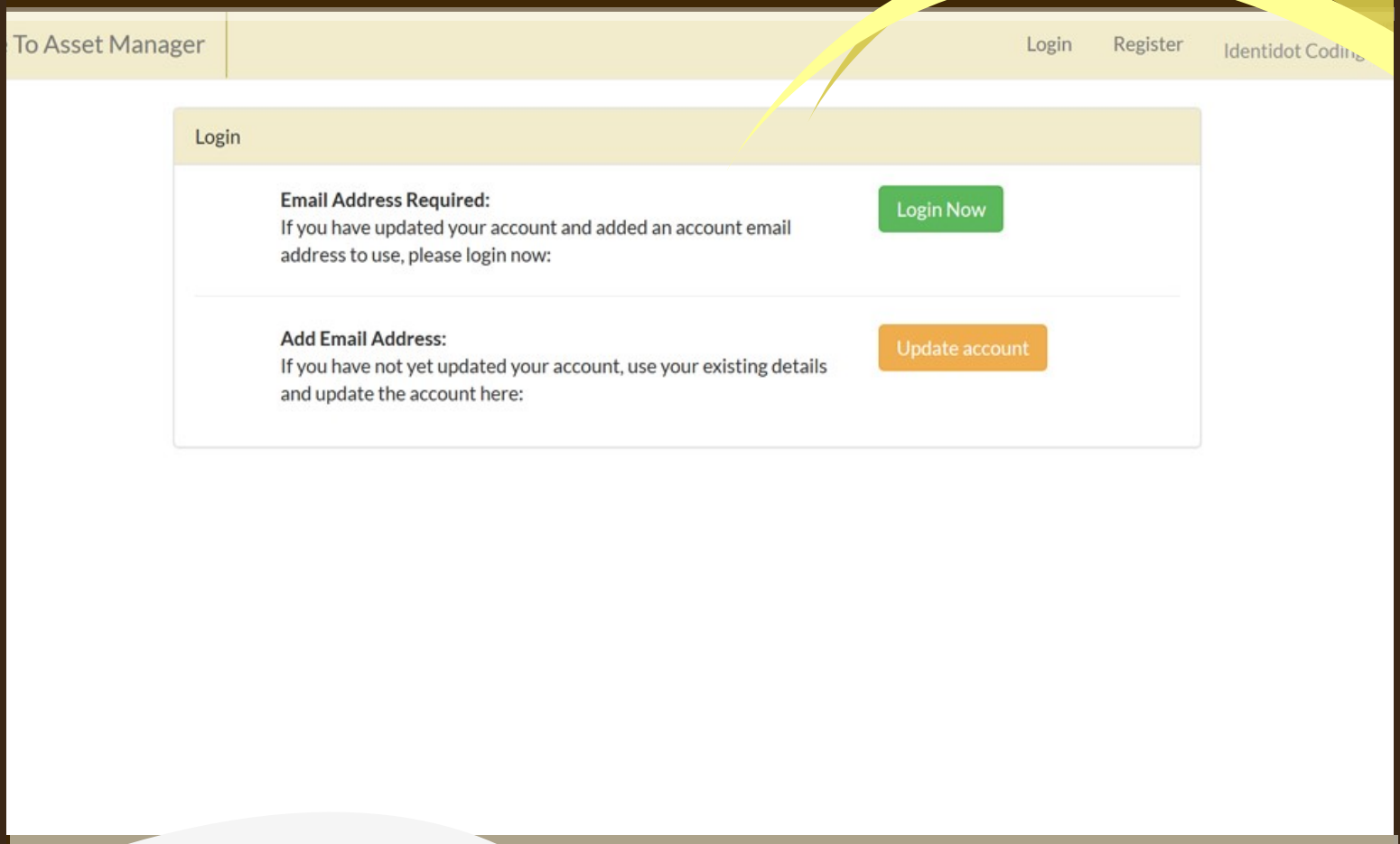
IDENTIDOT ASSET MANAGER



Control Your Assets

Valuation and Reporting

DNA Security

Easy Access

Fully Secure

Responsive Support

Controlling and reporting on your assets

COMPLETE CONTROL

- ARTISTS / MAKERS.
- LOCATIONS.
- PROPERTIES.
- CATEGORIES.
- OWNERS.
- INSURERS.
- VALUERS.
- BROKERS.
- UPDATE VALUES IN BULK

To ensure that you are always protected by using the latest technology, the asset manager application has been re-written from the ground up. Now using the best in todays security and hashing algorithms access to your records, and the records of your assets is secured so only you can access them.

Within this document, we will explain how you can register or update your account and then take complete control over all the information needed to record and certify your assets. With the ability to create your own properties, artists/makers, locations, asset categories, owners, insurers, valuers and brokers - you can keep detailed up to date records.

With the capability to identify and sort through all your records and download the results as reports or as a CSV you will have all the information you need whenever you need it. The option is even included to manage the values of your assets in bulk applying updated insurance values across categories.

Knowledge is key

To make sure that the system is at the heart of your Asset Management, it is easy for you to locate any or all of them at any time. With dynamic filtering allowing you to search by any combination of criteria, you will always be able to see what assets you have, where they are, who they are by, what they are worth, who owns them, what rooms and properties they are in, as well as where you may have put additional security elements such as DNA coding from Identidot.

With images, provenance, history, valuations, unique assets ID's as well as independently generated certificates of identity and ownership, you will always be secure.

- **Available 24 hours a day, every day of the year.**
- **Independent valuations available.**
- **Insurance company approved.**
- **Certificate issuance.**
- **Over 3 billion under management.**

Controlling and reporting on your assets

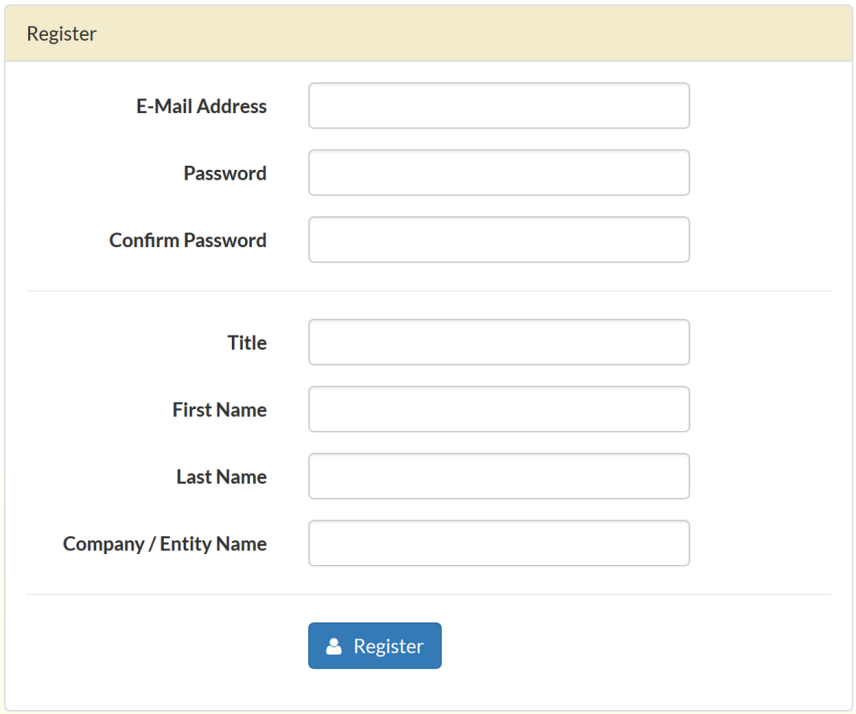
Register for a trial if it's your first visit

To register we only need some simple information about you, and you will be able to see the system in action.

When you first arrive with us, your account will be set as a DEMO account, and any details you add in here will be removed 10 days after creating the account.

If you wish to upgrade your account before your trial expires, or continue using the system after your trial period is over, please contact the office and we will be able to upgrade your account and explain any charges.

Telephone 01922 862806



Login or Register as an existing client

If you have used our previous system, all of your details have been migrated over and we just need to capture a few details from you to access the new system.

If you have already added your email address, please press the Login Now button - if not, please choose Update Account.

Login Now

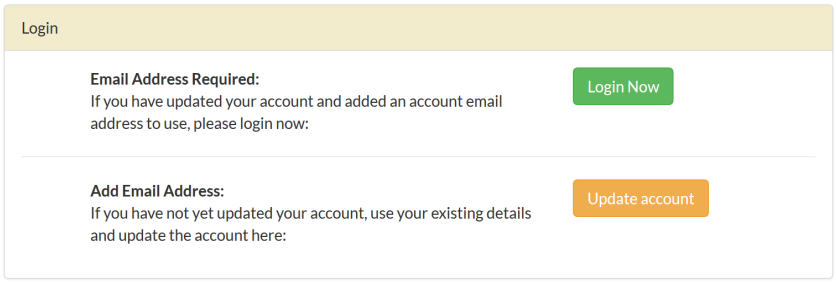
If you are a new user, or have already upgraded your account you can choose to login now.

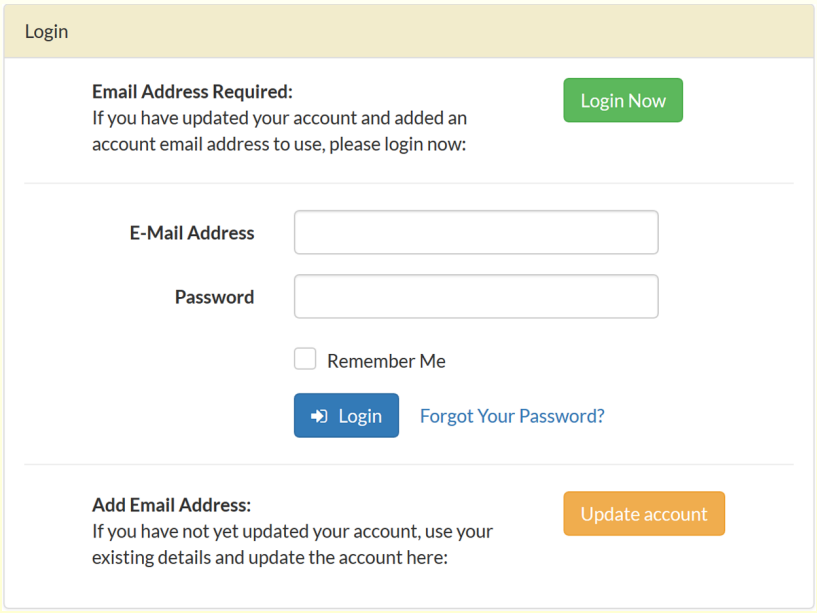
When you choose this you will have a simple form to enter the accounts Email address and password.

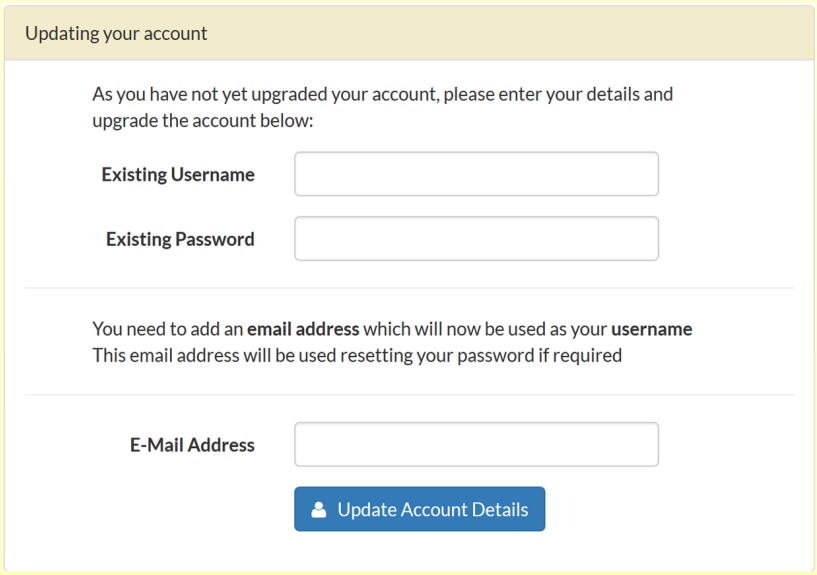
Once you have entered these you will have access to your full account.

Update Account

If you have yet to update your account, please choose this option and use the form to add your existing username and password, and then the email address you want linked to this account. Then Update your Details.







After you Login

Once you have successfully logged in you come to a screen which will become very familiar. From here you can access all you need to.

We ask you to familiarise yourself with the left hand menus .

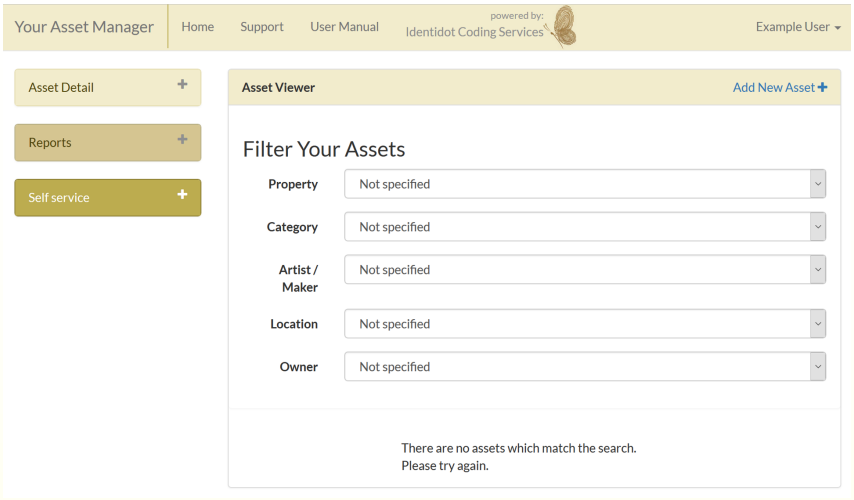
There are 3 tabs, Asset Details, Reports and Self Serve. The Self Serve part is where you need to begin. This will help you set up the system for your needs.

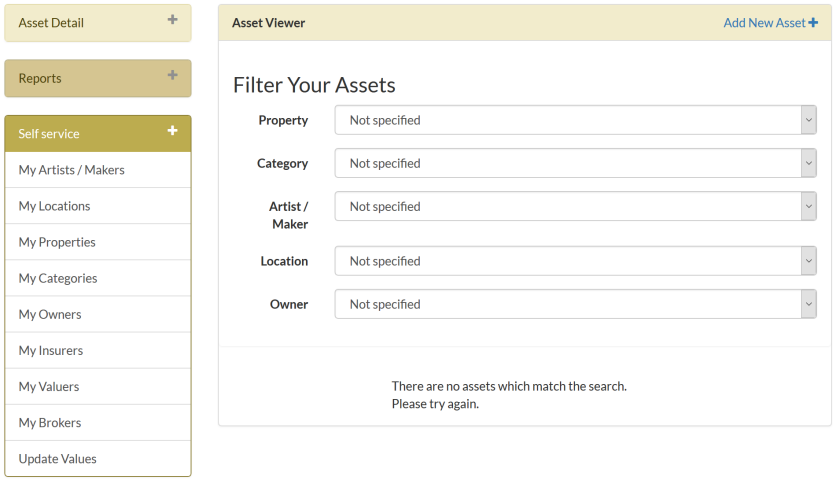
Firstly, click the + to the right to extend this menu. Within here are all self service options to control the specific aspects which are to be assigned to your assets.

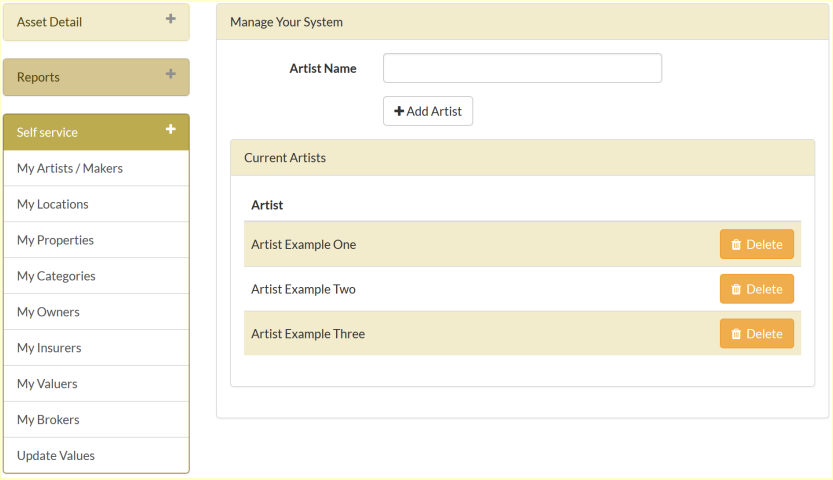
As an example, we have chosen ‘My Artists / Makers’, and added three examples for you to see.

Add the actual artists you wish to use for your assets, as well as the Locations, Properties, Categories of Asset, Owners, Insurers, Valuers and Brokers.

Once complete - the system will be ready for you to use. You can add or amend these at any time.







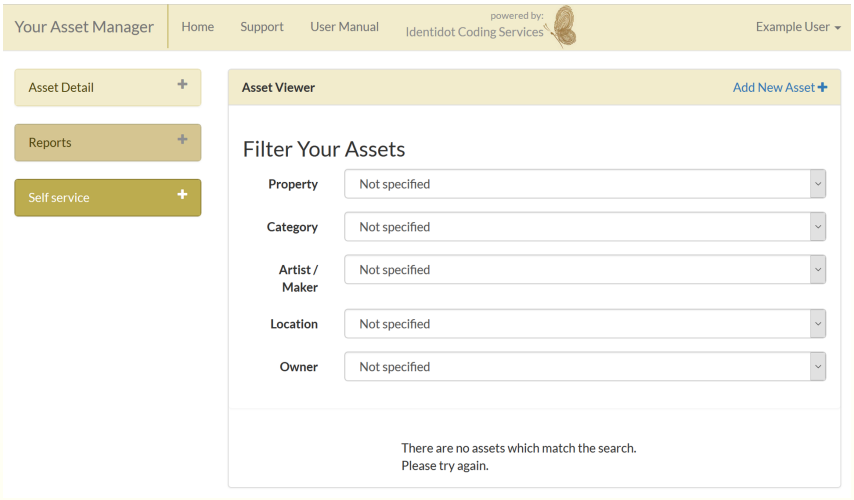
Adding assets

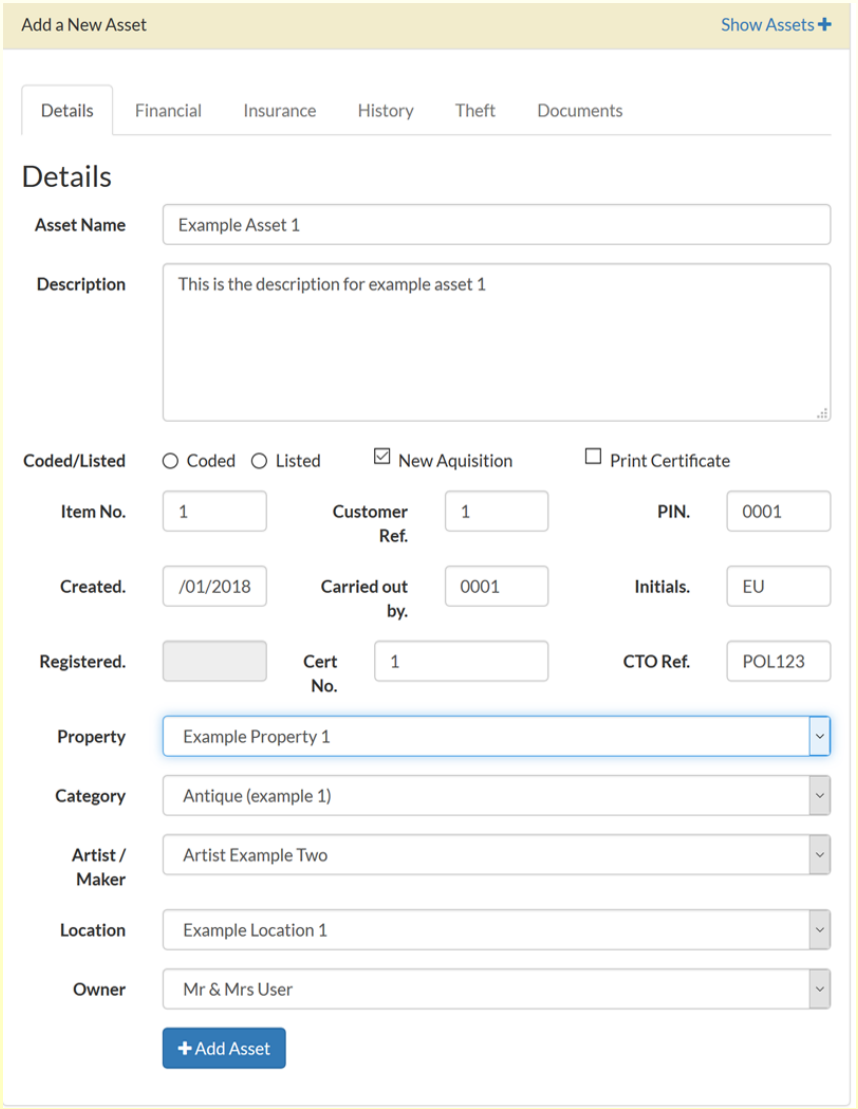
After setting up all of the Self Service elements for the system, you are now ready to start adding your assets. To do so is very simple. Just go to the any of the asset related pages and click the link to the top right which says 'Add New Asset +' .

When you click this, you will be shown a screen where you can control all the details about this asset. Once you have added the basic details, you will be able to access the advanced details including financial information, insurance information, history and all related documentation.

You will be able to upload images, details of the asset and any documentation which helps to prove authenticity or ownership.

You can add your own reference numbers, state if the items have been coded with the Identidot DNA or if you have requested certificates of identity.





Adding assets

After saving the asset, you can start to add more information about it, including uploading images and documents, as well as full financials. Please remember to **save any changes**.

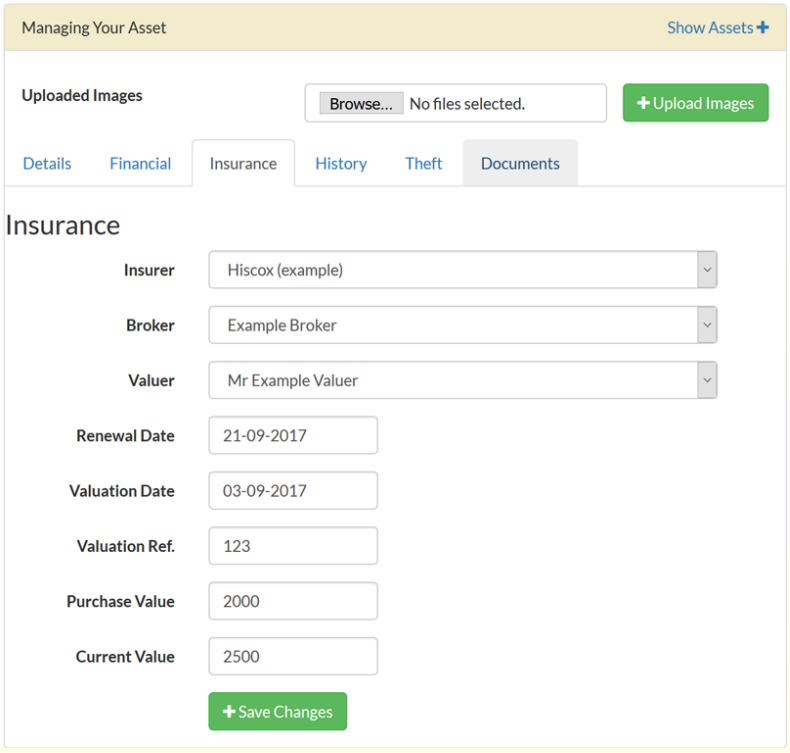
Go through each of the tabs and ensure you add all of the information for the asset you are loading, and go through this same process for each asset you wish to add.

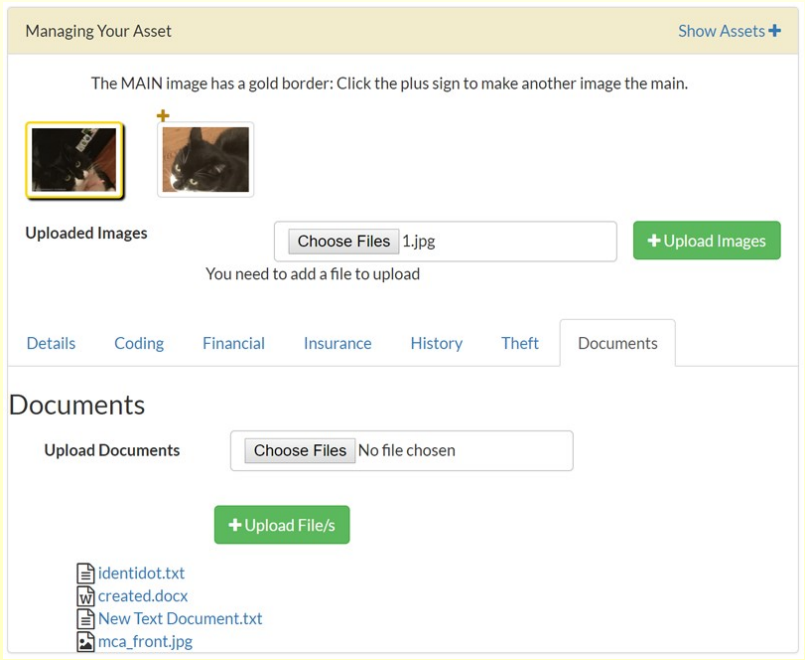
When you are uploading and working with the images for your assets, you will be able to choose a preferred image to be shown on reports and on the certificate for that asset if you have ordered them.

If there is just one image uploaded then the default image will have a gold border - if you wish to make another image the default, please click the + sign above it and the gold border will now move to the new image.

When you upload documents, you are able to choose from most formats including Word, Excel, Text, PDF and images.

You can upload multiple images or documents in one go.





Reporting

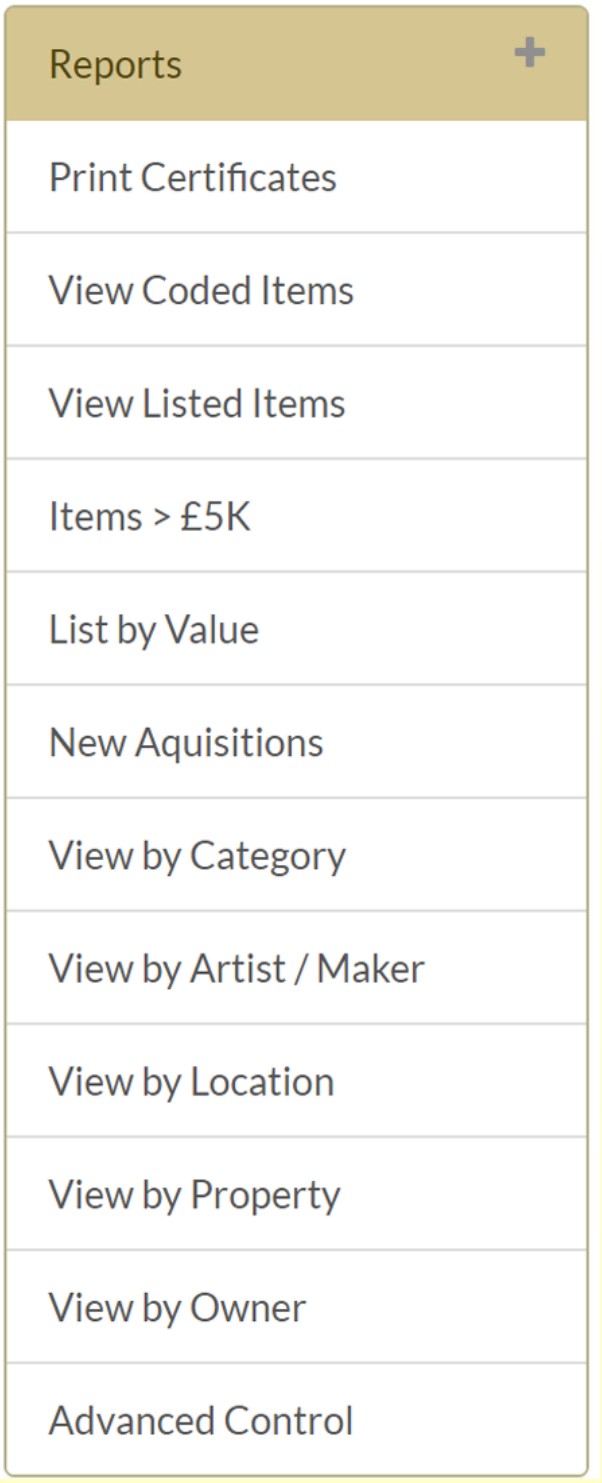
Once you have added all of your assets, they will be safely stored in the system.

If at anytime you wish to get a report on the assets you have, there is a comprehensive reporting suite that allows you to choose a type of report to display the results of the report on screen.

You can filter your report by using the filter box above it (if applicable).

With each report you are able to turn it into a PDF to be downloaded.

Under the advanced control option, you will be able to download a CSV with all of your assets, and all their core data which you can use for many purposes.



By using the Identidot Asset Manager you will have the best and simplest way to register, add, and amend the details of your personal or business assets.

Having worked with the country's finest properties and major insurance companies you can now benefit from the experience and systems that have come together to create and maintain this industry leading management tool.

With details of over £3 billion of assets currently entrusted to the system you can be assured that your details will be safe, easily maintained and accessible when you need it.

Controlling and reporting on your assets

IDENTIDOT CODING SERVICES LTD

6a Beecham Business Park
Northgate
Aldridge
West Midlands
WS9 8TZ

https://idassetmanager.identidot.com