

IT Asset Tracker - Simulated Case Study

Objective

This project simulates how an IT support administrator would manage company hardware assets using a structured Google Sheet. It demonstrates best practices in asset identification, status tracking, user assignment, and lifecycle monitoring.

Key Features

- Unique Asset ID per device (e.g., IT001)
 - Device type, model, and serial number columns
 - Assignment to user/department
 - Purchase & warranty dates with highlight for expired items
 - Status dropdown (In Use, Available, Faulty, Retired)
 - Filterable and searchable Google Sheet format
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Tools & Technologies

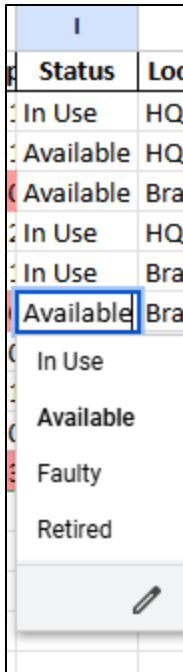
- Google Sheets
 - Data Validation (Dropdowns)
 - Conditional Formatting
 - Filters and color coding
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How to Use

The tracker is pre-filled with sample entries (laptops, monitors, printers, etc.). You can extend the rows for more devices or add new columns like license keys or replacement history. Use filters to audit by department or device type.

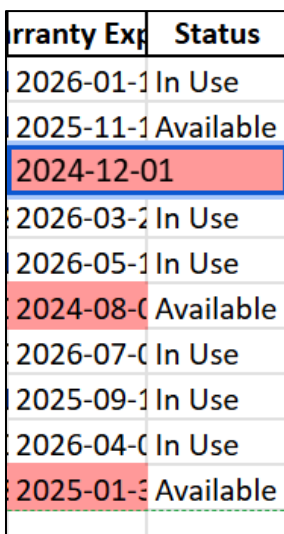
Screenshots

- 01_dropdowns.png



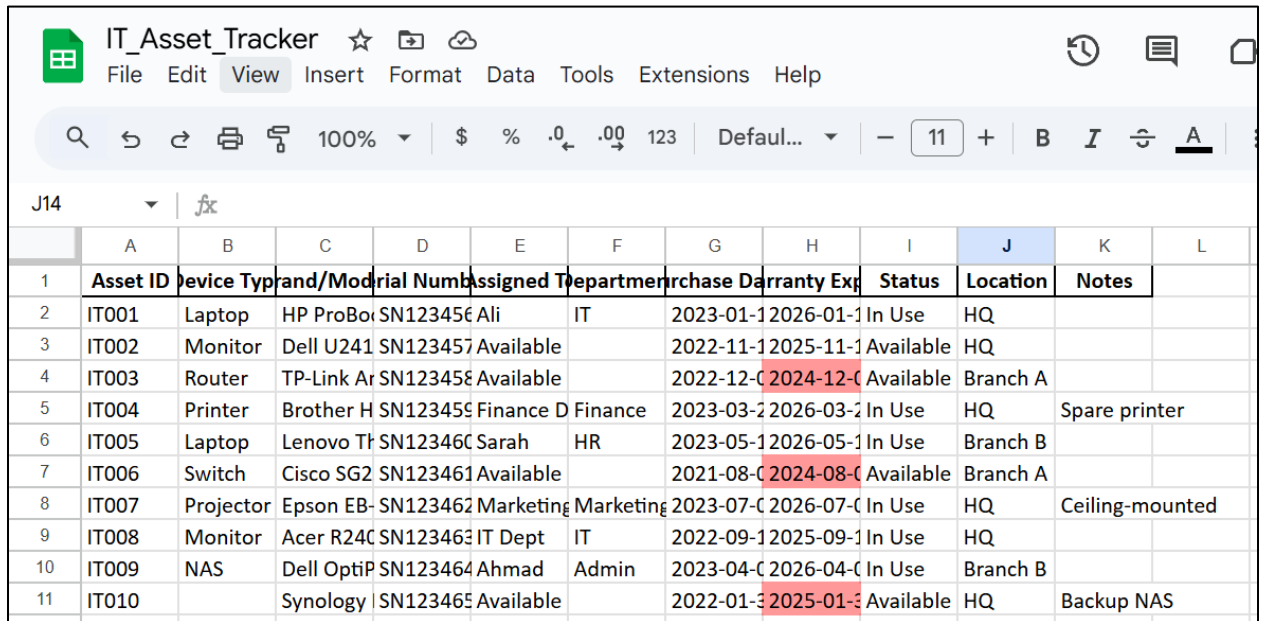
I	
Status	Loc
In Use	HQ
Available	HQ
Available	Bra
In Use	HQ
In Use	Bra
Available	Bra
In Use	
Available	
Faulty	
Retired	

- 02_warranty_alerts.png



Warranty Exp	Status
2026-01-1	In Use
2025-11-1	Available
2024-12-01	Available
2026-03-2	In Use
2026-05-1	In Use
2024-08-0	Available
2026-07-0	In Use
2025-09-1	In Use
2026-04-0	In Use
2025-01-3	Available

- 03_full_tracker.png



	A	B	C	D	E	F	G	H	I	J	K	L
1	Asset ID	Device Type	Brand/Model	Serial Number	Assigned To	Department	Purchase Date	Warranty Exp	Status	Location	Notes	
2	IT001	Laptop	HP ProBook	SN123456	Ali	IT	2023-01-15	2026-01-15	In Use	HQ		
3	IT002	Monitor	Dell U2415	SN123457	Available		2022-11-10	2025-11-10	Available	HQ		
4	IT003	Router	TP-Link Ar	SN123458	Available		2022-12-01	2024-12-01	Available	Branch A		
5	IT004	Printer	Brother H	SN123459	Finance D	Finance	2023-03-20	2026-03-20	In Use	HQ	Spare printer	
6	IT005	Laptop	Lenovo Th	SN123460	Sarah	HR	2023-05-10	2026-05-10	In Use	Branch B		
7	IT006	Switch	Cisco SG2	SN123461	Available		2021-08-01	2024-08-01	Available	Branch A		
8	IT007	Projector	Epson EB-	SN123462	Marketing	Marketing	2023-07-01	2026-07-01	In Use	HQ	Ceiling-mounted	
9	IT008	Monitor	Acer R240	SN123463	IT Dept	IT	2022-09-15	2025-09-15	In Use	HQ		
10	IT009	NAS	Dell OptiP	SN123464	Ahmad	Admin	2023-04-01	2026-04-01	In Use	Branch B		
11	IT010		Synology	SN123465	Available		2022-01-31	2025-01-31	Available	HQ	Backup NAS	

 **Live Demo**

View here → https://docs.google.com/spreadsheets/d/1YC6CJb_SSst_R8rfjmi9WKiAwjK-VOXX3nJ8KqXbSf2w/edit?gid=160324807#gid=160324807