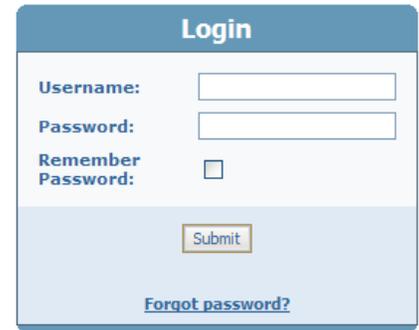


# Accessing and Using Cascade-Tracker.com

Through Cascade-Tracker.com, you can review your IT Asset Disposition activity with Cascade Asset Management at any time and from any web browser. Cascade clients who subscribe to our Standard Disposition Service are given free access to this service.

Once you are set up for this service you will be given a Username and Password to access your account. To login, go to [www.cascade-tracker.com](http://www.cascade-tracker.com) and input this information into the login screen. Your account is tied to your email address on file with Cascade. You can change your password at any time (click on the “change password” button after you login.)



## Navigating Layouts

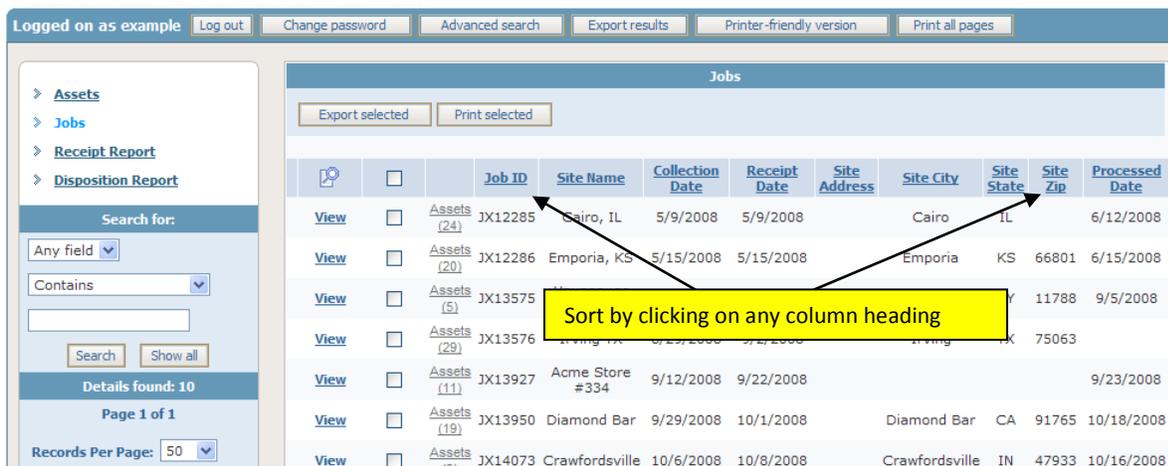
Depending on your access privileges, you will be taken to a menu screen that lets you view “Asset” details (any particular item picked up for processing by Cascade) or “Job” details (any group of items picked up for processing on a given day). You can also view reports, including:

- Receipt Reports: A list of the make, model, and serial number information for all assets received by Cascade.
- Disposition Reports: A list of the final disposition status of each processed asset (“demanufactured” for recycling or “sold” for reuse).
- Settlement Report: (limited access) A list of the recovery value for resold assets.



## Sorting Data

When you navigate to the Assets and Jobs layouts, the data will be displayed in columns. You can sort in ascending or descending order on any of the columns by **clicking the column heading**. This is useful if you want to search for Jobs that may have been picked up, but not yet processed (sort the “Processed Date” column.)



	Job ID	Site Name	Collection Date	Receipt Date	Site Address	Site City	Site State	Site Zip	Processed Date
<a href="#">View</a>	JX12285	Cairo, IL	5/9/2008	5/9/2008		Cairo	IL		6/12/2008
<a href="#">View</a>	JX12286	Emporia, KS	5/15/2008	5/15/2008		Emporia	KS	66801	6/15/2008
<a href="#">View</a>	JX13575							11788	9/5/2008
<a href="#">View</a>	JX13576							75063	
<a href="#">View</a>	JX13927	Acme Store #334	9/12/2008	9/22/2008					9/23/2008
<a href="#">View</a>	JX13950	Diamond Bar	9/29/2008	10/1/2008		Diamond Bar	CA	91765	10/18/2008
<a href="#">View</a>	JX14073	Crawfordsville	10/6/2008	10/8/2008		Crawfordsville	IN	47933	10/16/2008



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## Glossary of Terms on the Asset Table View



Logged on as example | Log out | Change password | Advanced search | Export results | Printer-friendly version | Print all pages

Assets													
Export selected   Print selected													
	Asset ID	Job ID	Type	Make	Model	Serial Number	Asset Tag	Other ID1	Expected Disposition	Status	Asset Date Processed	Data Destruction Method	Job Processed Date
<a href="#">View</a>	CX296572	JX12285	Monitor - Crt	CTX	VL400	S19180406164	N/A		recycle	Demanufactured	5/14/2008		6/12/2008
<a href="#">View</a>	CX296573	JX12285	Monitor - Crt	Systemax	DEE-770-BA	GRFGLO033033928	N/A		recycle	Demanufactured	5/14/2008		6/12/2008
<a href="#">View</a>	CX296574	JX12285	Monitor - Crt	IBM	9524-001	2316472	N/A		recycle	Demanufactured	5/14/2008		6/12/2008
<a href="#">View</a>	CX296575	JX12285	Monitor - Crt	Vivitron	1100	MON021005AAWW/A	N/A		recycle	Demanufactured	5/14/2008		6/12/2008
<a href="#">View</a>	CX296576	JX12285	Monitor - Crt	Samsung	750S	AQ17HCDTS17033	N/A		recycle	Demanufactured	5/15/2008		6/12/2008

**Asset ID:** ..... The Cascade assigned unique tracking ID which is assigned to each asset.

**Job ID:** ..... The Cascade assigned unique tracking ID which is assigned to a Job representing a pickup of a set of assets from a particular customer site on a particular day.

**Type:** ..... This identifies the product category representing each asset.

**Make:** ..... The name of the manufacturer of the asset.

**Model:** ..... The particular model number of the asset.

**Serial Number:** ..... The manufacturer assigned serial number for the asset.

**Asset Tag:** ..... The customer asset tag affixed to the device.

**Other ID1:**..... A user defined tracking field that can be set up for each client by Cascade.

**Asset Date Processed:**..... The date that the asset was either tested and sanitized or demanufactured and destroyed.

**Data Destruction Method:** ..... This field may list the method of data destruction for each data storage device. The options are "physical" or "electronic."

**Job Processed Date:** ..... This is the date that all assets from a particular Job have been processed by Cascade. This is the date that a Certificate of Destruction is issued for the Job.

**Expected Disposition:** ..... Cascade lists the disposition rules for assets in each job. The possible options are:

- **Best Use:** Cascade will attempt to resell all working and marketable assets and will recycle whatever cannot be reused.
- **Destroy:** Cascade will destroy/recycle all assets, no matter their resale value.

**Status:** ..... Cascade lists the current disposition status of collected assets. The possible options are:

- **Staging Area:** The asset has been received by Cascade but has not yet been processed for reuse or recycling.
- **Tested/Working:** The asset has passed testing and (if required) all data from the device have been cleared to NIST 800-88 sanitization standards.
- **End of Life:** The asset has been demanufactured for recycling and any data storage media have been destroyed by shredding or other physical destruction means.



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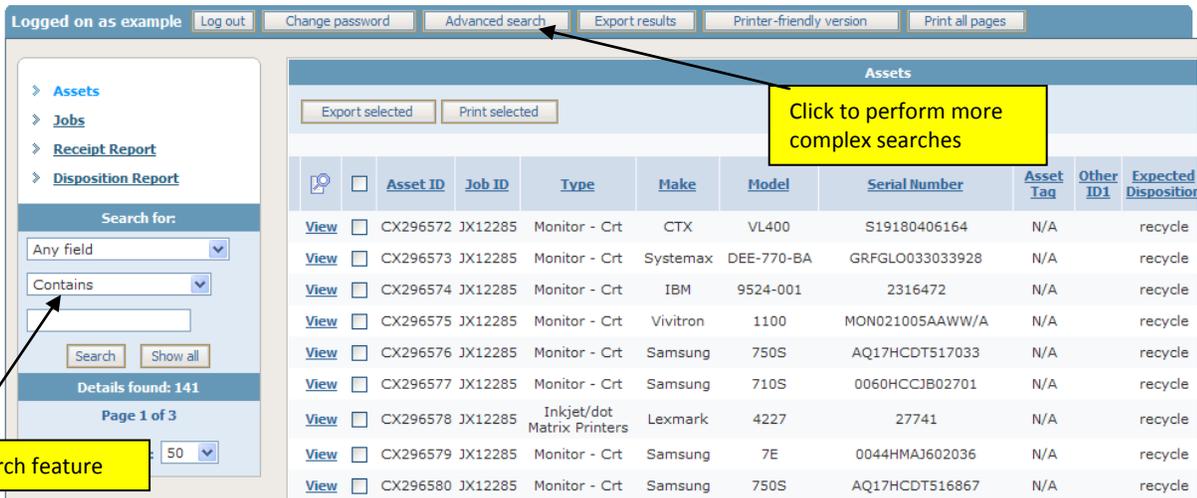
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## Performing a Query

You can search for any Asset or Job using a simple or advanced query from either the Asset or Job layout. In the example below, we are in the Asset layout (you can tell which layout by looking at the menu on the upper left of the screen – “Assets” is highlighted.) You can search on any field in the Asset table (identified by the column headings on the page) in the menu on the left.

Or, perform a more complex search across multiple variables in the by clicking on the Advanced Search menu button on the top of the page.



Logged on as example | Log out | Change password | **Advanced search** | Export results | Printer-friendly version | Print all pages

Assets

Export selected | Print selected

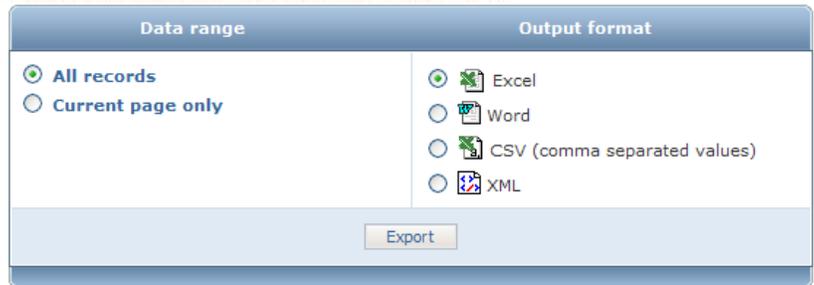
Click to perform more complex searches

	Asset ID	Job ID	Type	Make	Model	Serial Number	Asset Tag	Other ID1	Expected Disposition
<a href="#">View</a>	CX296572	JX12285	Monitor - Crt	CTX	VL400	S19180406164	N/A		recycle
<a href="#">View</a>	CX296573	JX12285	Monitor - Crt	Systemax	DEE-770-BA	GRFGLO033033928	N/A		recycle
<a href="#">View</a>	CX296574	JX12285	Monitor - Crt	IBM	9524-001	2316472	N/A		recycle
<a href="#">View</a>	CX296575	JX12285	Monitor - Crt	Vivitron	1100	MON021005AAWW/A	N/A		recycle
<a href="#">View</a>	CX296576	JX12285	Monitor - Crt	Samsung	750S	AQ17HCDT517033	N/A		recycle
<a href="#">View</a>	CX296577	JX12285	Monitor - Crt	Samsung	710S	0060HCCJB02701	N/A		recycle
<a href="#">View</a>	CX296578	JX12285	Inkjet/dot Matrix Printers	Lexmark	4227	27741	N/A		recycle
<a href="#">View</a>	CX296579	JX12285	Monitor - Crt	Samsung	7E	0044HMAJ602036	N/A		recycle
<a href="#">View</a>	CX296580	JX12285	Monitor - Crt	Samsung	750S	AQ17HCDT516867	N/A		recycle

Simple search feature

## Exporting Found Data Set to Excel, Word, CSV or XML

For any found set of Job or Asset data, you can export the records to a variety of formats. Simply click on the “Export Results” page at the top menu of the layout and then select the download format. Save the results to your computer and open the data in the appropriate program.



Data range

Output format

All records  
 Current page only

Excel  
 Word  
 CSV (comma separated values)  
 XML

Export

## Finding and Printing Reports

You can review Receipt Reports, Disposition Reports (including related Certificates of Destruction) and Settlement Reports in your browser or can download these reports to a PDF, Word or Excel file. First, go to the correct report screen by clicking on the appropriate report from the menu. You will then see all reports posted to your account. You can then use the Advanced Search feature to limit the reports you are reviewing. This report is formatted to print from your browser, or you can print to a Word or Excel file by clicking on the appropriate icon on the top of the screen.



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Logged on as example   Log out   Change password   **Advanced search**   Print this page   Print whole report   

Click icon to export to a Word or Excel document

[ 1 2 ]

- > Assets
- > Jobs
- > Receipt Report
- > Disposition Report

Groups per page: 5

Job ID:	Site Name	Date Collected			Date Received	
<b>JX12285</b>	Cairo, IL	5/9/2008			5/9/2008	
Asset ID	Type	Make	Model	Serial Number	Asset Tag	Other ID
CX296572	Monitor - Crt	CTX	VL400	S19180406164	N/A	
CX296573	Monitor - Crt	Systemax	DEE-770-BA	GRFGL0033033928	N/A	
CX296574	Monitor - Crt	IBM	9524-001	2316472	N/A	
		Ivivtron	1100	MON021005AAWW/A	N/A	
		Samsung	750S	AQ17HCDS17033	N/A	
		Samsung	710S	0060HCCJB02701	N/A	
		Lexmark	4227	27741	N/A	
		Samsung	7E	0044HMAJ602036	N/A	
CX296580	Monitor - Crt	Samsung	750S	AQ17HCDS16867	N/A	
CX296581	Monitor - Crt	Dell	E771P	MX0419TG478011C7C2KG	N/A	
CX296582	Monitor - Crt	Pacom	4FE	5CA00693	N/A	
CX296583	Monitor - Crt	Dell	E770P	MX0832DX4780108FH10L	N/A	
CX296584	Printer, Laser	HP	C3941A	USBB090561	N/A	
CX296585	Printer, Laser	HP	C8049A	USJNH20289	C8049A	
CX296586	Monitor - Crt	Samsung	710S	HB17HCCK201444	N/A	
CX296587	Monitor - Crt	Hitachi	CM751U	G7K000287	N/A	
CX296588	External Drive	Compaq	A04	CX82600442	N/A	
CX296589	Desktop Computer	Gateway	GP6-400	9731231	N/A	
CX296590	Desktop Computer	IBM	6578	11S06P7057Z1JCF007M8Y	N/A	
CX296591	Desktop Computer	IRM	6862	78-HMI PM	N/A	

Limit what's included in the report by using the Advanced Search feature

### Logout When Finished

Be sure to click the logout button (placed on every layout) when you are finished. You will also be automatically logged out if your session is inactive for a period of time.

### Terms of Use

Please read the Terms of Use for this tool. A link to the terms is provided at the bottom of every web page or accessible at <http://www.cascade-tracker.com/tos.html>.

### Help or other Questions

Contact Cascade's customer service team at [1-888-222-8399](tel:1-888-222-8399) or email [customerservice@cascade-assets.com](mailto:customerservice@cascade-assets.com).



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