Locatenow.ai DOCS

DOCUMENTATION

LNAI Assets 2.0

LNAI - Asset Lifecycle Management User Guide

5 pages **3** sections **6** topics

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The application is intended for authorized users who have been granted access to the system. New users are onboarded through an invitation process, where they receive an email invitation containing a registration link. Upon accepting the invitation, users can create and set their own password to activate their account and access the application.

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01 INTRODUCTION

Accessing the Assets 2.0 Platform

Accessing the Locatenow Assets Platform

The Tag Platform is available as a Cloud-based SaaS (Software as a Service) solution, and on-premise providing flexibility and ease of access.

Here's how to get started:

Accessing the Locatenow Assets Platform

To log in to the platform, go to: https://assets.locatenow.ai

Getting Started as an Admin

If you need assistance with account setup or if you didn't receive the welcome email, please reach out for support:

For commercial inquiries: Contact your account manager at sales@locatenow.ai

For technical support: Reach out to the technical support team at support@locatenow.ai

Our support team is here to ensure a smooth experience on the platform and can assist with any questions or technical issues you may encounter.

Locatenow Tag Mobile Application The Locatenow Tag Mobile Application is available for both iOS and Android platforms. Scan the QR code below to download the application.

02 SETTINGS

Product Users

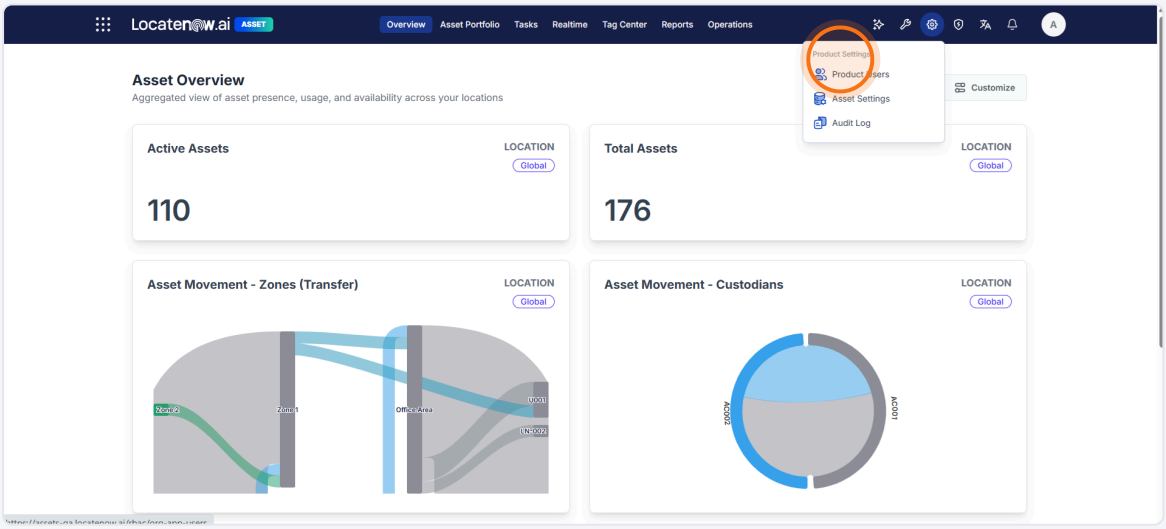
The application is intended for authorized users who have been granted access to the system. New users are onboarded through an invitation process, where they receive an email invitation containing a registration link. Upon accepting the invitation, users can create and set their own password to activate their account and access the application.

WALKTHROUGH · 3 STEPS

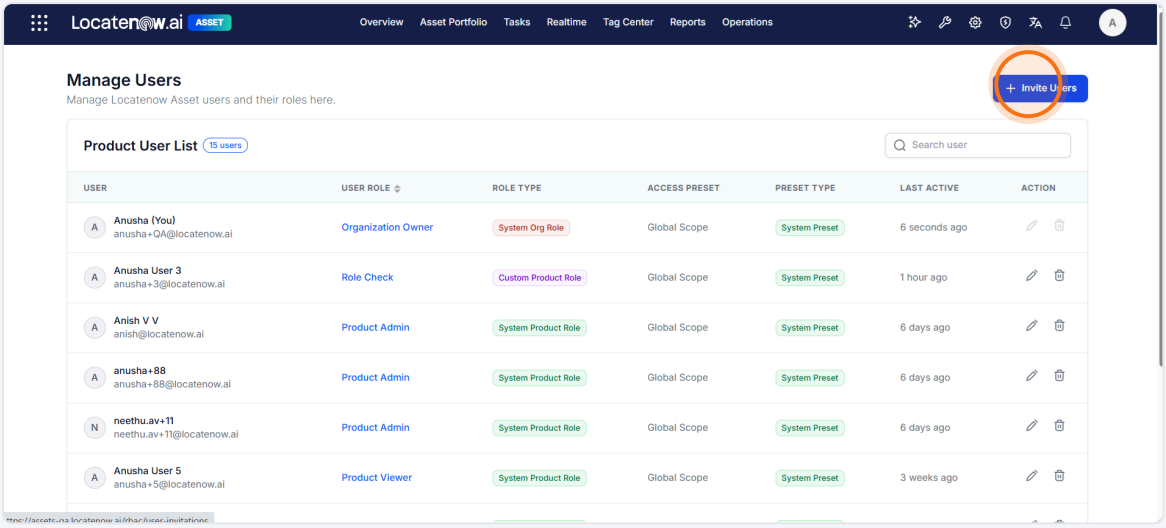
How to Invite New Product Users

Learn how to manage your team by inviting new product users to your account. This guide walks you through the steps to assign roles, configure access presets, and send invitations efficiently.

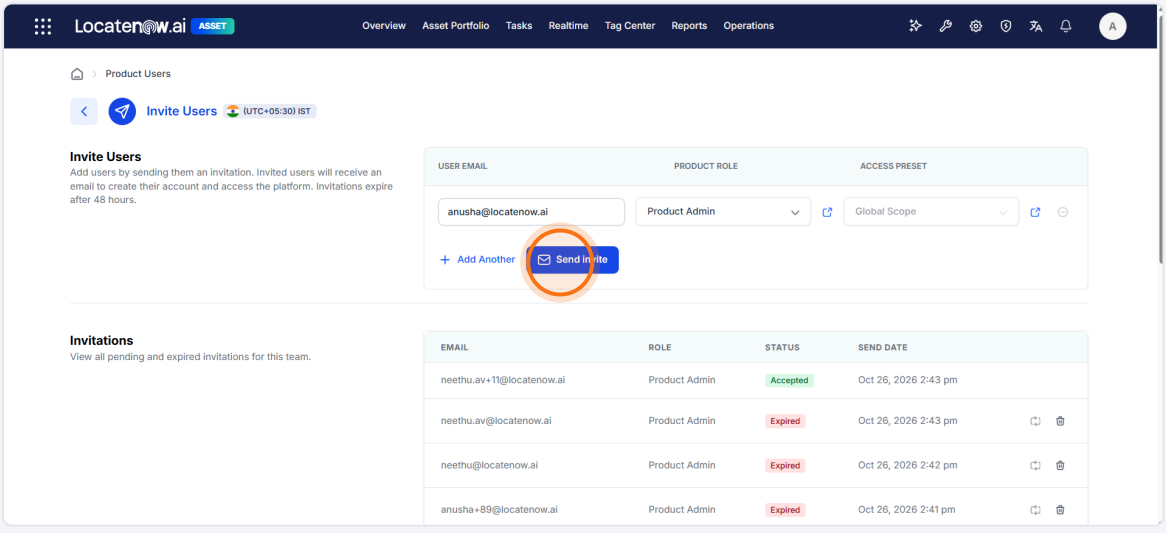
1 Select Product Users



2 Click "Invite Users"



3 Enter the user's email address, select the appropriate option from the Roledropdown, and choose the required option from the Access Presetdropdown.



02 SETTINGS

Asset ID Generation

Choose how Asset IDs should be assigned when creating assets

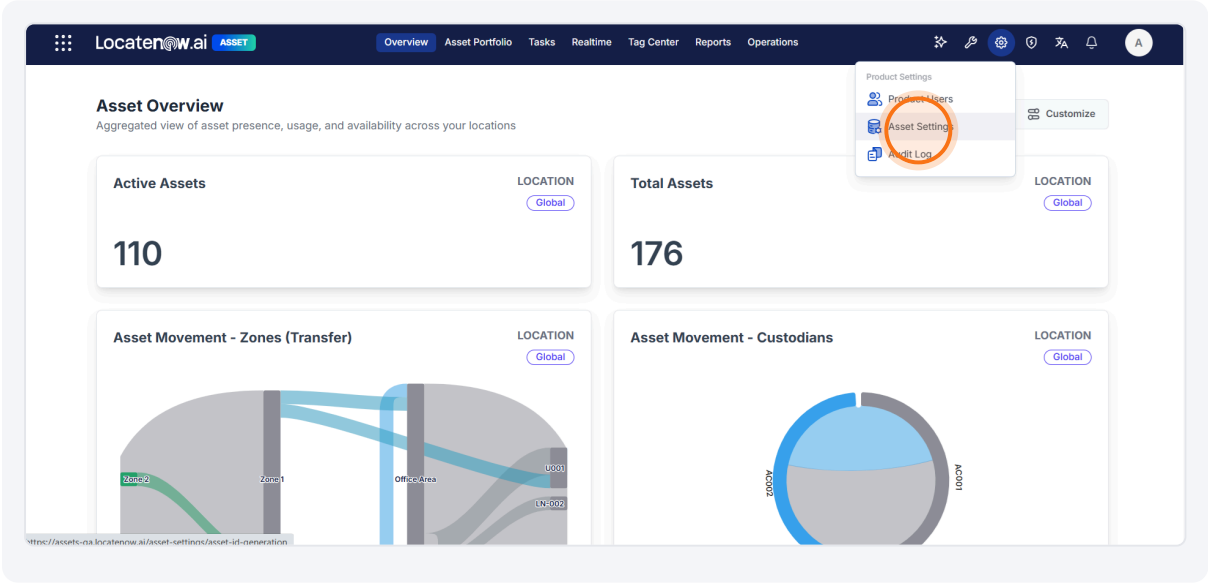
The next asset ID will be automatically generated and assigned to the new asset

WALKTHROUGH · 4 STEPS

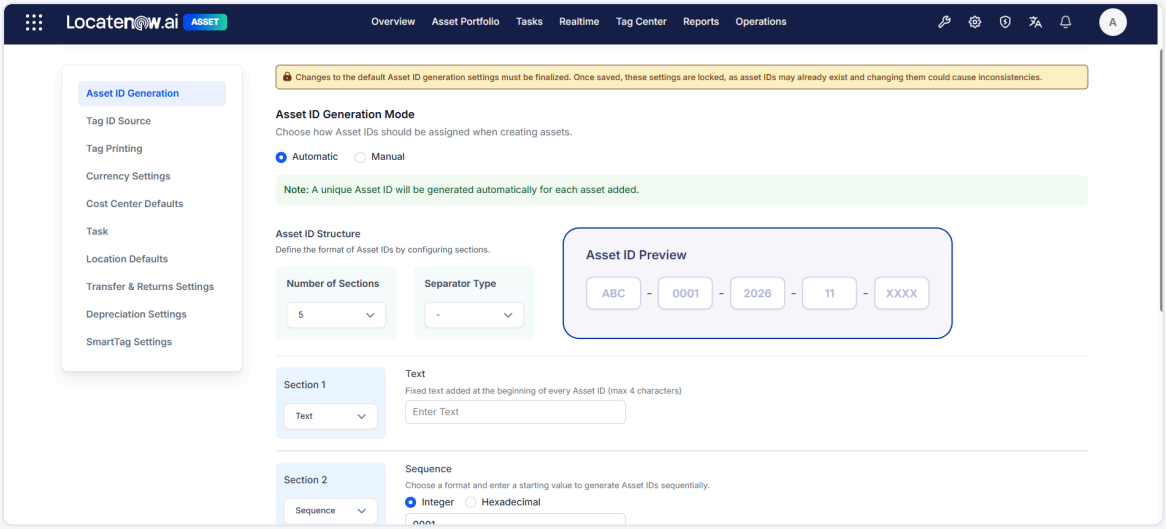
Configuring Asset ID Generation Settings

Streamline your asset management by setting up a structured, automatic ID generation system.

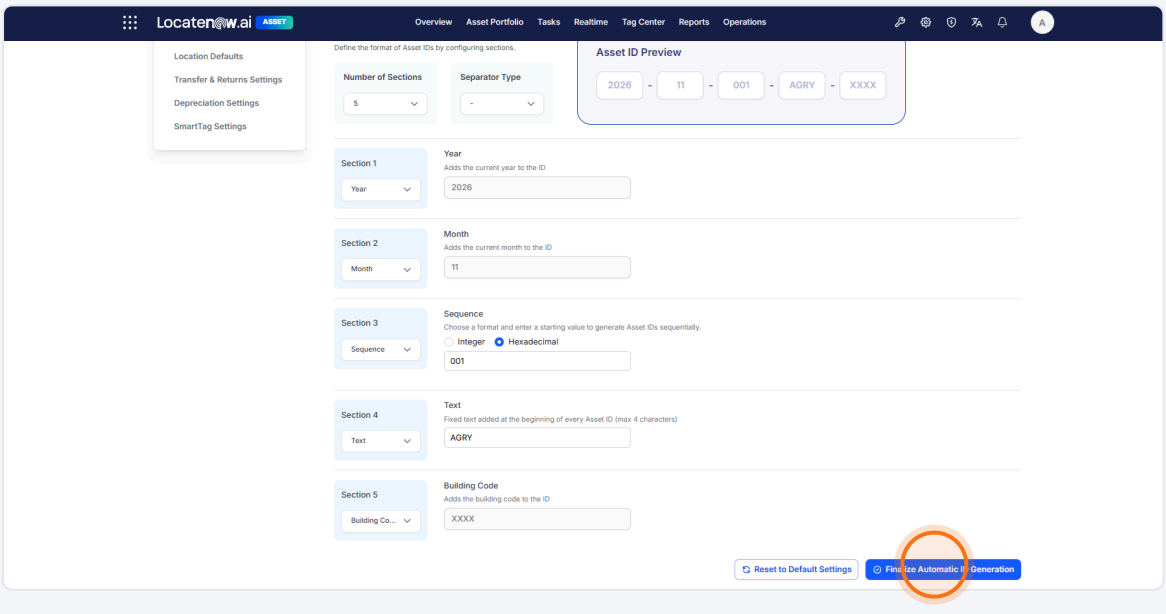
1 Select Asset Settings from the menu



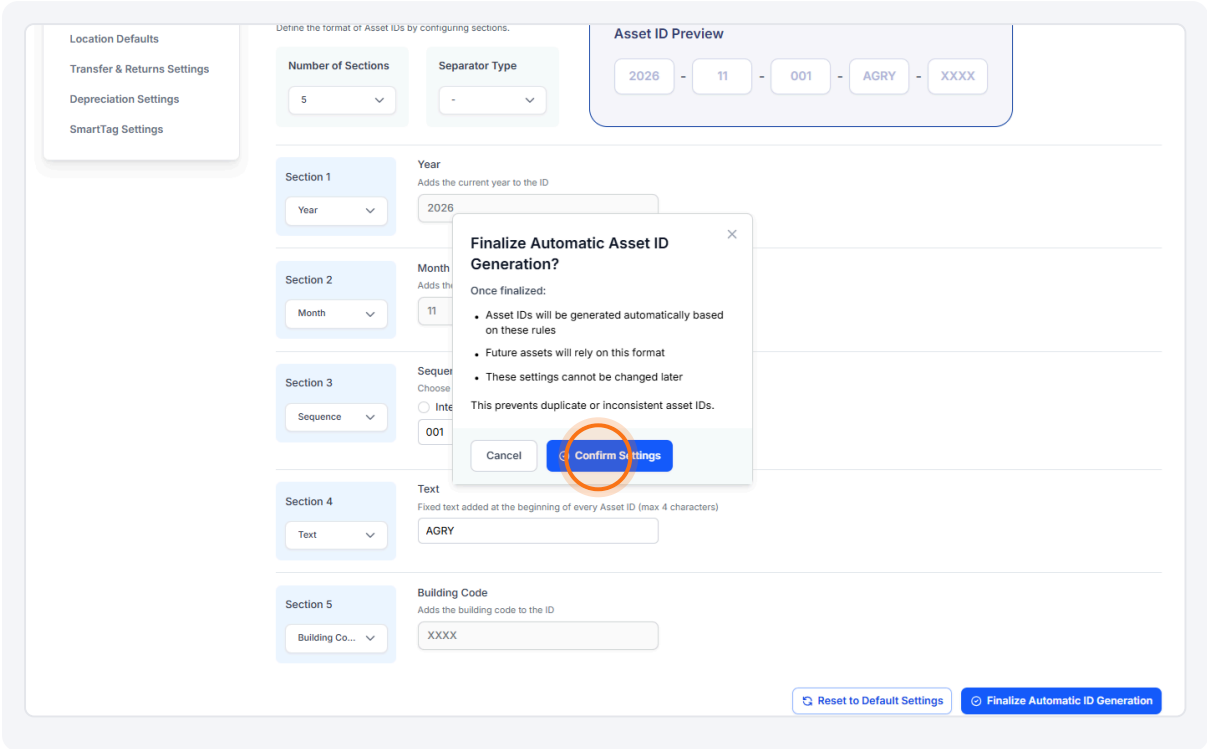
2 Set Asset ID Generation to 'Automatic'



3 Define the ID structure using three sections: Sequence, Year, and Building Code



4 Finalize


Location Defaults
Transfer & Returns Settings
Depreciation Settings
SmartTag Settings
Define the format of Asset IDs by configuring sections.
Number of Sections
5
Separator Type
-
Asset ID Preview
2026 - 11 - 001 - AGRY - XXXX
Section 1
Year
Year
Adds the current year to the ID
2026
Section 2
Month
Month
11
Section 3
Sequence
001
Section 4
Text
Text
Fixed text added at the beginning of every Asset ID (max 4 characters)
AGRY
Section 5
Building Code
Building Co...
Adds the building code to the ID
XXXX
Finalize Automatic Asset ID Generation?
Once finalized:
Asset IDs will be generated automatically based on these rules
Future assets will rely on this format
These settings cannot be changed later
This prevents duplicate or inconsistent asset IDs.
Cancel
Confirm Settings
Reset to Default Settings
Finalize Automatic ID Generation

02 SETTINGS

Tag ID Source

Use this page to configure Tag ID as Asset ID.

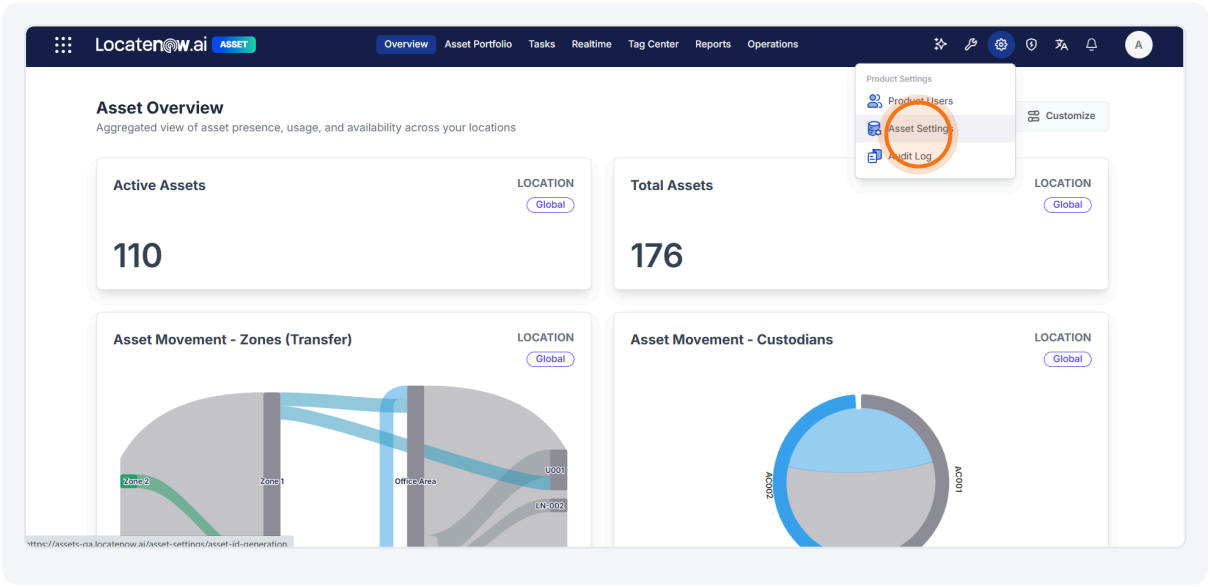
During the tagging process, you can choose one of the following methods:
1. Manually enter the Tag ID.
2. Upload the Tag ID in bulk.
3. Use the Tag ID as the Asset ID, so the Tag ID automatically becomes the Asset ID.

WALKTHROUGH · 5 STEPS

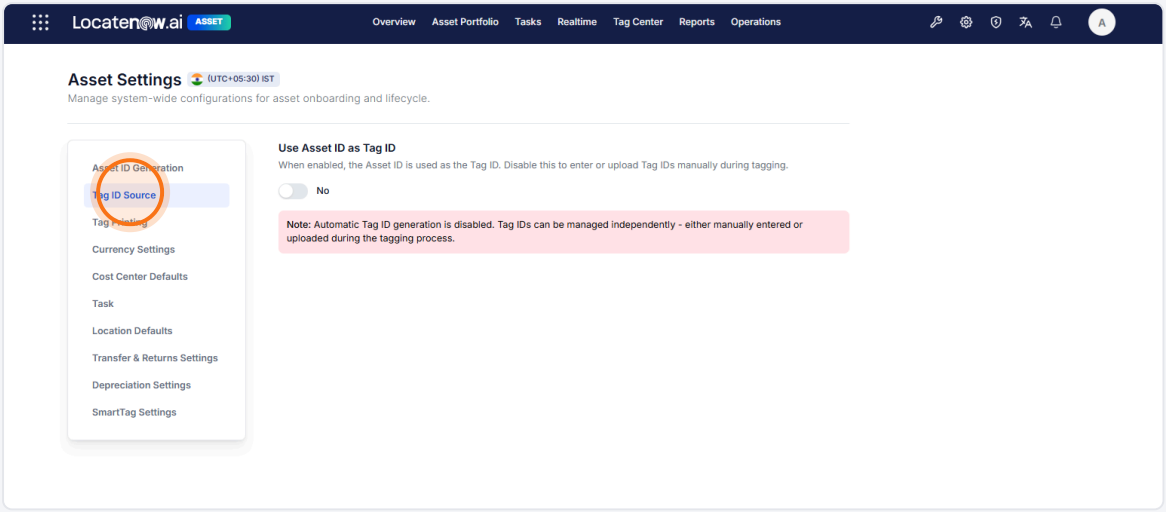
How to Configure Tag ID Settings

Learn how to update your asset settings to use the Asset ID as the Tag ID within the Locatenow platform. This guide provides the necessary steps to ensure your tag identification is properly synchronized with your asset records.

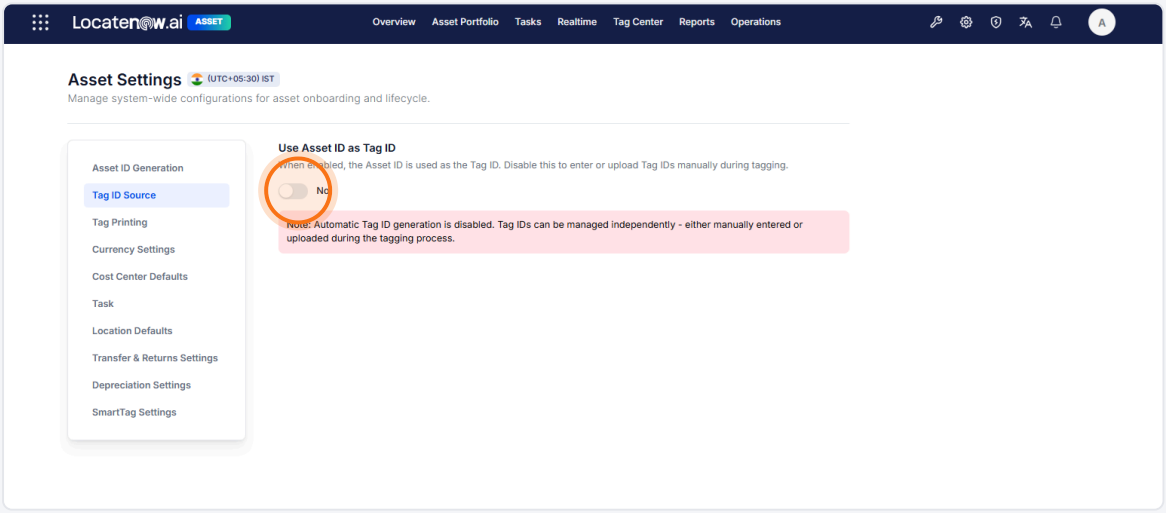
1 Click "Asset Settings"



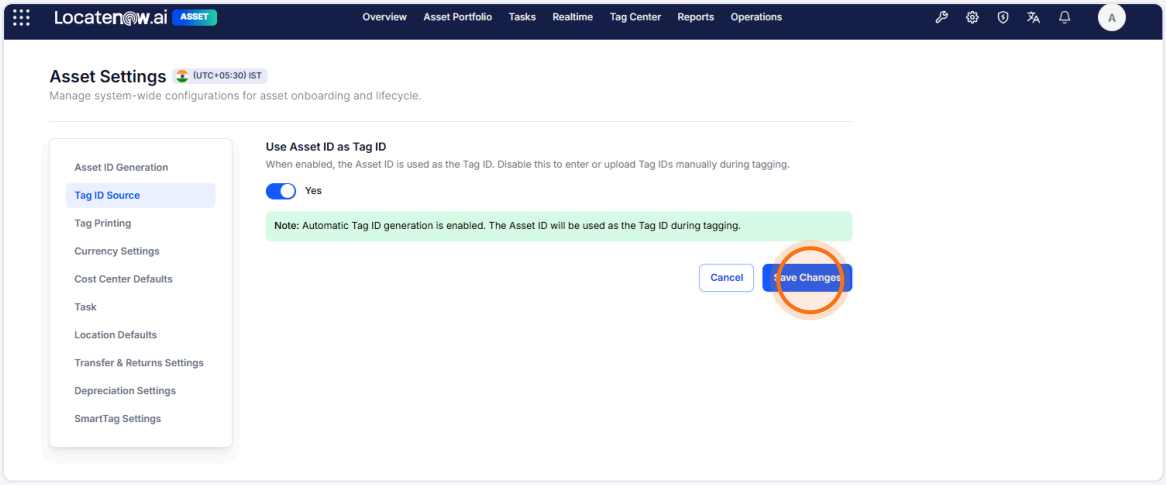
2 Click "Tag ID Source"



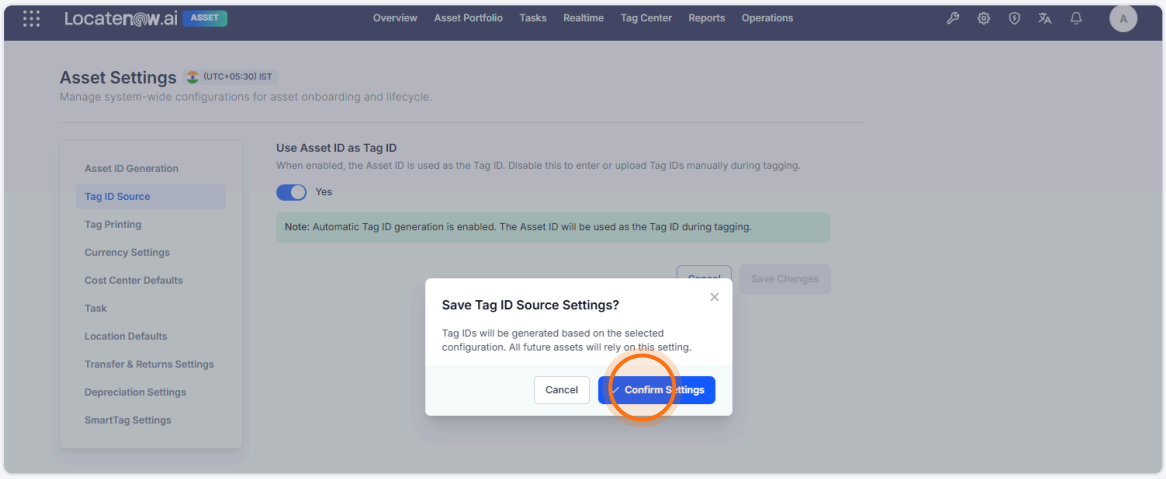
3 Click "Use Asset ID as Tag ID"



4 Click "Save Changes"



5 Click "Confirm Settings"



03 ASSET OVERVIEW

Adding widgets to Overview Dashboard

The Overview delivers a comprehensive, real-time overview of your organization's assets.

Key features include:

- Total asset count and identification of misplaced assets
- Summary of asset-related requests and approvals
- Alerts for critical asset actions requiring immediate attention
- Organized categorization of assets for easy navigation
- Monitoring of category-wise asset counts over multiple years
- Tracking of annual trends in asset acquisition and retirement
- Analysis of various asset tag types used within the organization
- Visualization of asset movement across different venues and custodians
- Overview of scheduled asset operations

For more detailed insights, users can click on any count to access in-depth reports.

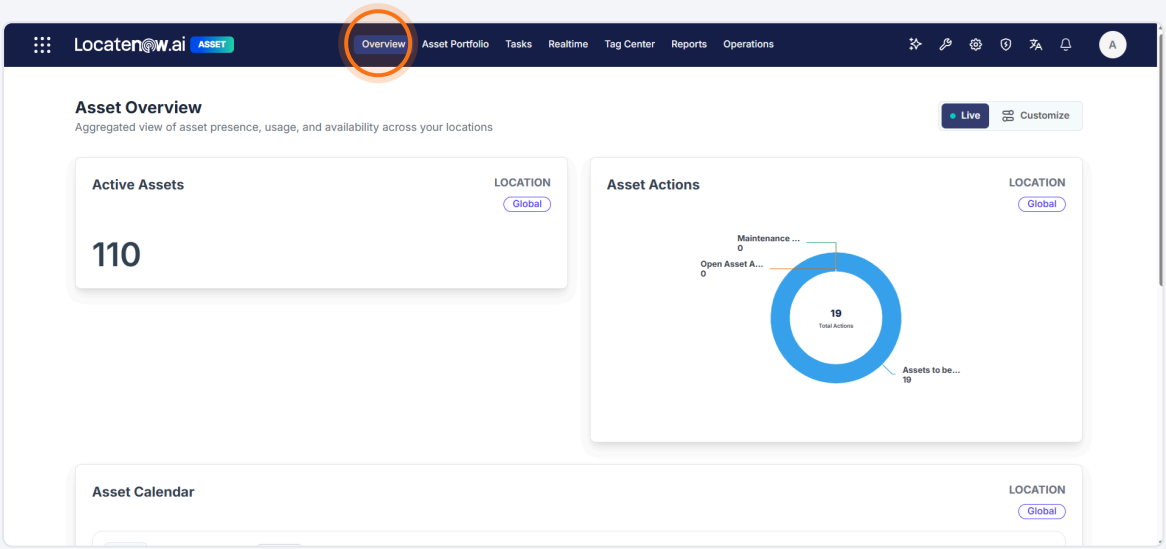
Note: The Locatenow overview dashboard allows you to customize and monitor key asset information using widgets such as Total Assets, Active Assets, Assets to Be Tagged, and Assets Past End of Life. You can also visualize asset data through charts, including Asset Actions, Asset Summary, Asset Movement, Categorical Asset Count Over Year, and Acquisition and Disposal. Additionally, the calendar widget helps you track important events and maintenance timelines.

WALKTHROUGH · 4 STEPS

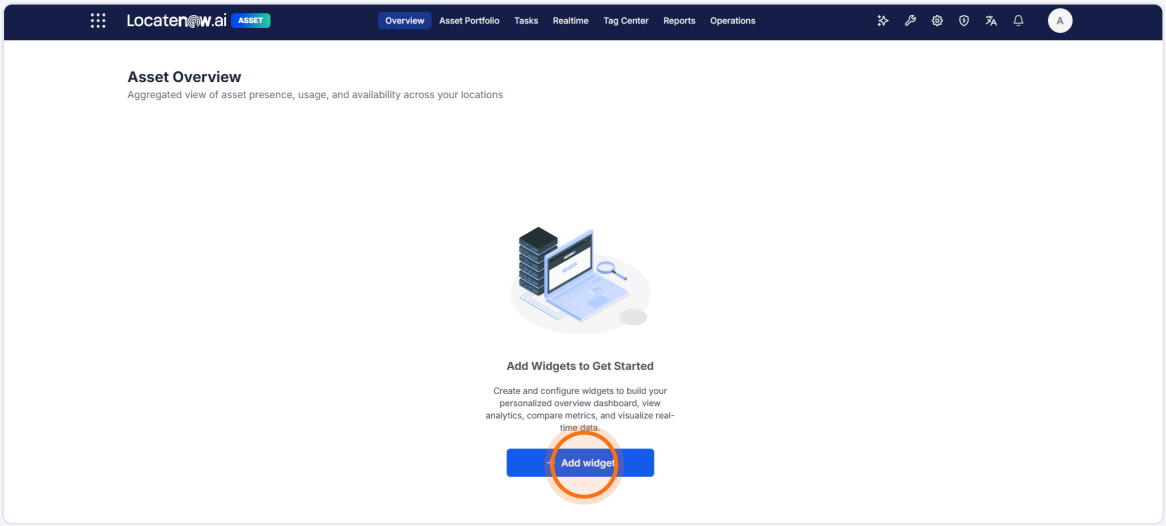
Add Widgets to the Overview Dashboard

Learn how to customize your LocateNow overview dashboard by adding informative widgets like active asset snapshots and event calendars. This guide helps you configure your workspace to visualize key asset data and maintenance timelines efficiently.

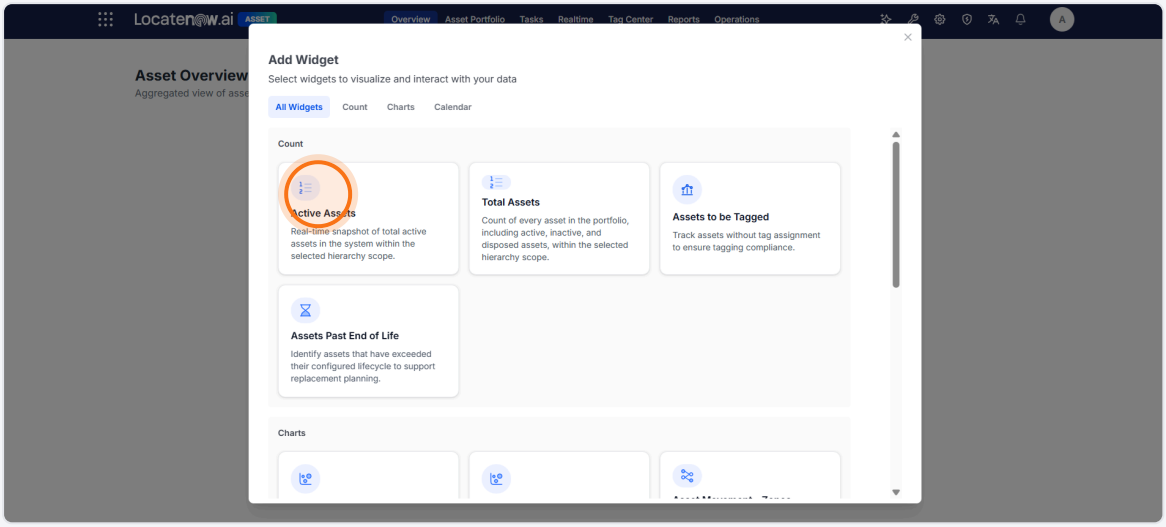
1 Navigate to Asset Overview



2 Click "Add widget"



3 Select the Active Assets widget.



4 Click "Select"

