

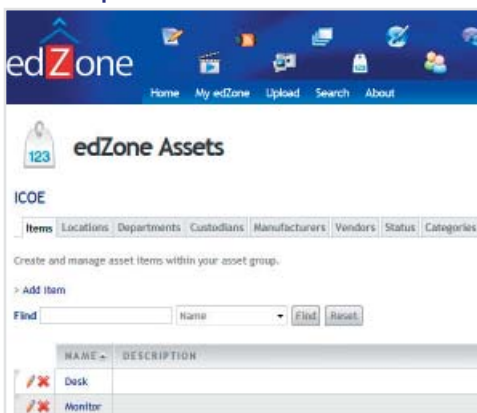


Quick Start Guide: edZone Assets



edZone Assets is an easy yet powerful web-based system for managing and tracking your inventory. All K-12 schools and districts in California have access to edZone Assets at no cost. edZone Assets is designed to promote efficient management of your assets from acquisition through disposal. It enables improved cost control, optimizes the decision-making process and lowers the total cost of ownership.

A Simple Interface



edZone Assets provides the information required to track, manage, and service your assets efficiently through their entire life cycle.

A detailed inventory record is created for each asset, which includes important information: manufacturer, vendor, custodian, location, department, status. Custom fields can be created to track specific data, such as maintenance information, budget codes, and more.

A Customizable Solution

With edZone Assets, schools get a customizable solution that includes:

Items: edZone allows you to maintain a detailed inventory record for a specific item in your asset list.

Custom Fields: You can create custom fields that are unique to your use of the tool. There are 3 different types of fields you can create: text, drop-down list or a date. You can have as many custom fields as you like.

Status: You may use your own terminology to define your status list. For example, you may opt for “surplus” or “discarded”.

Categories: Categories can be created to assign your assets to specific categories, such as “furniture”, “books”, “software”, “hardware”. This may also be used for purchase information such as Title V or there may be a category for First Grade for example.

Custodians: A custodian is someone who is responsible for the asset.

Departments: Assets can be tied to a department.

Locations: Locations help you define where your assets are physically located, once you create a location, you will be able to add a building and a room.

Manufacturers: Manufactures will appear in a drop-down list when adding/editing an item.

Vendors: The Vendor screen is where you define who you purchased your assets from. You can also define the contacts for each vendor.

www.mytechdesk.org




MyTechDesk™

edZone Assets can be used as a standalone solution or can be tied to MyTechDesk, a free work-order management solution offered to California schools as a service provided by TechSETS. For more information, visit: www.mytechdesk.org.

To tie your inventory information to your MyTechDesk account, enter your group inventory ID and password. Once you have entered this information, you will be able to select an inventory item and assign it to a ticket.



To select your asset, click the blue down arrow  next to the inventory item you would like to assign to the ticket. Your inventory item will now be displayed with the ticket information.

Asset Group

A new edZone Assets group can be created at: www.k12hsn.org/edzone/assets

To create an asset group:

- Click the “Add Asset Group” link.
- Enter the Asset Group ID, which should contain letters and/or number but no special characters and no space.
- Enter the Asset Group Password
- Enter the Asset Group Name
- Enter the Asset Group Description



Once the asset group is created, you can update it by clicking the pen icon.

One of the first steps to get started is to define your custom fields, status, categories, custodians, departments, locations, manufacturers and vendors.

To do so, simply click on the relevant tab and “Add”

Custom Fields

There are 3 different types of fields you can create: text, drop-down list or a date. You can add as many custom fields as you like.

To add a custom field:

- Click on the “Custom Field” tab
- Click “Add Custom Field”
- Select the Type of field: Text, List, Date
- Under Label, type the name of your custom field
- You may add a description
- Hit “Submit”

If you are creating a drop-down list, the following steps will show you how to enter the values for your drop-down.

- On the Custom Field page, click the pen icon to update your list
- Add the different values for that list under Options
- Type a value for your custom field
- Then click “Add”
- Repeat until you are done inputting your drop-down list options.
- Then click “Submit” to update your custom field.

Status List

The status list is also fully customizable. When setting up your inventory, you can define the status list with your own terminology. A status may be “surplus”, “discarded”

To define the status list:

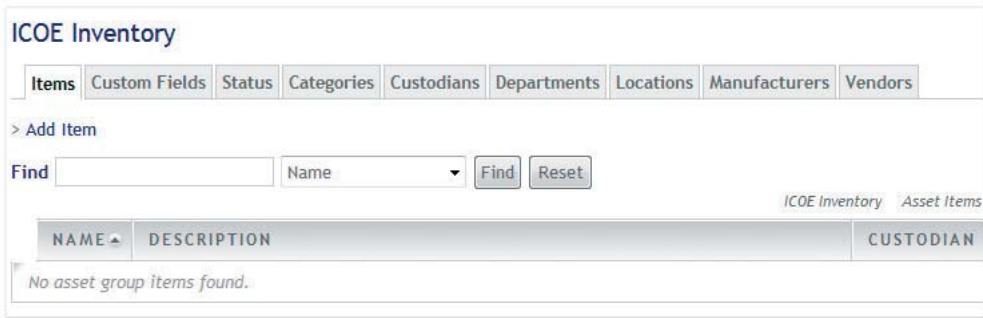
- Click on the Status tab
- Click “Add Status”
- Type a Status Name
- You may add a description
- Hit “Submit”

Categories

Categories are also fully customizable. When setting up your inventory, you can define your own categories, which may be used to indicate the type of asset, such as “furniture”, “book”, “hardware”, “software”

To create your categories:

- Click the “Categories” tab
- Click “Add Category”
- Type a Category Name
- You may add a description
- Hit “Submit”



Benefits of edZone Assets:

- *Intuitive and highly customizable*
- *Integrated into MyTechDesk*
- *Reliably hosted on the state network*
- *Built by educators for educators*
- *Free for California schools!*

California K-12 High Speed Network

The California K-12 High Speed Network (K12HSN) is a program funded by the California Department of Education. K12HSN provides network connectivity, Internet services, teaching and learning application coordination, and videoconferencing coordination and support for California’s K-12 public schools. K12HSN was established in an effort to increase learning opportunities for all K-12 students while expanding professional development and information resources to teachers and school administrators. For more information, please contact the K12HSN office at (760) 312-6158 or email info_request@lists.k12hsn.org.

www.k12hsn.org

