

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, ...)

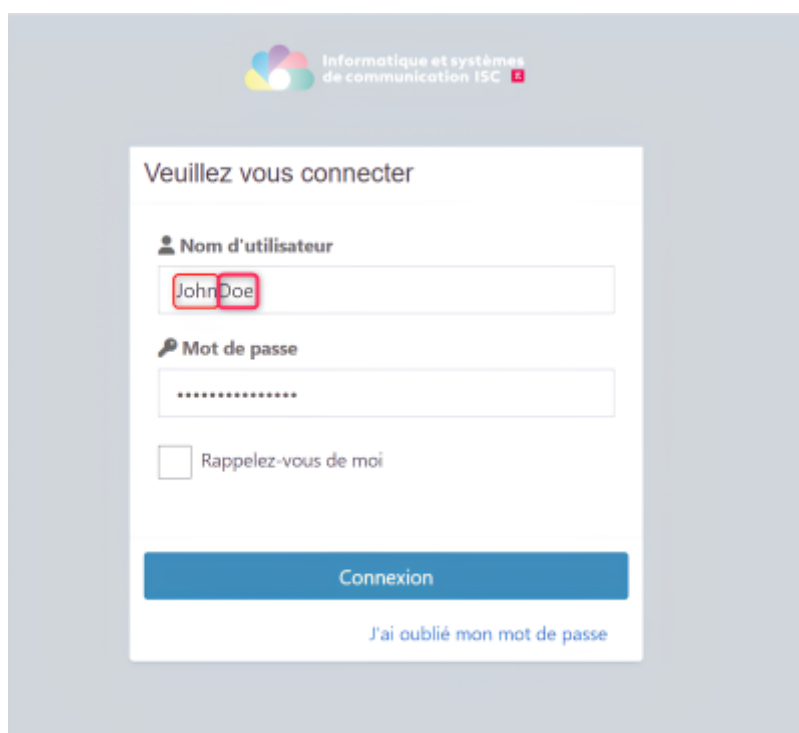
- Components (RAM, CPU, ...)

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.



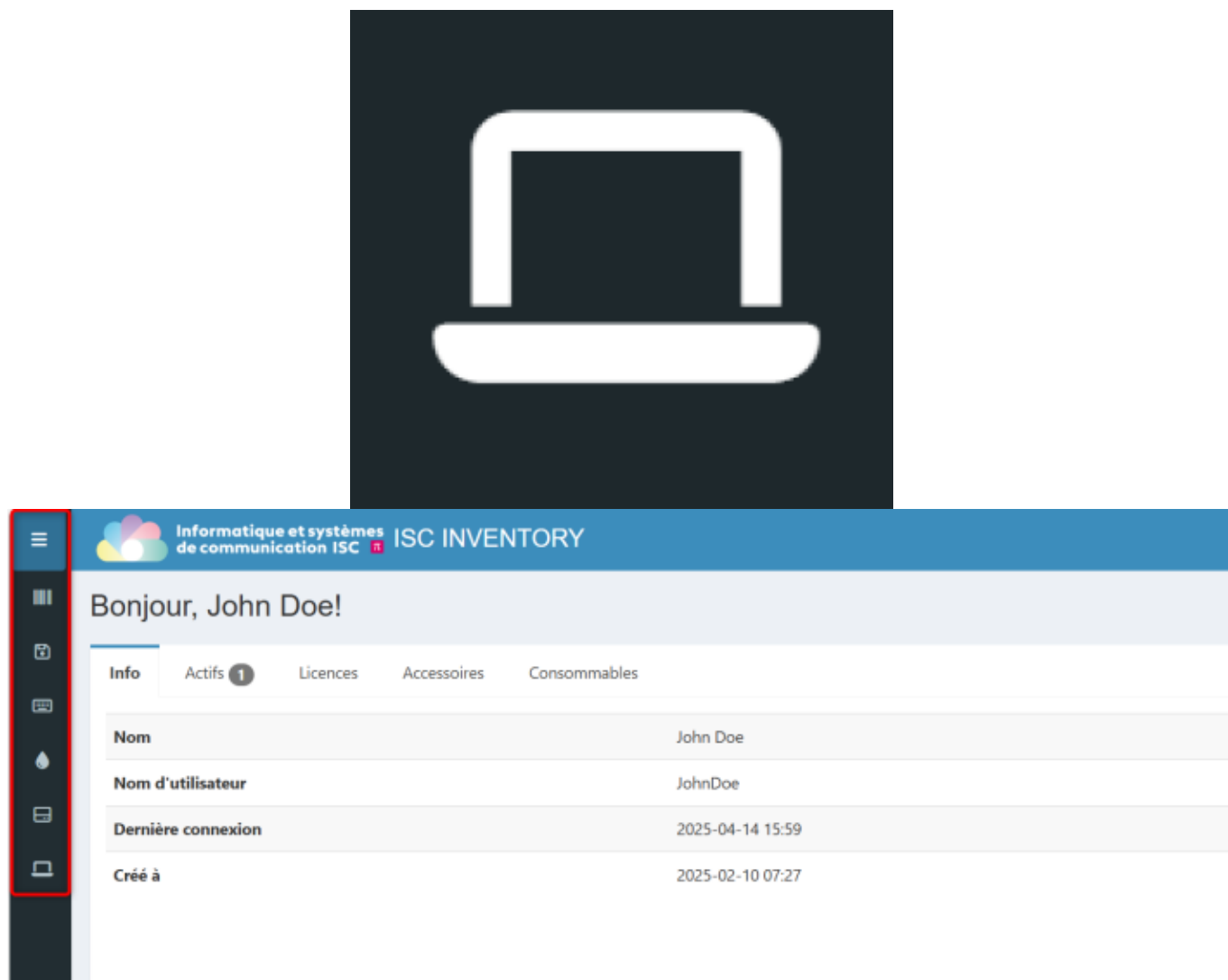
Once connected, you'll be redirected towards the main dashboard (user perspective).

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.

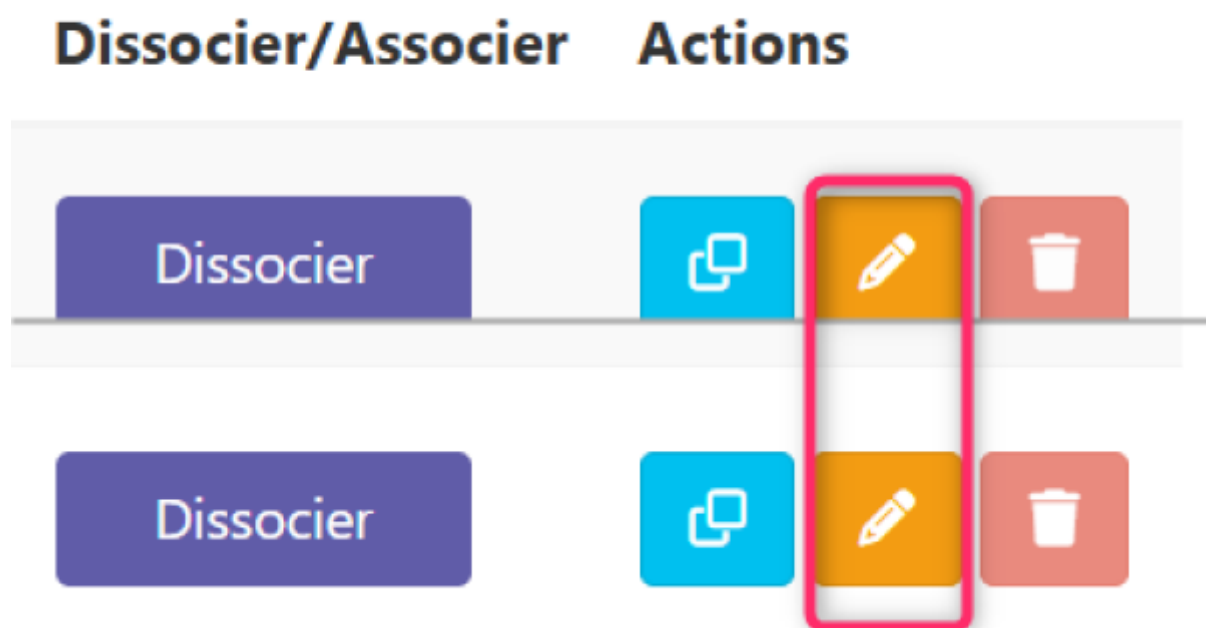
Here are some examples of fonctionnalities:

- 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

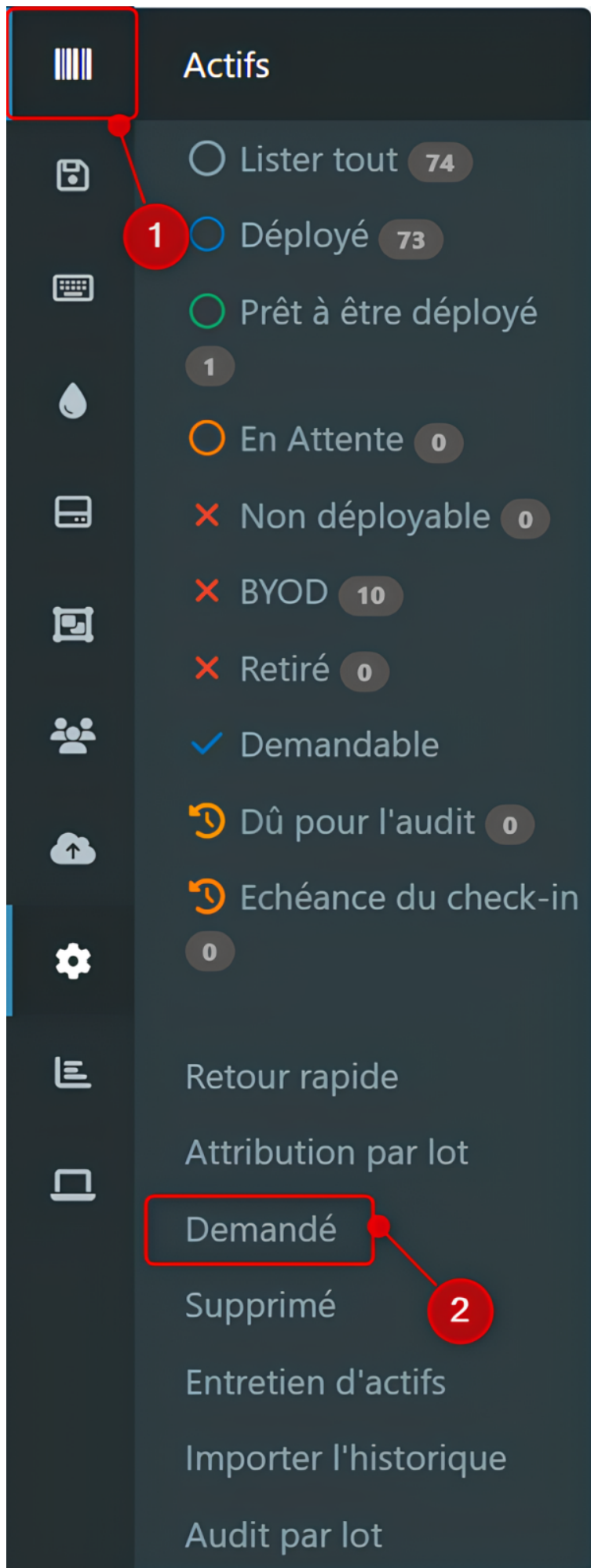
Il s'agit de l'emplacement de l'actif lorsqu'il n'est pas verrouillé

☐ 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).



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							
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 (iPad 2022 (10ème Génération) (TAB23-ISC) - iPad 2022 10ème Génération			John Doe	2025-04-15 10:15	<button>Accepter</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 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 **“Information facultative”**.

Information facultative

Nom de l'actif

Garantie

Mois

Prochaine date de vérification

Sélectionnez la date (AAAA-MM-JJ)

☐ 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 2022 (10ème Génération) (TAB23-ISC) - iPad 2022 10ème Génération		TAB23-ISC	iPad 2022 10ème Génération	Tablette	Prêt à l'emploi	299.00	Dissocier 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.

	Nom	Description	Catégorie	Statut	Employé	Prix	Action
☐	[Image]	[Image]	[Image]	[Image]	[Image]	[Image]	Dissocier [Icones]
☐	Tablette Apple iPad 2022 (10ème Génération)	TAB23-ISC	iPad 2022 10ème Génération	Tablette	Prêt à l'emploi [Deploy] John Doe (JohnDoe)	299.00	Dissocier [Icones]

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's available or it has damages so it needs to be repaired and many more).

Valeur actuelle	Dissocier/Associer	Actions
0.00		  

Numéro d'inventaire TAB23-ISC

Modèle	iPad 2022 10ème Génération		
Nom	Tablette Apple iPad 2022 (10ème Génération)		
Statut	Prêt à l'emploi		
Lieu	Choisissez un emplacement	Nouveau	
	☒ Mettre à jour l'emplacement de l'actif ☐ Mettre à jour l'emplacement par défaut ET l'emplacement réel		
Date de dissociation	2025-04-22		
Notes			

[Annuler](#)

Retourner à tous les Actifs

[✓ Dissocier](#)

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 access it, you can either search for an option named **“Personnes”** on the sidebar menu that is represented with a group of people icon or go to the administrator settings that is represented with two gears icon.

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

Permanent link:
<https://wiki.isc-vs.ch/doku.php?id=administratif:materiel:iscinventory&rev=1745317785>

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