

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, ...)

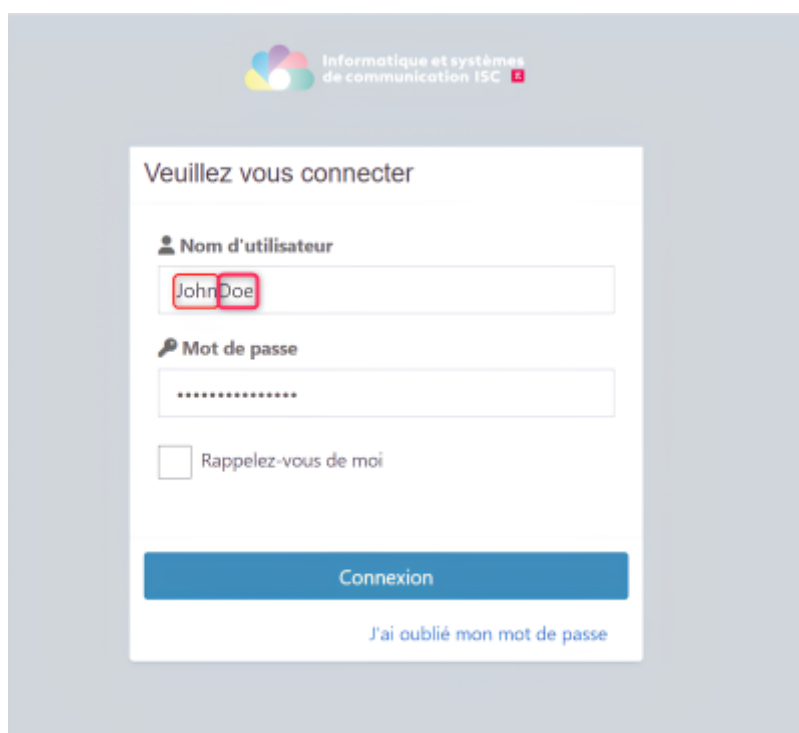
- Components (RAM, CPU, ...)

This software also allows **temporary loans** and **permanent 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.

A screenshot of a web login interface. At the top, there is a logo with four colored circles (blue, green, yellow, red) and the text "Informatique et systèmes de communication ISC". Below this, the heading "Veuillez vous connecter" is displayed. The form contains two input fields: "Nom d'utilisateur" with the text "JohnDoe" and "Mot de passe" with masked characters ".....". There is a checkbox labeled "Rappelez-vous de moi" which is currently unchecked. A blue button labeled "Connexion" is at the bottom of the form, and a link "J'ai oublié mon mot de passe" is below it.

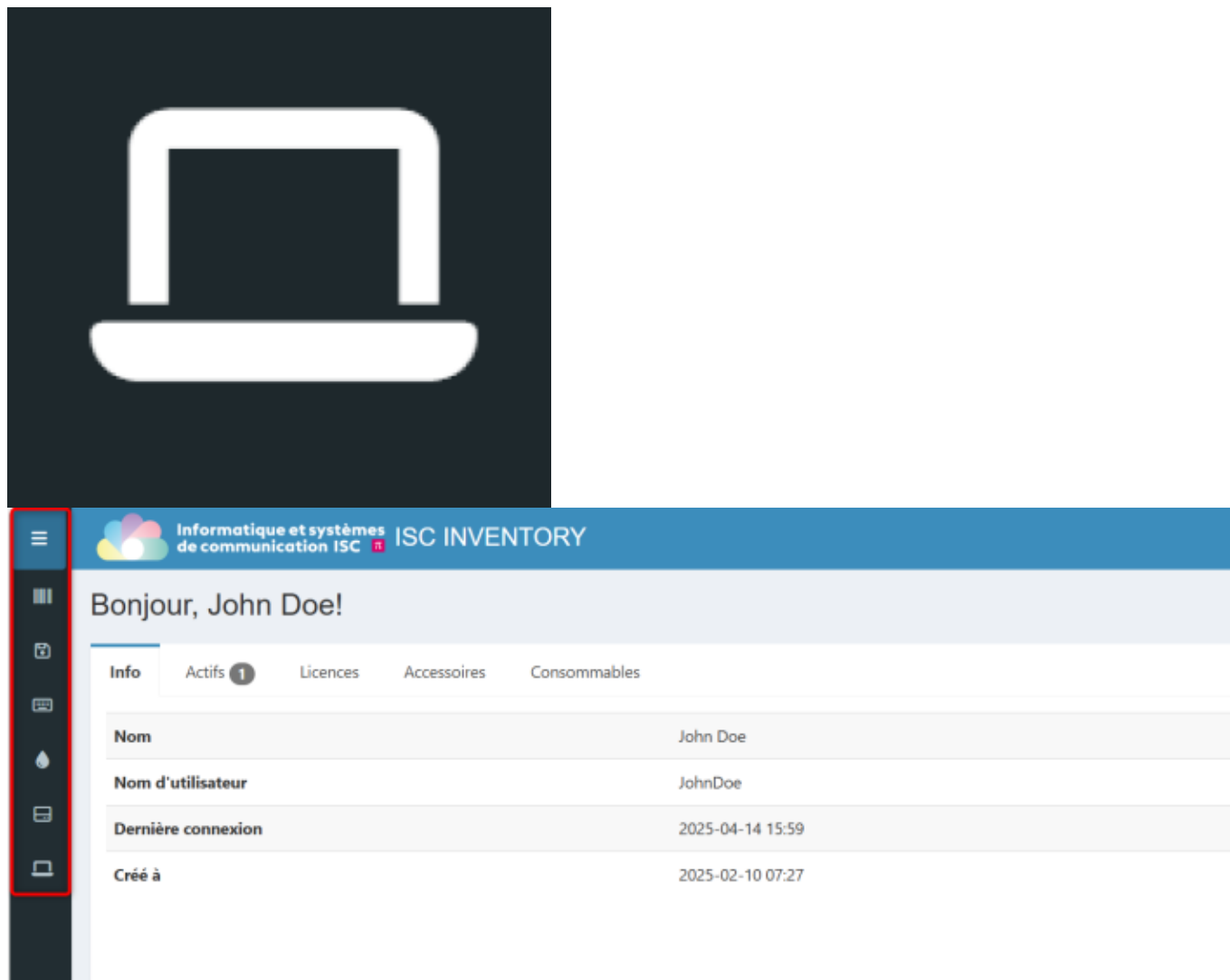
Once connected, you'll be redirected towards the main dashboard (user perspective).

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.



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.

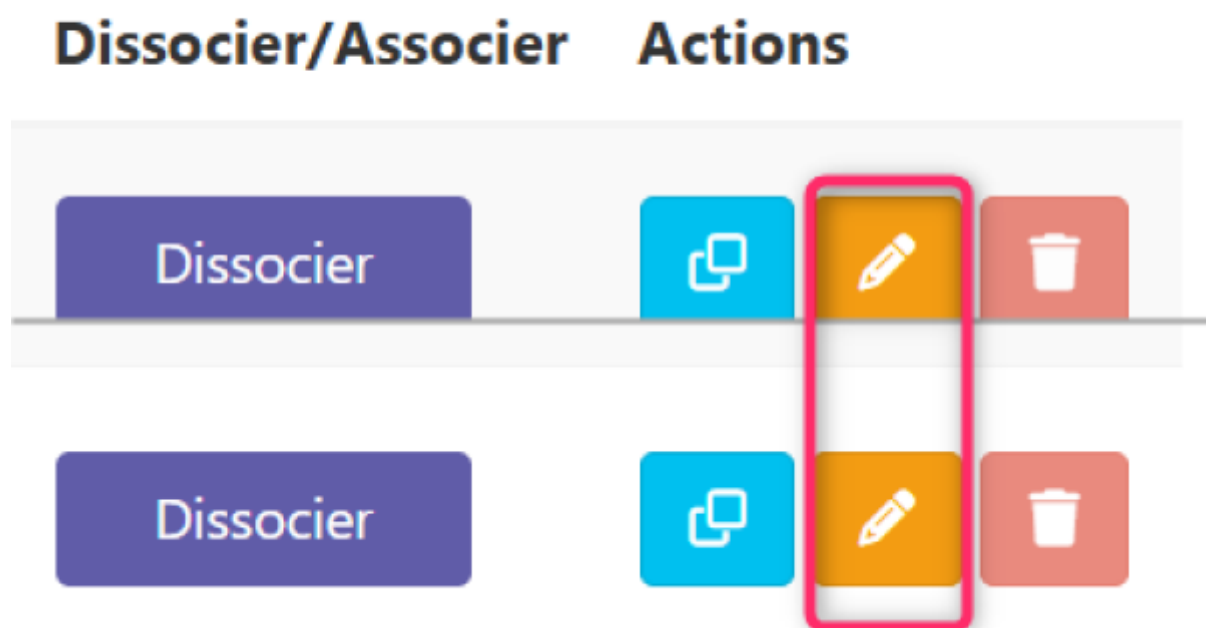
Here are some examples of fonctionnalités:

- 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 functionality 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).

The screenshot shows the 'Actifs' (Assets) menu in the ISC Inventory application. A red box highlights the menu icon (three vertical bars) at the top left. A red circle with the number '1' highlights the 'Déployé' (Deployed) status option. Another red box highlights the 'Demandé' (Requested) option, with a red circle containing the number '2' pointing to it. The menu items are as follows:

- 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
- Supprimé 2
- 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.

Demandé Actifs

Rechercher

X

Affichage de 1 à 1 sur 1 lignes

Image	Nom	Lieu	Date de dissociation prévue	Demandeur-euse	Date de la demande	Actions	Associer
	Tablette Apple (P&O 2022 (10ème Génération) (TAB23-ISC) - iPad 2022 10ème Génération			John Doe	2025-04-15 10:15	<button>Annuler</button>	<button>Associer</button>

Affichage de 1 à 1 sur 1 lignes

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"**.

Information facultative

Nom de l'actif

Garantie

Mois

Prochaine date de vérification

Si vous utilisez l'audit dans votre organisation, ceci est généralement calculé automatiquement en fonction de la dernière date d'audit et de la dernière fréquence d'audit de l'actif (dans [Paramètres](#) > [Alertes](#)) et vous pouvez laisser ce champ vide. Vous pouvez définir manuellement cette date ici si vous en avez besoin, mais elle doit être postérieure à la dernière date d'audit.

☐ BYOD

Cet appareil appartient à l'utilisateur-trice

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.

☐	Tablette Apple iPad 10e (10ème Génération)		TAB21-ISC	IPad 2022 10ème Génération	Tablette	Prêt à l'emploi	299.00	Disposer Associer   
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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.

Matériel	Modèle	Configuration	Statut	Utilisateur	Prix	Actions
☐	Tablette Apple iPad 2022 (10ème Génération)	TAB23-15C	iPad 2022 10ème Génération	Tablette	Prêt à l'emploi	Deploy John Doe (JohnDoe) 299.00 Dissocier

From:

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

Permanent link:

<https://wiki.isc-vs.ch/doku.php?id=administratif:materiel:iscinventory&rev=1744983261>

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