



OSEBO 360 · ASSET MANAGEMENT GUIDE

The Osebo Asset Management Book

A plain-language, step-by-step guide to running an asset register on Osebo – from what you own and who is holding it, through the jobs, inspections and paperwork that keep it working, to what it is worth and what it is costing you to keep.

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- Part 2** The register
- Part 3** Who holds what
- Part 4** Keeping them working
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How to use this book

This guide walks you through Asset Management 360 – the standalone Osebo app for companies whose money is tied up in machines rather than in stock. It is one of the Osebo 360 apps: sold on its own, with its own signup, its own price and its own menu. You are not buying an HR platform with an asset register bolted to it.

Work through Parts 1 and 2 once, in order, before you register anything in earnest. After that you will live in Part 4, which is the working week, and Part 6, which is how you find out whether the register is still telling you the truth.

Every figure in this book comes from one real workspace – **Kwame Asset Co**, code **KWA** – on the Asset Management 360 Plus plan. It has been used: 10 assets registered across four categories, 24 jobs raised and closed, 9 inspections, 10 credentials on file and 7 bookings taken. Where this book quotes a number, that number is on the screen beside it.

The big picture – three moves

Whatever you do today – a spreadsheet, a wall chart, a folder of certificates in somebody's drawer – this app does three things, and the menu is organised around them:

- **Say what you own and who has it.** The register, custody, labels and a physical count. Parts 2 and 3.
- **Keep it working and keep it legal.** Jobs, inspections, credentials, bookings and the parts you fit. Part 4.
- **Know what it is worth and what it is costing you.** Book value, cover, capital, and the two screens that read the estate back to you. Parts 5 and 6.

The one idea to hold on to: a seat is an asset, not a person

This is the idea the whole product is built on, and it is the reason an asset app is priced differently from every other app on this platform.

Everywhere else in Osebo you are counted by people. Here you are counted by **things**. A seat is spent when a machine goes on the register, and it is spent whether one person looks after it or forty do. Put a forklift on the register and you have spent a seat. Give twelve people a login to look at it and you have spent nothing more.

On Kwame Asset Co that reads plainly on the subscription screen: **9 assets** against **no limit set**, and beside it **people in the workspace: no limit**. Four people hold logins. None of them costs anything.

★ IMPORTANT

This is why you should put everything on the register, including the things you would hesitate to

add if people were the meter. A projector nobody insures and a haul truck are both things that go missing, and the one you left off is the one nobody can account for.

The second idea: the register is only worth its weakest column

An asset register is not a list of things. It is a list of things **plus what you know about each of them**, and a column left empty on half the estate quietly disables everything built on top of it.

If nobody is named as answerable, there is nobody to ask when a machine goes missing and nobody to clear at an exit. If criticality was never set, the maintenance backlog cannot order itself by what actually stops work. If the purchase cost was never recorded, there is no book value and no depreciation to compute later.

So the Control Centre scores the register itself, column by column, and says which one is the weakest. On Kwame Asset Co that reads **76%** – “mostly sound, with gaps” – and the gaps are named: **2 of 9** assets have somebody answerable for them, **7 of 9** are graded, **7 of 9** carry a serial or registration number.

▲ WATCH OUT

Read that score as a to-do list, not as a grade. It is the only screen in the app that tells you what you have **not** recorded, and it is the one worth opening on a Monday.

What you actually pay for

You pay for **assets on the register**, not for logins. The seat is spent the moment a machine is registered, whether or not anybody ever signs in to look at it.

That is the honest way round for this product. A company with eight vehicles and two office staff is getting eight vehicles’ worth of value from the app; charging by headcount would price a haulier the same as an accountancy practice.

Operators are free. A manager, an officer, a technician and a custodian cost nothing – they are how the work gets done, not what the work is done to.

You are counted in **bands** rather than per machine: a band covers everything up to a ceiling, and you move band when you outgrow one – not asset by asset. A bigger estate pays less per machine, and paying yearly costs ten months rather than twelve. An asset that is retired or disposed of gives its seat back.

▲ WATCH OUT

The figures are on this app's page on the Osebo site, where they are kept current. They are deliberately not printed here: a book outlives a price list, and a number set in a document nobody can reissue is worse than no number at all. What does not change is the mechanism – you are counted by things on the register, people are free, and a retired asset gives its seat back.

Who can do what

Four roles ship with the app:

- **Asset Manager** – runs the register, and the only one who may retire or dispose of an asset.
- **Asset Officer** – registers machines, records meters, and moves them between sites and people. Cannot write anything off.
- **Maintenance Technician** – inspects, records readings and reports defects. Reads the register, does not edit it.
- **Asset Custodian** – sees the assets issued to them, and nobody else's.

The role is chosen when you invite somebody and can be changed afterwards from **Who runs it** without removing and re-inviting them. Somebody can hold more than one.

▲ WATCH OUT

The split that matters is the last one on the first line: **disposal is separated from registration**. The person who adds machines to the register is not the person who can take them off it, because "write it off" and "it was stolen" look identical in a list if one person can do both.

How to read a figure

Every screenshot in this book is annotated: an arrow points at the control being discussed, a label says what it is, and the caption underneath gives the real figures from that screen. Figures are numbered in document order – Figure 12 is the twelfth figure in the book.

What this app does not do

Said plainly, so you do not go looking:

- **It does not predict.** There is no replacement date, no forecast spend and no estimate of what a new machine costs. The product does not know those things, and a figure it invented is the most expensive wrong number it could produce – somebody would spend against it.

- **It does not take a machine out of service by itself.** A rule can tell somebody, or raise a job. Automatically grounding a machine because a certificate lapsed would strand whatever it was doing.
- **It is not a fleet telematics product.** It records the meter readings you give it and the ones a mirrored integration sends; it does not track vehicles live.
- **It is not a purchasing system.** Capital requests record what was asked for and who approved it. The order itself is placed wherever you place orders today.
- **It does not pay anybody.** If you need payroll, that is Payroll & Intelligence 360, sold separately.

Part 1 Setting up

Four steps, once. Do them in order – the last two decide who can undo the first two.

Step 1. Read the Control Centre before you change anything

The Control Centre is the app's front door and the only screen that reads the whole estate at once. Open it first, before you have registered anything, and again every Monday afterwards.

Do this now

1. Sign in. The app opens on the Control Centre.
2. Read the five figures across the top: what you own, what it cost, what cannot be worked, what is critical and down, and what is out with somebody.
3. Read **Needs somebody** on the left. Every line is a thing somebody has to do, newest problem first.
4. Read **Register health** on the right. That is the score of your register, column by column.

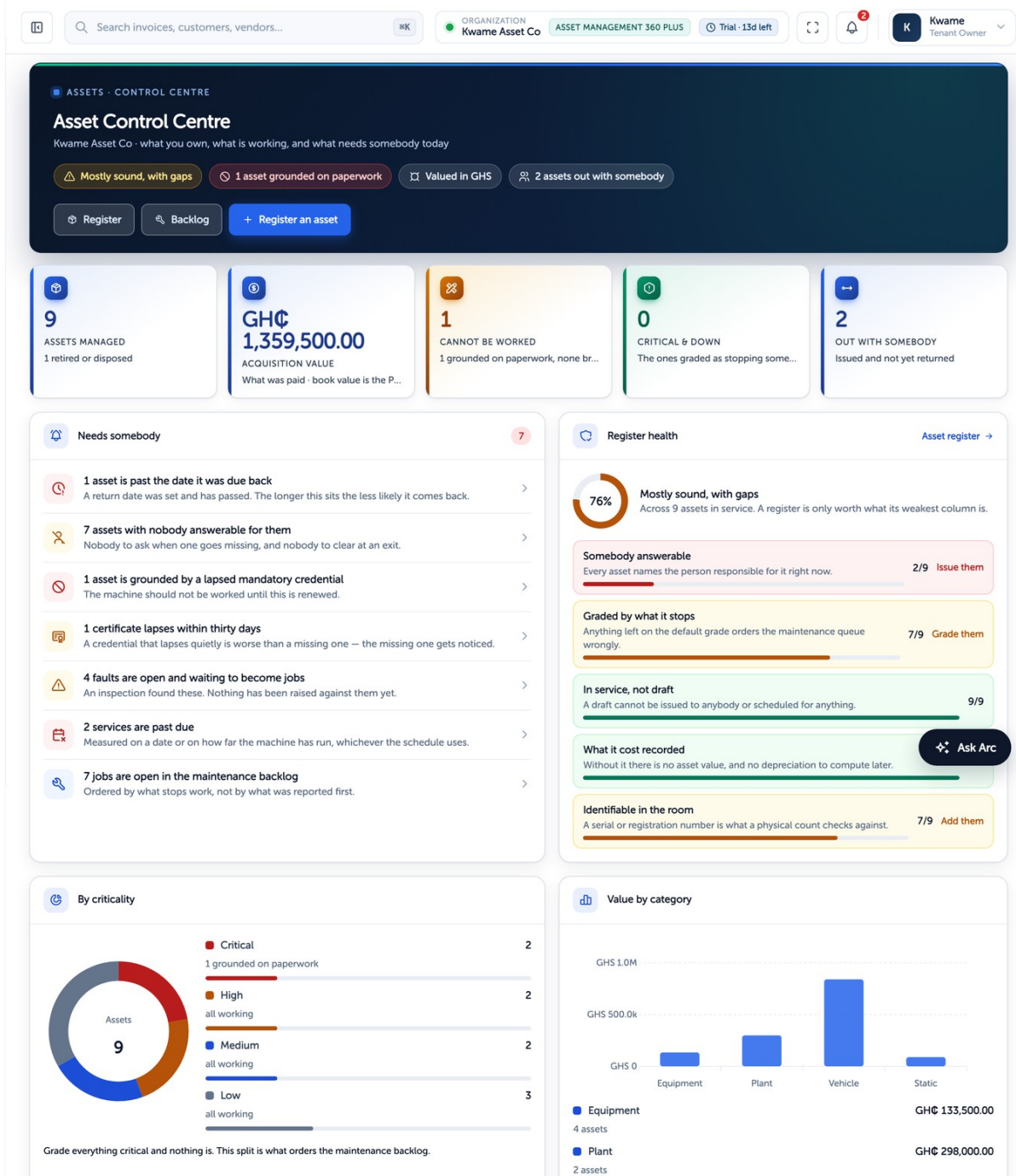


Figure 1 – The Control Centre for Kwame Asset Co, on an Asset Management 360 Plus plan with 13 days of trial left. Nine assets managed, GH¢ 1,359,500.00 acquired, one that cannot be worked and two out with somebody. Register health reads 76% – “mostly sound, with gaps” – and names them: 2 of 9 have somebody answerable, 7 of 9 are graded, 7 of 9 carry a serial or registration number.

♦ GOOD TO KNOW

Nothing on this screen is a setting. It is entirely composed from what the other screens hold, which is why it is worth opening before you change anything – it tells you what the change will be measured against.

Step 2. The workspace

One screen about the company rather than about machines: the name on every document, the currency every figure is stated in, and the address a certificate is chased to.

Do this now

1. Open **Admin** → **Workspace**.
2. Set the trading name, the currency and the timezone. Every money figure in the app is stated in the currency you choose here.
3. Save.

The screenshot shows the 'Workspace' configuration page in the Asset Management 360 application. The top navigation bar includes a search bar, organization name 'Kwame Asset Co', plan 'ASSET MANAGEMENT 360 PLUS', trial status 'Trial - 13d left', and user profile 'Kwame Tenant Owner'. The main header area displays 'Workspace' with a subtitle 'Kwame Asset Co - what you are called, where you are, and how people reach you' and three tabs: 'The desk', 'People & seats', and 'Billing'. Below this is a section titled 'This is your company, not your desk.' with a 'MODULE GUIDE' link. The 'Company' section contains form fields for 'Company name' (Kwame Asset Co), 'Timezone' (UTC), 'Contact email' (assets360@osebo.test), 'Phone', 'Website' (https://), and 'Address'. There are two informational boxes: 'This is what your colleagues see on the desk and in the invitations you send.' and 'Your response targets and business hours are measured in this.' A 'Save' button is at the bottom right of the form. At the bottom, there are links for 'Looking for something else?', 'Queues, hours and SLA' (Inside the desk, under Settings.), 'Who is on the desk' (People & seats.), and 'Your plan and invoices' (Billing.). A footer bar shows '2026 © Asset Management 360.' and 'Designed & Developed By Marvalinks Digital'.

Figure 2 – Workspace – the one screen about the company rather than about machines. The currency set here is the currency every figure in the app is stated in.

▲ WATCH OUT

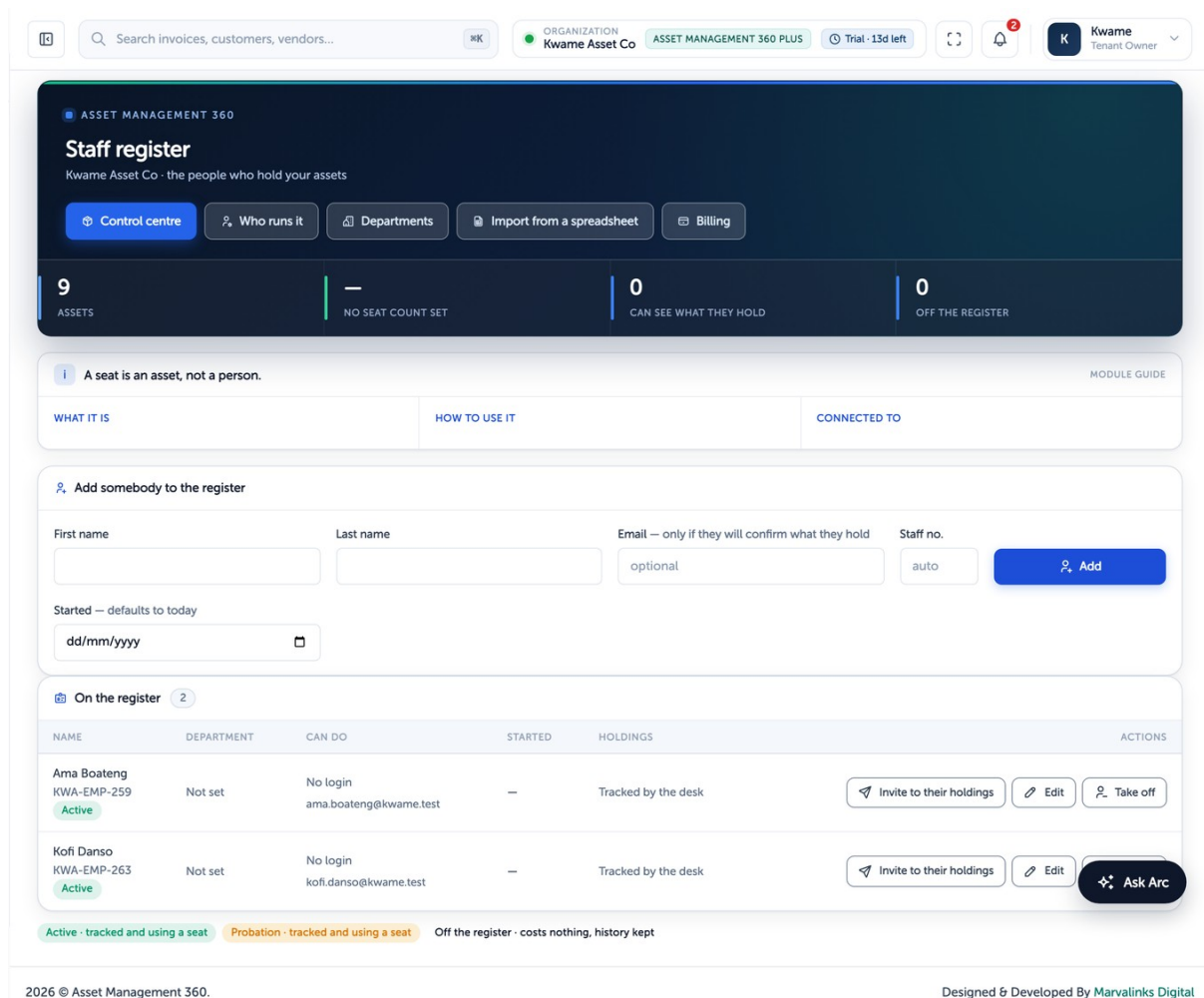
Set the currency before you register anything with a purchase cost. Changing it later does not convert what is already recorded – it re-labels it, which is worse than leaving it alone.

Step 3. The staff register

The people your machines are issued to. They are not logins and most of them never will be: a driver who signs for a truck has to exist in the app so the truck can be signed for, and nothing more is required of them.

Do this now

1. Open **Admin** → **Staff register**.
2. Add each person who will hold, drive or be answerable for something. A first name, a last name and a start date is enough.
3. Add an email address only for the ones who will confirm their own holdings.



ASSET MANAGEMENT 360

Staff register

Kwame Asset Co - the people who hold your assets

Control centre Who runs it Departments Import from a spreadsheet Billing

9 ASSETS — NO SEAT COUNT SET 0 CAN SEE WHAT THEY HOLD 0 OFF THE REGISTER

A seat is an asset, not a person. MODULE GUIDE

WHAT IT IS HOW TO USE IT CONNECTED TO

Add somebody to the register

First name Last name Email — only if they will confirm what they hold Staff no.

Started — defaults to today

dd/mm/yyyy

On the register 2

NAME	DEPARTMENT	CAN DO	STARTED	HOLDINGS	ACTIONS
Ama Boateng KWA-EMP-259 Active	Not set	No login ama.boateng@kwame.test	—	Tracked by the desk	Invite to their holdings Edit Take off
Kofi Danso KWA-EMP-263 Active	Not set	No login kofi.danso@kwame.test	—	Tracked by the desk	Invite to their holdings Edit Ask Arc

Active - tracked and using a seat Probation - tracked and using a seat Off the register - costs nothing, history kept

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Figure 3 – The staff register: the people machines are issued to. Most will never sign in, and none of them costs a seat.

♦ GOOD TO KNOW

This register costs nothing. You are counted by assets, so adding forty drivers does not change

your bill – and a machine issued to “somebody” is worth less than a machine issued to a name.

Step 4. Invite the people who run it

A login is for somebody who operates the app: a manager, an officer, a technician, or a custodian who wants to see their own list.

Do this now

1. Open **Admin** → **Who runs it**.
2. Invite each operator by email and choose their role as you do.
3. Give exactly one person **Asset Manager** to begin with. You can add a second later; starting with two means nobody is sure who owns the register.

ASSET MANAGEMENT 360

People & seats

Kwame Asset Co - who works the desk, and who can ask it for help

The desk My requests Billing

9 ASSETS BEING WORKED | — NO SEAT COUNT SET | 4 PEOPLE IN THIS WORKSPACE | 0 HELD BY INVITATIONS

Everybody can ask. Only the desk costs a seat. MODULE GUIDE

WHAT IT IS HOW TO USE IT CONNECTED TO

Invite somebody

Their work email: Joining as: Asset Manager — Runs the register, and the only one who may retire o... Send invitation

Asset Manager - free Asset Officer - free Maintenance Technician - free Asset Custodian - free

In this workspace 4

NAME	EMAIL	HOLDS	ACTIONS
Akua Owusu	assetcust@osebo.test	ASSET CUSTODIAN	Edit Suspend Remove
Ama Officer	assetofficer@osebo.test	ASSET OFFICER	Edit Suspend Remove
Kwame	assets360@osebo.test	TENANT OWNER ARC USER ASSET MANAGER	Edit Suspend Remove This is you
Yaw Mensah	assettech@osebo.test	MAINTENANCE TECHNICIAN	Edit Suspend Ask Arc

Invitations 0

EMAIL	ROLE	SEAT	STATUS	ACTIONS
No invitations yet.				

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Figure 4 – Who runs it. The role is chosen here and decides what somebody may do – only an Asset Manager can retire or dispose of anything.

▲ WATCH OUT

You cannot change your own role and you cannot remove yourself. If you are the only Asset Manager the app refuses to demote you at all – there would be nobody left who could undo it.

Part 2 The register

This is the part everything else reads. Spend the time here.

Step 5. Read the register as a register

Not as a list. The screen is built to be read top-down: what you own, what state it is in, and only then the rows.

Do this now

1. Open **Register** → **Asset register**.
2. Read the six figures. The one that matters most is usually **nobody holding them**.
3. Read **What the estate is made of** – the split by category and by criticality.
4. Use **Find an asset** to narrow by status, category or criticality. Every filter is in the address bar, so a filtered view can be sent to somebody.

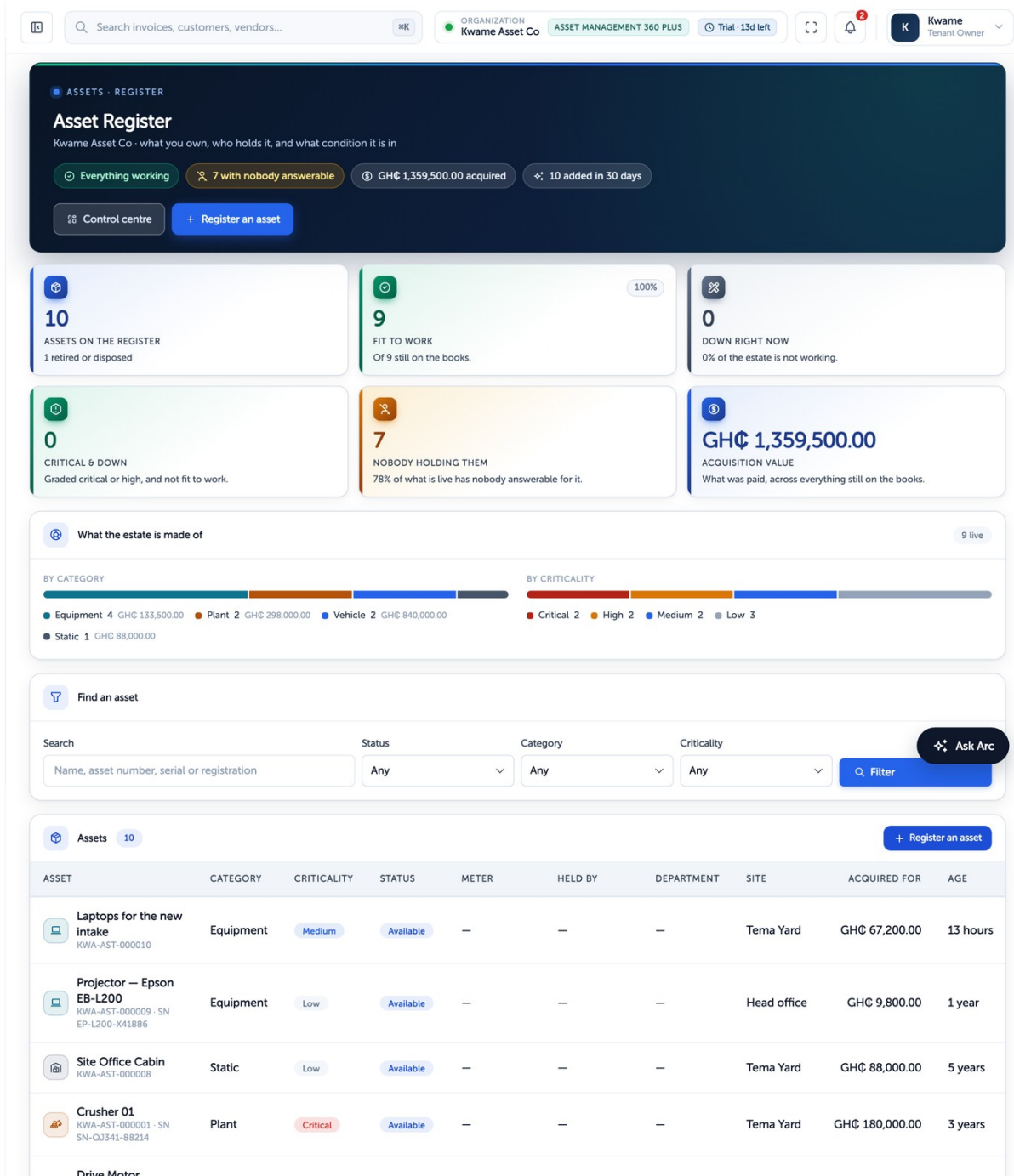


Figure 5 – The register. Ten assets on it, one retired, so nine still on the books – all nine fit to work, none down. Seven have nobody answerable for them, which is 78% of what is live. By category: Equipment 4 (GH¢ 133,500.00), Plant 2 (GH¢ 298,000.00), Vehicle 2 (GH¢ 840,000.00), Static 1 (GH¢ 88,000.00); by criticality, 2 critical, 2 high, 2 medium and 3 low.

✓ TIP

Sort your first read by criticality, not by name. A register ordered alphabetically tells you nothing; ordered by what stops work, it tells you where to start.

Step 6. One asset, end to end

Every row opens. The detail page is the whole life of one machine: what it is, who has it, what has been done to it, what it is worth, and what paperwork it carries.

Do this now

1. Click any row in the register.
2. Read the header – what it is, where it is, and whether it can be worked right now.
3. Work down the page: custody, meters, jobs, inspections, credentials and documents.
4. Use the actions in the header to issue it, record a reading, raise a job or add a credential without leaving the page.

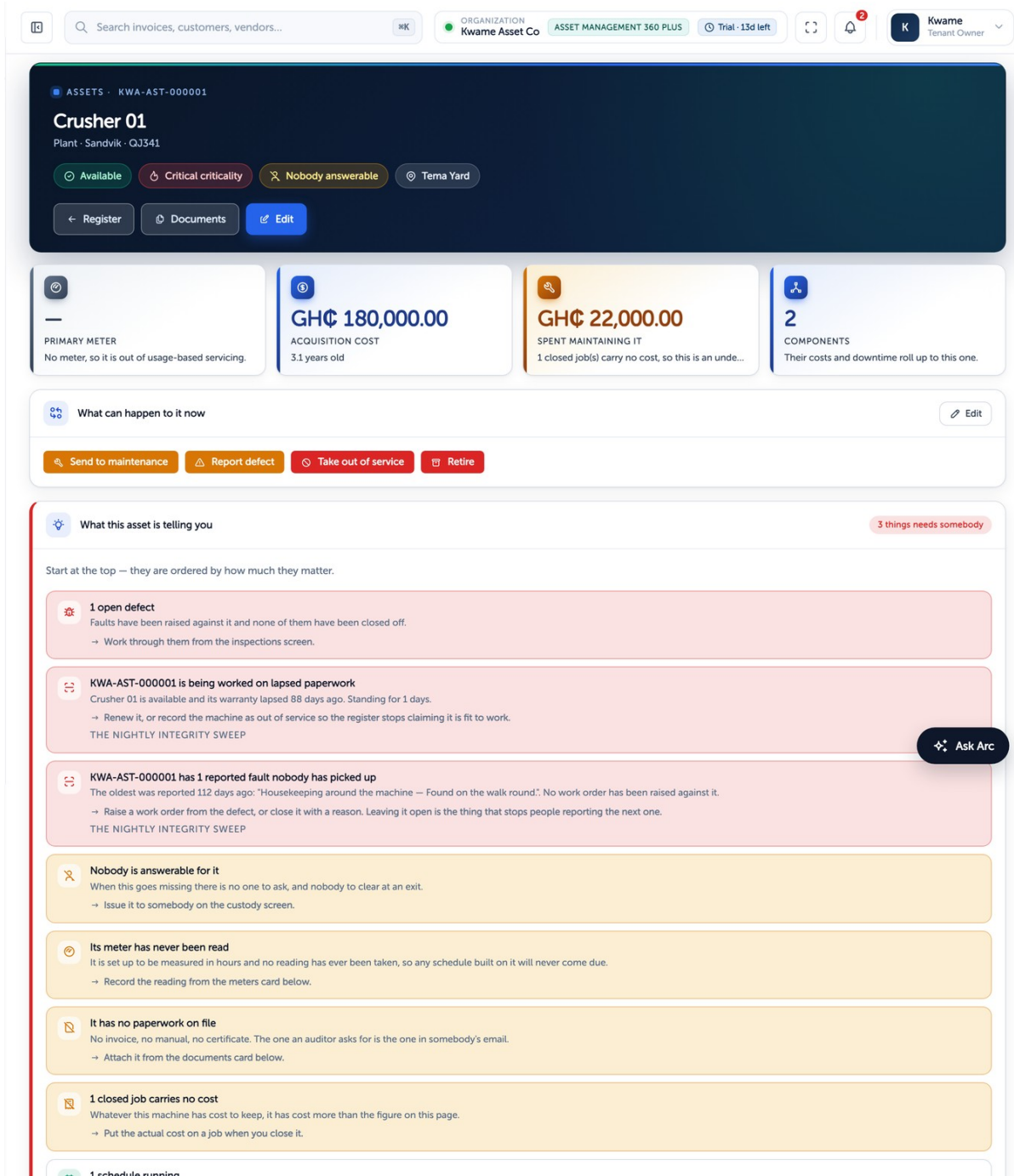


Figure 6 – One asset, end to end: what it is, who has it, what has been done to it and what paperwork it carries. Everything here was recorded somewhere else – the page is an assembly, not a form.

♦ GOOD TO KNOW

Everything on this page was recorded somewhere else. The page is an assembly, not a form – which is why nothing here can disagree with the screen it came from.

Step 7. Register an asset

Adding a machine is one dialog, and it changes shape as you fill it in.

Do this now

1. From the register, press **Register an asset**.
2. Choose the **category** first. The fields underneath change with it – a vehicle asks for a registration number and a road-worthy date, a static structure does not.
3. Give it a name, a purchase cost and a criticality.
4. Save. The asset number is issued for you.

Register an asset

What kind of thing is it?
This decides what the rest of the form asks you for.

Plant
Heavy machinery that works in one place or moves around a site — a crusher, an excavator, a genset.

Equipment
Portable kit issued to people — laptops, phones, radios, instruments, tools.

Static / structure
Something that does not move and does not run hours — a cabin, a tank, a mast, a fence line.

Other
Anything the categories above do not describe. It is still tracked, inspected and depreciated.

equipment
Steps other kit working — compressors, welders, pumps, jacks.

What is it?
A name for somebody who has never seen it to recognise it on a shelf.

Haul Truck, Dell Latitude 5440, Generator 250kVA

Type OPTIONAL
haul_truck, laptop, generator
Groups similar unit for reporting and schedules. Reuse a name already on the list where you can.

Photograph the nameplate
Drop photos here, or use the button. It fills the make, model, serial and year below — nothing is saved until you check it and press Save.

Take or choose photos

Model: 785C, Year: 2022, Serial number: [empty]

The number a physical verification count checks against.

Cancel + Register asset

Figure 7 – Registering an asset. The category is chosen first, because the fields underneath change with it: a vehicle asks for a registration and a road-worthy date, a static structure does not.

▲ WATCH OUT

Criticality is the field people skip, and it is the one the maintenance backlog orders itself by. An estate where everything is “medium” has a backlog in the order things were reported, which is the order least likely to matter.

Step 8. Labels

A printed label is what turns a row in a database into a thing somebody can find in a yard.

Do this now

1. Open **Register** → **Labels**.
2. Select the assets you want labels for.
3. Print the sheet and fix one to each machine.

ASSETS - LABELS

What can be scanned
Kwame Asset Co - a square on the machine that opens its record

78% of the register carries a label 6 never scanned 3 scans so far

Verification **Print the missing labels**

9
ON THE REGISTER
Excludes disposed assets and ones mirrored from another product.

7
CARRY A LABEL
1 more label answers for something no longer on the register.

2
CANNOT BE SCANNED
2 machines cannot be found by scanning.

6
PRINTED, NEVER SCANNED
Either still on the printer, or stuck somewhere nobody goes.

1
SCANNED THIS MONTH
Labels actually in use in the last 30 days.

0
LABELS REPLACED
No label has had to be replaced yet.

Where the gaps are 2 unlabelled

BY SITE — PRINT A ROLL FOR ONE PLACE

Head office
1 machine with nothing to scan **Print 1**

Tema Yard
1 machine with nothing to scan **Print 1**

BY WHAT KIND OF THING IT IS

Equipment 2

Find an asset Ask Arc

Search Asset name or number Site Anywhere **Filter**

The register Not labelled 2 Labelled 7 Never scanned 6 Everything 9 **Print the missing**

ASSET	CATEGORY	SITE	LABEL	SCANS	LAST SCANNED	REPLACED	ACTIONS
Projector — Epson EB-L200 KWA-AST-000009	Equipment	Head office	None Cannot be verified by walking round	—	—	—	
Laptops for the new intake KWA-AST-000010	Equipment	Tema Yard	None Cannot be verified by walking round	—	—	—	

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Figure 8 – Labels. A printed tag is what turns a row in a database into a thing somebody can find in a yard.

✓ TIP

Label the things that move before the things that do not. A site cabin is where you left it; a generator is wherever it was last needed.

Step 9. Verification

A physical count: somebody walks the yard and confirms that what the register says is there, is there.

Do this now

1. Open **Register** → **Verification**.
2. Start a count, and work through the list against what you can actually see.
3. Mark each one seen, missing or somewhere else.
4. Close the count. What it found stays on the record.

ASSETS · VERIFICATION

Is it actually there

Kwame Asset Co · the walk round the building, against what the register claims

KWA-AUD-0001 is running — 57% looked at

Labels

Open the count sheet

1

COUNTS RUN

Every round is kept, so one count can be read against the last.

4

LOOKED AT SO FAR

4 of 7 settled · 3 still to find

0

NOT FOUND LAST TIME

Still on the register. Writing one off is a separate decision.

0

WERE SOMEWHERE ELSE

Everything found last time was where the register said.

—

COVERED LAST TIME

No round has been closed yet.

Never

LAST VERIFIED

The register is an untested claim.

Find a count

Search

What it was called, or its count number

Find

Every count

Every count 1

Running 1

Closed 0

Open KWA-AUD-0001

COUNT	COVERED	OPENED	PROGRESS	FOUND	ELSEWHERE	NOT FOUND	NEVER LOOKED	STATE	OPEN
Year-end verification 2026 KWA-AUD-0001	The whole register 7 assets	22 Sep 2026 1 day ago	57%	2	1	1	3	Running	Ask Arc

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Figure 9 – Verification – a physical count, walked against the register. This is the screen that turns a list into evidence.

A register nobody has ever checked against the building is a spreadsheet with extra steps. This is the screen that makes it evidence.

Part 3 Who holds what

Step 10. Custody

Custody answers one question: if this went missing this afternoon, who would you ask?

Do this now

1. Open **Register** → **Custody**.
2. Read who is holding what, and what is past the date it was due back.
3. Chase anything overdue. The list is ordered by how late it is.

Search invoices, customers, vendors...

ORGANIZATION
Kwame Asset Co

ASSET MANAGEMENT 360 PLUS

Trial - 13d left

K Kwame
Tenant Owner

ASSETS · CUSTODY

Who has what

Kwame Asset Co - Issued, confirmed, due back and overdue

🕒 1 past the return date

👤 All confirmed

👥 2 people holding something

💰 GH¢ 56,500.00 out

🔧 Control centre

📄 Register

➡ Issue an asset

➡

2

OUT WITH SOMEBODY

1 of them has no return date, so it never shows as overdue.

🕒

1

OVERDUE

The worst is 6 days over.

👤

0

UNCONFIRMED

Everybody handed something has said they have it.

👥

2

PEOPLE HOLDING SOMETHING

1 thing each on average.

💰

GH¢ 56,500.00

VALUE OUT THERE

What was paid for everything currently out.

🔄

1

CAME BACK THIS MONTH

Returned in the last 30 days.

📍 Where it all is

2 out

WHO IS HOLDING THE MOST

AB Ama Boateng
ama.boateng@kwame.test

1

KD Kofi Danso
kofi.danso@kwame.test

1

WHAT KIND OF THING IS OUT

Equipment 2

🔍 Find a record

Ask Arc

Search

Asset name or number, or the person's name or email

Held by

Anybody

Filter

👤 Custody records

➡ Out now 2

🕒 Overdue 1

👤 Unconfirmed 0

🔄 Returned & lost

➡ Issue an asset

ASSET	HELD BY	SINCE	HELD FOR	DUE BACK	STATE	WENT OUT	WORTH	
Drive Motor KWA-AST-000002	Kofi Danso kofi.danso@kwame.test	14 Aug 2026	40 days	17 Sep 2026 6 days over	Overdue	Good	GH¢ 42,000.00	
Dell Latitude 5440 KWA-AST-000006	Ama Boateng ama.boateng@kwame.test	25 Feb 2026	210 days	No date	Awaiting confirmation	Good	GH¢ 14,500.00	

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22

Figure 10 – Custody: who is holding what, and what is past the date it was due back. Ordered by how late it is.

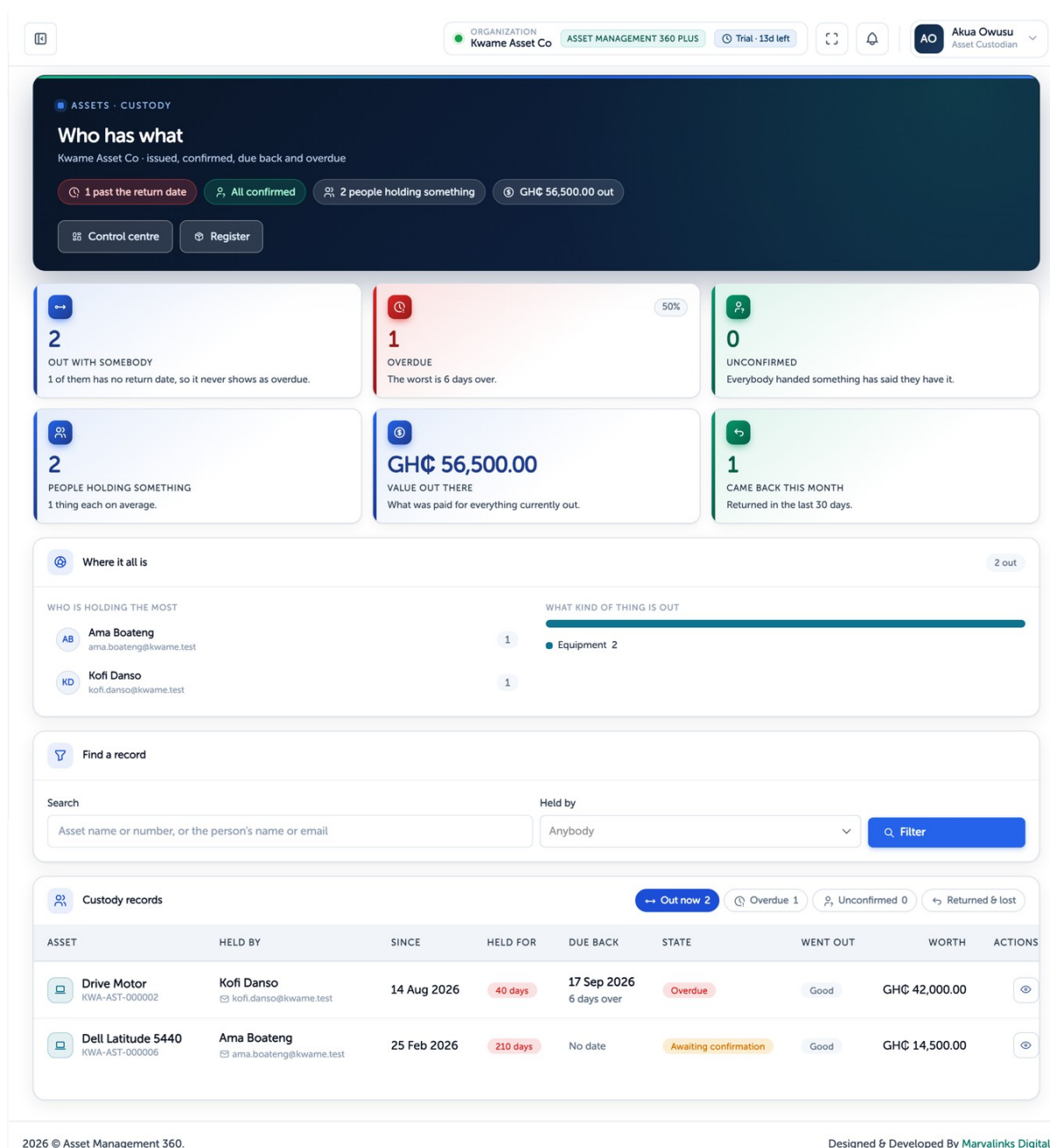


Figure 11 – The same estate seen by an Asset Custodian: the things issued to them, and nobody else's.

▲ WATCH OUT

An asset issued with **no return date** can never be overdue, so it will never appear on a chase list. Set a date whenever there is one – “indefinitely” is a decision, not a default.

Step 11. Issue an asset

Issuing records who took it, when, and when it is expected back.

Do this now

1. From Custody, press **Issue an asset**.
2. Choose the asset and the person.
3. Set a return date if there is one.
4. Save. The asset now shows as out with somebody everywhere it appears.

Issue an asset
Hand something to somebody and start the clock on getting it back

1 What is going out, and to whom
Both are required – a handover with no named holder is not a chain of custody.

Asset *
Search by name or asset number
Only assets that are on the register, not written off, and not already out with somebody.

Issue to *
Search by name, email or department
They will be asked to confirm they have it. Adding people costs nothing – a seat here is an asset, not a login.

2 When it is due back, and what state it left in
The condition going out is what a return is compared against – it is the only way to know which assets come back worse.

Due back OPTIONAL
dd/mm/yyyy

Condition going out OPTIONAL
Not recorded

Notes OPTIONAL
What it is for, any accessories going with it, anything agreed.

They are asked to confirm receipt.

Cancel Issue asset

Figure 12 – Issuing an asset. The person does not need a login – the record exists so the company knows who has what.

♦ GOOD TO KNOW

The person does not need a login. Most custodians never sign in – the record exists so the company knows who has what, not so the holder can look at it.

Part 4 Keeping them working

This is the working week. Parts 1 to 3 are done once; this part is done every day.

Step 12. The maintenance backlog

Every job that is open, ordered by what stops work rather than by what was reported first.

Do this now

1. Open **Operations** → **Maintenance**.
2. Read the backlog. Anything grounding a critical machine is at the top.
3. Raise a job for anything that needs one.
4. Close jobs as they are finished, with the cost if you have it.

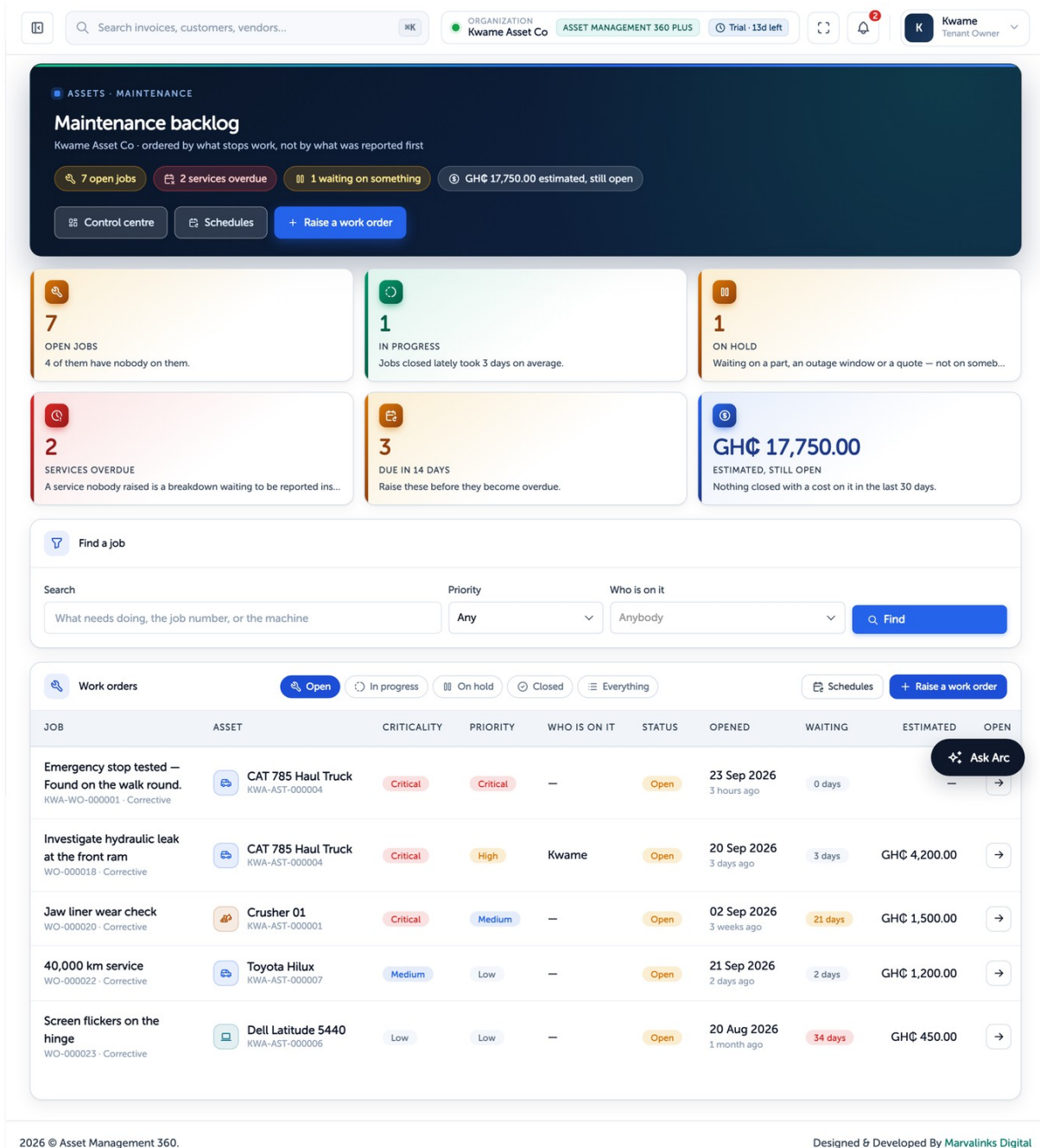


Figure 13 – The maintenance backlog, ordered by what stops work rather than by what was reported first.

▲ WATCH OUT

Record the cost when you close a job, even roughly. Cost & condition is built from closed jobs, and a job closed with no figure is a repair the estate's running cost cannot see.

Step 13. One job

The whole history of one repair: what was reported, who did it, what was fitted and what it cost.

Do this now

1. Open any job from the backlog.
2. Read the thread – the report, the work, the parts.
3. Issue parts to the job from Stores if you fitted any.
4. Close it with an actual cost.

MAINTENANCE · KWA-WO-000001

Emergency stop tested — Found on the walk round.

Corrective · raised from Defect · KWA-AST-000004 CAT 785 Haul Truck

Open Critical priority Nobody on it Critical machine

Backlog The machine Give it to somebody

Nobody

WHO IS ON IT

Nobody has picked it up, so nobody is answer...

0

DAYS

Open for 0 days so far.

—

ESTIMATED

Nothing issued from stores against this job.

—

ACTUALLY COST

Nothing recorded yet — it is set when the job ...

Move this job on Assign

Start work Put on hold Close Cancel

The job

Emergency stop tested — Found on the walk round.

Parts used 0

+ Issue a part

No parts recorded against this job. Parts issued from stores appear here with what they cost, and come off the shelf as they do.

The facts

JOB NUMBER	KWA-WO-000001	KIND	Corrective
PRIORITY	Critical	RAISED FROM	Defect
WHO IS ON IT	Not recorded	MACHINE	KWA-AST-000004
MACHINE GRADE	Critical	PARTS COST	Not recorded

Timeline

- Raised 23 Sep 2026 3 hours ago
- Started not yet
- Closed not yet

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Figure 14 – One job: what was reported, who did it, what was fitted and what it cost. Parts issued from the store only count where the job has no cost recorded against it.

♦ GOOD TO KNOW

Parts issued from the store are only added to the cost where a job has **no cost recorded against it**. If you type a figure when you close the job, that figure wins – for most people it already includes the parts they fitted.

Step 14. Inspections

A checklist somebody walks through against a machine, recorded so that what was checked is provable afterwards.

Do this now

1. Open **Operations** → **Inspections**.
2. Build a checklist once, for each kind of machine you inspect.
3. Start an inspection against an asset.
4. Work through the lines, recording a pass, a fail or nothing at all.

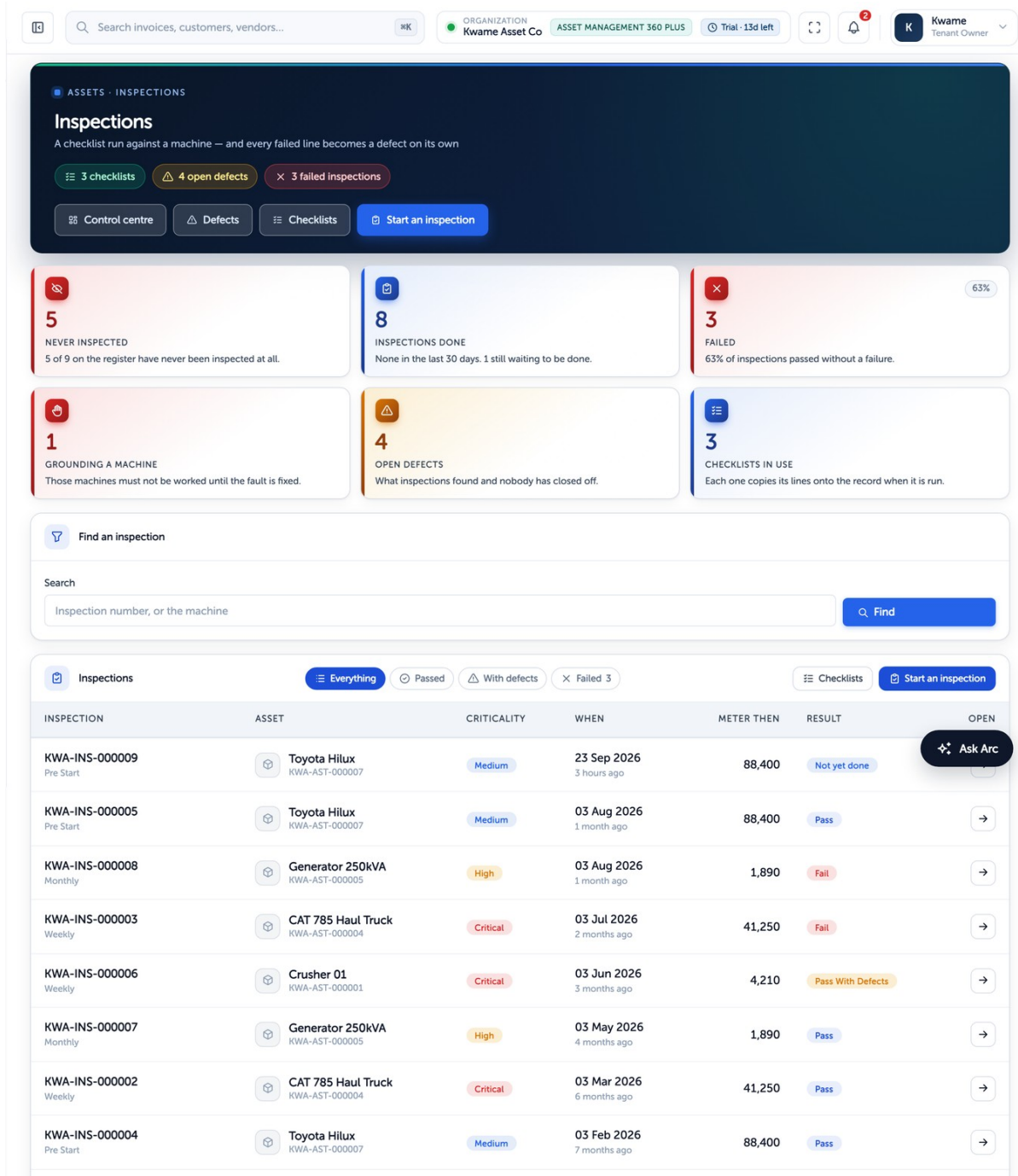


Figure 15 – Inspections. A checklist is built once per kind of machine and walked against each one.

★ IMPORTANT

A line left blank is not a pass. The app records it as unanswered, on purpose – an inspection where everything was assumed fine looks identical to one where everything was checked, unless the blanks are kept.

Step 15. One inspection

What was checked, what failed, and what was raised because of it.

Do this now

1. Open a completed inspection.
2. Read the lines and their results.
3. Read the defects it raised. Each one can become a job.

INSPECTIONS · KWA-INS-000009

Toyota Hilux

Daily pre-start · 23 Sep 2026, 09:25 · Kwame · KWA-AST-000007

[The asset](#) [Inspections](#)

Not yet done
NO LINE HAS BEEN ANSWERED YET

5
LINES ON THIS CHECKLIST

0
FAILED

0
DEFECTS RAISED

What this was

CHECKLIST Daily pre-start Pre Start · Vehicle only	INSPECTED BY Kwame From the login — no staff record	METER AT THE TIME 88,400 Reading	WHERE IT LIVES Head office Medium criticality
---	--	---	--

The checklist

Oil and coolant levels Fails as Minor	✓ Pass ✗ Fail	What did you see?
No visible leaks under the vehicle Fails as Major	✓ Pass ✗ Fail	What did you see?
Brakes and handbrake Fails as Critical	✓ Pass ✗ Fail	What did you see?
Lights, indicators and horn Fails as Minor	✓ Pass ✗ Fail	What did you see?
Tyres and wheel nuts Fails as Major	✓ Pass ✗ Fail	What did you see?

[Ask Arc](#)

[Record inspection](#)

Before this one KWA-AST-000007

INSPECTION	WHEN	RESULT
KWA-INS-000005	03 Aug 2026	Pass
KWA-INS-000004	03 Feb 2026	Pass

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Figure 16 – One completed inspection: what was checked, what failed, and the defects it raised. A blank line is recorded as unanswered rather than as a pass.

✓ TIP

A defect with nothing raised against it is the thing the nightly check will nag you about. Turn them into jobs on the day.

Step 16. Compliance

Every credential a machine needs to be worked legally: registration, road-worthy, insurance, permits, calibration and lifting certificates.

Do this now

1. Open **Operations** → **Compliance**.
2. Add each credential against the asset it belongs to, with its expiry date.
3. Mark the ones that should stop the machine if they lapse.
4. Attach the document itself where you have it.

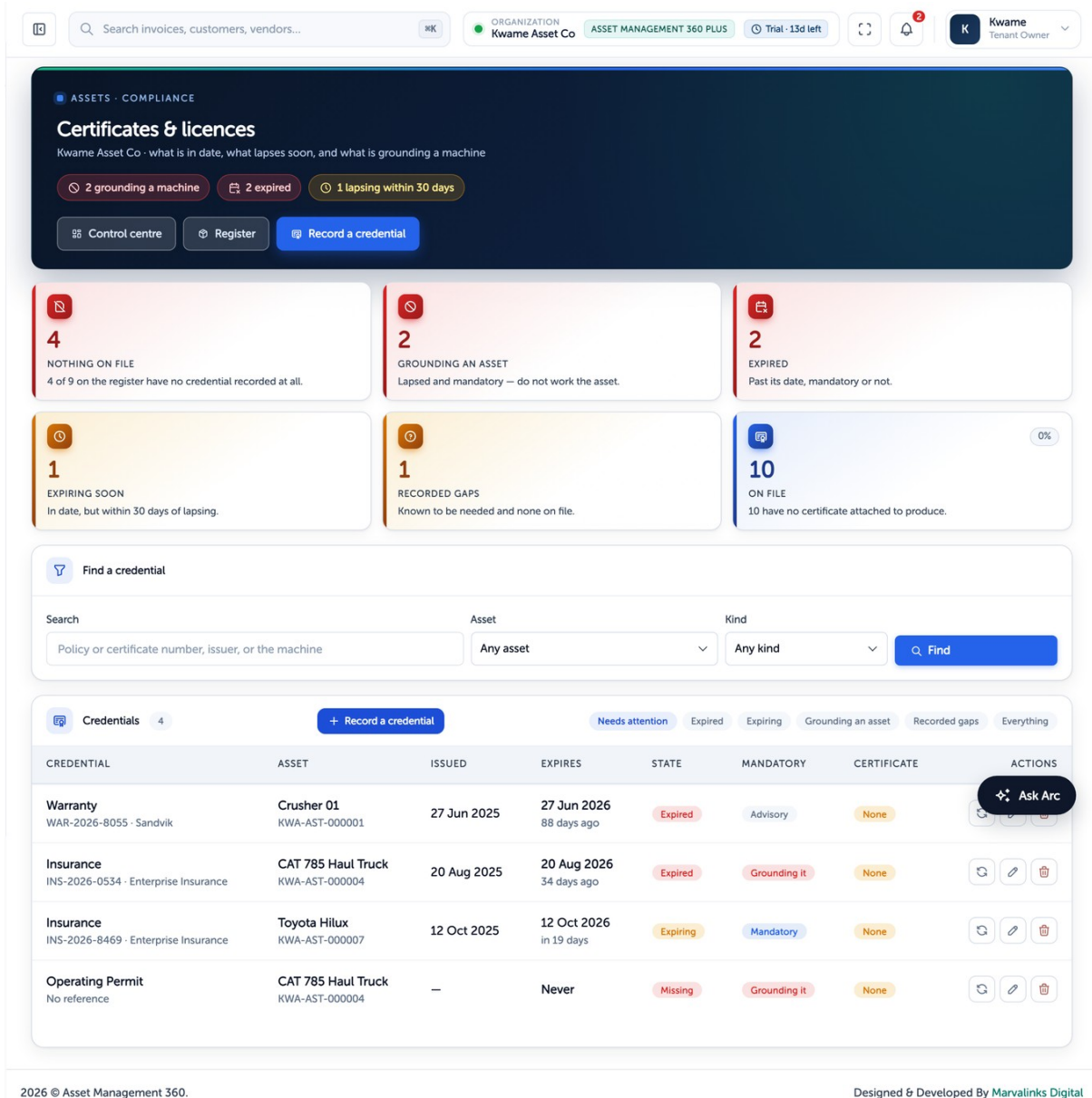


Figure 17 – Compliance – every credential a machine needs to be worked legally, with its expiry. The flag marking one as stopping the asset is what grounds the machine on every other screen.

★ IMPORTANT

The flag that says “this stops the asset” is what makes the rest of the app honest. A machine with a lapsed mandatory credential is shown as unable to be worked on every screen in the product – the register, the Control Centre and the backlog all agree, because they all read this one field.

Step 17. Bookings

Who has a vehicle, when, and for what. A booking is a reservation in advance; custody is possession now.

Do this now

1. Open **Operations** → **Bookings**.
2. Take a booking against a vehicle, with a driver and a window.
3. Record the journey details the booking needs – passengers, cargo, destination.
4. Close it when the vehicle comes back.

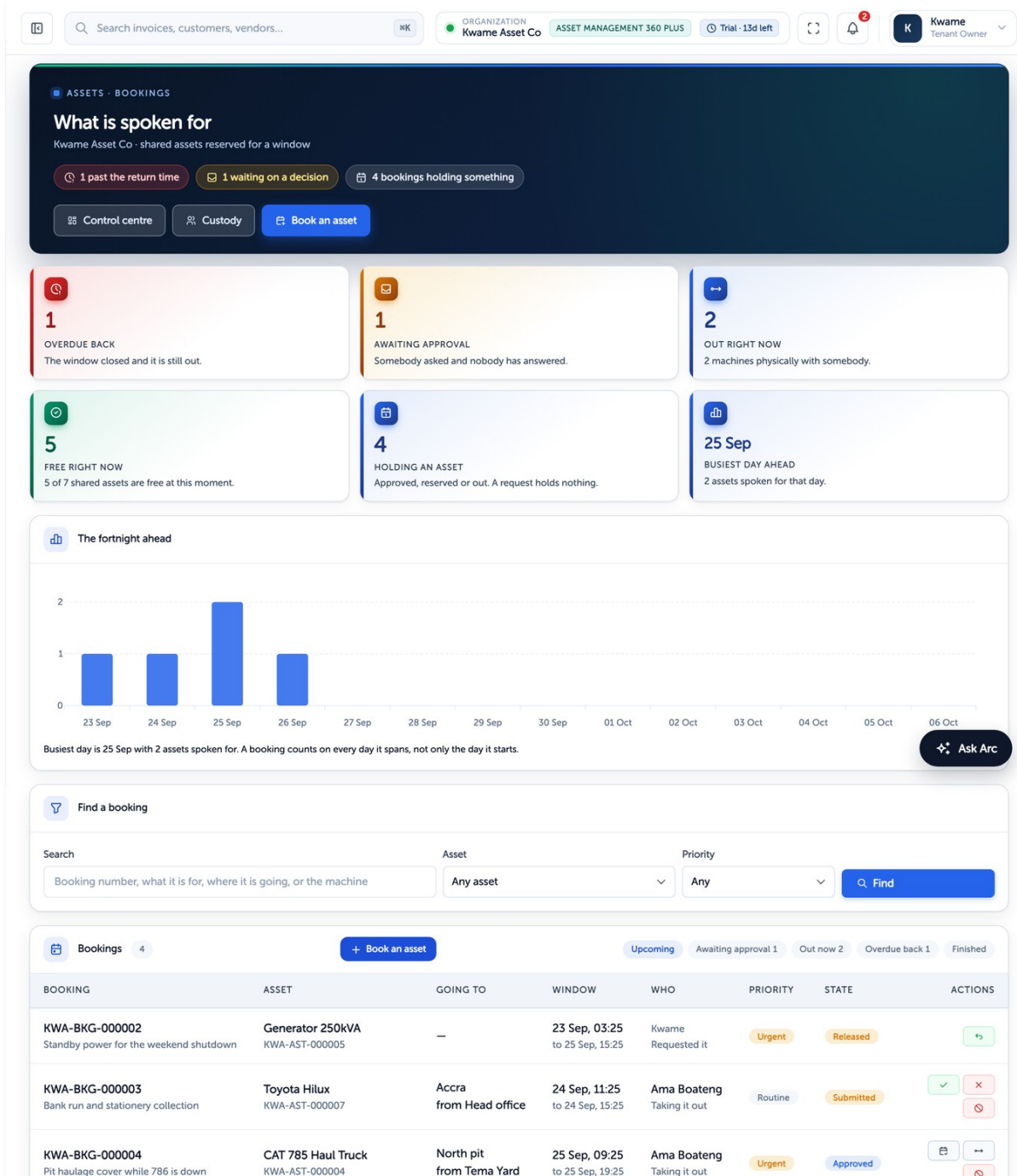


Figure 18 – Bookings: who will have a vehicle, when, and for what. The app refuses a booking against something already out or grounded on paperwork.

The app will not let you book something that is already out with somebody, or something grounded on paperwork. That refusal is the point – a booking nobody can honour is worse than no booking.

Step 18. Stores

The parts and consumables you fit to machines. Every figure here is summed from movements; nothing stores a running total.

Do this now

1. Open **Operations** → **Stores**.
2. Add the items you hold, with a reorder level.
3. Receive stock when it arrives, issue it when it is fitted, and correct a count when a shelf disagrees with the screen.
4. Read the items below their reorder level first.

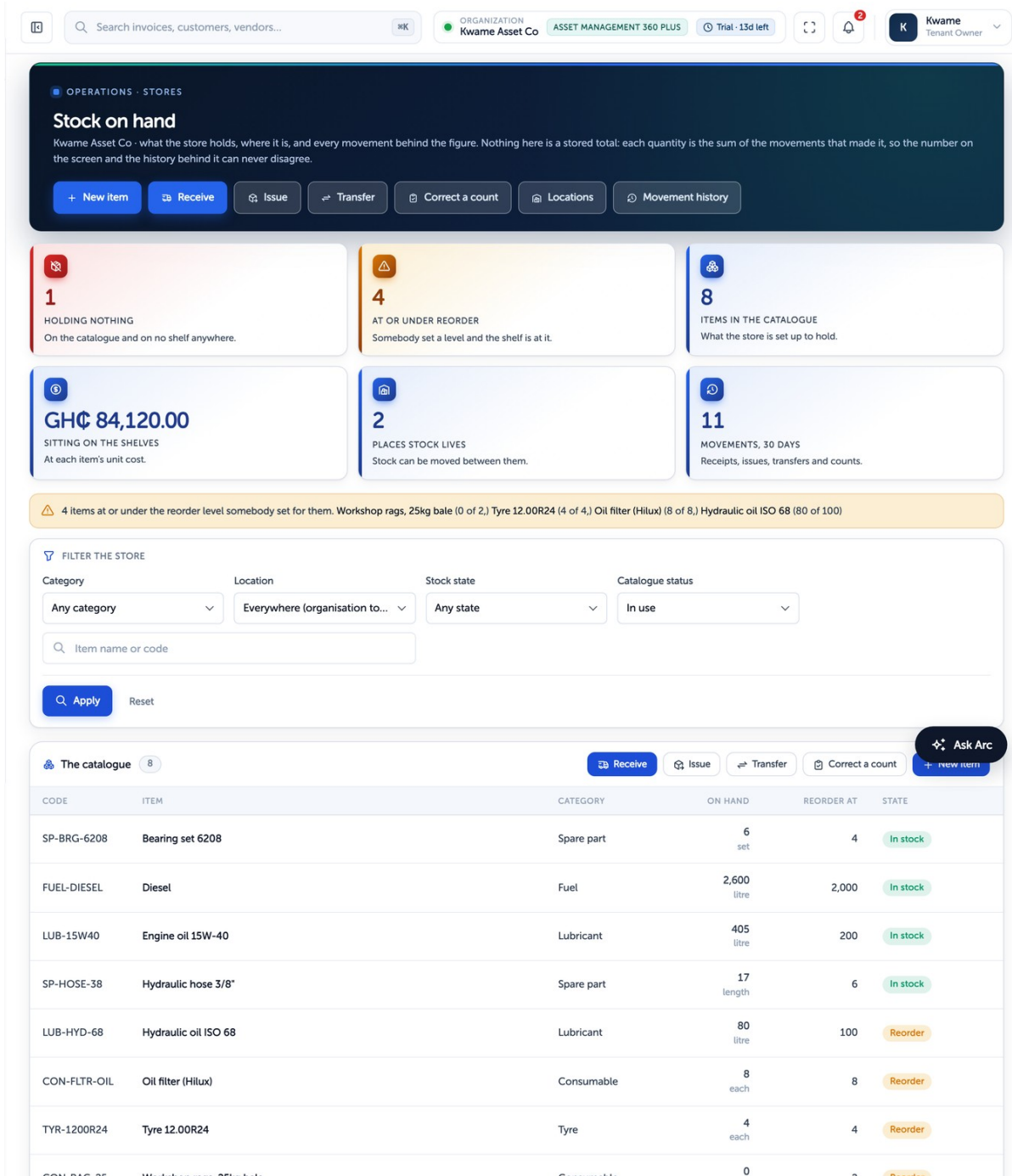


Figure 19 – The store. Every figure here is summed from movements – nothing holds a running total – and the four operations sit with the rows they act on.

♦ GOOD TO KNOW

The four operations – receive, issue, transfer and correct a count – appear on the register, on an item and on a location. You never have to navigate away from what you are looking at to act on it.

Step 19. One item

What you hold, where it is, what it cost and every movement behind the figure.

Do this now

1. Open any item from the store.
2. Read the quantity by location.
3. Read the movement history underneath – that is where the number came from.

The screenshot displays the 'Bearing set 6208' item page in the Asset Management 360 Plus app. The interface includes a top navigation bar with a search bar, organization name 'Kwame Asset Co', and trial status. The main section shows the item name 'Bearing set 6208' with a status 'In stock' and a list of actions: 'All items', 'Edit item', 'Receive', 'Issue', 'Transfer', and 'Correct a count'. Below this, four key metrics are presented: 'ON HAND - SET' (6), 'PLACE IT HAS BEEN' (1), 'REORDER LEVEL' (4), and 'WHAT IS ON THE SHELF' (GH¢ 11,100.00). The 'Where it is' section shows the item is located at 'Main Store' (Terna Yard) with a quantity of 6 set. The 'The item record' section provides details such as code 'SP-BRG-6208', category 'Spare part', measured in 'set', tracking 'By quantity', reorder level '4 set', and unit cost '1,850.00 GHS'. The 'Every movement of this item' section shows a history of three movements: 'Issued' on 11 Sep 2026, 'Received' on 14 Aug 2026, and 'Issued' on 10 May 2026. A note at the bottom explains that the on-hand figure is the sum of these movements and nothing else.

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Figure 20 – One item: what is held, where, and the movements the figure was summed from.

▲ WATCH OUT

The app refuses a movement that would take a shelf below zero, and says which shelf. A negative stock figure is not an error message you want to find three weeks later in a count.

Step 20. Stock locations

Every place stock can live: stores, warehouses and bins, and the fuel tanks, bowsters and reserves a fleet dispenses from.

Do this now

1. Open **Stores** → **Stock locations**.
2. Add each place you actually hold stock.
3. Close a location rather than deleting it when it goes out of use – its history stays readable.

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Figure 21 – Stock locations – stores, bins, and the fuel tanks and bowsters a fleet dispenses from. A location goes out of use by being closed, never deleted, so its history stays readable.

✓ TIP

Name locations the way the yard names them. A movement has to name somewhere real for the figure to mean anything, and “Bin 4” is only useful if there is a bin with a 4 on it.

Part 5 What they are worth

The Plus tier. Four screens about money rather than about machines.

Step 21. Book value

What the estate is worth **now**, as against what it cost. The register records the purchase; this records the depreciation since.

Do this now

1. Open **Money** → **Book value**.
2. Set a depreciation policy for each asset, or accept the default for its category.
3. Read the book value against the acquisition value.
4. Post the depreciation journal when your accountant asks for it.

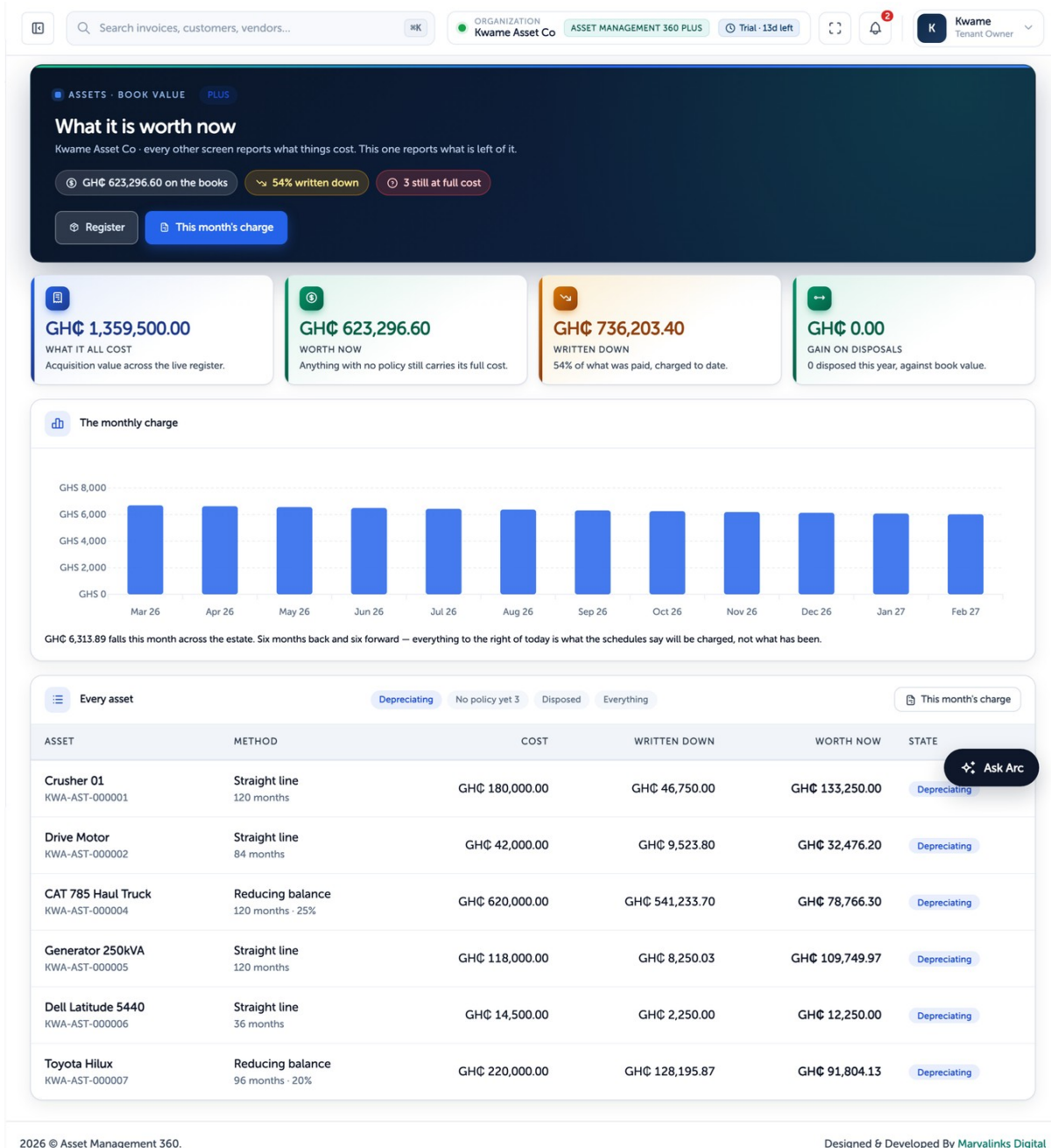


Figure 22 – Book value: what the estate is worth now, against what it cost. The register's own value figure is what was paid, and says so.

▲ WATCH OUT

The register's own value figure is what was **paid**. It is not book value and the register says so in as many words. If somebody quotes you an estate value, ask which of the two they mean.

Step 22. Leases and cover

The agreements sitting over your machines: leases, insurance policies, warranties and service contracts.

Do this now

1. Open **Money** → **Leases & cover**.
2. Record each agreement with its cost, its period and its end date.
3. Attach the assets it covers.
4. Watch the ones ending inside your notice period.

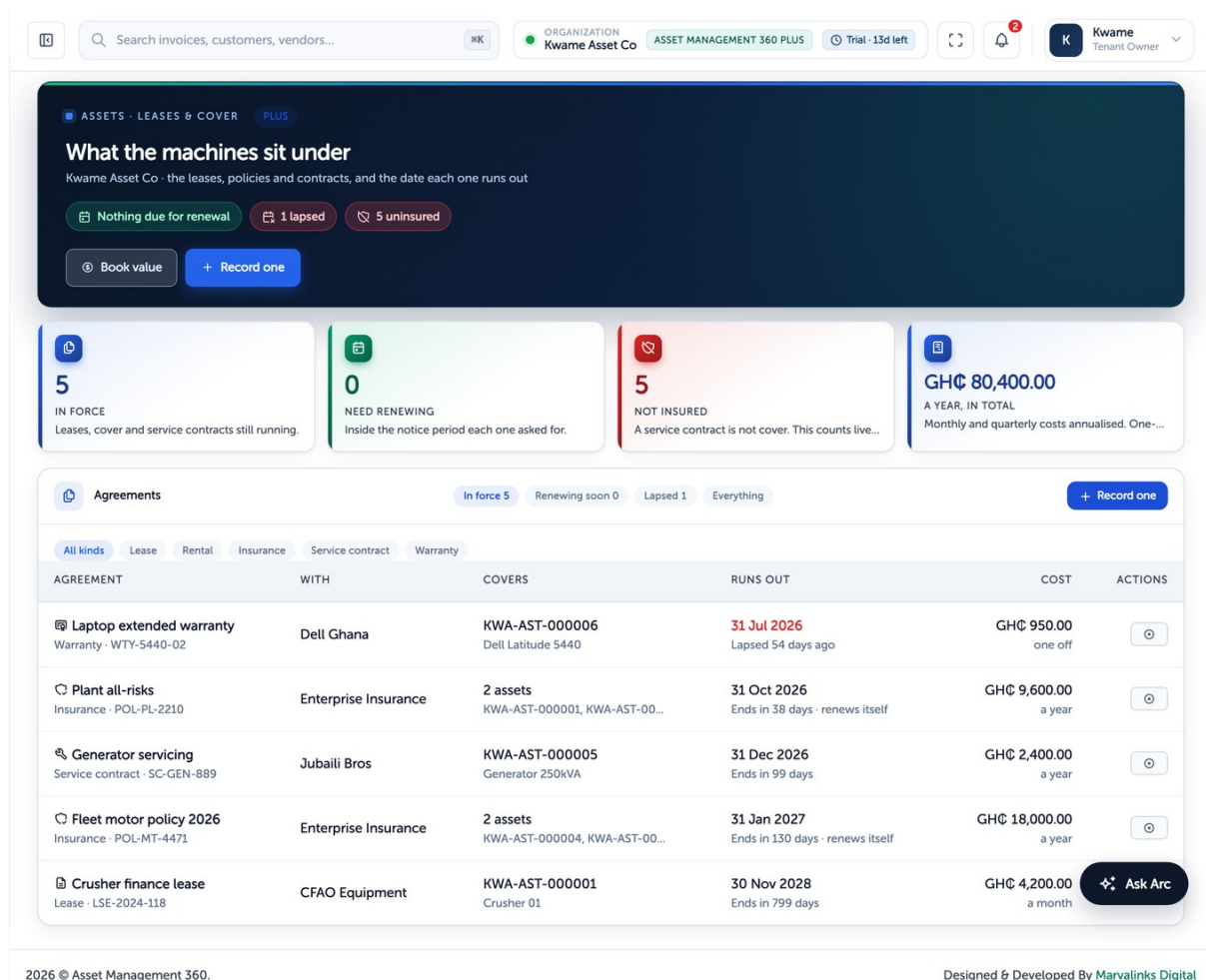


Figure 23 – Leases and cover. An agreement's cost is split evenly across the machines it covers – the only split this product can defend rather than the true one, and it says so where it is used.

♦ GOOD TO KNOW

An agreement's cost is split evenly across the machines it covers, which is the only split this product can defend rather than the true one. It is stated on the screen that uses it, so nobody reads an allocation as a measurement.

Step 23. Capital requests

What somebody has asked to buy, what it would cost, and who approved it.

Do this now

1. Open **Money** → **Capital requests**.
2. Raise a request with a cost and a justification.
3. Send it for approval.
4. Record the decision. An approved request can become an asset on the register without being typed twice.

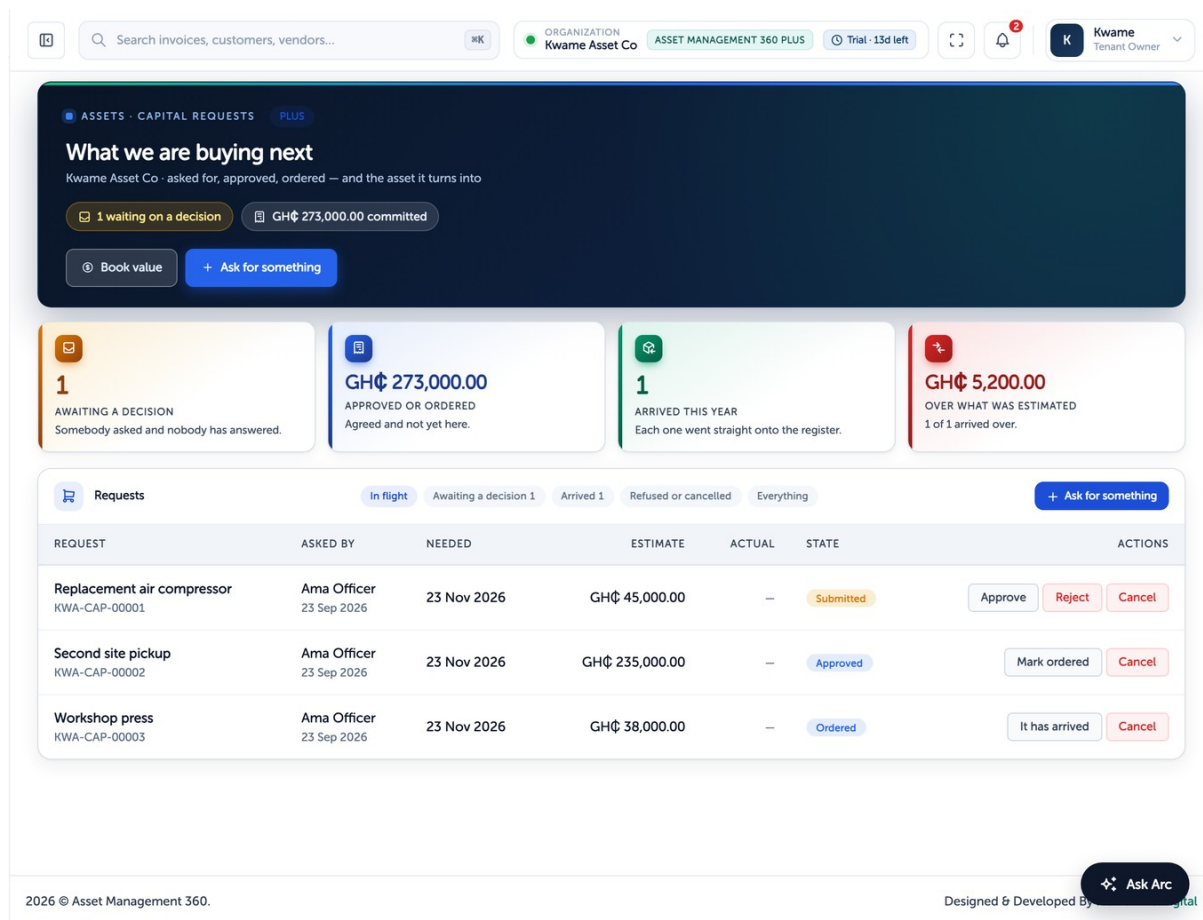


Figure 24 – Capital requests: what was asked for, what it would cost and who approved it. A record of the decision, not a purchase order.

♦ GOOD TO KNOW

This is a record of the decision, not a purchase order. The order is placed wherever you place orders today; what this keeps is who asked, who agreed, and what was said at the time.

Step 24. Capital allowances

The Ghanaian capital allowance pools, and which of your assets sit in them.

Do this now

1. Open **Money** → **Capital allowances**.
2. Put each asset into its allowance class.
3. Read the pool balances and the year's allowance.
4. Work through **anything not in a class** – that list is the point of the screen.

Search invoices, customers, vendors...

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ASSET MANAGEMENT 360 PLUS

Trial - 13d left

2

K Kwame
Tenant Owner

ASSETS · CAPITAL ALLOWANCES PLUS

What the taxman allows

Kwame Asset Co - a second, different calculation on the same machines

✓ 3 of 5 rates confirmed 3 in no class

Book value Work out 2026

Osebo does not supply tax rates.

Capital allowance rates change, differ by class and by regime, and a figure this product invented would end up on your return with nobody behind it. Every rate below is one somebody here entered and confirmed, recorded against where they got it. Book depreciation and capital allowances are two different calculations on the same machines and they agree only by accident – this page is the second one.

3
RATES CONFIRMED
Nothing computes on a rate nobody owns.

GH¢ 55,276.00
ALLOWANCE FOR 2026
Across every pool with a confirmed rate.

GH¢ 124,144.00
CARRIED INTO 2027
What next year's claim starts from.

3
IN NO CLASS
On the register, in no class, claimed by nobody.

The pools, 2026

2026 2025 2024 2023

Work out 2026

CLASS	RATE	OPENING	ADDED	LEFT
Class 1 Computers and data-handling equipment. 1 asset in it	40% Reducing balance · Entered by our tax adviser for this demo – confirm against current legislation	GH¢ 0.00	GH¢ 14,500.00	—
Class 2 Plant and machinery, and equipment used in man... 3 assets in it	30% Reducing balance · Entered by our tax adviser for this demo – confirm against current legislation	GH¢ 164,920.00	—	—
Class 3 Vehicles, vessels and aircraft. 2 assets in it	20% Reducing balance · Entered by our tax adviser for this demo – confirm against current legislation	GH¢ 0.00		Ask Arc
Class 4 Buildings and structures. 0 assets in it	Not set No rate entered, so nothing can be computed against it.			Canno
Class 5 Anything with its own written-down rate. 0 assets in it	Not set No rate entered, so nothing can be computed against it.			Canno

Class 1 Class 2 Class 3 Class 4 Class 5 Put assets in a class

In no class — nobody is claiming for these

ASSET	KIND	COST
Site Office Cabin KWA-AST-000008	Static	GH¢ 88,000.00
Projector — Epson EB-L200 KWA-AST-000009	Equipment	GH¢ 9,800.00

Figure 25 – Capital allowances, and the pools each asset sits in. Anything with no allowance class is listed separately rather than left out – a pool that quietly excludes half the estate still adds up and is still wrong.

★ **IMPORTANT**

An asset with no allowance class is not in any pool, so it claims nothing. The screen lists those separately rather than leaving them out, because a pool that quietly excludes half the estate still adds up correctly and is still wrong.

Part 6 Reading the estate

Two screens that read the register back to you, and the report centre behind them.

Step 25. Data integrity

Every other screen in this product tells you what you recorded. This one tells you what you did **not**.

Do this now

1. Open **Insight** → **Data integrity**.
2. Read the score. It is how many of the checks this register passes, out of how many there are.
3. Read **the checks** – all of them, the passes included. That table is what the score is made of.
4. Work the findings, worst first. Every one carries an age and a recommendation.

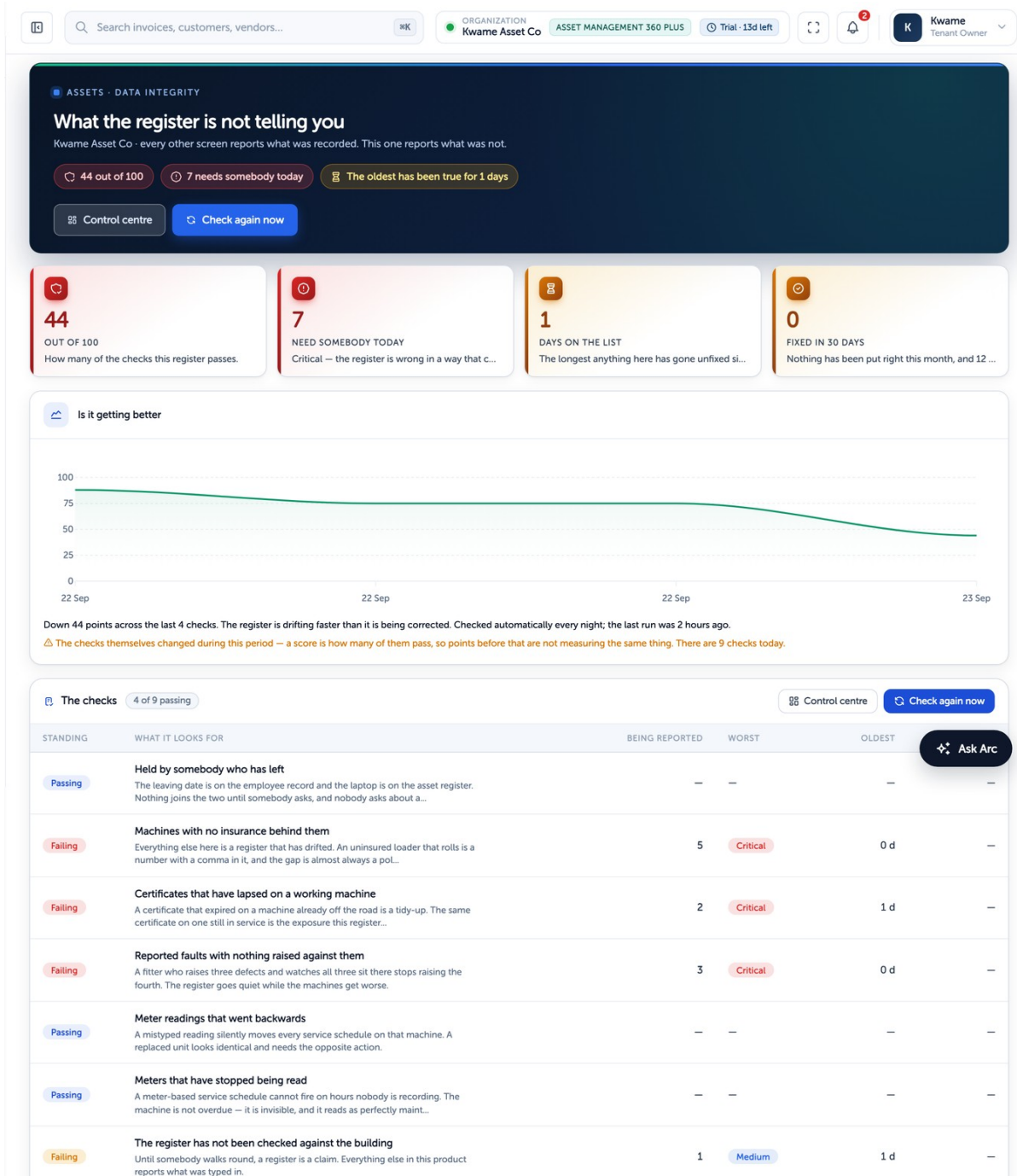


Figure 26 – Data integrity. The score is how many of the checks this register passes, and the board underneath names every one of them – the passes included, because they are what the score is made of.

★ IMPORTANT

A finding cannot be ticked off. It closes when the check stops producing it, which is what makes the trend worth reading. What you **can** do is say “we have decided to live with this”, with a reason and an end date – and it still counts against the score, because deciding to live with something is not the same as it not being true.

Step 26. One check

What a single check looks for, why it matters, and everything it has ever found on this register.

Do this now

1. From the checks table, open any row.
2. Read what it looks for and why.
3. Read what it would act on right now, graded worst first. Every row opens the thing it is about.
4. Read its history underneath.

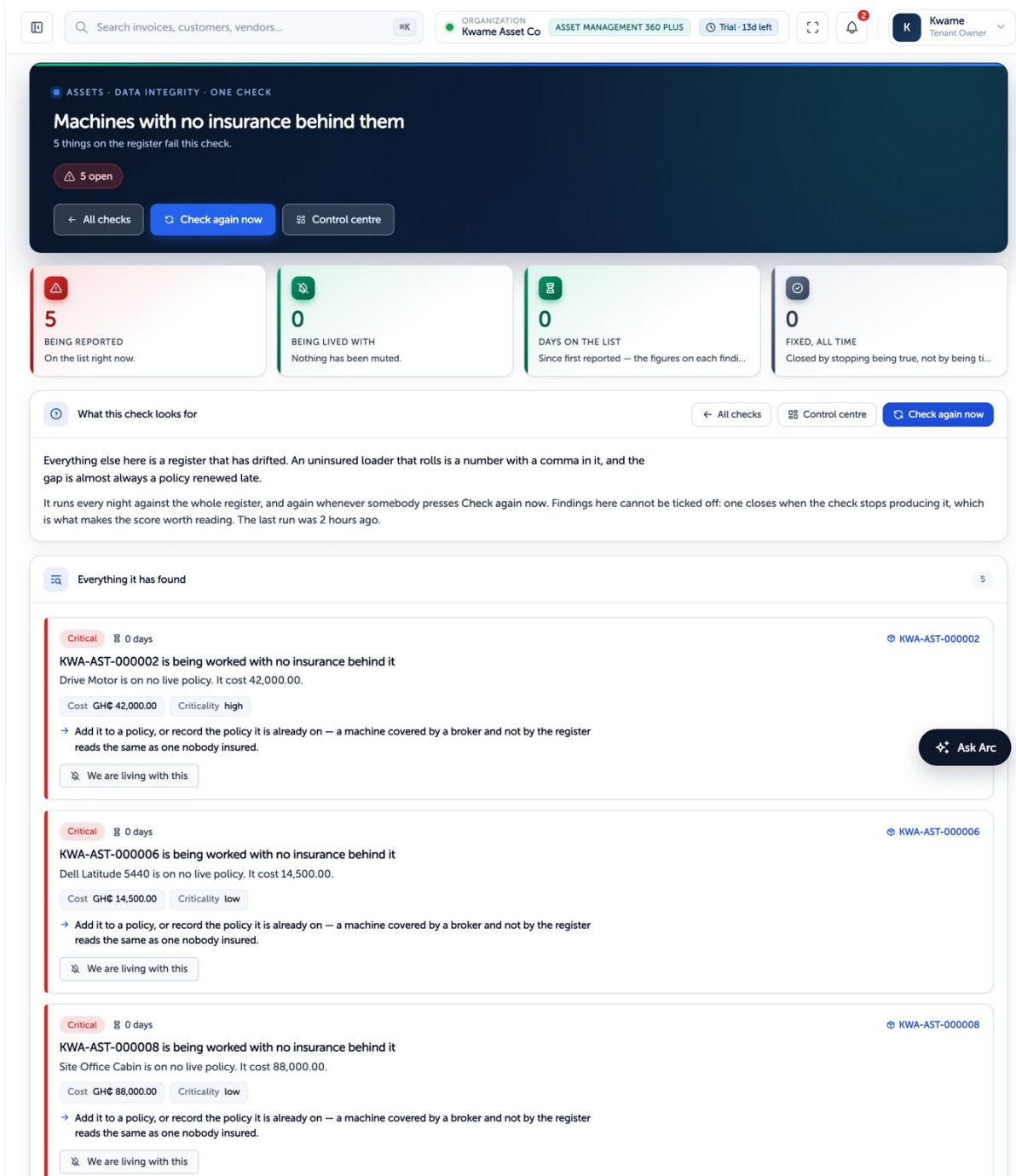


Figure 27 – One check: what it looks for, why it matters, and everything it has found. Each finding carries the figures behind its sentence.

♦ GOOD TO KNOW

Each finding shows the figures behind its sentence – how many days, how many documents, how much it cost. “No reading in 60 days” and “in 140 days” are the same sentence without them.

Step 27. Cost and condition

The register says what things cost to buy. This says what they cost to **keep**.

Do this now

1. Open **Insight** → **Cost & condition**.
2. Read the headline: how many machines have cost more to keep than they cost to buy.
3. Press that figure to see which ones.
4. Order the table by whichever question you are asking – dearest to keep, worst against what it cost, or dearest to buy.

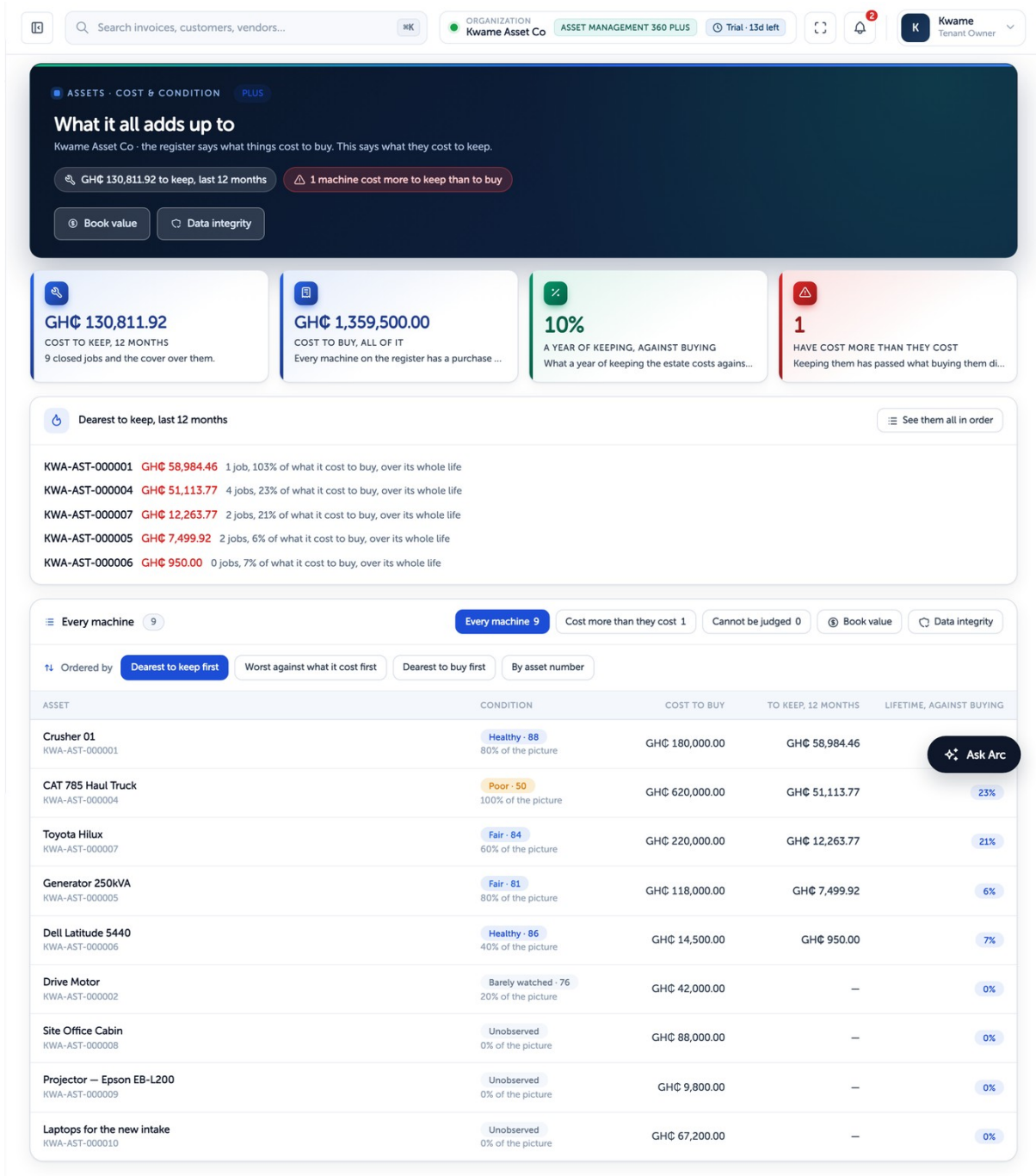


Figure 28 – Cost and condition. Two windows, both labelled: a year of upkeep, and the machine’s whole life against what it cost to buy. The headline figure is a link to the machines behind it.

▲ WATCH OUT

Two windows, and the screen labels both: **to keep, 12 months** is a year of upkeep, and **lifetime, against buying** is the machine’s whole life against its purchase price. A year of upkeep against a full purchase price would essentially never reach 100%, which is a figure that can never be true.

Step 28. One machine's cost

Where the money went on one machine, how it is doing, and whether it is time to let it go.

Do this now

1. Open any row from Cost & condition.
2. Read where the money went – buying it, maintaining it, and its share of the agreements over it.
3. Read the condition score, and read the confidence beside it.
4. Read the replacement tests and which of them have crossed.

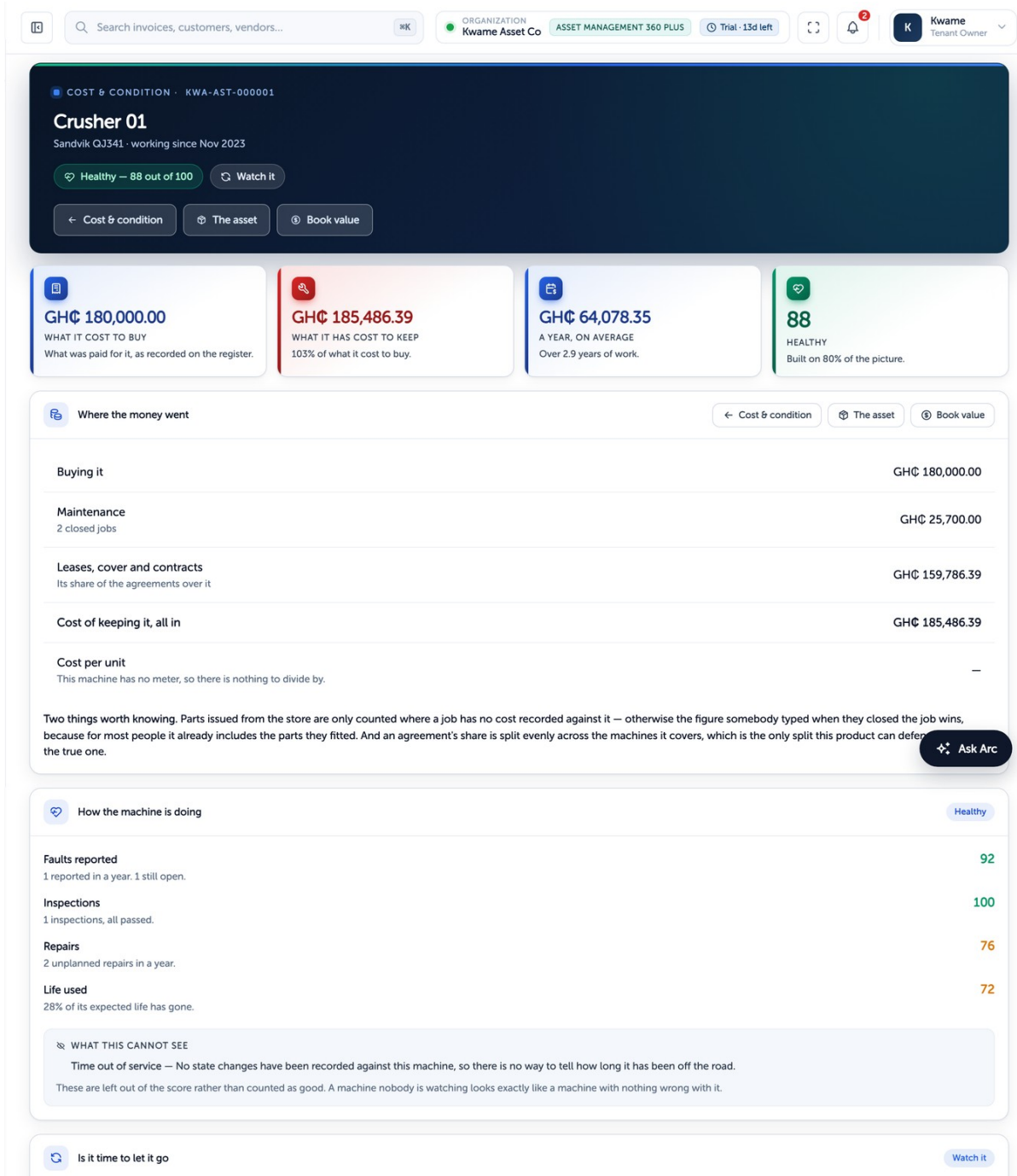


Figure 29 – One machine's cost: where the money went, how it is doing, and which replacement tests have crossed. Read "what this cannot see" before the score.

★ IMPORTANT

Read **what this cannot see** before you read the score. A machine with no meter, no inspections and no jobs has nothing wrong with it in the data – and that is exactly what a machine nobody is looking at also looks like. Those signals are left out of the score rather than counted as good.

Step 29. Reports

The report centre, where a question gets an answer you can export.

Do this now

1. Open **Insight** → **Reports**.
2. Choose a report and set its filters.
3. Press **Run report**.
4. Export it if somebody outside the app needs it.

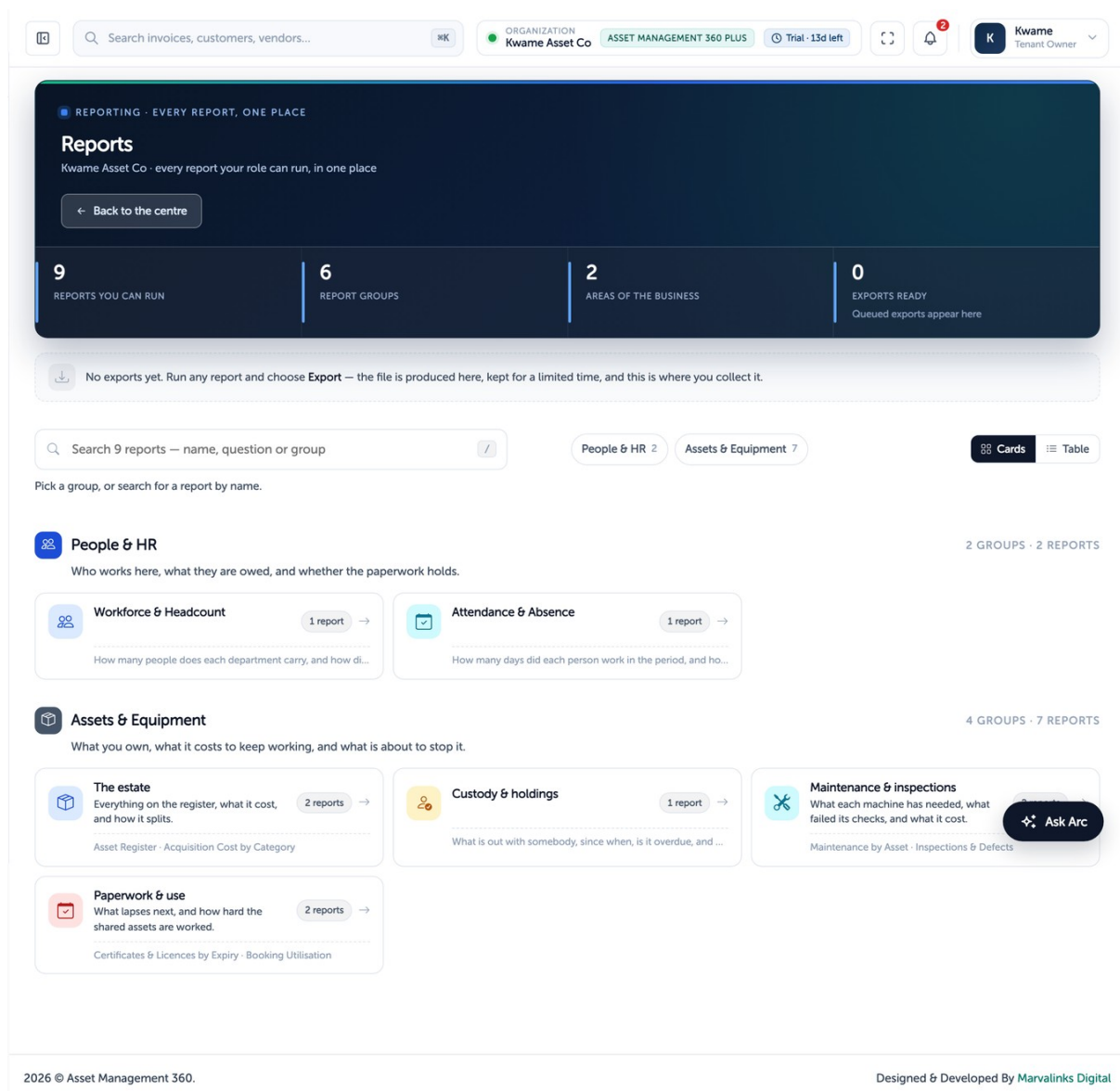


Figure 30 – The report centre. Every report opens unrun and carries its own default period, which is why a figure here can disagree with a dashboard and both be right.

▲ WATCH OUT

A report opens **unrun**, and every report has its own default period. If a figure here disagrees with one on a dashboard, check the window before you check the data – both can be right.

Part 7 What happens without being asked

Step 30. Automated flows

Rules the register follows every night, so nobody has to remember.

Do this now

1. Open **Insight** → **Automated flows**.
2. Read the rules that exist and what each one matches right now.
3. Add a rule: choose what it watches, narrow it, and say what should happen.
4. Read **matching right now** before you turn it on.

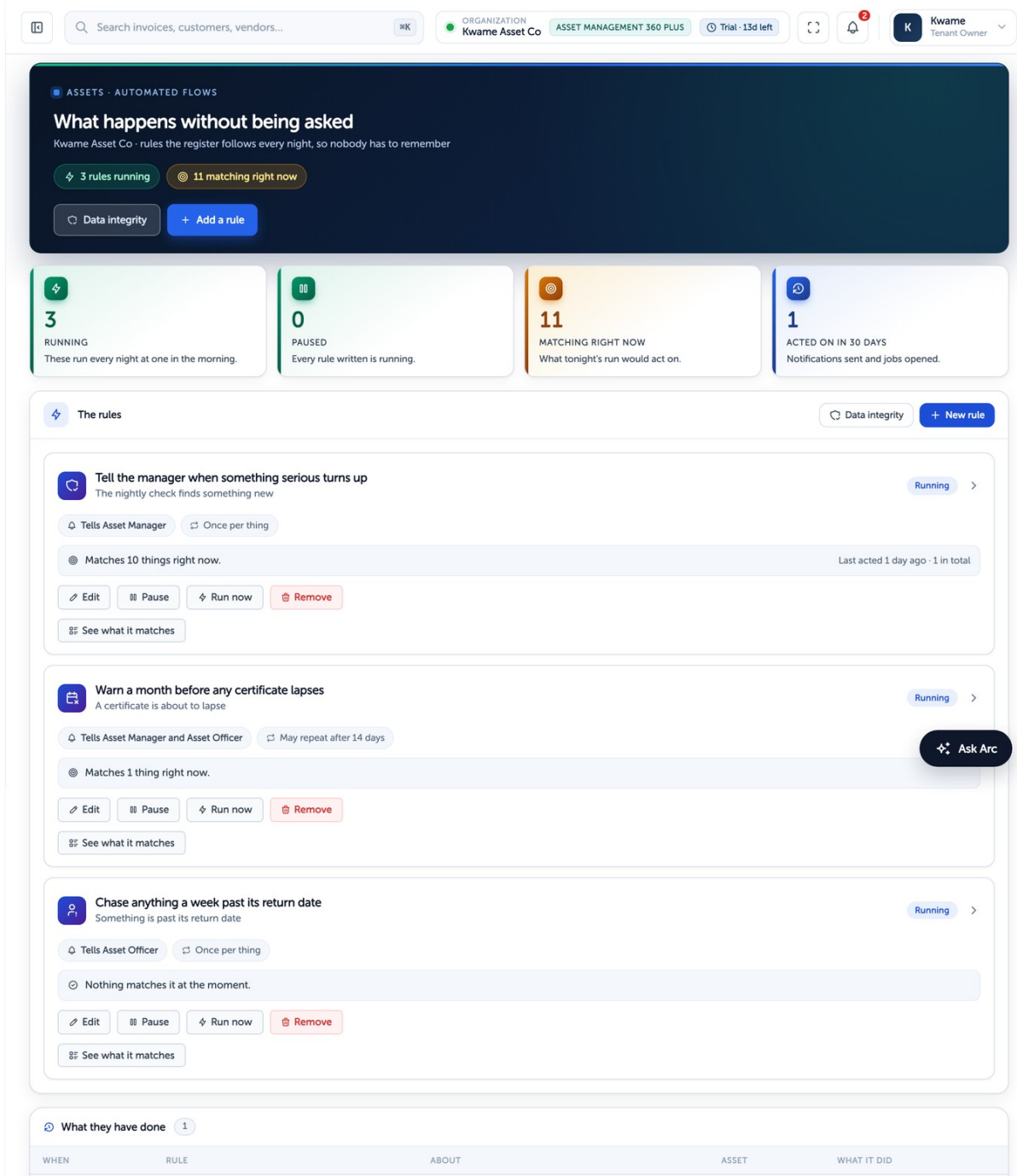


Figure 31 – Automated flows – rules the register follows every night. Each one shows what it matches right now, before it runs.

▲ WATCH OUT

A rule that matches four hundred things is the one that teaches everybody to ignore the bell. The screen tells you how many it matches **before** it runs, which is the only moment that number is useful.

Step 31. One rule

What a rule watches, what it does, and exactly which things it would act on tonight.

Do this now

1. Open any rule.
2. Read what it watches and what it does, written out rather than as settings.
3. Read what it would act on tonight. Every row opens the thing it is about.
4. Run it now if you would rather not wait for the nightly run.

Search invoices, customers, vendors...

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ASSETS · AUTOMATED FLOWS

Tell the manager when something serious turns up

The nightly check finds something new · running every night at one in the morning

Running

10 matching right now

10 serious

All flows

Edit

Pause

Run now

Remove

Data integrity

10
MATCHING RIGHT NOW
What tonight's run would act on.

10
SERIOUS AMONG THEM
Critical or high — deal with these first.

1
ACTED ON, ALL TIME
1 day ago

Running
STATUS
Says each thing once.

What this rule does

Edit

WATCHES

The nightly check finds something new

NARROWED TO

High and above

NARROWED TO

every check the nightly sweep runs

TELLS

Asset Manager — on the bell, never by email

REPEATS

says each thing once, and never again

NEVER

changes an asset's state. Taking a machine out of service automatically would strand whatever it was doing.

What it would act on tonight

10

Edit

Pause

Run now

Remove

Ask Arc

HOW SERIOUS	WHAT IT IS	WHAT IT WOULD SAY
Critical	Critical — KWA-AST-000008 is being worked with no insurance behind it	Site Office Cabin is on no live policy. It cost 88,000.00. Add it to a policy, or record the policy it is already on
Critical	Critical — KWA-AST-000010 is being worked with no insurance behind it	Laptops for the new intake is on no live policy. It cost 67,200.00. Add it to a policy, or record the policy it is a
Critical	Critical — KWA-AST-000002 is being worked with no insurance behind it	Drive Motor is on no live policy. It cost 42,000.00. Add it to a policy, or record the policy it is already on — a r
Critical	Critical — KWA-AST-000006 is being worked with no insurance behind it	Dell Latitude 5440 is on no live policy. It cost 14,500.00. Add it to a policy, or record the policy it is already o
Critical	Critical — KWA-AST-000009 is being worked with no insurance behind it	Projector — Epson EB-L200 is on no live policy. It cost 9,800.00. Add it to a policy, or record the policy it is a
Critical	Critical — KWA-AST-000004 is being worked on lapsed paperwork	CAT 785 Haul Truck is available and its insurance lapsed 34 days ago. It is marked as one that should stop the
Critical	Critical — KWA-AST-000004 has 1 reported fault nobody has picked up	The oldest was reported 289 days ago: "Would not start, stopped work". No work order has been raised again
High	High — KWA-AST-000001 is being worked on lapsed paperwork	Crusher 01 is available and its warranty lapsed 88 days ago. Renew it, or record the machine as out of service
High	High — KWA-AST-000001 has 1 reported fault nobody has picked up	The oldest was reported 112 days ago: "Housekeeping around the machine — Found on the walk round.". No
High	High — KWA-AST-000005 has 1 reported fault nobody has picked up	The oldest was reported 51 days ago: "Battery terminals and charge — Found on the walk round.". No work o

What it has actually done

1

WHEN	ABOUT	ASSET	WHAT IT DID
------	-------	-------	-------------

Figure 32 – One rule, and the things it would act on tonight. Every row opens the thing it is about.

★ **IMPORTANT**

Running a rule by hand **fires for real**. It is not a preview – the confirmation says so, and says how many things it will act on before you press it.

Arc, your assistant

Arc is the assistant in the bottom-right corner of every screen. Ask it a question in plain words – “which machines are grounded?”, “what did we spend on the crusher?” – and it answers from your own data.

Every answer carries a citation naming the query or report the figure came from. If you cannot see where a number came from, do not use it: that is the rule Arc is built to keep.

♦ **GOOD TO KNOW**

Arc reads what you are allowed to read and nothing else. A custodian asking Arc about the estate gets their own assets back, because Arc is a client of the same permissions as every screen.

Part 8 What it costs

Step 32. Your subscription

One screen: what you are on, what it includes, and how much of it you are using.

Do this now

1. Open **Subscription**.
2. Read the plan, the status and what it includes.
3. Read **plan limits and usage** – assets against your ceiling, and people, which has none.
4. Renew or change plan from the header.

Asset Management 360 Plus
Your workspace plan, entitlements and billing — everything that powers what your team can use.

Subscription Details:

- PLAN:** Asset Manage...
- STATUS:** Trial
- TRIAL LEFT:** 13d (Trial ends 05 Oct 2026)
- AMOUNT:** Free
- MODULES:** 3

My Subscription

WHAT IT IS
This is the app you subscribe to — what it includes, whether it is on trial, when it renews and what it costs. There is no workforce plan underneath it, and none is needed.

HOW TO USE IT
Pay or renew it from the hero, see who is holding a seat under People and seats, and review invoices, payments and refunds under Billing History. Anything you want added to the workspace is arranged with our team.

CONNECTED TO
Billing History

Insights & Recommendations (Generated from this report's data)

- Trial active — 13 day(s) remaining**
Pick a plan before the trial ends to keep your team's access uninterrupted.
[Choose a Plan →](#)
- Plan changes are managed by your platform administrator**
Your Asset Management 360 Plus was assigned by the Osebo platform team. To move to a different tier, contact support@oseboworkforce.com — renewals and billing-cycle payments stay self-service.

Included Modules (3 on the Asset Management 360 Plus plan)

- Assets
- Asset Maintenance
- Asset Finance

PLAN LIMITS & USAGE

- ASSETS:** 9 / No limit set
- PEOPLE IN THE WORKSPACE:** No limit
- STORAGE:** 1,024 MB

Notes: Asset Management 360 — signed up at 2026-09-21 23:39:55

Manage Subscription

- Add to your workspace**
Set up with our team, not from a catalogue.
- Billing History**
Invoices, payments and refunds.
- Renew / Pay Plan**
Pay for your current plan and billing cycle.

Need help with billing, upgrades or account changes?
Email support@oseboworkforce.com — the team responds within one business day.

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Figure 33 – The subscription: Asset Management 360 Plus, 13 trial days left, three modules. Plan limits read “assets 9 / no limit set” beside “people in the workspace: no limit” – the seat model, stated on the screen that bills for it.

◆ GOOD TO KNOW

The usage figure here and the asset count on the register are not two counts that agree. They are one count, asked twice.

Glossary

- **Asset** – a thing you own and track. Spends one seat.
- **Criticality** – how much stops when this stops. Orders the maintenance backlog.
- **Custody** – who is holding something now.
- **Booking** – who will have a vehicle, and when.
- **Credential** – a certificate, permit or policy a machine needs to be worked legally.
- **Grounded** – cannot be worked, because a mandatory credential has lapsed.
- **Meter** – a reading that measures use: hours, kilometres, litres.
- **Finding** – something the nightly check noticed about your register.
- **Book value** – what something is worth now. Not what it cost.
- **Allowance class** – the pool an asset sits in for Ghanaian capital allowances.

Setup checklist

1. Workspace: name, currency, timezone.
2. Staff register: everybody who will hold something.
3. Who runs it: one Asset Manager, then the operators.
4. Register every asset, with a category, a cost and a criticality.
5. Compliance: every credential, with its expiry and whether it grounds the machine.
6. Stores: the items you hold and where they live.
7. Depreciation policy and allowance class for each asset.
8. Read Data integrity, and work the findings until the score stops moving.

The routine

- **Every day** – the maintenance backlog, and anything overdue in custody.
- **Every week** – the Control Centre, front to back. Twenty minutes.
- **Every month** – Data integrity, Cost & condition, and the credentials lapsing in the next thirty days.
- **Every quarter** – a physical verification count.
- **Every year** – capital allowances, and the agreements coming up for renewal.

Where to go next

Everything in this book is in the app under the menu group it belongs to. If you want the same treatment for the people rather than the machines, the other Osebo 360 apps are sold the same way – Help Desk 360, Shifts & Time Attendance 360 and Payroll & Intelligence 360, each with a book like this one.