

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.

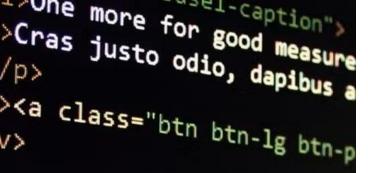
Can be accessed anywhere (when its hosted-on cloud).

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.



left carousel-control" href ass="glyphicon glyphicon-ch ass="sr-only">Previous</spa

right carousel-control" hre ass="glyphicon glyphicon-ch ass="sr-only">Next

carousel -->

tent Section-->

+ainer">

DEVELOPMENT OF SNIPE-IT

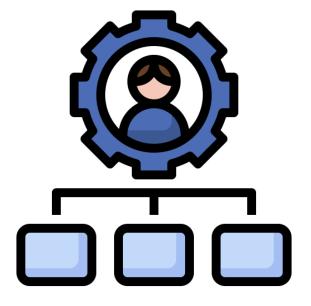
The system can be	Data can be	Otherwise, the sys
customized based on	imported as a one	admin can input the
the organization's	balk through excel	data manually when
needs.	sheet.	needed.
The source code is	However, the system	System can be
available online	needs to be	managed in house or
(free), can be	developed and	by SNIPE-IT team
downloaded.	hosted on a server.	(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 MANAGEMENTS

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

Physical inventory due date, schedule and history can be tracked easily with the system. With SNIPE-IT, the physical inventory is easier, faster and more compliant.

The sys operator has only to scan the QR code, verify the information and press on audit button.



INTEGRATED TOOLS



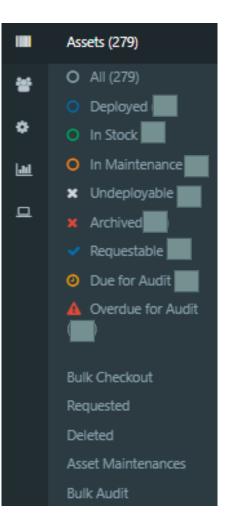
As mentioned before, SNIPE-IT replaced several tools in one place.

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

SNIPE IT - SOLIDA	RITES INTERNATIONAL					Lookup by Asset Tag	٩	
Dashboard								
279 total assets	O total licenses		0 total accessories	0 total co	onsumables			6
Assets by Status		-	Assets by Location					-
	n Stock (80) Achieved (85) Undeployable (51) Deployed (94)			BEIRUT (210)	TING ROOM (2)			



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

SNIPE IT - SOLIDARITI	ES INTERNATIONAL										-	Loo	kup by Asset Tag	٩
All Assets														Custom Exp
Edit Go Showing 1 to 214 of 214 rows 5	-												Search	0
		Model	Manufacturer	Category	Status	Focal Point	Checked Out To	Invoice Date	Supplier	IOF Number	Purchase Cost	Currency	Notes	Current Dono
LBN/BUR/107/EC/1064	NXM12EM1353042B2BF1601	E1-531	ACER	LAPTOP	In Stock	STAL POINT BEIRUT		2013-03-24	LAPTOP QWERTY	TRI LOG 004 TRI 13	568.28	USD		
LBN/BUR/118/EC/1064	NXM12EM135110798C3400	E1-531	ACER	LAPTOP	In Stock	FOCAL POINT TRIPOLI		2013-07-11	TRUST	TRI/LOG/036/TRI/13	265.00	USD		
LBN/BUR/124/EC/1064	NXM12EM159321088893400	E1-531	ACER	LAPTOP	In Stock	STAL POINT BEIRUT		2013-08-19	TRUST	TRI/LOG/056/TRI/13	265.00	USD		
LBN/BUR/174/EC/1318	5CB41325H9	15-D030SE	HP	LAPTOP	× Undeployable	FOCAL POINT BEIRUT		2015-04-29	TRUST	TRI/LOG/073/TRI/15	465.00	USD		
LBN/BUR/198/EC/1318	2DYBS32	LATITUDE E5440	DELL	LAPTOP	X Undeployable	FOCAL POINT BEIRUT		2016-02-24	STIM PLUS	TRI/LOG/034/PAR/16	1010.46	EUR		
LBN/BUR/202/EC/1064	LSND13536	PIXMA MP 230	CANON	PRINTER	Deployed	EFOCAL POINT BEIRUT		2013-04-23	BELLI COMPUTER	TRI/LOG/012/TRI/13	45.00	USD		
LBN/BUR/208/UN/1223	Z75VB8KD7A001C	SCX-3405FW	SAMSUNG	PRINTER	In Stock	EFOCAL POINT BEIRUT		2014-09-17	TRUST	BEI/LOG/029/TRI/13	151.00	USD		
LBN/BUR/219/OCHA/1547	VNC7K04750	HP PRO MFP M130FW	нр	PRINTER	X Undeployable	FOCAL POINT BEIRUT		2017-04-01	TECHNO NEW	BEI/LOG/141/BEI/17	237.00	USD		
LBN/BUR/226/EC/1636	VNCPS00554	HP PRO MFP M130FW	HP	PRINTER	Deployed	SOCAL POINT BEIRUT		2017-04-01	TECHNO NEW	BEI/LOG/153/TRI/17	237.00	USD		
LBN/BUR/230/UN/2108	VNC4516977	CLJ PRO M255DW	НР	COLOR PRINTER	Deployed	SOCAL POINT BEIRUT		2021-09-16	NETWORK SECURITY	LBN/LOG/082/LBN/21	300.00	USD		
LBN/BUR/303/UN/1223	NZU56249	IR2520	CANON	COPYING MACHINE	X Undeployable	FOCAL POINT BEIRUT		2014-12-24	SADEK OFFICE MACHINES	TRI/LOG/206/TRI/14	2000.00	USD		
LBN/BUR/309/UN/1574	21RPX41367	IR25451	CANON	COPYING MACHINE	Deployed	STOCAL POINT BEIRUT		2017-08-04	IMAGE SYSTEM	BEI/LOG/216/BEI/17	3630.00	USD		
LBN/BUR/312/BPRM/2090	C367J500051	MP 3555 SP	RICOH	COPYING MACHINE	Deployed	FOCAL POINT BEIRUT		2020-08-31	BUROTEK	BEI/LOG/082/BEI/20	2812.10	USD		
LBN/BUR/313/AFD/2134	10000890098	BADGI 200	EVOLIS	PRINTER - ID CARDS	Deployed	STOCAL POINT BEIRUT		2021-03-02	GETAWAY	LBN/LOG/016/LBN/21	1025.64	USD		
LBN/BUR/708/UN/1894	F6888VG1686	KV \$1015C	PANASONIC	SCANNER	Deployed	STOCAL POINT BEIRUT		2018-10-22	STM PLUS	BEI/LOG/001/PAR/19	219.00	EUR		
LBN/BUR/711/EC/2523	CNA4GA8030	SCANJET PRO 3000 S4	НР	SCANNER	Deployed	STOCAL POINT BEIRUT		2022-10-01	Active Mobile	1	1.00	USD		
LBN/BUR/801/EC/1064	NA45840L	ID6AP1-500	SEAGATE	EXTERNAL HDD	In Stock	EFOCAL POINT BEIRUT		2013-04-23	BELLI COMPUTER	TRI/LOG/012/TRI/13	68.00	USD		

ASSET DETAILS

SNIPE IT - SOLIDARITES INTERNATIONAL

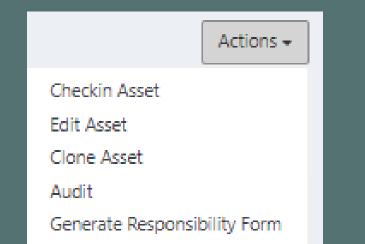
-

Details Licenses C	Components Assets Maintenances History Files
Status	● In Stock Deployed → 🕹 Ali HAMZA
Donor	UN 2108
Serial	PF2DHH76
Focal Point	SOCAL 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

ASSET DETAILS

Asset LBN/BUR/B148/UN/2108 Licenees Components Assets Maintenances History Files to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 of 15 rows 20 + rows per page 10 to 15 rows 20 +	Notes Image File
	f1 rows Notes Image File hardware-111-b6DWxh2f-resp-form.pdf
	f1 rows Notes Image File hardware-111-b6DWxh2f-resp-form.pdf
Asset LBN/BUR/B148/UN/2108 alis Licenses Components Assets Maintenances Histoy Files Showing 1c assets of 15 rows 20+ rows per page bate Admin Action Memory Code Doint BERUT audit (ENVSUR/B148/UN/2109. THINKPAD E14 2022-01-31 0000 PAM POCAL POINT BERUT audit (ENVSUR/B148/UN/2109. THINKPAD E14 2022-01-31 0107 PM POCAL POINT LEBANON cod2-01-31 0107 PM pocal	f1 rows Notes Image File hardware-111-b6DWxh2f-resp-form.pdf
Italia License Components Assets Maintenances Piles File Type Image: Second Se	Notes Image File
Is Licenses Components Assets Maintenances Files It Licenses Components Assets Maintenances Files	Notes Image File
Note Admin Admin Ref XyPe 2022-05-05 10:00 AM POCAL POINT BEIRUT audit IEUX902/154/JUV/2109.1THINKPAD E14 Target 2022-03-31 09:29 AM FOCAL POINT BEIRUT audit IEUX902/154/JUV/2109.1THINKPAD E14 Alti HAMZA 2022-01-31 01:07 PM FOCAL POINT BEIRUT audit IEUX902/R5148/UV/2109.1THINKPAD E14 Alti HAMZA 2022-01-31 01:07 PM FOCAL POINT BEIRUT audit IEUX902/R5148/UV/2109.1THINKPAD E14 Alti HAMZA 2022-01-31 01:07 PM FOCAL POINT EERUT audit IEUX902/R5148/UV/2109.1THINKPAD E14 Alti HAMZA 2022-01-31 01:07 PM FOCAL POINT EERUT audit IEUX902/R5148/UV/2109.1THINKPAD E14 Alti HAMZA 2022-01-31 01:07 PM FOCAL POINT EERUT audit IEUX902/R5148/UV/2109.1THINKPAD E14 Alti HAMZA	hardware-111-b6DW/th2F-resp-form.pdf
Advise Advise Advise Main Advise Intervise Target 00 04 OCAL POINT BERUT 041 04100000000000000000000000000000000000	hardware-111-b6DWbNz5-resp-form.pdf
Admin Admin Item Target 2022-00-30 1006 AM FOCAL POINT BERUT audit IEL8NBUR/B148/UN/2109.THINKRAD E14 IEL8NBUR/B148/UN/2109.THINKRAD E14 2022-00-31 00:07 AM FOCAL POINT BERUT audit IEL8NBUR/B148/UN/2109.THINKRAD E14 IEL8NBUR/B148/UN/2109.THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT BERUT audit IEL8NBUR/B148/UN/2109.THINKRAD E14 All HAMZA 2022-01-31 01:07 PM FOCAL POINT BERUT audit IEL8NBUR/B148/UN/2109.THINKRAD E14 All HAMZA 2022-01-31 01:07 PM FOCAL POINT BERUT audit IEL8NBUR/B148/UN/2109.THINKRAD E14 All HAMZA 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IEL8NBUR/B148/UN/2109.THINKRAD E14 All HAMZA 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IEL8NBUR/B148/UN/2109.THINKRAD E14 All HAMZA	
Date Admin Action Item Target 2023-05-03 1006 AM FOCAL POINT BERUT audit IEL/NBUR/B14B/UN/2108) - THINKPAD E14 2022-10-31 0000 AM FOCAL POINT BERUT audit IEL/NBUR/B14B/UN/2108) - THINKPAD E14 2022-10-31 0000 AM FOCAL POINT BERUT audit IEL/NBUR/B14B/UN/2108) - THINKPAD E14 2022-01-31 0000 AM FOCAL POINT BERUT audit IEL/NBUR/B14B/UN/2108) - THINKPAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON checkourt IEL/NBUR/B14B/UN/2108) - THINKPAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IEL/NBUR/B14B/UN/2108) - THINKPAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IEL/NBUR/B14B/UN/2108) - THINKPAD E14	f1 rows
2023-05-03 1006 AM FOCAL POINT BEIRUT audit IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14 2022-10-31 09:09 AM FOCAL POINT BEIRUT audit IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14 2022-03-31 09:29 AM FOCAL POINT BEIRUT audit IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 09:29 AM FOCAL POINT BEIRUT audit IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON checkout IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14	
2022-10-31 09:09 AM FOCAL POINT BERUT audit IIII (LEN/BUR/B148/UN/2108) - THINKRAD E14 2022-03-31 09:29 AM FOCAL POINT BERUT audit IIII (LEN/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON checkout IIII (LEN/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IIII (LEN/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IIII (LEN/BUR/B148/UN/2108) - THINKRAD E14	
2022-03-31 09:29 AM FOCAL POINT BEIRUT audit IIII (L8N/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON checkout IIII (L8N/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IIII (L8N/BUR/B148/UN/2108) - THINKRAD E14 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IIII (L8N/BUR/B148/UN/2108) - THINKRAD E14	6
2022-01-31 01:07 PM FOCAL POINT LEBANON checkout IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14 A II HAMZA 2022-01-31 01:07 PM FOCAL POINT LEBANON audit IIII (LBN/BUR/B148/UN/2108) - THINKRAD E14	SOLIDARTIES INTERNATIONAL
2022-01-31 01:07 PM FOCAL POINT LEBANON audit III (LEN/SUR/S148/UN/2108) - THINKPAD E14	RESPONSIBILITY FORM
	ContryNitration LeAsense Name of the requester Ale MARIZA Base BERIUT Paulton IT RESPONSELE
2021-12-28 11:27 AM FOCAL POINT BEIRUT audit III (LBN/BUR/B148/UN/2108) - THINKPAD E14	Dain 2023-05-03 Designation Brand Model Lagistics Code Senial Number / MEI Equipment Conditions / Pack
2021-12-08 0306 PM FOCAL POINT BEIRUT audit III (ENVBUR/B148/UNV2108) - THINKRAD E14	LAPTOP THEORYAD EL4 LANGURE HALVACEON P220HTE The explorent does not beings to you and it watable to the associations in to consequence you must be take and or of it. In our of the explorent does not explore the explorent and does the responsibility does not of measurements.
2021-11-240 03:00 FM POCAL POINT BERUT audit IIII (LBI//BUR/B148/UN/2108) - THINKPAD E14	the undersigned, certly is take ful responsibility for the above mentioned expyrment. Lightics Coordinator / Logistics Coordinato
	Name and signature All MAREA Name and signature POCAL POINT BERIUT
	Reference Control of C
2021-06-01 11:36 AM Ali HAMIZA update III (L8N/BUR/B148/UN/2108) - THINKPAD E14	Minum Date of the equipment strum
2021-05-18 12:09 PM Ali HAMZA update IIII (LBN/BUR/B148/UN/2108) - THINKPAD E14	Square reserved for the Logistics Department
2021-05-18 12:09 PM Ali HAMZA checkout IIII (LBN/BUR/B148/UN/2108) - THINKPAD E14 A Nour EL CHEIKH	Condition of instand splotnerf Good Good Good Good Good
2021-05-12 11:54 AM Thibault LAFORGUE create new	
2021-05-12 11:54 AM Thibault LAFORGUE create new IIII (LBN/BUR/B148/UN/2108) - THINKAAD E14	

ASSETS ACTION MENU



Audit								
Log Code LBN/BUR/B1	148/UN/2108							
5		Model THINKPAD	1514					
		egory LAPTOP	2 2 14					
	Manufact							
	Focal P	Point FOCAL	POINT BEIRUT				× *	New
	St	Status In Stor						-
		 That sta 	atus is deployable. This asset can be	checked ou	t.			
	Checkou	out to	♀ Location					
	Checkou	out to Ali HA	MZA				× *	New
	lora	cation BEIRU	T					× * 1
					-			<u>^</u>
	Next Audit I	t Date 2023-0	7-03		#			
	N	Notes						
								11
				SOLIE	DARITÉS			
Country/Mission		Lebanon	RESI	INTER	NATIONAL BILITY FORI Name of the r		Ali HAMZA	
Base		BEIRUT	RESI	INTER	BILITY FORI		Ali HAMZA IT RESPON:	SIBLE
Base Date		BEIRUT 2023-05-03		PONSI	NATIONAL BILITY FORI Name of the r	requester	IT RESPON	
Base		BEIRUT 2023-05-03 Id/Model		INTER	NATIONAL BILITY FORI Name of the r	requester		SIBLE Equipmen
Base Date Designation LAPTOP The equipment does not b	Brand THINKPAD E1 belong to you an	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to	Logist		MATIONAL BILITY FORI Name of the r Position	equester Serial Nu PF2DHH76 f it.	IT RESPON: mber / IMEI	Equipmen
Base Date Designation LAPTOP The equipment does not t n case of a loss, equipment I, the undersigned, certify t	Brand THINKPAD E1 belong to you an it robbery or dama to take full respon	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq		Name of the I Position I must take care o degree and if neces	equester Serial Nu PF2DHH76 fit. sary you will reimb ator / Logistician	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not b n case of a loss, equipment	Brand THINKPAD E1 belong to you an it robbery or dama to take full respon	BEIRUT 2023-05-03 nd/Model 14 nd is valuable to nage, the coordina	Logist LBN/BUR/B148/UN/2108 the association. In conseq tion team will decide the res		NATIONAL BILITY FORI Name of the I Position	equester Serial Nu PF2DHH76 fit. sary you will reimb ator / Logistician	IT RESPON:	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not t n case of a loss, equipment I, the undersigned, certify t	Brand THINKPAD E1 belong to you an it robbery or dama to take full respon	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tion team will decide the res		Name of the I Position I must take care o degree and if neces	equester Serial Nu PF2DHH76 fit. sary you will reimb ator / Logistician	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not t n case of a loss, equipment I, the undersigned, certify t	Brand THINKPAD E1 belong to you an it robbery or dama to take full respon	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tion team will decide the res		Name of the s Position	equester Serial Nu PF2DHH76 fit. sary you will reimb ator / Logistician	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not b n case of a loss, equipment I, the undersigned, certify t Name and signature	Brand THINKPAD E1 belong to you an ti robbery or dama to take full respon All H	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tion team will decide the res		Name of the I Position I must take care o degree and if neces	equester Serial Nu PF2DHH76 fit. sary you will reimb ator / Logistician	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not t n case of a loss, equipment I, the undersigned, certify t	Brand THINKPAD E1 belong to you an ti robbery or dama to take full respon All H	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tion team will decide the resp ove-mentioned equipment.	ics Code uence you ics billity	ANTIONAL BILITY FORI Name of the t Position umust take care o degree and if neces Logistics Coordint Name and signatu	equester Serial Nu PF2DHH76 f it. sary you will reimb ator / Logistician ire	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not b n case of a loss, equipment I, the undersigned, certify t Name and signature	Brand THINKPAD E1 belong to you an ti robbery or dama to take full respon All H	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tion team will decide the resp ove-mentioned equipment.	ics Code uence you ics billity	Name of the s Position	equester Serial Nu PF2DHH76 f it. sary you will reimb ator / Logistician ire	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not b n case of a loss, equipment I, the undersigned, certify t Name and signature	Brand THINKPAD E1. belong to you an trobbery or dame to take full respon All H	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tion team will decide the resp ove-mentioned equipment.	ics Code uence you ics billity	ANTIONAL BILITY FORI Name of the t Position umust take care o degree and if neces Logistics Coordint Name and signatu	equester Serial Nu PF2DHH76 ft. sary you will reimb ator / Logistician are rtment	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen total value of the equ
Base Date Designation LAPTOP The equipment does not b n case of a loss, equipment I, the undersigned, certify t Name and signature Date of the equipment retu	Brand THINKPAD E1. belong to you an trobbery or dame to take full respon All H	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tition team will decide the resp ove-mentioned equipment.	ics Code uence you ics billity	Name of the I Position	equester Serial Nu PF2DHH76 ft. sary you will reimb ator / Logistician are rtment	IT RESPON: mber / IMEI uurse a part or the FOCAL POI	Equipmen
Base Date Designation LAPTOP The equipment does not b n case of a loss, equipment I, the undersigned, certify t Name and signature Date of the equipment retu Condition of returned equip	Brand THINKPAD E1. belong to you an trobbery or dame to take full respon All H	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tition team will decide the resp ove-mentioned equipment.	ics Code uence you ics billity	Name of the I Position	equester Serial Nu PF2DHH76 ft. sary you will reimb ator / Logistician are rtment	IT RESPON	Equipmen
Base Date Designation LAPTOP The equipment does not b n case of a loss, equipment I, the undersigned, certify t Name and signature Date of the equipment retu Condition of returned equip	Branc THINKPAD E1 belong to you an It robbery or dama to take full respon All H urn	BEIRUT 2023-05-03 dd/Model 14 nd is valuable to nage, the coordinal msibility for the ab	Logist LBN/BUR/B148/UN/2108 the association. In conseq tition team will decide the resp ove-mentioned equipment.	ics Code uence you ics billity	Name of the I Position	equester Serial Nu PF2DHH76 f It. sary you will reimb ator / Logistician ire rtment je	IT RESPON	Equipmen

	Lo	gistic Co	de				ltem							
untry of origin	Category	Number	Donor	Program	Designation	ion Brand Model				Serial number / IMEI				
ŭ 🗸	•		•	•				• • • • • • • • • • • • • • • • • • •						
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	NXM12EM1353042B2BF1601						

Log Code	Serial	Model	Manufacturer	Category	🕴 Status 🛛 🕴	Focal Point
LBN/BUR/104/EC/1064	6FMKWW1	LATITUDE E6430S	DELL	LAPTOP	X Undeployable	STOCAL 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.

			Donor	L
Invoice Date 💧	Supplier	IOF Number	🗹 Log Code	
			Serial	
2013-02-05	DELL	TRI LOG 001 PAR 13	Model	
			Manufacturer	
2019-01-01	To be Filled	x00(/00(/00(/00(/00(/00	Category	
			Model No.	
2013-03-24	LAPTOP QWERTY	TRI LOG 004 TRI 13		-

Search

C 🗆-

🗹 ID

FROM Excel to Snipe-it

USERS' MANAGEMENT HOMEPAGE

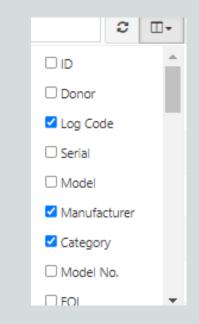
Name	🌵 Title	🔶 Email		Phone	φ	Username	Department	Location	Manager	¢	• 🖪	• 💧	¢ 19992	Notes	Groups	Login Enabled	Actions
	Shelter Project Manager		darites-liban.org				COO - SHELTER	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:abdkassir	Users	×	2
	Field Coordinator		darites-liban.org				COORDINATION	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			×	@
	IT RESPONSIBLE		an.org				COO - LOGISTICS	BEIRUT	FOCAL POINT BEIRUT	7	0	0	0	alizhamza	Users	×	@
	Deputy Country Director		idarites-liban.org				COORDINATION	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			×	2 🖉
	Construction Officer		es-liban.org				COO - SHELTER	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:ayman1994_14	Users	×	2
	Logisitics Officer		darites-liban.org				COO - LOGISTICS	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:efa017c8ca4c3454	Users	×	@
	AFD DRR Consortium Coordinator		-liban.org				COO - CONSORTIUM	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	carolinegardestedt	Users	×	2
	AFD Coordinator		-liban.org				COORDINATION	BEIRUT	FOCAL POINT BEIRUT	1	0	0	0			×	@
	MEAL Coo		es-liban.org				COO - MEAL	BEIRUT	FOCAL POINT BEIRUT	3	0	0	0			×	@
	Conformity And Transparency Assistant		ban.org				COO - C & T	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:32883300d7fdfa0c	Users	×	@
	Logistics Coordinator		-liban.org				COO - LOGISTICS	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			×	@
	HR COO		iban.org				COO - HR	BEIRUT	FOCAL POINT BEIRUT	3	0	0	0			×	@
	IT Focal Point Beirut						COO - LOGISTICS	BEIRUT	FOCAL POINT LEBANON	0	0	0	0		IT Focal Point Bases	~	@
	IM Coordinator		liban.org				COO - IM	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	fixos8	Users	×	@
	IM Coordinator		nrc.no				COO - IM	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	fred.gib	Users	×	@
	Conformity And Risks Coordinator		iban.org				COO - C & T	BEIRUT	FOCAL POINT BEIRUT	5	0	0	0		Users	×	@
	Log Coo Assistant		arites-liban.org				COO - LOGISTICS		FOCAL POINT BEIRUT	0	0	0	0			×	2
	Shelter Activity Manager		darites-liban.org				COO - SHELTER	BEIRUT	FOCAL POINT BEIRUT	1	0	0	0	live:.cid.6672e3545dc98f0d	Users	×	@
	Digital Community Responsible		-liban.org				COO - IM	BEIRUT	FOCAL POINT BEIRUT	4	0	0	0	live:dd0a08e2bed05dc2	Users	×	@
	Research And Learning Manager		-liban.org				COO - MEAL	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0	live:.cid.6b6e5fcd0ab4de6e	Users	×	@
							COO - HR	BEIRUT	FOCAL POINT BEIRUT	0	0	0	0			×	a 🖌 🗉

USERS' MANAGEMENT

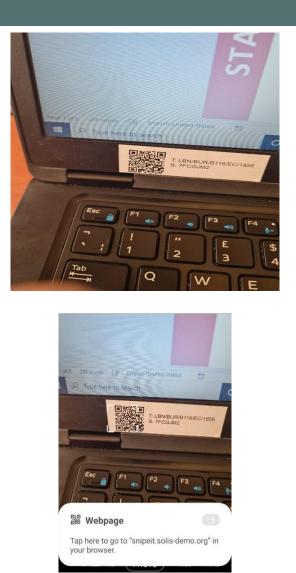


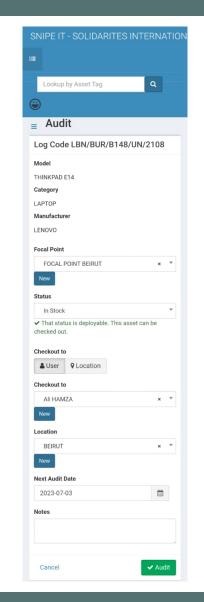
- Possibility to view all users.
- Also, to view assets assigned to the user.
- And to decide what to view in the users' list.

View User Ali HAMZA			
Info Assets Licenses Accessories Consumables File Uploads History Managed Locations			
Showing 1 to 7 of 7 rows			
Log Code	Manufacturer	Category	Created at
LBN/BUR/805/EC/1318	WESTERN DIGITAL	EXTERNAL HDD	2021-05-12 11:54 AM
LBN/BUR/827/OCHA/1547	WESTERN DIGITAL	EXTERNAL HDD	2021-05-12 11:54 AM
LBN/BUR/846/UN/2108	TRANSCEND	EXTERNAL HDD	2021-05-12 11:54 AM
LBN/BUR/847/UN/2108	TRANSCEND	EXTERNAL HDD	2021-05-12 11:54 AM
LBN/BUR/B148/UN/2108	LENOVO	LAPTOP	2021-05-12 11:54 AM
LBN/BUR/860/UN/2108	ADATA	EXTERNAL HDD	2021-07-09 12:17 PM
LBN/BUR/A904/UN/2108	LENOVO	EXTERNAL SCREEN	2021-07-09 03:04 PM
Showing 1 to 7 of 7 rows			



PHYSICAL INVENTORY





- 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).

