

Asset Hub Project Pre-Production Checklist

We'd like to introduce you to Asset Hub, Amazon's physical asset management system. Instead of paper ledgers or spreadsheets, you will be managing assets in an online database. All the photos and data you enter will be used by the Studio during production, wrap, and post-production.

[Getting Started With Asset Hub Video](#)

An Account Manager, Savannah, has been assigned to your project and we have a full support team available online and by phone. If you are a new user, please contact us to set up a demo or watch our recorded [Asset Hub demo](#). We can give you a quick introduction and explain the workflow. Then, when assets are uploaded by Accounting, you will be ready to add a little information and some photos.

We've provided a checklist for production, accounting and crew to get started.

POC/Asset Manager Checklist:

- ☐ You will receive an invite from SyncOnSet Technologies
- ☐ Click the link in the invite to start an account
- ☐ Review our [PC/Asset Manager Onboarding](#) information & watch the [Asset Hub demo](#) video
- ☐ Add crew members into the project [Adding Department Users](#)
- ☐ Connect us with the Accounting department so that we can schedule a demo
- ☐ Once Accounting uploads a ledger, the crew can begin working

Accounting:

- ☐ You will receive an invite from SyncOnSet Technologies
- ☐ Click the link in the invite to start an account
- ☐ Review our [Accounting Onboarding](#) information & watch the [Asset Hub demo](#)
- ☐ Once you have assets entered into your accounting software, please contact your Account Manager to walk you through the bible run and upload process
- ☐ Once we email you a confirmation, the crew can begin working

Department Checklist:

- ☐ You will receive an invite from SyncOnSet Technologies
- ☐ Click the link in the invite to start an account
- ☐ You will be notified once Accounting has uploaded a ledger
- ☐ Review our [Department Onboarding](#) information & watch the [Asset Hub demo](#) video

Please let us know if you have any questions. We look forward to hearing from you!

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Support: support@synconset.com

Help Center: [Asset Hub Help Articles](#)