

Deltek Vantagepoint

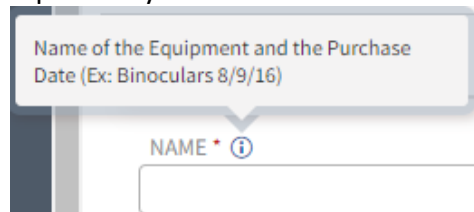
FEC Equipment Hub Training

Purpose:

- The FEC Equipment Hub contains information regarding the equipment that our company owns. We use this Hub to identify loss and manage the equipment that is assigned to our associates.
- This Hub also allows the company to anticipate needs by identifying trends.
- Entering company equipment into Vantagepoint allows our company to keep track of the exact location of our equipment and run reports regarding its status.
- The use of this Hub increases efficiency and ensures accountability.

Helpful Hints:

- If you are not sure what information should be entered into a field, hover your cursor over the ⓘ symbol and a tool tip will pop up to tell you what information should be entered.



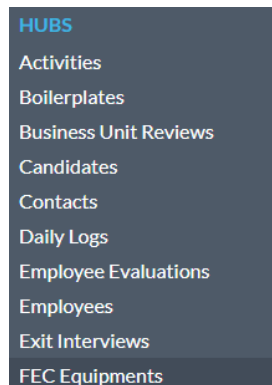
- Make sure to save your changes before you leave the Hub.
- Do not cut and paste into Vantagepoint. It may corrupt your data.
- If you have any questions regarding this Hub or the training, please send an email to: vphelp@finleyusa.com.

Entering Information into the FEC Equipment Hub:

- Log into Vantagepoint and choose the FEC Equipment Hub, which can be quickly located by typing in the Hub you are trying to access in the Find Application Search.



- Or select the FEC Equipment Hub under the Hubs Node.



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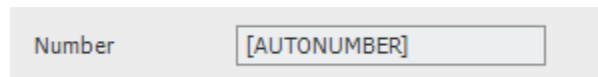
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Name Field:

- The Name field is where the name of the equipment is entered along with the purchase date. The format for the name is: Name_Date Ex: Beacon 02/20/16. The Name field is a required field.

Number Field:

- The number will be auto assigned by Vantagepoint. When you save the record the number field will populate.



Number [AUTONUMBER]

Type Field:

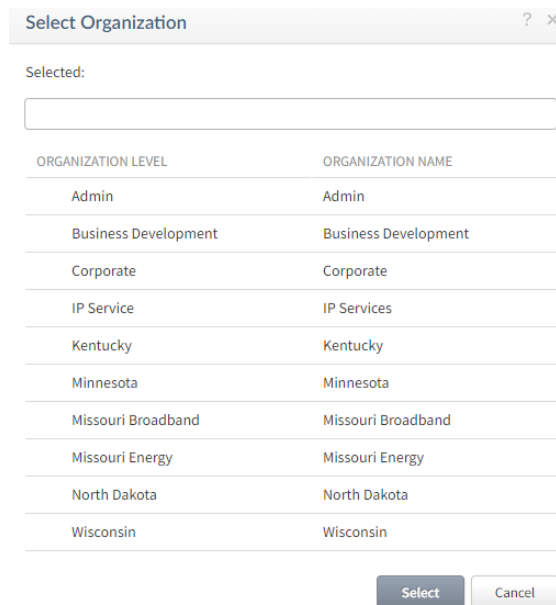
- The Type field is where the type of equipment is chosen. If you do not see a piece of equipment that you feel needs to be on the list, please send an email to vphep@finleyusa.com.

Brand, Model, Serial Number, Service Tag, and Purchased Date Fields:

- Enter all of the information that you can about a certain piece of equipment into these fields.
- The Service Tag field is for Dell equipment.

Organization Field:

- The Organization field is the Finley Office Location where the piece of equipment resides. You can type in the organization name or you can click on the magnifying glass icon and a pop-up like this will appear:



Select Organization ? x

Selected:

ORGANIZATION LEVEL	ORGANIZATION NAME
Admin	Admin
Business Development	Business Development
Corporate	Corporate
IP Service	IP Services
Kentucky	Kentucky
Minnesota	Minnesota
Missouri Broadband	Missouri Broadband
Missouri Energy	Missouri Energy
North Dakota	North Dakota
Wisconsin	Wisconsin

Select Cancel

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- From this pop-up you can click the organization where the piece of equipment resides and click Select.

Assignment Status:

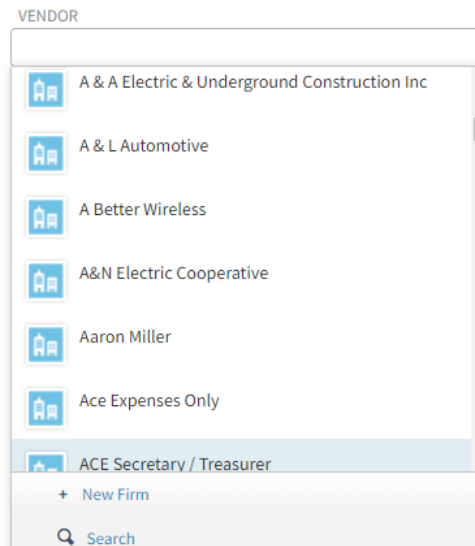
- This field indicates if the piece of equipment is assigned to an associate or not.

Asset Number Field:

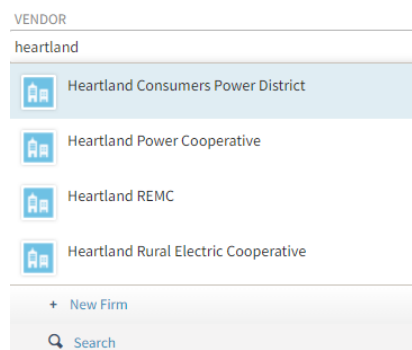
- This number is to be used by the Accounting Department only. This is assigned when the item is over \$5,000 and needs to be put on the depreciation schedule.

Vendor Field:

- This field is linked to the Firms Hub. You can click on the dropdown arrow and a list like this will appear:



- From this list you can select the vendor from which Finley purchased the equipment by scrolling until you locate the vendor and click the Search magnifying glass. You can also start typing directly into the Vendor field if you know a portion of the Vendor Name and the system will do a quick find for you to choose from:



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Disposal Date Field:

- This is the date the piece of equipment was either sold or disposed of. If you need to document any other information about the disposal of the equipment you may do so in the Asset Notes grid.

Purchase Amount and Sold Amount Fields:

- The Purchase amount field is where you enter how much Finley purchased the item for.
 - An email alert will be sent to the Accounting Department when the amount in this field has a value of \$5,000 or greater, in order to track for depreciation purposes.
- The Sold Amount field is where you enter how much Finley sold the item for.
 - An email alert will be sent to the Accounting Department when this field is filled in.

Assignment History Grid:

- The Assignment History Grid is utilized to document who the equipment is assigned to, when it was assigned and when it was returned.
- Click on [+ Add Assignment History](#) in order to add information into the grid.

Asset Condition Grid:

- The Asset Condition Grid will document the date the asset was inspected and what the condition was upon inspection.
- Click on [+ Add Asset Condition](#) in order to add information into the grid.

Asset Notes Grid:

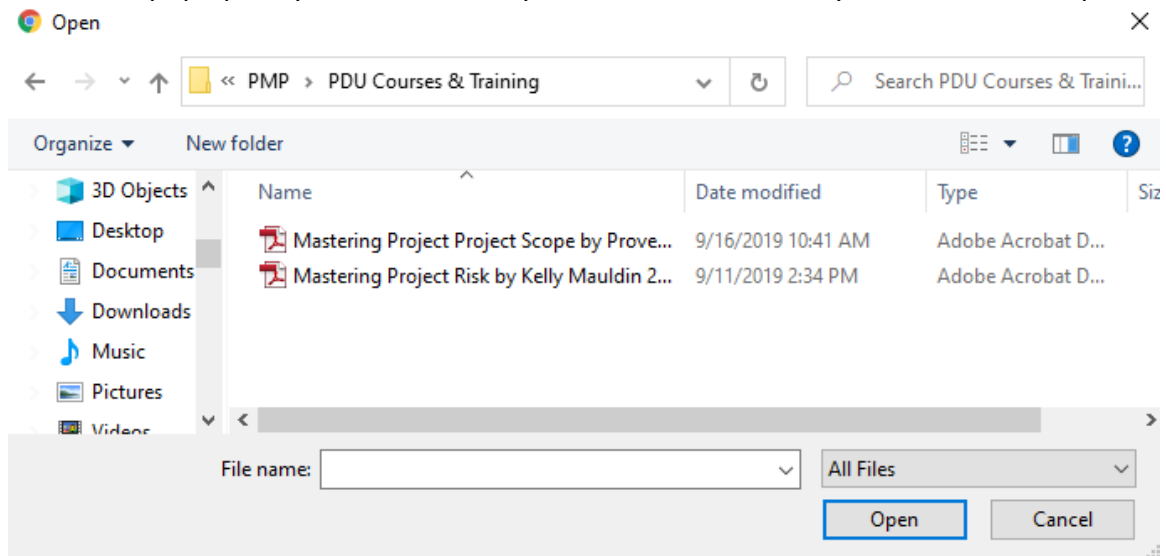
- The Asset Notes Grid will document any additional pertinent information related to a particular piece of equipment.
- Click on [+ Add Asset Notes](#) in order to add information into the grid.

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Files Tab:

- The Attachment Grid is where you can upload supporting documentation such as a copy of the invoice for the equipment purchase, receipt from maintenance performed, etc.
- Click on the + [Upload File](#) at the bottom of the grid.
- A window will pop up for you to search for your file. Select the file you would like to upload.



- Click on File Name of the uploaded Attachment in grid to look at a document that has been uploaded onto the tab.

Dell Latitude 1 7/24/20

Last modified 8/12/2020 10:29 am by Julie Rieder

GENERAL

FILES

Attachments

CATEGORY	FILE NAME
Misc	Order #663744083.pdf

- If you have questions regarding the use of the FEC Equipment Hub, please email vphelp@finleyusa.com.

Equipment Type

ATV/UTV
Bare Fiber Test Kit
Beacon-Yellow Light
Binoculars
Book-NESC
Book-RUS 2010 Edition
Bridle Biddle
Butt Set
Cable Hound
Cable Locator
Cable Test Set
Caculator Metric
Camera Case
Camera Digital
Camera Memory Card
Car Meter
Chainsaw
Company Badge
Compass
Computer Monitors
Cordless Drill
Desk Phones/Headsets
Desktop Computer
DMI
DMI Installation Kit
DMI Sensor
Dyme Cable Label
Electric Eraser
Fire Extinguisher
Flashlight
GPS
Guy Rule
Hammer
Handheld GPS Unit
Height Stick 30'
Height Stick 35'
Height Stick 37'
Height Stick 40'
Height Stick 50'
Hook Handhole
Hook Manhole
Hot/Measuring Stick
Insulator Tester
Inverter
ISN Picture Badge ID
Jotto Desk
Laptop Computer
Laptop Case
Laser Gun
Leica Survey Equipment-Red, Red, Green
Level
Light Source-Fiber Tester
Locator
Locator Marking Wand

Name Field

ATV/UTV Date
Bare Fiber Test Kit Date
Beacon-Yellow Light Date
Binoculars Date
Book-NESC Date
Book-RUS 2010 Edition Date
Bridle Biddle Date
Butt Set Date
Cable Hound Date
Cable Locator Date
Cable Test Set Date
Caculator Metric Date
Camera Case Date
Camera Digital Date
Camera Memory Card Date
Car Meter Date
Chainsaw Date
Company Badge Date
Compass Date
Computer Monitors Date
Cordless Drill Date
Desk Phones/Headsets Date
Desktop Computer Date
DMI Date
DMI Installation Kit Date
DMI Sensor Date
Dyme Cable Label Date
Electric Eraser Date
Fire Extinguisher Date
Flashlight Date
GPS Date
Guy Rule Date
Hammer Date
Handheld GPS Unit Date
Height Stick 30' Date
Height Stick 35' Date
Height Stick 37' Date
Height Stick 40' Date
Height Stick 50' Date
Hook Handhole Date
Hook Manhole Date
Hot/Measuring Stick Date
Insulator Tester Date
Inverter Date
ISN Picture Badge ID Date
Jotto Desk Date
Laptop Computer Date
Laptop Case Date
Laser Gun Date
Leica Survey Equipment-Red, Red, Green Date
Level Date
Light Source-Fiber Tester Date
Locator Date
Locator Marking Wand Date

Equipment Type

Machete
Measuring Tape
Measuring Wheel
Megger
Metal Detector
Milsoft Key
NIO/ONT Wrench
Nut Driver Set
Pathfinder Software
Ped Wrench
Peripheral
Pliers
PLS CADD Key
PLS CADD Lite Key
PLS Pole Key
PLS Super Stick Key
PLS Wood Key
Power Inverter for Cars
Printer/Fax/Scanner
Projector
Pull Finder
Range Finder
Range Rods
Roadwarrior Scanner
Safety Cone 28"
Safety Kit-First Aid
Safety Light
Screw Drivers Assorted
Server/Switches/Router
Shovel
Sledgehammer
Snack Chaps
Sokkia Survey Equipment
Splicing Tools
Staking Hammer
Staking Hammer Holder
Tablet
Talk Test Set
Tapeless Measure
Template
Tool Bucket
Toolbox
Traffic Cones
Transit/Tripod
Trimble Handheld Computers with GNSS
Trimble Survey Equipment
UPS
Vehicle
Vehicle Signs Finley
Vibroground
Volt-Ohm Meter
Work Table

Name Field

Machete Date
Measuring Tape Date
Measuring Wheel Date
Megger Date
Metal Detector Date
Milsoft Key Date
NIO/ONT Wrench Date
Nut Driver Set Date
Pathfinder Software Date
Ped Wrench Date
Peripheral Date
Pliers Date
PLS CADD Key Date
PLS CADD Lite Key Date
PLS Pole Key Date
PLS Super Stick Key Date
PLS Wood Key Date
Power Inverter for Cars Date
Printer/Fax/Scanner Date
Projector Date
Pull Finder Date
Range Finder Date
Range Rods Date
Roadwarrior Scanner Date
Safety Cone 28" Date
Safety Kit-First Aid Date
Safety Light Date
Screw Drivers Assorted Date
Server/Switches/Router Date
Shovel Date
Sledgehammer Date
Snack Chaps Date
Sokkia Survey Equipment Date
Splicing Tools Date
Staking Hammer Date
Staking Hammer Holder Date
Tablet Date
Talk Test Set Date
Tapeless Measure Date
Template Date
Tool Bucket Date
Toolbox Date
Traffic Cones Date
Transit/Tripod Date
Trimble Handheld Computers with GNSS Date
Trimble Survey Equipment Date
UPS Date
Vehicle Date
Vehicle Signs Finley Date
Vibroground Date
Volt-Ohm Meter Date
Work Table Date