



General Overview of Duka Assets

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Producers of Duka - Maatec Systems

We are the pioneers and leaders in providing organisations the most efficient and reliable integrated systems for Assets and Enterprise Content Management in Ghana and the sub region. We offer the perfect All-In-One platform tailored to meet the diverse needs of different industries. With its comprehensive and configurable features, it empowers businesses to efficiently discover, track, and manage their valuable assets. We pride ourselves on employing simple, effective, and cost-efficient means to optimise your asset management processes.



Our Asset management tool focuses on systems that are critical for successful operations across all industries. It is a robust system, managing asset transactions in a format that is user friendly, customizable, and readily promotes information exchange between internal and external stakeholders.

Duka gives you the ability and flexibility to effectively manage your assets in a manner that creates value for the business and stakeholders.

About Duka Assets

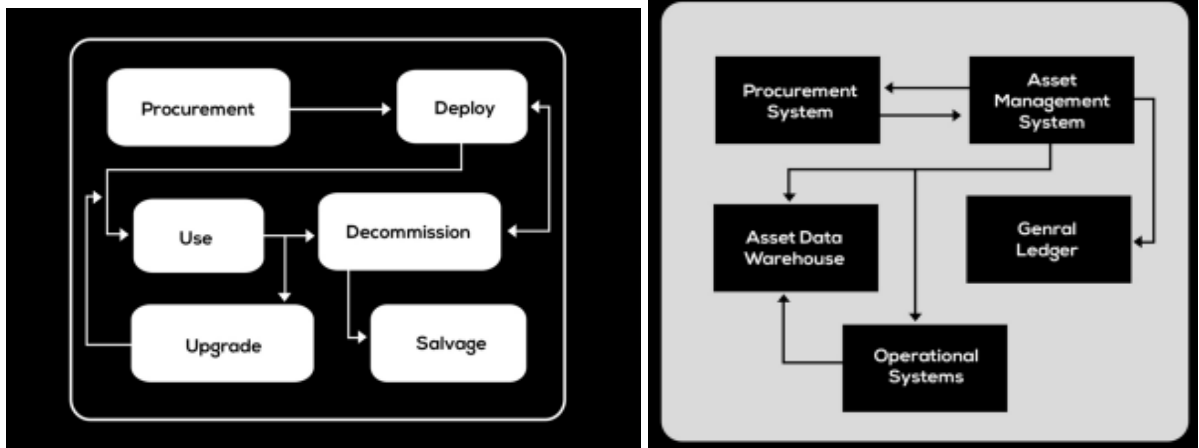
Introduction

Duka Asset Management is a cutting-edge, web-based asset management tool designed to streamline and optimise asset/product management for all (Healthcare, Financial Institutions, Production Warehouses, individual investors, and institutional clients). Duka offers a user-friendly platform that empowers users to efficiently manage, analyse, and track their products or assets in real-time.

Duka brought a remarkable victory at the GITTA National Awards in 2022, Securing the top spot in the coveted Innovative Business Solutions Category.

Duka Asset Management System was designed and built with feedback from our customers, prospects, industry analysts, and consultants. This feedback included specific business process requirements as well as required/desired features and functions.

We want to offer you the ability to seamlessly take advantage of the most comprehensive and functional suite of Duka Asset Management Solution. All cases of stolen gadgets, misappropriation, extra costs and more will be a thing of the past as Duka Asset with its tracking ability would enable you to monitor all your assets and their respective users. You will gain the vast majority of its desired features “out-of-the-box,” and productivity will be continuously enhanced as users work in a familiar, yet more robust, environment.



Asset Management Cycle, Integration with Tool

Features of Duka

Fully featured Solutions for your Business which includes the following:

Inventory Management	Manage your assets, categories, and transactions
Inventory Module	Manage your assets, categories, specifications, packages, and a host of other properties. Analyse issues such as physical location, maintenance requirements, depreciation, performance, and eventual disposal of the asset.
Barcode/Label generation	Barcodes can be generated for assets and are available in a variety of formats, including Code128, QR codes, EAN, and ISBN. You can also create customised labels for your industry. It is easy to use and cost-effective for businesses of all sizes to manage and track their physical assets.
Location Report	Get a granular and thorough report on location, inventory, and high-value assets in real-time. This report shows which assets are present at a location.
Asset Movement Report	Get a detailed report of asset movement. Details include a timestamp of movement, user responsible for movement as well as location to and fro.

Location Management	Create locations where assets are stored. Locations can be countries, cities, offices, or rooms. Locations can be grouped under each other to form a tree view for your assets.
Packages and Bundles	Categorise assets into packages and bundles for easier tracking.
Supplier Management	Maintain a supplier catalogue, compare prices from different vendors, and analyse purchase trends to leverage negotiations.
Staff Management	An easy-to-use online filing cabinet that allows you to securely store, search, and update all of your employee records.
User Management	Manage users, roles, and permissions
Access Control	Limit visibility of certain items based on item group, location, or both. This is particularly useful when managing different departments or teams within an organisation.
User creation and management	Create users and easily assign roles for specific tasks. Administrators can change basic user information and also send password reset requests.
Login enabled	Choose to have members log into the system to update asset information. You can also disable this for members you would like to assign items to yourself.
User Invitations	Send out invitations to new or existing users to collaborate in your workspaces. Users can then be assigned roles and get started immediately.
LDAP Server Integration	LDAP servers store directory data. You can enable employees in your organisation to use their LDAP credentials to access their account.
Transactions Purchases	Record all purchases from your suppliers. Store invoice numbers for later reference.
Purchase Orders	Generate purchase orders for suppliers when you are ready to make purchases.

Invoice Requests	Request invoices for multiple suppliers and compare prices to make the best decision.
Requisition	Staff can make requisition to stores for assets they need. This formalises asset allocation processes to track movement.
Direct Maintenance	Send assets out to service providers when damaged and track repair processes. Detailed information on maintenance can be kept including service type, service provided, branch issues with assets, and whether assets were able to be fixed.
Preventive Maintenance	Setup maintenance profiles that alert staff when assets need to be serviced. You can setup flexible periods in days, weeks, months, or years.
Transfers	Transfer assets between branches and setup waybills for effective asset tracking. Staff can also acknowledge receipt of assets to complete the transfer process.
Allocations	Allocate assets to staff or offices and keep track of all movement.
Decommission	Remove assets from circulation and store archive information for historical records. Assets are normally decommissioned when they reach the end of their depreciation cycle or are severely damaged.
Summary Reports	Get summarised reports on transactions that help in decision making. Summaries can include total assets moved, how often asset is damaged or how many users do not have assets assigned to them.
Detailed Reports	Use your statistics to make better business decisions and ensure consistent audit-readiness with custom, query, and preconfigured reports. Drill down to get the most accurate numbers and manage assets efficiently.
Charts	Gain access to interactive charts that help you visualise your asset information at a glance.

Scheduled Reports	Schedule custom reports to be sent to company users at regular intervals to eliminate time spent gathering, compiling, and sharing this data.
Report Exports	You can export both default and custom reports as a PDF or CSV file.
Email Notifications	Send email-based reminders for specific events, choose which alerts get sent out, and customise email content for each alert type.
In-App notifications	Send in-app reminders for specific events, choose which alerts get sent out, and customise email content for each alert type.
Data Backups	Backup all your data and choose to download or store it in cloud storage.
Integrations	Duka has integrated a number of industry standard tools and services that allows you to share data and collaborate more easily.
Audit Log	All transactions and changes are stored with a timestamp, the user responsible and the changes made. This allows administrators to have full historical records to all activities in the system.
Excel Import	Import your asset information easily using Microsoft excel. Imports can handle thousands of assets at a time so you can quickly get started.
Product Verification	<p>Confirm the authenticity, quality, and compliance of a product.</p> <p>Producers or customers can easily scan the product to validate key information, such as serial numbers or labels.</p> <p>This process enhances traceability, prevents counterfeiting, ensures regulatory compliance, and fosters trust with customers</p>

Customer Support and Training: Duka provides comprehensive customer support, including user guides, tutorials, and responsive customer service channels to assist users in maximising the platform's potential.

Benefits of Duka

Duka is built to help firms of all sizes from Small and Medium Enterprises (SMEs) to large scale corporations. Our asset management solutions help you manage your assets, staff, locations and asset movement within your organisation.

Duka also has a procurement module that allows you to record purchases, raise purchase orders and request for invoices from your suppliers.

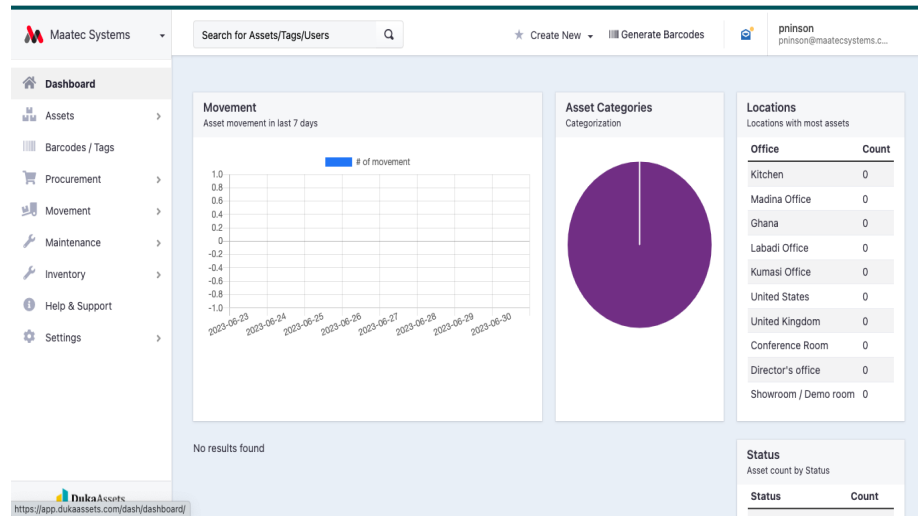


1. Fast asset audits with total accuracy: Conduct asset audits quickly and with complete precision, ensuring accurate and efficient tracking of assets.
2. Know the Total Cost of Ownership (TCO) of your asset base: Gain comprehensive understanding of the total cost associated with owning and maintaining your assets, helping in effective financial planning and decision-making.

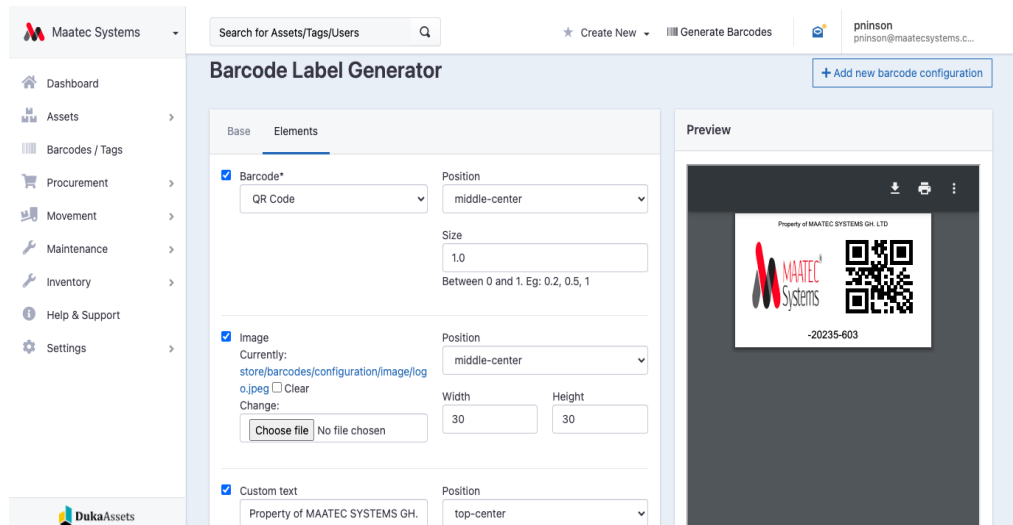
3. Reduce unnecessary purchases: Minimise unnecessary expenditures by having a clear overview of existing assets, avoiding duplicate purchases or acquiring assets that are already available within the organisation.
4. Increased security and reduced theft: Enhance security measures and minimise the risk of theft or loss by effectively monitoring and managing assets through the asset management system.
5. Reduce maintenance costs: Optimise maintenance activities and reduce expenses by implementing proactive asset management strategies, enabling timely maintenance and reducing unexpected breakdowns.
6. Resource optimization: Maximise resource utilisation by efficiently allocating assets, identifying underutilised or idle resources, and redistributing them as needed.
7. Up-to-date, accurate records for insurance claims: Maintain up-to-date and accurate asset records, ensuring smooth insurance claims processing and faster reimbursement in case of damage or loss.
8. Reduced labour resources and costs: Streamline asset management processes, automating tasks and reducing the need for manual labour, leading to cost savings in human resources.
9. Better stock control: Enhance control over stock levels and inventory management, reducing stockouts, excess inventory, and associated costs.
10. Reduce the cost of raising purchase orders as well as enforcing compliance: Streamline procurement processes, reducing the cost and effort involved in raising

purchase orders, while ensuring compliance with organisational policies and procedures.

11. Increased transparency and visibility: Improve transparency and visibility into asset information, allowing stakeholders to access real-time data, make informed decisions, and track asset lifecycle from acquisition to disposal.



User Dashboard



Barcode/Label Generation

TEAM'S CAPABILITY STATEMENT

The team includes professionals with proven backgrounds in administering large databases, with a high number of frequent concurrent users.

Our Oracle Certified Database Consultant has been a Database Administrator for a banking institution, which requires an error-free, highly available, highly redundant Database Management System.

The Lead Consultant has architected web applications that have sustained millions of users concurrently, for Coca-Cola, Orange Phone and Fiat. Their collective experiences will be applied to implementing a robust, redundant, reliable, and highly available database system required for the project.

Conclusion

Duka Assets offers a convenient, reliable, and fully supported SaaS platform for efficient asset management. With our robust infrastructure and unwavering commitment to client success, we empower organisations to streamline their asset management processes while maximising productivity and minimising downtime. With its user-friendly interface and advanced features, Duka Asset Management sets a new standard for efficient and effective asset management.