

ISC Inventory

Preview:

This documentation will explain for both users and inventory administrators how to use Snipe-IT.

There will be two parts.

1. The first part will concern the users
2. The second one will concern the inventory administrators

This documentation may be subject to modifications.

First Part

Like said before, this part will be more from the users perspective.

Here are the different parts that'll be mentioned in it:

- Users permissions
 - What is Snipe-IT ?
 - How to log into Snipe-IT ?
 - How to make a request to borrow an item
-

Users permissions

Every non-administrator user will have the following permissions in Snipe-IT.

Read Permissions only for

- Assets
 - Licenses
 - Accessories
 - Consumables
 - Components
-

What is Snipe-IT ?

Snipe-IT is an open-source IT asset management system that is used to track and manage multiple types of assets:

- Hardware and devices (Assets)
 - Software licenses (Adobe Creative Cloud licence, ...)
 - Accessories (Mouse, Keyboard, ...)
 - Consumables (Items that are used by time and need to be replaced ⇒ Printer ink, batteries, ...)
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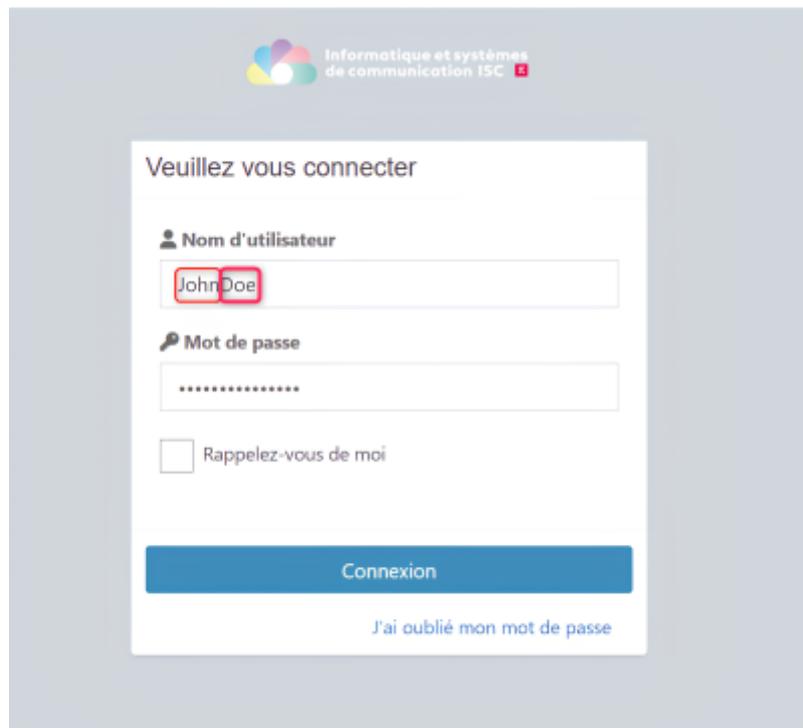
- Components (RAM, CPU, ...)

This software also allows **temporary loans** and **permanent assignments** of devices to users

How to log into Snipe-IT ?

First, you'll have to access it by using the following link : "<https://isc-inventory.isc-vs.ch>".

Then you'll have to log in by using the credentials that they were transmitted to you.



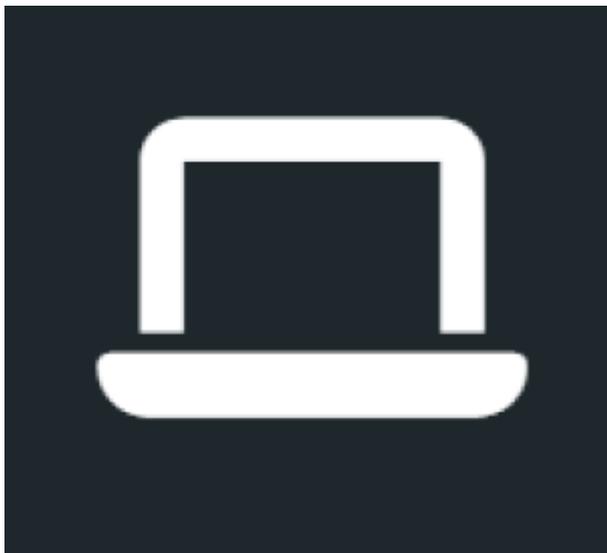
Once connected, you'll be redirected towards the main dashboard (user perspective).

How to make a request to borrow an asset ?

This section will show how a user can make a request to borrow an asset.

This only works with **"Assets"** and not with the other items.

First, you need to go to the sidebar menu. Then you search the **"Requestable items"** that is represented with a laptop icon that look like in the screenshot below.



From there, you'll be able to see which assets are available for a borrow request.

To do it, you'll have to click on the **“Demander”** button that is located on the right side.

Lieu	Statut	Date de dissociation prévue	Actions
	deployed		<input type="button" value="Demander"/>
23N321	deployed		<input type="button" value="Demander"/>

Once it's done, the inventory administrator will be able to check the requests and can either checkout the asset (it means that the request is accepted) or refuse it.

So if you want to borrow anything else than an asset, you'll have to reach out to the inventory administrator **“Steve Devènes”**

Second Part

This part will be for the inventory administrators.

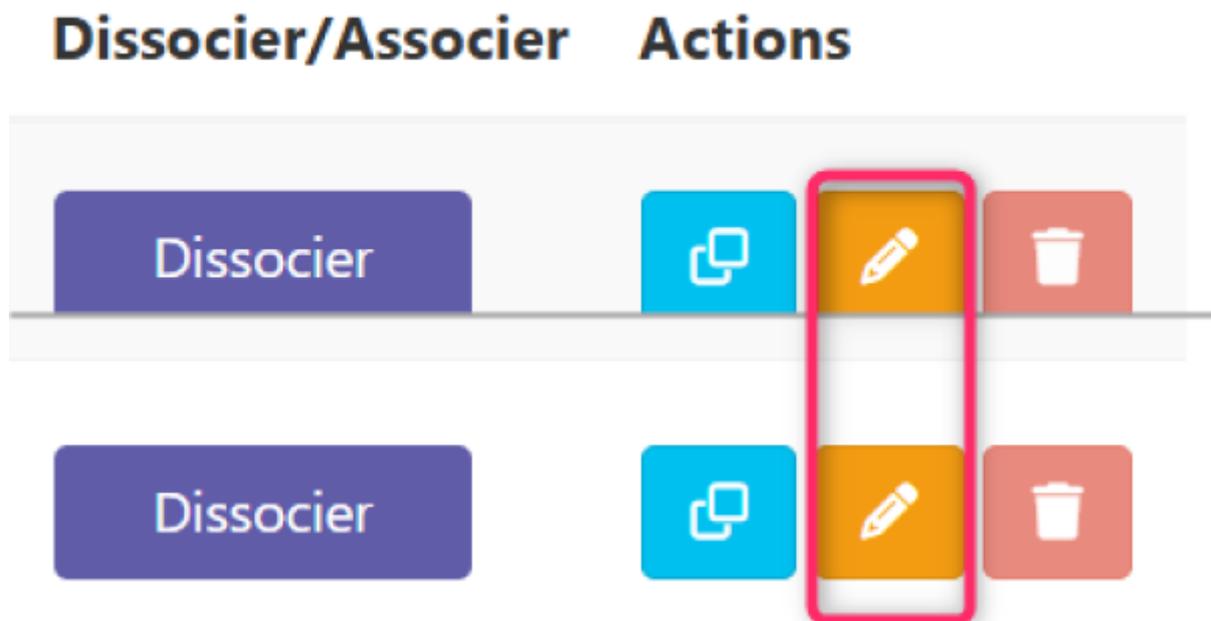
Here are some examples of fonctionnalités:

- Set requestable assets
 - Check for requests about requestable assets
 - Assigning an asset to a permanent user
 - Assigning an item to a user temporarily
 - Checkout an item from a user
 - Managing users and groups
 - Exporting the inventory data
 - Managing backups
-

How to set requestable assets ?

*This fonctionnalité only works with **Assets** like the second one that will be showed later in the documentation.*

First, you'll have to go to **“Assets”** that is represented with a barcode icon on the sidebar menu. Then you'll have to select the asset that you want to edit and look for a pencil icon that is for **“Editing asset”**.



After that, you'll have to go down in the options until you find the checkbox **“Demandable”**.

Emplacement par défaut

Nouveau

Il s'agit de l'emplacement de l'actif lorsqu'il n'est pas verrouillé

 Demandable Supprimer l'image

From there, you'll have to check that option and save the changes. Once it's done, you can do the same process for other assets that can be requested by going on the **“Requestable items”** that is represented with the laptop icon on the sidebar menu.

How to check for requests about requestable assets ?

To do that, you'll have to go to **“Actifs”** (1) and search below for an option named **“Demandé”** (2).

Actifs

- Lister tout **74**
- 1** Déployé **73**
- Prêt à être déployé **1**
- En Attente **0**
- Non déployable **0**
- BYOD **10**
- Retiré **0**
- ✓ Demandable
- ⌚ Dû pour l'audit **0**
- ⌚ Echéance du check-in **0**

Retour rapide

Attribution par lot

2 Demandé

Supprimé

Entretien d'actifs

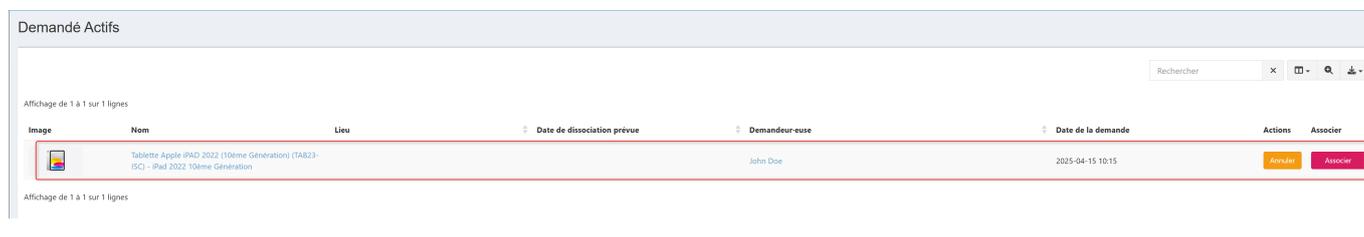
Importer l'historique

Audit par lot

From there, you'll be able to manage the requests that are made by the users.

Here is an example of John Doe making a request to borrow an asset.

From there, the inventory administrator can accept or refuse the borrow request from the user.



How to assign assets to a user permanently ?

This method can be used for every type of items unlikely the first one.

For this, you can follow the same steps as mentioned in the section **“How to set requestable assets”**.

Once you're editing the asset, you'll have to search for a checkbox with the name **“BYOD”** which stands for **“Bring Your Own Device”**.

It's located in the **“Information facultative”**.



How to assign an item to a user temporarily ?

To assign an item, you'll have to choose the type of item that you want to assign (Assets, Components, ...).

Then you'll see a button on the right side with either **“Dissocier”** or **“Associer”** written on it.



On the screenshot above, the first one is for the checkout option that is used when a user doesn't need the item anymore and brings it back.

The other one is for the checkin option that is used to assign an item to a user.

Let's take the example of John Doe that wants to borrow the iPad.

Associer l'actif

Numéro d'inventaire TAB23-ISC

Compagnie HEI

Modèle iPad 2022 10ème Génération

Nom de l'actif Tablette Apple iPad 2022 (10ème Génération)

Statut Prêt à l'emploi

Attribuer à Utilisateur Actif Lieu

Utilisateur Doe, John (JohnDoe) Nouveau

Date d'attribution 2025-04-15

Date de dissociation prévue Sélectionnez la date (AAAA-MM-JJ)

Notes

Annuler Retourner à tous les Actifs Associer

If you know when the user will bring the item back, you can also set a checkout time (“**Date de dissociation prévue**”) like with the checkin (“**Date d'association**”).

Once it's done, you can check if the item was correctly assigned or not like in the screenshot below.

Item	Inventory Number	Model	Type	Status	Assigned To	Value	Action
Tablette Apple iPad 2022 (10ème Génération)	TAB23-ISC	iPad 2022 10ème Génération	Tablette	Prêt à l'emploi	John Doe (JohnDoe)	299.00	Dissocier

How to checkout an item from an user ?

To do this, you'll have to go like in the previous part “**How to assign an item to a user temporarily**” until you can see the item that you want to checkout from the user.

You'll have to click on the “**Dissocier**” button and from there, you can choose the status of the item (it it's available or it has damages so it needs to be repaired and many more).

Valeur actuelle 0.00

Dissocier/Associer

Dissocier

Actions

Document Pencil Trash

Numéro d'inventaire TAB23-ISC

Modèle iPad 2022 10ème Génération

Nom

Statut

Lieu

Mettre à jour l'emplacement de l'actif

Mettre à jour l'emplacement par défaut ET l'emplacement réel

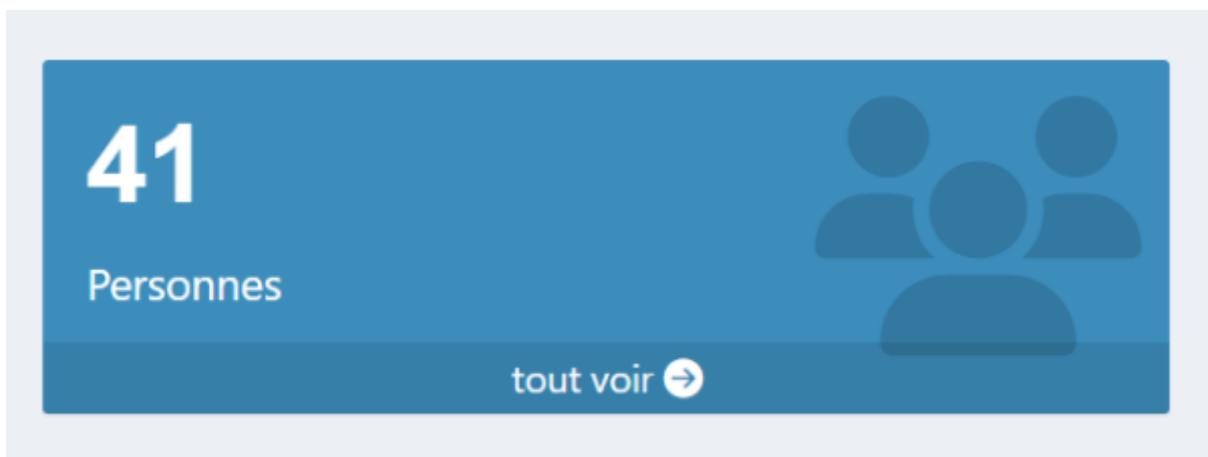
Date de dissociation

Notes

Once it's done, you can check back if the checkout process went without errors by either searching the item that you just processed or by looking at the user profile history in **“Personnes”** on the sidebar menu that is represented with a group of people icon. You can also find it in the administrator settings that are located on top of the right side of the main dashboard with a gear icon.

How to manage users and groups on SNIPEIT ?

To directly manage the users, you'll have to go to the main dashboard and search for the option **“Personnes”**.



From there, we'll be able to create and manage users.

Actuels Utilisateurs

Exporter Afficher les utilisateurs supprimés Créer

Modifier en masse

Rechercher

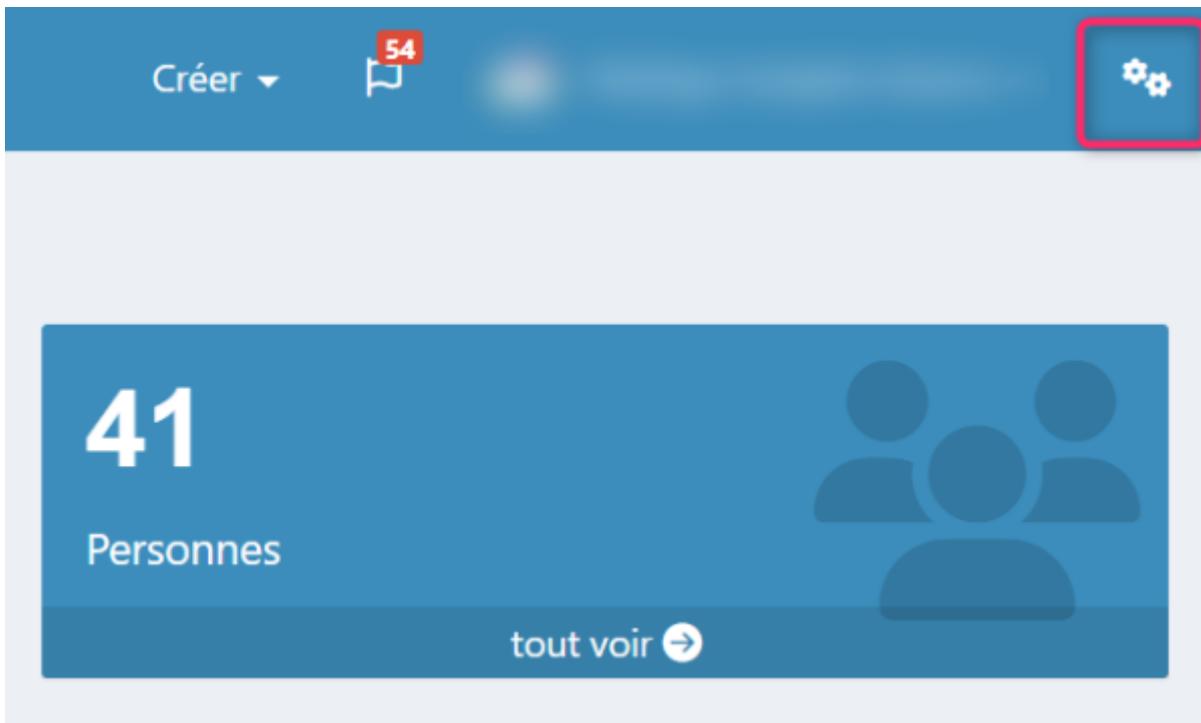
Affichage de 1 à 20 sur 41 lignes 20 lignes par page

<input type="checkbox"/>	Nom	Titre	E-mail	Téléphone	Nom d'utilisateur	département	Lieu	Responsable	📄	📅	🔥	📧	📍	Notes	Groupes	Connexion activée	Actions
<input type="checkbox"/>									0	0	0	0	0	0	LIBRES HELBRE DC	x	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔧"/>
<input type="checkbox"/>									0	0	0	0	0	0	LIBRES HELBRE DC	x	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔧"/>
<input type="checkbox"/>									0	0	0	0	0	0	LIBRES HELBRE DC	x	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔧"/>
<input type="checkbox"/>									0	0	0	0	0	0	LIBRES HELBRE DC	x	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔧"/>
<input type="checkbox"/>									1	0	0	0	0	0	LIBRES HELBRE DC	x	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔧"/>
<input type="checkbox"/>									0	0	0	0	0	0	LIBRES HELBRE DC	x	<input type="button" value="🔍"/> <input type="button" value="🗑️"/> <input type="button" value="🔧"/>

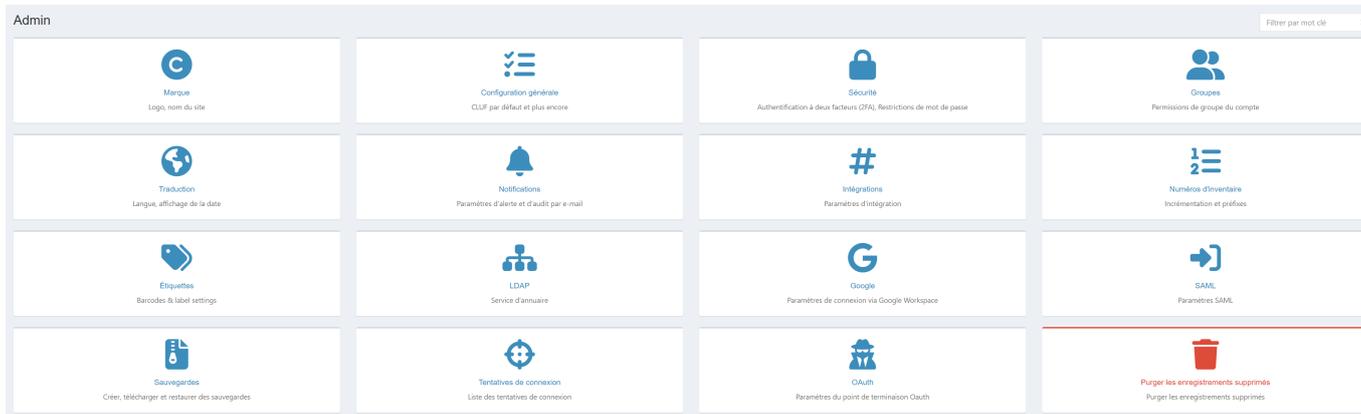
The permissions that needs to be set at every user must be set to **“Hériter”**. When we set the permissions with this option, SNIPEIT will assign automatically the permissions configured from the

group to the actual user.

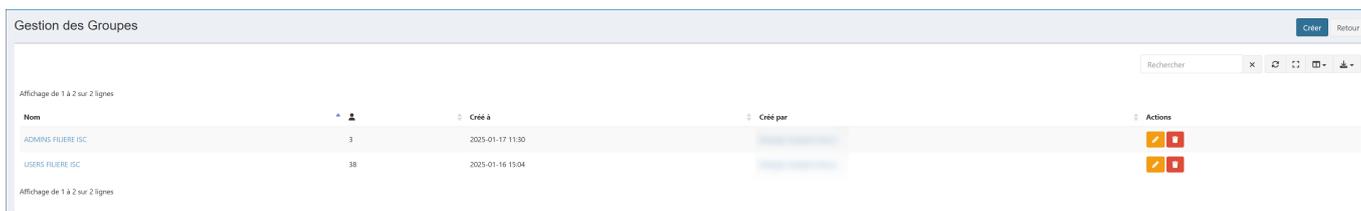
To directly manage the groups, you also have to go the main dashboard and search at the top right corner for two gears icon that redirects to the administrator settings that will be explained more in detail.



This is what the administrator settings looks like.

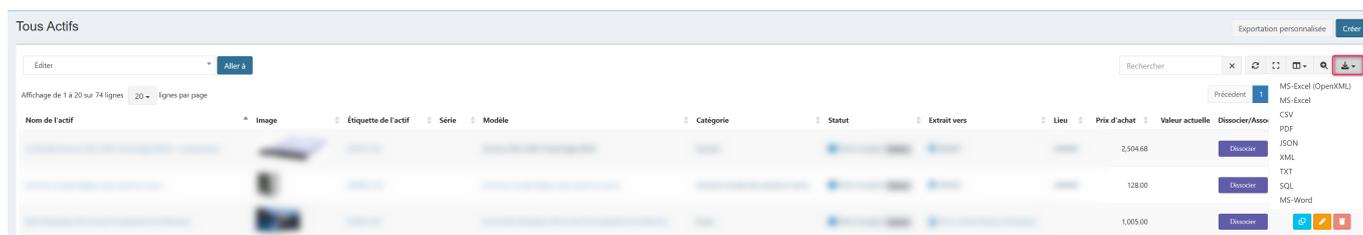


From there, you'll have to go to **“Groupes”** and you'll be able to create and manage groups of users.



How to export the inventory data ?

To export data, you'll have to go to the category of item that you want to export data from and search for the export icon that will be represented in the next screenshot below.



From there, you'll be able to choose between different file formats to export the data.

- MS-Excel OpenXML

From:

<https://wiki.isc-vs.ch/> - **The ISC wiki**

Permanent link:

<https://wiki.isc-vs.ch/doku.php?id=administratif:materiel:iscinventory>

Last update: **2025/04/24 08:00**

