

## Sunflower Sentry®

**Sentry** – noun;  
an entity whose  
function is to  
prevent  
unauthorized  
access.

### Don't let vital assets get into the wrong hands

Most organizations manage two classifications of assets; those requiring a normal amount of diligence and those that require special attention due to their sensitive nature. Special assets often have specific accountability, visibility, and traceability requirements that go above and beyond normal asset management functions. Special assets may exhibit the following:

- Special handling instructions
- Information security requirements
- Government or corporate classifications, including Top Secret, Confidential, or Business Sensitive restrictions

When dealing with assets that fall into any of the above categories, it is critical that extra sensitivity, knowledge and control is exhibited over each asset. Organizations need to ensure that only authorized individuals obtain access to sensitive items. Similarly, organizations must maintain an audit trail of custody, as well as visibility and transparency into who is accountable for each asset at any point in time.

Sunflower Sentry® enables organizations to manage these short-term transfers of controlled assets to authorized individuals. Leverage the power of the Sunflower Enterprise infrastructure to check-in and check-out assets such as test equipment, electronic media, parts, classified documents, specialized tools, office equipment, weapons, keys - and anything in-between.

### Benefits of Sunflower Sentry:

- Confidently manage the asset loan process and enforce role based access within the loan process
- Know who has control of the item at any point in time and how to contact them
- Determine the location of a sensitive item at any point in time
- Provide real time reports for auditing and security purposes

The user-friendly interface enables authorized users to quickly and securely conduct the following transactions:

- Track assets through the check-in and check-out process
- Conduct internal and external asset transfers
- Change primary location and custodian of an asset
- Manage the asset destruction process



# Sunflower Sentry Components

## Asset check-out

Check-out is accomplished in three easy steps:

1. Enter desired check-out information, for example the individual checking out the item, and how long they will have the item
2. Select or scan the assets to be checked-out
3. Print the pick-list and check-out receipt for verification

Ok Identifier	Manufacturer / Model / Official Name*	Check-Out Type	Issue Datetime	New Due Datetime	C/P/A*
<input type="checkbox"/> CHI_001	DELL_D033_COMPUTER PERSONAL	1WR	10/10/03 16:49:58	10/17/03 23:50:00	
<input type="checkbox"/> CHI_003	DELL_D033_COMPUTER PERSONAL	3DR	10/10/03 16:49:58	10/13/03 23:50:00	
<input type="checkbox"/> CHI_004	DELL_D033_COMPUTER PERSONAL	1DR	10/10/03 16:49:58	10/11/03 23:50:00	

*An easy-to-use check-out screen enables quick and accurate asset loans.*

Assets are validated to verify that retrieved items match requested items. Similarly Sunflower verifies that the individual checking out the item has the rights to check-out the requested item. Printed check-out receipts allow for final verification.

## Asset check-in

Check-in is as easy as checking out assets. Just select the check-in point, the individual who is returning the assets, and which assets are being returned. It's just that simple. Pick list and Check-in Receipts allow for further traceability for both the organization and the borrower.

## Coordinated asset transfer

Sunflower Sentry enables organizations to transfer assets to external groups in real time without breeches in established security practices. Transfer requests remain open until authorized individuals can verify that the transfer is complete and that the organization is no longer responsible for the transferred asset. Organizations have the option of tying the existing Sunflower final event functionality into these external transfers as well.

## Sunflower Sentry reports

Sunflower Sentry provides out-of-the-box, real-time reports for all check-outs, check-ins, and internal and external transfers. Reports provide instant business insights based on typical questions and standard fields within Sentry, and allow organizations to answer the important questions surrounding who has each of their most important assets and when each of the assets will be returned.

Sunflower Sentry is part of the Sunflower Enterprise suite of strategic asset intelligence solutions. Sunflower Sentry will enable your organization to know the location of your most sensitive assets.

## About Sunflower

Sunflower Systems is an enterprise asset management solutions company specializing in the deployment of software tools and business processes to simplify asset management tasks. Sunflower's portfolio of solutions enables organizations to improve decision-making, accountability and regulatory compliance for all types of assets including personal property, real property, IT assets, materials, vehicles and more. Sunflower Systems offers a wide range of services including software implementation, training, consulting and operational support. Sunflower Systems has been serving the property management needs of federal government agencies, universities, government contractors and national laboratories since 1997.

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