



DIGITALVODKA · COMPANY ASSETS · V104.0.29

How to run Company Assets

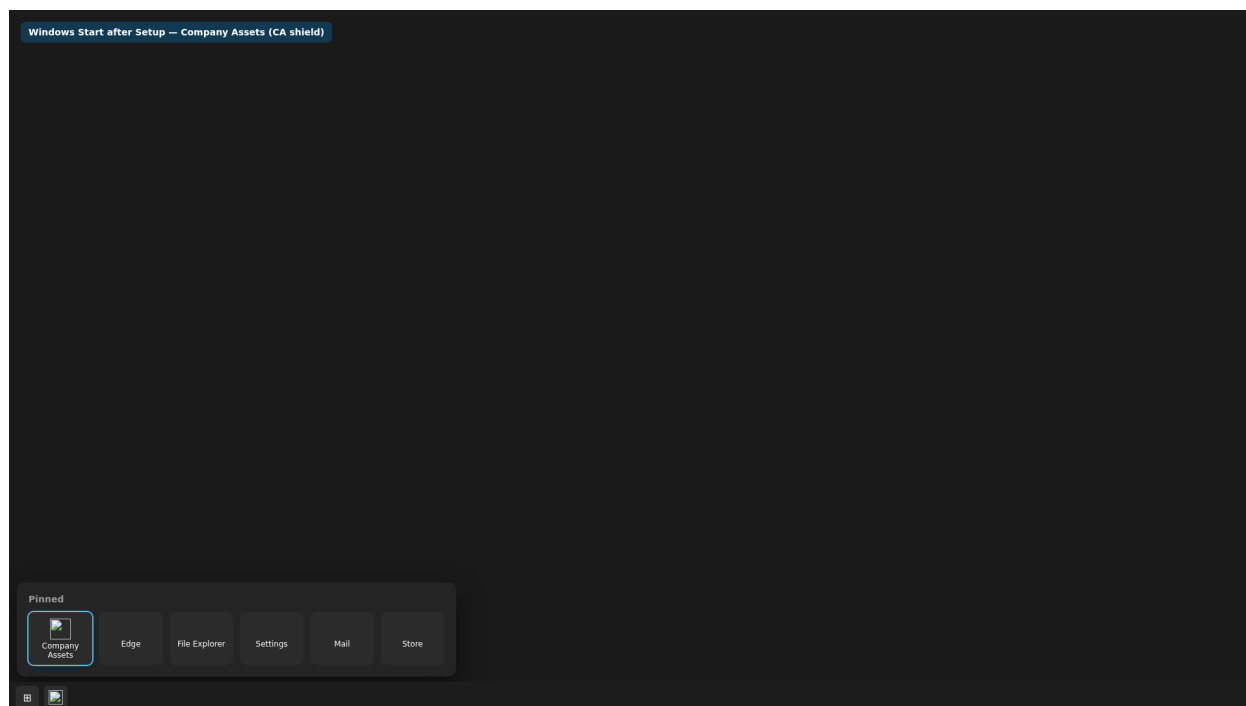
Short on purpose. For the person who has to set it up today, and the person who uses it every morning.

How-To · Windows and Linux · v104.0.29 · September 2, 2026

1. Get it on the computer

Windows. Unzip **CompanyAssets_v104.0.29-Windows.zip**. Double-click the MSI inside. Windows asks for permission first — click Yes. Setup copies the program to C:\Program Files\CompanyAssets and puts Company Assets on the Start list (CA shield, not a white tile). Setup does **not** plant a Desktop icon (that used to make two). When Setup finishes, the program opens by itself.

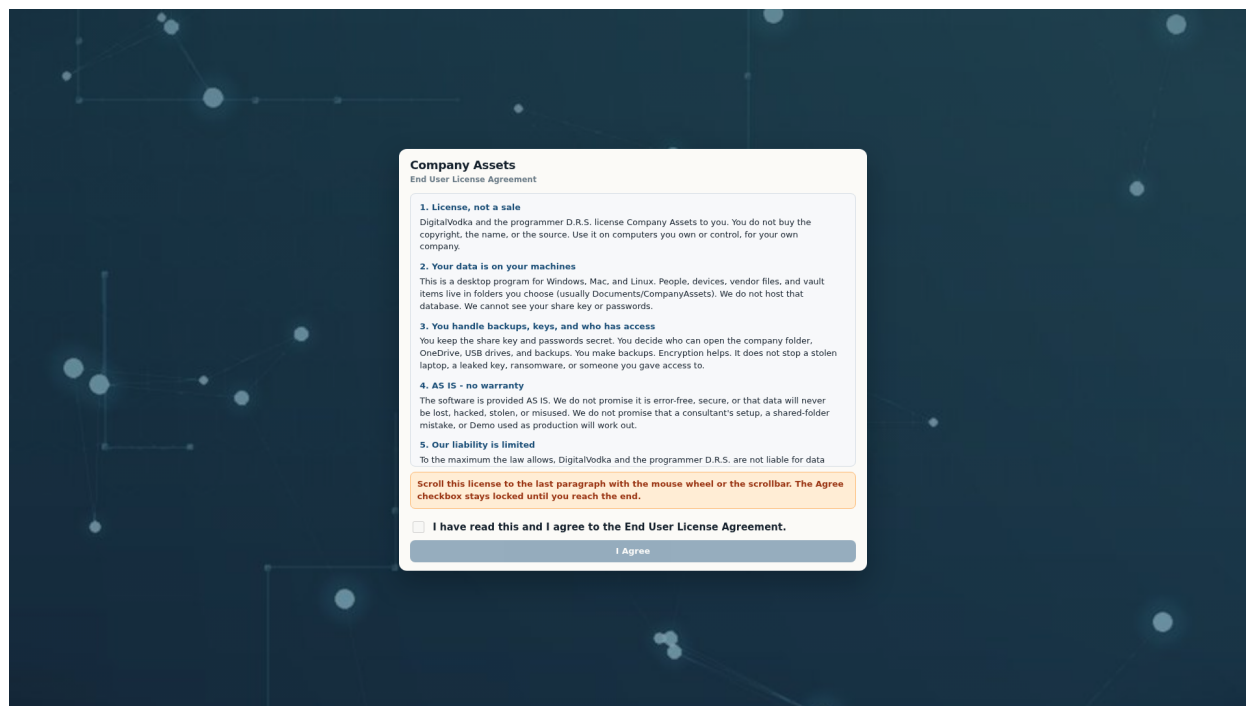
Linux. Unzip the Linux zip. Run **bash Install-Company-Assets.sh**. Do not open CompanyAssets.html in Chrome or Firefox. The program is its own window.



Windows Start after Setup — Company Assets on the Start list with the CA shield. Open it from here if the window did not appear.

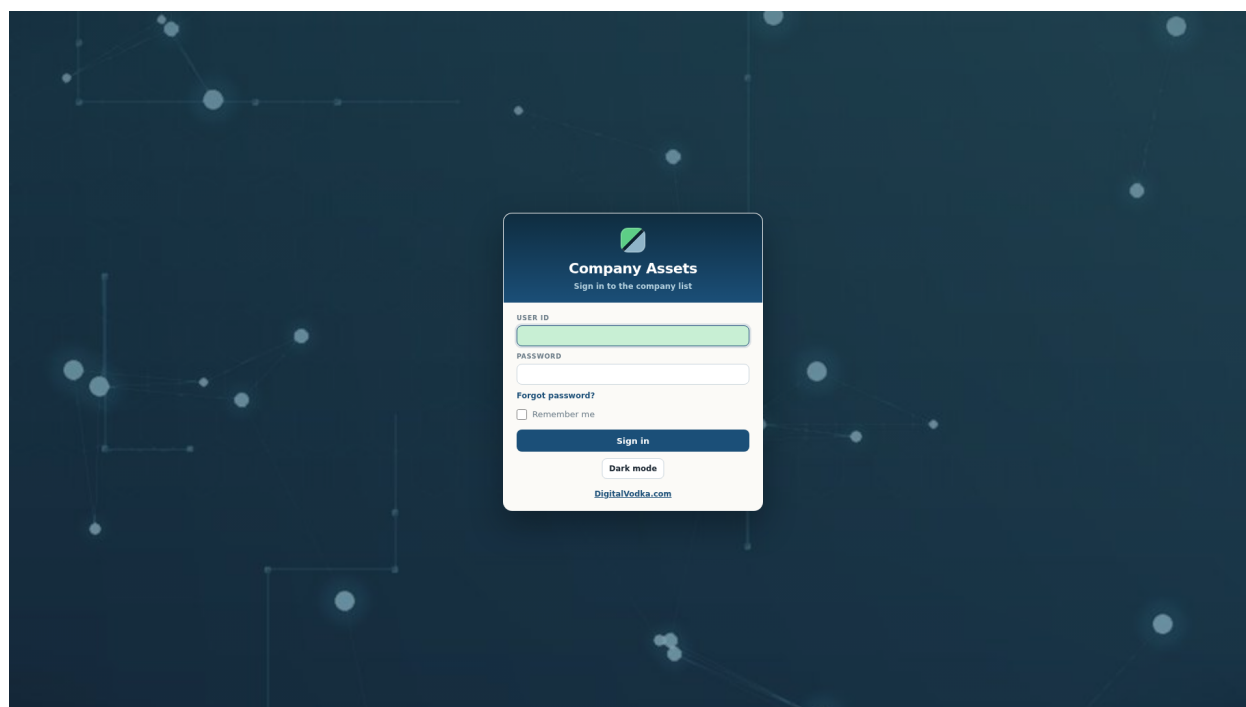
2. First time it opens

You get the End User License Agreement, large enough to read. Scroll to the last paragraph. Tick the box. Click **I Agree**. The program then writes **one** Desktop shortcut for you. You can download the full EULA PDF from that same screen.



EULA on first open — Scroll to the last paragraph, tick I have read this, then I Agree. Download EULA PDF is on this screen.

Practice login while you are still in Demo: User ID **Demo** / password **12345**. Demo cannot change that password. After you activate, Demo is gone. In Demo you can use Inventory, People, Vendors, Reports, Vault, Print, and Email. Save company and User Management stay off. You can keep 10 live devices and 15 deleted. Printed reports show company name Demo. After you agree to the license, write down the database key. Linux keeps that key on this computer, not in the shared folder.



Sign in — User ID Demo, password 12345 until you activate. Remember me is optional.

Admin is a master key, not your daily login. Use Admin to set the program up. Then make a login that is you — first name is fine — with role Admin or Manager and a recovery question. Sign out (the program closes). Open it again as yourself every morning. Keep Admin written down in a sealed envelope.

Overview	Login complete.							Demo User - Demo		Dark mode	Sign out						
Overview	To-Do	Inventory	People	Vendors	Reports	Vault	Help	Settings	Print PDF								
Demo · Asset Control																	
Onboard / offboard			Assets	Access Tools	Count	Device Types	Count	Inspection Reminder Queue Select Asset Below		Age (days)							
Priva Patel - Onboarding			1 assets	Remote Server/RDP	1	Desktop	1	Maya Chen / MC-LAP-01		32							
Sam Rivera - Onboarding			0 assets	LogMeIn	1	Laptop	2	Sofia Alvarez / NAS-Main		21							
Casey Nguyen - Offboarding			0 assets	TeamViewer	1	Smartphone	1	Kenji Watanabe / KW-MBP-J4		18							
Luis Ortega - Offboarding			1 assets	Quick Assist	1	Tablet	1										
				VPN	2	Printer	1										
				No Remote / None	2	Server	1										
						NAS	1										
Metric	Stats	Interpretation															
Total assets	8	User / asset records															
Complete audit records	4	Marked complete/reviewed or N/A															
Needs review	2	Records not fully complete															
Overall current compliance rate	50%	Complete records divided by total assets															
Needs review rate	25%	Needs-review records divided by total assets															
OS updated rate	88%	Assets marked OS Updated															
Antivirus active rate	63%	Assets marked Antivirus Active															
AV scan date rate	63%	Assets with a current Last Antivirus Scan date															
Average download Mbps	505.63	Average of download speed-test values															
Average upload Mbps	258.75	Average of upload speed-test values															
Action inspection queue	3	New/unreviewed, needs-review, overdue, or due soon															
Exact location records	8	Assets with address/exact location captured															
Company email records	8	Company email captured for review scheduling															
People in directory	11	Employees who can be assigned inventory															
Onboarding	2	People in onboarding status															
Offboarding	2	People in offboarding status															
Unassigned inventory	0	Live assets whose User is not in People															
Last AV scan missing AV product missing Antivirus inactive / missing OS update missing The chart displays four horizontal bars representing different categories of active gaps. The x-axis ranges from 0 to 3. The bars are as follows: - Last AV scan missing: ~3.0 - AV product missing: ~3.0 - Antivirus inactive / missing: ~3.0 - OS update missing: ~1.5 Legend: ■ Active Gaps																	
Location / Group			Assets														
Home Office			1														
Office			2														
Remote			1														

Overview after you sign in — Scoreboard, inspection queue, and the tabs across the top. This is home every morning.

Settings

OverviewTo-DoInventoryPeopleVendorsReportsVaultHelpSettingsPrint PDF

Program Settings

Company

Demo

Save company is off in Demo. Printed reports use the name Demo until you activate.

ACTIVATION STATUS
Demo Mode

VERSION NUMBER
v104.0.16

Activate Company Assets

Reset sample data

Need a key? [Purchase an activation key at www.digitalvodka.com](#)

INVENTORY ROWS
Demo limit: 10 live, 15 deleted, Activated: 1,000,000+

ACTIVATED ON
Not activated

Appearance

Switch Light or Dark here. Print stays light.

☒ Light

☐ Dark

☐ Presenter mode (larger type, hide secrets on a projector)

Inventory

Export and Import DB include inventory, files, and notes. The share key is not in the file - write it down for that database.

Export CSV

Export Excel / Calc

Import inventory

☐ Replace existing rows

Help and manuals

Open Help in the program, or download the User Manual and How-To PDFs.

Download User Manual (PDF)

How-To (PDF)

EULA (PDF)

Open Help tab

Settings → **User Management** — Your User ID, role Admin or Manager, recovery question filled in.

3. The buttons, said plainly

- **Sign out** — closes the program. Open Company Assets again when you come back.
- **Overview** — the scoreboard: how many devices, who is joining or leaving, what is overdue.
- **To-Do** — setup steps check off. Add your own item at the top. Waiting work (overdue inspections, no kit) shows here. Hide is for generated items on this login only.
- **Inventory** — the big table. Click a row. The bottom dock is notes, email, cell, extension, and files. Scroll sideways if a column is cut off.
- **Add asset** — new blank row at the top. Pick the person in User, type a device name, click Save. Nothing is stored until Save.
- **Save / Discard** — Save on the row and Save asset on the Inventory toolbar write the live row, including Device Type. Discard throws away unsaved typing. Grey until User and device name are filled.
- **Add files** — Inventory toolbar (next to Add asset). Select a device row first. Opens a separate file window. Browsing folders cannot close Company Assets.
- **Delete asset** — Inventory toolbar. Asks first. Keyboard Delete on Inventory does the same.
- **People** — employees. Add them here before you give them a laptop. Two people cannot share a name. Save person and Delete person sit on the People toolbar only.
- **Vendors** — 401(k) and payroll. Passwords stay sealed. Only Admin can Reveal.
- **Reports** — onboard / offboard kit, company phonebook, Excel phonebook.
- **Vault** — Admin secrets. If you cannot use it, the tab is not shown. Search a person or a site. There is no show-all.
- **Help** — this story inside the program. **Settings** — left rail: company name, activate, appearance, SSO (Admin), backups, program logins. You only see what your account can use.
- **Print PDF** — color PDF of the page you are on (hidden if you cannot print). It stays in this window and lands in Documents/CompanyAssets/exports. Print stays light paper even in dark mode.

The screenshot shows the 'Inventory' tab selected in the top navigation bar. A green notification bubble says 'Login complete.' The top right shows 'Demo User · Demo', 'Dark mode', and 'Sign out'. Below the navigation bar is a search bar and a toolbar with buttons: Search, Show deleted, Add asset, Save asset, Fewer columns, Columns, 8 / 10 active, 0 / 15 deleted. The main table lists devices with columns: User, Save, Device Type, Device Name, Location, Access Tool, Entered Service, Device OS, Ownership, and OS Update. The selected row is Aisha Rahman's Tablet (AR-TAB-02). Below the table, the dock is open, showing three sections: 'TECH NOTES' (with a note about an iPad 10th gen), 'COMPANY EMAIL' (with fields for email and meeting), and 'MAILING ADDRESS' (with fields for street, apt, city, state, zip, phone, and extension). On the right side of the dock, there is an 'ITEM FOLDER' section with a file upload area.

User	Save	Device Type	Device Name	Location	Access Tool	Entered Service	Device OS	Ownership	OS Update
Aisha Rahman	Save	Tablet	AR-TAB-02	Hybrid	Quick Assist	09/09/2024	iOS	Company	Yes
James Rivera	Save	Desktop	JR-DESK-01	Office	TeamViewer	11/06/2023	Windows 11 Home / Pro	Company	Yes
Kenji Watanabe	Save	Laptop	KW-MBP-14	Remote	LogMeIn	01/20/2025	macOS	Company	Yes
Luis Ortega (Offboard)	Save	Server	FS-AUSTIN-01	Infrastructure	Remote Server/RDP	10/14/2020	Linux	Company	Yes
Maya Chen	Save	Laptop	MC-LAP-01	Home Office	VPN	03/12/2024	Windows 11 Home / Pro	Company	Yes
Owen Blake	Save	Printer	Print-2ndFloor	Office	No Remote / None	08/19/2022	Printer Firmware	Company	Yes
Priya Patel (Onboard)	Save	Smartphone	PP-PHONE	Hybrid	No Remote / None	11/02/2025	iOS	Employee-owned	Yes
Sofia Alvarez	Save	NAS	NAS-Main	Infrastructure	VPN	05/03/2021	NAS OS	Company	No

Showing 1-8 of 8

TECH NOTES
iPad 10th gen in a OtterBox, used for receiving scans. Quick Assist only when IT is on the floor. Case is scuffed, glass is fine. Spare Lightning cable in the cage. MDM supervised. Lost Mode tested 2026-07-28.

COMPANY EMAIL
Company email
aisha.rahman@company.local
Email only Schedule a meeting

MAILING ADDRESS
Street
44 Canal Street
Apt / suite
City
New Orleans State ZIP
LA 70130
Phone
504-555-0175
Cell phone
(555) 555-0199 Extension
x1234

ITEM FOLDER AES-256
Drop files here
No files yet. Drop or add files for this item.

Inventory with the dock open — Selected row, horizontal scroll bar, Email only, Cell phone, Extension, files on the right.

The screenshot shows the 'To-Do' section of the Company Assets application. The top navigation bar includes 'Overview', 'To-Do', 'Inventory', 'People', 'Vendors', 'Reports', 'Vault', 'Help', 'Settings', and 'Print PDF'. A 'Login complete.' notification is displayed. The 'To-Do' section is titled 'To-Do' and has a '6 open' indicator. It contains a list of tasks, each with a 'To-Do' status, a title, a description, and a 'Hide' button. The tasks are:

- Set the company name**: Settings → Save company. It prints on Overview and the phonebook.
- Activate when you are ready**: Settings → Activate Company Assets. 32-character key. Demo / 12345 stays until then.
- Inspection queue**: 3 devices need review or are overdue.
- People with no device**: 3 active people have no laptop, phone, or badge yet.
- Onboarding in progress**: 2 people are still Onboarding. Finish the kit on Reports.
- Offboarding in progress**: 2 people are leaving. Collect devices and close vendor logins.

Below the 'To-Do' section is the 'FINISHED' section, which contains two tasks:

- Add people who receive devices**: People → Add person → Save person. Inventory User is this list.
- Add a device and Save**: Inventory → Add asset. Pick the person, name the device. Save. You can add another after Save.

At the bottom of the 'To-Do' section, there is a note: 'Click a row to jump there. Hide removes it for this login. Finished Items stay on this page.'

To-Do — Setup steps check off. Waiting work is on this page. Hide is for this login only.

4. A new hire, start to finish

- People → Add person → real first and last name → Save person on the People toolbar. Delete person is next to Save; it asks first.
- Fill employee ID, work email, cell, extension, department, title, hire date. Save again.
- Inventory → Add asset → pick them in User → device name → Save. Repeat for laptop, phone, badge.
- Click the row. Fill company email, mailing address, cell, extension, tech notes. Drop files on the right.
- Vendors: add each 401(k) login (person, username, password, MFA). Passwords stay encrypted.
- Reports → pick them → walk the checklist → Print PDF or Export kit CSV. Passwords are never in those files.
- People → Mark active when they are live.

People Demo User · Demo Dark mode Sign out

Overview To-Do Inventory **People** Vendors Reports Vault Help Settings Print PDF

People Search people (filters as you type) Add person Import people CSV 11 in directory

All **Active** Onboarding Offboarding Inactive

Name	Status	Department	Title	Email	Devices
☒ Maya Chen	ACTIVE	Engineering	Lead Engineer	maya.chen@company.local	1
☐ James Rivera	ACTIVE	Operations	Operations Analyst	james.rivera@company.local	1
☐ Jordan Hale	ACTIVE	Sales	Account Manager	jordan.hale@company.local	0
☐ Priya Patel	ONBOARDING	Marketing	Campaign Lead	priya.patel@company.local	1
☐ Owen Blake	ACTIVE	Facilities	Facilities Lead	owen.blake@company.local	1
☐ Sofia Alvarez	ACTIVE	IT	Systems Admin	sofia.alvarez@company.local	1
☐ Kenji Watanabe	ACTIVE	Support	Support Engineer	kenji.watanabe@company.local	1

Maya Chen ACTIVE AES-256

Name

Email

Cell phone

Department

Status Active

Hire date

Work location

Notes

Employee ID

Phone

Extension

Title

Manager

End date

Vendor / 401(k) logins (1)

Portal logins this person uses at Voya, Nationwide, Schwab, and other institutions.

Vendor

Username

Password

MFA

Add vendor login

Vendor	Username	MFA	Password
Charles Schwab	maya.chen	SMS	Reveal Remove

Assigned inventory (1)

Device	Type	Location	Audit
MC-LAP-01	Laptop	Home Office	Needs Review

People card for a new hire — Name, cell, extension, hire date, Save person.

5. Someone is leaving

- People → Start offboarding. End date fills in if it was empty.
- Reports → Onboard / offboard — leaving → Select. Tick: collect devices, revoke access, disable vendor logins, email, vault, badge.
- Collect the laptop in real life first. Then Inventory → Delete (it goes to Show deleted) or change User after the next owner is on People.
- Vendors → Remove each employee login after the portal is closed.
- Set the person to Inactive. Do not delete them. Old devices still need a name on file.

6. Single sign-on (optional)

- After you activate, Admin opens Settings → Single sign-on. Turn it on. Pick Google, Microsoft 365, OpenID, or SAML (Linux).
- Copy the Redirect URI from that page into the identity provider. Paste the Client ID back in Settings.
- On User Management, put each person's work email in Sign-in email. SSO matches that email. It does not create a new login.
- Require SSO hides User ID and password. Forgot password still works. Demo hides SSO until you activate.

7. If it will not cooperate

- Windows: unzip the zip, then the MSI. Do not open CompanyAssets.exe from a folder of loose files.
- Cannot add a device? Add the person on People first.
- Cannot add a second device? Save the first row, then Add asset again.
- Save grey? Pick a User and type a device name. Save on the row and Save asset on the toolbar light up when those two are filled.

- The list says busy, or a close-file window? Close extra Company Assets windows. Only one write at a time. Try again.
- Demo password changed? It cannot. Practice is always Demo / 12345 until you activate.
- Signed out by surprise? Idle lock, default 10 minutes. Open the program and sign in again.
- Forgot password? Use the recovery question you set in User Management. This still works if Require SSO is on.
- SSO button does nothing? Admin turns it on in Settings after activate, and your work email must be on User Management → Sign-in email.
- Need the long book? Open Help in the program, or the User Manual PDF next to this one.

Support: www.digitalvodka.com