

# **End User's manual**

## **Version 4.0**

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## 1. Audience

This user guide is intended for SmartX Hub® web platform users who need to manage assets, receive inventory tasks about assets and see the reports.

## 2. SmartX Hub®

Automate your organization's fixed asset tracking for improved check-in/check-out processes, faster auditing, and error-free reporting. See below what SmartX HUB can do:

### ***EASY-TO-USE INTERFACE***

All your organization's asset data is made accessible, adaptable, and reliable.

### ***CENTRALIZED ROLE-BASED SECURITY***

Save time by managing user accounts, permissions, and security settings in one place. Enterprise-grade role-based security allows you to define fine-grained access rights for each user.

### ***ELIMINATE MANUAL TRACKING***

Stop wasting your time logging more easily captured information with an efficient RFID / barcode asset tracking system.

### ***DATA CUSTOMIZED FOR YOUR CONTEXT***

Quickly finds what you need with smart views and conditional search features. Users can create and save custom views pertinent to their needs and share them across the organization.

### ***EASILY BUILD REPORTS***

Choose a standard report or build our own. Compile and visualize data that keeps you informed about your organization

## 3. Getting Started- SmartX Hub®

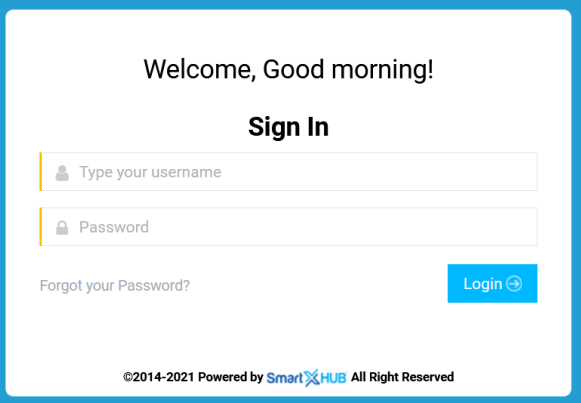
SmartX Hub® is a configurable system based on a License subscription. Some options or menus may not appear in your configuration or screen. If you have questions, please contact [sales@smartxhub.com](mailto:sales@smartxhub.com) or your sales representative.

## 4. Accessing SmartX Hub® Asset Management

To access SmartX Hub® on your computer, you must have an active user account with its respective password.

Open your web browser and connect to the SmartX Hub® login page; [www.SmartXhub.com](http://www.SmartXhub.com).

The logging page appears.

The image shows a login page for SmartX Hub. At the top, it says "Welcome, Good morning!" followed by "Sign In". There are two input fields: "Type your username" and "Password". Below the password field is a link "Forgot your Password?". To the right of the password field is a blue "Login" button with a right arrow icon. At the bottom, it says "©2014-2021 Powered by SmartX HUB All Right Reserved".

Welcome, Good morning!

**Sign In**

Type your username

Password

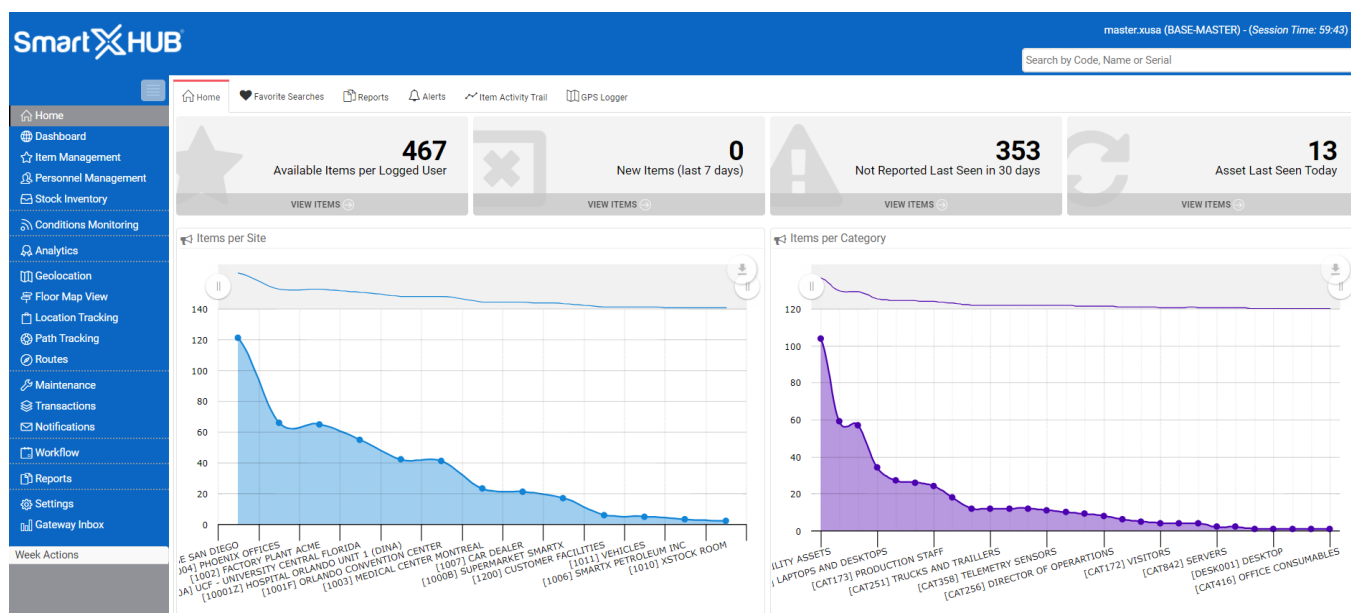
[Forgot your Password?](#)

Login →

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1. Enter your username and password.
2. Click Log In.

If the default settings have not been modified, the SmartX Hub® home page will open



You can access all SmartX Hub® functions or just some of them from this page, depending on the user's permissions.

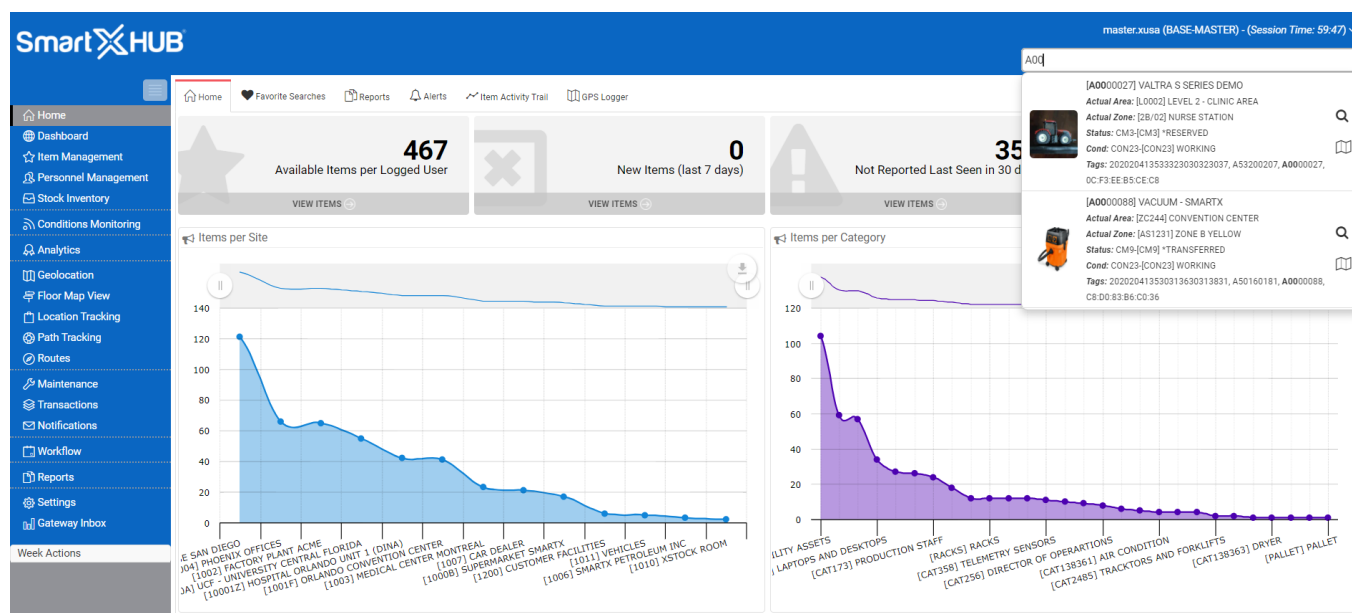
## 5. Finding and Viewing Assets

### 5.1 Quick Search

Use this type of search if you are looking for a specific asset and know all or part of the asset's name, ID, or tag ID.

Enter an asset property in full or partially in the quick search box. For example, you can enter digits included in the asset's ID or letters included in the asset name.


Suppose you enter partial criteria, such as letters included in the asset name. In that case, all assets that meet the criteria are listed as you type the letters:

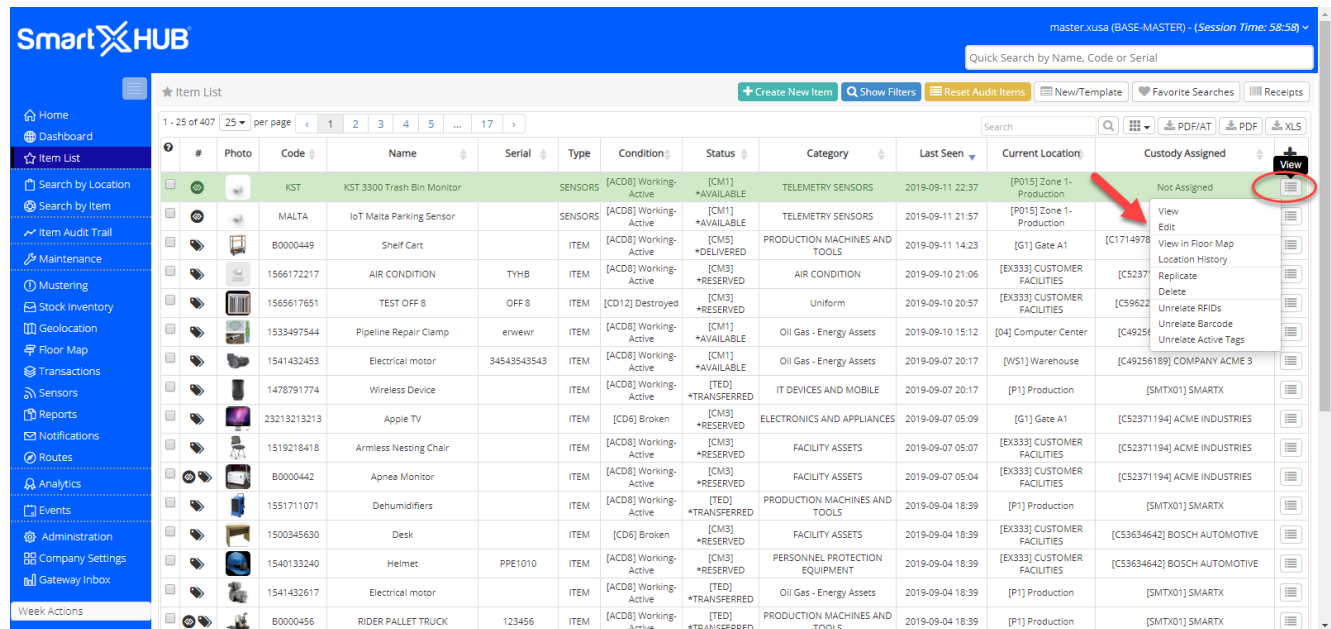


































When the list appears, you can click the Search Icon of the entry to see all the information regarding the asset, including but not limited to the location, custody, status, and condition.

SmartX HUB Item List table. The table displays a list of assets with columns: #, Photo, Code, Name, Serial, Type, Condition, Status, Category, Last Seen, and Current Location. A red circle highlights the search icon in the header row. A red arrow points to the search icon in the header row.

#	Photo	Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Current Location
1		KST	KST 3500 Infrared Monitor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 22:57	[P015] Zone 1-Production
2		MALTA	IoT Melta Parking Sensor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 21:57	[P015] Zone 1-Production
3		B0000449	Shelf Cart		ITEM	[ACD8] Working-Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2019-09-11 14:23	[G1] Gate A1
4		1566172217	AIR CONDITION	TYHB	ITEM	[ACD8] Working-Active	[CM3] *RESERVED	AIR CONDITION	2019-09-10 21:06	[EX333] CUSTOMER FACILITIES
5		1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	2019-09-10 20:57	[EX333] CUSTOMER FACILITIES
6		1533497544	Pipeline Repair Clamp	enwewr	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-10 15:12	[04] Computer Center
7		1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-07 20:17	[W51] Warehouse
8		1478791774	Wireless Device		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2019-09-07 20:17	[P1] Production
9		23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	2019-09-07 05:09	[G1] Gate A1
10		1519218418	Armless Nesting Chair		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:07	[EX333] CUSTOMER FACILITIES
11		B0000442	Apnea Monitor		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:04	[EX333] CUSTOMER FACILITIES
12		1551711071	Dehumidifiers		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production
13		1500345630	Desk		ITEM	[CD6] Broken	[CM3] *RESERVED	FACILITY ASSETS	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES
14		1540133240	Helmet	PPF1010	ITEM	[ACD8] Working-Active	[CM3] *RESERVED	PERSONNEL PROTECTION EQUIPMENT	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES
15		1541432617	Electrical motor		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	Oil Gas - Energy Assets	2019-09-04 18:39	[P1] Production
16		B0000456	RIDER PALLET TRUCK	123456	ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production

Click the view  button to go deep into the asset's information.



#	Photo	Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Current Location	Custody Assigned	View
1		KST	KST 3300 Trash Bin Monitor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 22:37	[P015] Zone 1-Production	Not Assigned	
2		MALTA	IoT Malta Parking Sensor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 21:57	[P015] Zone 1-Production	View	
3		B0000449	Shelf Cart		ITEM	[ACD8] Working-Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2019-09-11 14:23	[G1] Gate A1	[C1714978]	
4		1566172217	AIR CONDITION	TYHB	ITEM	[ACD8] Working-Active	[CM3] *RESERVED	AIR CONDITION	2019-09-10 21:06	[EX333] CUSTOMER FACILITIES	[C5237]	
5		1565617651	TEST OFF B	OFF B	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	2019-09-10 20:57	[EX333] CUSTOMER FACILITIES	[C59622]	
6		1533497544	Pipeline Repair Clamp	erwewr	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-10 15:12	[04] Computer Center	[C49254]	
7		1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-07 20:17	[W51] Warehouse	[C49256189] COMPANY ACME 3	
8		1478791774	Wireless Device		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2019-09-07 20:17	[P1] Production	[SMTX01] SMARTX	
9		23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	2019-09-07 05:09	[G1] Gate A1	[C52371194] ACME INDUSTRIES	
10		1519218418	Armless Nesting Chair		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:07	[EX333] CUSTOMER FACILITIES	[C52371194] ACME INDUSTRIES	
11		B0000442	Apnea Monitor		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:04	[EX333] CUSTOMER FACILITIES	[C52371194] ACME INDUSTRIES	
12		1551711071	Dehumidifiers		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production	[SMTX01] SMARTX	
13		1500345630	Desk		ITEM	[CD6] Broken	[CM3] *RESERVED	FACILITY ASSETS	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES	[C53634642] BOSCH AUTOMOTIVE	
14		1540133240	Helmet	PPE1010	ITEM	[ACD8] Working-Active	[CM3] *RESERVED	PERSONNEL PROTECTION EQUIPMENT	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES	[C53634642] BOSCH AUTOMOTIVE	
15		1541432617	Electrical motor		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	Oil Gas - Energy Assets	2019-09-04 18:39	[P1] Production	[SMTX01] SMARTX	
16		B0000456	RIDER PALLET TRUCK	123456	ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production	[SMTX01] SMARTX	

The information of the asset will look like this:

#	Photo	Code	Name	Serial	Type	Condition	Status	Category
1		KST	KST 3300 Trash Bin Monitor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS
2		MALTA	IoT Malta Parking Sensor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS
3		B0000449	Shelf Cart		ITEM	[ACD8] Working-Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS
4		1566172217	AIR CONDITION	TYHB	ITEM	[ACD8] Working-Active	[CM3] *RESERVED	AIR CONDITION
5		1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform
6		1533497544	Pipeline Repair Clamp	erweur	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets
7		1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets
8		1478791774	Wireless Device		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE
9		23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES
10		1519218418	Armless Nesting Chair		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS
11		B0000442	Apnea Monitor		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS
12		1551711071	Dehumidifiers		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS
13		1500345630	Desk		ITEM	[CD6] Broken	[CM3] *RESERVED	FACILITY ASSETS
14		1540133240	Helmet	PPE1010	ITEM	[ACD8] Working-Active	[CM3] *RESERVED	PERSONNEL PROTECTION EQUIPMENT
15		1541432617	Electrical motor		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	Oil Gas - Energy Assets
16		B0000456	RIDER PALLET TRUCK	123456	ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS

General Item Info

**Code:** 1551711071  
**Auxiliar Item ID:** Empty  
**Last Seen:** 2019-09-04 14:39  
**Home Location:** [S3][1000A]Campus University Centr  
**Current Location:** [S3][1000A]Campus University Centr  
**[A3][1000A-03] LIB - JOHN C. HITT**  
**[Z3][P1] Production**  
**Type:** ITEM  
**Group:** Empty  
**Condition:** [ACD8] Working-Active  
**Cost Center:** [CC24]Production Cost Ce  
**Cus. Owner:** [C49256189] COMPANY ACME 3  
**Maintenance Ends date:** Empty  
**Purchase From:** Empty  
**Modified On:** 2019-08-11 20:02  
**Name:** Dehumidifiers  
**Serial Number:** Empty  
**Next Service:** Empty  
**Department:** [4545]Production  
**Status:** [TED] \*TRANSFERRED  
**Brand/Model:** Empty  
**Cus. Assigned:** [SMTX01] SMARTX  
**Warranty Ends date:** Empty  
**Purchase Date:** Empty  
**Created On:** 2019-03-04 09:51

## 5.2 Advanced Filter

Use this type of search to specify multiple criteria to find one or more assets, such as all the cars in the parking lot.

The Advanced Search Tool allows you to find assets using more detailed criteria. For example, suppose you are looking for all the available (status) good (condition) trucks and trailers (category) in the Warehouse Building (location). You can use the Advanced Search option to specify these four (4) criteria and execute this search. The Advanced Search button opens a page that displays all the selectable criteria.

[illegible]

SmartX HUB

Home

Dashboard

Item Management

Personnel Management

Stock Inventory

Conditions Monitoring

Analytics

Geolocation

Floor Map View

Location Tracking

Path Tracking

Routes

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Check the appropriate boxes. Following the above example, you would check (from the top to the bottom). All values are optional. You can select just one or multiple values.



## 6. Performing an Advanced Search and Creating Bookmark

To conduct an advanced search and save the criteria:

1. In Advanced Search, from the shortcuts on the home page, type the assets name or code corresponding to the assets you are looking for, separated by commas.

The screenshot shows the SmartX HUB Advanced Search interface. The search bar is highlighted with a red circle, showing the text "Search by Code, Name or Serial". Below the search bar, there are filters for "Group by" (ALL DATA), "Availability" (\*AVAILABLE), and "Save as Favorite Searches". The main table displays a list of assets with columns: #, Code, Name, Serial, Type, Condition, Status, Category, Last Seen, and Current Location. The table contains several rows of asset data, including sensors, vehicles, and containers.

#	Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Current Location
1614737156		FREEZER MEDICINES 2		SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:18	[A51231] ZONE B YELLOW
1614120635		REFRIGERATOR	AC 23 3F A1 6F 4C	SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:18	[A51231] ZONE B YELLOW
863844051426564		TRUCK 2431 HALLBURTON	SMTX1910	VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILERS	2021-07-22 11:04	[UCF0101] RECEPTION
325696747		TABLET COMPUTER		ITEM	NEW NOT USED	*SHIPPED	TELECOMMUNICATION ASSETS	2021-07-22 11:03	[A51231] ZONE B YELLOW
SMTX0000487		HEAVY DUTY CONVENTIONAL-SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILERS	2021-07-22 11:03	[A51231] ZONE B YELLOW
SMTX791774		WIRELESS DEVICE ASDASD	SMTX791774	ITEM	WORKING	*AVAILABLE	TELECOMMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION
1333497544		PIPELINE REPAIR CLAMP	enweier	ITEM	WORKING	*AVAILABLE	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[B4] COMPUTER CENTER
SMTX432617		LAPTOP	SMTX432617	ITEM	BROKEN	*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION
A0000027		VALTRA S SERIES DEMO	MIN01	VEHICLE	WORKING	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B/02] NURSE STATION
1612996810		MINI COOPER	MIN04	VEHICLE	WORKING	*AVAILABLE	VEHICLES/CAR	2021-07-22 11:03	[A51231] ZONE B YELLOW
80000209		METAL CONTAINER		ITEM	WORKING	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[61] GATE A1
1614737404		FREEZER VACINE	AC 23 3F A1 6F 29	SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 09:38	[A51231] ZONE B YELLOW
A0000088		VACUUM - SMARTX	CE D0 B3 B6 C0 36	ITEM	WORKING	*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[A51231] ZONE B YELLOW

2. Select the columns you want to see in the output report. There are three (3) columns: **Common**, **Extra**, and **Special** containing all the assets' information available.

**Common Columns:** include serial, type, category, group, department, cost center, following service, custody owner, custody assigned, current site, current area, home site, home area, home site, and home area.

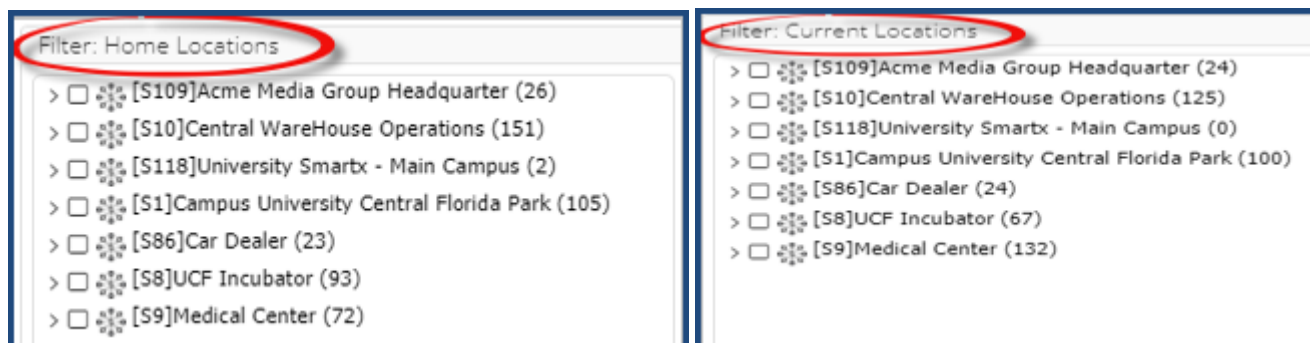
**Extra Columns:** include aux ID, brand, model, notes, current area/address, current area/city, current area/state, current area/country, current area/zip code, home area/address, home area/state, home area/city, home area/state, home area/country, home area/Zip code, last local, last local dwell, current local dwell, latitude, and longitude.

**Unique columns:** include purchase date, purchase from, purchase cost, purchase replace, depreciation months, original depreciation cost, depreciation value, depreciation place in service, warranty code, warranty starts, warranty ends, maintenance contact, maintenance starts, maintenance ends, policy number, insurance company, insurance starts, insurance ends, the insurance cost.

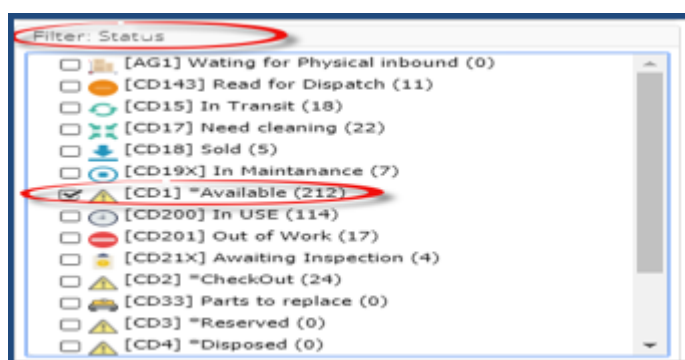
Drag and drop to select fields; they will be visible in the **Selected Field** box.

3. In **Locations** (Home and Current locations), select where you want to search for those assets.

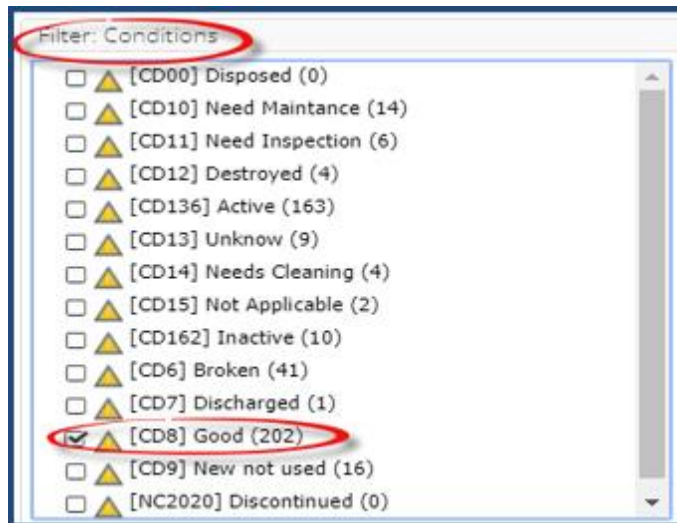
If you click a parent branch, all the locations under it are included in the search. You can also search in a parent branch or in any of its descendants down to the level zone.



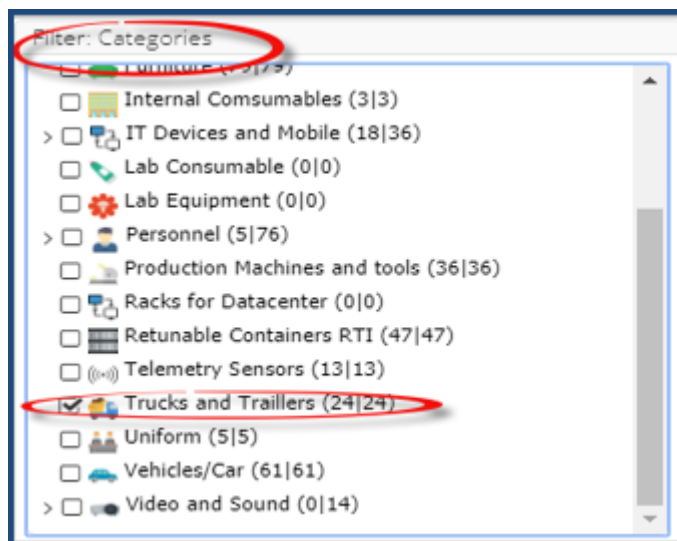
4. In **Status**, select the status of the assets you want to track. For example, select available to find the assets in the working order that are not tied to a task.



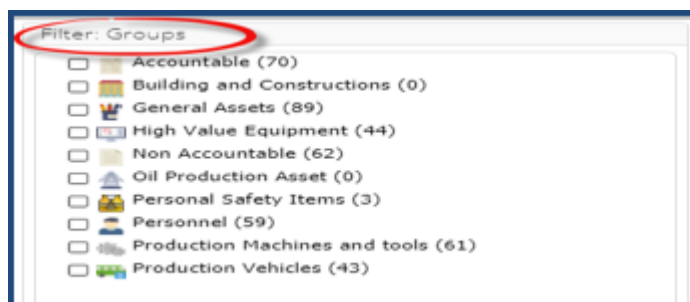
5. In **Conditions**, select the condition of the assets you are searching for.



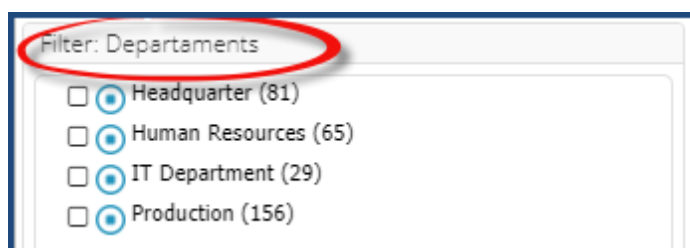
6. In **Categories**, select the category of the assets you want to track.



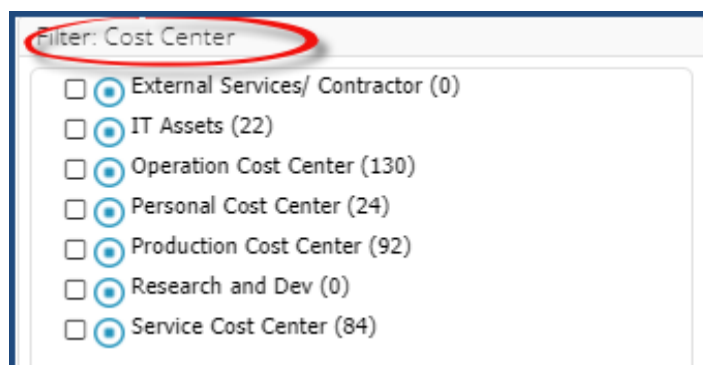
7. To limit the search to assets belonging to a certain group, check the corresponding box in **Groups**.



8. In **Departments**, you can select the departments associated with the assets; check the corresponding box in Departments.



9. Select the cost center related to the assets you want to track in Cost Center.



**Note:** Your company's status and values are defined; therefore, their names may be different from those used in this guide.

10. To further limit the search of assets whose name, ID, serial number, or tag ID contain certain characters, you can apply "Condition/Conditional" to the output report without affecting the other values.

Close Search

**SmartX**HUB
master.xusa (BASE MASTER) - (Session Time: 39:57) ▾

★ Item Management
🔍 Advanced Filter
❤️ Select report

+ Add item
New Template
Reset Audit Items
Receipts

#	Code	Name	Serial	Type	Condition	Status	Category	Last Seen ▾	Current Location	Custody Assigned	Tags Identifiers
<input type="checkbox"/>		1614737156	FREEZER MEDICINES 2	SENSOR SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:18	[AS1291] ZONE B YELLOW	[C1565613] CARLOS RIBEIRO	AC 23:3F:A1:6F:4D
<input type="checkbox"/>		1614120655	REFRIGERATOR	AC 23:3F:A1:6F:4D SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:18	[AS1291] ZONE B YELLOW	[C1565613] CARLOS RIBEIRO	AC 23:3F:A1:6F:4D
<input type="checkbox"/>		863844051426564	TRUCK 2431 HALLIBURTON	SMTX1910 VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILERS	2021-07-22 11:04	[UCP101] RECEPTION	[C1714978?] SMARTY WAREHOUSING COMPANY	863844051426564, 90001419, 0000000000000000000000001419
<input type="checkbox"/>		325698747	TABLET COMPUTER	ITEM	NEW NOT USED	*SHIPPED	TELECOMMUNICATION ASSETS	2021-07-22 11:03	[AS1291] ZONE B YELLOW	[C1988033] SUPPLIER 2	OC F3:EE:B5:CE:0C, 2020020413533230330323231, A53200221
<input type="checkbox"/>		SMTX0000487	HEAVY DUTY CONVENTIONAL-SLEEPER TRUCKS	SMTX0000487 VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILERS	2021-07-22 11:03	[AS1291] ZONE B YELLOW	[CS2371194] ACME INDUSTRIES	112338, E2000006, E2000114901190170242091C5
<input type="checkbox"/>		SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774 ITEM	WORKING	*AVAILABLE	TELECOMMUNICATION ASSETS	2021-07-22 11:03	[2B:002] NURSE STATION	[SMTX01] SMARTX	B010101, 300833852009014000000000, B82982929
<input type="checkbox"/>		1533497544	PIPELINE REPAIR CLAMP	enrwer ITEM	WORKING	*AVAILABLE	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME B	20200204135332303313830, 501010101
<input type="checkbox"/>		SMTX432617	LAPTOP	SMTX432617 ITEM	BROKEN	*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P:] PRODUCTION	[SMTX01] SMARTX	E2003A3105DC0C91949FA6, 2020020503030303032313533, OC F3:EE:B5:CE:0C, A0000027,
<input type="checkbox"/>		A0000027	VALTRA S SERIES DEMO	MINI01 VEHICLE	WORKING	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B:002] NURSE STATION	[CS2371194] ACME INDUSTRIES	OC F3:EE:B5:CE:0C, A0000027, 2020020413533230330323037, A53200207
<input type="checkbox"/>		1612996810	MINI COOPER	MINI04 VEHICLE	WORKING	*AVAILABLE	VEHICLES/CAR	2021-07-22 11:03	[AS1291] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	OC F3:EE:B5:CA:5A, 2020020413533230330323039, A53200209
<input type="checkbox"/>		80000209	METAL CONTAINER	ITEM	WORKING	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[C59622832] EDILSON SILVERIA	2D:03:C8:6E:C8:B3, 2020020204303030303033530, 2020020204303030303033039, C0000050, 80000209
<input type="checkbox"/>		1614737404	FREEZER VACINE	AC 23:3F:A1:6F:29 SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 09:38	[AS1291] ZONE B YELLOW	[C1565613] CARLOS RIBEIRO	AC 23:3F:A1:6F:29
<input type="checkbox"/>		A0000088	VACUUM - SMARTX	CB:D0:B3:B6:C0:36 ITEM	WORKING	*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[AS1291] ZONE B YELLOW	[SMTX01] SMARTX.	CB:D0:B3:B6:C0:36, A0000008, 20200204135330313630313831, A53200207

## 6.2 Saving Search Criteria and Creating a Bookmark

Follow these steps to save the search criteria and create a bookmark.

1. On the search result page, click the **View Bookmark** button.

The screenshot shows the SmartX HUB interface with a search results table. The 'View/Edit' button is circled in red. The table contains the following data:

#	Code	Name	Condition	Status	Last Seen	Current Location	Home Location
1	KST	KST 3300 Trash Bin Monitor	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-09-11 18:37	[P015] Zone 1- Production	[P015] Zone 1- Production
2	MALTA	IoT Malta Parking Sensor	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-09-11 17:57	[P015] Zone 1- Production	[P015] Zone 1- Production
3	1541432453	Electrical motor	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-09-07 16:17	[W51] Warehouse	[W51] Warehouse
4	1478791774	Wireless Device	[ACD8] Working-Active	[TED] *TRANSFERRED	2019-09-07 16:17	[P1] Production	[P1] Production
5	1551711071	Dehumidifiers	[ACD8] Working-Active	[TED] *TRANSFERRED	2019-09-04 14:39	[P1] Production	[P1] Production
6	1541432617	Electrical motor	[ACD8] Working-Active	[TED] *TRANSFERRED	2019-09-04 14:39	[P1] Production	[P1] Production
7	B0000456	RIDER PALLET TRUCK	[ACD8] Working-Active	[TED] *TRANSFERRED	2019-09-04 14:39	[P1] Production	[P1] Production
8	AC233FA178D4	Sensor Temperature	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-09-04 11:50	[P015] Zone 1- Production	[P015] Zone 1- Production
9	AC233FA1786E	Sensor Temperature	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-09-04 11:50	[P015] Zone 1- Production	[P015] Zone 1- Production
10	222222222222	Dehumidifiers	[ACD8] Working-Active	[P1] IN PRODUCTION	2019-08-30 13:44	[P016] Zone 2- Components Production	[P015] Zone 1- Production
11	1500345664	FORKLIFT	[ACD8] Working-Active	[P1] IN PRODUCTION	2019-08-30 13:44	[P016] Zone 2- Components Production	[G1] Gate A1
12	SMTX002	DRYER BLOWER3/4 HP 3 SPEED FLOOR	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-08-10 12:26	[P016] Zone 2- Components Production	[G1] Gate A1
13	1565439701	DRYER BLOWER3/4 HP 3 SPEED FLOOR	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-08-10 12:21	[P016] Zone 2- Components Production	[G1] Gate A1
14	1565438914	C DEHUMIDIFIERS	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-08-10 12:08	[P015] Zone 1- Production	[G1] Gate A1
15	1565440079	DRYER BLOWER3/4 HP 3 SPEED FLOOR [copy]	[ACD8] Working-Active	[CM1] *AVAILABLE	2019-08-10 08:27	[P016] Zone 2- Components Production	[G1] Gate A1
16	1553978557	C Dehumidifiers	[ACD8] Working-Active	[CM5] *DELIVERED	2019-08-06 09:07	[P015] Zone 1- Production	[G1] Gate A1
17	AF000031	Double Deck Plastic Pallet 06	[ACD8] Working-Active	[TRR] *IN TRANSFER	2019-08-06 09:07	[P015] Zone 1- Production	[G12] Gas Station
18	1513525452	Machine	[CD6] Broken	[CD19X] IN MAINTANANCE	2019-07-30 14:38	[P015] Zone 1- Production	[P015] Zone 1- Production
19		Computer	[ACD8] Working-Active	[CM5] *DELIVERED	2019-06-25 19:31	[P015] Zone 1- Production	[04] Computer Center

The bookmark dialog box opens.



The screenshot displays the SmartX HUB Item Management interface. On the left is a navigation menu with options like Home, Dashboard, Item Management, Personnel Management, Stock Inventory, Conditions Monitoring, Analytics, Geolocation, Floor Map View, Location Tracking, Path Tracking, Routes, Maintenance, Transactions, Notifications, Workflow, Reports, Settings, and Gateway Inbox. The main area shows a table of assets with columns: #, Code, Name, Serial, Type, Condition, Status, Category, Last Seen, and Current Location. A 'Save as Favorite Searches' dialog box is open on the right, circled in red. It contains fields for Name and Title, checkboxes for sharing and allowing changes, a 'Show report as favorites?' checkbox, and a 'Choose an icon' button. Below these are sections for 'Choose Showed Columns' and 'Filter' with various options like Home Locations, Current Locations, Status, Conditions, Categories, Groups, Departments, Cost Center, and Conditional.

#	Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Current Location
	1614737156	FREEZER MEDICINES 2		SENSOR	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:50	[AS1231] ZONE B YELLOW
	1614120655	REFRIGERATOR	AC.23.3F.A1.6F.40	SENSOR	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:50	[AS1231] ZONE B YELLOW
	863844051426564	TRUCK 2431 HALLIBURTON	SMTX1910	VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILERS	2021-07-22 11:04	[UCF0101] RECEPTION
	325696747	TABLET COMPUTER		ITEM	NEW NOT USED	*SHIPPED	TELECOMMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW
	SMTX0000487	HEAVY DUTY CONVENTIONAL-SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILERS	2021-07-22 11:03	[AS1231] ZONE B YELLOW
	SMTX791774	WIRELESS DEVICE ASDASO	SMTX791774	ITEM	WORKING	*AVAILABLE	TELECOMMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION
	1533497544	PIPELINE REPAIR CLAMP	erweur	ITEM	WORKING	*AVAILABLE	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[04] COMPUTER CENTER
	SMTX432617	LAPTOP	SMTX432617	ITEM	BROKEN	*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION
	A0000027	VALTRA S SERIES DEMO	MINI01	VEHICLE	WORKING	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B/02] NURSE STATION
	1612996810	MINI COOPER	MINI04	VEHICLE	WORKING	*AVAILABLE	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW
	B0000209	METAL CONTAINER		ITEM	WORKING	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[01] GATE A1
	1614737404	FREEZER VACINE	AC.23.3F.A1.6F.29	SENSOR	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 09:36	[AS1231] ZONE B YELLOW
	A0000088	VACUUM - SMARTX	C8.D0.83.B6.C0.36	ITEM	WORKING	*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[AS1231] ZONE B YELLOW

2. In **Name**, enter a name for this search.
3. In **Title**, enter a title for this bookmark.
4. If you want to share this bookmark with other users or contributors, check the box.
5. If you allow other users or contributors to make changes to this bookmark, select the box.
6. Click the **Save** button.



▼

ALL DATA

▼

\*AVAILABLE

▼

**Save as Favorite Searches** Save

Title

ASSETS IN TEXAS FACTORY


☒ Do you want shared with others contributors?

Nothing selected

☐ Allow contributors to changes when shared?

☒ Show report as favorites?

Choose an Icon



Report Sequence

5

7. List Favorites bookmark at listing item view

**SmartHUB**
master.busa (BASE-MASTER) - (Session Time: 45:33)

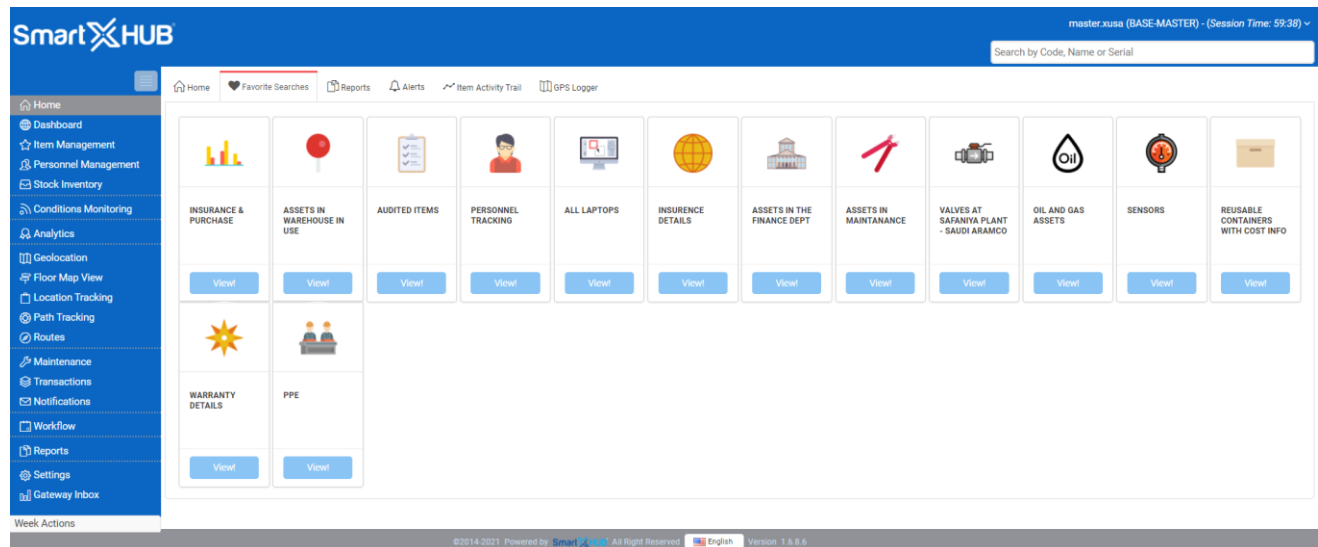
★ Item Management
🔍 Advanced Filter
Select Report

+ Add Item
New Template
Reset Audit Items
Receipts

#	Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Current Location	Custody Assigned	Tags Identifiers
<input type="checkbox"/>	1614737156	FREEZER MEDICINES 2	SENSOR	SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:50	[A51231] ZONE B YELLOW	[C15665513] CARLOS RIBEIRO	AC 23 3F A1 7B 6E
<input type="checkbox"/>	1614120655	REFRIGERATOR	AC 23 3F A1 6F 4D	SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:50	[A51231] ZONE B YELLOW	[C15665513] CARLOS RIBEIRO	AC 23 3F A1 6F 4D
<input checked="" type="checkbox"/>	B63844051426564	TRUCK 2431 HALLIBURTON	SMTX1910	VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:04	[WCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	B63844051426564, 90001419, 090000000000000000001419
<input type="checkbox"/>	325698747	TABLET COMPUTER		ITEM	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	[A51231] ZONE B YELLOW	[C1988035] SUPPLIER 2	OC F3 EE 85 CB 0C, 20202041933320320323231, AS2002021
<input type="checkbox"/>	SMTX0000487	HEAVY DUTY CONVENTIONAL-SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:03	[A51231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0000006, E200001460190170242091C5
<input type="checkbox"/>	SMTX791774	WIRELESS DEVICE ASDASO	SMTX791774	ITEM	WORKING	*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	8010101, 30083382000901400000000, BE292929
<input type="checkbox"/>	1533497544	PIPELINE REPAIR CLAMP	enwerer	ITEM	WORKING	*AVAILABLE	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[B4] COMPUTER CENTER	[C49256189] COMPANY ACME 3	20202041933320320313830, 801010101
<input type="checkbox"/>	SMTX432617	LAPTOP	SMTX432617	ITEM	BROKEN	*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION	[SMTX001] SMARTX	E2003A320530CB949FAFE4F6, 202020419333203203032313533,
<input checked="" type="checkbox"/>	A0000027	VALTRA S SERIES DEMO	MN001	VEHICLE	WORKING	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B/02] NURSE STATION	[C52371194] ACME INDUSTRIES	OC F3 EE 84 CE CB, A0000027, 20202041933320320323037, AS2002007
<input type="checkbox"/>	1612996810	MINI COOPER	MNI04	VEHICLE	WORKING	*AVAILABLE	VEHICLES/CAR	2021-07-22 11:03	[A51231] ZONE B YELLOW	[C32686520] SMARTX HOSPITAL EQUIPMENT INC.	OC F3 EE CA SA, 20202041933320320323039, A32000209
<input checked="" type="checkbox"/>	B0000209	METAL CONTAINER		ITEM	WORKING	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[S994262302] EDISON SILVEIRA	2D 03 CB 6E CB 83, 2020202043030903030350, 20202020430309030303509, C0000050, B0000209
<input type="checkbox"/>	1614737404	FREEZER VACINE	AC 23 3F A1 6F 29	SENSORS	WORKING	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 09:38	[A51231] ZONE B YELLOW	[C15665513] CARLOS RIBEIRO	AC 23 3F A1 6F 29
<input type="checkbox"/>	A0000088	VACUUM - SMARTX	CB 0D 83 BC C0 36	ITEM	WORKING	*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[A51231] ZONE B YELLOW	[SMTX01] SMARTX	CB 0D 83 BC C0 36, A0000088, 202020419330313630313831, 801010101

**Week Actions:**

8. The stored Favorites bookmark will appear in the template List at Home.



## 7. Custom Reports

Reports retrieve detailed information about current and past events. For example, you can retrieve information about assets located in a given home.

You can generate an instant report or one-time or periodically reports scheduled for future dates.

## 7.1 Generating Reports

To generate a report:

1. Click the **Report** tab from the main menu
2. From the drop-down menu, select **Manager Reports**
3. Click the **New Report** button that appears on the right-hand side

SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 60:00)

Quick Search by Name, Code or Serial

Report List

Commons Report Combined Reports

Sequence	Code	Type	Title	Notes
0	RPT-158	HTML	Transportation Assets	List of transportation assets
0	RPT-626	HTML	Equipmanentos Eletronicos	Equipmanentos Eletronicos
0	RPT-732	HTML	Disney biabia	sgdsdg dfg hgf
1	RPT-320	HTML	Less Seen in 1 Day	Less Seen in 1 Day
1	RPT-572	PDF	Teste de Relatorio 33	Teste de Relatorio 33
1	RPT-675	HTML	Report of Workers	
1	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS
2	RPT-131	HTML	People On Vacation	People on vacation period
3	RPT-130	PDF	Cars Maintenance out of contract	Maintenance plan not signed
4	RPT-133	PDF	Lap Tops out of warranty	Out of warranty date
4	RPT-564	HTML	Tools	Report of Tools
5	RPT-132	PDF	People Out of Work	People Out of Work
6	RPT-135	PDF	Medical Staff Location	People Location
7	RPT-134	PDF	Laptops out of maintenance	Laptops out of maintenance contract
8	RPT-136	PDF	Depreciation	Cars depreciation
99	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center
99	RPT-2	PDF	Assets Not Available	Assets Not Available
99	RPT-4	PDF	Asset in Maintenance	Asset in Maintenance
99	RPT-5	HTML	Video Assets	Video Assets
99	RPT-6	HTML	Car and Trucks	Car and Trucks
				Printers

Week Actions

Waiting for www.smartxhub.com...

All the available parameters are displayed in the work area on the right

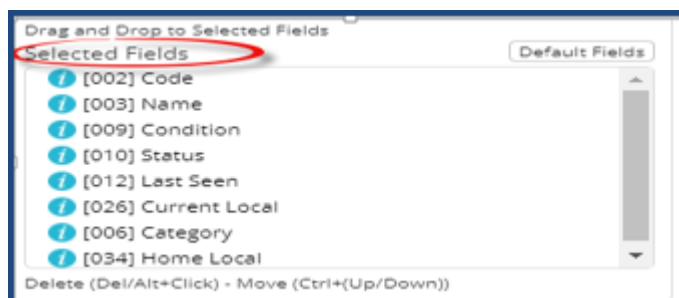
4. In **Name**, type the asset's name for this report.
5. In the **Title**, type text describing the report.
6. In **Notes**, type any notes you consider essential to keep.
7. Select the columns you want to see in the output report. There are three (3) columns: **Common**, **Extra**, and **Special**, containing all the assets information available.

**Standard Columns:** include serial, type, category, group, department, cost center, following service, custody owner, custody assigned, current site, current area, home site, home area, and home area.

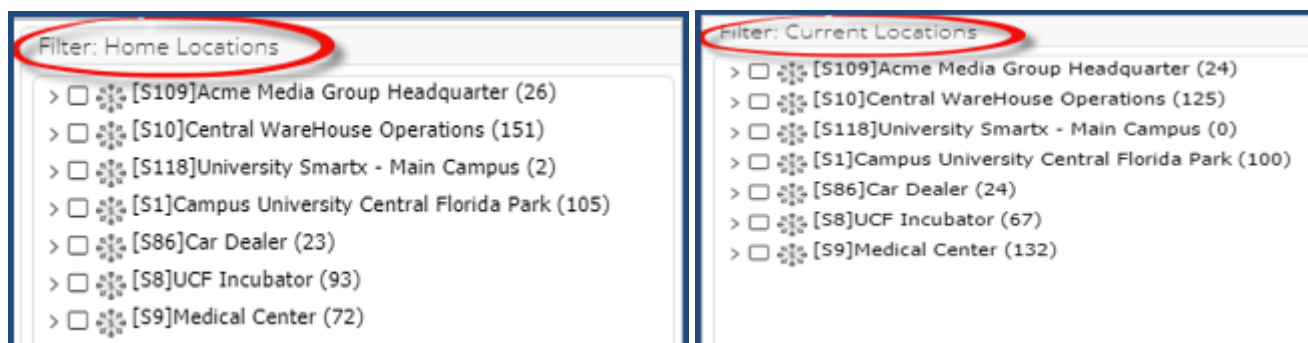
**Extra Columns:** include aux ID, brand, model, notes, current area/address, current area/city, current area/state, current area/country, current area/zip code, home area/address, home area/state, home area/city, home area/state, home area/country, home area/Zip code, last local, last local dwell, current local dwell, latitude, and longitude

**Special columns:** include purchase date, purchase from, purchase cost, purchase replace, depreciation months, original depreciation cost, depreciation value, depreciation place in service, warranty code, warranty starts, warranty ends, maintenance contact, maintenance starts, maintenance ends, policy number, insurance company, insurance starts, insurance ends, the insurance cost.

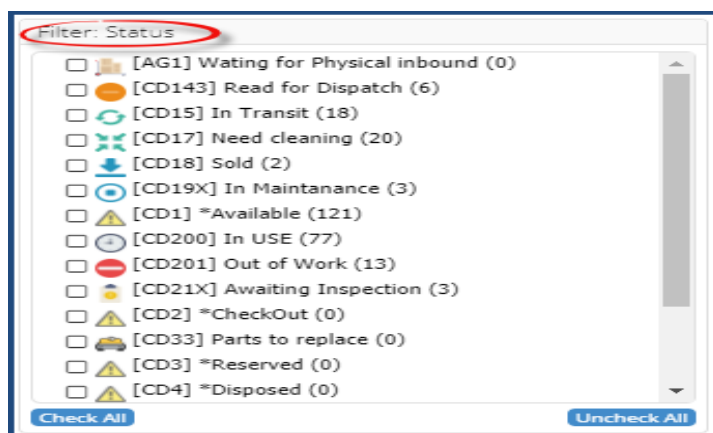
8. Drag and drop to select fields. They will be visible at the selected field box.



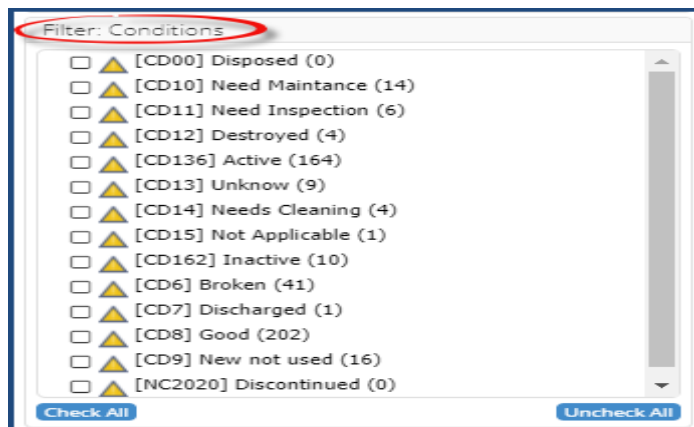
9. In **Locations** (**Home** and **Current** locations), select the site, area, and zone to generate a report that covers assets located in a particular place.



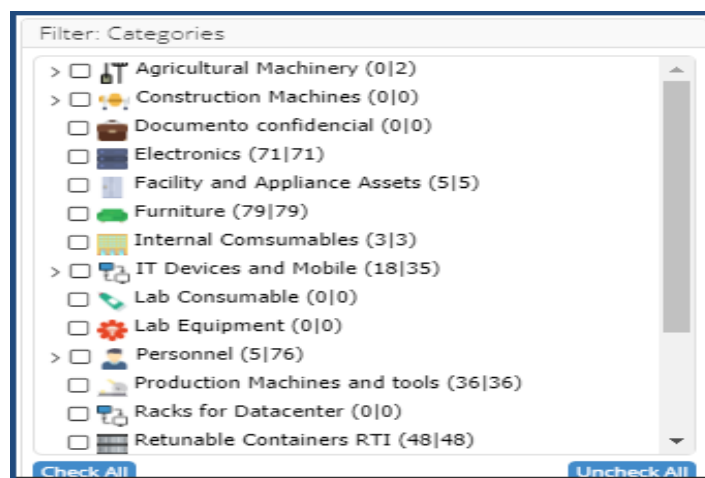
10. In **Status**, select the status of the assets you want to run the report on.



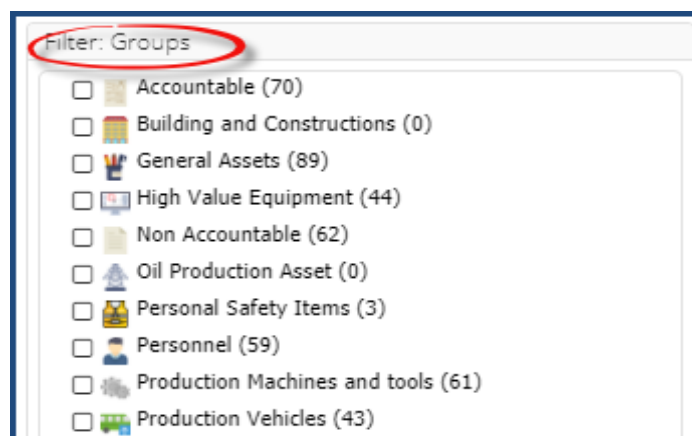
11. In **Conditions**, select the condition of the assets you are searching.



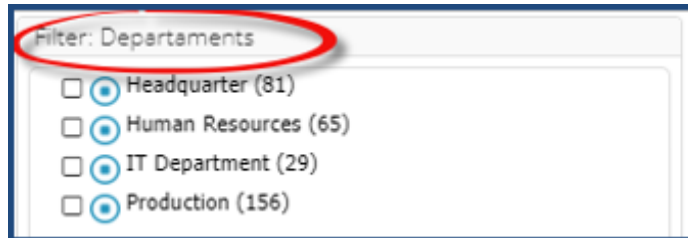
12. In **Categories**, select the category of the assets you want to track.



13. To limit the report to assets belonging to a particular group, check the corresponding box in **Groups**.

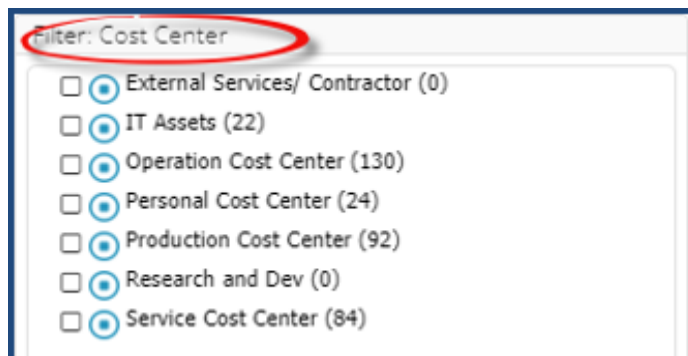


14. You can select the departments associated with the assets you want to add to the report; check the corresponding box in Departments.



Filter: Departments	
<input type="checkbox"/>	<input checked="" type="radio"/> Headquarter (81)
<input type="checkbox"/>	<input checked="" type="radio"/> Human Resources (65)
<input type="checkbox"/>	<input checked="" type="radio"/> IT Department (29)
<input type="checkbox"/>	<input checked="" type="radio"/> Production (156)

15. Select the cost center related to the assets you want to track in Cost Center.



Filter: Cost Center	
<input type="checkbox"/>	<input checked="" type="radio"/> External Services/ Contractor (0)
<input type="checkbox"/>	<input checked="" type="radio"/> IT Assets (22)
<input type="checkbox"/>	<input checked="" type="radio"/> Operation Cost Center (130)
<input type="checkbox"/>	<input checked="" type="radio"/> Personal Cost Center (24)
<input type="checkbox"/>	<input checked="" type="radio"/> Production Cost Center (92)
<input type="checkbox"/>	<input checked="" type="radio"/> Research and Dev (0)
<input type="checkbox"/>	<input checked="" type="radio"/> Service Cost Center (84)

16. You can apply **Condition/Conditional** to the output report without affecting the other values.

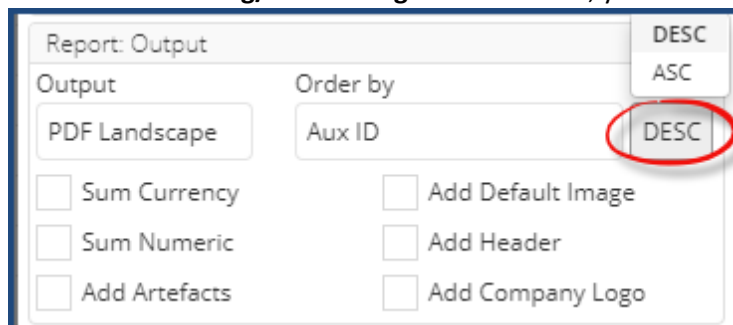
17. In **Output**, select an output format.

You can create reports in PDF landscape or portrait orientation. You can also generate reports in XLS, CVS, and HTML.

17.1 Ordered by, make sure the **Order Reports** radio button is checked



**17.2 Ascending/Descending:** In this section, you can define how to sort the report.



Report: Output

Output: PDF Landscape

Order by: Aux ID

DESC (highlighted)

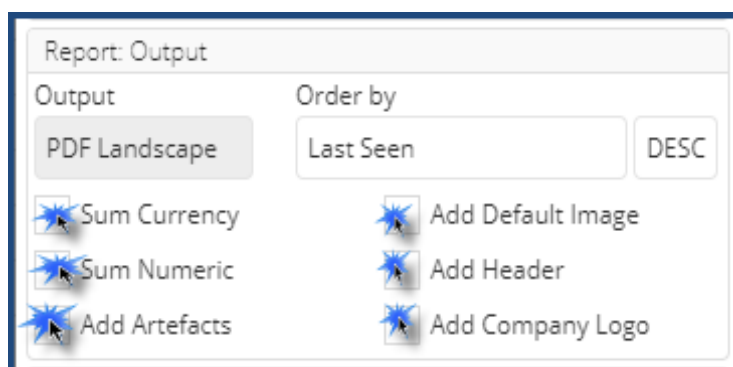
ASC

Sum Currency ☐ Add Default Image ☐

Sum Numeric ☐ Add Header ☐

Add Artefacts ☐ Add Company Logo ☐

**17.3** You have more options to customize the report you want to generate. For example, you add the company logo, header, and default images, among other options.



Report: Output

Output: PDF Landscape

Order by: Last Seen

DESC

Sum Currency ☒ Add Default Image ☒

Sum Numeric ☒ Add Header ☒

Add Artefacts ☒ Add Company Logo ☒

**18. Report scheduler:** The report you are generating or the existing ones can be scheduled to run on certain days, at specific times. Select the date and time. You need to run it/them. Include all the email addresses of all users you want to notify the report.

**Report: Scheduler**

**\*\* Will be removed if Output is HTML \*\***

Sunday 06 : 00 ☐ Enable

**include E-mails separated by semi-colon**

This field has a limit of 1000 chars

19. Click the **Save** button to create the report and save it in the selected format. Such a report can be reopened under the Common Report tab.

The screenshot shows the SmartX HUB interface with the 'Report List' table and the 'Report Info' sidebar. The 'Save' button in the top right of the sidebar is circled in red. The 'Report Info' sidebar contains various filters and options for report generation.

Sequence	Code	Type	Title	Notes
0	RPT-158	HTML	Transportation Assets	List of transportation assets
0	RPT-626	HTML	Equipamentos Eletronicos	Equipamentos Eletronicos
0	RPT-732	HTML	Disney biabia	sgdsdg dfg hgf
1	RPT-320	HTML	Last Seen in 1 Day	Last Seen in 1 Day
1	RPT-572	PDF	Teste de Relatorio 33	Teste de Relatorio 33
1	RPT-675	HTML	Report of Workers	
1	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS
2	RPT-191	HTML	People On Vacation	People on vacation period
3	RPT-130	PDF	Cars Maintenance out of contract	Maintenance plan not signed
4	RPT-133	PDF	Lap Tops out of warranty	Out of warranty date
4	RPT-564	HTML	Tools	Report of Tools
5	RPT-132	PDF	People Out of Work	People Out of Work
6	RPT-135	PDF	Medical Staff Location	People Location
7	RPT-134	PDF	Laptops out of maintenance	Laptops out of maintenance contract
8	RPT-136	PDF	Depreciation	Cars depreciation
99	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center
99	RPT-2	PDF	Assets Not Available	Assets Not Available
99	RPT-4	PDF	Asset in Maintenance	Asset in Maintenance
99	RPT-5	HTML	Video Assets	Video Assets
99	RPT-6	HTML	Car and Trucks	Car and Trucks
99	RPT-9	XLS	Printers	Printers

**Report Info**

Name or Code separated by comma  
BMW,Car,Truck

Choose Showed Columns

Filter: Home Locations

Filter: Current Locations

Filter: Custody Owner

Filter: Custody Assigned

Filter: Status

Filter: Conditions

Filter: Categories

Filter: Groups

Filter: Departments

Filter: Cost Center

Filter: Conditional

Report: Output

Output: HTML ☐ Order by: Last Seen ☐ DESC ☐

☐ Least seen at the top ☐ Show Status Monitor

☐ Hide Table

**Include all Marked Charts on View**

☒ Category ☒ Status

☐ Group ☐ CostCenter

☐ Department ☐ Zone Current

☒ Condition ☐ Custody Assigned

Sequence	Code	Type	Title	Notes
0	RPT-158	HTML	Transportation Assets	List of transportation assets
0	RPT-626	HTML	Equipamentos Eletronicos	Equipamentos Eletronicos
0	RPT-732	HTML	Disney blabia	sgdsdg dfg hgf
1	RPT-320	HTML	Last Seen in 1 Day	Last Seen in 1 Day
1	RPT-572	PDF	Teste de Relatório 33	Teste de Relatório 33
1	RPT-675	HTML	Report of Workers	
1	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS
2	RPT-131	HTML	People On Vacation	People on vacation period
3	RPT-130	PDF	Cars Maintenance out of contract	Maintenance plan not signed
4	RPT-133	PDF	Lap Tops out of warranty	Out of warranty date
4	RPT-564	HTML	Tools	Report of Tools
5	RPT-132	PDF	People Out of Work	People Out of Work
6	RPT-135	PDF	Medical Staff Location	People Location
7	RPT-134	PDF	Laptops out of maintenance	Laptops out of maintenance contract
8	RPT-136	PDF	Depreciation	Cars depreciation
99	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center
99	RPT-2	PDF	Assets Not Available	Assets Not Available
99	RPT-4	PDF	Asset in Maintenance	Asset in Maintenance
99	RPT-5	HTML	Video Assets	Video Assets
99	RPT-6	HTML	Car and Trucks	Car and Trucks
99	RPT-9	XLS	Printers	Printers

## 7.2 Combined Reports

SmartX Hub® offers you a way to combine multiple reports into single reports.

1. In the Manager Report, click **Combined Report**.
2. Click the **New Report** button.
3. The **Combined Report** dialog box.

SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 57:07)

Quick Search by Name, Code or Serial

Report List

Commons Report Combined Reports

Title	All Reports	Notes	Modified By	Modified On	Created By	Created On	
Smartphones & Tablets Stock	-[View 1] [RPT-405] List of Tablets_UCF Facilities -[View 2] [RPT-400] Smartphones in UCF		master.xusa	2018-02-21 13:30	master.xusa	2018-02-21 13:29	[New Report] [Edit] [Delete]
Conference Room Furniture	-[View 1] [RPT-401] List of Chairs_UCF Training Room -[View 2] [RPT-402] List of Chairs_UCF Executive Meeting Room -[View 3] [RPT-152] HP Monitoring Assets -[View 4] [RPT-404] List of Tables_UCF Executive Meeting Room		master.xusa	2018-07-16 13:28	master.xusa	2018-02-21 13:19	[New Report] [Edit] [Delete]
Servers	-[View 1] [RPT-1] Assets in Computer Center -[View 2] [RPT-21] High Value Equipment		master.xusa	2018-02-07 11:45	master.xusa	2018-02-07 11:45	[New Report] [Edit] [Delete]
Combined Report_Test	-[View 1] [RPT-1] Assets in Computer Center -[View 2] [RPT-11] Chair In Smartx -[View 3] [RPT-152] HP Monitoring Assets -[View 4] [RPT-24] Container		master.xusa	2017-12-13 10:46	master.xusa	2017-10-09 18:35	[New Report] [Edit] [Delete]
Finance Vision	-[View 1] [RPT-21] High Value Equipment -[View 2] [RPT-34] Furnitures Good or New		master.xusa	2017-09-15 11:11	master.xusa	2017-09-15 11:09	[New Report] [Edit] [Delete]
Item Complete view	-[View 1] [RPT-5] Video Assets -[View 2] [RPT-1] Assets in Computer Center -[View 3] [RPT-24] Container -[View 4] [RPT-27] Rti available		master.xusa	2019-01-13 19:26	master.xusa	2017-06-20 16:21	[New Report] [Edit] [Delete]

1 - 6 of 6

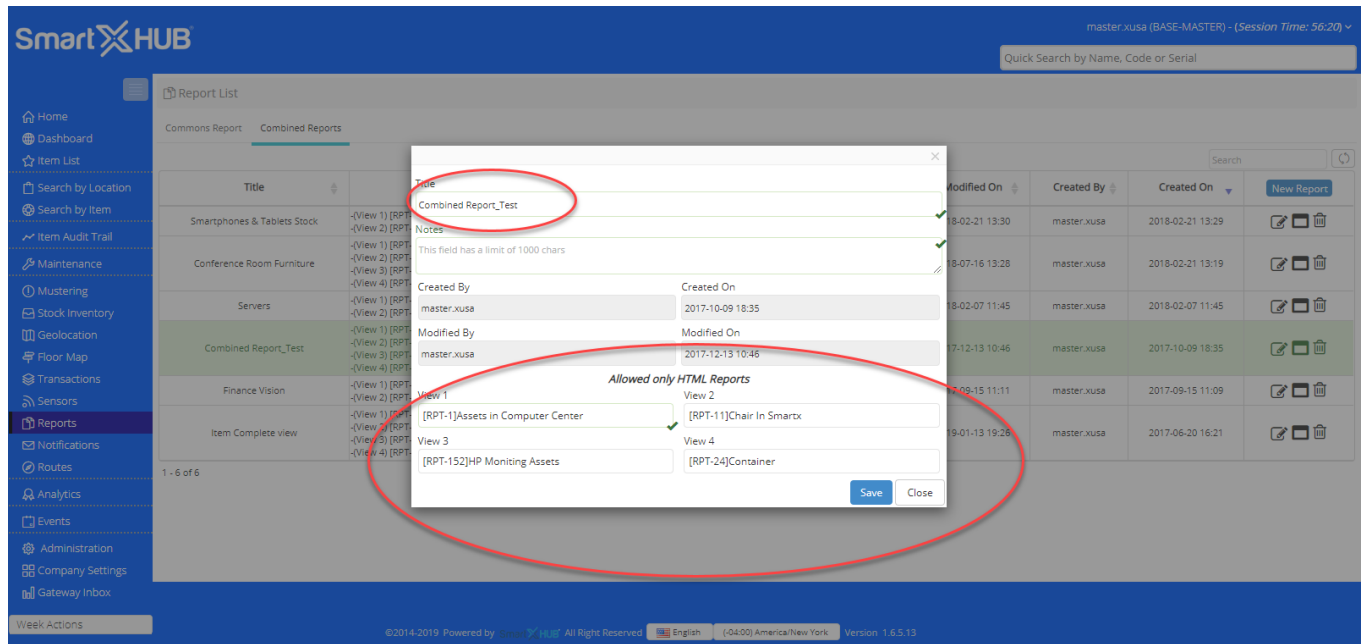
©2014-2019 Powered by SmartX HUB All Rights Reserved English (-04:00) America/New York Version 1.6.5.13

4. Type all the information regarding the combined report you want to generate, such as title and notes, and choose the existing report you want to combine.

**Note:** Just HTML file format reports can be combined.

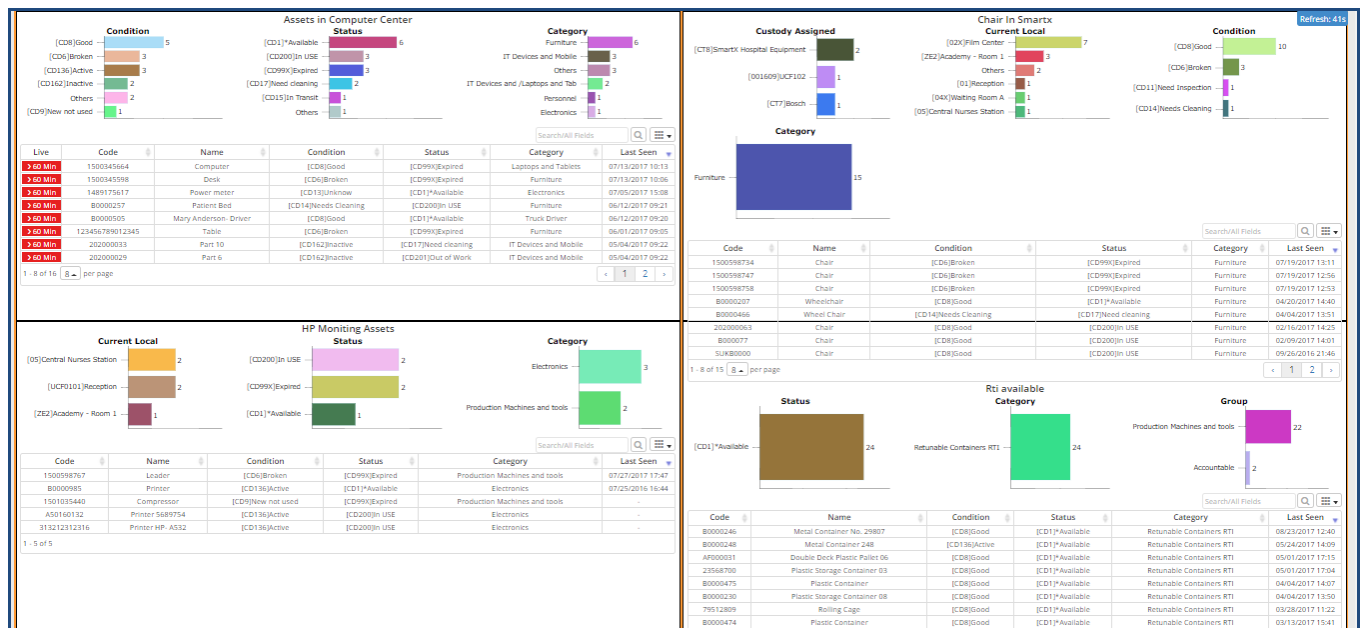
5. Click the **Save** button.

6. The new combined report has been generated and will appear in the list of combined ones.



*Note: The edit and delete options are available for further modifications or deletions.*

The view window will allow you to see the combined report in the order you chose in the combined report working area.



## 8. Items Action features

To document all the events, transactions, tasks, activities, or actions that need to occur. Action items are sources that a single person can handle to get exact management of all your assets.

### 8.1 Action Buttons

With the **Action Buttons**, you can track when an item/asset leaves a designated current location (i.e., storage area) and who takes the item. It is similar to a library book and even has fines for returning the item late. Since you have a database of users and assets, you will always know who currently has an item and the previous users for a trail of accountability.

1. From the **Item** list, select the item you want to check out.
2. Right-click to activate the actions drop-down menu.
3. Select **One Action**.

4. At the top of the page, you can see that the check-out process has started. Click on it in. The check-out action screen opens.

**CheckOut**

CheckOut to Custody ⓘ Requested To [ ] Requested on [ ]

CheckOut to Location ⓘ Nothing selected Due Date ⓘ [ ]

CheckOut Notes ⓘ This field has a limit of 1000 [ ]

Define what kind of Approval for this CheckOut  
Auto Approval (Receipt with Electronic Signature)

**Electronic Signature is Required**

All information below will be include on Receipt, It will guide items returned but will not block them because they can return separated

Define Local  
Defined by User [ ] Nothing selected

Define Custody  
Defined by User [ ] Nothing selected

Extra Notes ⓘ This field has a limit of 1000 chars [ ]

Close

**Type of Approval:** Select the type of approval for this action, auto approval or electronic signature.

If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

Click **Save** to add the checkout action to the item selected.

**CheckOut**

CheckOut to Custody ⓘ  
[562]Dina Marquez

Requested on  
2017-12-01 15:16

CheckOut to Location ⓘ  
[SL0TZ]Slot 2 - Used Cars

Due Date ⓘ  
2017-12-04 15:16

CheckOut Notes ⓘ

Define what kind of Approval for this CheckOut  
Auto Approval (Receipt with Eletronic Signature)

Clean

All information below will be include on Receipt, It will guide items returned but will not block then because they can return separated

Define Local  
Defined by User Nothing selected

Define Custody  
Defined by User Nothing selected

Extra Notes ⓘ  
This field has a limit of 1000 chars

Save Close

**Note:** According to your preferences; location or custody will be checked out, and the status of the asset, too, it will be checked out.

## 8.5 Temporary Transfer Action

This action offers you the possibility of temporarily moving an item between custodian (custodian) or locations.

1. From the item list, select the item you want to transfer temporarily
2. Right click to activate the actions drop-down menu



### 3. Select **Temporary Transfer** action

Quick Search by Name, Code or Serial

★ Item List

Temporary Transfer Location

Process 1

+ Create New Item

Show Filters

Reset Audit Items

New/Template

1 - 25 of 407 25 per page < 1 2 3 4 5 ... 17

Search

#	Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Current Location	Cus
	KST	KST 3300 Trash Bin Monitor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 18:52	[P015] Zone 1- Production	
	MALTA	IoT Malta Parking Sensor		SENSORS	[ACD8] Working-Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 17:57	[P015] Zone 1- Production	
	B0000449	Shelf Cart		ITEM	[ACD8] Working-Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2019-09-11 10:23	[G1] Gate A1	[C17149787]
	1566172217	AIR CONDITION	TYHB	ITEM	[ACD8] Working-Active	[CM3] *RESERVED	AIR CONDITION	2019-09-10 17:06	[EX333] CUSTOMER FACILITIES	[C5237119]
	1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	2019-09-10 16:57	[EX333] CUSTOMER FACILITIES	[C5962283]
	1533497544	Pipeline Repair Clamp	erwewr	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-10 11:12	[04] Computer Center	[C4925618]
	1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working-Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-07 16:17	[W51] Warehouse	[C4925618]
	1478791774	Wireless Device		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2019-09-07 16:17	[P1] Production	[SM]
	23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	2019-09-07 01:09	[G1] Gate A1	[C5237119]
	1519218418	Armless Nesting Chair		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 01:07	[EX333] CUSTOMER FACILITIES	[C5237119]
	B0000442	Apnea Monitor		ITEM	[ACD8] Working-Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 01:04	[EX333] CUSTOMER FACILITIES	[C5237119]
	1551711071	Dehumidifiers		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 14:39	[P1] Production	[SM]
	1551711071	Dehumidifiers		ITEM	[ACD8] Working-Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 14:39	[EX333] CUSTOMER	[C5237119]

### 4. At the top of the page, you can see that the temporary transfer process has started. Click on it. The **Temporary Transfer** action screen opens.

**Transfer Custody:** Select the person or company to whom you are transferring the custody of the asset to.

**Request Date:** Select the date when the temporary transfer will be performed.

**Transfer Location:** Select the location where you want temporarily transfer the asset.

**Due Date:** Select the date until when the asset will be temporarily transferred from its location or custody.

**Transfer Notes:** Add any notes or comments you consider essential to keep.

**Type of Approval:** Select the type of approval for this action, auto approval or electronic signature.

If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

**Save:** Click the **Save** button to transfer the asset from location or custody temporarily.

## 8.6 Temporary Transfer Return

In the above section, we reviewed how to transfer an item from its current location and/or assigned custody, now, let us see how to return it to the previous, current location, and/or assigned custody.

1. Select the item you want to return from temporary transfer from the item list.
2. Right-click to activate the actions drop-down menu.
3. Select **Temporary Transfer Return** action.
4. At the top of the page, you can see that the process for returning the asset from the temporary transfer has started. Click on it. The temporary transfer return action screen opens.

**Return Custody:** Select the person or company to which the asset is returned to.

**Return Date:** Select the date when the item is returning.

**Return Location:** Select the location where you return the asset after the temporary transfer action.

**Review Date:** if the action requires a review date, you select the review date.

**Type of Approval:** Select the type of approval for this action, auto approval or electronic signature. If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

**Transfer Return Notes:** Add any comments or notes you consider essential to keep regarding the action.

**Save:** Click the Save button to return the asset.

SmartX HUB									
master.xusa (BASE-MASTER) ▾									
Quick Search by Name or Code									
1 - 1 of 1									
#	Code	Name	Type	Condition	Status	Category	Last Seen	Current Location	Custody Assigned
✓	B0009985	Conference Table 302016	Item	[RE21]Reconditioned	[CD1]*Available	Furniture	-	[UCF101-T]Training Room	[CT83]Alvaro Gutierrez

## 8.7 Permanent Transfer Action

Items can be transferred permanently from one location to another or even within custodies.

To transfer an item permanently:

1. From the item list, select the item you want to transfer temporarily.
2. Right-click to activate the actions drop-down menu.
3. Select **Permanent Transfer Action**.

4. At the top of the page, you can see that transferring the asset permanently has started. Click on it. The permanent transfer action screen opens.

The permanent transfer action screen will look based on the user's permission. Either custody or location could be permanently transferred.

**Transfer Custody:** Select the person or company to which the asset is being transferred.

**Requested Date:** Select the date when the permanent transfer will be performed.

**Permanent Transfer**

Transfer to Custody ⓘ  
Requested To

Requested on  
2017-12-19 11:19

Transfer to Location ⓘ  
Nothing selected

Review Date ⓘ

Define what kind of Approval for this CheckOut  
Auto Approval (Receipt with Eletronic Signature)

**Electronic Signature is Required**

Transfer Notes ⓘ  
This field has a limit of 1000 chars

Save Close

**Transfer Location:** Select the location where the asset will be transferred permanently.

**Review Date:** If the action requires a review date, select the review date.

**Kind of Approval:** Select the type of approval for this action, auto approval or electronic signature.

If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

**Transfer Notes:** Add any comments or notes you consider essential to keep regarding the action.

**Save Button:** Click the **Save** button to transfer the asset.

## 9. Group Item Actions

Users can perform some item action in-group for instance:

- Place assets to the search list
- Place assets to the disposal list
- Ask for request
- Add comments
- Perform asset mass changes
- Perform batch repairs
- Plan maintenance

### 9.1 Search Action

To place a group of items in the search list:

1. Select all items you want to place in the search list from the item list.

2. Right-click to activate the action drop-down menu.
3. Select **Search** list action.

#	Photo	Code	Name	Condition	Status	Category	Last Seen	Current Location	Custody Assigned
✓		B0000245	Truck 245	[CD9]New not used	[CD2]*CheckOut	Trucks and Trailers	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment
✓		1471260776	Camaro 4	[CD136]Active	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[SA1]Storage Area 1	[2154]Dina Marquez
✓		SENSOR21	Smartx Sensor 21	[CD136]Active	[CD99X]Expired	Telemetry Sensors	2017-12-17 21:40	[ZE1]Industrial Design Office	[2154]Dina Marquez
✓		1481571592	Camaro 5	[CD10]Need Maintenance	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	Not Assigned
✓		202000016	Ambulance	[CD136]Active	[CD2]*CheckOut	Trucks and Trailers	2017-12-17 21:40	[ZE1]Industrial Design Office	[2154]Dina Marquez
✓		202000021	Camaro 1	[CD136]Active	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	Not Assigned
✓		1500598670	Shelf	[CD6]Broken	[CD99X]Expired	Furniture	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT174]Thais Smartx
✓			Company Car ca	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT250]Smartx Lab Equipment
✓			Camaro T19 Rasp	[CD136]Active	[CD1]*Available	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	[2154]Dina Marquez
✓			Tool Case	[CD9]New not used	[CD99X]Expired	Electronics	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT174]Thais Smartx
✓			Camaro 9	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment
✓			Camaro T19	[CD136]Active	[CD1]*Available	Vehicles/Car	2017-12-17 15:40	[ZE1]Industrial Design Office	[2154]Dina Marquez
✓			Chair 1109	[ACD8]Working	[CD2]*CheckOut	Furniture	2017-12-17 14:26	[ZE1]Industrial Design Office	[CT250]Smartx Lab Equipment
✓			Camera	[CD6]Broken	[CD99X]Expired	Cameras and Projectors	2017-12-17 14:26	[ZE1]Industrial Design Office	[CT174]Thais Smartx

4. At the top of the page, you can see that placing the asset to the search list has started. Click on it. The search list screen opens.

Search

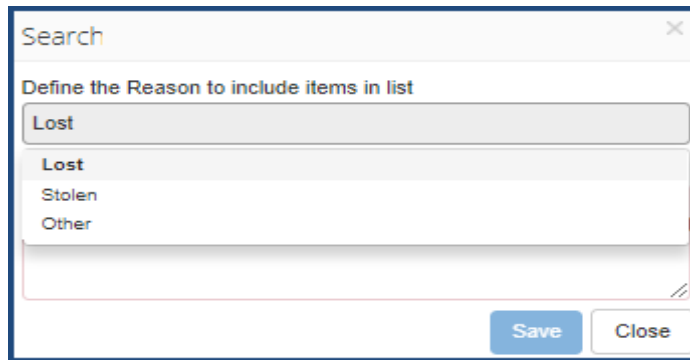
Define the Reason to include items in list

Include some notes or instructions to guide the search

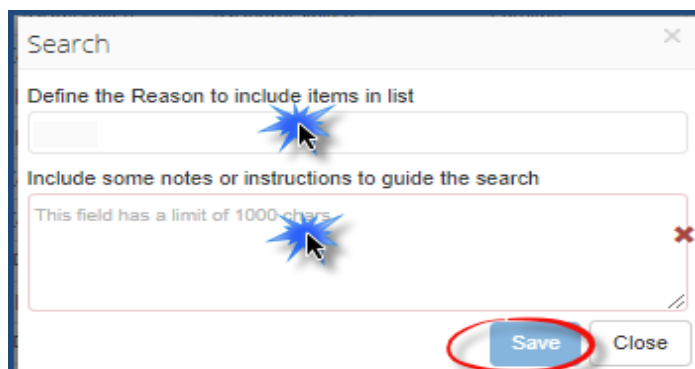
This field has a limit of 1000 chars

Save Close


5. Specify the reason to include the selected items in the search list: For instance, lost, stolen, and/or other.

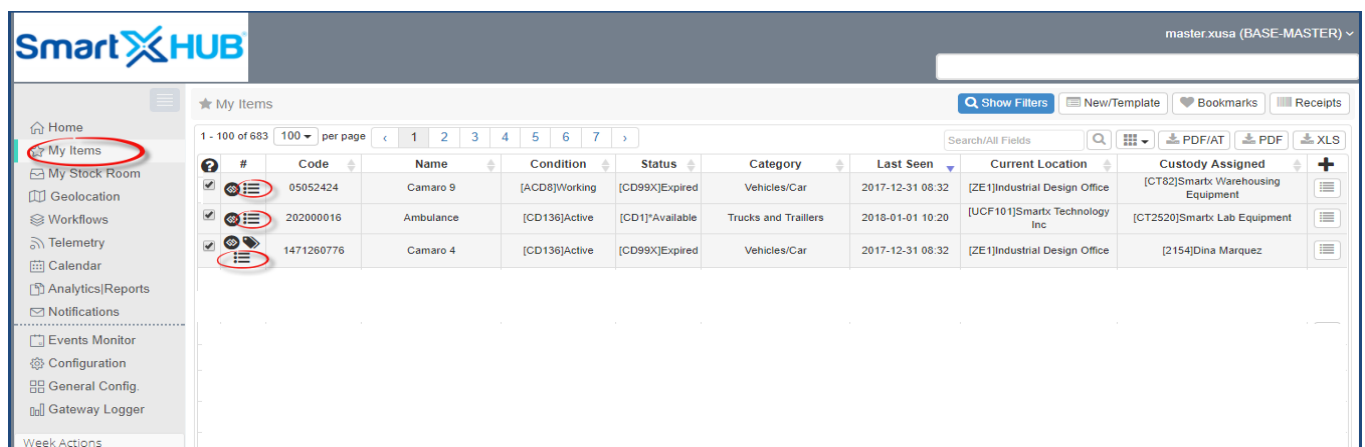


6. Add some notes or comments regarding the action you consider essential to keep.



7. **Save:** click a button to save the action.

**Note:** The items placed in the search list will be marked with the missing list flag 



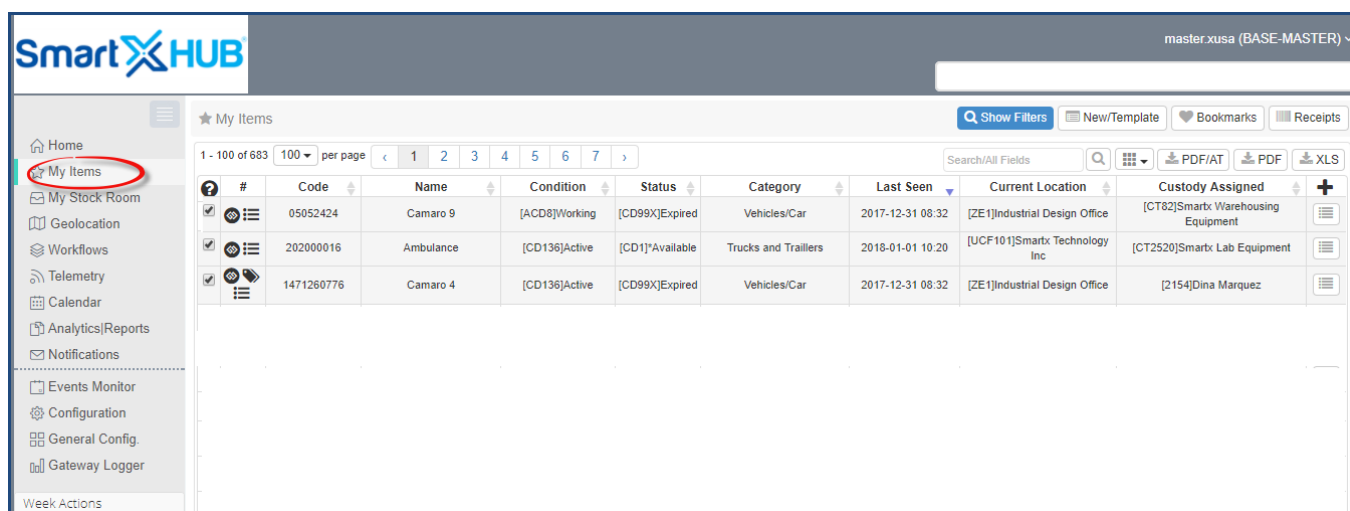


## 9.2 Found Action

Now, if those items placed in the search list were found, you can remove the missing list flag marking them as found items.

To place a group of items in the found list:

1. Select all items you want to place in the found list from the item list.
2. Right-click to activate the action drop-down menu.
3. Select **Found** list action.



4. At the top of the page, you can see that placing the items to the found list has started. Click on it. The found list screen opens.

5. Complete the Found By field.
6. Type the Found Date.
7. Add notes or comments regarding the action or items.
8. Click the **Save** button.

**Found Item Information**

Found By: Dina Marquez

Found Date: 2017-12-15

Notes and Comments: In good conditions

**Save** Close

The group of items marked with the missing list flag has been updated.

**SmartX HUB** master.xusa (BASE-MASTER)

Quick Search by Name or Code

★ My Items

1 - 100 of 683 100 per page

	Code	Name	Condition	Status	Category	Last Seen	Current Location	Custody Assigned
<input checked="" type="checkbox"/>	05052424	Camaro 9	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment
<input checked="" type="checkbox"/>	1471260776	Camaro 4	[CD136]Active	[CD99X]Expired	Vehicles/Car	2018-01-03 12:17	[ZE1]Industrial Design Office	[2154]Dina Marquez
<input checked="" type="checkbox"/>	202000016	Ambulance	[CD136]Active	[CD1]*Available	Trucks and Trailers	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT2520]Smartx Lab Equipment

### 9.3 Disposal Action

There are many causes to consider when determining whether it is appropriate to dispose of some items. Certain types of assets must be disposed of in a specific way to maintain customer privacy and data security.

The following factors call for the immediate disposal of physical items:

- The equipment is no longer working and cannot be salvaged.

- The equipment no longer supports your current needs.
- The equipment is old and no longer meets company standards.

To dispose of a group of items:

1. From the item list, select all items you want to dispose of
2. Right click to activate the action drop-down menu
3. Select **Disposal** list action

Item ID	Name	Status	Location	Date
123456789012345	Table	[CD6]Broken	[CD99X]Expired	Furniture
11280726	Metal Container	[ACD8]Working	[CD99X]Expired	Retunable Containers RTI
Y0000002	Cases and Box	[CD136]Active	[CD1]*Available	Retunable Containers RTI
Y0000086	Cases and Box	[CD136]Active	[CD1]*Available	Retunable Containers RTI
Y0000064	Cases and Box	[CD136]Active	[CD1]*Available	Retunable Containers RTI
1471183213	Smartx Sensor 6	[CD136]Active	[CD99X]Expired	Telemetry Sensors

4. At the top of the page, you can see that the process for the disposal of the selected item has started. Click on it. The disposal list screen opens.

**Disposal**

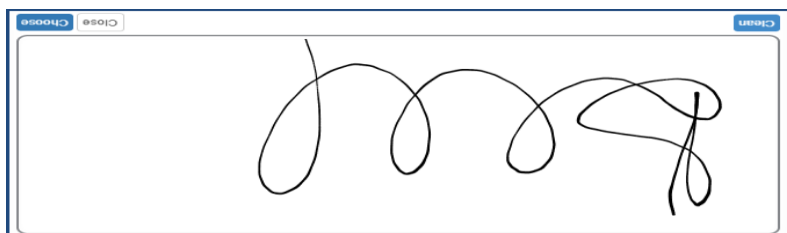
Inform the reason for the Disposal:

Reason: **Sold** (dropdown menu open showing: Sold, Lost, Damaged, Traded-In, Stolen, Other)

Disposed On: 2017-12-21

Save Close

5. Select the reason for the items' disposal
6. Select the disposal date
7. Sign the action electronically by clicking the electronic signature tab. The **Signature** box opens for you to sign it. Select **Choose** to select the signature.



8. Add any notes you consider important to keep.
9. Click the **Save** button

**Note:** The status of the items will change to Disposed.

#### 9.4 Request Action

To request a group of items:

1. From the item list, select all items you want to request
2. Right click to activate the action drop-down menu
3. Select **Request** list action

Item ID	Name	Status	Location	Date
202000022	Meeting Desk	[CD136]Active	[CD2]*CheckOut	2018-01-03 12:17
A50160064	Reclining Chair 4	[ACD8]Working	[CD99X]Expired	2018-01-03 12:17
B0000241	Truck 241	[ACD8]Working	[CD99X]Expired	2018-01-03 12:17
B0000245	Truck 245	[CD9]New not used	[CD2]*CheckOut	2018-01-03 12:17
SENSOR21	Smartx Sensor 21	[CD136]Active	[CD99X]Expired	2018-01-03 12:17
1487265339	BMW Car 21	[ACD8]Working	[CD99X]Expired	2018-01-03 12:17
1487252827	Video Stand	[CD136]Active	[CD99X]Expired	2017-12-31 00:51
1481571592	Camaro 5	[CD10]Need Maintenance	[CD99X]Expired	2017-12-30 19:56
1513525452	Camaro T19 Rasp	[CD136]Active	[CD1]*Available	2017-12-30 19:56
202000021	Camaro 1	[CD136]Active	[CD99X]Expired	2017-12-30 19:56
1501036406	Leader	[CD6]Broken	[CD99X]Expired	2017-12-29 19:49
1514576667	carlos	[ACD8]Working	[CD1]*Available	2017-12-29 14:45
1513350185	Camaro T19	[CD136]Active	[CD1]*Available	2017-12-17 15:40

- At the top of the page, you can see that the process to request the selected items has started. Click on it. The request list screen opens.

**Request**

Requested Local: Nothing selected

Requested To: [CT8]SmartX HUB Equipment Inc.

Initial Date: 2017-12-21 15:03

Final Date: 2018-01-22 15:03

Inform the reason for this Request: Administrative requirements

**Save** Close

- Select the location where the items are requested
- Select the initial date of the request
- Select the requested custody. It means who is asking the request of the items
- Select the final date, the date on which the items should be back
- Type the reason for the request
- Click the **Save** button

## 9.5 Comments Action.

You can add comments to different items at the same time.

To add comments to a group of items:

- From the item list, select all items you want to add comments to
- Right click to activate the action drop-down menu

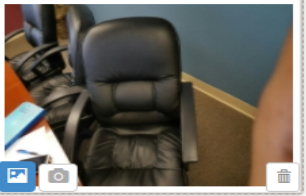
### 3. Select **Comment** list action

- At the top of the page, you can see that the process to add comments to the selected items has started, click on it. The **Comment List** screen opens.

- Add comments and click the **Save** button.

*Note: The comments will be visible in the comments tab under the action tab of each item.*

Item Details



Code

A5016003639

Name

Reclining Chair 8

Serial Number

Active?

☒

Type

Item

Category

Furniture

Group

Non Accountable

Department

Headquarter

Condition

[ACD8]Working

Status

[CD200]In USE

Cost Center

[CC23]Operation Cost Center

Custody Owner

Nothing selected

Custody Assigned

Nothing selected

Home Location

[UCF1010]Executive Meeting Room

Current Location

[UCF1010]Executive Meeting Room

Created By

adm.mobile1

on

2016-09-30 12:34

Modified By

master.xusa

on

2018-01-03 15:45

Last Seen

2017-05-23 16:23

General

Purchase

Identifiers

Maintenance

Actions

Attachments

Change History

CHECKOUT

RESERVES

REQUESTS

TRANSFERS

MISSING

DISPOSES

COMMENTS

Search/All Fields

Q

↺

⌵

Notes or Comments

In good conditions to keep on duty

Created On

2018-01-03 15:45

1 - 1 of 1

## 9.6 Mass Change Action

You can conduct mass changes to a group of items. However, permanent or temporary transfer actions should change locations or custody.

To conduct mass Changes:

1. From the item list, select all items you want to make changes to
2. Right click to activate the action drop-down menu
3. Select **Mass Change** list action



- Bulk Item Property Change

To change Custody Assigned or Current Location use *Transfer Temporary* for Custody Owner or Home Location use *Transfer Definitive*

Type

Nothing selected

Category

Nothing selected

Condition

Nothing selected

Status

[CM1] \*AVAILABLE

Nothing selected

Group

Nothing selected

Department

Nothing selected

Cost Center

Nothing selected

Brand

Model

Append to Current Item's description

This field has a limit of 1000 chars

Copy item's image to all seleted items, images will be replaced

Search by Code, Name or Serial

Purchase Date

Purchase From

Purchase Cost

USD

Replacement Cost

USD

Warranty Number

Warranty Starts date

Warranty Ends date

Maint. Contract with

Maintenance Starts date

Maintenance Ends date

Policy Number

Insur.Contract with

Start Date

End Date

Currency

USD

Save

Close

- 01- June 2022



*Note: If the user is authorized to conduct mass changes, the status of the item will change when the mass change action is performed; otherwise, the changes will be completed after the authorized user accept the mass change request.*

## 9.7 Batch Repair

Scheduling of repair activities in large equipment companies is complex. Every maintenance management system should support the user in scheduling the repair activities. This process can be quickly scheduled through the batch repair action:

To add the repair to a group of items:

1. From the item list, select all items you want to add to repair
2. Right click to activate the action drop-down menu
3. Select **Batch Repair** action

The screenshot shows the SmartX HUB Item Management interface. A table of items is displayed with columns: #, Code, Name, Serial, Type, Condition, Status, Category, Last Seen, Current Location, Custody Assigned, and Tags Identifiers. A right-click context menu is open over the table, showing options like 'Print', 'Simplified Printing', 'Detailed Printing', 'Print Label', 'Action with Receipt', 'CheckOut', 'Reserve', 'Reserve Return', 'Temporary Transfer Location', 'Permanent Transfer Location', 'Action Grouping', 'Searched', 'Found Items List', 'Disposal', 'Request Items', 'Add Comment to Items', 'Bulk Items Disposal Change', 'Bulk Items Repairs' (highlighted with a red circle), and 'Bulk Items Maintenance/Services Audit'. The 'Item Management' menu item in the left sidebar is also highlighted with a red circle.

4. At the top of the page, you can see that adding the repair to the selected items has started. Click on it. The repair action screen opens.

**Add Repair**

Planned on: 2017-12-01 13:31 | Estimated Cost: USD 100 | Executed on: 2017-12-22 13:31 | Executed Cost: USD 120.00

Executed by: Smartx Repair Company | Location: Orlando | Type: Wash Cleaning

Notes: Important to be on time

**Save** Close

5. Fill out all the forms: Planned on, estimated cost, executed date, executed costs, executed by (Company or person), location, type of repair and notes.
6. Click the **Save** button to add the maintenance.

**Note:** The maintenance information will be available on the maintenance tab of each item you have selected.

**Item Details**

Code: 202000016 | Name: Ambulance | Serial Number: 232121546 | Active? ☒

Type: Vehicle | Category: Trucks and Trailers | Group: Accountable

Department: Headquarter | Condition: [CD136]Active | Status: [CD1]\*Available | Cost Center: [CC21]Personal Cost Center

Custody Owner: [CT16]Acme Co | Custody Assigned: [CT2520]Smartx Lab Equipment | Home Location: [05]Central Nurses Station | Current Location: [ZE1]Industrial Design Office

Created By: master.xusa on 2017-02-16 14:25 | Modified By: master.xusa on 2018-01-03 12:24 | Last Seen: 2018-01-03 12:17

General Purchase Identifiers **Maintenance** Actions Attachments Change History

Code	Type	Planned on	Location	Executed by	Executed on
INT-1444	Wash Cleaning	2017-12-01 13:31	Orlando	Smartx Repair Company	2017-12-22 13:31

1 - 1 of 1

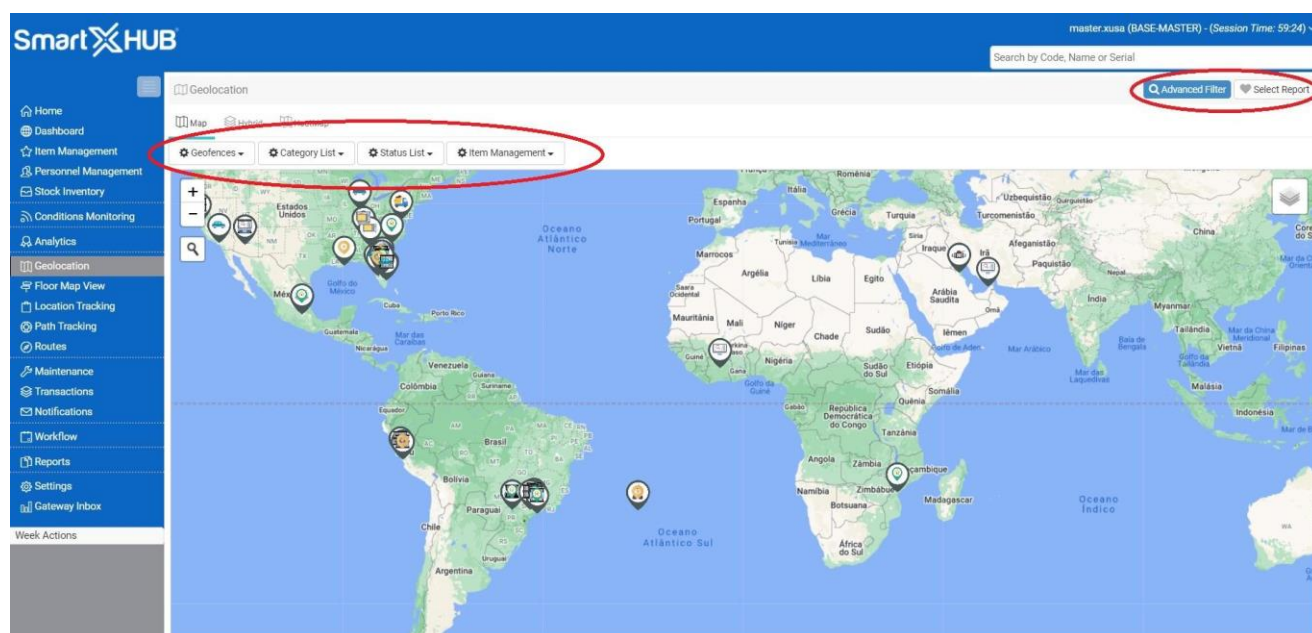
## 10. Geolocation

Users can perform particular item-related actions on this module. They can check the location of the asset in 3 ways they are;

- Hybrid maps
- Maps
- Heat maps

### 10.1 Search Action:

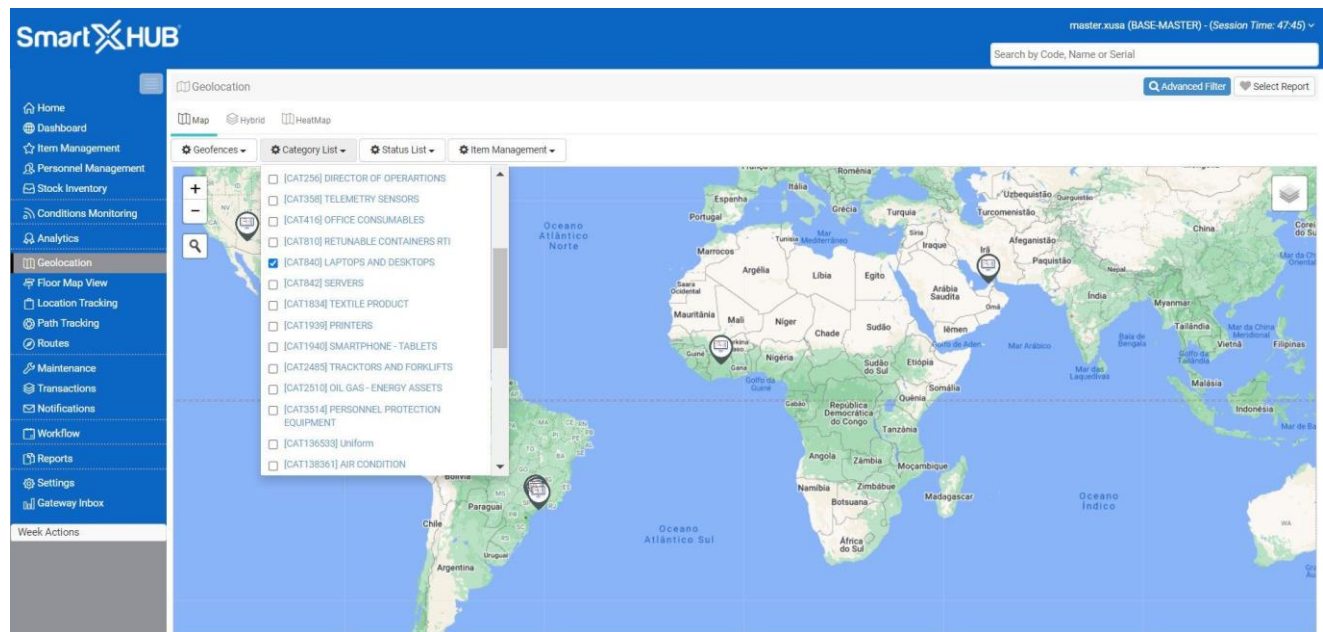
Users can search the location of a particular asset using the search action. The user can use Advanced Filter and Selected Reports, Geofences, Categories, Status, and specific items. The asset will be displayed on the map once the user clicks on the asset.



### 10.2 View Geofences on Map

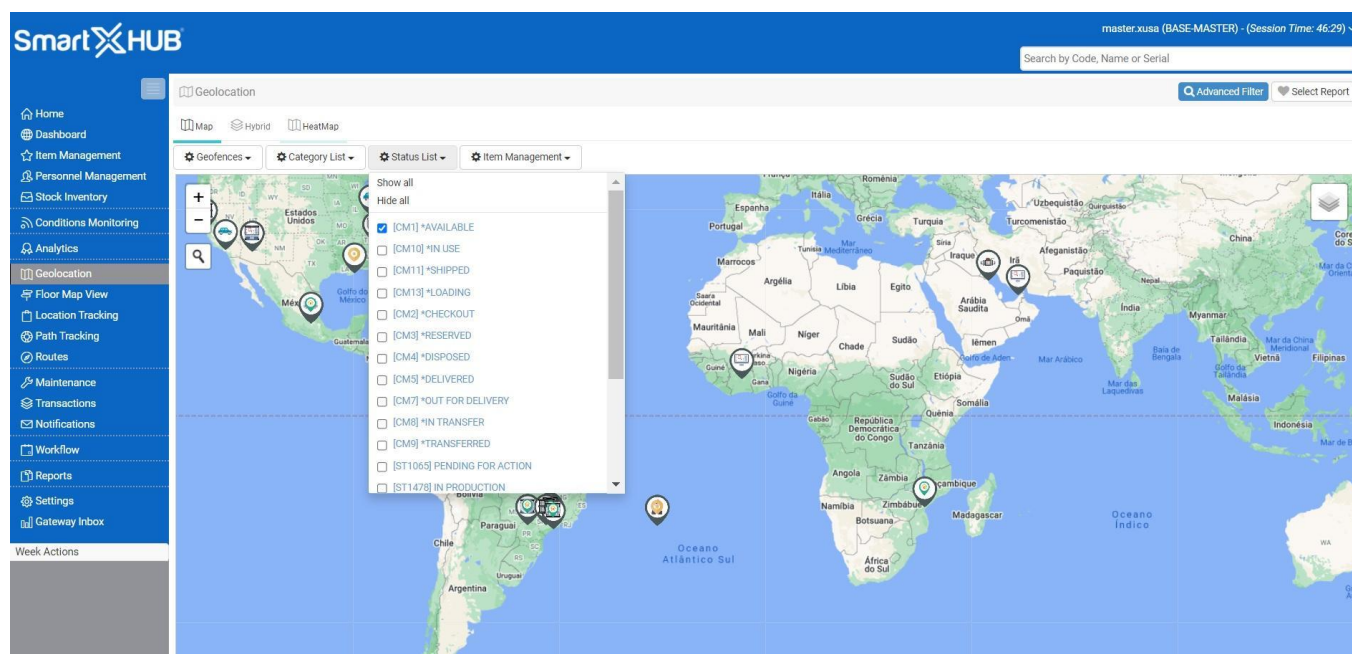
The user can view on Map items on Geofences selected. The asset's geo position of geofences selected will be shown on the map.

The user can view on Map a selected category. The assets geo position of the category selected will be shown on the map.



## 10.4 View Item Status on Map

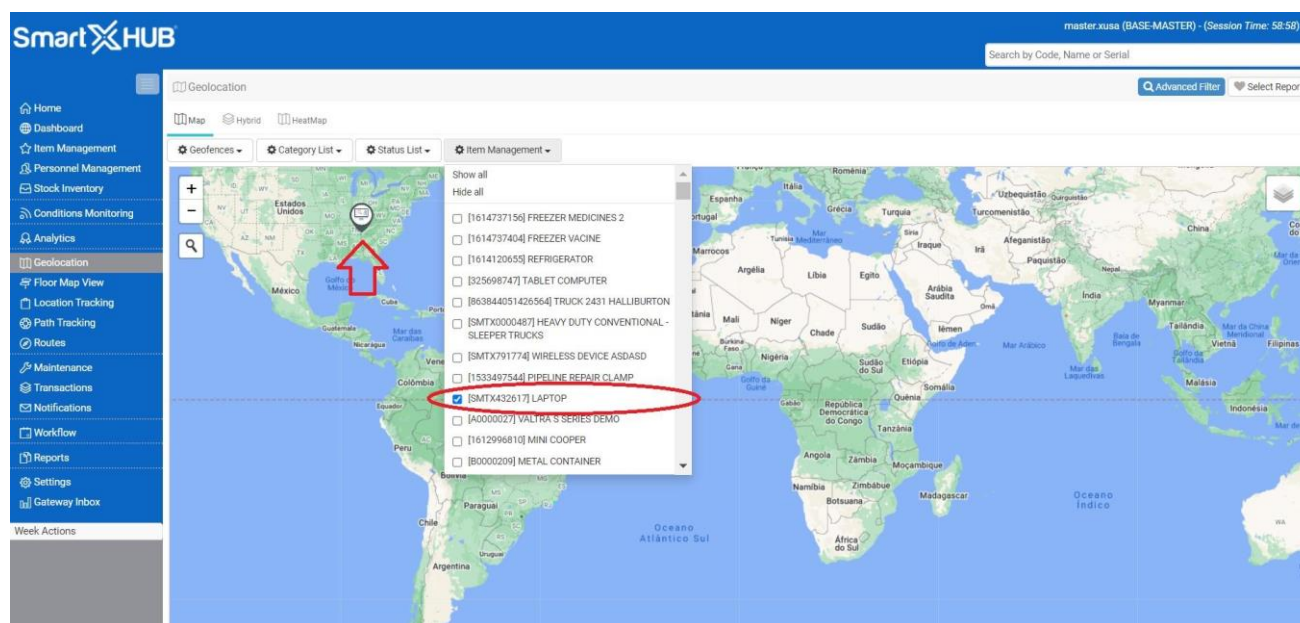
The user can view on Map a selected status. The asset's geo position with status selected will be shown on the map.



## 10.5 View Item on Map

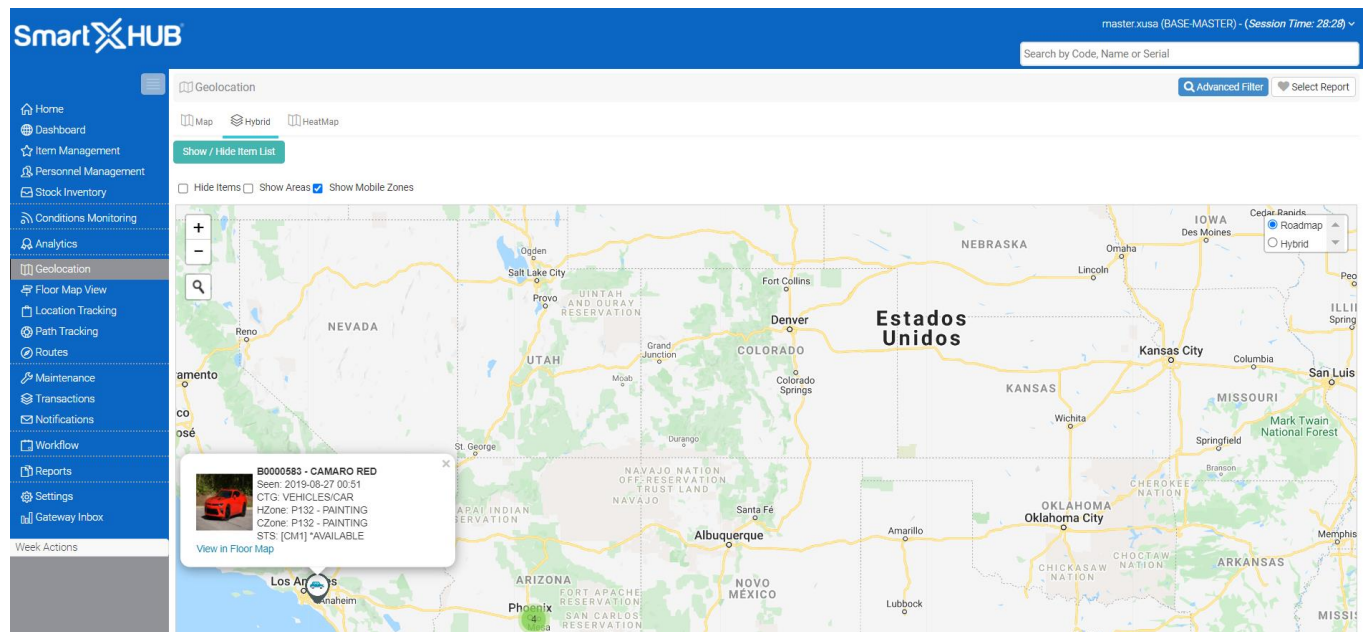
The user can view a selected asset on the Item Management list on Map. The icon of the asset category and the position on the geo position will be shown on the map.





## 10.6 View mobile assets

The new update allows users to see assets that are mobile or in transit. By clicking on the truck icon on the map, the user can check the summary and the details about the assets in transit. The 'summary' option will show the category of the assets and the total number of items. The user can choose to view more columns if he wishes by editing the columns he wants to see. The 'details' option will show the complete details about the asset.



## 10.7 Geotracking View:

Users can track an asset or personnel during the trip. Whenever an asset is scanned or using a tracker tag, like a GPS device or beacons, the asset location is automatically collected and time-stamped.

The user must select the period of time that wants to retrieve data:



Rastreamento Geográfico

Filtros

Objeto

[NSG-TRUCK1] CAMINHÃO 1

Filtros

CUSTOMIZADO

Data/Hora Inicial

Data/Hora Final

CUSTOMIZADO

1 DIA

7 DIAS

15 DIAS

30 DIAS

Eventos

Pesquisar

Data/Hora

Fronteiras

Nenhum registro encontrado.

Sensores

Nada selecionado

Pesquisar

Sensor

Atual

Esiva Obligatoria

Mapa

SmartX HUB

master xusa (BASE-MASTER) - (Session Time: 58:59)

Search by Code, Name or Serial

Home

Dashboard

Item Management

Personnel Management

Stock Inventory

Conditions Monitoring

Analytics

Geolocation

Floor Map View

Location Tracking

Path Tracking

Routes

Maintenance

Transactions

Notifications

Workflow

Reports

Settings

Gateway Inbox

Week Actions

Geo Tracking

Filtros

Object

[A0000027] VALTRA S SERIES DEMO

Fiter

CUSTOM

Time From

2021-03-04 00 00

Time To

2021-07-23 23 59

Apply filter

Events

Search

Time

Boundary

2021-07-23 07:39

None

2021-07-23 07:39

None

2021-07-22 17:26

None

2021-07-22 17:23

None

2021-07-22 11:03

None

1 - 5 of 33

<

1

2

3

4

5

6

7

>

Sensors

OCF3:EE-B5:CE:C8

Search

Sensor

Current

Target Range

No matching records found

Map

Graph

Nothing selected

In case sensor data is collected, it will be shown too on this screen.

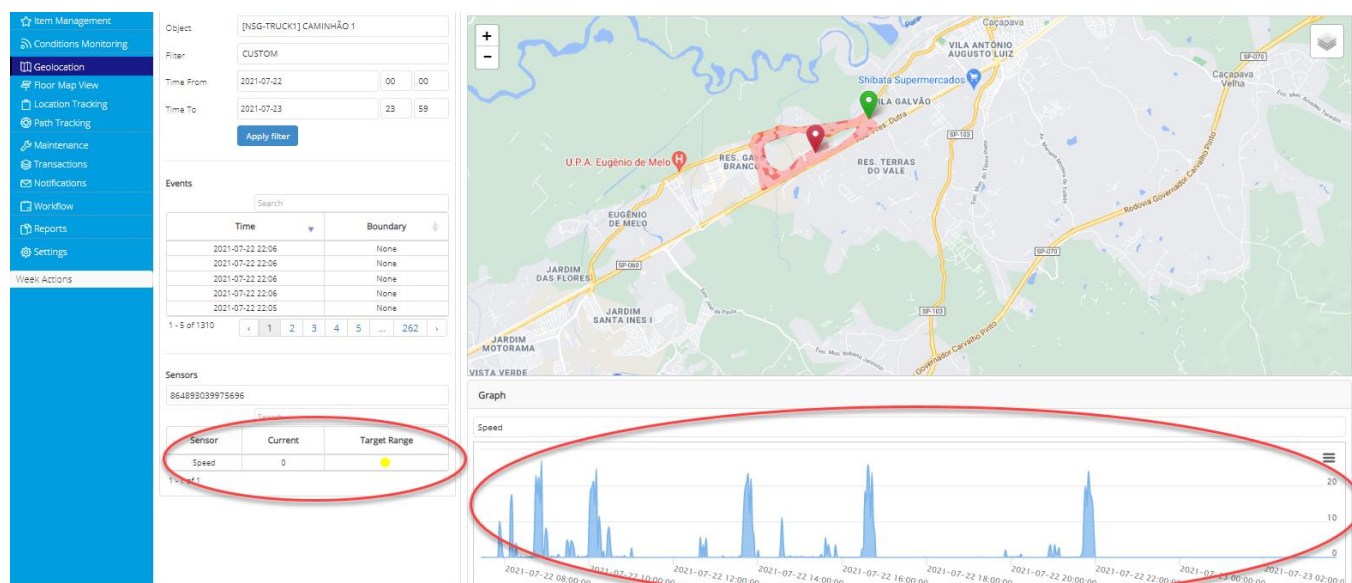
SmartX HUB® Web EAM Manual v4.0

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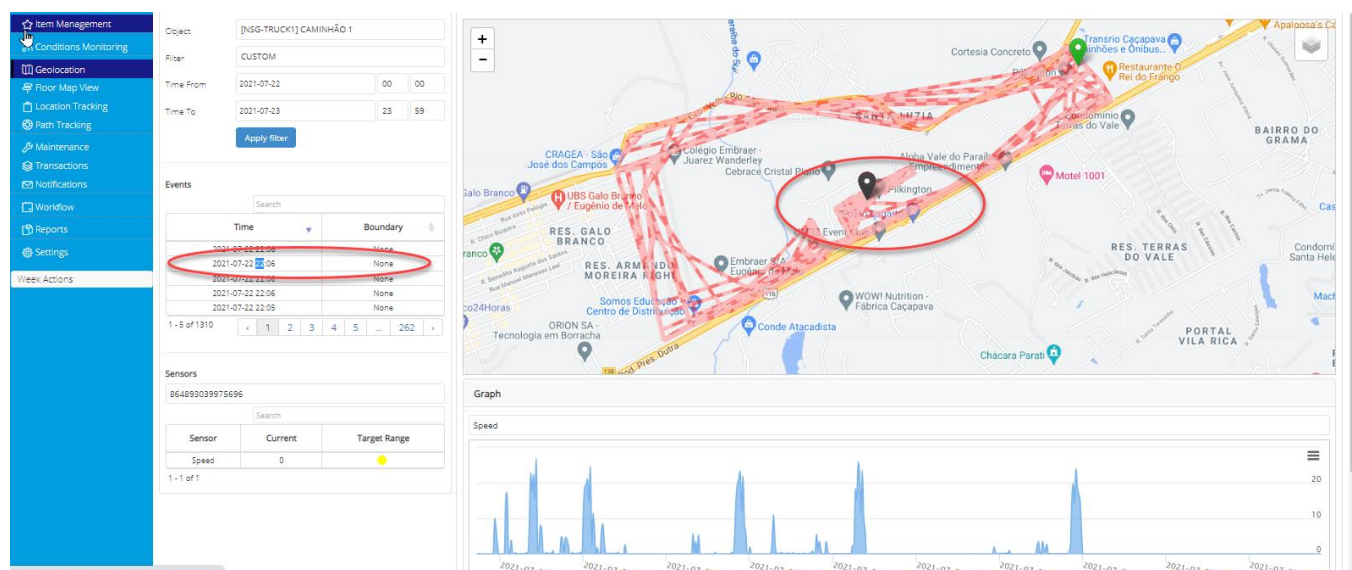
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01- June 2022



Users can select the sensors to view, selecting the appropriately configured sensor data. Using a category sensor setup, it is possible to define a range of data. The system will automatically mark the color with the low, medium, or high current data.

Using a click on the Events, the system will add a mark on the position of this information.



## 11. Maintenance

The 'maintenance' module has been updated to give a clear picture of the essential assets that require maintenance. By clicking on a particular asset, the user can view its maintenance history. They can also download these maintenance reports. The user can set the frequency, work hours, estimated total, and date for the maintenance.

SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 59:57)

Quick Search by Name, Code or Serial

#	Code	Name	Serial	Condition	Status	Category	Last Seen	Current Location	Custody Assigned
KST	KST 5500 Trash Bin Monitor			(ACD8) Working - Active	(CM1) *AVAILABLE	TELEMETRY SENSORS	2019-09-01 10:08	(P015) Zone 1 - Production	Not Assigned
MALTA	IoT Malta Parking Sensor			(ACD8) Working - Active	(CM1) *AVAILABLE	TELEMETRY SENSORS	2019-09-01 09:34	(P015) Zone 1 - Production	Not Assigned
SMTK2	Compressor			(ACD8) Working - Active	(CM1) *AVAILABLE	ELECTRONICS AND APPLIANCES	2019-09-01 01:20	(TR4) TRUCK 4	(C32688520) SMARTX HOSPITAL EQUIPMENT INC.
Y0000088	Chair			(ACD8) Working - Active	(CM1) *AVAILABLE	FACILITY ASSETS	2019-09-01 01:20	(TR4) TRUCK 4	(C21772485) SUPPLIER 1
1566500218	CANDY		8713515	(CD9) New not used	(CM1) *AVAILABLE	AIR MOVERS SUB	2019-09-01 01:20	(TR4) TRUCK 4	(C15556513) CARLOS RIBEIRO

1 - 5 of 406 | 5 per page

Maintenance Notifications

Export single item

Code	Type	Planned on	Location	Executed by	Executed on
-	Calibration	2019-07-11 13:23	OFICIA	CSARLOS	2019-07-11 13:23
MNT-1666	Electrical failure	2019-07-19 04:00	OFICINA		-
MNT-1667	Oil Change	2019-08-01 15:27	OFICINA GIBA		-
MNT-1668	Oil Change	2019-09-01 15:27	OFICINA GIBA		-
MNT-1669	Oil Change	2019-10-01 15:27	OFICINA GIBA		-
MNT-1670	Oil Change	2019-11-01 15:27	OFICINA GIBA		-
MNT-1671	Oil Change	2019-12-01 16:27	OFICINA GIBA		-
MNT-1672	Oil Change	2020-01-01 16:27	OFICINA GIBA		-
MNT-1673	Oil Change	2020-02-01 16:27	OFICINA GIBA		-
MNT-1674	Oil Change	2020-03-01 16:27	OFICINA GIBA		-

1 - 10 of 12 | 10 per page

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Plan Maintenances

Frequency: UNIQUE Days of Week: Every Day Planned on: Until Date: Until Date

Estimated Cost: USD Location: Type: CLICK THE EDIT

Notes: This field has a limit of 1000 chars

Save Close

## 12. Transaction – Jobs Work-Orders

### 12.1 Jobs – Navigation and Resources per day

The jobs action is available in the transaction module. This action is essential for companies that lease their assets and charge the customer depending on how many hours or days the asset is on the job. A dropdown menu shows a list of assets in use on the site. This list of assets can be created by the user on the webpage or the mobile application. The 'resources per day' tab just below the dropdown menu shows the essential details such as days and count of items that have been deployed to the customer.



SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 59:54)

Quick Search by Name, Code or Serial

Transactions > Jobs

Order List

New

Current Status

Total Items

System Code

Job Number

Description

Client Details

Assigned Employees

Job Type

Job Class

Modified On

suspended

0

W-1566593099

2323

TESTE THAIS

ALVARO GUTIERREZ - 589 ELECTRONIC STREET - Phone: 2321 12 21312

[PHONE] THAIS MIK

[WJT01] Work Job Type 001

[WOC1] Work Job Class 001

2019-09-01 11:12

Current Status

Work Area

Item

Category

Assigned On

Assigned By

Audited Date

Audited By

in-use

INITIAL WORK AREA

[1565620259] TESTE OFF 11

[121]Uniform

2019-08-23 16:47

master.xusa

-

-

in-use

WORK AREA 2

[1565618568] TEST OFF 10 B EDIT

[121]Uniform

2019-08-23 16:47

master.xusa

-

-

in-use

WORK AREA 2

[1565618690] TEST OFF 11

[121]Uniform

2019-08-23 16:47

master.xusa

-

-

in-use

WORK AREA 2

[1565618332] TEST OFF 9

[121]Uniform

2019-08-23 16:47

master.xusa

-

-

in-use

WORK AREA 2

[1565617651] TEST OFF 8

[121]Uniform

2019-08-23 16:47

master.xusa

-

-

in-use

WORK AREA 2

[1565617488] TEST OFF 7

[121]Uniform

2019-08-23 16:47

master.xusa

-

-

in-use

WORK AREA 2

[1565617175] TEST OFF 6

[121]Uniform

2019-08-23 16:47

master.xusa

-

-

in-use

INITIAL WORK AREA

[1563711209] Teste 2

[FURN]FACILITY ASSETS

2019-08-23 16:47

master.xusa

-

-

Resources Per Day

1

suspended

0

W-1567350604

SMARTX001

TEST

BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839999 9993

[PHONE] THAIS MIK

[WJT01] Work Job Type 001

[WOC1] Work Job Class 001

2019-09-01 11:10

2

scheduled

1

W-1567264551

13131313

TESTE THAIS 2

ACME INDUSTRIES - 111 E MONUMENT AVE #401 -10 - Phone: 3 34 354 3434

[PHONE] THAIS MIK

[WJT01] Work Job Type 001

[WOC1] Work Job Class 001

2019-08-31 15:59

3

scheduled

0

W-1567255435

PUSH

PUSH TEST

ACME INDUSTRIES - 111 E MONUMENT AVE #401 -10 - Phone: 3 34 354 3434

[PHONE] THAIS MIK

[WJT01] Work Job Type 001

[WOC1] Work Job Class 001

2019-08-31 08:44

4

scheduled

0

W-1566677485

TCARLOS

TCARLOS

ALVARO GUTIERREZ - 589 ELECTRONIC STREET - Phone: 2321 12 21312

[PHONE] THAIS MIK

[WJT01] Work Job Type 001

[WOC1] Work Job Class 001

2019-08-24 16:11

5

scheduled

5

W-1566262404(CLONE)

JOB 200

JOB 200

BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839999 9993

[CARLOS] Carlos Ribeiro

[WJT01] Work Job Type 001

[WOC1] Work Job Class 001

2019-08-23 10:02

6

scheduled

0

W-1566593099

HOUSE OF

HOUSE OF

ALVARO GUTIERREZ - 589 ELECTRONIC STREET - Phone: 2321 12 21312

[PHONE] THAIS MIK

[WJT01] Work Job Type 001

[WOC1] Work Job Class 001

2019-08-23 10:02

Day: 2019-08-24	
Category	Items Count
[FURN]FACILITY ASSETS	1
[121]Uniform	9
Day: 2019-08-25	
Category	Items Count
[FURN]FACILITY ASSETS	1
[121]Uniform	9
Day: 2019-08-26	
Category	Items Count
[FURN]FACILITY ASSETS	1
[121]Uniform	9
Day: 2019-08-27	
Category	Items Count
[FURN]FACILITY ASSETS	1
[121]Uniform	9
Day: 2019-08-28	
Category	Items Count
[FURN]FACILITY ASSETS	1
[121]Uniform	7

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## 12.2 Edit Action

The user can edit the item list that is shown in the dropdown menu. This can be done by clicking on the edit icon of the report. The user needs to follow these steps in order to edit item list.

- Click on the edit icon.
- Click on the 'items' tab on the top left corner.
- Select items you want to remove by checking the checkbox next to each item.
- Click on 'remove selected' or 'transfer items' depending on the action you want to perform.

Editing Job [W-1566593099]

Information **Items**

+ Add Items on Work Areas + Work Areas Bulk Asset Transfer

Current Status	Work Area	Name	Category	Assigned On	Transfer Date	Dwell	Audited Date
transferred	INITIAL WORK AREA	[1563838862] TESTE 4	Uniform	2019-08-23 16:47	2019-08-27 19:38	04D:02H:50M	2019-08-23 16:55
<input type="checkbox"/>	in-use	INITIAL WORK AREA	[1565628259] TESTE OFF 11	Uniform	2019-08-23 16:47	-	-
<input type="checkbox"/>	in-use	WORK AREA 2	[1565618566] TEST OFF 10 B EDIT	Uniform	2019-08-23 16:47	-	-
<input type="checkbox"/>	transferred	WORK AREA 2	[1565616492] TEST OFF 5	Uniform	2019-08-23 16:47	2019-08-27 19:38	04D:02H:50M
<input type="checkbox"/>	in-use	WORK AREA 2	[1565616690] TEST OFF 11	Uniform	2019-08-23 16:47	-	-
<input type="checkbox"/>	in-use	WORK AREA 2	[1565618332] TEST OFF 9	Uniform	2019-08-23 16:47	-	-
<input type="checkbox"/>	in-use	WORK AREA 2	[1565617851] TEST OFF 8	Uniform	2019-08-23 16:47	-	-
<input type="checkbox"/>	in-use	WORK AREA 2	[1565617488] TEST OFF 7	Uniform	2019-08-23 16:47	-	-
<input type="checkbox"/>	in-use	WORK AREA 2	[1565617175] TEST OFF 6	Uniform	2019-08-23 16:47	-	-
<input type="checkbox"/>	in-use	INITIAL WORK AREA	[1563711209] Teste 2	FACILITY ASSETS	2019-08-23 16:47	-	-

1 - 10 of 10

Remove Selected Transfer Items

## 12.3 Creating Jobs

The admin can create jobs and assign them to the employee. All jobs created will show on the jobs action page. The creation of a new job will also trigger a notification on the mobile application of the concerned employee. Details such as assigned employee, job type, and job details can be added.

SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 59:54)

Quick Search by Name, Code or Serial

Transactions > Jobs

Order List

New

Current Status	Total Items	System Code	Job Number	Description	Client Details	Assigned Employees	Job Type	Job Class	Modified On
suspended	8	W-1566593099	2323	TESTE THAS	ALVARO GUTIERREZ - 589 ELECTRONIC STREET - Phone: 2321 12 21312	[PHONE] THAS MIX	[WJT01] Work Job Type 001	[WOC1] Work Job Class 001	2019-09-01 11:12

Current Status	Work Area	Item	Category	Assigned On	Assigned By	Audited Date	Audited By
in-use	INITIAL WORK AREA	[1565620259] TESTE OFF 11	[121]Uniform	2019-08-23 16:47	master.xusa	-	-
in-use	WORK AREA 2	[1565618568] TEST OFF 10 B EDIT	[121]Uniform	2019-08-23 16:47	master.xusa	-	-
in-use	WORK AREA 2	[1565618690] TEST OFF 11	[121]Uniform	2019-08-23 16:47	master.xusa	-	-
in-use	WORK AREA 2	[1565618332] TEST OFF 9	[121]Uniform	2019-08-23 16:47	master.xusa	-	-
in-use	WORK AREA 2	[1565617651] TEST OFF 8	[121]Uniform	2019-08-23 16:47	master.xusa	-	-
in-use	WORK AREA 2	[1565617488] TEST OFF 7	[121]Uniform	2019-08-23 16:47	master.xusa	-	-
in-use	WORK AREA 2	[1565617175] TEST OFF 6	[121]Uniform	2019-08-23 16:47	master.xusa	-	-
in-use	INITIAL WORK AREA	[1563711209] Teste 2	[FURN]FACILITY ASSETS	2019-08-23 16:47	master.xusa	-	-

Resources Per Day

Current Status	Total Items	System Code	Job Number	Description	Client Details	Assigned Employees	Job Type	Job Class	Modified On
suspended	0	W-1567350604	SMARTX001	TEST	BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839999 9993	[PHONE] THAS MIX	[WJT01] Work Job Type 001	[WOC1] Work Job Class 001	2019-09-01 11:10
scheduled	1	W-1567264551	13131313	TESTE THAS 2	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401 -10 - Phone: 3 34 354 3434	[PHONE] THAS MIX	[WJT01] Work Job Type 001	[WOC1] Work Job Class 001	2019-08-31 15:59
scheduled	0	W-1567255435	PUSH	PUSH TEST	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401 -10 - Phone: 3 34 354 3434	[PHONE] THAS MIX	[WJT01] Work Job Type 001	[WOC1] Work Job Class 001	2019-08-31 08:44
scheduled	0	W-1566677485	TCARLOS	TCARLOS	ALVARO GUTIERREZ - 589 ELECTRONIC STREET - Phone: 2321 12 21312	[PHONE] THAS MIX	[WJT01] Work Job Type 001	[WOC1] Work Job Class 001	2019-08-24 16:11
scheduled	5	W-1566262404(CLONE)	JOB 200	JOB 200	BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839999 9993	[CARLOS] Carlos Ribeiro [PHONE] THAS MIX	[WJT01] Work Job Type 001	[WOC1] Work Job Class 001	2019-08-23 10:02
scheduled	0	W-1566262404	HOUSE OF	HOUSE OF	SMARTX CARLOS RIBEIRO - 589 ELECTRONIC STREET - Phone: 232 3839999 9993	[PHONE] THAS MIX	[WJT01] Work Job Type 001	[WOC1] Work Job Class 001	2019-08-23 10:02

New Job Details

Information

System Code: W-1567351884

Job Number: 13131313

Description: TESTE THAS 2

Assigned Employees: Nothing selected

Request Date: 2019-08-01 11:28

Start Date: 2019-08-01 11:28

Client Details: Requested To: [Empty]

Job Type: Requested To: [Empty]

Job Class: Requested To: [Empty]

Current Status: Information Received

Notes: This field has a limit of 1000 chars

Resources Per Day: [Empty]

Save Save & Start schedule Close

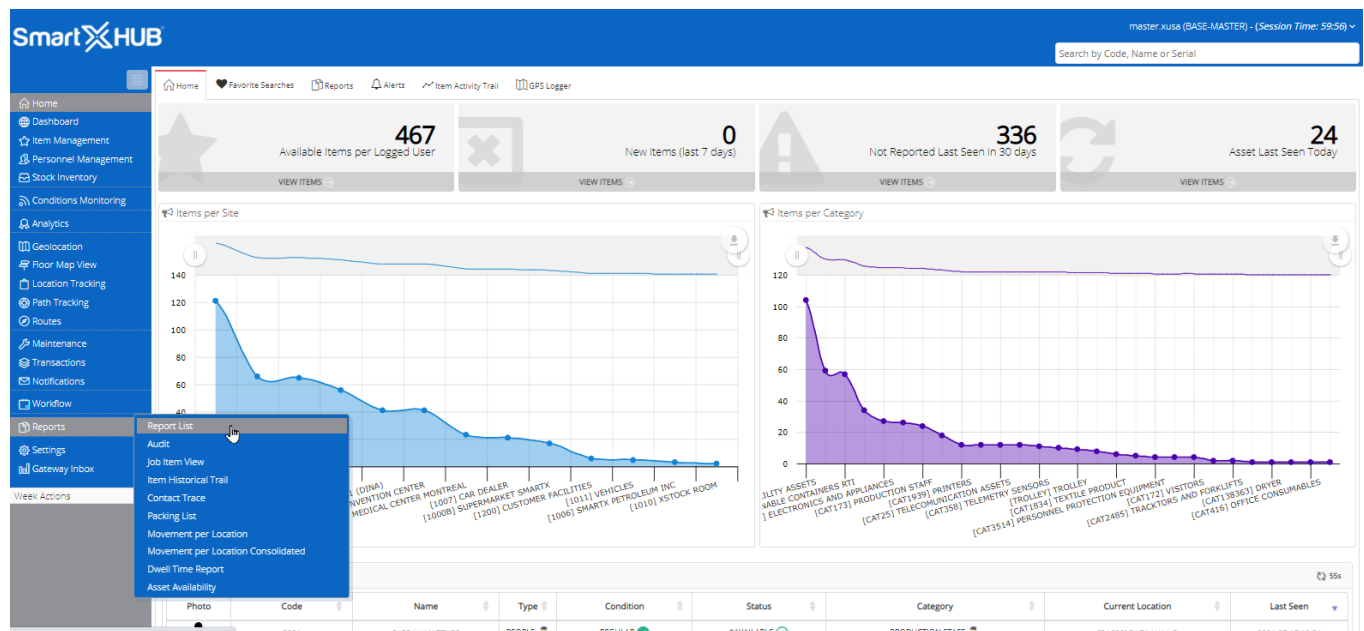
## 13. Standard Reports

### 13.1 Introduction

The report model allows for to management of the configurable reports list or standard report. It can vary according to the license type the customer purchased.

Select the “Report” options on the main menu to access the report model.

The first sub-menu represents the configurable list of the reports.



### 13.2 Report List

At this option, the system will show all reports that the user can have access to according to the permission level.

If the user is not allowed to create new reports, the Add (+) option and Edit button will be hidden.



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master.xusa (BASE-MASTER) - (Session Time: 59:57)

Search by Code, Name or Serial

Report List

Commons Report Combined Reports

Sequence	Shared?	Code	Type	Title	Notes	
0	NO	RPT-158	HTML	TRANSPORTATION ASSETS	LIST OF TRANSPORTATION ASSETS	[New Report]
0	YES	RPT-426	HTML	EQUIPAMIENTOS ELETRONICOS	EQUIPAMIENTOS ELETRONICOS	[New Report]
0	YES	RPT-732	HTML	DISNEY BLABLA	SGOSDG DFG HGF	[New Report]
1	YES	RPT-320	HTML	LAST SEEN IN 1 DAY	LAST SEEN IN 1 DAY	[New Report]
1	YES	RPT-672	PDF	TESTE DE RELATORIO 33	TESTE DE RELATORIO 33	[New Report]
1	YES	RPT-675	HTML	REPORT OF WORKERS		[New Report]
1	YES	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS	[New Report]
2	NO	RPT-131	HTML	PEOPLE ON VACATION	PEOPLE ON VACATION PERIOD	[New Report]
2	YES	RPT-1344	HTML	IT ASSETS	IT ASSETS	[New Report]
3	NO	RPT-130	PDF	CARS MAINTENANCE OUT OF CONTRACT	MAINTENANCE PLAN NOT SIGNED	[New Report]
4	NO	RPT-133	PDF	LAP TOPS OUT OF WARRANTY	OUT OF WARRANTY DATE	[New Report]
4	YES	RPT-564	HTML	TOOLS	REPORT OF TOOLS	[New Report]
5	NO	RPT-132	PDF	PEOPLE OUT OF WORK	PEOPLE OUT OF WORK	[New Report]
6	NO	RPT-135	PDF	MEDICAL STAFF LOCATION	PEOPLE LOCATION	[New Report]
7	NO	RPT-134	PDF	LAPTOPS OUT OF MAINTENANCE	LAPTOPS OUT OF MAINTENANCE CONTRACT	[New Report]
8	NO	RPT-136	PDF	DEPRECIATION	CARS DEPRECIATION	[New Report]
99	NO	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center	[New Report]
99	NO	RPT-2	PDF	ASSETS NOT AVAILABLE	ASSETS NOT AVAILABLE	[New Report]
99	NO	RPT-4	PDF	ASSET IN MAINTENANCE	ASSET IN MAINTENANCE	[New Report]
99	NO	RPT-5	HTML	VIDEO ASSETS	VIDEO ASSETS	[New Report]
99	NO	RPT-6	HTML	CAR AND TRUCKS	CAR AND TRUCKS	[New Report]

To delete the Report, just select the icon to delete on the report line.

To access the report information, please select one of the icons, and the system will show the query results of each particular report type.

SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 59:57)

Search by Code, Name or Serial

Report List

Commons Report Combined Reports

Sequence	Shared?	Code	Type	Title	Notes	
0	NO	RPT-158	HTML	TRANSPORTATION ASSETS	LIST OF TRANSPORTATION ASSETS	[New Report]
0	YES	RPT-426	HTML	EQUIPAMIENTOS ELETRONICOS	EQUIPAMIENTOS ELETRONICOS	[New Report]
0	YES	RPT-732	HTML	DISNEY BLABLA	SGOSDG DFG HGF	[New Report]
1	YES	RPT-320	HTML	LAST SEEN IN 1 DAY	LAST SEEN IN 1 DAY	[New Report]
1	YES	RPT-672	PDF	TESTE DE RELATORIO 33	TESTE DE RELATORIO 33	[New Report]
1	YES	RPT-675	HTML	REPORT OF WORKERS		[New Report]
1	YES	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS	[New Report]
2	NO	RPT-131	HTML	PEOPLE ON VACATION	PEOPLE ON VACATION PERIOD	[New Report]
2	YES	RPT-1344	HTML	IT ASSETS	IT ASSETS	[New Report]
3	NO	RPT-130	PDF	CARS MAINTENANCE OUT OF CONTRACT	MAINTENANCE PLAN NOT SIGNED	[New Report]
4	NO	RPT-133	PDF	LAP TOPS OUT OF WARRANTY	OUT OF WARRANTY DATE	[New Report]
4	YES	RPT-564	HTML	TOOLS	REPORT OF TOOLS	[New Report]
5	NO	RPT-132	PDF	PEOPLE OUT OF WORK	PEOPLE OUT OF WORK	[New Report]
6	NO	RPT-135	PDF	MEDICAL STAFF LOCATION	PEOPLE LOCATION	[New Report]
7	NO	RPT-134	PDF	LAPTOPS OUT OF MAINTENANCE	LAPTOPS OUT OF MAINTENANCE CONTRACT	[New Report]
8	NO	RPT-136	PDF	DEPRECIATION	CARS DEPRECIATION	[New Report]
99	NO	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center	[New Report]
99	NO	RPT-2	PDF	ASSETS NOT AVAILABLE	ASSETS NOT AVAILABLE	[New Report]
99	NO	RPT-4	PDF	ASSET IN MAINTENANCE	ASSET IN MAINTENANCE	[New Report]
99	NO	RPT-5	HTML	VIDEO ASSETS	VIDEO ASSETS	[New Report]
99	NO	RPT-6	HTML	CAR AND TRUCKS	CAR AND TRUCKS	[New Report]





SmartX HUB												master.xusa (BASE-MASTER) - (Session Time: 59:54)			
												Search by Code, Name or Serial			
Report List - Job Item View												Search			
Current Status	System Code	Job Number	Description	Client Details	Work Area	Item	Category	Tags Identifiers	Assigned On	Assigned By	Audited Date	Audited By			
scheduled	W-1617022540	1232	CARLOS JOB	SMARTX WAREHOUSING EQUIPMENT - 589 ELECTRONIC STREET - Phone: 323 232 2 2332 23233	INITIAL WORK AREA	(89657414) PLASTIC STORAGE CONTAINER 10	[CAT810] RETUNABLE CONTAINERS RTI		2021-03-29 08:56	carlos	-	-			
scheduled	W-1617022540	1232	CARLOS JOB	SMARTX WAREHOUSING EQUIPMENT - 589 ELECTRONIC STREET - Phone: 323 232 2 2332 23233	INITIAL WORK AREA	(A50160194) LAPTOP - SMARTX	[CAT840] LAPTOPS AND DESKTOPS	202020413530313630313934	2021-07-01 07:46	carlos	2021-07-01 07:47	carlos			
scheduled	W-1608302563	23323	NEOA	n/a	INITIAL WORK AREA	(1614737156) FREEZER MEDICINES 2	[CAT350] TELEMETRY SENSORS		2020-12-18 09:44	master.xusa	-	-			
scheduled	W-1608302563	23323	NEOA	n/a	INITIAL WORK AREA	(1519217969) ARMLESS NESTING CHAIR	[CAT115] FACILITY ASSETS	202020202042413030333433	2020-12-18 09:44	master.xusa	-	-			
scheduled	W-1608302563	23323	NEOA	n/a	INITIAL WORK AREA	(1614737125) VACINE FREEZER A	[CAT350] TELEMETRY SENSORS		2020-12-18 09:44	master.xusa	-	-			
scheduled	W-1596473501	2134123	CARLOS 1	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401-10- Phone: 3343343434	INITIAL WORK AREA	(A0000133) TOOL BOX 295	[CAT119] PRODUCTION MACHINES AND TOOLS	20202041353332303023935.null	2021-06-10 18:19	carlos	2021-06-10 18:20	carlos			
scheduled	W-1570195371	965	WATER REMOVAL	BOSCH AUTOMOTIVE - 5721 LOS PALMA VISTA DR - Phone: 232 3839939 3993	INITIAL WORK AREA	n/a	n/a	-	2020-10-19 10:37	master.xusa	-	-			
scheduled	W-1570195371	965	WATER REMOVAL	BOSCH AUTOMOTIVE - 5721 LOS PALMA VISTA DR - Phone: 232 3839939 3993	INITIAL WORK AREA	(321654654687) LASER PRINTER	[CAT1939] PRINTERS	E2000018540801760830944C.0000000000000000000010001757	2020-10-19 10:37	master.xusa	-	-			
scheduled	W-156722075	23245	TESTE THAIS 2	EDILSON SILVEIRA - 589 ELECTRONIC STREET - Phone: 551199664-0320	INITIAL WORK AREA	n/a	n/a	-	2019-09-08 08:16	master.xusa	-	-			
scheduled	W-1567686427	KUNAL	KUNAL	BOSCH AUTOMOTIVE - 5721 LOS PALMA VISTA DR - Phone: 232 3839939 3993	KUNAL ROOM	n/a	n/a	-	2019-09-05 08:28	master.xusa	-	-			
scheduled	W-1567686427	KUNAL	KUNAL	BOSCH AUTOMOTIVE - 5721 LOS PALMA VISTA DR - Phone: 232 3839939 3993	KUNAL ROOM	n/a	n/a	-	2019-09-05 08:28	master.xusa	-	-			
scheduled	W-1567686427	KUNAL	KUNAL	BOSCH AUTOMOTIVE - 5721 LOS PALMA VISTA DR - Phone: 232 3839939 3993	KITCHEN 2	n/a	n/a	-	2019-09-05 08:28	master.xusa	-	-			
scheduled	W-1567351684	211	12121	COMPANY ACME 4 - 5721 LOS PALMA VISTA DR - Phone: 4074509719	INITIAL WORK AREA	n/a	n/a	-	2019-10-03 10:25	carlos	-	-			
scheduled	W-1567351684	211	12121	COMPANY ACME 4 - 5721 LOS PALMA VISTA DR - Phone: 4074509719	INITIAL WORK AREA	(670918345) TOUCH SCREEN DESKTOP COMPUTER	[CAT840] LAPTOPS AND DESKTOPS	202020413530313630313935	2021-07-01 07:47	carlos	2021-07-01 07:48	carlos			
scheduled	W-1567264551	13131313	TESTE THAIS 2	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401-10- Phone: 3343343434	INITIAL WORK AREA	n/a	n/a	-	2019-08-31 15:52	master.xusa	-	-			
scheduled	W-1567264551	13131313	TESTE THAIS 2	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401-10- Phone: 3343343434	ROOM 2	(SM7X0000487) HEAVY DUTY CONVENTIONAL - SLEEPER TRUCKS	[CAT251] TRUCKS AND TRAILERS	E200001A90190170242091C3.null.null	2019-09-04 14:37	iphone	2019-09-04 14:38	iphone			
scheduled	W-1567264551	13131313	TESTE THAIS 2	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401-10- Phone: 3343343434	ROOM 2	n/a	n/a	-	2019-09-04 14:37	iphone	2019-09-04 14:38	iphone			

## 13.5 Historical Trail

This report shows all items flow deployed in any location (zones). You can also filter by name or code using the filter box.

You have 2 steps:

First, select the item accordingly, using the Search box or Advanced Filters list. Once you mark the item, the line will show the green color on your selection.

After that, you will be able to select the type of data and the range of dates. The second screen shows the entry-exit details, including the dwell time.

SmartHUB

Home

Dashboard

Item Management

Personnel Management

Stock Inventory

Conditions Monitoring

Analytics

Geolocation

Floor Map View

Location Tracking

Path Tracking

Routes

Maintenance

Transactions

Notifications

Workflow

Reports

Settings

Gateway Inbox

Week Actions

Item Historical Trail

Advanced Filter

Select Report

Search by Code, Name or Serial

Export all items

#	Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Home Location	Current Location	Custody Owner	Custody Assigned	Tags Identifiers
	10000246	DESK	10000246	ITEM	WORKING	AVAILABLE	FACILITY ASSETS	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	000000000000000001000246 10000246
	10000247	DESK	10000247	ITEM	WORKING	AVAILABLE	FACILITY ASSETS	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	000000000000000001000247 10000247
	10000248	DESK	10000248	ITEM	WORKING	AVAILABLE	FACILITY ASSETS	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	000000000000000001000248 10000248
	10000250	DESK	10000250	ITEM	WORKING	AVAILABLE	FACILITY ASSETS	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	000000000000000001000250 10000250
	SMTX791774	WIRELESS DEVICE ASSD	SMTX791774	ITEM	WORKING	AVAILABLE	TELECOMMUNICATION ASSETS	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C27451898] COMPANY ACME 4	[SMTXQ1] SMARTX	B010101 3008338300000000014000000000 B829C2929

1 - 5 of 467

5 per page

Include Item's Attributes

Initial Date

Final Date

Filter

Export single item

CURRENT LOCATION

2021-07-23

2021-07-23

Field	Entry Time	Exit Time	Dwell Time	From	To	Direction
Current Location	2021-07-23 09:55	-	000:00:01:25	[1004] PHOENIX OFFICES / [1004-A02] FIRST FLOOR / [MET11] MEETING ROOM	Current	None
Current Location	2021-07-23 09:55	2021-07-23 09:55	000:00H:00M	[1004] PHOENIX OFFICES / [1004-A02] FIRST FLOOR / [MET11] MEETING ROOM	[1004] PHOENIX OFFICES / [1004-A02] FIRST FLOOR / [MET11] MEETING ROOM	None

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English

Version 1.6.8.6

### 13.6 Movements per Location

This report shows all the entries of an item in selected zones. If the item entry several times in the zone.

SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 59:58)

Search by Code, Name or Serial

Reports - Movement per Location

Date Interval: 2021-07-22 to 2021-07-23

Current Site: All Sites

Current Area: Nothing selected

Current Location: Nothing selected

Type: All Types

Category: Nothing selected

Filter

Apply filter

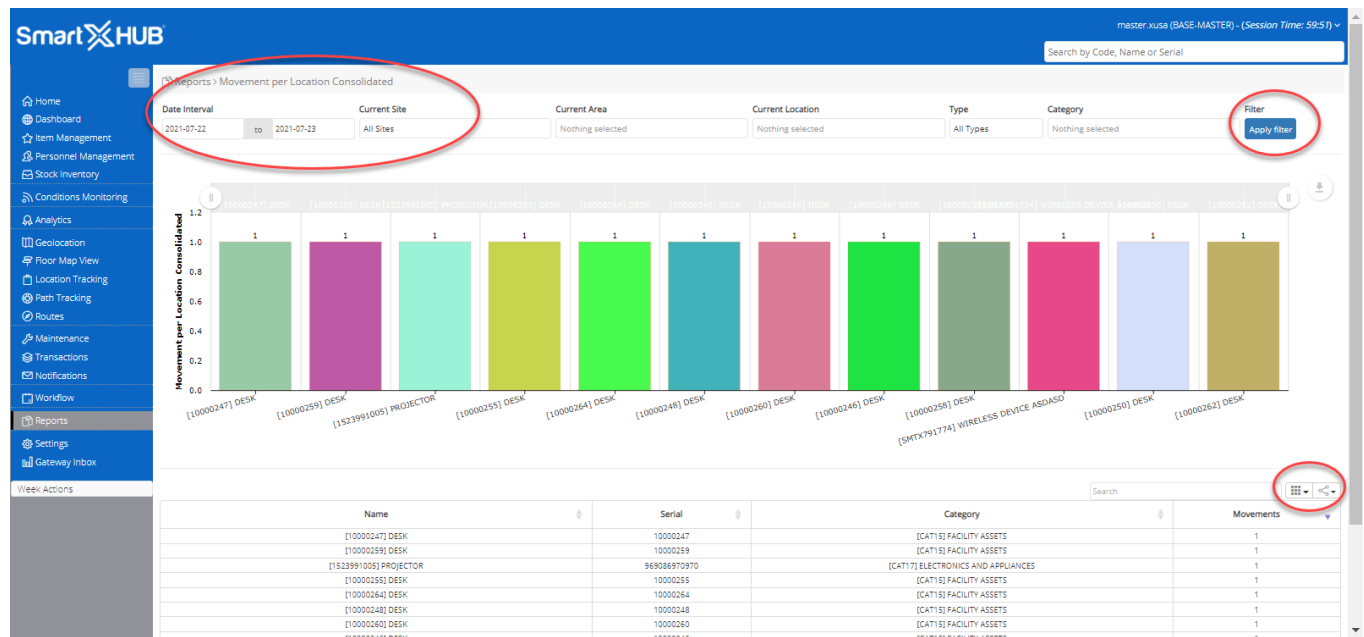
Name	Serial	Category	Last Movement	Movements
[SMTX791774] WIRELESS DEVICE ASDASD	SMTX791774	[CAT25] TELECOMMUNICATION ASSETS	2021-07-23	4
[10000260] DESK	10000260	[CAT15] FACILITY ASSETS	2021-07-23	2
[1523991005] PROJECTOR	969086970970	[CAT17] ELECTRONICS AND APPLIANCES	2021-07-23	2
[10000247] DESK	10000247	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000258] DESK	10000258	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000259] DESK	10000259	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000262] DESK	10000262	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000264] DESK	10000264	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000246] DESK	10000246	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000248] DESK	10000248	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000250] DESK	10000250	[CAT15] FACILITY ASSETS	2021-07-23	2
[10000255] DESK	10000255	[CAT15] FACILITY ASSETS	2021-07-23	2

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### 13.7 Movements per Location Consolidated

This report shows all the entries of an item in selected zones. If the item entry several times in the zone, one line will be shown with the total entries (sum of entry days).



### 13.7 Dwell Time

This report shows all the entries of an item in selected zones and filters based on Dwell time in such a Location.

Users can also select the time type and range of time using the conditional query.

### 13.9 Availability report

This report shows all the items in certain conditions regarding last seen or health, like Expiration, Insurance Expiration, etc.

Users must select the period of time. Like expiration date between date1 and date 2.



SmartX HUB

master kusa (BASE-MASTER) - (Session Time: 59:33)

Search by Code, Name or Serial

Reports > Asset Availability

Filters

Current Site

All Sites

Current Area

Nothing selected

Current Location

Nothing selected

Type

General

LAST SEEN

EXPIRATION DATE

NEXT SERVICE

Warranty

WARRANTY DATE

MAINTENANCE CONTRACT

Insurance

INSURANCE DATE

LAST SEEN

Date Interval

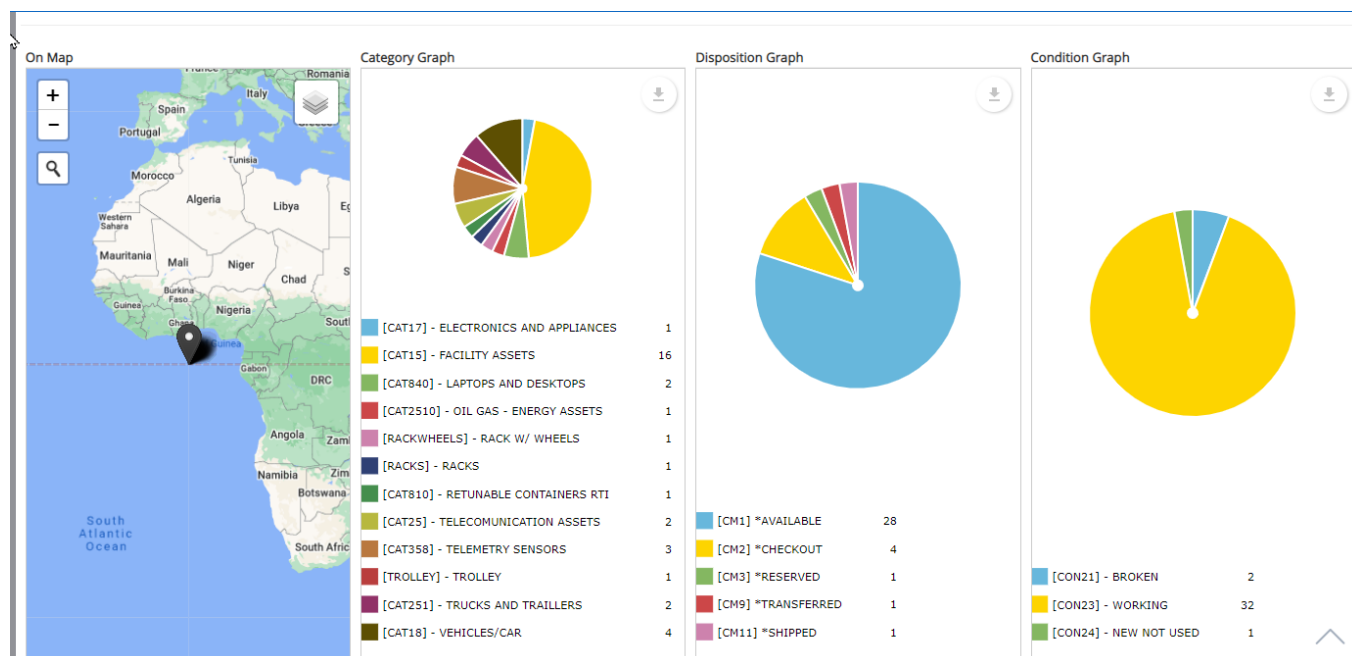
2021-07-22 to 2021-07-23

Apply filter

Results

Name	Last Seen	Category	Condition	Custody Assigned	Current Location	Next Service	Expiration Date	Warranty Ends	Service Ends	Insured Ends
[10000245] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON21] - BROKEN	[C49256189] - COMPANY ACME 3	[10004] - UCF - UNIVERSITY CENTRAL FLORIDA / (10004-10) - BUSINESS CENTER / (UCF101-1) - TRAINING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000246] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000247] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000248] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000250] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000251] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000253] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[10004] - UCF - UNIVERSITY CENTRAL FLORIDA / (10004-10) - BUSINESS CENTER / (UCF101-1) - TRAINING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000255] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[10004] - UCF - UNIVERSITY CENTRAL FLORIDA / (10004-10) - BUSINESS CENTER / (UCF101-1) - TRAINING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000258] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000259] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000260] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000261] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[10004] - UCF - UNIVERSITY CENTRAL FLORIDA / (10004-10) - BUSINESS CENTER / (UCF101-1) - TRAINING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000262] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000263] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[10004] - UCF - UNIVERSITY CENTRAL FLORIDA / (10004-10) - BUSINESS CENTER / (UCF101-1) - TRAINING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[10000264] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[1523991005] - PROJECTOR	2021-07-23	[CAT17] - ELECTRONICS AND APPLIANCES	[CON23] - WORKING	[C27451898] - COMPANY ACME 4	[1004] - PHOENIX OFFICES / (1004-A02) - FIRST FLOOR / [MET11] - MEETING ROOM	-	-	2021-12-31	2021-12-31	2022-12-31
[1533497344] - PIPELINE REPAIR CLASP	2021-07-22	[CAT2510] - OIL GAS - ENERGY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[10004] - UCF - UNIVERSITY CENTRAL FLORIDA / (10004-09) - LIB - JOHN C. HITT LIBRARY / [JML] - COMPUTER CENTER	-	-	-	-	-
[16129966240] - VW SAMBA BUS	2021-07-22	[CAT18] - VEHICLES/CAR	[CON23] - WORKING	[C15656913] - CARLOS RIBEIRO	[1002] - FACTORY PLANT ACME / (10002-801) - PRODUCTION PLANT 10191-A / (P1) - PRODUCTION	-	-	-	-	-
[1612996751] - VW NEW	2021-07-22	[CAT18] - VEHICLES/CAR	[CON23] - WORKING	[C523711940] - ACME INDUSTRIES	[10019] - ORLANDO CONVENTION CENTER / (CC244) - PRODUCTION PLANT 10191-A / (P1) - PRODUCTION	-	-	-	-	-

Users also have a graphic view and Map of the query results above.



## 14 Printing Labels

### 14.1 Printer Setup

To print RFID or Barcode labels, users need to set up the printer, the size, and content of the label. Please visit the administrator manually.

### 14.2 Printing Labels

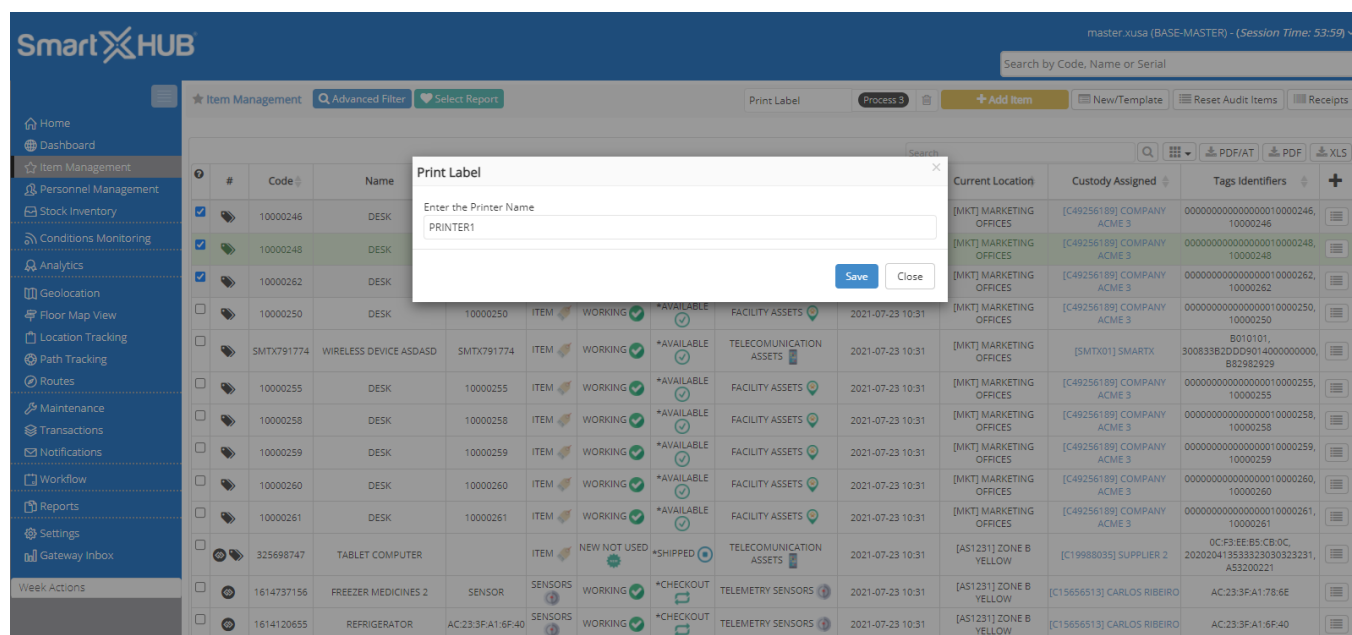
Users must go to Item Management Menu and mark all items they intend to print. Using the second button of the mouse, open the navigation menu and select Print Label( on the vertical menu).

The screenshot shows the SmartX HUB interface. The left sidebar contains a navigation menu with the following items: Home, Dashboard, Item Management (selected), Personnel Management, Stock Inventory, Conditions Monitoring, Analytics, Geolocation, Floor Map View, Location Tracking, Path Tracking, Routes, Maintenance, Transactions, Notifications, Workflow, Reports, Settings, and Gateway Inbox. The main area displays a table of items. The table has columns: #, Code, Name, Serial, Type, Condition, Status, Category, Last Seen, Current Location, Custody Assigned, and Tags Identifiers. A context menu is open over the table, showing options: Print, Detailed Printing, Print Label (highlighted with a red circle), Action with Receipt, CheckOut, Reserve, Temporary Transfer Location, Permanent Transfer Location, Action Grouping, Searched, Found Items List, Disposal, Request Items, Add Comment to Items, Bulk Item Property Change, Bulk Items Repairs, Bulk Items Maintenances/Services, Audit, Reset Audit Item, and Route.

The system will then open a Print Box to select the appropriate printer name according to the user set-up done by the admin.

Once you select the right printer, press Save. The system will add all items in a list to be a printer, and in a few seconds, the printer will start processing the labels.

If it did not start, please verify the printer set-up and communication requirements on the administrator manual.



### 14.3 Printing Log

Users can access the printer log on the gateway Inbox. This option will only appear in case the logged user has this permission.

The user can filter the printer conditions of each printer request based on dates or types.

It is possible to reprint one label when a user has specific permission to do this action.

SmartX HUB

master.xusa (BASE-MASTER) - (Session Time: 59:40)

Search by Code, Name or Serial

Support Console > Gateway Inbox

Mobile Log

Hub Log

Middle Log

Graphic

Printer Log

Integration Log

Mobile Item Integration Log

2020-12-04

2021-07-23

ALL

Refresh Log

Check All

Uncheck All

Purge Log

Search

	Item	Status	Printer Name	Created Date	Created By	Modified Date	Modified By	User Key	Printer Log
<input type="checkbox"/>	[1612996751] VW NEW BEETLE SMTX	Not Printed	PRINTER 2	2021-05-03 10:30	master.xusa	-	-	-	-
<input type="checkbox"/>	[1614737156] FREEZER MEDICINES 2	Not Printed	PRINTER1	2021-05-01 07:49	master.xusa	-	-	-	-
<input type="checkbox"/>	[1614120655] REFRIGERATOR	Not Printed	PRINTER1	2021-05-01 07:49	master.xusa	-	-	-	-
<input type="checkbox"/>	[1614737156] FREEZER MEDICINES 2	Not Printed	PRINTER1	2021-05-01 07:41	master.xusa	-	-	-	-
<input type="checkbox"/>	[A0000088] VACUUM - SMARTX	Not Printed	ABCD	2021-03-01 09:38	apixusa	-	-	53AFA35A-F04C-4CB7-8A5A-5410F7890277	-
<input type="checkbox"/>	[1500345568] COMPUTER	Not Printed	ABCD	2021-02-24 11:44	apixusa	-	-	53AFA35A-F04C-4CB7-8A5A-5410F7890277	-

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Home

Dashboard

Item Management

Personnel Management

Stock Inventory

Conditions Monitoring

Analytics

Geolocation

Floor Map View

Location Tracking

Path Tracking

Routes

Maintenance

Transactions

Notifications

Workflow

Reports

Settings

Gateway Inbox

Week Actions

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