Asset Register

Feature

Track, trace, and manage your assets with clarity, control, and confidence



Epic's **Asset Register** feature gives organisations a centralised, category-driven system to manage physical assets—from laptops and machinery to furniture and vehicles. It replaces scattered spreadsheets and guesswork with structured records, supporting compliance, accountability, and lifecycle planning.

Whether you're allocating equipment, preparing for audits, or evaluating asset utilisation, this feature ensures every item is logged, located, and linked to the right person.

Key Functions

- Custom Asset Categories: Create categories like Land & Buildings, Furniture & Fittings, Computer Equipment, Factory Machinery, and more—tailored to your organisation's needs.
- Detailed Asset Profiles: Capture key details for each asset: description, model, serial number, category, purchase date, supplier, invoice number, purchase price, warranty expiry, and location (e.g. office, vehicle, factory).
- Staff Allocation & Traceability: Assign assets to individual staff members (e.g. laptops, phones), making it easy to track who's responsible for what.
- Document Uploads: Link supporting documents such as invoices, warranties, and signed allocation receipts —ensuring every asset has a paper trail.
- Mobile Photo Capture with GPS: Snap and upload photos of assets directly from your mobile device, complete with embedded GPS coordinates for location verification.
- Condition & Utilisation Assessment: Evaluate asset condition and usage levels, with auto-calculated estimates of useful life (EUL)—ideal for planning replacements or upgrades.
- Excel Export & Audit Reporting: Export the full register to Excel for manual verification, warranty checks, and audit preparation. Reports can be configured by assessment period or asset type.
- Retirement & Disposal Tracking: Mark assets as retired or scrapped, maintaining a full lifecycle record from acquisition to disposal.