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 mentionned 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, …)

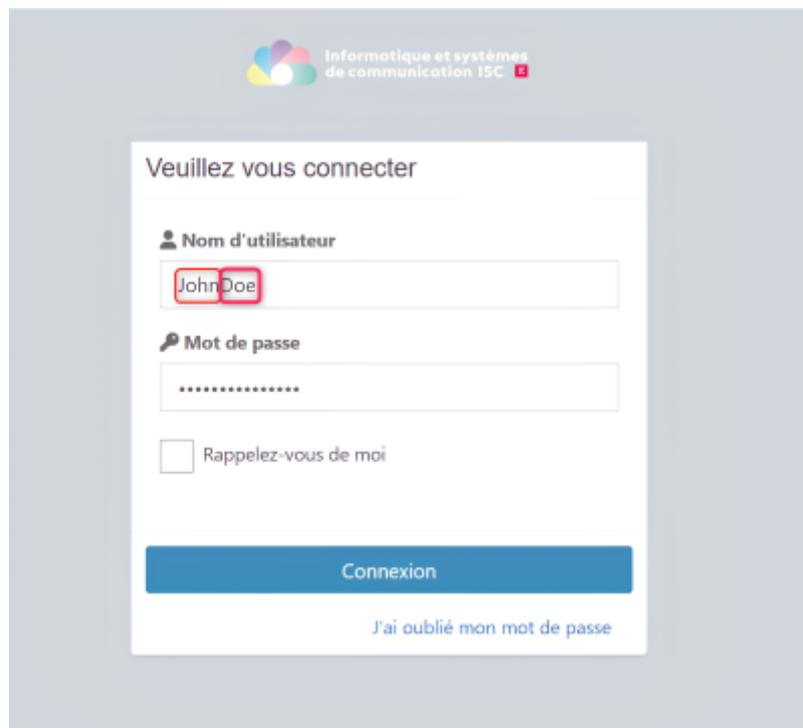- Components (RAM, CPU, …)

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

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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).

*If you need to borrow or take an item from the inventory, you'll have to reach out **Steve Devènes** by Teams or by Outlook.*

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 (1). Then you search the **"Requestable items"** that is represented with a laptop icon (2).

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 **"Request"** button that is located on the right side.

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.

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So if you want to borrow anything else than an asset, you'll have to reach
out to the inventory administrator mentionned above.
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Second Part

This part will be for the inventory administrators.

Here are some examples of functionnalities:

- Set requestable assets
- Check for requests about requestable assets
- Assigning an asset to a permanent user
- Assigning an item to a user temporarily
- Managing users and groups

How to set requestable assets ?

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

First, you'll have to go to **"Assets"** and select the asset that you want to make it available for requests. Once opened, you'll have to select **"Edit asset"**.

After that, you'll have to go down in the options until you find the checkbox **"Requestable"**.

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.

*To check the requestable assets (from a user perspective), you need to go to the sidebar menu and search for a **barcode symbol (it represents the assets)** and from it, search for an option **"Requestable"**.*

How to check for requests about requestable assets ?

To do that, you'll have to go to **"Assets"** (1) and search below for an option named **"Requested"** (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

Demandé 2

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.

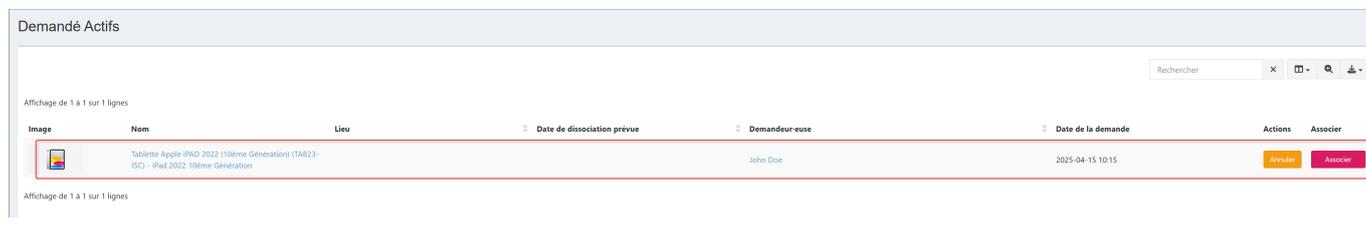Here is an example of John Doe making a request to borrow an asset (from the inventory administrator perspective).

How to assign assets to a user permanently ?

For this, you can follow the same steps as mentionned 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".

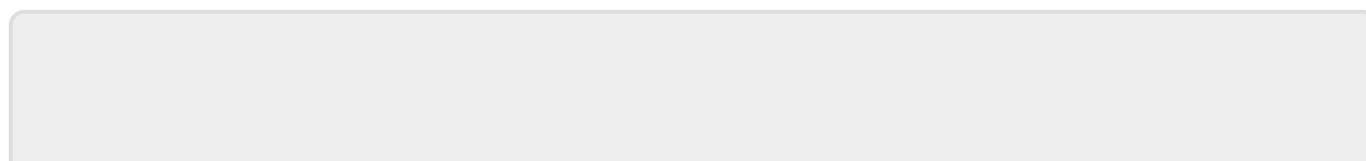It's located in the **"Optional information"**.
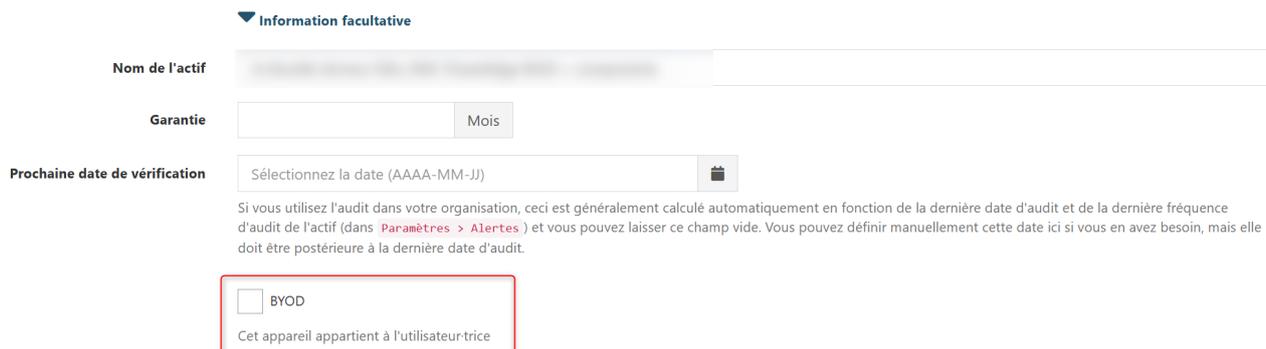
How to assign an item to a user temporarily ?

This part will explain the main method to assign items to a user in SNIPEIT.

It works with all types of items.

First of all, you'll have to go to the category of item that you want to assign and then select the item(s) that need to be assigned.

On the right of the items, you'll either see a "

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Last update: **2025/04/15 09:14**