Plant & Equipment Asset Management

User Guide

Plant & Equipment Asset Register

Powered by Deep Space Horizon + DS Site

Prepared by Black Grid - Deep Space Implementation Partner

1. What this solution does

Your Plant & Equipment Asset Register gives your business one live, shared record of every asset - vehicles, machinery, tools and fixed plant - across the business. It joins two products you already use:

- DS Site (the mobile app) - where the field team registers assets, scans QR codes, and completes prestarts, inspections and work orders on their phone.
- Deep Space Horizon (the web platform) - where managers see the full register, search and export, and raise or review work.

Every asset gets a permanent number, its own QR code, and its own page. Scanning the QR code on the machine opens that asset's page, so anyone on site can pull up its details and complete a check in seconds.

Asset numbering

Assets are numbered automatically with your workspace's asset prefix, set when the kit is deployed. For example, with a DSCG prefix the first asset is DSCG1001, the next DSCG1002, and so on. You never type the number - the system allocates it and prints it onto the record and the QR code.

The asset lifecycle at a glance

1. Register the asset once in DS Site (description, make/model, serial, location, project).
2. The platform instantly builds the asset: allocates the number (DSCG1001...), creates the asset page, generates the QR code, and adds it to the register.
3. Field crews scan the QR code to run prestarts and inspections against that asset.
4. Managers raise work orders and track service history in Horizon.
5. Everything stays linked to the one asset record for its whole life.

2. Registering a new asset

Registering is done once per asset, from DS Site on a phone or tablet.

1. Open DS Site and choose Register New Asset.
2. Enter the Asset Description (the human name, e.g. "Scissor Lift 19ft Electric"). This is the one required detail.
3. Add Make & Model, Serial Number and Location if you have them.
4. Pick the Project the asset belongs to.
5. Submit. That's it - do not enter an asset number, the system assigns it.

> **What happens automatically**
> Within moments the platform allocates the next number, creates the asset's page and QR code, seeds its prestart / inspection / work-order links, and adds a row to the Asset Register. No manual setup per asset.

3. The asset QR code and asset page

Each asset has a unique QR code. Print it and fix it to the machine. Scanning it (with any phone camera or the DS Site app) opens that asset's page, which links to:

- Asset Information - the master record of the asset's details.
- Prestart - start a prestart check for this asset, pre-filled with its number and project.
- Inspection - record a site inspection against this asset.

Because the QR code points at the asset page, the right forms are always one scan away for whoever is standing at the machine.

4. Prestart checks

Prestarts are completed in DS Site, usually by scanning the asset's QR code and choosing Prestart. The asset number and project are filled in for you, so the operator just completes the checklist and submits. Every prestart is stored against that asset.

5. Inspections

Inspections work the same way as prestarts - scan the QR code, choose Inspection, complete and submit. Use inspections for periodic or compliance checks. All inspection records stay linked to the asset for its full history.

6. Work orders

When an asset needs maintenance or repair, raise a Work Order. Open the asset in the Horizon Asset Register, open its drawer, and choose New Work Order - the asset and project are pre-filled. Record the work required, priority and status. Work orders stay attached to the asset so its service history builds up over time.

7. The Asset Register in Horizon

Managers see every asset in one place in Deep Space Horizon, under Delivery > Plant & Equipment Asset Register. From here you can:

- See all assets with their number, description, make/model, location and status.
- Search by description to find an asset fast.
- Filter and sort the register.
- Export the register to CSV for reporting or audits.
- Open any asset to view its page, records and work orders.

8. Updating asset details

To change an asset's details (location moved, hours updated, status changed), open its Asset Information record and edit it. Updates flow straight through to the register, so the shared view is always current. The asset number never changes.

9. Renumbering or retiring an asset

An asset's number is permanent - it is stamped on the QR code and every historical record. If a machine must take a new number (for example a hire unit moving to a contractor number), use Renumber and archive previous in the asset drawer. This issues the new number, carries the details across, and archives the old record as history. To retire an asset, archive it - it leaves the active register but its history is kept.

10. Getting help

For help with the Asset Register or any part of Deep Space, contact your implementation partner, Black Grid, or email help@deepspacegroup.ai. This guide is also available from the Discover menu in Horizon.