Five ways to keep track of your company’s assets (including vehicles!)

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Take care

of your company's assets...

With a valuable company comes valuable assets, and they need to be taken care of. One of the best ways to do this is to keep a close eye on your most important belongings. This ranges from vehicles to products, so be sure to look into the best options for you and your company.

Ideally, you'll have key products that you need to track, and with a concise list of your priorities, it's likely to be more beneficial for your company. Here, we've put together the best ways to keep track of your company assets:

- Know what you need to track
  While there are many ways to track assets, the most important thing is determining what needs to be tracked and what works best for that particular job. You need to understand much time is used on each item in a bid to help you decide what is a priority. Not only is it a measure to avoid things getting stolen, but it can also help you better understand how much something is used and whether it's a necessary piece of equipment. Ultimately, keeping track of usage can also help manage cost, which results in a better service.

- Assignment
  If one person is in charge of the distribution of certain products, this means it should be easier to keep tabs on. Some things are more expensive than others, and if particular members of staff need access, it's worth having one person knowing where everything has been allocated and used. It gives you the ability to keep a close eye on costs, with the employee in charge providing you with updated reports.

- Excel
  One of the best ways to keep track of assets is to record everything in software such as Excel. Making a spreadsheet is one of the more straightforward ways to keep information controlled and give you easy access to add to it. Errors can occur, but ultimately it's one of the easier ways to keep track of your information – and it's clever software that can make

adjustments for you.

- Physical tracking
  GPS is becoming an important aspect of technology, particularly with vehicles, laptops and phones. It's an important perk of many Bluetooth devices, particularly for anti-theft and when monitoring work. As a business, you're able to keep track of what is being used and how often it's being used, which will help understand the monetary value and whether it's truly necessary. You can install a tracking device on your tools with companies such as ABAX now increasing and encouraging the use of GPS tracking and fleet management.

- Barcoding
  If you assign everything a unique barcode, it will be a lot easier to keep track of everything and know when something is returned by your employees. You can use barcodes to manage everything from equipment and products, employees simply scan the barcode with a smartphone, allowing you to track the movement of the product until it goes to the customer.

  With a variety of options when it comes to tracking, there's no reason for it to be avoided in the workplace, particularly when it makes your job substantially easier. Whether you're looking into tracking products, vehicles or people, there's a way to do it in a simple way.