How the AV Industry Executes Asset Management Workflows

Streamlining AV logistics and improving
the productivity of your AV gear.

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ABSTRACT

This whitepaper will talk about the challenges faced by the AV industry, and how AV asset tracking software features can help you overcome them. We will also outline some common AV workflows used by EZOfficeInventory customers to optimize AV asset management and increase their ROIs.

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The AV Industry: An Overview

From videoconferencing to digital signage, AV technology is virtually everywhere. The recent coming together of AV and IT technology has not only increased its domestic demand but is also one of the major drivers of its growth.

The Complexity of AV Assets

AudioVisual (AV) equipment caters to the sound and visual component of the media industry. This could include film and photo studios, event companies, print media and journalism, and so much more. Audiovisual service providers use a lot of the standard AV equipment we're used to, but can also make use of web streaming, video conferencing and live broadcast services which entail a completely new kind of AV gear. Today, AV equipment is enhancing communication in various sectors and spaces; from conferences and boardrooms to cinemas and stadiums.

The AV industry is dedicated to producing efficiently functioning AV systems that make communication easier. AV gear is used for various functions, such as:

- **Visual display**

  LCD screens, Projectors, Monitors

- **Audio reproduction**

  Audio Cables, Connectors and Speaker Wires, Digital Audio Workstations

- **Recoding, production and post-production**

  Microphones, Broadcast Processors, Animation and CAD Software

- **Lighting**

  Lighting Kits, Lighting Remote Controls, LED Screens

- **Control systems**

  Control Systems Enterprise Software, Media Control and Distribution Systems

- **Streaming Media**

  Transmission Servers, Streaming Media Players

Equipment Management Challenges in the AV Industry

The increased demand of AV content works alongside technological evolution to bring unique challenges to the AV industry. Here are some of the major roadblocks EZOfficeInventory customers have historically dealt with:

Monitoring the flow of equipment:
The AV industry has to manage the allocation, maintenance, and availability of large amounts of equipment. It can be difficult to achieve visibility into all your AV assets, and streamline operational workflows to ensure items are both close at hand and in stock as and when they're needed.

Mediating the risk of equipment theft and damage:
As media and AV gear gets smaller and more portable, the risk of equipment theft has also increased. This, in addition to damage due to transit or poor accountability can cost AV companies a lot of money as they scramble to replace high-ticket or in-demand items in a short period of time.

Managing lifecycle documentation:
AV equipment often has a lot of associated documentation that must be managed appropriately to avoid both administrative burdens and financial loss. This includes managing insurance liabilities, warranties, and vendor contracts so you can maximize the value you get out of your assets.

Logging custom specifications:
The AV industry requires complex information to be recorded and pulled up at a moment's notice. For example, you need a system that can help you log lumen ratings and contrast ratios while at the same time allow you to manage the more functional aspects of AV equipment management.

Tracking items across locations:
AV projects are often managed 'on the field', away from a central administrative hub. This means equipment needs to be tracked across different locations. Real-time data from the field can be hugely helpful here, as it can help minimize losses and simultaneously improve processing times.

Of course, the complexities will be different for a photography studio and a media company, for example. What's needed, then, is a solution that can cater to the specifics of all these workflows.

> AV equipment management is an extremely involved process – starting from the procurement of the asset and ending only when it is retired.

The Need for AV Equipment Management Software

EZOfficeInventory makes the task of tracking and managing AV equipment both easier and more accurate by **removing the hassle of complicated spreadsheets.** This means you have access to real-time data, anywhere, at any time.

We have helped AV managers **streamline equipment management** from procurement all the way to retirement. You can customize alerts to manage equipment life cycles, warranties, and insurance. You can also deploy preventive maintenance to reduce overall downtime. Advanced access control means that your data is meant only for people you trust. And we're just getting started.

Integrating all your data into a **centralized, automated solution** like EZO speeds up the process of managing AV equipment, helping you make quick decisions, improve ROIs, save money, and lower the administrative burden of tagging and tracking all your valuable AV items yourself.

EZOfficeInventory gives you **greater visibility into your inventory and assets**. Through audits and analysis reports, managers can get a clearer picture of status of their equipment. Couple this with our mobile app, and you've got yourself a product that you just won't be able to live without!

EZOfficeInventory's Features for AV Industry Workflows

Barcode and QR Code

Track a large volume of AV gear and equipment across different locations by using custom Barcodes and QR Codes.

Bundles and Carts

Match up equipment according to your workflow. Create different bundles for lighting kits or sound gear, for example, or use carts to check multiple AV items out.

Work Orders

Generate work orders against items so you're always on top of urgent tasks. You can also track employee performance.

Mobile App

Use our iOS and Android mobile apps to manage business on the go. Take mass actions on items anytime, from any location.

Custom Reports

Use custom reports to have access to meaningful information. Analyze asset utilization, maintenance records, and more.

User Listings

Add users to different pools, based on their location and equipment. This helps isolate the AV assets of each team or region.

Asset and Inventory Management

Keep track of high ticket assets such as video cameras, but also consumable stock such as SD cards – all from the same space. Low stock alerts make this even easier.

Availability Calendar

Use the calendar to know exactly which items are available at what times. This eliminates reservation conflicts for good.

Services and Maintenance

Track routinized servicing activities, as well as one-off 'breakdown' maintenance to ensure your AV gear is always in good shape.

Procurement Management

Keep track of all your purchase orders for streamlined procurement. You can also track vendors and vendor costs with ease.

For more features, click here.

Supervisor Workflow

Here's an example of the Supervisor Workflow used by some of our customers. This could be **useful if you require a significant amount of checks at every stage** of the item checkout process. As an example, below we reference a company where each project is the responsibility of a specific supervisor. This is how they would use EZOfficeInventory:

1. Production equipment and props are added to the system as basic bundles.

2. A client places an advertising request for a specific product.

3. Relevant AV bundles are created based on the needs of the client.

4. A supervisor adds these bundles to a Cart by scanning their Barcodes in using the mobile app. These Barcodes ensure that these items were definitely added to the Cart.

5. The Cart is checked out to the person in charge for an indefinite period.

6. Administrator approval is required for checking out expensive or high ticket items.

7. E-signatures of the supervisor in charge are taken to confirm the return of all the bundles.

As you can see, this kind of workflow **helps employees stay accountable, and increases the transparency** of your AV management process across the board.

Client Management Workflow

Here's an example of the Client Management Workflow used by some of our customers. This could be **useful if you are undertaking several different projects for different clients** at the same time. As an example, below we reference a company that produces advertisements for their clients. This is how they would use EZOfficeInventory:

1. Production equipment and props are added to the system as basic bundles.

2. A client places an advertising request for a specific product.

3. Relevant AV bundles are added to an item group made specifically for this client.

4. A User Listing is created. Only staff assigned to this client are added to this listing. You also add the group of AV items created for this client.

5. Users request the supervisor of this User Listing for AV items, and check them out with Carts.

6. The location of the Cart is changed to the production site as the teams move to shoot the ad.

7. The product is advertised, and the relevant Carts are all checked back in at the end.

As you can see, this kind of workflow can help you **stay more organized by providing structure** to your AV management process.
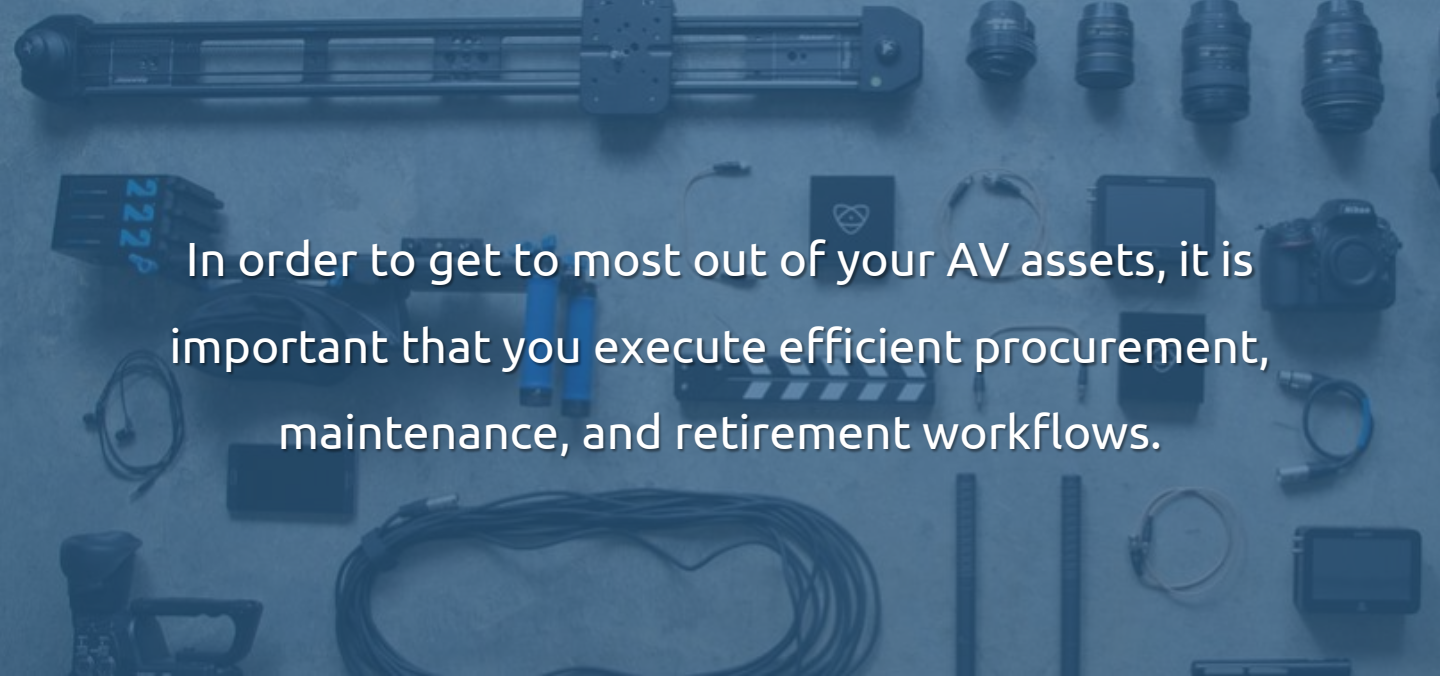
Project Management Workflow

Here's an example of the Project Management Workflow used by some of our customers. This could be **useful if you carry out process-based tasks involving your AV Gear**. As an example, below we reference a company that installs AV equipment for their clients. This is how they would use EZOfficeInventory:

1. Items like LED screens and supplementary cords are added into the system.

2. A client requests a temporary or permanent installation.

3. An admin checks out a Cart full of these LED screens to the staff members responsible for this client. The location of the Cart is changed to wherever the screens are being installed.

4. The Cart is associated with a Work Order to track shipping, set up, operation, and take down.

5. For a temporary installation: The Cart and LED screens are checked back in once returned.
   For a permanent installation: The Cart is checked in and the LED screens marked as retired.

With this, **all actions taken on your AV equipment have been logged -** from the moment equipment was assigned to a user, to when it was formally checked back in or retired.

In order to get to most out of your AV assets, it is important that you execute efficient procurement, maintenance, and retirement workflows.

The Value Added by EZOfficeInventory

- **Streamline checkouts**
  Make the entire checkout process a lot smoother by ensuring there are no double-bookings, clearly outlining when items are due back, and scanning items in and out for added convenience.

- **Increase asset longevity**
  Use service tickets, recurring services, and work orders to ensure you're never behind on the maintenance of an item. This ensures your equipment performs well and lasts a lot longer.

- **Reduce overheads**
  Save money by optimizing your procurement routines, stocking on inventory only as needed, and discouraging the theft of AV gear by improving accountability amongst employees.
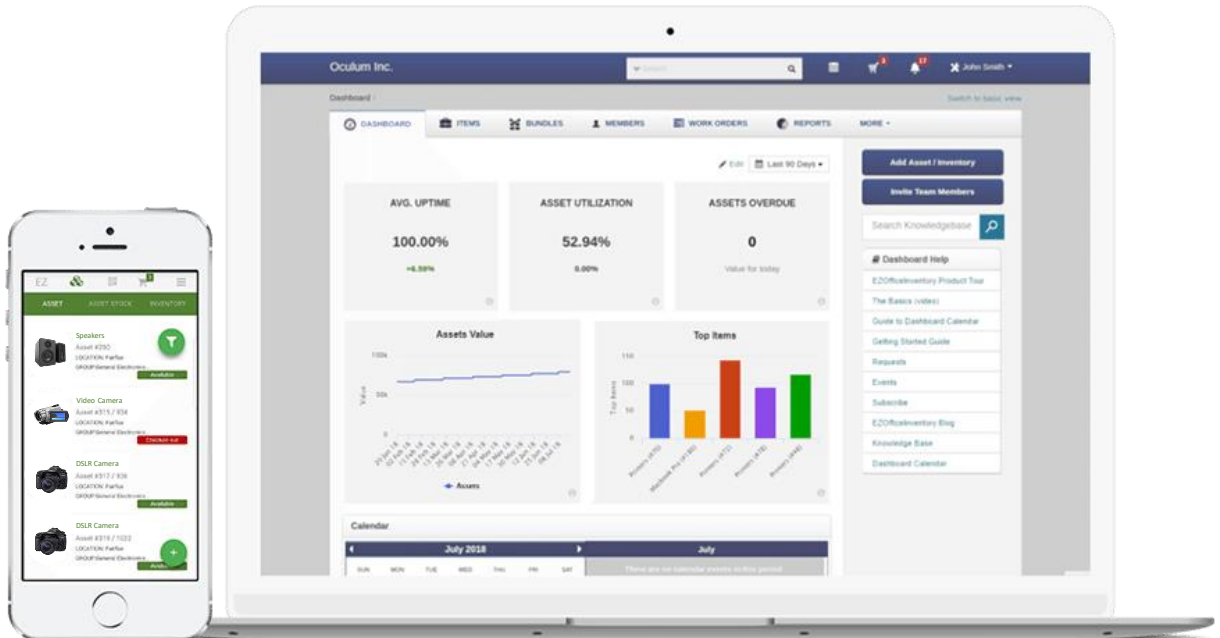
- **Save time**
  Quick processing times, scan-based check-ins and checkouts, and lightning-fast audits help free up time for your supervisors, and reduce administrative burdens, all at the same time.

- **Improve insights**
  You can run default or custom reports to get in-depth data on metrics that are the most valuable to you. This helps you make better decisions about your AV business, based on real-time data.

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

The AV industry is expanding, and the recent convergence of AV and IT has presented new opportunities for the AV industry to complement this expansion. Even so, equipment management remains a significant challenge. An asset management solution like EZO can really help businesses **streamline their AV operations and better manage equipment flows**. Companies dealing with AV gear can keep track of the assets they own, manage maintenance, and generate reports on this equipment with ease. This helps business save valuable resources, in the form of both time and money.

If you want to learn more about how EZOfficeInventory can help your business execute best practices for AV 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 thousands of our customers, we've 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

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