batch.

You must choose the batch's reference unit of measurement in the model used to define your batch. (▶ Units used in batches [page 28])

5 Click **Create** to confirm your creation.

6 Populate the tabs according to the different contextual information that is available for that batch. (▶ Contextualizing portfolio items [page 44])
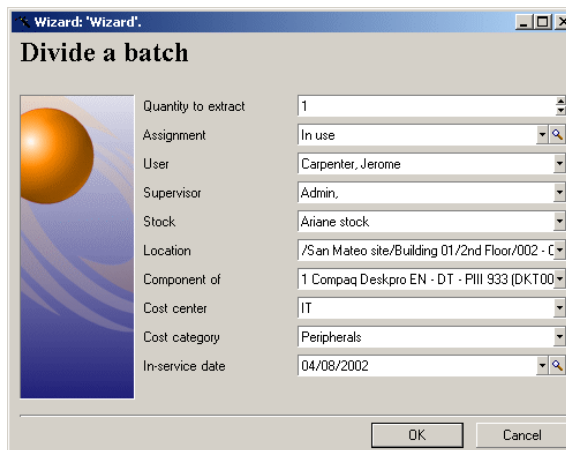
Consumables

Consumables are portfolio items that, once they are associated with an asset, can no longer be disassociated from it. Consumables are created from models whose nature has a **Free** management constraint. The **Consumable** behavior option must also be selected. (▶ Management constraint [page 22])

▶ Portfolio items associated with an asset [page 31]

Dividing an untracked batch

To divide an untracked batch:

1 Display the list of portfolio items.
2 Select the batch that you want to split up.
3 Click **Divide**.
4 Wait until the **Divide the batch** wizard appears.

5 Enter the number of items in the new batch into the **Quantity to extract** field.
6 Enter the new data that will enable you to contextualize the new batch: location, user, supervisor, etc.
7 Click **Finish**.

In the Portfolio items table, the number of items contained in the new batch is subtracted from divided batch. The new batch then appears as a new record in the Portfolio items table.

Transforming an untracked batch into a tracked batch

You might need to change an untracked batch into a tracked batch for a variety of reasons. Example: You need to link a batch of desks, which you use for several offices, to different projects. To do this, this batch must correspond to a record in the Assets table.

To transform an untracked batch:

1 Display the list of portfolio items.
2 Select the untracked batch.
3 Click **Tag**.

This action creates a record corresponding to that batch in the Assets and batches table. The tag assigned to the batch's record is actually an asset tag, which is one of the features of the records located in the Assets table.

Financial tracking of assets

Financially tracking assets enables you to:

- Describe their mode of acquisition.

  Was the messaging server purchased, rented or borrowed?

- Log the expenses resulting from them.

  How many times did we need to order batches of 50 reams of paper for the photocopier in the documentation department?

- Describe their fixed-asset accounting information.

  What type of depreciation method has been chosen for company vehicles?

To consult or modify financial information, you must display the list of assets and select one of the three following tabs:

- **Acquis.** (Acquisition)
- **Costs**
- **Fixed assets**

  Note:

  In this section, *Assets* covers both assets and batches, which have similar-type records in the Assets table.

Asset-acquisition information

The **Acquis.** tab enables you to view the main information on how an asset was acquired. Most of this information is organized into sub-tabs.

Acquisition method

AssetCenter manages four acquisition methods for assets:

- Purchase
- Rental
- Lease
- Loan

The acquisition method you choose determines the information displayed:

- Certain tabs in the asset detail.
- Certain fields in the **Acquis.** tab.
- Certain sub-tabs in the **Acquis.** tab.

An asset's acquisition method (SQL name: seAcquMethod) is Purchase by default. The other acquisition methods available are the following: Rental, Lease, Loan.

Contracts related to asset acquisition

No matter what acquisition method you select, you can always link a contract to the acquisition from the **Procurement** sub-tab. The selected contract then appears in the **Contracts** tab of the asset detail.

⚠ Warning:

If you confirm your selection of a contract, the **Acq. method** (SQL name: seAcquMethod) is modified automatically to indicate the financing mode specified in the **Default acquisition method for assets** field (SQL name: seAcquMethod), in the **General** tab of the contract detail.

Companies related to the acquisition of an asset or batch

In the **Procurement** sub-tab, you can select:

- A **Lessor** (SQL name: Lessor) for rented or leased assets.
- A **Lessor** for assets on loan.

Additional rent description sub-tabs

Whatever acquisition method you select, it is possible to add rent description sub-tabs in the **Acquis.** tab. To add a sub-tab, right-click the sub-tab zone and select **Add linked record**.

We use rent in the broadest possible sense of the word: It can be taken to mean any sum to be paid periodically for an asset such as insurance premiums, maintenance contract payments, etc.

These sub-tabs are similar to lease-rent description sub-tabs.

Costs of an asset

The **Costs** tab in an asset detail displays the expense lines associated with that asset.

Specific filters are located at the top of the list.

The ▦ button lets you total the costs displayed in the list after filtering.

Fixed-asset information

This section describes the following points:

- Describing fixed assets.
- How to associate fixed-asset accounting information with assets.

Describing fixed assets

Describing and calculating the depreciation of an asset

The information concerning the depreciation of an asset appears in the **Fixed Asset** tab of an asset's detail.

This tab only appears if you set the **Acq. method** field (SQL name: seAcquMethod) in the **Acquis.** tab to **Purchase**.

There are two kinds of information contained in this tab:

- In the left-hand frame, there is information (fields and links) used for calculating the depreciation and residual value of an asset.
- In the right-hand frame, there is information (records) from the **Fixed assets** table (SQL name: amFixedAsset) associated with the asset after it is imported into AssetCenter.

The depreciation calculation formulas are defined in the **Depreciation calculation formulas** table (SQL name: amDeprScheme).

You can select the calculation formula used for the asset via the **Depreciation type** link (SQL name: DeprScheme) in the left-hand frame of the tab.

Defining the depreciation calculation formulas

To define a depreciation calculation formula:

- In an asset detail:
  1 Go to the **Fixed Asset** tab.

Click ▣ (Windows client) or to the right of the **Depreciation type** (DeprScheme) field (Web client).

■ Or via the **Administration/ List of screens** menu, which opens a window:

✏️ Note:

This operation can only be done using the Windows client.

1 Select **List of depreciation types** (SQL name: amDeprScheme).
2 Click **New**.
3 Populate the **General** tab.
4 Create a calculation script in the **Script** tab.

The objective of the script is to calculate the depreciation values using the following fields:

■ In the **Depreciation calculation formulas** table:
   ■ **Duration** field (SQL name: tsDeprDur)
   ■ **Coefficient** field (SQL name: fCoeff)
   ■ **Rate** field (SQL name: pRate).
■ In the **Assets** table (SQL name:amAsset):
   ■ **Start date** field (SQL name: dStartAcqu)
   ■ **Depreciation basis** field (SQL name: mDeprBasis)
   ■ **Estimation date** field (SQL name: dDeprRecalc)

The amount obtained must modify the value of the **Depreciation** field (SQL name: mDeprVal).

✏️ Note:

The **Residual value** field (SQL name: mNetValue) is automatically recalculated by AssetCenter when the **Depreciation basis** and/or **Depreciation** fields are modified.

Simplified example of a calculation script describing a straight-line depreciation:

```
Dim iNbOfDays As Integer
iNbOfDays = amDateDiff([dDeprRecalc],[dStartAcqu])
If (iNbOfDays <= 0) Or ([DeprScheme.tsDeprDur] <= 0) Then
Set [mDeprVal] = 0
ElseIf (iNbOfDays >= [DeprScheme.tsDeprDur]) Then
Set [mDeprVal] = [mDeprBasis]
```

```
Else
Set [mDeprVal] = [mDeprBasis] * iNbOfDays / [DeprScheme.tsDeprDur]
End If
Set [dDeprRecalc] = amDate -> Set [dDeprRecalc] = amDate()
```

AssetCenter uses an automatic mechanism to recalculate the value of the **Depreciation** field if the reference fields are modified.

Estimating depreciation for a group of assets

In some cases, you might want to update the value of the **Depreciation** field on a given date for a selection of assets. To do this, you simply need to modify the value of the **Estimation date** field after having selected the assets to be updated together.

You can also create a **Script Type** action (SQL name: seActionType) to perform this task. Its script will resemble:

```
Set [dDeprRecalc] = amDate
```

AssetCenter will then use an automatic default mechanism to update the **Depreciation** field.

You can even create a workflow that triggers the above action on a periodical basis for a group of assets.

How to associate fixed-asset accounting information with assets

Two methods are available:

From the asset detail

1 Click the **Fixed Asset** tab.
2 Add or remove fixed assets associated with the asset.

   You can also display the list of fixed assets in another window, select the fixed asset to be associated with the asset, and drag it into the list in the asset's **Fixed asset** tab.

From the fixed asset detail

1 Click the **Assets** tab.
2 Add or remove assets associated with the fixed asset.

   You can also display the list of fixed assets in another window, select the fixed asset to be associated with the asset, and drag it into the list in the fixed asset's **Asset** tab.

Movements of portfolio items

The Portfolio items table enables you to monitor the movements of portfolio items.

For each selected item, you have contextual information. Other operations in AssetCenter are reflected in the Portfolio items table. Example: If a photocopier is reassigned to another department in the Employees and Departments table, you simply need to consult the record in the Portfolio items table in order to see that this change has been made. The Portfolio items table also helps you find out who has reserved items that are on order but not yet received.

In the Portfolio items table, two tabs enable you to monitor movements of portfolio items:

- The **General** tab enables you to monitor the physical movements of portfolio items.
- The **Reservation** tab enables you to reserve unassigned items.

Contextualizing portfolio items

The following fields in the **General** tab of the Portfolio items table enable you to contextualize each item by associating them with:

- A particular assignment.
- The dates they were put into production and inventoried.
- A user.
- A manager.
- A location, or a stock if the item is not yet assigned.
- A cost center.

If the contextual information given by default is insufficient, you can add as many fields and features as necessary. To add features, refer to the chapter 'Features tables' in the "Cross-functional tables" guide and the chapter "Customizing the database" in the AssetCenter Administration Guide.

In the Portfolio items table, you can also divide a batch. The Dividing a batch [page 35] wizard enables you to assign a batch a new location, a new department, a new cost center, etc. Each batch created using the Dividing a batch [page 35] wizard stays linked to the same record in the Assets table. This enables you to track together items that have different contextual information.

▶ Batches [page 33]

Reserving portfolio items

An item can only be reserved if the **Assignment** field (SQL name: seAssignment) in the **General** tab of the detail of the item is set to **In stock** or **Awaiting receipt**.

Several methods are available for reserving portfolio items.

From the portfolio item detail

To reserve a portfolio item:

1 Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).
2 Specify the request line of the selected portfolio item.
3 Display the **Reservation** tab of the detail of the portfolio item you want to reserve.
4 Specify the reservation start and end dates as well as the person who reserved the asset.

To delete a reservation, modify the value of the **Assignment** field, or delete the values of the fields relative to the reservation.

From a purchase request

A purchase request may include:

■ Items to be ordered that do not yet exist in the Portfolio items table.
■ Items to be reserved via the purchase request. These items have already been created in the Portfolio items table, and they meet the conditions defined above.

To reserve a portfolio item via a purchase request:

1 Display the purchase request detail.
2 Display the detail of the request composition by clicking **Compo.**.
3 Go to the **Reservations** tab.
4 Click ▪
5 The displayed window lists portfolio items whose **Assignment** field (SQL name: seAssignment) indicates **In stock** or **Awaiting delivery**.
6 If there are portfolio items corresponding to these criteria in the database, select them, then click **Select** to reserve them. Otherwise, click **New** to create new portfolio items. The **Assignment** of the portfolio items that you create should show **In stock** or **Awaiting delivery**. Populate the necessary fields, then click **Add** to create the portfolio item, then **Select** to reserve it.
7 Validate the reservation by clicking **Modify** in the detail of the request composition, then in the request detail.

8 You can also populate the **End date** (SQL name: dReservEnd) field of the asset detail. To do so, click the ⊠ button in the **Reservations** tab in the detail of the request composition.

To delete a reservation made through a request:

1 Select the reservation from the list in the **Reservations** tab of the request composition detail.

2 Click ⊟ to delete the reservation.

Impact on stock management

Reserving a portfolio item affects the management of the stock for that portfolio item: Reserved portfolio items are no longer counted when stock levels are checked (▸ Creating stock rules [page 48]).

Note:

The stock to which a reserved portfolio item is assigned is indicated in the **Stock** field (SQL name: Stock) in the **General** tab of the portfolio item detail.

Managing the end of a portfolio item's life

When a portfolio item is no longer used (written off, destroyed, stolen, sold, etc.), you may want to leave it in the database and just modify its description to take into account its new status.

To show that a portfolio item is no longer used:

1 Select the item that is no longer used.

2 On the **General** tab, set the **Assignment** field (SQL name: seAssignment) to **Retired (or consumed)**.

3 If necessary, unlink the item from its parent item by clearing the **Component of** (SQL name: Parent) field.

4 In the case of an asset or a tracked batch, update the **Fixed Asset**, **Contracts**, **Maint.**, **Acquis.**, **Connections** and **Projects** tabs in the Assets table.

Note:

When the record of a portfolio item is destroyed, all information concerning this item is lost for good. We recommend simply retiring items that are no longer used but for which information needs to be kept.

Assets linked to a contract

You can associate an asset with one or more contracts.

These associated contracts can be viewed in two of the tabs in the Asset's table: **Contracts** and **Acquis**.

Note:

In this section, *Assets* covers both assets and batches, which have similar records in the Assets table.

The Contracts tab

The **Contracts** tab presents the list of all the contracts associated with the asset.

A specific filter is located at the top of the tab.

This filter enables you to view the contracts based on three conditions:

- **All**: displays all the contracts.
- **Current**: displays only the current, valid contracts for a given period.
- **Expired**: displays out-dated contracts.

The associated contracts are listed and sorted according to their nature, company, start date, end date or the date the asset was put on that contract.

When you add a contract, or when you consult the contract line, a new window opens displaying the detail of that contract line.

- Select the desired contract, then enter the date on which the asset is added to it, as well as the asset's planned removal date from the contract.
- You can also populate the **Authorization** and **No. of utilizations** fields, but they are not mandatory.

The Acquis. tab

An asset can be acquired within the framework of a contract.

The **Acquis.** tab enables you to associate a contract with an asset using any of the following methods:

- Purchase
- Rental
- Lease
- Loan

According to the acquisition method, sub-tabs enable you to specify the details of the acquisition contract.

Refer to the *Contracts* guide for more information on how to create and manage contracts associated with an asset.

Stocks

A stock contains in-stock portfolio items or those awaiting delivery.

In the detail of a portfolio item, the **Assignment** field (SQL name: seAssignment) in the **General** tab is set to **In stock** or **Awaiting receipt**. Example: a portfolio item recently bought but not yet been installed or given to a user. These portfolio items can be seen in the **Portfolio** tab of the stock detail.

AssetCenter enables you to set up automatic stock reorder rules. AssetCenter Server monitors stock reorder levels.

Warning:

You need to run AssetCenter Server on a client or server station so that it can monitor the stock reorder levels.

You can create as many stocks as you want using AssetCenter.

To display the stocks table, click the **Portfolio management/ Extended portfolio/ Stocks** link on the navigation bar.

Creating stock rules

AssetCenter enables you to associate rules with a stock that will trigger automatic purchase requests in order to replenish your stock with portfolio items.

These stock management rules are defined in the **Management** tab of a stock detail. Each rule is associated with a model and indicates the quantity that is needed in order for the portfolio items to exist in the same number as indicated for the model.

It is AssetCenter Server that verifies the level of replenishment of stock lines.

To create a stock rule:

1 Click the **Manage** tab.
2 Click ⊞
3 Wait until the **Add a stock management rule** window appears.

4   Specify the model of the portfolio item for which you want to create a stock rule (Example: ink cartridges for printers).

5   Populate the **Reorder level** field with the quantity for which the purchase order request is automatically created (Example: 5).

6   Populate the **To order** field with the number of portfolio items to order.

If a portfolio item is an asset or a tracked batch, AssetCenter Server creates a purchase order whose **Quantity** field is equal to 5. Upon receipt of an order based on this request:

- In the case of an asset, 5 records are created in the Portfolio items table.
- In the case of a tracked batch, a record with a quantity of 5 is created in the Portfolio items table.

For each stock management rule relating to a model:

1   AssetCenter Server calculates the quantity of items available from the **Portfolio** tab of the stock detail.

For portfolio items corresponding to tracked batches, AssetCenter Server verifies that the quantity of the items in the batch equals the amount indicated in the **Quantity** field.

2   Using the quantity indicated in the **Reorder level** field (SQL name: lReordLevel) of the stock rule detail, **AssetCenter Server** automatically creates a purchase request order.

3   As long as the request has not been entirely received, AssetCenter Server will not verify the stock management rule that it has generated. So, no new requests will be sent out until the previous request has been fully received.

4   As soon as the request has been entirely received, AssetCenter Server:

- Readjusts the stock levels.
- Deletes the contents of the **Request line** field (SQL name: ReqLine) from the stock rule detail.
- Re-enables the stock management rule.

Note:

The frequency with which the stock table is verified is defined at the level of AssetCenter Server.

Calculation of the number of items effectively available

To count the number of items currently available during each stock-rule verification for a given model, AssetCenter Server counts the number of items based on this model contained in the **Portfolio** detail of the stock.

Only the unreserved portfolio items are counted.

Creating reorder requests

If necessary, AssetCenter Server generates a purchase-order-request line to reorder stock for each stock rule:

- The purchase-order parameters are described in the **Auto-request** tab of the stock detail.
- The purchase order specifies the quantity to be reordered in the **To order** field (SQL name: lQtyToOrder) of the stock rule detail.

When a purchase request created automatically through stock level verification is delivered, the quantities in stock are adjusted.

Stock management procedure

This section details the following points:

- List of portfolio items in stock.
- Placing portfolio items in stock.
- Issuing portfolio items from a stock.

List of portfolio items in stock

The **Portfolio** tab of the stock detail lists all the portfolio items in the selected stock.

Filters

Above the list of portfolio items in stock are three filters:

- First simple filter.
- Second simple filter.
- Third simple filter.

Between the filters there is an "AND" condition (in the SQL sense).

Tree view of the list of the portfolio items in stock

When you list the portfolio items in stock using a tree view:

- If an item in stock contains items associated with it, but that are not in stock, these items will not be displayed.
- If an item in stock is a sub-item of other items, the entire chain of parent items appears. The parent items that are not in stock appear in gray.

Placing items in stock

There are several ways of putting items in stock:

From the detail of portfolio items

In the **General** tab of portfolio items:

1 Set the **Assignment** (SQL name: seAssignment) field to *In stock*.

2 Select the stock in the **Stock** field (SQL name: Stock).

From the stock detail

In the **Portfolio** tab of the stock detail, use the ⊞ button to add items.

From an order detail

The purchase-order composition lines creating portfolio items can create items in stock. To do this:

1 Select the appropriate order in the table of orders (**Procurement/ Orders** link on the navigation bar).

2 For each purchase-order composition line creating a portfolio item, verify that the **Deliv. stock** field (SQL name: Stock) of the **Purchase** tab indicates the name of the stock. Otherwise, you need to populate this field.

3 To create the portfolio items awaiting receipt, make sure the **Ord. status** field is set to **Validated** or **Ordered**. Click **Create**: The portfolio items are created in the portfolio items table.

For each item thus created in the Portfolio items table:

- The **Assignment** field in the **General** tab of the item's detail indicates **Awaiting receipt**.

- The **Stock** field has the same value as in the **Delivery** field of the **Purchase** tab of the item's order-composition line.

Issuing assets from a stock

There are several ways to take items out of stock:

From the detail of portfolio items

In the **General** tab of a portfolio item's detail:

1 Display the list of portfolio items in "List and Detail" mode.

2 Select all the portfolio items that you want to remove from stock.

3 Set the **Assignment** field (SQL name: seAssignement) to *In use*.

4 Select the user and the manger of these items if they all items belong to the same user and manager.

5 Define the location as well, if they all have the same location.

From the stock detail

1 Go to the **Portfolio** tab of the stock detail.

2 Select all the items to remove from stock.

3   Click ⊟ to the right of the list. In this case, the value of the item's
    Assignment field changes to **In use**.

Or:

1   Go to the **Portfolio** tab of the stock detail.
2   Display the detail of each of the items that you want to remove from stock.
3   Select **In use** for the **Assignment** field, in the **General** tab of each item's
    detail.
4   Select the user, the manager and the location for each the portfolio item.

3 IT portfolio

AssetCenter has been specifically designed to help manage your IT portfolio. For every computer in your IT portfolio (computer, workstation, laptop, server, etc.) AssetCenter provides you with a multitude of fields and tables to help you manage it.

Computers

We recommend that you manage your computers individually. This method of management enables you to define a computer's technical data in its model.

Individualized management is also the only type of management allowing a record to be present in the Portfolio items table, the Assets table and the Telephones table at the same time (▸ Overflow tables [page 16]).

Creating a nature for computers

To create a nature for a computer that you want to manage individually:

1 Display the natures (**Portfolio management/ Natures** link on the navigation bar).
2 Click **Create**.
3 Enter the name and the code of the nature you are creating (example: Computer and Computer).

4 Select **Portfolio item** in the **Create** field.

5 Select **Computer** in the **Also create** field.

 The Computers table is used to integrate software distribution tools with AssetCenter.

6 Select the **Has software installed** and **Can be connected** options.

7 Click **Create** to confirm your creation.

Creating a computer model

Creating a computer model is exactly the same as creating any other model (▶ Models [page 27]). You just need to choose the nature for computers (▶ Creating a nature for computers [page 53]).

Since the Models table enables you to organize your portfolio, we suggest that you create generic models. For example: Let's say you create the model *Computer* and sub-models *Office computers*, *Laptops* and *Servers*. Using these sub-model, you can create computer models that you will use to create the computer assets in your portfolio.

Creating a computer model (example)

This section will show you how to create a computer model with the following features:

- HP VECTRA VL 800 computer
- Intel® Pentium® 4 1.3 GHz processor
- 128 Mo standard RDRAM memory
- 40 GB hard drive
- 3.5", 1.44 Mo disk drive
- DVD-ROM 12x/40x
- HP multimedia keyboard
- HP optical mouse device

To create the model of this computer:

1 Display the models (**Portfolio management/ Models** link on the navigation bar).

2 Click **New**.

3 Enter *VECTRA VL 800* in the **Name** field.

4 Enter **Hewlett-Packard** in the **Brand** field.

5 Select, for example, *Office computer* in the **Sub-model of** field.

6 In the **General** tab, enter or select in the **Nature** field a nature which will allow you to create computer models. (▶ Creating a nature for computers [page 53])

7 In the **Hardware** tab, enter the data corresponding to your computer:
   - *Pentium 4* in the **CPU** field.
   - *1300* in the **CPU speed** field (in megahertz by default).
   - Enter *128* in the **Memory** field.
   - Enter *40000* in the **Disk size** field.

8 Click **Create** to confirm your creation.

9 Repeat the same steps to create models corresponding to the different items associated with your computer:
   - Disk drive
   - DVD drive
   - Keyboard
   - Mouse

You cannot associate models with other models. On the other hand, you can, when you create your VECTRA VL 800 computer, associate it with these different assets based on these models (▶ Portfolio items associated with an asset [page 31]).

Creating computers

The computers are recorded in three different AssetCenter tables:
- The Portfolio items table (amPortfolio)
- The Assets and batches table (amAsset)
- The Computers table (amComputer)

The following diagram illustrates which tables deal with computers.
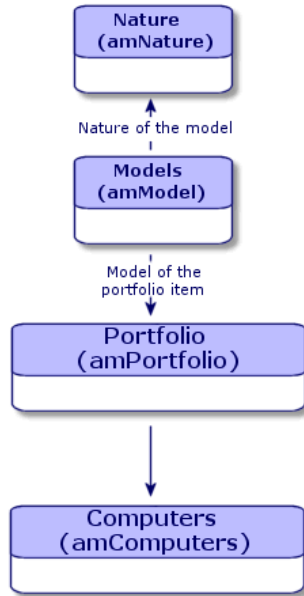
Since the creation of a computer is similar to the creation of an asset, you should refer to the section Creating an asset [page 30]. To associate portfolio items with a computer, refer to the section Associating portfolio items to an asset [page 32]. The assets associated with a computer are its peripheral devices (keyboard, printer, various drives), its software applications and its consumable products.

Standard configurations

Standard configurations include a CPU, its standard peripheral devices and standard software applications. They correspond to the packaged offers that many IT suppliers provide.

Depending on your needs, you can manage the entire standard configuration as an individual asset, or you can manage each separate element of the configuration as its own asset and then associated them with each other.

Managing a standard configuration as an individual asset

To manage a standard configuration as an individual asset, you need to create a model corresponding to this configuration. Once the configurations that rely on this model have been created, you can associate them with other items in the portfolio that are not included in the configuration: consumables, new software, new peripheral devices, etc.

Advantages

Managing a standard configuration as an individual asset enables you to reduce the number of records you create. Since this standard configuration represents just one record in the Assets and Batches table, you reduce costs tied to tracking these assets financially: depreciation, individual purchasing price, simplified accounting, etc. On the other hand, tracking major changes (deletions, updates) of one of the configuration items can only be done with the help of a complex adjustment operation.

Managing standard configuration items as associated assets

To manage standard-configuration items as associated assets, you need to:
1 Create records corresponding to these assets in your portfolio (▶ Creating an asset [page 30])
2 Choose a main item among all those included in the standard configuration (example: the CPU).
3 Associate this main item with the other items in the configuration (▶ Portfolio items associated with an asset [page 31]).

Advantages

Managing a standard configuration as individual, associated assets enables you to track each item precisely. Thus, all you need to do to replace a keyboard, for example, is delete the link going to that keyboard and create a new link to the new keyboard that you are going to use instead.

Connections between computers

AssetCenter enables you to describe the connections that exist between computers.

The connection model used in AssetCenter describes a generic connection between computer A and computer B. You can customize this model and describe any type of connection you want, and, in particular, the Client/Server type

connection. This idea of connections between computers can be found in the following parts of AssetCenter:

- In the **Ports** tab of a model detail (amModel) or an asset detail (amAsset).
- In the list of connection types (amCnxType).

Prerequisites

The connections are described in the **Ports** tab of an asset detail. This tab only appears if the **Can be connected** option has been selected for this asset's model in the Nature table. (▶ A nature's behavior criteria [page 22] and Natures [page 25]).

 Note:

A computer can have an unlimited number of ports, each one identified individually by a number. Each port, however, can only be involved in one connection.

Ports

The connection between two computers is created with ports. This connection is only valid when the port of computer A and the port of computer B are linked together. This connection is reciprocal: It appears in the **Ports** tab of details of all of the computers involved in the connection. A connection port can be:

- Occupied (linked to a port of another computer or to a different port of the same computer). In this case, it is described in the following way:

```
<Computer> <Port number> - <Port number> <Computer>
```

For example, the connection between computer A and computer B is described in the following way:

- In the detail of computer A:

```
<Computer A> <Port number of computer A> - <Port number of computer
B> <Computer B>
```

- In the detail of computer B:

```
<Computer B> <Port number of computer B> - <Port number of computer
A> <Computer A>
```

- Free (available for a connection). In this case, it is described in the following way:

```
<Computer> <Port number> -
```

Creating a connection

In this section, we will use an example to illustrate the method we use to create a connection between two computers: a server and a client post. The example breaks itself down into the following steps:

1 Creating a connection.
2 Creating computers to connect.
3 Declaring the connection.
4 Providing supplementary information on the connection.

Creating a connection

Creating a connection type enables you to link two types of ports, identified by the following fields:

- **Type** (SQL name: Type), which designates the source port.
- **Targ. type** (SQL name: TargetType), which designates the target port associated with the source port.

This relation only works in one direction. In a connection, selecting for your port a source port-type forces you to choose a destination-port type to which to connect it. On the other hand, selecting for your port a target-port type does not force you to choose the type of source port for the computer to which it is connected. The result is that, to create a reciprocal connection, you need to create two symmetrical connection types. For example, in the case of a Client/Server connection:

- From "Client" type to "Server" type.
- From "Server" type to "Client" type.

In this section, we are going to create a reciprocal Client/Server connection model. Selecting this model when you create the connection between computer A and computer B triggers the following automatic mechanisms:

- If the type of port for asset A is "Client", then type of port to which it is connected on asset B becomes "Server".
- If the type of a port on asset A is "Server", then the type of port to which it is connected on asset B becomes "Client".

Note:

This automatic mechanism is invoked only when the connection is created directly.

Opening the Connection types screen

Display the connection types (**Administration/ Connection types** link on the navigation bar).

Creating a Client/Server type of connection

Create the Client/Server type of connection by following these steps:

1 Click **New**.
2 Set the **Type** field to "Client".
3 Set the **Targ. type** field to "Server".
4 You can enter an additional description in the **Description** field (SQL name: memDescription), but this is not mandatory.
5 Click **Create** to confirm your creation.

Creating a Server/Client type of connection

Create the Server/Client by following these steps:

1 Click **New**.
2 Set the **Type** field to "Server".
3 Set the **Targ. type** to "Client".
4 You can enter an additional description in the **Description** field (SQL name: memDescription), but this is not mandatory.
5 Click **Create** to confirm your creation.

Creating the computers to connect

Step 1: Creating two computer models

To create a server model and a client model, refer to the section Creating a computer model (example) [page 54].

When you create the computer models, populate the fields in the **Ports** tab. The computers later on created from these two models in the Assets table will inherit the features that you enter in this tab.

The following table shows you examples of a server model and a client model.

Server	Client
■ Sun Microsystems Sun Fire 15K	■ HP VECTRA VL 800 computer
■ UltraSparc III 64-bit 900 MHz	■ Intel® Pentium® 4 1.3 GHz processor
	■ 128 Mo standard RDRAM memory
	■ 40 GB hard drive

Once you have created your two computer models, you can create the computers' records in the Assets table using the information from the computer models (▶ Creating an asset [page 30]).

Step 2: Creating the computers in the Assets table

Display the assets (**Portfolio management/ Assets** link on the navigation bar).

Create two new assets by selecting for each one of them one of the two models previously created. Validate these creations by clicking **Create**.

Declaring the connection

Methods for creating a connection

There are two ways to create a connection between two computers:
- Creating a port on each of the computers in question, then by attaching these ports to create the connection. We suggest you use this method to create connections.
- Creating the connection directly from either of the two computers.

We will connect two assets using both methods.

Creating ports on each asset, then attaching these ports

From the list of records in the Assets and Batches table, select *Sun Fire 15K* and click the **Ports** tab in the asset detail. Now you will create a vacant port for this computer in the following steps:

1 Click the ⊞ button. AssetCenter displays the screen for creating connection ports on the *Sun Fire 15K*.
2 We simply want to create a vacant "Server"-type port. Consequently, the **Targ. asset** and **Targ. port** fields (SQL: TargetAsset and TargetPort) will be left empty. (These are the fields that enable you to identify the asset and the port of the asset to which you are connected.)
3 Set the **Port type** field (SQL name: Type) to "Server".
4 Click **Create** to confirm your creation.
5 Note that the port is displayed in the **Ports** tab as:

```
1
```

Now you will perform the same operation for the *VECTRA VL 800* computer:
1 Select *VECTRA VL 800* and click the **Ports** tab in the asset detail.
2 Click ⊞. AssetCenter displays the screen for creating connection ports for this asset.
3 Populate the **Type** field only; set its value to "Client".
4 Click **Create** to confirm your creation.
5 Note that the port is displayed in the **Ports** tab as:

```
1
```

All that remains is to connect these two ports. You can do this from one of the two computers:

1 Select *Sun Fire 15K* and click the **Ports** tab.

2 Select port *1* and then click ⬚.

3 Now populate the **Target asset** field (SQL name: TargetAsset) by selecting the *VECTRA VL 800* client.

4 The **Target port** field lists all the vacant ports for this asset.

   ✎ Note:

   You can also choose a port directly from the list of ports by clicking ⬚. When you choose a port from this list, AssetCenter automatically populates the *Target asset* field (SQL name: TargetAsset).

5 Click **Modify** or **Close**.

6 In the detail of the *Sun Fire 15K* asset, the connection is displayed as:

```
1 - 1 (<AssetTag of the target asset>)
```

   In the detail of the *VECTRA VL 800* asset, the reciprocal connection is created, i.e.:

```
1 - 1 (<AssetTag of the target asset>)
```

7 The connection is validated.

Directly creating a connection

✎ Note:

To create this connection while keeping the previously created computers, you must delete the entries in the *Ports* tab for each of the computers. To do this, select them and then click the ⬚ button.

From the list of records in the Assets table, select *Sun Fire 15K* and click the *Ports* tab in the asset detail. Now you will create a connection to *Sun Fire 15K* using the following steps:

1 Click the ⬚ button. AssetCenter displays the screen for creating connection ports on the *Sun Fire 15K* computer.

2 Populate the **Target asset** field (SQL name: TargetAsset) and set its value to *VECTRA VL 800*.

3 Set the *Type* to "Server".

4 Click **Add**.

AssetCenter automatically creates:

■ A "Server" type port on the *Sun Fire 15K* computer.

- A "Client" type port on the *VECTRA VL 800* computer.
- A connection between these two ports.

Additional information on a connection.

AssetCenter enables you to add information about a connection via the connection detail. In the asset detail, click the **Ports** tab, select an existing connection and click the ⬚ button. AssetCenter displays the connection detail. Use the **Connection** field (SQL name: Connection) to define additional information. When you click the ⬚ button, AssetCenter displays the connection detail screen:

Note:

No automatic calculations are associated with the fields in this screen. In particular, expense lines are not generated for expenses related to a connection.

Managing connections

This section explains how to manage a connection. You will find information on the following topics:
- Viewing the number of connections.
- Terminating a connection between two assets.
- Impact of deleting a connected asset.
- Impact of changing the port assignment of a connection.

Viewing the number of connections

The information in the *Ports* tab of an asset detail enables you to track an asset's connections. The *Max no. connections* and *Current connections* fields (SQL names: sMaxCnxCount and sCnxCount) describe the number of possible connections and the actual number of connections for an asset, respectively. AssetCenter updates the *Current connections* field (SQL name: sCnxCount) when adding or deleting a connection.

Note:

The *Max no. connections* field provides an approximate value; it does not trigger any automatic mechanisms. AssetCenter does not prevent you from creating an additional connection if the actual number of connections is greater than the number of possible connections.

Deleting a connection between two assets

This is the procedure for deleting a connection:

1 Move to the detail of one of the assets.
2 Click the **Ports** tab and select the connection you want to delete. Click the ⊠ button.
3 AssetCenter displays the connection detail.
4 Clear either the *Target asset* or the *Target port* fields (SQL names: TargetAsset and TargetPort) and click **Modify**, AssetCenter deletes the connection between the two assets. As a result:
   ▪ Additional connection information (accessible from the *Connection* field (SQL name: Connection)) is erased.
   ▪ The ports used for the connection are freed.

🖋 Note:

If you click the ⊟ button in the *Ports* tab of the detail of one of the connected assets, you will also delete the ports used in the connection.

Impact of deleting a connected asset

When you delete a connected asset, AssetCenter performs the following operations. It:
▪ Deletes all the connections associated with the asset.
▪ Deletes all the ports of the asset.
▪ Frees the ports of all the assets connected to the asset just deleted.

Impact of changing the port assignment of a connection

You can modify the assignment of a connection port by:
▪ Completely freeing the port; now it is available for a new connection.
▪ Connecting the port to a port other than the one originally assigned. In this case, the target port to which the port was previously connected is freed, and it is available for a new connection.

4 Telephones

Telephones in AssetCenter are considered as portfolio items. If you decide to manage them as assets, they can be recorded in the Telephones table.
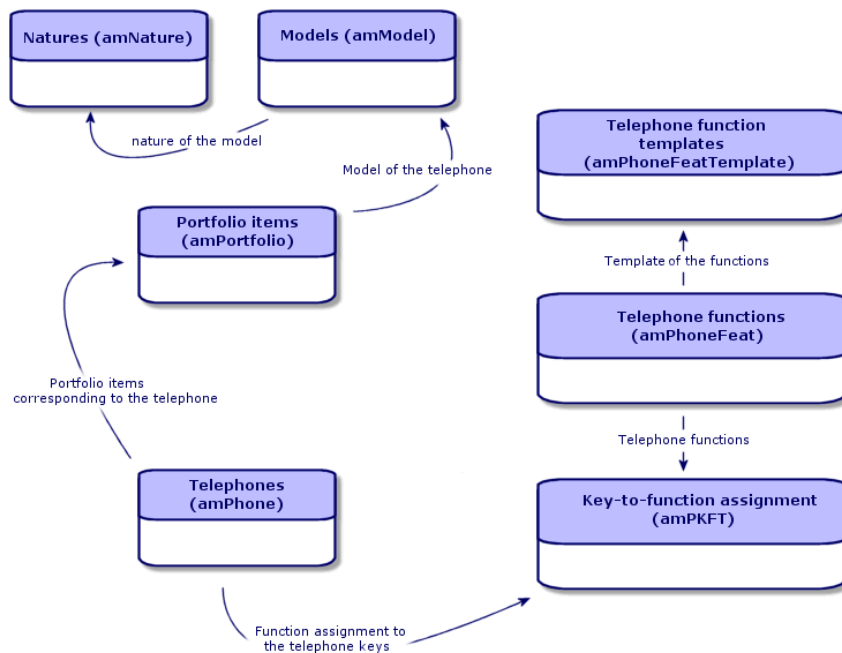
Telephones and functions

All of the management types can be used to describe telephones (▶ Individualized management (by asset) [page 14]).

In AssetCenter, the following tables are concerned by telephone management:

- The Natures table

  In this table, you define the model of a portfolio item as being able to create a record in the Assets and Telephones tables.

- The Models table

  In this table, you create the models of the portfolio items that are recorded in the Assets and Telephones tables.

- The Telephones table

  This table contains all the records corresponding to telephones.

- The Assignments of functions to keys table

  In this table, you associate functions with telephone keys.

- The Telephone function templates table

  This table enables you to create telephone function templates.

- The Telephone functions table

This table enables you to see the telephone functions used by your company's telephone population.

Telephone management

Managing telephones in AssetCenter consists of:

- Recording them in the Telephones table.
- Associating certain functions with their keys.

To consult the detail of a record in the Telephones table, perform the following steps:

- Display the telephones (**Portfolio management/ Telephony/ Telephones** link on the navigation bar).
- Select a record that corresponds to a telephone in the Assets table, then select the **Telephone** tab.

> ⚠ Warning:
>
> If the **Telephone** tab does not appear in the detail of an asset, it means that the nature of its model does not indicate *Telephone* in its **Also create** field.

Creating telephones

To create a telephone:

1 Create a nature whose **Create** and **Also create** fields are set to *Portfolio item* and *Telephone*, respectively.

   ▶ Creating the nature for a portfolio item [page 26]

2 Create a telephone model.

3 Create a record in the Assets table that corresponds to your telephone.

   This record automatically creates a record in the Telephones table.

4 Select the **Telephone** tab.

5 Enter the phone number and the extension of this telephone.

6 You can select the **Voice mail** and **Speaker phone** options depending on the specific functions of the telephone.

7 Populate the **Call forward to** link by indicating the telephone to which the call is forwarded to. This link points toward another record in the Telephones table.

8 In the **Call line ID** field, indicate the telephone's CLI (Command-line interface) number.

9 Click **Create** to confirm your creation.

Associating a function with a telephone key

Before you can associate a function with a telephone key, you must create a template of this function.

Creating function templates

> ✎ Note:
>
> This operation can only be done using the Windows client.

To create a function:

1 Display the list of telephone function templates via the **Administration/ List of screens** menu.

2 Create the function template by populating the **Description** field.

Creating functions

📝 Note:

This operation can only be done using the Windows client.

To create a function:
1 Display the list of telephone functions via the **Administration/ List of screens** menu.
2 Click **New**.
3 Enter a value in the **Description** field.
4 Populate the **Template** link with the template of the telephone function that you previously created.
5 Select the **Toggle feature** if this function can be activated or deactivated from the codes that you indicate in the fields appearing in the selection of this option.
6 Select the **Identification required** option if the use of this function necessitates an identification code.

Associating a function with a telephone key

To associate a function with a telephone key:
1 Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).
2 Select a record corresponding to a telephone.
3 Select the **Telephone** tab.
4 Select the **Functions** sub-tab.
5 Click ⊞
6 In the **Starting key** field, indicate the number of the first key having a function on the telephone. In most cases, the first key is either 1 or 0. If the first key is a 0, the number of keys having functions on the telephone is equal to n + the key 0.

   If *0* is the first key on the telephone, the key *5* is in the 6th position on the telephone.
7 In the **Number of keys** field, indicate the number of keys with which you can associate functions. Don't forget to add 1 to this number of keys if 0 is indicated in the **Starting key** field.
8 Populate the **Function** link with the function that you want to associate with the telephone key.

5 Work orders and projects

Portfolio items can be involved in work orders (maintenance) or can be included in projects that necessitate their use (need IT hardware for a long-term training session).

Work orders

A work order is an operation carried out on a portfolio item to resolve a problem: Service, user support, repair, relocation, etc.

To display the list of work orders, click the **Portfolio management/ Extended portfolio/ Work orders** link on the navigation bar.

Work orders are described as a tree structure of work orders (or sub-tasks). You can assign as many sub-tasks to a work order as you like. A work order can be based on a work-order template. A template describes a generic work order or a standard procedure. The information defined in the template is copied over to the work order detail.

Sub-tasks are also work orders. They enable a work order to be divided up into elementary work orders. All sub-tasks must be performed for the work order to be complete.

The sub-task of a work order can be performed sequentially or simultaneously. The **Sequencing** field (SQL name: lSequenceNumber) enables you to specify the order of sub-tasks. This field has the following conditions attached to it:

- Two work orders with the same sequencing level can be executed in parallel.

- A lower number indicates a higher priority in performing the work order/sub-task.

✎ Note:

The **Sequencing** field (SQL name: lSequenceNumber) is not linked to any automatic mechanisms in AssetCenter. It is used to give the user a more specific idea of the order in performing work orders.

Types of work orders

The **Type** field (SQL name: seType) in the **General** tab of the work order detail indicates the type of work order. This field is associated with a system-itemized list.

The fields in the **Tracking** tab in the work order detail vary according to the type of selected work order.

Internal maintenance

You can specify the technician and group in the **Technician** and **Group** fields (SQL name: Technician and EmplGroup) in the **Technician** sub-tab of the **Tracking** tab.

On-contract maintenance

In general, all work orders performed under contract are not invoiced.

- The **Contract** field in the **Technician** sub-tab of the **Tracking** tab enables you to select the contract associated with the work order. AssetCenter only displays contracts associated with the portfolio item concerning this work order.
- You can specify the technician and company in the **Technician** and **Company** fields (SQL names: Contact and Supplier) in the **Technician** sub-tab of the **Tracking** tab. If you populated the **Company** field before populating the **Technician** field, AssetCenter displays contacts from the selected company only.

Off-contract maintenance

These work orders are just that: work orders not covered by the existing maintenance contract or work orders concerning companies with which no contract has been signed. In general, these calls are invoiced.

- If this is a work order not covered by an existing maintenance contract, you can specify the contract in the **Contract** field (SQL name: Contract) in the

Technician sub-tab of the **Tracking** tab. AssetCenter displays the contracts associated with the asset only.

- You can specify the technician by indicating a person from the list of contacts for all third-party companies in the **Technician** field (SQL name: Contact) in the **Technician** sub-tab of the **Tracking** tab. If you populated the **Company** field (SQL name: Supplier), AssetCenter displays contacts from the selected company only.

Evolution of work orders

Life-cycle of a work order

The life-cycle of a work order is as follows:

Figure 5.1. Work order - Full cycle
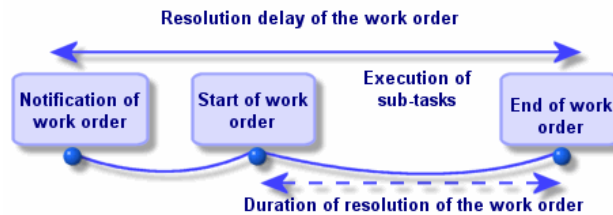
Each step of this cycle occurs on or is scheduled for a given date. The transition to a given stage is reflected in the **Status** field (SQL name: seStatus).

Table 5.1. Work order - The different statuses

Stage	Status
Notification of work order	**Notified**
Start of work order	**In progress**
End of work order	**Closed**

The detail screen of a work order and the **Scheduling** sub-tab of its **Tracking** tab specify the dates of the different stages: date of notification, planned start date, actual start date, etc.

Status of a work order and automatic mechanisms

The **Status** field (SQL name: seStatus) at the top of a work order specifies its status. This field is automatically calculated by AssetCenter according to the dates given in the **Scheduling** sub-tab of the **Tracking** tab of the work order slip or following an action performed by a user clicking one of the action buttons:

- By default, the status of the work order is: **Notified**.
- The status changes to **Scheduled** when the **Planned start** field (SQL name: dtSchedFixStart) is populated.
- The status changes to **In progress** in of the following cases:
  - The *Actual start* field (SQL name: dtActualFixStart) is populated.
  - The user clicks the ✦ Start button.
  - The status of one of the work orders is **In progress**.
- The status of the work order changes to **Closed** in the following cases:
  - The user clicks the **Close** button.
  - All the sub-work orders of a work order are *Closed*.

Tracking work orders

The **Tracking** tab in a work order detail enables you to accurately control the scheduling and performance of a work order.

This tab is divided into a series of sub-tabs.

- The **Technician** tab details, according to the work order type, the information concerning the person responsible for the work order.
- The **Sub-tasks** tab enables you to structure a work order hierarchically by dividing it into a series of sub-work orders. These can be performed in parallel or sequentially according to the value of the **Sequencing** field (SQL name: lSequenceNumber) for each of the sub-work orders.
- The **Scheduling** tab shows a schedule of the work order: Planned date of resolution, Actual date of resolution, date-third party maintenance called (in the case of an **On-contract maintenance** or **Off-contract maintenance** type contract). You can also select a business period calendar that will be used by AssetCenter in calculating dates and time limits linked to the work order.
- The **Close** tab details the information linked to the end of the work order.

Managing work orders

> 📝 Note:
>
> This operation can only be done using the Windows client.

For ease of use, we recommend customizing the link associated with the **Asset** field in the Work Orders table and create a virtual hierarchy.

To customize the displaying of the link associated with the asset:

1 Right-click the **Asset** field

2 Select **Properties of link editor/ Group by/ Select a grouping**

3 In the window that is displayed, select the model associated with the asset (**Model** link).

  Now the list of assets is displayed hierarchically according to the models associated with the assets.

When a problem is reported, create a work order report using one of two methods:

- Display the list of work orders (**Portfolio management/ Extended portfolio/ Work orders** link on the navigation bar) and click **New**.

- Or display the **Maint.** tab of the asset detail and then click the ⊞ button to add a service report.

Technicians can find the work orders that concern them by displaying either a view or the work orders list with an appropriate filter (for example, a filter that combines criteria covering fields such as **Technician** (SQL name: Contact), **Company** (SQL name: Supplier), **Maint. provider #** (SQL name: MaintNumber), **Status** (SQL name: seStatus), **Priority** (SQL name: Priority)).

The administrator may regularly analyze the work in progress using views or filters:

- Work orders that have not yet been scheduled: Status = **Notified**.

- Late work orders: Status = **Scheduled** and the **Planned start** (SQL name: dtSchedFixStart) < today's date.

- Ongoing work orders: Status = **In progress**.

- List of work orders whose status is **In progress** by technician, supplier, or contract.

The administrator may regularly analyze the work performed using views or filters:

- Difference between the scheduled duration and the actual duration.

- Analysis of the time required to resolve the call.

- Difference between the date of the call to the maintenance supplier and the first call date, compared to the first call delay specified in the contract.

Projects

A project lets you describe an operation concerning a group of assets and/or persons.

To create a project:

1. Use the **Portfolio/ Projects** menu to display the list of projects.
2. Create a new project by clicking **New**.
3. Fill in the fields in the **General** tab, especially the end of project date and if necessary an alarm 🔔.
4. Use the **Assets** tab to add the assets used for the project.
5. Specify the employees concerned by the project in the **Employees** tab.
6. If you need to add other assets to the project at a later date, start either from the **Projects** tab in the details of the assets to be added, or from the **Assets** tab in the project detail.
7. Check the status of current projects regularly. Filters and views offer possibilities that make this easy. You can combine criteria concerning the **Start**, **End** and **Status** fields (SQL names: dStart, dEnd, and Status) to view projects that are underway, late, etc.

6 Adjusting items

Adjusting items are records in the database that enable you to adjust one or more fields with other records.

Adjusting items and target items

An adjusting item adjusts a field of one or more target items. The adjusting items can be:

- Portfolio items
- Work orders
- Contracts
- Trainings
- Cables

Target items are items with a link to an adjusting item.

Example: The record of a monitor (*Adjusting item*) in the portfolio updates the number of monitors of the computer (*Target item*) to which it is attached.

The types of field adjustments are defined in the models of the adjusting items. There are three types of field adjustments:

- Addition

  Example: Creating 256 MB memory module in the portfolio adds *256* to the *Memory* field of the computer to which it is installed.

- Subtraction

Example: Creating a 10-hour work order on an asset subtracts *10* from the *Duration* field in the first work order for the same asset.

- Replacement

  Example: Creating a contract covering an asset replaces the previous contract that covered this asset.

The main tables concerned by the adjustment process are the:

- Natures table (amNature)

  This table enables you to define the model of the adjusting item.

- Models table (amModel)

  This table enables you to create the models of the adjusting items. Field adjustment types are defined for each one of these models.

- Field adjustment types table (amFieldAdjustTempl)

  Each type of field adjustment contains the following information:

  - The table of the adjusting item: Portfolio items, Work orders, Contracts, Trainings, Cables.
  - The link of the adjusting item to the target item that triggers the adjustment.

    Example: The action of linking the adjusting item to its parent item (a printer to a computer, for example).

  - The field of the target item that must be modified.

    The field can be one of the fields in the target item's record or it can be linked directly or indirectly to the record of the target item.

  - A script indicating the adjusting value of the field.

- The table of adjusted fields (amFieldAdjustment).

  The record of each adjusted field details:

  - Its date of adjustment.
  - Its value before the adjustment.
  - Its value after the adjustment.
  - The series of links that enable you to access it from the table of the target record.

- The table of adjustments (amAdjustment).

  This table regroups all the adjusting items created in the database.

- The Portfolio items, Cables, Work orders, Trainings and Contracts tables.

  These tables contain the records of items that can become adjusting items.

- All the AssetCenter tables.

These tables contain the target items of the adjustments. Via the use of direct or indirect links, the record of an adjustment item has the possibility of adjusting all the fields of all the tables in AssetCenter.
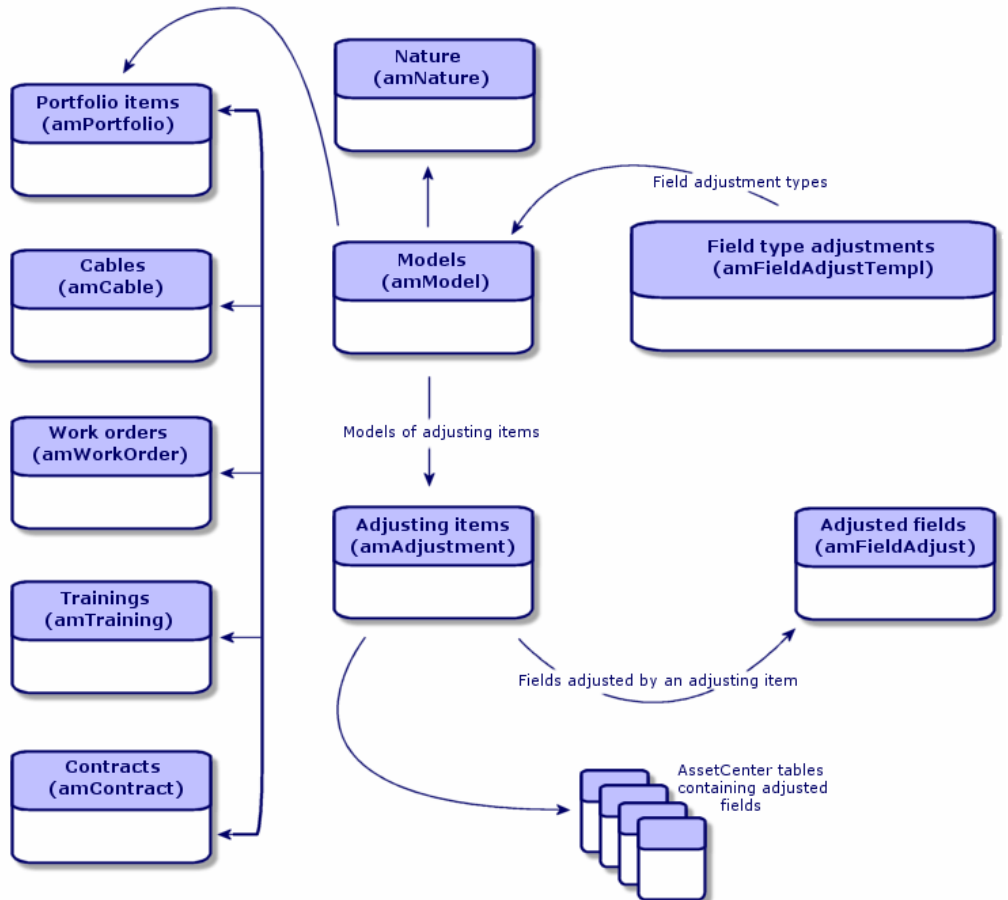
Using adjusting items

Adjusting a field using an adjusting item consists of:

1 Creating a model of an adjusting item.
2 Defining the field adjustment type in this model.
3 Creating the adjusting item.
4 Creating the link that triggers the adjustment of the field.

Creating the model of the adjusting item

📝 Note:

All the models are adjusting item models except those models whose nature creates nothing. (Make sure that the **Creates** field of the model's nature is not set to *Nothing*.)

Defining a field adjustment type

In order that an adjusting item can adjust a field, you must define an adjustment type for this field in its model. To define a field adjustment type:

1 Display the models (**Portfolio management/ Models** link on the navigation bar).
2 Select the model to adjust.
3 Select **Adjustments**.
4 Click ⊞
5 In the **Target** field, specify
   ■ The link to the target item that will trigger the adjustment of the field.
   ■ The complete path (link or series of links) that indicates the field to adjust.

```
Parent.Computer.LMemorySizeMb
```
Example: For an adjusting item of the portfolio, you would enter for the **Target**:

Parent indicates the link that will trigger the adjustment. In this case, the action of linking the adjusting item to a parent record in the Portfolio items table: the target item.

Computer.LMemorySizeMb indicates the path leading to the *LMemorySizeMb* field: the field to adjust.

6 Choose a type of adjustment in the **Operation** field: Replacement, Addition, Subtraction.
7 Enter a script in the **Source** field, which returns the value of the adjustment.

```
RetVal = [Model.fv_memory_module]
```
Example: In the case of an addition, this script indicates that the value of the *fv_memory_module* field of the model of the adjusting item is added to the field to adjust.

8 Validate the creation of this field adjustment type by clicking **Add**.

Creating an adjusting item

▶ Creating an asset [page 30]

This section explains how to create a portfolio item corresponding to an asset.

To create adjusting items other than portfolio items, refer to the guides relating to those items. For example, see the *Contracts* guide if you want to create an adjusting contract.

Creating the link triggering the field adjustment

In order for a field to be adjusted, you must create the link specified in the field adjustment type.

If, for an adjusting portfolio item, the link triggering the adjustment is the **Component of** link (**Parent**):

1   Select the adjusting item in the Portfolio items table.
2   Select the **General** tab.
3   Enter or create the **Component of** link.
4   Make sure that the field of the target item has been correctly adjusted.

Adjusting a field - Example

The following sections detail the steps of an example that enables you to adjust the **Memory** field. This field is in the record of a computer using an adjusting item, which corresponds to a 256 MB memory module.

This 256 MB of supplementary memory is added to the value of the computer's **Memory** field (**lMemorySizeMb**) of the computer as soon as the link between this computer and the memory module is created in the Portfolio items table.

Details of the example	
Adjusting item	*RAM_256* record of the Portfolio items table.
Target item	*Adjusted_computer* record of the Portfolio items table.
Field to adjust	The **Memory** field (**lMemorySizeMb**) of the *Adjusted_computer record*.
Type of adjustment	Addition of the RAM value to the computer's RAM.

Details of the example	
Link triggering the adjustment.	The **Component of** link (**Parent**) between the RAM and the computer.

1 - Creating the target item

1. Display the natures (**Portfolio management/ Natures** link on the navigation bar).
2. Click **New**.
3. Enter *Computer* in the **Name** field (**Name**).
4. Select *Computer* in the **Also create** field (**seOverflowTbl**).

   Creating natures: ▶ Creating a nature for computers [page 53].
5. Click **Create**.
6. Display the models (**Portfolio management/ Models** link on the navigation bar).
7. Click **New**.
8. Enter *Adjusted_computer* in the **Name** field (**Name**).
9. Select *Computer* for the **Nature** link (**Nature**).

   Creating models: ▶ Creating a computer model [page 54].
10. Click **Create**.
11. Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).
12. Click **New**.
13. Select *Adjusted_computer* for the **Model** link (**Model**).
14. Click **Create**.

    Overflow tables: ▶ Overflow tables [page 16].

    Creating computers: ▶ Creating computers [page 55].

    Creating a portfolio item based on a computer model automatically creates a record in the Computers table.
15. Select the **Hardware** sub-tab of the **Computer** tab.
16. Populate the **Memory** field (**lMemorySizeMb**) with the value *256*.
17. Click **Modify**.

2 - Adding the memory_module feature to the Models table

1. Display the features (**Administration / Features/ Features** link on the navigation bar).

2 Click **New**.

3 Enter the value *memory_module* in the **Title** field (**TextLabel**).

4 Select the **Input** tab.

5 Select *Numerical* in the **Input type** field (**seDataType**).

6 Click **Create**.

7 Select the **Parameters** tab.

8 Click ⊞

9 Select *Models (amModel)* in the **Table** field (**TableName**).

10 Select the **Constraints** tab.

11 Select *Yes* for the **Available** field (**seAvailable**).

12 Click **Add**.

13 Wait for the list of features to appear.

14 Click **Modify**.

3 - Creating the adjusting item

1 Display the natures (**Portfolio management/ Natures** link on the navigation bar).

2 Click **New**.

3 Enter *Adjustment* in the **Name** field (**Name**).

4 Verify that *Portfolio item* has been selected in the **Create** field (**seBasis**).

Creating natures: Creating the nature for a portfolio item [page 26].

5 Click **Create**.

6 Display the models (**Portfolio management/ Models** link on the navigation bar).

7 Click **New**.

8 Enter *RAM_256* in the **Name** field (**Name**).

9 Select *Adjustment* for the **Nature** link (**Nature**).

10 Select the **Features** tab.

11 Click ⊞

12 Select the **memory_module** feature (**fv_ram**) in the window that appears.

13 Click **OK**.

14 Assign this feature the value *256*.

15 Click **Create**.

16 Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).

17 Click **New**.

18 Select *RAM_256* for the **Model** link (**Model**).

19 Validate this creation by clicking **Create**.

4 - Creating an adjustment type for the model of the adjusting item.

1 Display the models (**Portfolio management/ Models** link on the navigation bar).

2 Select the *RAM_256* model that you created in the previous step.

3 Select the **Adjustments** tab.

4 Click ▣

5 Enter *Parent.Computer.lMemorySizeMb* in the **Field to adjust** field (**TargetField**).

You can also use the button ▯ to find this link to the **Memory** field (**lMemorySizeMb**) in the Computers table.

6 Enter *RetVal=[Model.fv_memory_module]* in the **Source** editable field (**memScript**).

7 Select **Addition** in the **Operation** field (**seOperation**).

8 Click **Add**.

9 Click **Modify**.

5 - Triggering the adjustment

1 Display the portfolio items (**Portfolio management/ Portfolio items** link on the navigation bar).

2 Select the *RAM_256* record.

3 Select the **General** tab.

4 Select the *Adjusted_computer* record for the **Component of** link.

5 Click **Modify**.

6 - Verifying the adjustment

1 Display the computers (**Portfolio management/ IT/ Computers/ Computers** link on the navigation bar).

2 Select the *Adjusted_computer* record.

3 Select the **Hardware** tab.

4 Make sure the **Memory** field (**lMemorySizeMb**) is set to *512* (256 + 256).

7 - Complete information about the adjusted field

1   Display the computers (**Portfolio management/ IT/ Computers/ Computers** link on the navigation bar).
2   Select the *Adjusted_computer* record.
3   Select the **Adjusted fields** tab.
4   Select the record corresponding to the **Memory** field (**lMemorySizeMb**).
5   Click to obtain all the information on the adjusted field.
    - Date of adjustment.
    - Value of the field before adjustment
    - Etc.

7 Glossary

This section proposes a glossary of terms used in portfolio management.

📝 Note:

The terms do not appear in alphabetical order.

Portfolio items

Nature

A record in the Natures table determines the type of item a model can create. When you create a model, you must indicate its nature. The model is then based on this particular nature.

Natures are available for the following models:

- Portfolio items
- Work orders
- Contracts
- Trainings
- Cables

When you create a nature, you define certain parameters that will influence the models based on this nature. Example: Setting the nature's **Management**

constraint field (seMgtConstraint) to *Free* enables you to create models of portfolio items that do not have records in the Assets table.

Model

A record in the Models table enables you to create records in the following tables:

- Portfolio items

  The creation of a portfolio item is sometimes accompanied by the simultaneous creation of a record in one of the following overflow tables:
  - Assets table
  - Computers table
  - Telephones table
  - Software installations table
- Work orders
- Contracts
- Trainings
- Cables

When you create a portfolio item, you must specify the model on which it is based. The data entered for a model is automatically reproduced in the records of the portfolio items. Examples: the CPU type of a computer; the applicable tax rate; the length of a contract, etc.

The hierarchical structure of the Models table helps you organize your portfolio. We recommend that you create generic models that encompass more specific sub-models. Example: Printer/Laser printer/Laserjet printer 8000DN.

Portfolio item

Records in the Portfolio Items table are based on models from which they inherit the features. Depending on the importance of a portfolio item, a management constraint is chosen in the nature of the model on which the item is based. This constraint conditions whether a portfolio item is created as an asset, a batch or an untracked batch. Depending on the overflow table indicated in the nature of the model, a record created in the Portfolio Items table also creates a record in one of the following tables:

- Assets table
- Computers table
- Telephones table
- Software installations table

Asset

A record in the Assets table corresponds to a portfolio item whose monetary value is high enough to necessitate individual tracking. In AssetCenter, each asset corresponds to two linked records: one in the Portfolio items table; the other in the Assets table. In order for the creation of a record in the Portfolio items table to create the simultaneous creation of a record in the Assets table, you must select the correct management constraint: In the nature of this portfolio item's model, you must set the **Management constraint** field (seMgtConstraint) to *Unique asset tag*.

While it is true that all assets are portfolio items, it is not true that all portfolio items are assets.

Overflow table

An overflow table holds records that were created there simultaneously when they were originally created in another table.

In AssetCenter, an overflow table can be specified in the nature of a portfolio item's model. According to this nature, the creation of a portfolio item's record in the Portfolio items table can be accompanied by the simultaneous creation of a record in one of the following overflow tables:

- Assets table
- Computers table
- Telephones table
- Software installations table

Batch

A batch is composed of several identical items whose quantity is expressed either in number of items (a batch of 100 chairs) or in a unit of measurement (a batch of one ton of sand). The creation of a batch means that two linked records will be created: one in the Portfolio items table; one in the Assets and batches table. In the portfolio, a batch can be divided between several locations, for example. Each division creates a second record, and the quantity of the divided batch is reduced by the number of items taken out to make the new batch. Example: Ten chairs from a batch of 100 chairs is relocated to another department. The quantity of this batch drops to 90 chairs, and a second batch record is created having a quantity of 10 chairs.

Untracked batch

An untracked batch is a batch that doesn't correspond to any records in the Assets and batches table. To create an untracked batch, its nature must have

a free management constraint. Untracked batches are reserved for items of little value: supplies and consumables. As such, there is no tracking information associated with this kind of batch either. To turn an untracked batch into a tracked batch, you must create a corresponding link in the Assets and batches table (using the **Tag** button in the Portfolio items table).

Consumable

Consumables are portfolio items. When you select **Consumable** in the nature of a model, it indicates that the portfolio items based on this model are consumables.

Management constraint

The management constraint of a portfolio item is indicated in its nature. This constraint determines the use of an asset tag: A portfolio item that has an asset tag is automatically recorded in both the Portfolio items table and the Assets and batches table. A portfolio item without an asset tag is only recorded in the Portfolio items table.

Three management constraints are available:

- Unique asset tag

  This management constraint is reserved for individual assets in your portfolio that will have a unique asset tag.

- Asset tag

  This management constraint is reserved for tracked batches. An asset tag is assigned to this kind of batch when it's created. All sub-batches resulting from the division of this batch will also share the same asset tag. (They all correspond to the same record in the Assets and Batches table.)

- Free

  This management constraint is reserved for untracked batches. No asset tags are assigned to this kind of batch upon its creation, nor do any records correspond to this portfolio item in the Assets and Batches table. The management constraint is free because you can, at any moment, assign an asset tag to an untracked batch to turn it into a tracked batch.

Management type

Three types of management types are available in AssetCenter:

- Individualized management

  Used for assets. Each asset is tracked individually.

- Collective management

Used for batches. The items in the batch are not tracked individually in the Assets and Batches table, but instead they are tracked collectively. Example: The acquisition price of the batch does not correspond to each item in that batch, but to all the items in that batch.

- Undifferentiated management

Used for untracked batches. The items in the batch are only recorded in the Portfolio items table. However, you can decide to assign an asset tag to an untracked batch at any time so that it benefits from the tracking methods in place for tracked batches. You can even turn an untracked batch into an individual asset, if there is only one item in the batch.

Tracking

Each record in the Assets and Batches table benefits from triple-tracking:

- Technical tracking

Example: the hardware features of a computer.

- Financial tracking

Example: the depreciation type of an asset.

- Contractual tracking

Example: the maintenance contracts linked to a server.

Stock

A stock contains the items in your portfolio that have not yet been assigned. AssetCenter enables you to assign rules to a stock that trigger automatic purchase requests in order to replenish that stock.

Assignment

The assignment of a portfolio item defines its status in your portfolio. In AssetCenter, the different possible assignments are: **In use**, **In stock**, **Retired (or consumed)**, **Awaiting receipt**, **Return for maintenance**, **Return to supplier** or **Missing**.

Quantity

Quantities are reserved for describing portfolio items that are managed in batches. The quantity can be expressed in a unit of measurement (a batch of a ton of cement) or in a number of items (a batch of 100 chairs). From the model of a batch, you can create several batches, each differentiated by their quantities.

Projects

Project

A project concerns portfolio items and/or company employees. (Example: The division of one department into several departments). AssetCenter enables you to precisely track all your company's projects, and each one can use contracts or work orders.

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