

SOLIDARITES ASSET MANAGEMENT SYSTEM



Ali HAMZA

IT Responsible

Solidarites International / Lebanon Mission

WHY A DIGITAL ASSET MANAGEMENT

Facilitates the management of the mission's assets.



Ensures a better monitoring of our assets.



Assets management is a sensitive subject as it is regularly audited by our donors.



Minimalize human errors.





Snipe-IT is a free, open-source asset management system.

It helps you manage assets, software licenses, accessories, components and consumables within your organization.

In addition to inventory track, usage and regular physical inventory.

WHY SNIPE-IT?



Open-source software & fits our needs.

Gathers all required information related to our assets in one place.

Replaces around four tools in one single solution.

Easy-to-use and accessible solution.

Can be accessed anywhere (when its hosted-on cloud).

Centralized database with real-time updates.

Smooth physical inventory using a cell phone.

Customized / specific reports.

Digital audit & follow up throughout a pre-defined life cycle.

DEVELOPMENT OF SNIPE-IT

The system can be customized based on the organization's needs.

Data can be imported as a one balk through excel sheet.

Otherwise, the sys admin can input the data manually when needed.

The source code is available online (free), can be downloaded.

However, the system needs to be developed and hosted on a server.

System can be managed in house or by SNIPE-IT team (charged services).

USERS' MANAGEMENT

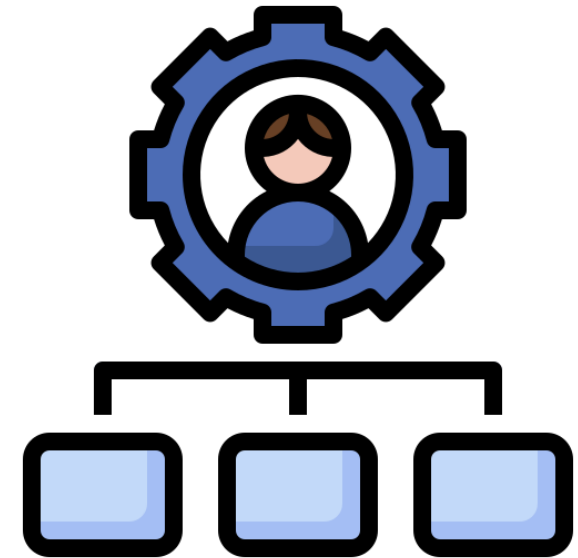
Users can be defined to the system including the needed details (job title, email address, phone number, skype account, functional base ...).



Sys admin can realize the assets assigned to a user with a single click.



After the user leaves the mission, there's no need to delete their username from the system for a better track and audit.



ASSETS MANAGERMENTS

An asset can be defined per any details, in our case it's (code, S.N, model, category, supplier, invoice date, donor code, and much more).

Asset can be set in different status (undeployed, deployed to a user / location, in maintenance or archived).

In addition to the status of the assets, it can be settled in a specific location / base.

The asset's QR code is generated automatically from the system.

Assets details (QR code, log code and serial number), can be printed and sticked on the asset for a better management.





ACCESS RIGHTS

System users can have their rights based on their function / base.

Ex. Log officer at base x, can only view assets assigned to their base.

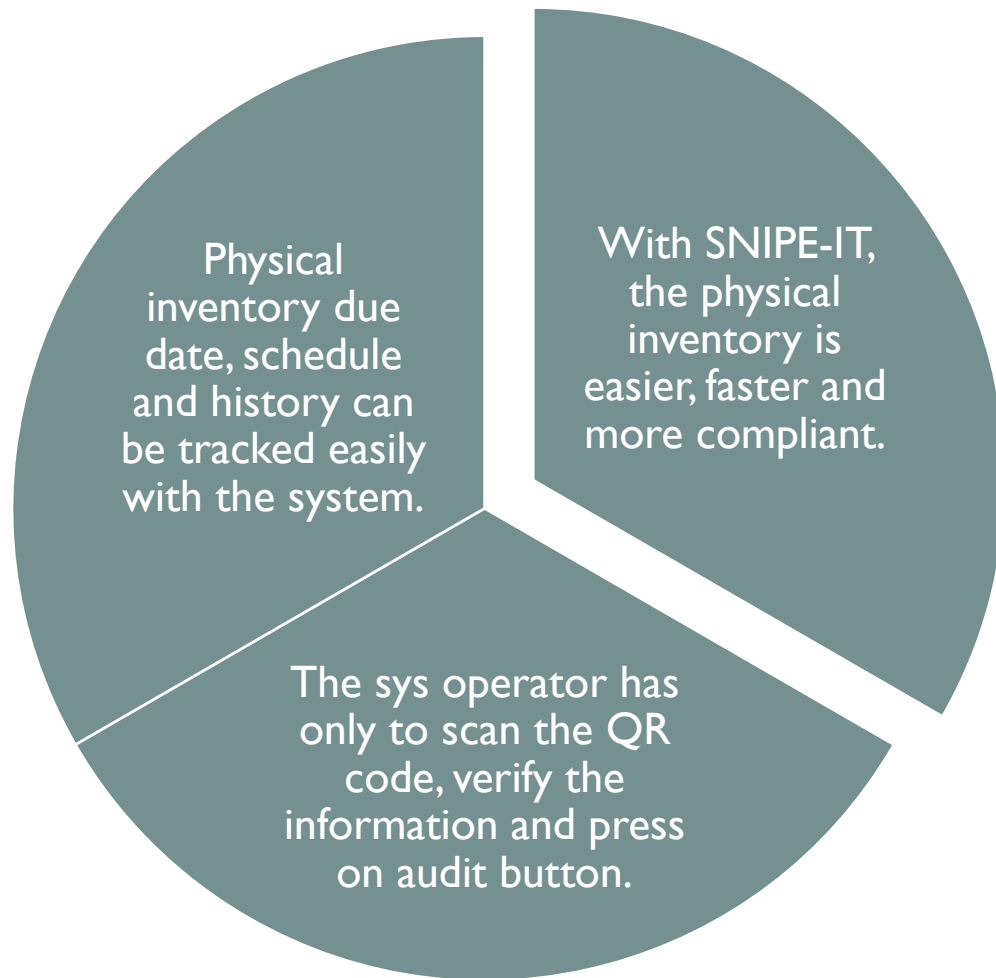
Global user can view and manage the assets of all the missions.

The importation of data, and creation of new users / assets codes can be limited to the global admin only.

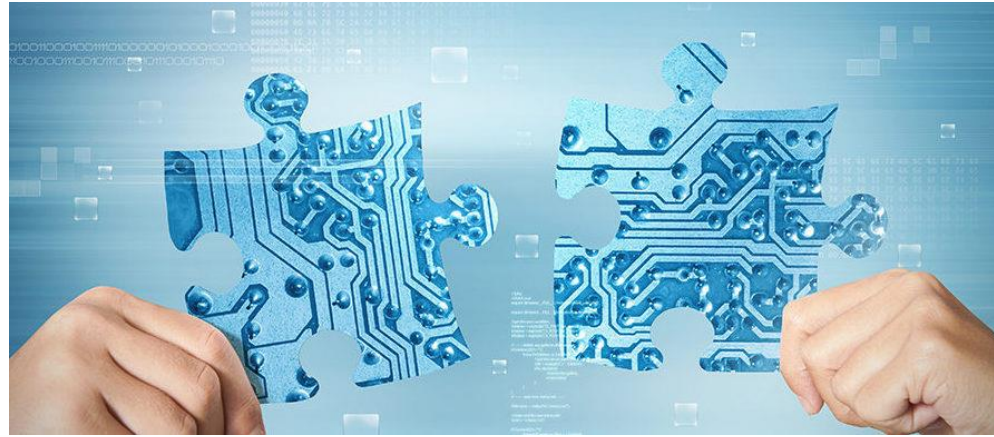
Any modification, changing the situation of any asset, can be trackable by username.

N.B. any modification in any user session, will affect the whole database.

PHYSICAL INVENTORY



INTEGRATED TOOLS

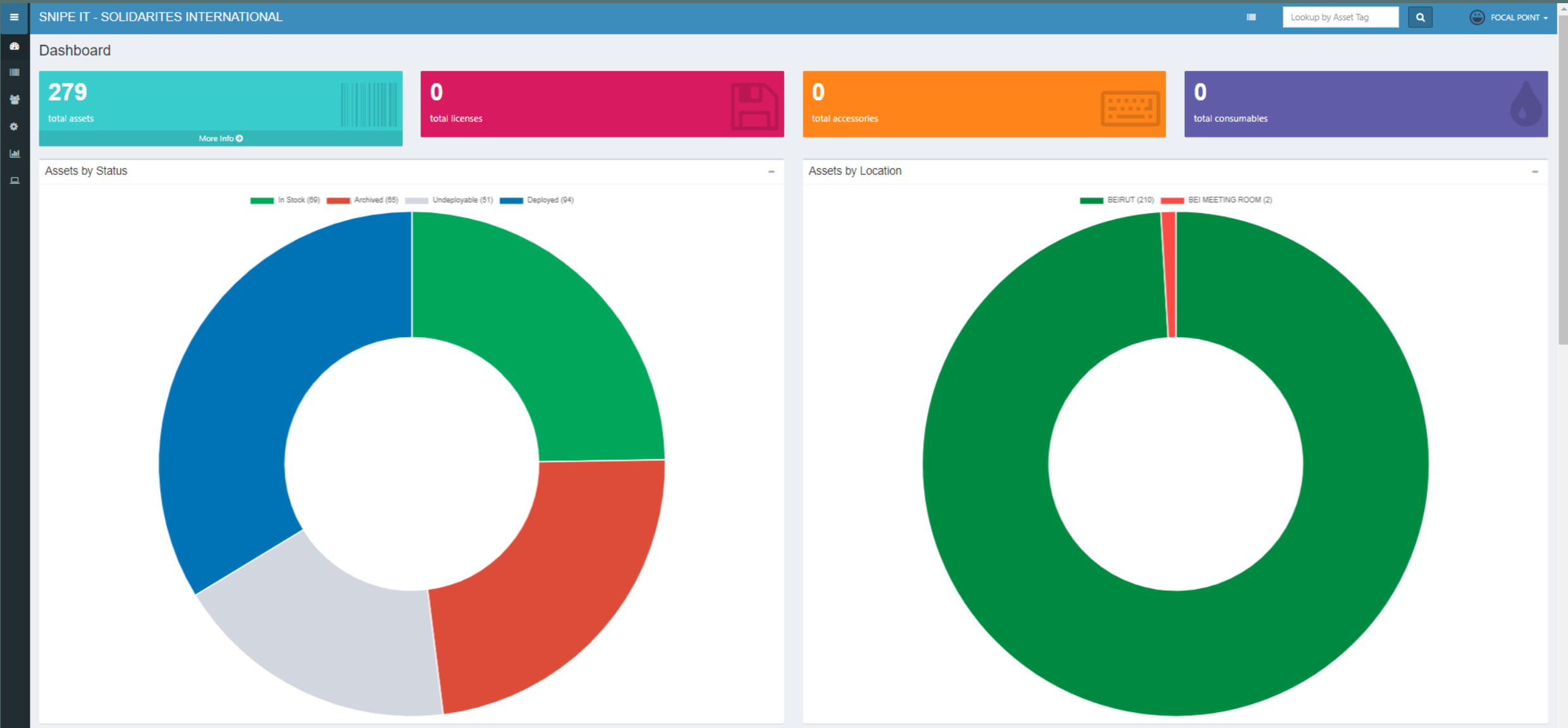


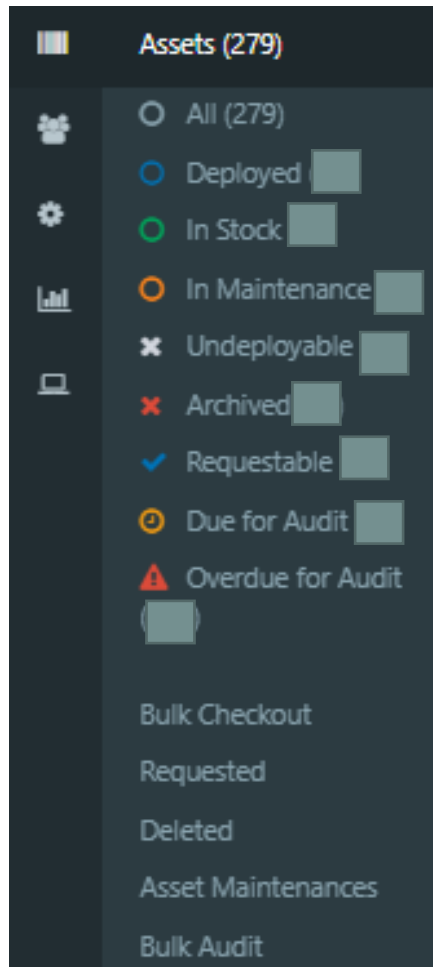
As mentioned before, SNIPE-IT replaced several tools in one place.

Username, asset information, responsibility form (handover form) are all gathered in one place and can be generated and uploaded to the system as well.

The handover form is generated automatically, and data is auto-filled based on given inputs.

SYSTEM MAIN PAGE





MAIN MENU

- All assets.
- Deployed (with users or shared).
- In stock.
- Archived (out of the stock).
- Due to audit.
- Overdue to audit.
- N.B: last two bullets managed based on previous pre-defined audit cycle.

ASSETS' MAIN PAGE

ASSET DETAILS

SNIPE IT - SOLIDARITES INTERNATIONAL

View Asset LBN/BUR/B148/UN/2108

DetailsLicensesComponentsAssetsMaintenancesHistoryFiles

Status	In Stock Deployed → Ali HAMZA
Donor	UN 2108
Serial	PF2DHH76
Focal Point	FOCAL POINT BEIRUT
Last Audit	2023-05-03 (by FOCAL POINT BEIRUT)
Next Audit Date	2023-07-03
Manufacturer	LENOVO
Category	LAPTOP
Model	THINKPAD E14
Model No.	
Invoice Date	2020-10-30
Purchase Cost	USD 797.40
IOF Number	#BEI/LOG/093/BEI/20
Supplier	DOMTECH
Depreciation	Laptop (12 months)
Fully Depreciated	0 months (2021-10-30)
Notes	
Location	BEIRUT
Default Location	BEIRUT
Created at	2021-05-12 11:54 AM
Updated at	2023-05-03 10:06 AM
Checkout Date	2022-01-31 01:07 PM
Checkouts	3
Checkins	0
Requests	0

Checked Out To

Ali HAMZA
it.res@solidarites-liban.org
70 66 90 84
BEIRUT
BEIRUT

Actions

Checkin Asset

Edit Asset

Clone Asset

Audit

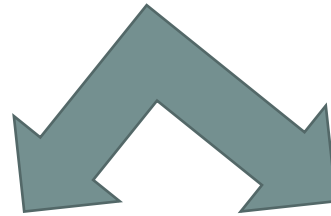
Generate Responsibility Form

ASSET DETAILS

SNIE IT - SOLIDARITES INTERNATIONAL

View Asset LBN/BUR/B148/UN/2108

DetailsLicensesComponentsAssetsMaintenancesHistoryFiles



SNIE IT - SOLIDARITES INTERNATIONAL

View Asset LBN/BUR/B148/UN/2108

DetailsLicensesComponentsAssetsMaintenancesHistoryFiles

Showing 1 to 15 of 15 rows20 rows per page

Icon	Date	Admin	Action	Item	Target
	2023-05-03 10:06 AM	FOCAL POINT BEIRUT	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2022-10-31 09:09 AM	FOCAL POINT BEIRUT	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2022-03-31 09:29 AM	FOCAL POINT BEIRUT	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2022-01-31 01:07 PM	FOCAL POINT LEBANON	checkout	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	Ali HAMZA
	2022-01-31 01:07 PM	FOCAL POINT LEBANON	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-12-28 11:27 AM	FOCAL POINT BEIRUT	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-12-08 03:06 PM	FOCAL POINT BEIRUT	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-10-08 09:34 AM	FOCAL POINT BEIRUT	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-06-25 10:28 AM	FOCAL POINT BEIRUT	audit	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-06-01 11:36 AM	Ali HAMZA	update	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-05-18 12:09 PM	Ali HAMZA	update	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-05-18 12:09 PM	Ali HAMZA	checkout	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	Nour EL CHEIKH
	2021-05-12 11:54 AM	Thibault LAFORGUE	create new	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-05-12 11:54 AM	Thibault LAFORGUE	create new	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	
	2021-05-12 11:54 AM	Thibault LAFORGUE	checkout	■ (LBN/BUR/B148/UN/2108) - THINKPAD E14	Caroline GARDESTEDT

Showing 1 to 15 of 15 rows20 rows per page

DetailsLicensesComponentsAssetsMaintenancesHistoryFiles

Showing 1 to 1 of 1 rows

File Type	Notes	Image	File	Download
			hardware-111-b6DWhzf-resp-form.pdf	

Showing 1 to 1 of 1 rows



SOLIDARITES
INTERNATIONAL

RESPONSIBILITY FORM

Country/Mission
Beirut

Letter
LBN/BUR/B148/UN/2108

Name of the requester
Ali HAMZA

Position
IT RESPONSIBLE

Date
2023-05-03

Designation
THINKPAD E14

Brand/Model
THINKPAD E14

Logistics Code
LBN/BUR/B148/UN/2108

Serial Number / IMEI
PF204676

Equipment Conditions / Pack

The equipment does not belong to you and is valuable to the association. In consequence you must take care of it.
In case of a loss, equipment robbery or damage, the coordination team will decide the responsibility degree and if necessary you will reimburse a part or the total value of the equipment.

I, the undersigned, certify to take full responsibility for the above-mentioned equipment.

Name and signature
Ali HAMZA

Logistics Coordinator / Logistics
FOCAL POINT BEIRUT

Name and signature
FOCAL POINT BEIRUT

Return

Date of the equipment return

Square reserved for the Logistics Department

Condition of returned equipment
☐ Good ☐ Average ☐ Bad

Observations

User
Ali HAMZA

Name and signature
Ali HAMZA

Logistics Coordinator / Logistics
FOCAL POINT BEIRUT

Name and signature
FOCAL POINT BEIRUT

ASSETS ACTION MENU

Actions ▾

Checkin Asset

Edit Asset

Clone Asset

Audit

Generate Responsibility Form

SNIPE IT - SOLIDARITES INTERNATIONAL

Audit

Log Code LBN/BUR/B148/UN/2108

Model THINKPAD E14

Category LAPTOP

Manufacturer LENOVO

Focal Point FOCAL POINT BEIRUT x

New

Status In Stock

✓ That status is deployable. This asset can be checked out.

Checkout to User Location

Checkout to Ali HAMZA x

New

Location BEIRUT x

New

Next Audit Date 2023-07-03

Notes

Cancel

✓ Audit



RESPONSIBILITY FORM

Country/Mission Lebanon Name of the requester Ali HAMZA
Base BEIRUT Position IT RESPONSIBLE
Date 2023-05-03

Designation	Brand/Model	Logistics Code	Serial Number / IMEI	Equipment Conditions / Pack
LAPTOP	THINKPAD E14	LBN/BUR/B148/UN/2108	PF2DHH76	

The equipment does not belong to you and is valuable to the association. In consequence you must take care of it.

In case of a loss, equipment robbery or damage, the coordination team will decide the responsibility degree and if necessary you will reimburse a part or the total value of the equipment.

I, the undersigned, certify to take full responsibility for the above-mentioned equipment.	Logistics Coordinator / Logistician	FOCAL POINT BEIRUT
Name and signature Ali HAMZA	Name and signature	FOCAL POINT BEIRUT

Return

Date of the equipment return

Square reserved for the Logistics Department

Condition of returned equipment	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Bad
Observations			

User	Ali HAMZA	Logistics Coordinator / Logistician	FOCAL POINT BEIRUT
Name and signature	Ali HAMZA	Name and signature	FOCAL POINT BEIRUT

FROM EXCEL TO SNIPE-IT

Logistic Code					Designation	Brand	Item	
Country of origin	Category	Number	Donor	Program			Model	Serial number / IMEI
LBN	BUR	103	EC	1064	LAPTOP	DELL	LATITUDE E6430S	66MKWW1
LBN	BUR	104	EC	1064	LAPTOP	DELL	E6430S	6FMKWW1
LBN	BUR	105	EC	1064	LAPTOP	DELL	LATITUDE E6430 S	E6430S
LBN	BUR	107	EC	1064	LAPTOP	ACER	E1-531	NXM12EM1353042828F1601

Log Code	Serial	Model	Manufacturer	Category	Status	Focal Point
LBN/BUR/104/EC/1064	6FMKWW1	LATITUDE E6430S	DELL	LAPTOP	✖ Undeployable	👤 FOCAL POINT TRIPOLI
LBN/BUR/105/EC/1064	E6430S	LATITUDE E6430 S	DELL	LAPTOP	● In Stock	👤 FOCAL POINT ZAHLE

- The same data.
- Operator can select what to view.
- You can also search, and filter based on your needs.

Invoice Date			Supplier	IOF Number
2013-02-05	DELL	TRI LOG 001 PAR 13		
2019-01-01	To be Filled	XXX/XXX/XXX/XXX/XX		
2013-03-24	LAPTOP QWERTY	TRI LOG 004 TRI 13		

- ☒ ID
- ☒ Donor
- ☒ Log Code
- ☒ Serial
- ☒ Model
- ☒ Manufacturer
- ☒ Category
- ☐ Model No.
- ☐ EOL

USERS' MANAGEMENT HOMEPAGE

<input type="checkbox"/>	Name	Title	Email	Phone	Username	Department	Location	Manager					Notes	Groups	Login Enabled	Actions
<input type="checkbox"/>		Shelter Project Manager				COO - SHELTER	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:abdassir	Users	✗	
<input type="checkbox"/>		Field Coordinator				COORDINATION	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			✗	
<input type="checkbox"/>		IT RESPONSIBLE				COO - LOGISTICS	BEIRUT	FOCAL POINT BEIRUT	7	0	0	0	ali.z.hamza	Users	✗	
<input type="checkbox"/>		Deputy Country Director				COORDINATION	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			✗	
<input type="checkbox"/>		Construction Officer				COO - SHELTER	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:ayman1994_14	Users	✗	
<input type="checkbox"/>		Logistics Officer				COO - LOGISTICS	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:efa017c8ca4c3454	Users	✗	
<input type="checkbox"/>		AFD DRR Consortium Coordinator				COO - CONSORTIUM	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	carolinegardestedt	Users	✗	
<input type="checkbox"/>		AFD Coordinator				COORDINATION	BEIRUT	FOCAL POINT BEIRUT	1	0	0	0			✗	
<input type="checkbox"/>		MEAL Co				COO - MEAL	BEIRUT	FOCAL POINT BEIRUT	3	0	0	0			✗	
<input type="checkbox"/>		Conformity And Transparency Assistant				COO - C & T	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:32883300d7fafa0c	Users	✗	
<input type="checkbox"/>		Logistics Coordinator				COO - LOGISTICS	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			✗	
<input type="checkbox"/>		HR COO				COO - HR	BEIRUT	FOCAL POINT BEIRUT	3	0	0	0			✗	
<input type="checkbox"/>		IT Focal Point Beirut				COO - LOGISTICS	BEIRUT	FOCAL POINT LEBANON	0	0	0	0		IT Focal Point Bases	✓	
<input type="checkbox"/>		IM Coordinator				COO - IM	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	fixos8	Users	✗	
<input type="checkbox"/>		IM Coordinator				COO - IM	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	fred.gib	Users	✗	
<input type="checkbox"/>		Conformity And Risks Coordinator				COO - C & T	BEIRUT	FOCAL POINT BEIRUT	5	0	0	0		Users	✗	
<input type="checkbox"/>		Log Co Assistant				COO - LOGISTICS		FOCAL POINT BEIRUT	0	0	0	0			✗	
<input type="checkbox"/>		Shelter Activity Manager				COO - SHELTER	BEIRUT	FOCAL POINT BEIRUT	1	0	0	0	live:cid.6672e3545dc98f0d	Users	✗	
<input type="checkbox"/>		Digital Community Responsible				COO - IM	BEIRUT	FOCAL POINT BEIRUT	4	0	0	0	live:dd0a08e2bed05dc2	Users	✗	
<input type="checkbox"/>		Research And Learning Manager				COO - MEAL	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:cid.6b6e5fcd0ab4de6e	Users	✗	
<input type="checkbox"/>					COO - HR	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			✗		

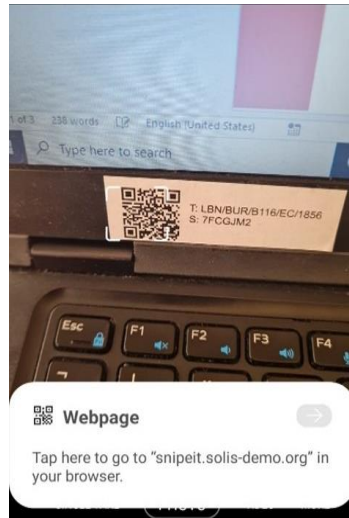
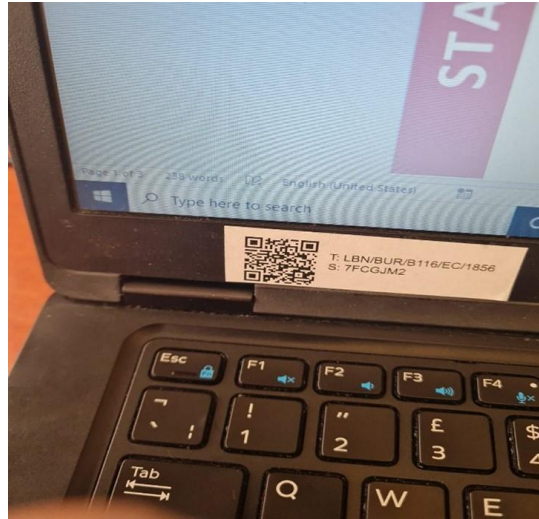
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<input type="checkbox"/>	Name	Title	Email	Phone	Username	Department	Location	Manager
<input type="checkbox"/>	[REDACTED]	Shelter Project Manager	[REDACTED]	[REDACTED]	[REDACTED]	COO - SHELTER	BEIRUT	FOCAL POINT BEIRUT
<input type="checkbox"/>	[REDACTED] SHI	Field Coordinator	[REDACTED]	[REDACTED]	field.coo.zahle3	COORDINATION	BEIRUT	FOCAL POINT BEIRUT
<input type="checkbox"/>	Ali HAMZA	IT RESPONSIBLE	[REDACTED]	[REDACTED]	[REDACTED]	COO - LOGISTICS	BEIRUT	FOCAL POINT BEIRUT
<input type="checkbox"/>	[REDACTED]	Deputy Country Director	[REDACTED]	[REDACTED]	deputy.cd.pgm2	COORDINATION	BEIRUT	FOCAL POINT BEIRUT

- | Department | Location | Manager |
|-----------------|----------|--------------------|
| COO - SHELTER | BEIRUT | FOCAL POINT BEIRUT |
| COORDINATION | BEIRUT | FOCAL POINT BEIRUT |
| COO - LOGISTICS | BEIRUT | FOCAL POINT BEIRUT |
| COORDINATION | BEIRUT | FOCAL POINT BEIRUT |

- ☐ ID
- ☐ Donor
- ☒ Log Code
- ☐ Serial
- ☐ Model
- ☒ Manufacturer
- ☒ Category
- ☐ Model No.
- ☐ FOI

PHYSICAL INVENTORY



SNIFE IT - SOLIDARITES INTERNATIONAL

Lookup by Asset Tag

Audit

Log Code LBN/BUR/B148/UN/2108

Model
THINKPAD E14

Category
LAPTOP

Manufacturer
LENOVO

Focal Point
FOCAL POINT BEIRUT

Status
In Stock

✓ That status is deployable. This asset can be checked out.

Checkout to

Checkout to
Ali HAMZA

Location
BEIRUT

Next Audit Date
2023-07-03

Notes



- Scan the asset's QR-code.
- Go to the weblink.
- Check the information.
- After confirming / modifying the information press audit
- Information will be updated on the system (anywhere).

THANK YOU !

Q&A

Ali HAMZA

it.res@solidarites-liban.org