

# Stocktakin/New registration

**Stocktaking/New registration allows large amounts of information to be read quickly and easily into the Nilex Asset System. In conjunction with the barcodes and a barcode reader the administrator can register the new assets and update existing ones with high a precision.**

When Nilex Asset system is implemented there is often a need to register data quickly with high precision. In most cases, no data exists in other systems giving a sufficiently high quality, therefore new information has to be registered.

To be able to do this as smoothly as possible, Nilex has created an additional module to the Nilex Asset system which, in conjunction with barcode reader and adapted barcodes, allows the administrator to register information about existing assets.

## Procedure

Nilex creates adapted barcode tables containing information about the assets to be registered. This could be barcodes for the manufacturer, the model, the type of product and barcodes for the building, floor and room.

The administrator needs the barcode tables, a barcode readers and Theftmark or asset labels.

The administrator attaches a label to the asset and then uses the barcode reader to read the information from the label identifying the asset and from the barcode tables to read the information about the type of asset and its whereabouts.

## Transfer and update

When all assets have been labelled and read, the information is transferred to the Nilex Asset-system from the barcode reader. Before the information is finally transferred to the Nilex Asset system, the administrator can edit it.

Nilex Asset system checks whether an asset is already registered in the system. If so, it will be updated by the current information from the barcode reader. The risk of duplicates or shortcomings on the part of administrator is therefore non existent.



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