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Excel spreadsheet for computer inventory templates printable pdf file

Excel can be a useful tool for setting up very basic inventory, equipment tracking, and asset management systems. There are a lot of great asset tracking software tools out there, but if you just need a simple solution, you can download the free Asset Tracking Template below. It is particularly useful for tracking computer hardware, tools, repair equipment, and other fixed assets. For tracking software licenses, try our Software Inventory template. Advertisment For smallish companies, a simple spreadsheet like this may be all you need. However, if you need a more advanced asset management system, there are numerous software solutions designed for just that purpose. But, give the Vertex42 template a whirl and let me know if there are things you'd like it to do that it currently does not. Description The Asset Inventory worksheet is set up to help you include the following information: Item description (Name, Description, ID Tag, Category) Location (Department, Room) Purchase information (Date, Supplier, Warranty expiration, Price) Quantity and value (Condition, Unit value, Qty, Total value) Details (Model no., Serial no., Link to Photo/Info) Depending on your intended use, you may not need all of the columns, or you may want to add more. For example, if you don't put ID tags on your equipment, you may not need the "ID" column. Though, if you are really interested in tracking your equipment, you may want to consider ID tags. The asset tracking template also contains a Suppliers worksheet, so you can keep track of supplier contact information for repair, maintenance, and warranty purposes. "No installation, no macros - just a simple spreadsheet" - by Jon Wittwer Example Uses for an Equipment or Asset Management Template Computer software tracking - Keep a record of model numbers and serial numbers of computers in a small business setting Equipment maintenance tracking - Keep track of warranty periods, purchase dates, and current value Tool and other equipment tracking - If you run one or more maintenance or repair shops, track the location and availability of your tools and other equipment Home inventory tracking - Keep a record of assets for insurance purposes. See the Home Inventory Spreadsheet Related Content Learn new skills and improve your performance with Office templates. Explore them now Download your free inventory template for personal or business use. Use it to track personal, home, equipment, product, and asset inventories with ease. With an Excel inventory template, like a fixed asset depreciation calculator, warehouse inventory list, physical inventory count sheet, or home contents inventory list, you'll have greater control of your assets. An inventory Excel template for your warehouse can give you specific information about both in-stock items and those on order, including reorder time, reorder quantity and discontinued items. For details about your existing equipment, an Excel inventory template stores everything you need, including stock number, physical condition, and financial status. Personal valuables can be listed on an inventory Excel template to keep track of their model or serial numbers, purchase date, and price for estate or insurance purposes. Choose from a wide selection of inventory templates to find the style and visuals that best suit your needs. An inventory sheet is a spreadsheet that you can use to record inventory levels and track inventory turnover. Inventory sheets are an important part of inventory management that business owners and managers can use to keep their inventory organized.Below you'll find a free inventory sheet download, as well as steps and tips for creating your own inventory sheet. Download a free Inventory Sheet template in Microsoft Excel format. Download Template Instant download. No email required. Increase your sales and keep track of every unit with this top rated inventory software. Try It Today Affordable. User-friendly.You can use whichever spreadsheet program you feel comfortable with. The features and capabilities may be slightly different with each one, but the process is essentially the same no matter what software you use. Just make sure you use a program that makes it easy to access, edit and save your inventory sheet.The first information you need to input into the spreadsheet is the heading for each column. You can customize your headings based on the type of business you are managing and your inventory management priorities. Common headings include:Item NameSerial NumberCost Per UnitNumber of Units in StockSale PriceMinimum Order QuantityOrder TimeSupplierWhen you set up your inventory sheet for the first time, it will take longer because you need to enter the information in each column for every item. From month-to-month, your pricing or cost information may not change, but your inventory levels will go up and down.Once your sheet is set up with all of the correct categories and product information, make sure you save it and keep it in an easily accessible place on your primary work computer. When you do your weekly or monthly inventory check, you can use your inventory sheet to update your records and track changes. Download a free Retail Inventory Sheet Sample in Microsoft Excel Format. Download Template Instant download. No email required. Everyone ought to maintain a Home Inventory List to document their home assets for insurance purposes. You don't necessarily need special home inventory software, though. A simple inventory spreadsheet should suffice, so go ahead and download the free Home Inventory template below. If you need more sophisticated inventory management software for your home or small business, try searching the Microsoft Office template gallery or check out our sponsors. Advertisement The Inventory Spreadsheet includes some of the common locations and items that you might want to consider when creating your own inventory list. Some of the descriptions in the inventory list, like "Electronics", are just placeholders to remind you to include your electronics. For insurance purposes, it would be better to list each item separately so that you can include the price, serial #, and model # for each item. Taking photos of your property for your home inventory will make working with your insurance company go a lot smoother. You might even want to do a walk-through video. Record a quick video clip of each room in your home, and store the video clips and digital photos on a flash drive with your inventory. When you have completed your home inventory, store a paper copy and a digital copy in a secure location outside of your home and/or in a fireproof safe. A safety deposit box or even a locked drawer in your office would probably work for an off-site location. Description Download our simple inventory spreadsheet, made specifically for listing the contents of your home for insurance purposes. Keep track of warranty information, purchase price, condition, serial numbers, and model numbers. Add your comments, tips, and suggestions on the related blog post listed below. related blog articles Why Have a Home Inventory? - Detailed information about how to complete your home inventory using the inventory spreadsheet More Inventory Resources Inventory Management Software for Your Business Excel can be used as a database in the sense of storing and working with tables of information, but inventory control can quickly get too complicated for Excel. You may want to consider using Microsoft Access (a database program) or other specialized inventory management software. Related Content The computer inventory template is commonly made used to take details of each computer such as model, service, ID tag number, OS, processor, status and maintenance, and much more. By considering the template, the user can collect wide details about the computer without wasting the time. You can also able to download the sample inventory template to view. Therefore, just search out the right website that offers a computer inventory template online and click on the download option by considering conditions, and a simple inventory template is completely free to make access from the major website. So you have to search for the right website to access the template. Whether it's for an asset list for a home network or a stock register for system requirements, we've got a variety of computer inventory templates suitable for your needs. Other uses for our templates include tracking laptop accessories in high school, lab maintenance for a small business, audit control for a printer application, etc. 67+ FREE INVENTORY Templates - Download Now Adobe PDF, Microsoft Word (DOC), Microsoft Excel (XLS), Google Docs, Apple (MAC) Pages, Google Sheets (Spreadsheets), Apple (MAC) Numbers Inventory Checklist Template Download Download NowSimple Inventory Spreadsheet Template in iPages Download NowEasy to Print Equipment Checklist Template Download Nownist.gov If there are numerous computers, each with different types of specifications, this type of sample sheet is an automatic choice to keep records rightly. The format is simple and the user only looks up and searches for the model. The specifications automatically get reflected. Download the wonderful sample from the link below.baylor.edu Every computer manufacturer relies on specific hardware components to assemble the machine. Keeping a soft copy of the hardware details is highly advantageous for an unforeseen scenario like a breakdown. Find a nice format by clicking on the link below and tabulate the necessary details rightly.download.microsoft.com A nice format that keeps a sheet record of the computer inventory details in an office is very handy. This type of sample can be entrusted to keep a record of each and every workstation computer, along with the details of the user. In the case of any eventuality, necessary reparatory actions can be taken quickly by referring to this sheet.cengage.com An asset maintenance plan is highly stressed in any organization and computers are regarded as primary assets for many companies. This type of PDF file is very useful as it has well-specified fields on which maintenance is to be done. Once, maintenance is done, the right details can be entered into the corresponding spaces.iso27001security.comciarchives.ca.govbusinessformtemplate.comtechsoupcanada.ca This unique template describes the detailed record to be kept for a computer. It further gives the requirements of hardware and IT software configurations along with all pertinent details like make & model, operating system, productivity, details of browser, multimedia, software license, technical support, and contact information all in a very useful manner.library.yale.educhefzone.comComputer Stock Register Inventoryiitmandi.ac.inDetailsFile FormatSize: 80 KBDownloadComputer Technology Inventorybigbook.or.krDetailsFile FormatSize: 17 MBDownload> Uses of Computer Inventory TemplatesAsset management and keeping track of entire details regarding their make are accomplished by the people working in supply chain management. Naturally, computer inventory sheets are useful for them. There are many scenarios encountered, where there is a delay in performing regular tasks due to a computer breakdown. If the details about its make are available in the form of any soft copy, necessary action can be taken in no time. Also, they are useful to calculate asset values. One can compare the price of a computer and its parts over the years by analyzing the inventory sheet PDF samples.> Who Can Use Computer Inventory Templates?Stock managers and people in supply chain management can make use of the computer inventory sheets. Since, computers are dominant assets in any company, having all details tabulated regarding their make is very important. As they are available in nice formats, it is easy to look up a particular model and obtain the details nicely. People who maintain stock and assets play a big role in any large organization as they ensure that supplies are readily available when there is a change necessary in any asset. Well-tabulated computer inventory sheets become indispensable then. They can be evaluated and action is taken rightfully against any particular computer.> Benefits of Using Computer Inventory SheetsTo understand the benefit of these weekly sheets, one can imagine a woeful situation of a computer breakdown with no availability of background details regarding its specifications. Regular tasks get delayed as the maintenance engineer has to inspect himself by going through every hardware and software component and then take necessary actions. Valuable time gets wasted thereby. On the other hand, if smart sheets like these are available, actions can be readily taken. One can just give a phone call and convey the specifications to the maintenance engineer. He will come prepared and only a little time on repairs is taken. The computer inventory sheets in Word are highly beneficial. One can tabulate important details like model number, service ID, tag number, OS details, processor specifications, etc. on them and save valuable time in case of a breakdown. Just give a click and download them for free from the links provided above.If you have any DMCA issues with this post, please contact us!

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