

Making the Most of Business Assets: A Guide to Industry Best Practices

How to lower overheads and streamline asset
lifecycle management using business technology



[https://ezo.io/ezofficeinventory/
support@ezo.io](https://ezo.io/ezofficeinventory/support@ezo.io)

Why your business assets need a nudge in the right direction

Trillions of dollars worth of capital is tied up in business assets and inventory. Managing these items can be expensive business, especially if you're relying on traditional methods of stock-keeping and asset management. Turning a blind eye towards your business assets not only compounds overheads, but it can also make your employees' jobs that much harder. Imagine going about a task without the right tools or broken down equipment! Rummaging around for replacements, or trying to locate someone from maintenance just to get your job done just doesn't seem worth it. It inflates costs, lowers workplace morale, and puts unnecessary chinks in your workflows.

For this reason, asset management needs to be at the forefront of all business management plans. A well organized business is much more likely to be more productive, and this goes for everyone - from small businesses to huge enterprises.

Although businesses might think their humble scale or limited geographical reach exempts them from putting too much thought into asset management, the truth is that even the smallest company can benefit from more streamlined asset management. It can [ensure informational accuracy](#) , [employee accountability](#), and [asset longevity](#). It also helps provide you with a broad historical look at your equipment utilization trends so you can make more well-informed decisions in the future. What amplifies these benefits is having a cloud-based asset tracking software that keeps you connected to all your asset activities around the clock. Not only does this enable real-time data updates, but it also makes sharing this information across your organizations much easier. This marriage of the technological with the managerial is sure to increase ROIs, lower unnecessary costs, and enable you to get actionable insights on improving your business processes as effortlessly as possible.

Asset management therefore provides a lot of benefits to your business, no matter how large or small. However, like any tool or strategy, it is important to use asset management as effectively as possible, with the understanding that one size does not fit all. To this end, this whitepaper will talk about some crucial asset management best practices that can empower your organization to get the most value out of its assets.

Corporate theft or “shrinkage” is the fastest growing crime in the United States. Almost 75 percent of employees do it, and most of it goes unnoticed.

Managing business assets: A holistic approach

Asset management can be a huge operation - starting from procurement and going through all the major phases of an asset's lifecycle, including maintenance activities, reservations by staff, inclusion in work orders, depreciation calculations, all the way until the asset is formally retired. A robust asset management solution doesn't just track your assets, but also takes care of other aspects of asset usage, including reports, vendor histories, user management, audit trails, and so on. This is why any best practices surrounding asset management should be wide in breadth, encompassing all these different spheres and offering a comprehensive management approach that all companies can benefit from.

Before we begin offering a holistic set of best practices, however, let's first explore the reasons why such a system is vital for your business operations. An asset tracking software solution not only allows you to optimize and streamline, but also insures you against a lot of the pitfalls of poor management. On the next page, we've outlined some of the main problems businesses face as a result of inefficient equipment tracking.

Who needs best practices, anyway?

Inaccurate data on asset availability and usage

Finding data required to improve workflows can often be difficult for businesses. With no reports or data insights to hold employees accountable or refine business processes, the overheads relating to business equipment can rise sharply. Say your company has no easy way to see how the cost of production inventory has risen since a new compliance standard was adhered to. Without making adjustments for such a development, the company might find it hard to be flexible with future changes, or indeed to address similar decisions appropriately.

Low asset productivity and inefficient maintenance practices

Productive employees are a function of the kinds of tools they have to work on tasks assigned to them. Thus, every minute an employee spends looking for working tools is squandered employee potential. Add to this the often quite substantial equipment downtimes faced by some organizations, as well as barriers to effective production chains as a result of faulty equipment, and you've got yourself a business asset nightmare.

Limited ability to track assets efficiently and cost-effectively

Around half of all businesses don't track their equipment at all. This means that things get lost, stolen, or misplaced fairly easily, and there are no systems in place to pursue recovery. This can be a huge issue for businesses spread across different locations, or those in spheres where employee theft is more widespread, such as the construction industry. Not only does this lead to increased replacement costs, but it also raises taxes or warehouse space for ghost assets you don't even own.

A lack of integration for centralized asset management

As mentioned previously, asset management encompasses a huge web of activities, including the management of vendors, employees, service tickets, work orders, procurement records, and so on. Often, businesses have to rely on multiple avenues for solving individual asset management problems. This not only makes everything that much more time-consuming, but also makes workflows a lot more complicated than they need to be!

The New England Journal of Medicine found that using barcodes on medication reduced errors in administration by 41.4% at a medical center.

Asset management best practices: The big 4

Now that we've gone over the consequences of poor asset management, let's look at the best practices we recommend to tackle these issues. We've divided these best practices into four topical areas, each of which goes a long way towards adding value to your asset management practices.

Data management

Data management, done correctly, is effectively risk management. This is because your ability to make smart business decisions is predicated substantially on the quality of data you have access to. A good practice therefore is to [consistently log information about your assets](#) and the activities involving them. Why?

With the influx of accurate asset checkout records, for example, you can keep employees accountable to the equipment in their custody. Routinely recording information also increases asset visibility. This refers to a business' awareness of its assets, including details about where it's located,

who has access to it, and what activities it will be exposed to at any given time. This makes availability a lot easier to determine, and also lowers the chances of your company paying taxes or storage and servicing fees for hidden inventory or assets it no longer has access to! These kinds of records are also great to have for compliance purposes, as you can regularly run audits to avoid non-compliance fees and present data towards the acquisition of specific certifications.

Label tracking

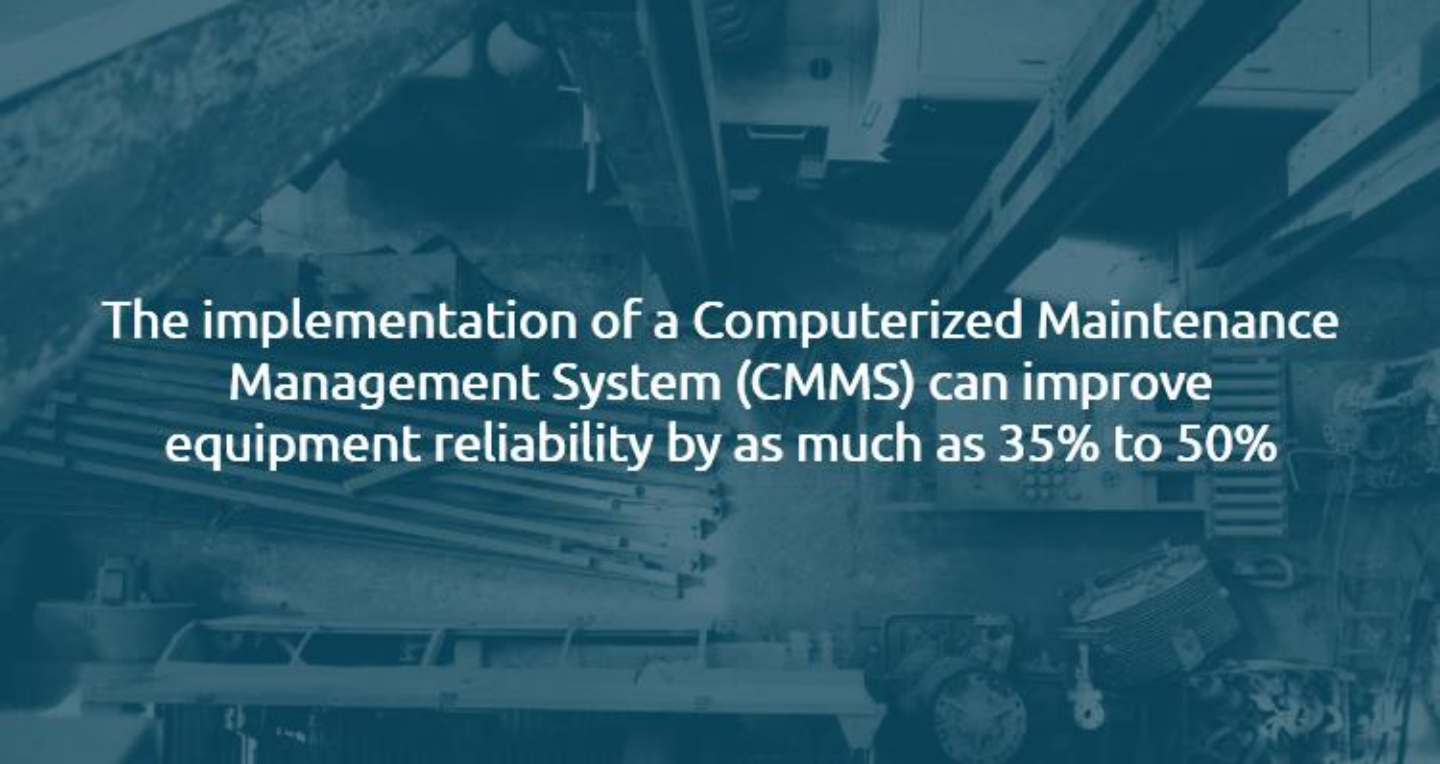
A lot of companies slap on third party labels onto their assets and think that's enough to ensure their safety and longevity. Of course, labels are a great way to manage assets, but you must ensure that your asset tags can easily tie into an efficient asset management platform. This can be a great way to [create linkages between basic asset labels and detailed asset data](#).

What this means is that while a Barcode or QR Code is a great way to pull up a few solitary details about an item in real-time, what's even better is if those labels can be scanned into an asset tracking software that provide you with details such as the item's purchase date, associated vendor, maintenance history, the tasks it is being used in, the employees who have borrowed it, and what it's salvage value will ultimately be. This breadth of historical data is great for analytical purposes, and allows you to manage these items not as simple objects with static data points, but as dynamic entities that change and grow along with your business.

Services and Maintenance

Maintenance management can take up around half of the operational budget of a business. There are so many different elements to balance when servicing equipment, such as dealing with different regulations, employees, and maintenance materials. This is why it is good practice to [effectively schedule downtimes and maintenance activities well in advance](#).

Assets that are routinely serviced are not only more productive in the short term, but they also have a longer useful life. This is because regular tweaks here and there condition the asset for utilization much more effectively than a few isolated acts of preventive maintenance a year. The kind of rigorous scheduling this requires can be made easier if you have an effective maintenance prioritization plan in mind, and of course, if you are able to execute it properly. The ability to create



The implementation of a Computerized Maintenance Management System (CMMS) can improve equipment reliability by as much as 35% to 50%

work orders towards this end is also extremely helpful, as they can allow you to keep tabs on the inventory and crew members dedicated to a certain maintenance task, the costs associated with it, and the timeframe within which the service is expected to be completed.

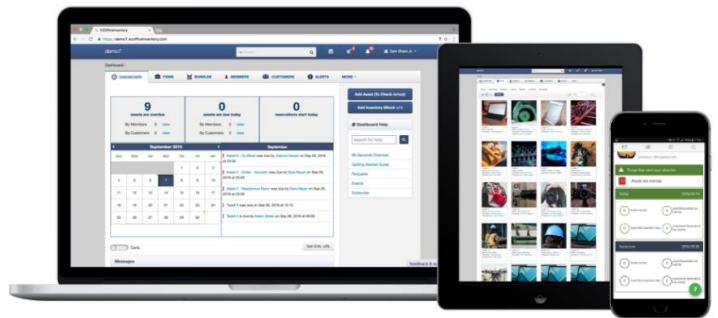
End-to-end asset management

Asset management is tough business. You need to account for equipment activities throughout an asset's useful life, which is why the centralization of different data points becomes particularly vital. Thus, business must [track the complete asset lifecycle, from procurement to retirement](#).

Without such a holistic solution, any data or insights you glean from an asset management system would be incomplete. Smaller companies might think they just need to track asset movement between locations, for example, or believe they only require asset utilization trends each month. The truth is, however, that any benchmarks or KPIs you establish early on will be useless unless you're getting the full picture of your asset activities. This includes details like an asset's depreciation rate, the services drawn up against it, and the number of times it was overbooked in a calendar year. This boosts your predictive analytics capabilities, and streamlines your workflows much more efficiently than if you were running a number of lesser programs in parallel.

EZOfficeInventory: An asset management solution with best practices built right in

EZOfficeInventory is an asset tracking software created with best practices in mind. Over many years of collaborating with our customers, we've introduced workflows that not only make asset management easier and more cost-effective, but also make it a lot more cohesive than before. We're wholly committed to improving your business workflows:



- We offer **comprehensive data management**. With actionable insights and customizable reports, you can have access to all kinds of availability and usage data, as well as countless reports and graphs created to guide you in making the best business decisions possible.
- Our label scans enable you to **track equipment across different locations and employees** with ease. Not only do we integrate with third party label scanners, we also come bundled with a free mobile app that scans Barcodes and QR Codes in no time. In addition, our infinite location-nesting makes it possible to track items down to the last cabinet or shelf.
- EZOfficeInventory's **fully-featured CMMS module** allows you to plan maintenance activities well in advance, create service tickets, set maintenance to repeat at regular intervals, and more. You can even prioritize maintenance tasks and flag assets up for maintenance right when they're checked back in. Our comprehensive service vendor management makes managing costs extremely easy.
- We're an **end-to-end asset management solution**, enabling you to draw up purchase orders, work orders, service tasks, asset retirement plans, and juggle all that with in-depth integrations with popular productivity-enabling apps such as Salesforce, Zendesk, Dropbox, ADFS and more!

If you want to learn more about how EZOfficeInventory can help your business execute best practices for asset management, go to the next page for more details.

About EZOfficeInventory

We launched EZOfficeInventory in 2011 to help equipment intensive organizations increase efficiency and reduce costs. Together with our thousands of customers, we developed and refined best practices in asset management. By removing technology related inefficiencies and enhancing employee productivity through the optimal usage of assets, EZOfficeInventory enables businesses to focus on core strengths. Armed with this knowledge, we've served all kinds of businesses – from enterprises to SMBs, and from non profits to industry leaders!

Get started with Asset Management today
Try out our free 15 day trial – no credit card required!

Start your free trial



[https://ezo.io/ezofficeinventory/
support@ezo.io](https://ezo.io/ezofficeinventory/support@ezo.io)