



CLOUDSWITCHED

FREE RESOURCE — ASSET TRACKER

IT Asset Inventory Tracker

Maintain a single source of truth for every IT asset across your organisation — hardware, software licences, networking, mobile devices and refresh planning. Print it, or type directly into the fillable cells in any modern PDF viewer.

5

REGISTER
TABLES

100%

ASSET
VISIBILITY
TARGET

3–5yr

TYPICAL
HARDWARE
LIFECYCLE

Fillable

TYPE DATA
IN ANY VIEWER

HARDWARE

SOFTWARE

NETWORKING

MOBILE / MDM

PREPARED FOR

Cloudswitched Knowledge
Library

PREPARED BY

Cloudswitched Ltd.

VERSION

2026 Edition

FORMAT

Interactive PDF

00

How to use this tracker

Work through each of the five register tables with your IT lead or your managed service provider. Apply a unique **asset tag** (barcode or QR sticker) to every piece of hardware, then record the make, model, serial number, owner, location and warranty expiry. For software, track every licence type and renewal date; for mobile devices, track MDM enrolment and encryption status.

Conduct a **full physical audit annually** and review the registers quarterly. Reclaim software licences from leavers within 48 hours. Flag any hardware approaching end-of-life in the lifecycle planning table on the final page — that becomes next year's replacement budget.

WHAT THIS TRACKER COVERS

The full IT asset stack for a UK SME — laptops, desktops, monitors and printers; software licences and subscriptions; switches, routers, firewalls and wireless access points; company-owned and BYOD mobiles and tablets; plus a rolling 24-month refresh and replacement planning table for hardware budget. Every cell is fillable in any modern PDF viewer.

CYBER ESSENTIALS & INSURANCE EVIDENCE

A current, complete asset register is a **core control under Cyber Essentials v3.3** and a near-universal request from cyber insurance underwriters. Keep purchase orders, licence keys and supplier agreements in a central repository, and prove that your records reconcile against the physical estate at audit.

The five register tables

- **01 Hardware Asset Register** — laptops, desktops, monitors, printers and similar physical IT equipment.
- **02 Software Licence Register** — every paid application, licence type, quantity and renewal date.
- **03 Network Equipment Register** — switches, routers, firewalls and wireless access points.
- **04 Mobile Device Register** — company-owned and BYOD phones / tablets, MDM enrolment and encryption.
- **05 Lifecycle & Replacement Planning** — rolling 24-month refresh and budget forecast.

01

Hardware Asset Register

Record every piece of physical IT equipment — laptops, desktops, monitors, printers, docking stations and similar. Apply a unique asset tag to each device; reconcile the register against the physical estate at every annual audit.

ASSET TAG	DEVICE TYPE	MAKE / MODEL	SERIAL NUMBER	ASSIGNED TO	LOCATION	PURCHASED	WARRANTY	STATUS
CS-HW-001	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-002	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-003	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-004	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-005	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-006	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-007	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-008	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-009	-----	-----	-----	-----	-----	-----	-----	-----
CS-HW-010	-----	-----	-----	-----	-----	-----	-----	-----

ASSET TAGGING DISCIPLINE

Apply a unique **physical asset tag** (barcode or QR sticker) to every device the moment it arrives. This enables rapid identification during audits, simplifies tracking when equipment moves between staff or sites, and gives you a clean evidence trail for warranty claims and end-of-life disposal certificates.

02

Software Licence Register

Track every paid application across the business — subscription SaaS, perpetual desktop, and on-premises server licences alike. The most common source of variance against the budget here is auto-renewal at inflated list price; record the renewal date and owner on every row so the renewal lever is never lost.

SOFTWARE	PUBLISHER	LICENCE TYPE	QTY OWNED	QTY IN USE	COST (ANNUAL)	RENEWAL DATE	OWNER
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----

QUARTERLY LICENCE RECONCILIATION

Reconcile **licences owned versus licences deployed** every quarter. Reclaim licences from departed staff within **48 hours** of their leaving date. Maintain evidence of ownership for audit — purchase orders, licence keys and agreements — in a central repository accessible to finance and IT.

D

Network & mobile estate

The connective layer — switches, routers, firewalls and access points — plus every company-owned or BYOD mobile device that touches corporate data. Cyber Essentials and cyber insurance underwriting both read these two registers directly.

03 Network Equipment Register

Document every switch, router, firewall and wireless access point. Record the firmware version at audit so any out-of-support kit is visible from a glance at this table.

ASSET TAG	DEVICE TYPE	MAKE / MODEL	SERIAL NUMBER	IP ADDRESS	LOCATION	FIRMWARE	SUPPORT EXPIRY
CS-NW-001	_____	_____	_____	_____	_____	_____	_____
CS-NW-002	_____	_____	_____	_____	_____	_____	_____
CS-NW-003	_____	_____	_____	_____	_____	_____	_____
CS-NW-004	_____	_____	_____	_____	_____	_____	_____
CS-NW-005	_____	_____	_____	_____	_____	_____	_____
CS-NW-006	_____	_____	_____	_____	_____	_____	_____

04 Mobile Device Register

Every phone or tablet that touches corporate data — company-owned and BYOD alike. Confirm MDM enrolment and on-device encryption on every row; both are Cyber Essentials evidence.

ASSET TAG	DEVICE TYPE	MAKE / MODEL	IMEI / SERIAL	ASSIGNED TO	MDM ENROLLED	ENCRYPTION STATUS
CS-MB-001	_____	_____	_____	_____	_____	_____
CS-MB-002	_____	_____	_____	_____	_____	_____
CS-MB-003	_____	_____	_____	_____	_____	_____
CS-MB-004	_____	_____	_____	_____	_____	_____
CS-MB-005	_____	_____	_____	_____	_____	_____
CS-MB-006	_____	_____	_____	_____	_____	_____

05

Lifecycle & replacement planning

Map the next 24 months of hardware refresh against your CapEx budget. Spread the cost across years — replace a rolling cohort each year rather than facing a single large outlay when an entire estate ages out together. Approved budget lines feed straight into next year's IT plan.

ASSET CATEGORY	RECOMMENDED LIFECYCLE	DUE THIS YEAR	DUE NEXT YEAR	EST. REPLACEMENT COST	BUDGET APPROVED
Laptops / Desktops	3–4 years	_____	_____	_____	_____
Monitors	5–7 years	_____	_____	_____	_____
Servers <i>(on-premises)</i>	4–5 years	_____	_____	_____	_____
Network equipment	5–7 years	_____	_____	_____	_____
Mobile devices	2–3 years	_____	_____	_____	_____
Printers / MFDs	5 years	_____	_____	_____	_____

ROLLING 3-YEAR REFRESH FORECAST

Build a **rolling 3-year hardware replacement forecast**. Replace a cohort of devices each year rather than waiting for an estate-wide failure cliff. For laptops and mobiles a leasing arrangement converts the lumpy CapEx into a predictable monthly OpEx line and forces a refresh discipline that this register otherwise has to enforce manually.

Notes & assumptions

PREPARED BY

DATE

APPROVED BY

Need help managing your IT assets?

Cloudswitched provides complete IT asset lifecycle management for UK SMEs — procurement, deployment, tracking, secure decommissioning and certified disposal — all reconciled against a live asset register and aligned to your Cyber Essentials evidence pack.

info@cloudswitched.com

cloudswitched.com/services/it-support



CLOUDSWITCHED

IT ASSET LIFECYCLE MANAGEMENT

info@cloudswitched.com

New London House, 6 London St
London EC3R 7LP · United Kingdom