



**“Sunflower’s suite of mobile solutions can help you stay on top of your constantly moving assets.”**

**YOUR ASSETS ARE CONSTANTLY ON THE MOVE BUT YOU AND YOUR PEOPLE CAN’T SEEM TO STAY ON TOP OF THEM. TRACK YOUR ASSETS AS THEY MOVE WITH SUNFLOWER’S MOBILE SOLUTIONS.**

If you’re like the thousands of property people Sunflower has worked with over the years, one of your main challenges is keeping up with your highly mobile inventory. One possible reason is that you are tied down to your computer since this is the only way to access your asset records. As a result, it takes you too long to create asset records once assets are received at the loading docks; or maybe your physical inventory process takes forever to slog through. Perhaps you regularly move assets around the country but your inability to update these as they are moved makes it difficult to keep tabs on them. Or maybe the transfer of asset accountability to your excess warehouse makes it difficult to see which assets are being disposed. **By providing you with the ability to update asset records as the assets move, Sunflower’s suite of mobile solutions can help you stay on top of these constantly moving assets.**

**CONSIDERATIONS** - Before looking at each individual solution, here are a few things to consider before purchasing a solution, and how Sunflower’s solutions measure up:

- *You want options in your choice of scanner.* Sunflower’s mobile solutions are compatible on a number of scanners.
- *You want your scanner to be fully integrated with your Sunflower database.* Any updates or additions you make to assets using the scanner can be directly uploaded into Sunflower and applied to asset records. So you can stay on the move and upload the scanned data at your convenience. All user security settings established within Sunflower will apply once assets are uploaded.
- *You want to ensure scanning accuracy to eliminate the need for data fixes after uploading from the scanner.* Sunflower’s mobile solutions contain lists of values with all relevant reference data (Organizations, People, Locations, etc.) to eliminate the need for manual data entry and minimize the risk of inaccurate data.
- *You want to know who scanned what, when they scanned it, and where it was scanned.* Upon upload of data from the scanner, Sunflower’s historical timeline will display all this information.



*Advantages of Sunflower Mobile Solutions*

Now let’s take a look at the capabilities of Sunflower’s individual mobile solutions:

**SUNFLOWER MOBILETRAK** – Quickly and accurately create asset records, conduct physical inventory, and transfer assets.

**Create asset records** - Let’s take a look at the loading dock scenario: All new assets are centrally received here, but the people on the docks don’t have access to the property management system so someone off-site has to create these records through a computer terminal. As

**“Create asset records, conduct physical inventory, and perform mass transfers on a handheld scanner.”**

a result, new assets can potentially be received and transferred several times before an asset record is created. If assets are lost during this process, there is no trace of them anywhere in the property management system, therefore you have lost track of both the assets and the proof that they ever existed. The auditors would not be pleased.

By utilizing MobileTrak, your loading dock personnel can scan all new assets coming off the trucks and create new assets right on the scanner. To increase the accuracy of these transactions, users can choose values from pre-populated lists for data such as People, Manufacturer/Model, and Organizations. Anyone with a computer terminal and access to Sunflower can then upload the scanner data and make additional changes, thus creating the asset records.

**Conduct physical inventory** – Does your current paper-based process take nine months to complete, effectively forcing you into a nearly non-stop physical inventory cycle? Are you constantly finding assets that aren't really yours? Do people within your organization ever say they have an asset when they really don't? Do you have trouble reconciling your records using only the reports of your current inventory? If you have answered 'yes' to any of these questions, MobileTrak can help - here's how:

- **You can download only those assets that you want to find and no more, thus giving you a set base of assets to locate.** This way your inventory will be frozen, so that you aren't chasing a moving target. You can set a time limit for your inventory, and you can run reports on your base assets to determine what has been found and what hasn't, hence your focus on these assets can be laser-like and you won't waste time trying to find stuff you're not looking for.
- **You can 'scan and verify' or 'scan and go'.** If the point of your physical inventory is to verify the existence of your assets and check the health of your asset records, use the 'scan and verify' functionality; you can review and/or update the asset records (if you notice a wrong Model Number, for example). If your intent is only to get a quick accounting of your assets, you can choose to 'scan and go', which will allow you to scan an asset and keep moving.
- **You can't fake a barcode scan.** If you find that people in your organization often claim they have assets when they really don't, using MobileTrak will eliminate this problem. For example, if someone in Dallas emails you in Washington claiming that they found an asset, this may or may not be true. If, on the other hand, that person in Dallas scans the asset and uploads that data into Sunflower, that asset record will then show that the asset was scanned, along with when it was scanned, where it was scanned, and who scanned it.
- **You can immediately add assets that are 'found on station'.** Anything you scan that isn't recognized can be added to Sunflower through the scanner. If you scan a brand new asset that was not included in your base inventory, you can complete the asset record on the scanner which can be uploaded into Sunflower.
- **Reconciliation is simplified with Sunflower's reports.** Once you upload the scanner records into the Sunflower database, a number of reports are available to help you reconcile your data. With these reports you can determine: if an asset was scanned at a location other than that listed on the asset record; if an unauthorized person tried to update an asset record; if any new assets created through the scanner require updating prior to creation of the asset record in Sunflower; how many assets in your base have been found and how many haven't; if anyone scanned an asset that was previously retired; and more. Isn't the ability to collect and analyze this data what conducting a physical inventory is all about?

**Transfer assets** – Use MobileTrak to update the location or custodian of a batch of assets as they move, no matter where those assets are located. Simply enter the new location and/or custodian on the scanner, scan the assets being transferred, and upload the data into Sunflower back at your computer terminal. Each asset record will display the new information while recording who updated the assets and when they were updated.

**“Sunflower ExcessTrak improves and simplifies excess asset pickup, asset movement within your warehouse, and disposal.”**

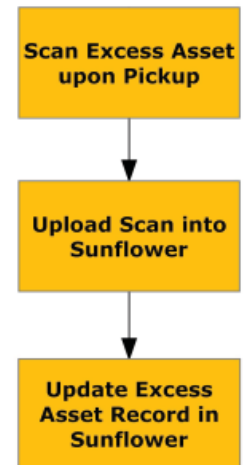
**SUNFLOWER PACKTRAK** – Know the location of your assets in transit and to whom they belong by scanning your assets as you pack, ship, receive and unpack them.

In a natural disaster or national security emergency you need to be able to quickly pack and ship assets to far-flung locations and distribute them to the right people upon arrival. If you qualify as someone who often ships mission-critical assets to distant locations, scan your assets using PackTrak to help you log which shipping container assets are packed in, who is shipping the assets, and where the assets are being shipped. Once your assets arrive at the new destination, use PackTrak to then acknowledge receipt of the shipping container and each of the assets within it. PackTrak gives you the flexibility to update assets as they move through the shipping process.

**SUNFLOWER EXCESSTRAK** – Improve and simplify excess asset pickup, asset movement within your warehouse, and disposal.

Now let's examine your excess process, which perhaps looks something like this: Once your property custodians are ready to excess an asset, they notify the excess warehouse for pickup. When the warehouse comes to pick the asset up, there is no electronic transfer of accountability – they just grab the item and sign a piece of paper. When the asset reaches the warehouse, the staff doesn't update the record to reflect that the asset now belongs to them. Thus, you are forced to update the asset record yourself to reflect its excess status.

With ExcessTrak, warehouse personnel can scan items upon pickup and upload these scans back at the warehouse, thereby creating the Excess Asset and updating the asset record to reflect the new custodian and location (i.e., the excess warehouse). The transfer of accountability is completely automated, and Sunflower's historical timeline will reflect the change in status, the transfer to the new custodian, as well as every other change applied to that asset.



*Excess asset pickup process using ExcessTrak*

Once Excess Assets are created, ExcessTrak's mobility allows you to efficiently scan assets as they move around the warehouse; and group assets into Lots to expedite disposal. For example, a group of computers is being donated to a local school. With ExcessTrak you can enter a location (e.g., the loading dock), create a Lot, and as you move around the warehouse and move the assets you can scan each asset into that Lot. When you are ready to dispose of the assets, simply retire the Lot and each asset will be retired in turn. **Put simply, ExcessTrak allows your staff to update assets as they move into and throughout the excess process, and helps to prevent waste, fraud and abuse by keeping an electronic record of every asset scanned, transferred, and disposed.**

Sunflower's mobile solutions can assist property managers in a number of real-world scenarios, whether to create asset records upon receipt, conduct a physical inventory, or excess assets in a warehouse. Each solution is designed to help you update asset records in real-time, increase data accuracy and asset auditability, and reduce the amount of time and cost associated with performing crucial property management tasks.

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