

International School Asset Management Module

Comprehensive asset tracking and lifecycle management for international schools using RFID, QR codes, and barcode technology.

Asset Categories & Tracking Methods



Classroom Assets

Furniture, smart boards, projectors, audio equipment



Lab Equipment

Science, computer, STEM equipment with calibration needs



IT Devices

Laptops, tablets, networks, servers, printers



School Transport

Buses, minibuses with maintenance tracking



Tagging Technology Options

QR Code

Best for classroom and office assets. Scanned with phone/tablet camera.

Barcode (1D)

Excellent for warehouse/fast receipt management of accessories and spare parts.

RFID

Ideal for high-movement devices (tablets/laptops) or rapid classroom/lab/warehouse inventory.



Asset Identity: Each asset has unique Asset ID and Tag ID. Tag ID cannot be duplicated between assets.

Complete Asset Lifecycle

1

Register

Create asset record with category, model, serial

2

Tag

Generate and attach QR/Barcode/Rfid tag

3

Allocate

Assign to location and responsible department

4

Maintain

Preventive checks and calibration tracking

5

Depreciate

Financial lifecycle with book value tracking

6

Retire

Dispose or sell with audit trail

Key Business Scenarios

01

Asset Registration & Tagging

Add new assets to register, link to location/responsible party, generate tags, test scanning

03

Allocation & Transfer by Scan

Assign assets to classrooms/labs/offices, transfer between locations with scan proof, approval workflows

02

Capex-to-Asset Conversion

Link purchase documents, enter costs/dates, enforce tagging before deployment, approve capitalization

04

IT Device Assignment

Assign devices to teachers/students, document delivery with scan, track warranty/issues, recover at year-end



Compliance & Maintenance

Facilities & Safety

Periodic inspections of critical assets (HVAC/fire systems/elevators), document maintenance results, attach evidence photos

Lab Calibration

Record calibration due dates, store certificates as attached documents, report overdue assets

Depreciation Tracking

Generate depreciation schedules by asset category, post monthly entries, track book value, verify GL linkage

Inventory Audit Process

Implementation Method

- **QR/Barcode:** Scan each asset label in classroom/lab
- **RFID:** Group scan while passing reader through space

Supported Activities

- Start audit session with defined scope
- Record results: Found/Missing/Misplaced/Unregistered/Damaged
- Generate discrepancy reports with approval workflows
- Handle unreadable tags with replacement process



Replacement Planning & Disposal

Identify Candidates

Classify assets by condition/age/cost to determine replacement needs

Generate Lists

Create replacement lists by campus/grade/lab/department

Link to Budget

Connect candidates to procurement plans and CAPEX budget

Execute Disposal

Change status, document reason, post disposal entries, store disposal documents



Essential Reports & KPIs



Asset Register

Assets by
campus/building/floor/classroom
/lab and responsible department



Tag Audit

Assets without tags, scan
mismatches, tag replacements,
duplicate attempts



Device Tracking

Devices by assignee type, not-
returned devices, warranty status,
top incidents



Compliance

Inspections due/overdue,
maintenance backlog, calibration
status, certificate coverage



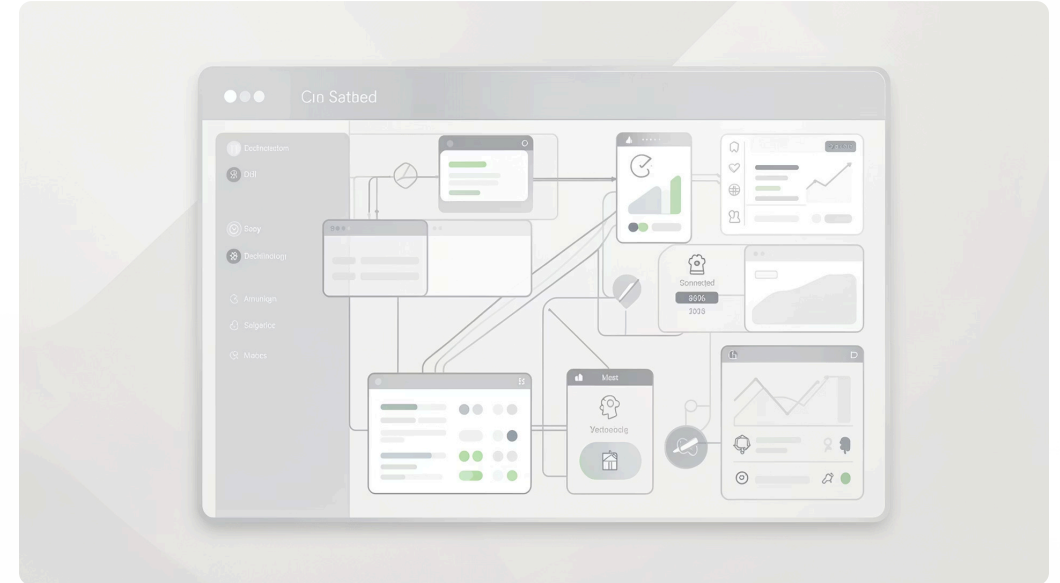
Financial Reports

Book value by category/location,
monthly depreciation,
capitalization pipeline, disposals
summary

Integration Points & Benefits

System Integrations

- **Purchasing:** CAPEX to capitalized asset with document linkage
- **Warehouses:** Receive/deliver assets and link to school locations
- **Accounts:** Capitalization, depreciation, disposal entries with GL drill-down
- **Maintenance:** Work orders, inspections, OPEX costs on assets
- **Transport:** Bus assets, schedules, maintenance tracking



100%

Tag Coverage

Complete asset tagging with
RFID/QR/Barcode

99%+

Audit Accuracy

Match found in correct location from
total scanned

95%+

Device Recovery

IT device return rate at year/fall end