



About Us

We are a One-Stop Asset Management company that provides innovative solutions and services using the latest technologies.

Fixed assets are critical investment. To safeguard your investment, we help you to track your fixed assets, reduce Total Cost of Ownership and achieve business excellence.

We provide **visibility to the heart of your enterprise.**

fixed assets
management

Know your business ■ Know your ASSETS

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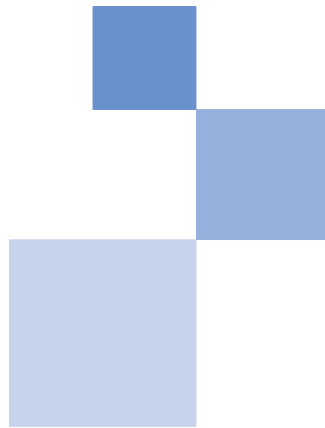


“ **myAsset** is a comprehensive asset management system that monitors a company’s fixed assets across the entire organisation. With it, users can track their assets effectively and reduce their Total Cost of Ownership. ”



ASSET ID	DESCRIPTION	DIVISION	DEPARTMENT	PURCHASE DATE	LOCATION
IT-PC-00000010	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM2
IT-PC-00000009	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM2
IT-PC-00000008	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM2
IT-PC-00000007	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM2
IT-PC-00000005	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM1
IT-PC-00000004	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM1
IT-PC-00000003	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM1
IT-PC-00000002	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM1
IT-PC-00000001	Dell Personal Computer	Head Quarter	Information Technology	3/8/2007	ROOM2
IT-NB-00000006	Dell Notebook	East Wing	Finance Department	3/8/2007	ROOM1
IT-DC-00000015	Sony Digital Camera	Head Quarter	Human Resources	3/8/2007	ROOM1
IT-DC-00000014	Sony Digital Camera	Head Quarter	Human Resources	3/8/2007	ROOM2
IT-DC-00000013	Sony Digital Camera	Head Quarter	Human Resources	3/8/2007	ROOM2
IT-DC-00000012	Sony Digital Camera	Head Quarter	Human Resources	3/8/2007	ROOM2
IT-DC-00000011	Sony Digital Camera	Head Quarter	Human Resources	3/8/2007	ROOM2
FUR-TAB-00000018	Round Table	Head Quarter	Human Resources	3/8/2007	ROOM2
FUR-TAB-00000017	Round Table	Head Quarter	Human Resources	3/8/2007	ROOM2
FUR-TAB-00000016	Round Table	Head Quarter	Human Resources	3/8/2007	ROOM2
FUR-CHR-00000023	Chair	East Wing	Finance Department	3/8/2007	ROOM2

Many companies find it difficult to keep track of all their assets. This is especially true as the organisation grows over time. If the company’s assets had been improperly documented at the time of acquisition, audit tracking becomes frustrating and inefficient. The possibility of expensive assets going missing becomes a distinct possibility.



To avoid such a scenario, companies implement an organisation-wide asset management programme. Doing so reduces the Total Cost of Ownership (TCO), and allows management to maintain full control over the deployment of all company assets.

It is with this in mind that **myAsset** was conceptualised, **myAsset** is a comprehensive asset management system that monitors a company’s fixed assets across the entire organisation from acquisitions to disposal. With it, users can easily track the life cycle of their assets and maximise asset utilisation and allocation.

4 STEPS IN ASSETS TRACKING



... the management can obtain a comprehensive picture of the company’s entire asset situation at all times ...



This system allows multiple departments or company branches to share a central database, while restricting access to their own centre. Because the information is centralised, the management can obtain a comprehensive picture of the company’s entire asset situation at all times.

To cater to the specific needs of individual organisations, **myAsset** adopts a modular approach that allows companies to select only those modules that are relevant to them. This maximises the efficiency of company resources and ensures that all aspects of asset management are accounted for.

myAsset operates on a web-based platform using a Microsoft SQL database, so it is ideal for organisations with multiple departments or branches located across the country or around the world. It is operational 24 hours a day, and can be accessed via any workstation with internet access.

Online verification, inventory control, audit checks and transfer of assets can be obtained wirelessly via the scanning of barcodes and accessed through the use of a PDA. This system also prints barcode labels bearing key data, enabling instantaneous identification of assets.



ASSET MANAGEMENT

An Organisation's Backbone Structure

Given time, myAsset management system provides the ideal base from which your business success arises. This is not surprising, since our clients have reported benefits that range from (but are not limited to) greater efficiency and accuracy to higher security and flexibility.

benefits of using myasset

myAsset is designed to solve our clients' problems from the ground-up. It provides an integrated platform that encompasses all available information about the company's assets, combining it with an innovative approach to mobile data collection and verification via a barcode data collector unit.

As a result, our clients enjoy the following benefits:

- ✓ **Efficient use of time and manpower resources** in maintaining asset information.
- ✓ **Flexible reporting systems** that yield timely and accurate information about the company's fixed assets.
- ✓ The ability to **track and effectively allocate all assets** throughout their entire product life cycle.
- ✓ **Physically locating and auditing assets is a breeze**; the loss of assets becomes a thing of the past.
- ✓ Barcode scanning and labelling ensure **quick and accurate data collection and storage**.
- ✓ **User-friendly Windows environment** and wizards guide you through the entire asset tracking process.
- ✓ **Flexible database structure** allows seamless integration into any software systems.
- ✓ **Full security features** with different levels of access.
- ✓ Improved audit procedures with **accurate audit trail**.
- ✓ **More than 200 available fields allow assets to be properly categorised**.



Loss of Investment
Improper Allocation of Assets
Inaccurate Data
Poor Accountability

POOR Asset Management

causes Financial Hiccups

People are normally resistant to change.

So, in companies where the old method of

physically counting assets and manual

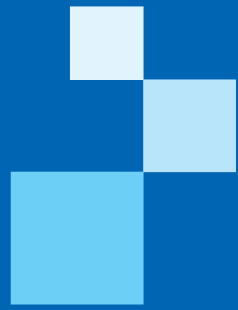
recording is utilised, workplace productivity

and business excellence is hard to come by.

problems of NOT using asset management software

As a company grows, it becomes increasingly difficult to maintain a reliable record of all its assets. Without a proper electronic asset management programme, too much time and manpower may be wasted in retrieving asset information, stock-taking, auditing and instant asset verification. Issues may arise in the areas of tracking, verification, recording and reporting, some of which are listed below:

- × Lack of an integrated, simple and user-friendly system to accurately track assets. Missing or misplaced assets means **loss of critical investment and makes tracking difficult.**
- × **Lack of a mobile and electronic way to verify assets instantly and accurately.** Companies may rely on book records and human verification.
- × **Lack of instant electronic asset verification** during an audit.
- × Manual tracking through Excel worksheets or logbooks increases the likelihood of **human error and does not leave an audit trail.** Not all asset details are recorded, making future checking difficult.
- × **Manual tracking also places all accountability onto one person**, a situation that may become tricky if the person is no longer around.
- × **No quick way to accurately determine missing items** in a specific location. There is no easy-to-read discrepancy report that can be prepared for submission to management and to respond to queries.
- × **Hard to generate reports** pertaining to specific asset class, location, user or departments.
- × No standardised barcode tags to identify the assets. There is **no easy or accurate way to collect information.**



REAPING the benefits of asset management

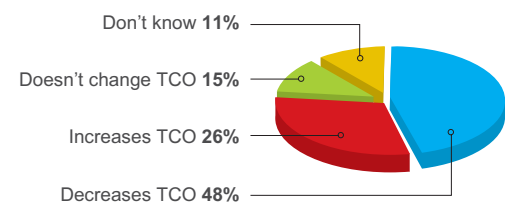
Companies with asset management programmes in place frequently report positive growth performance and higher work efficiency. They happily report being able to recoup their ROI within a year of implementation, as well as reducing their Total Cost of Ownership (TCO).

Asset management is hardly a new concept, but many companies either do not make it part of their business functions or do not implement it efficiently.

Yet, for companies with asset-tracking tools in place, the cost-savings and return on investment that result more than make up for the initial hassles.

In a survey conducted in US, one such automobile company saves at least US\$100,000 a year, thanks to the implementation of asset-tracking tools that have reduced their TCO (see Chart A).

Chart A: How does Asset-Tracking Software Affect Users' Total Cost of Ownership?



Let your fixed assets 'talk back' to you.

It is always good to periodically review a company's asset situation. Here are some items to consider that can help you assess your company's position in this category, and find out areas where improvements can be made.

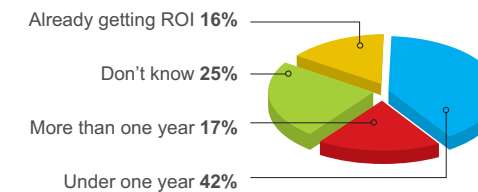
How well does your company manage its fixed assets? How aware are you about the amount and status of assets in your company?

Answer these questions to find out!

1. How much assets do we have and where are they located?
2. What surplus assets do we have at our various departments? How can they best be allocated or deployed?
3. How do we make our staff accountable for the assets at their offices?
4. How can we prevent assets from going missing?
5. How do we perform instant on-the-spot asset verification?
6. Can we account for all our assets? How much of assets is missing?
7. How much assets has been disposed? What are the methods of disposal?
8. What methods do we currently use to track our assets? How can we improve on these methods?
9. Are all our departments faithfully tracking assets at their offices according to the prescribed criteria?
10. What maintenance or servicing needs to be done this month on our assets?
11. How accurate was our last physical inventory? What costs did we incur in conducting it? Can all departments generate accurate asset list reports according to specific search criteria?

If you cannot answer some questions with confidence, then it is time to consider implementing **myAsset** in your company.

Chart B: What's Your Asset Management Packback?



In the same survey, almost half of the respondents credit asset management tools for reducing their TCO. Nearly 60% have secured their return on investment (ROI) or will do so within a year (see Chart B).

With such strong benefits from asset management, why are some companies hesitant to implement it? Well, reasons range from the lack of staff resources, satisfaction with present manual tracking methods, a perception that asset management software is unreliable or inaccurate to a belief that they cannot justify its cost.

Regardless of this, companies with asset management tools in place view it as a worthwhile investment. As long as asset management is regarded as a main business activity and, adequate time and resources are devoted to it, most companies can reap its benefits — a smaller TCO and a higher ROI — within a reasonable time span.

myAsset Services at your fingertips



Along with our myAsset software system comes a comprehensive array of services that helps companies derive the maximum benefits out of proper asset management.

PLANNING AND CONSULTATION

We help companies plan the entire asset tracking process, analyse its cost and benefits, and recommend the most efficient and cost-effective way to keep track of assets.

PRE/POST IMPLEMENTATION

Our systems consultants can migrate all databases in their current form to **myAsset** so you will be spared the tedious process of data entry and checking. We will tag all assets with customised barcode labels, counter-checking them with asset lists. After the system has been set up, you will receive an updated and detailed report of your company's assets situation.

TRAINING

During the initial setup, we provide training sessions to familiarise new users with the extensive features of **myAsset**, so that you can enjoy its full benefits in the shortest possible time.

MAINTENANCE

Our maintenance package covers free software updates throughout the year, as well as notification of the latest developments and innovative products! We provide full telephone, email, fax and on-site support.

FIXED ASSET AUDIT SERVICES

We help companies conduct periodic stock-taking and audits. Our team of specially trained personnel will go on-site to find, check and audit all company assets. We will provide asset reports and reconcile all physical assets with the asset register. We may even find assets you never knew you had and discover others that had been presumed lost.

b u s i n e s s c a r d

Visibility To The Heart Of Your Enterprise