Poise for Learning Excellence

EDUPLEX SOLUTIONS PVT. LTD.

AMS@U-Squirrel

AMS@U USER MANUAL

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About This Guide

The Asset Management Guide is intended for the Users of the Asset Management Application (AMS@U).

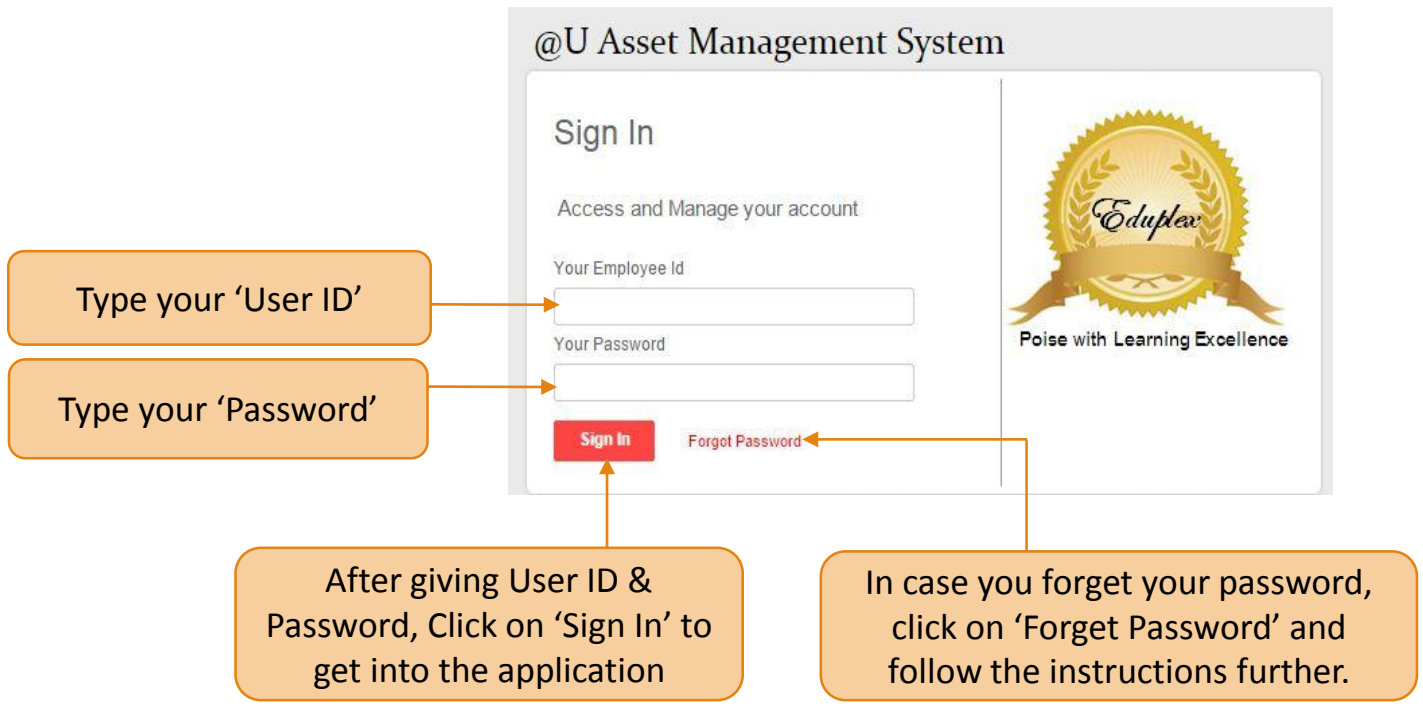
User Guide describes the basic and advanced features available in this software. The screen shots, menus, and workflow may have some variation depending on the version of the software.

Objective of Asset Management

An asset is an item, thing or entity that has potential or actual value to an organization.

The asset management translates the organization's objectives into asset-related decisions, plan and activities, using a risk based approach as per **ISO 55000** standard.

HOW TO LOGIN INTO APPLICATION



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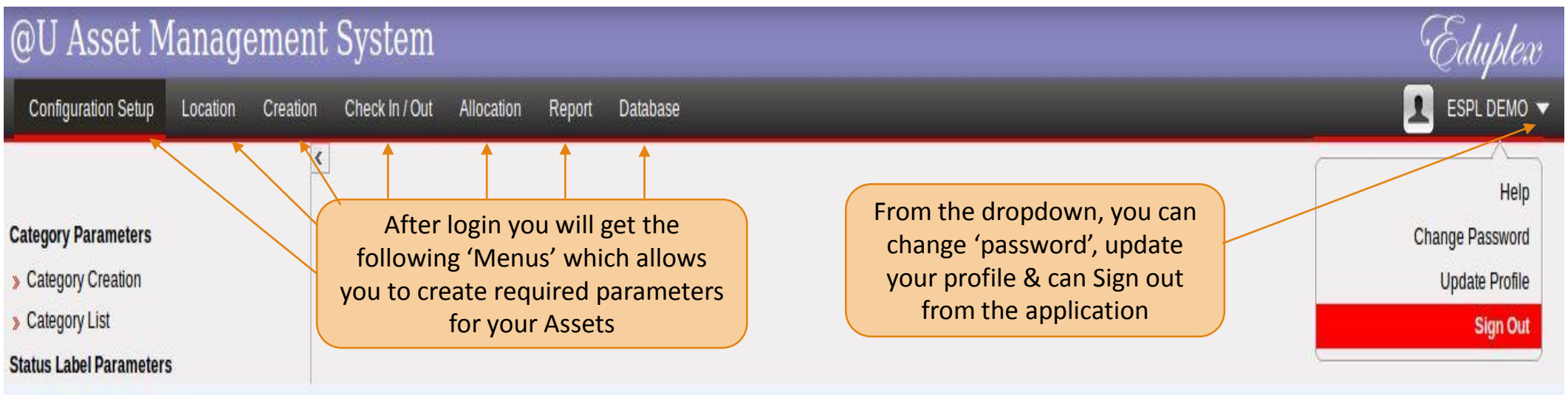
THE APPLICATION



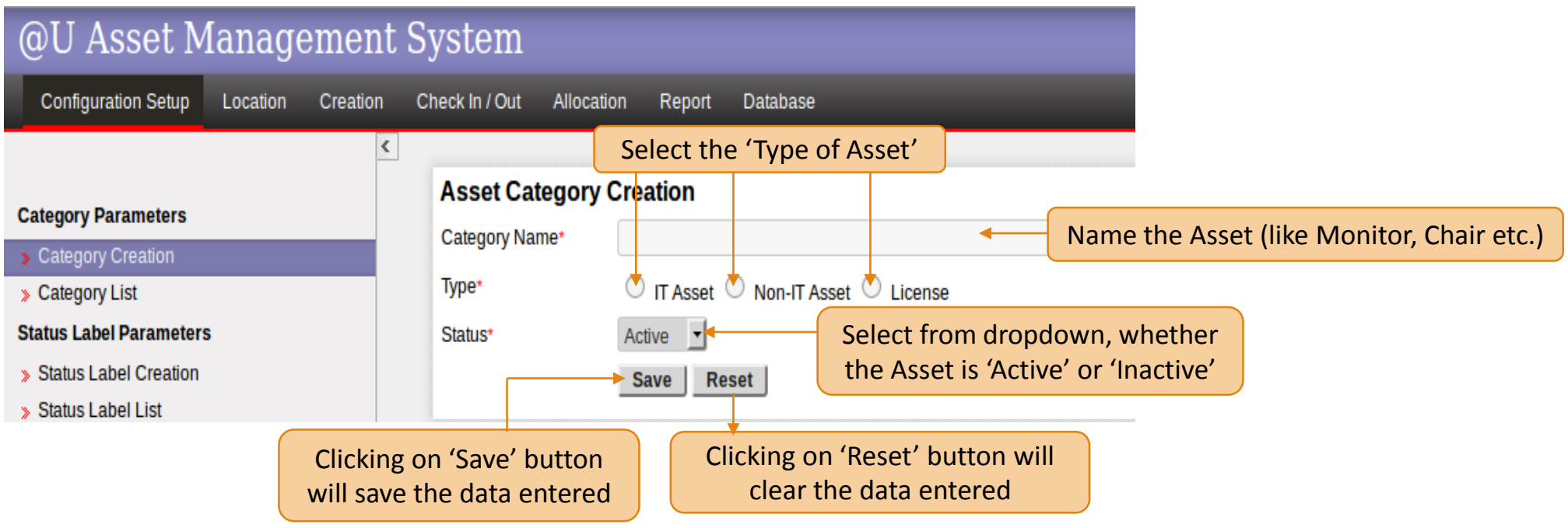
Drop down menus are given to facilitate fast operation and help avoiding typing mistakes. In case you find some items are not there in drop down, please discuss with system administrator. He/ She can add item in the list if justified.

* marked fields are mandatory

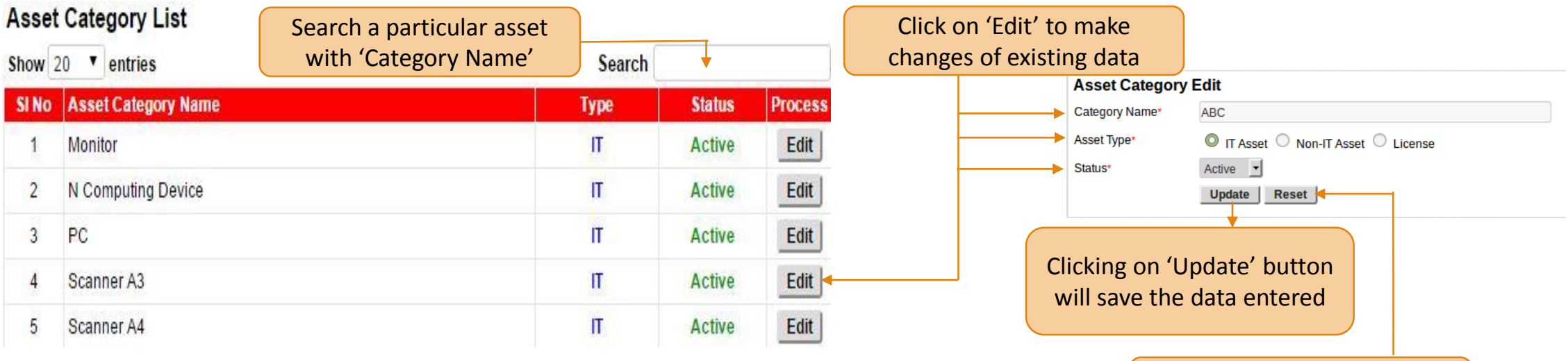
➢ CONFIGURATION SETUP

- **Category Parameters**

Category Creation: Allows you to create assets with name.

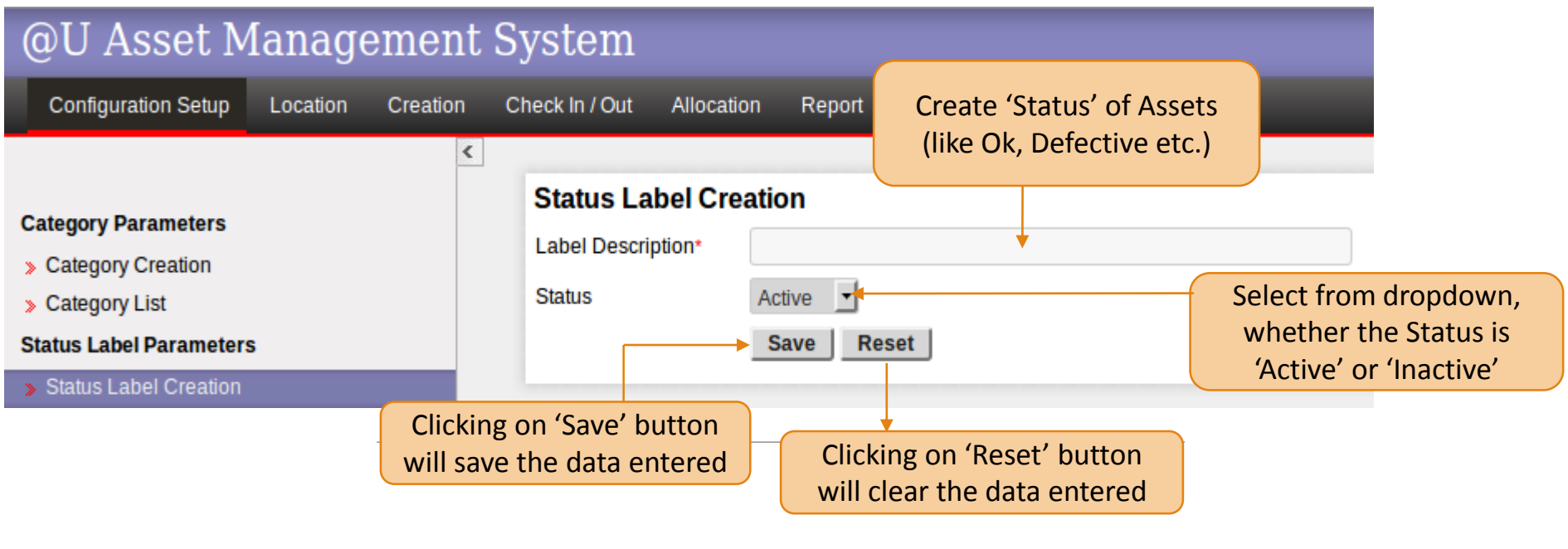


Category List: shows the total list of categories created and make necessary changes if required.

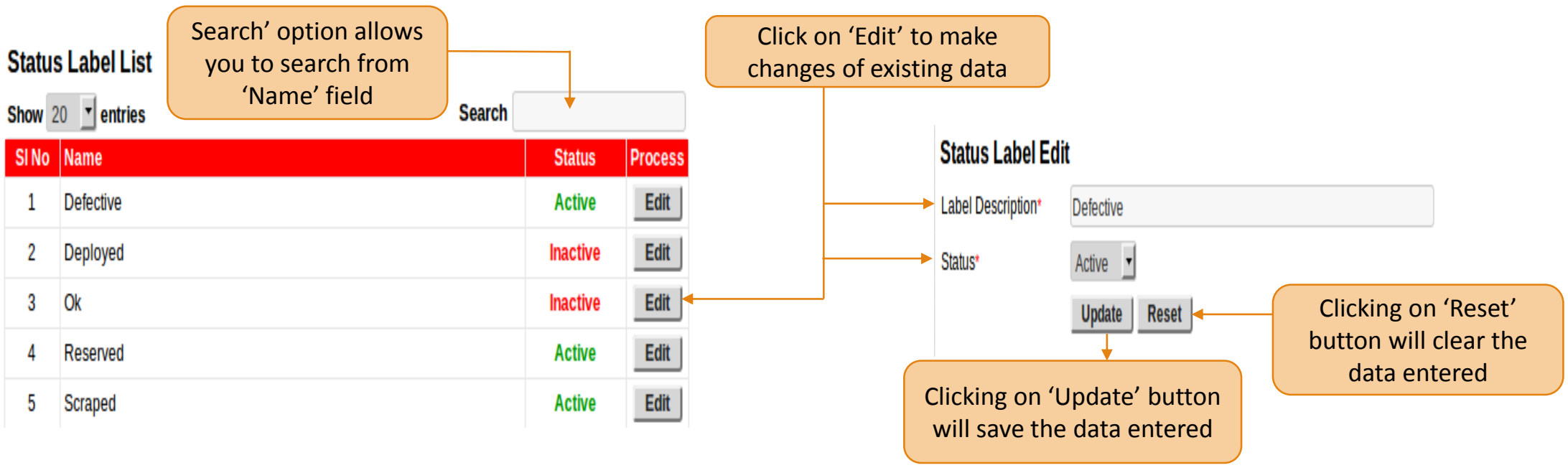


- **Status Label Parameters**

Status Label Creation: Allows you to create ‘status’ of assets.

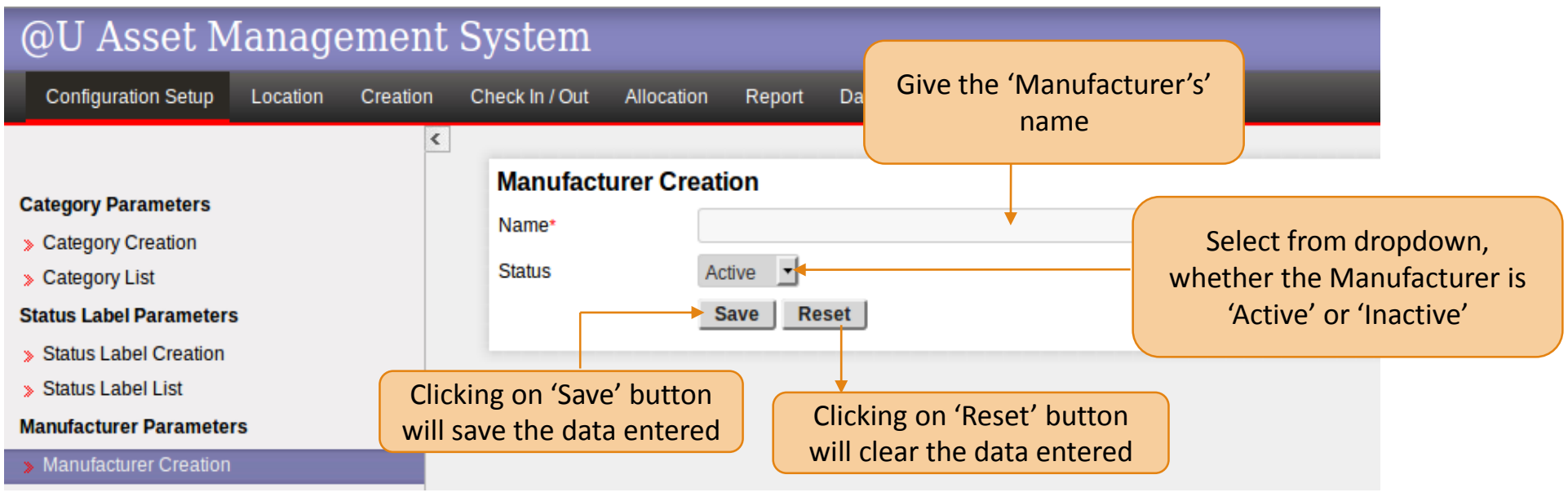


Status Label List: shows the total list of ‘Status’ created.

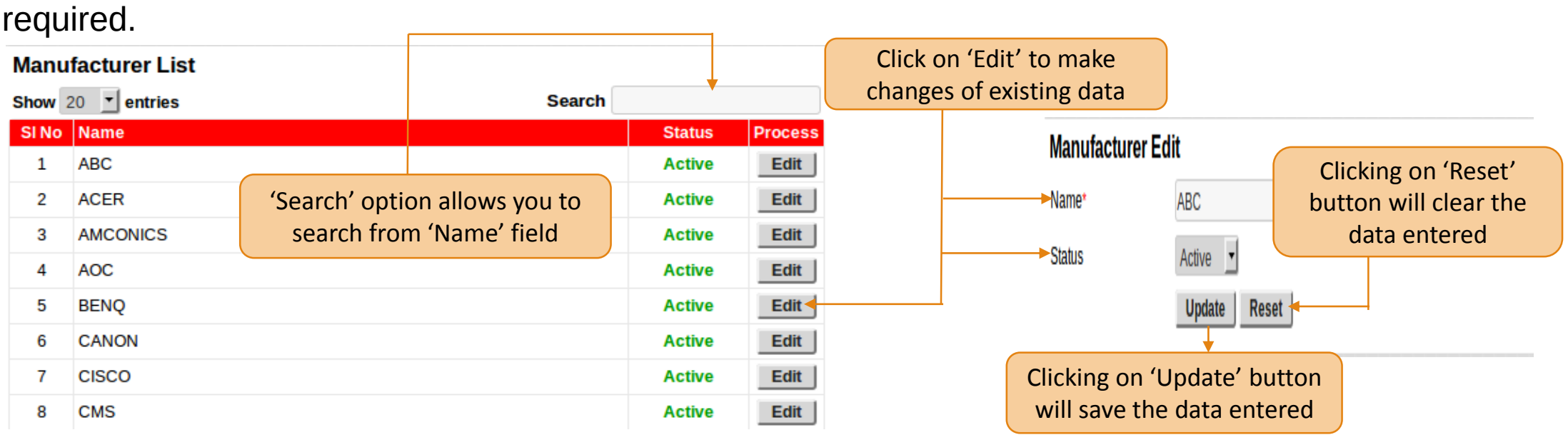


- **Manufacturer Parameters**

Manufacturer Creation: Allows you to create ‘Manufacturer’s Name’ of assets.

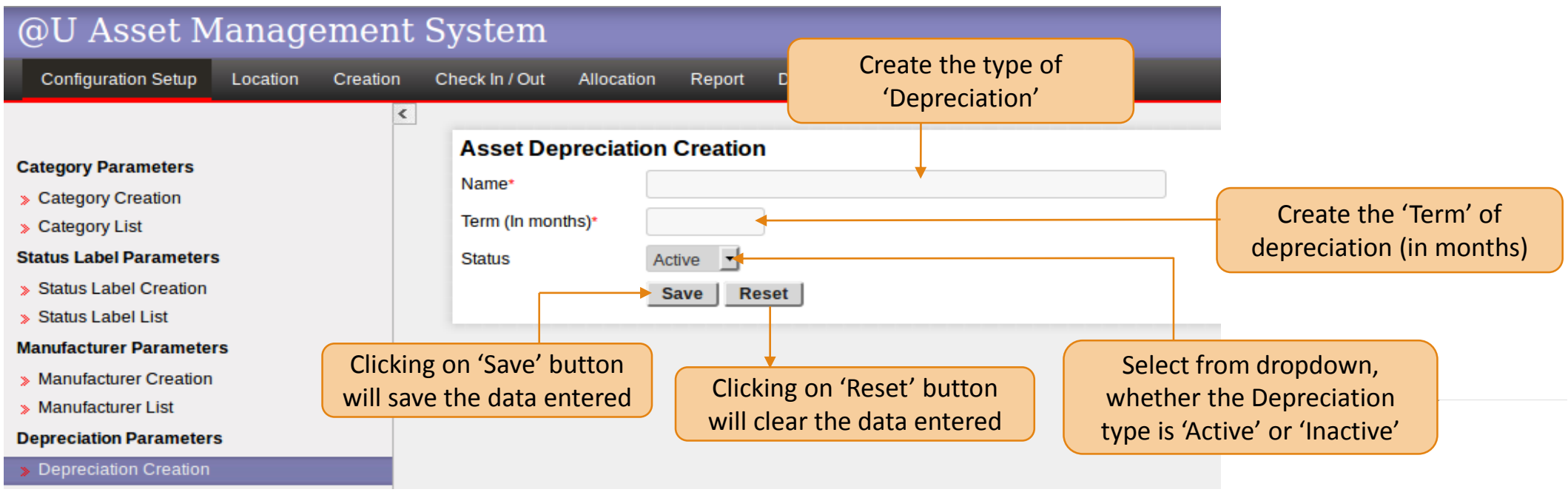


Manufacturer List: shows the total list of ‘Manufacturers’ created and make necessary changes if required.

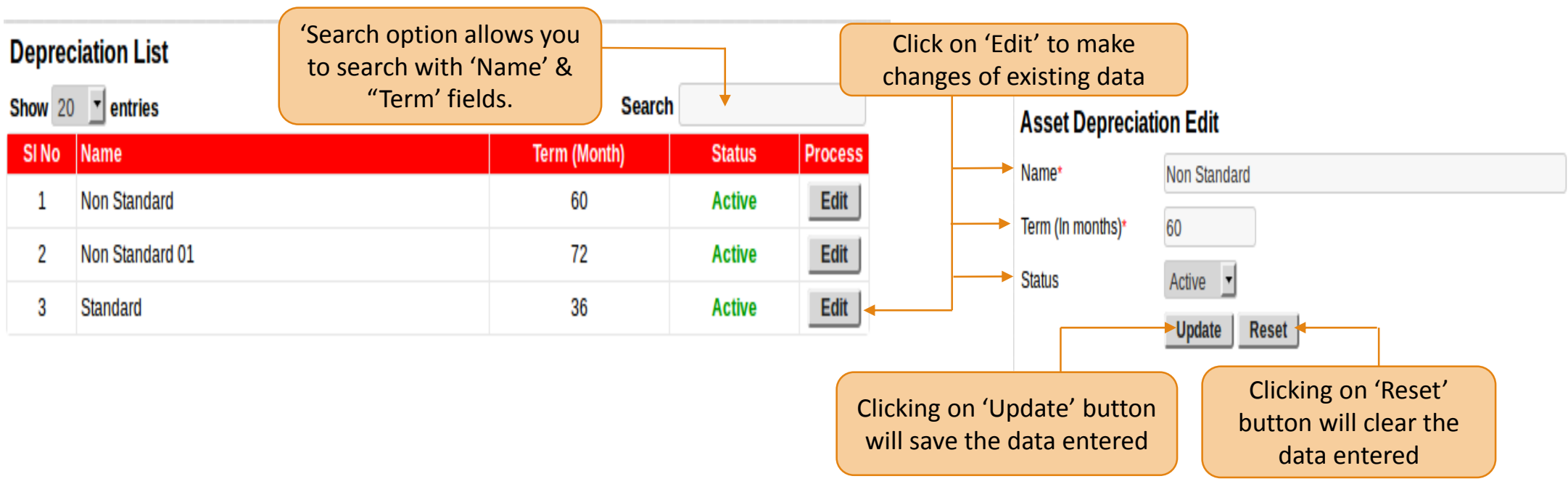


- **Depreciation Parameters**

Depreciation Creation: Allows you to create ‘Depreciation’ details of assets.

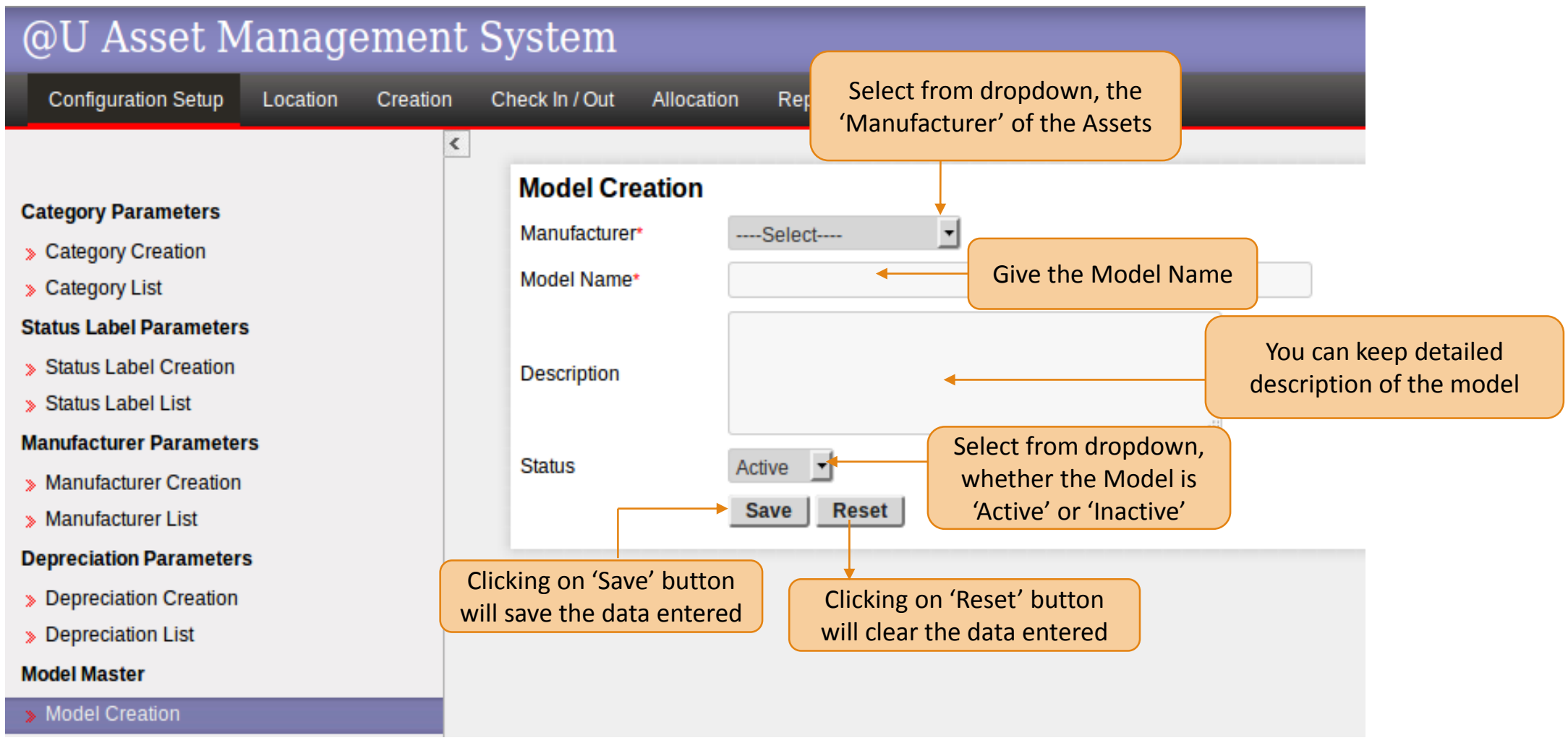


Depreciation List: shows the types of ‘Depreciation’ created and make necessary changes if required.

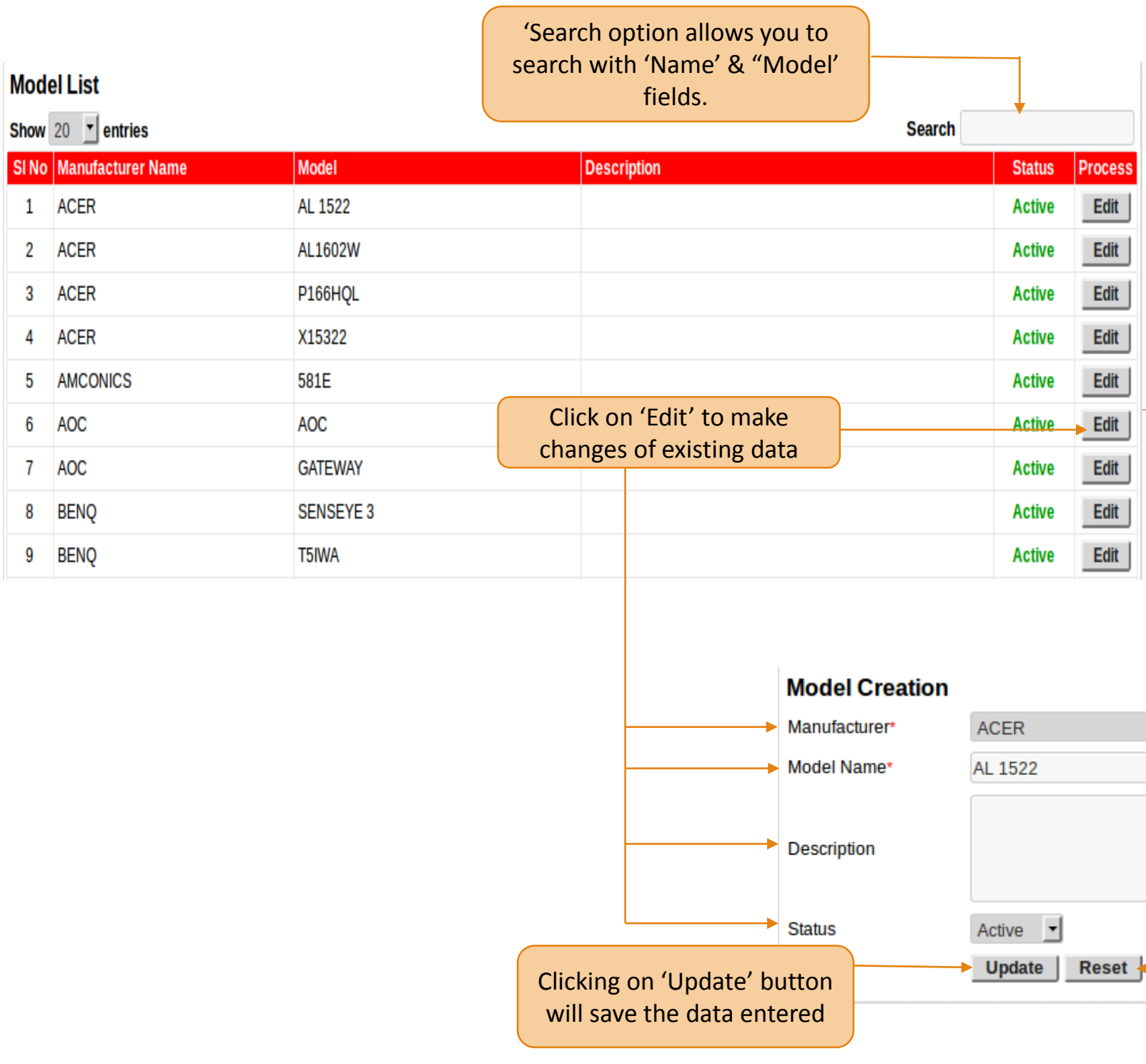


- **Model Master**

Model Creation: Allows you to create ‘Model Name’ of assets.

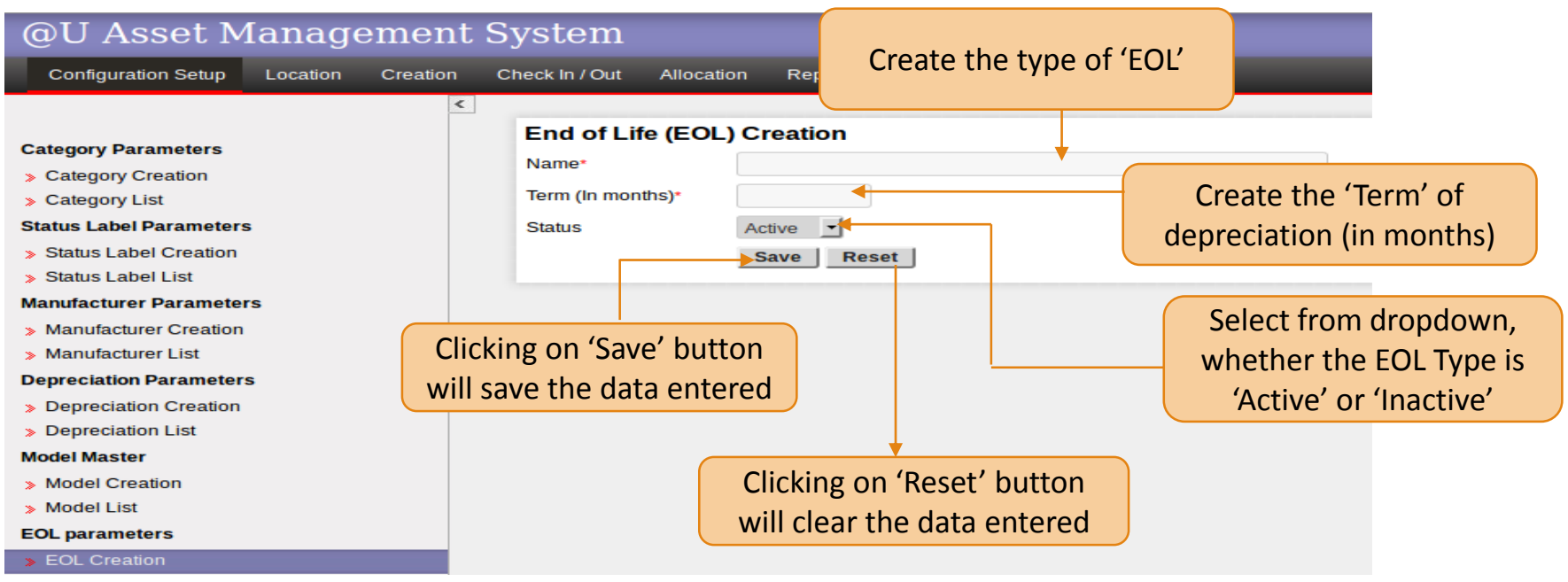


Model List: shows the types of 'Models' created and make necessary changes if required.

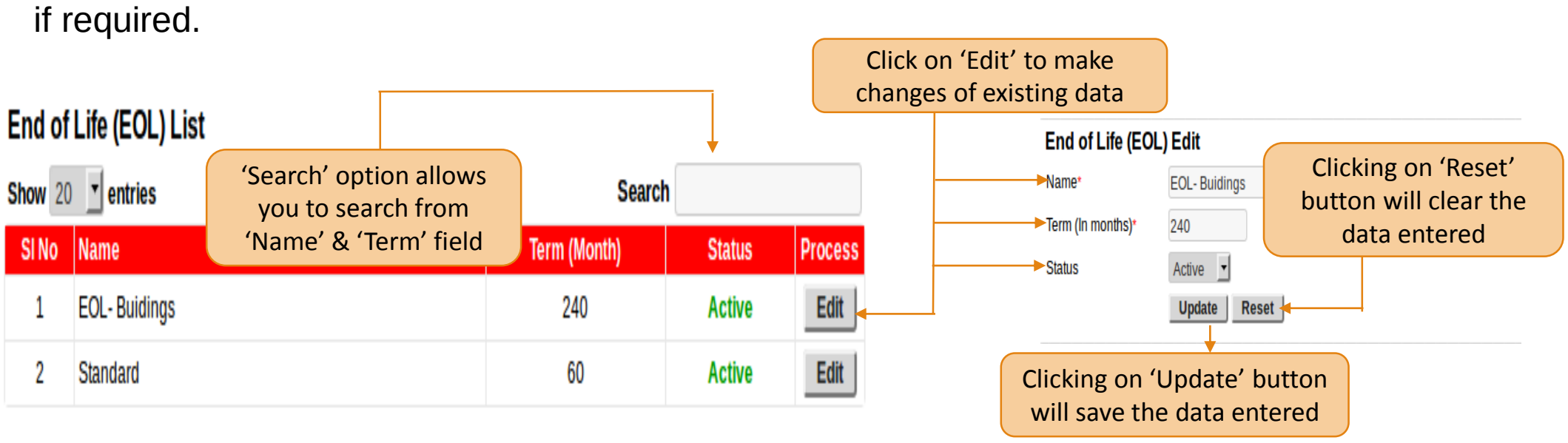


- **EOL Parameters**

EOL Creation: Allows you to create 'End Of Life' details of assets.



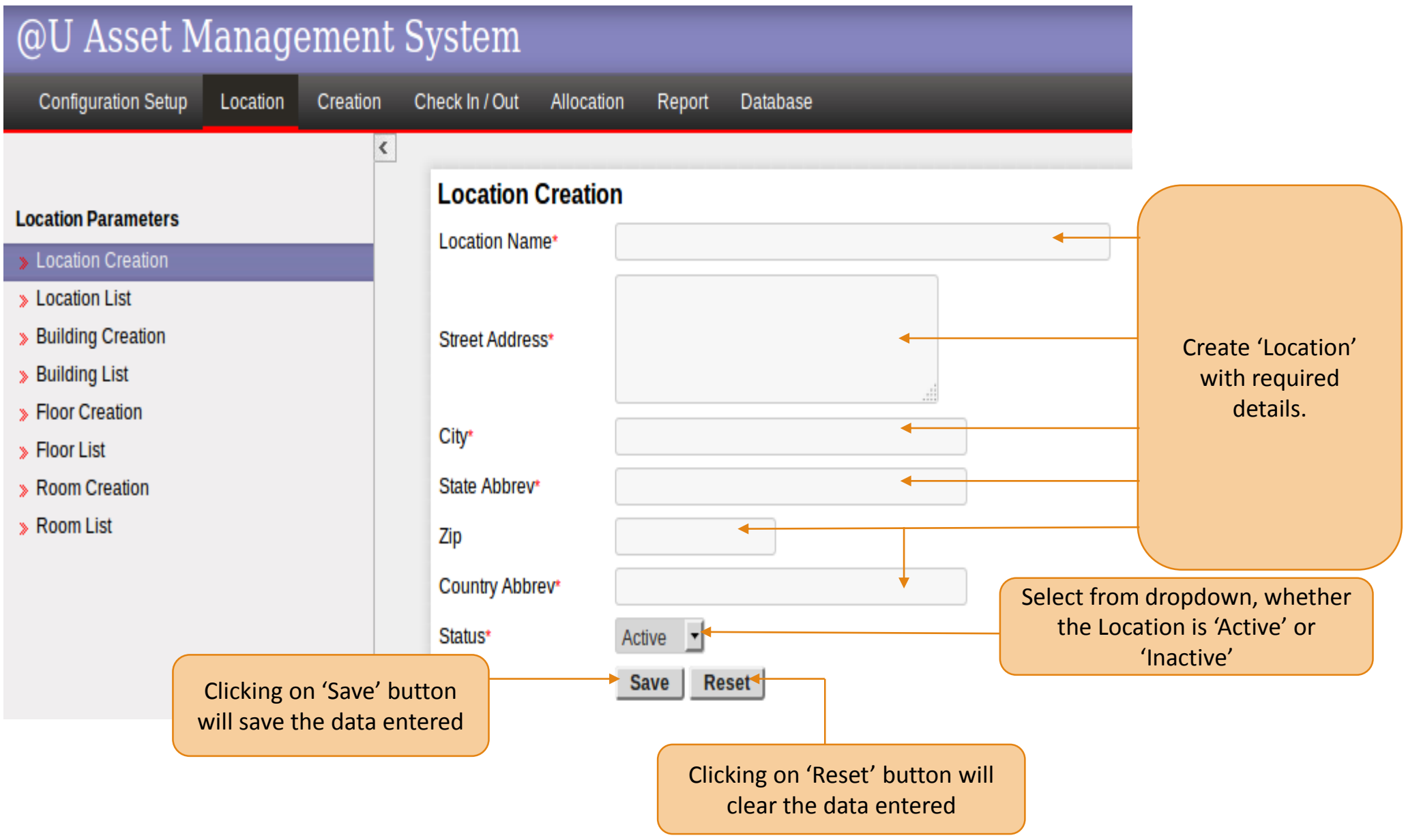
End of Life (EOL) List: shows the total list of 'Status' created and make necessary changes if required.



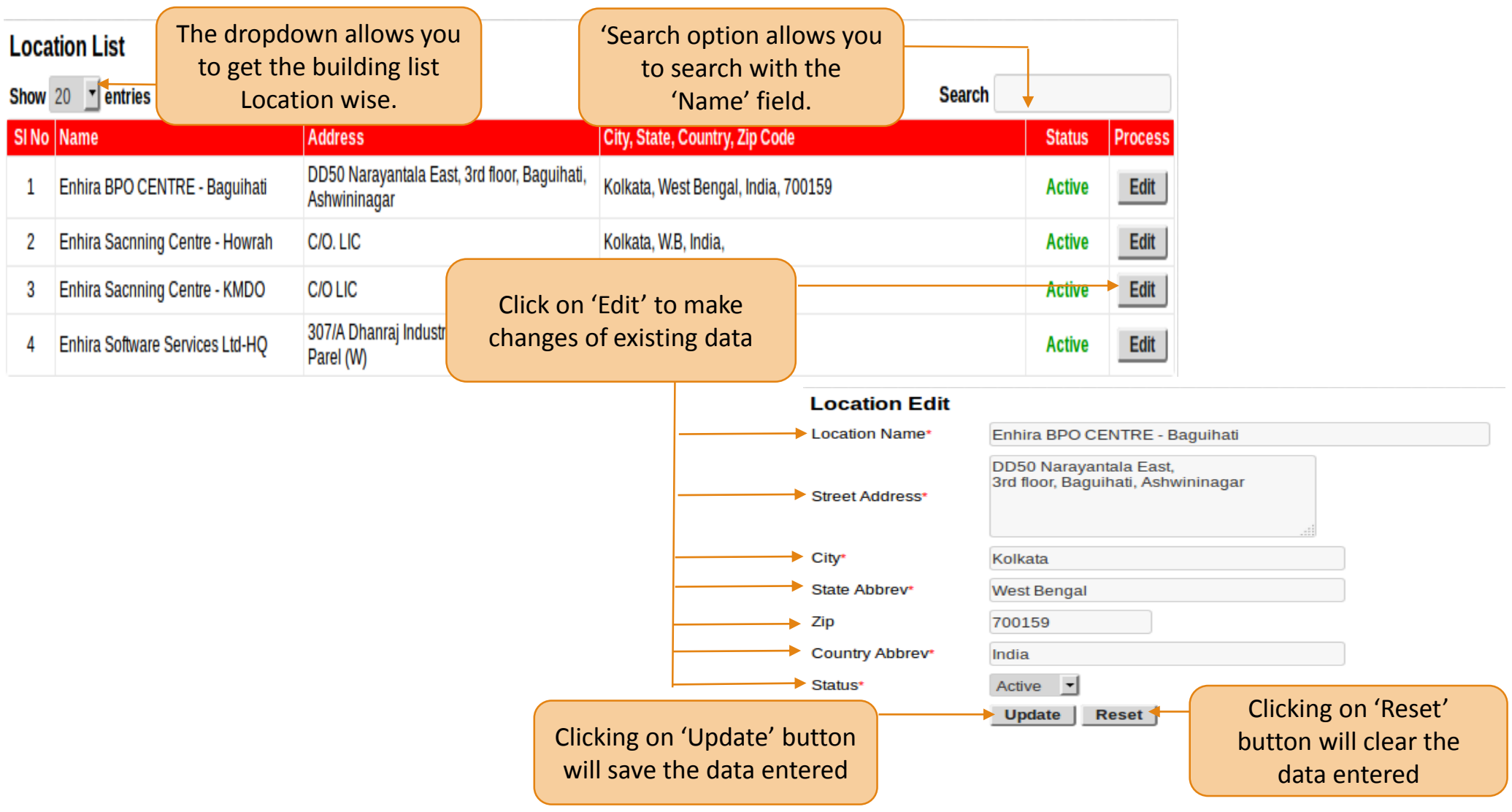
➢ LOCATION

- **Location Parameters**

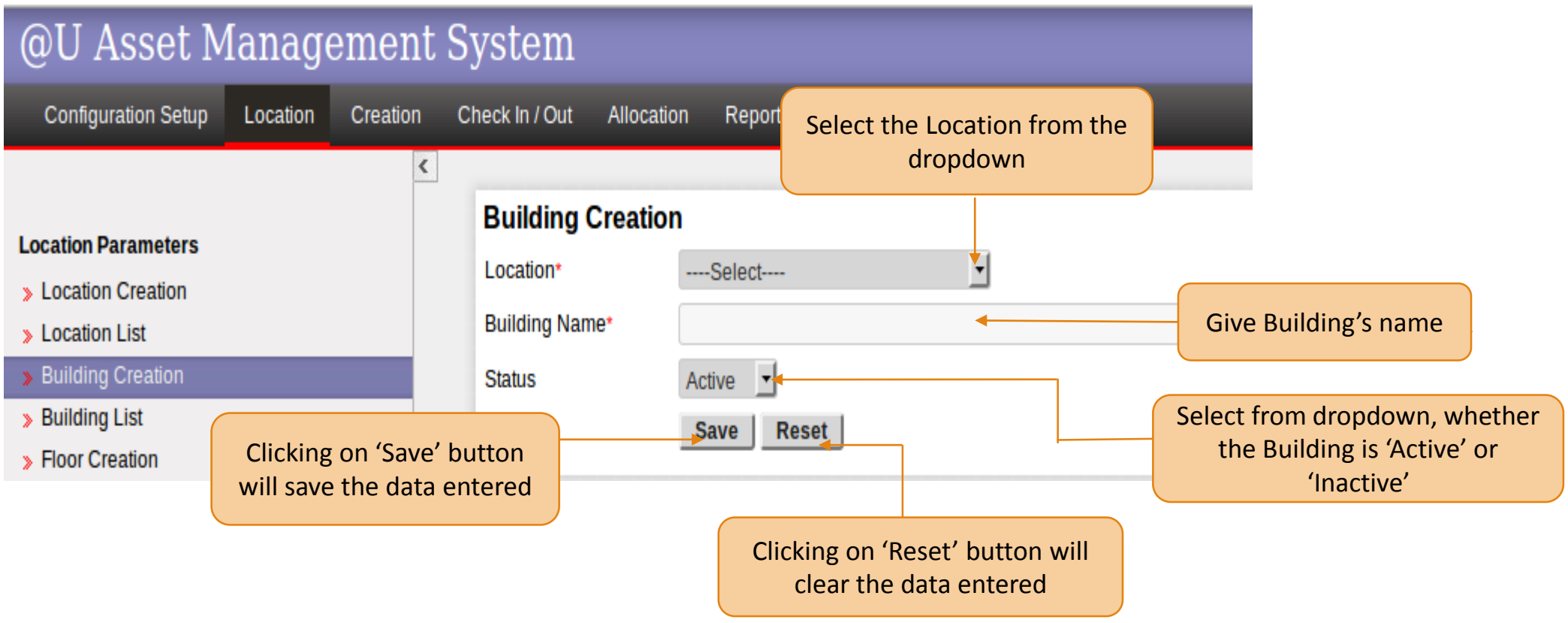
Location Creation: Allows you to create multiple locations of the same organization where their assets are deployed.



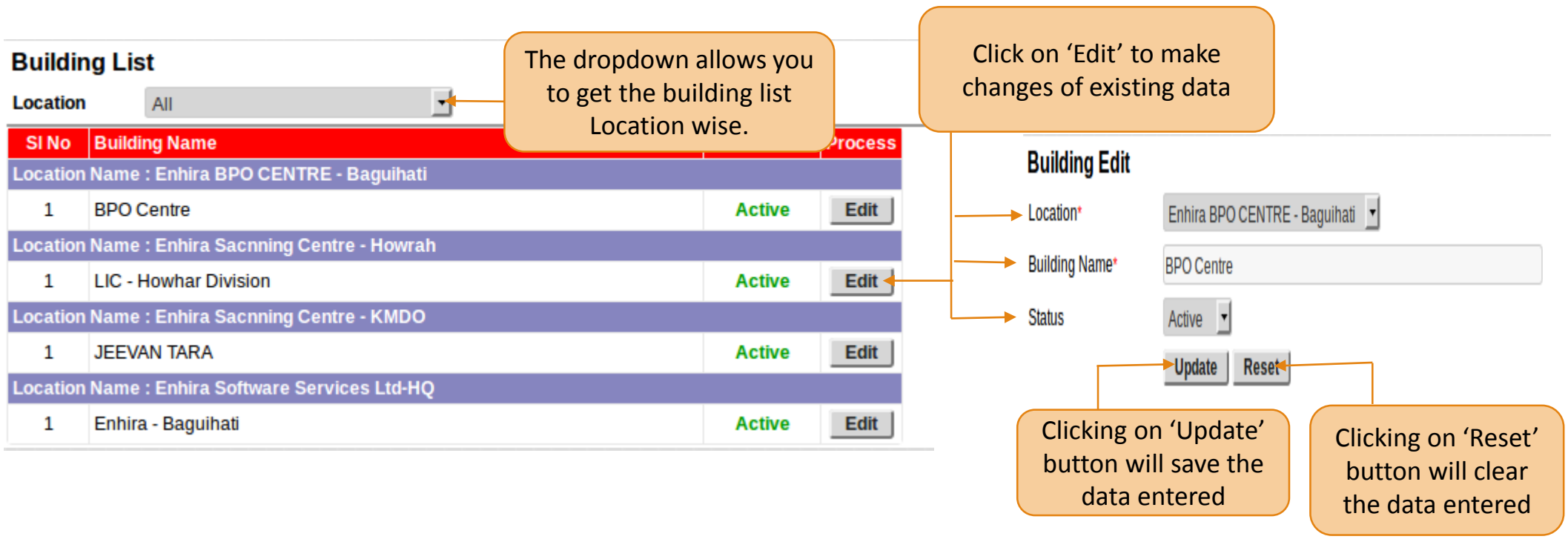
Location List: shows the total list of locations created and make necessary changes if required.



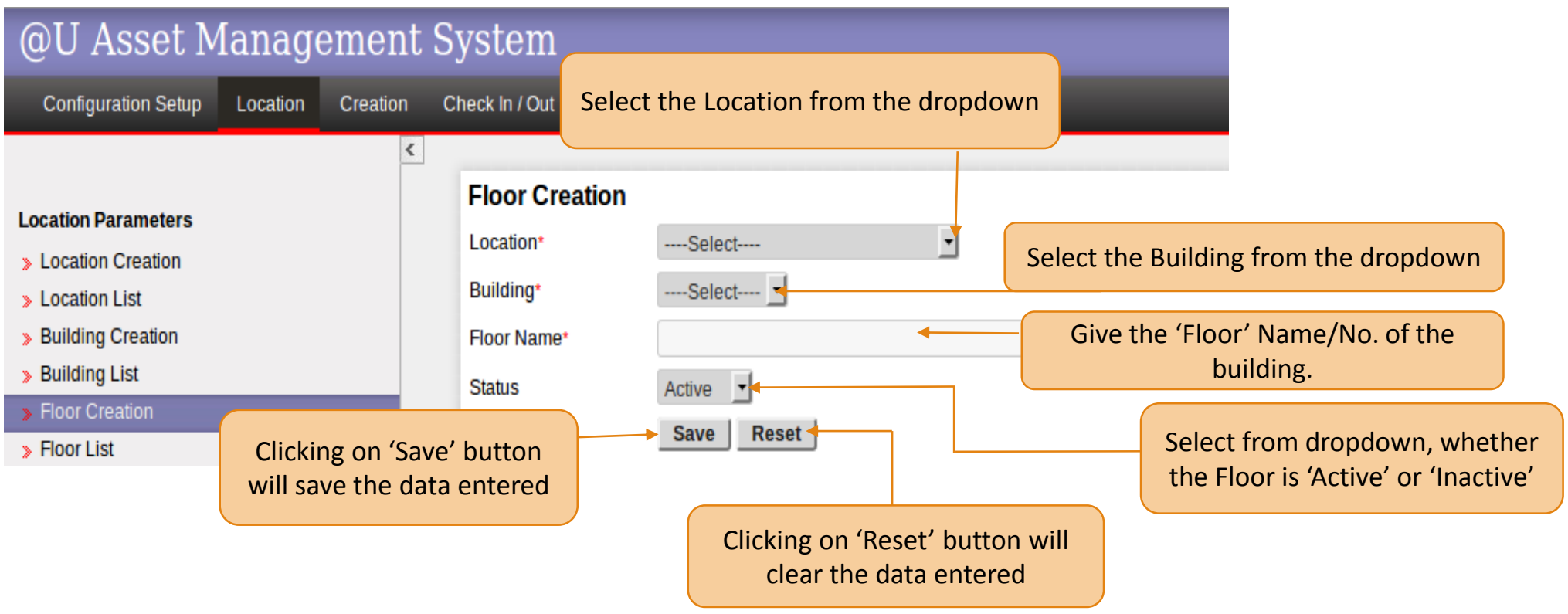
Building Creation: Allows you to create multiple buildings of the same organization where their assets are deployed.



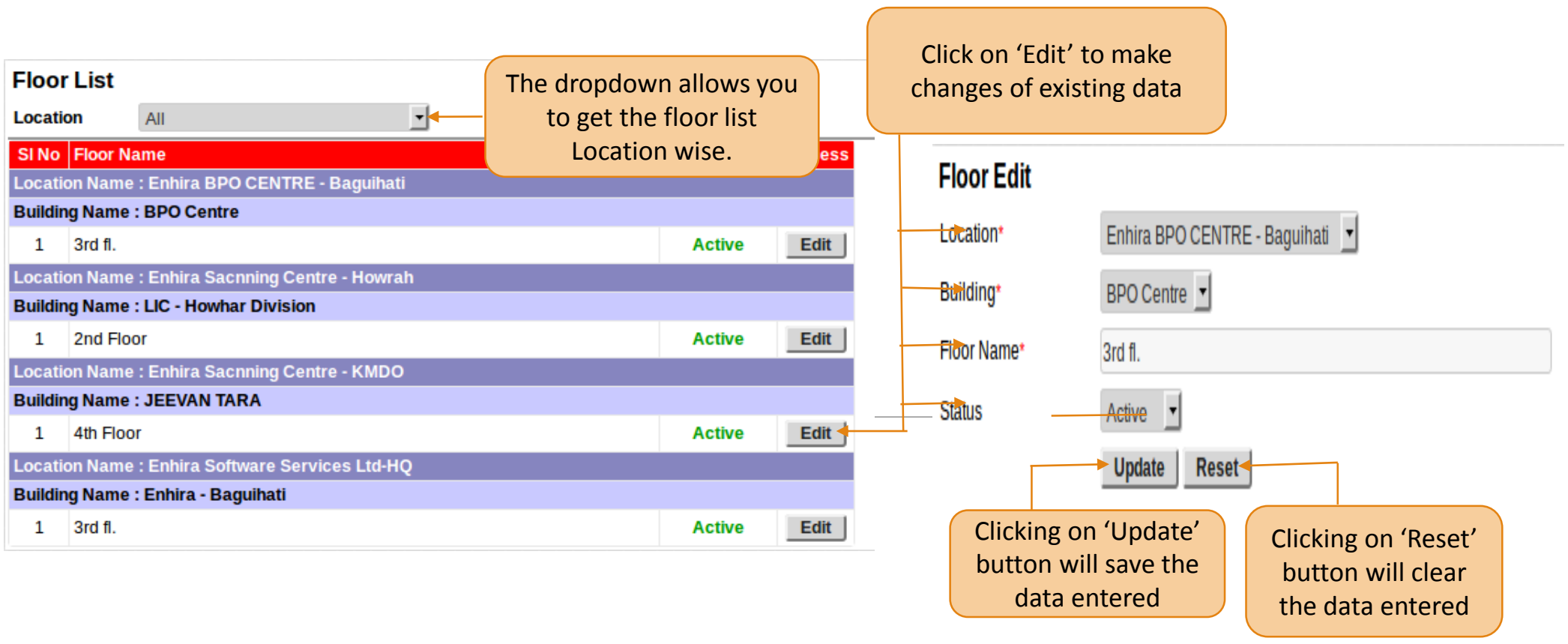
Building List: shows the total list of buildings created and make necessary changes if required.



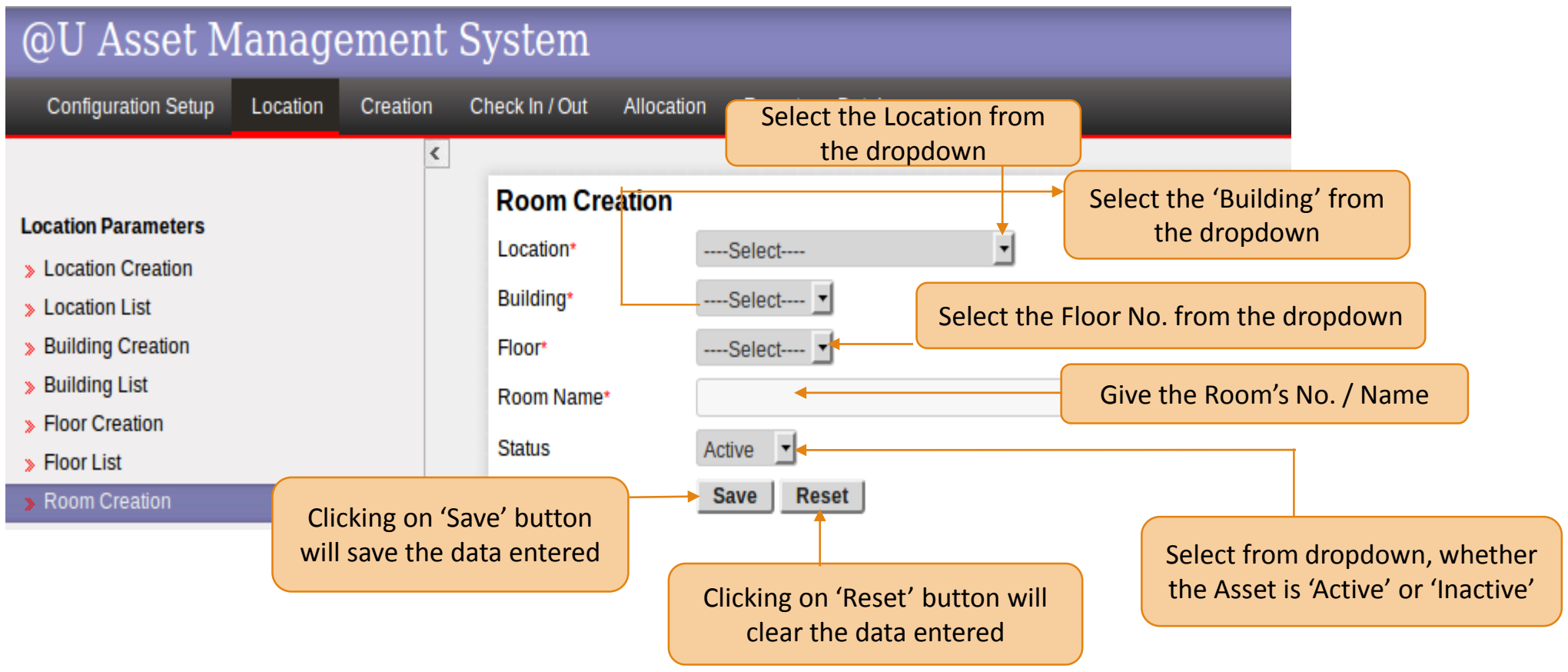
Floor Creation: Allows you to create multiple floors on the same building where their assets are deployed.



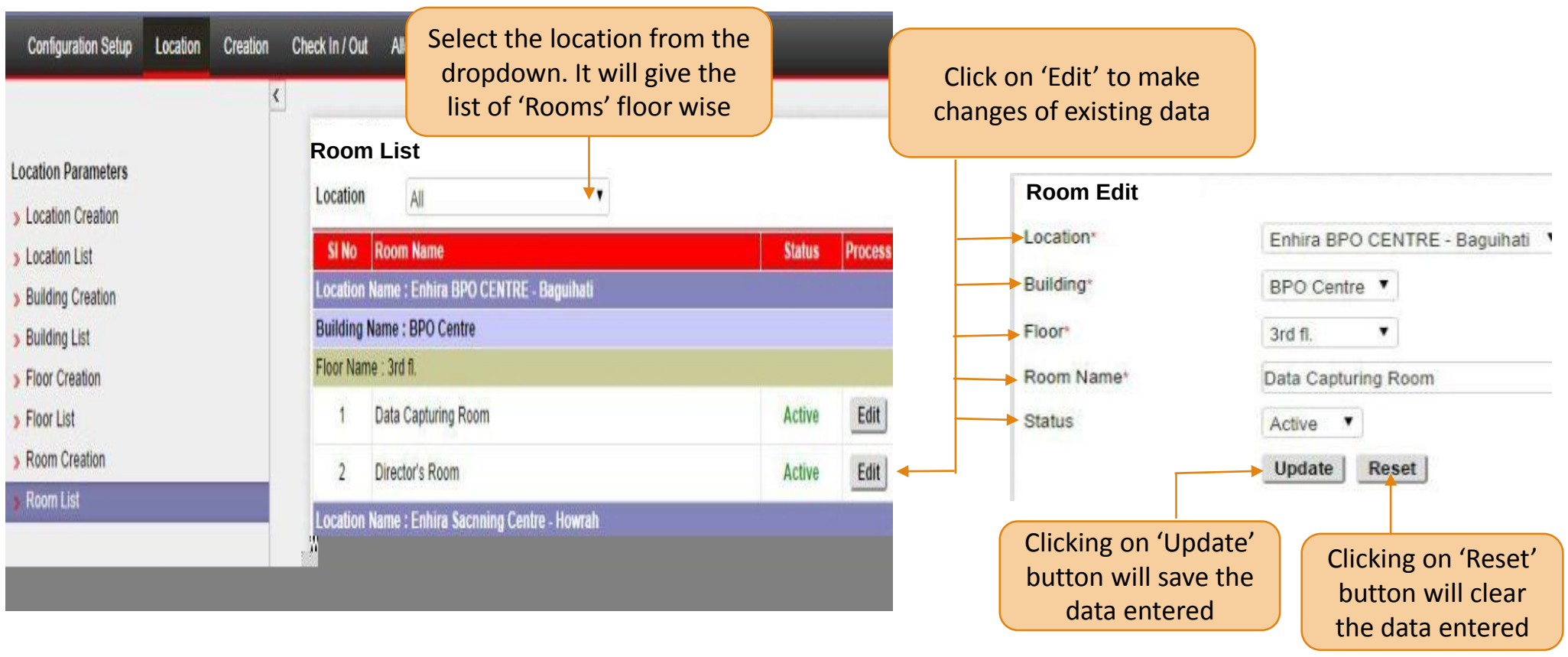
Floor List: shows the total list of Floors created and make necessary changes if required.



Room Creation: Allows you to create multiple rooms on the same floor.



Room List: shows the total list of Rooms created and make necessary changes if required.

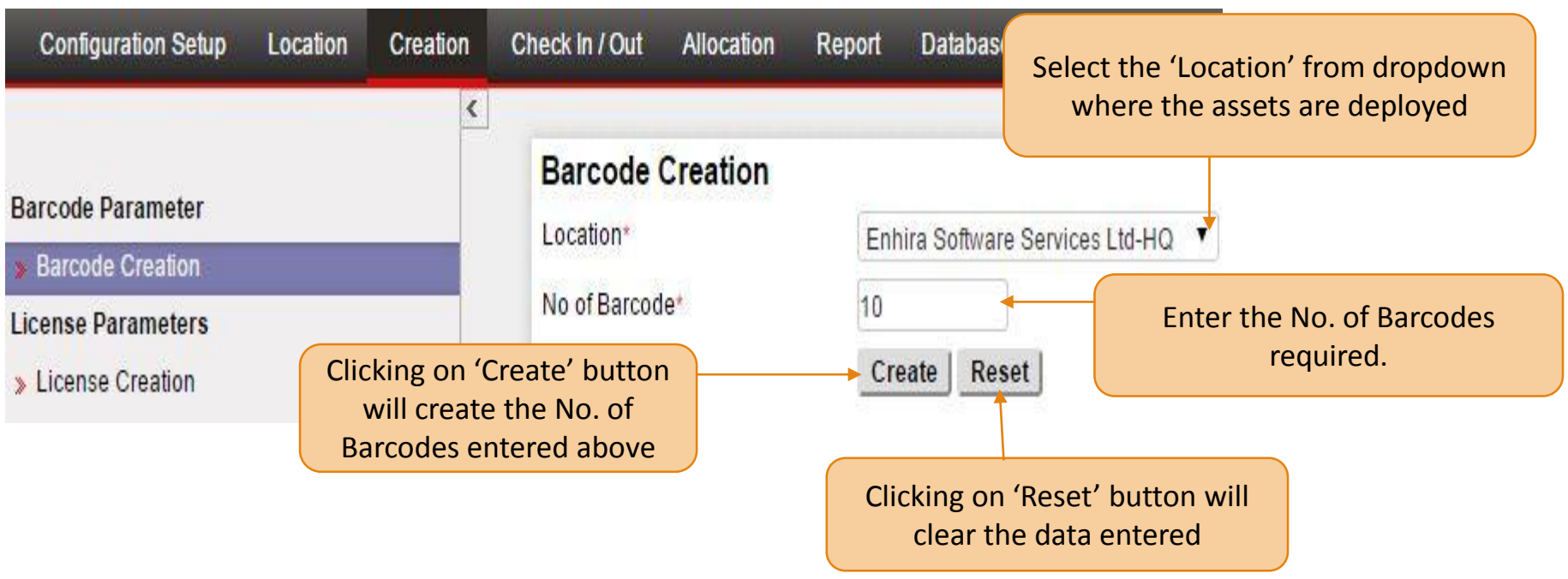


➢ CREATION

- **Barcode Parameter**

Before Assets creation, you need to apply barcodes on the assets for easy future access.

Barcode Creation: Allows you to create barcodes for your assets.

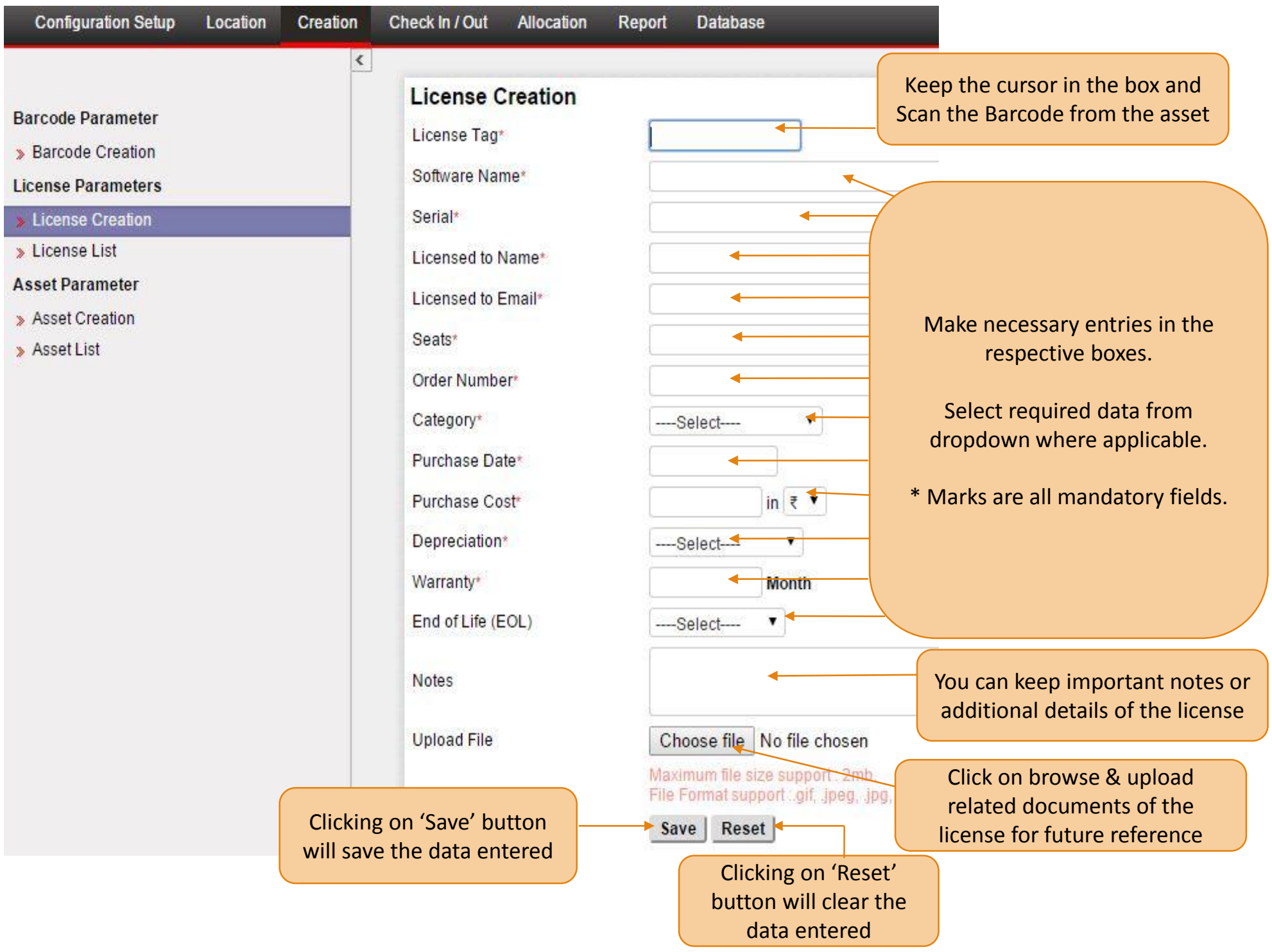


Sample of Barcodes created

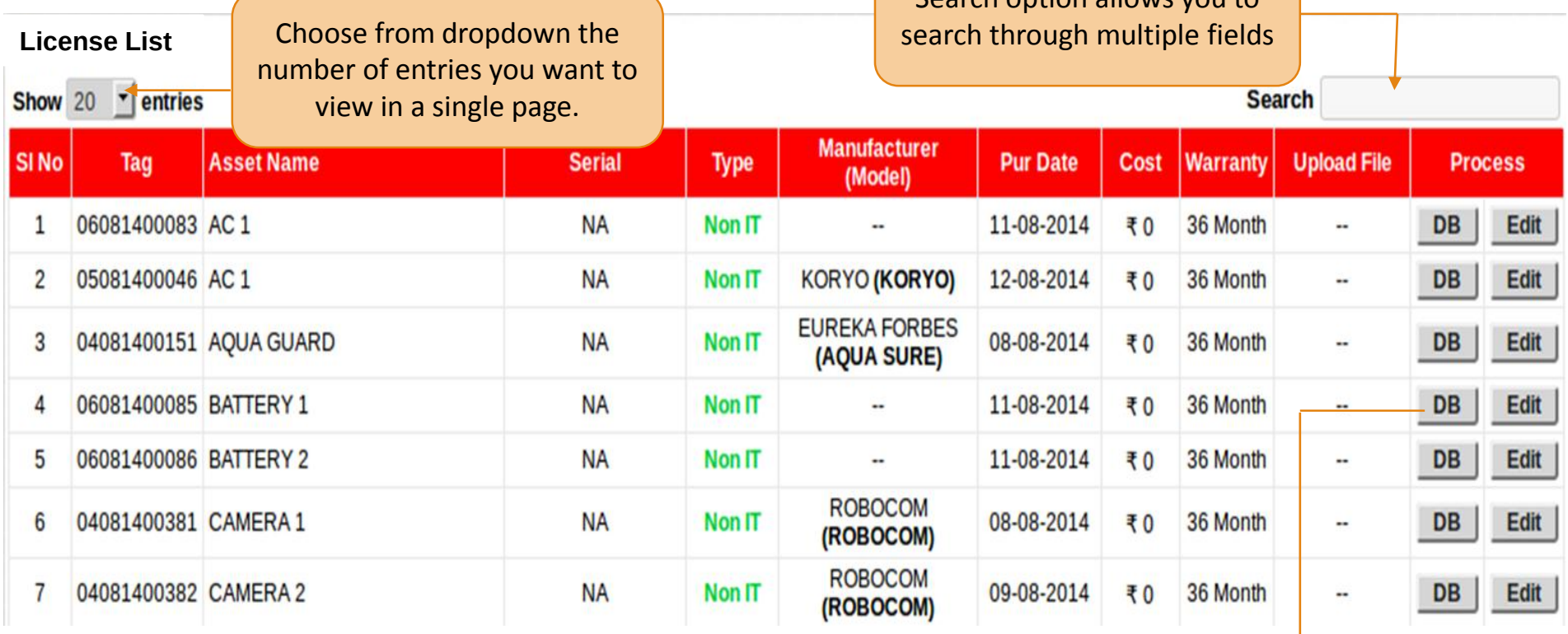
Click here to take Printout of generated barcodes for application

- **License Parameter**

License Creation: Apply one Barcode on each license (disc/paper). Then select the License Creation option & make requires entries for keeping the license details in the application.



License List



Sl No	Tag	Asset Name	Serial	Type	Manufacturer (Model)	Pur Date	Cost	Warranty	Upload File	Process	
1	06081400083	AC 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
2	05081400046	AC 1	NA	Non IT	KORYO **(KORYO)**	12-08-2014	₹ 0	36 Month	--	DB	Edit
3	04081400151	AQUA GUARD	NA	Non IT	EUREKA FORBES **(AQUA SURE)**	08-08-2014	₹ 0	36 Month	--	DB	Edit
4	06081400085	BATTERY 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
5	06081400086	BATTERY 2	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
6	04081400381	CAMERA 1	NA	Non IT	ROBOCOM **(ROBOCOM)**	08-08-2014	₹ 0	36 Month	--	DB	Edit
7	04081400382	CAMERA 2	NA	Non IT	ROBOCOM **(ROBOCOM)**	09-08-2014	₹ 0	36 Month	--	DB	Edit

In case an applied barcode on a license gets damaged, then Clicking on 'DB' button will generate a Duplicate barcode for that license

Sample of a Duplicate Barcode

License List: shows the total list of assets created and make necessary changes if required.

Search option allows you to search through multiple fields

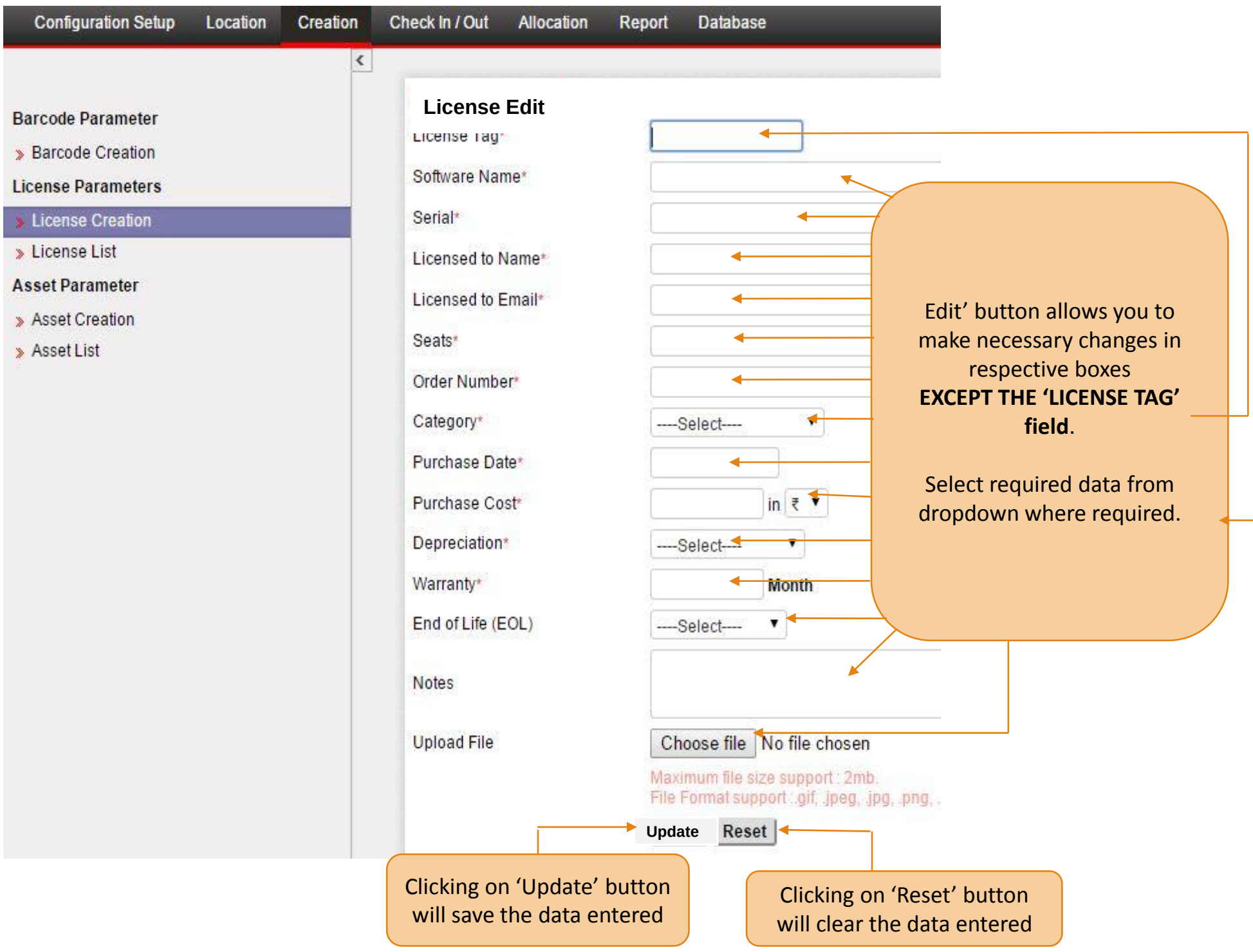
Choose from dropdown the number of entries you want to view in a single page.

License List

Show 20 entries

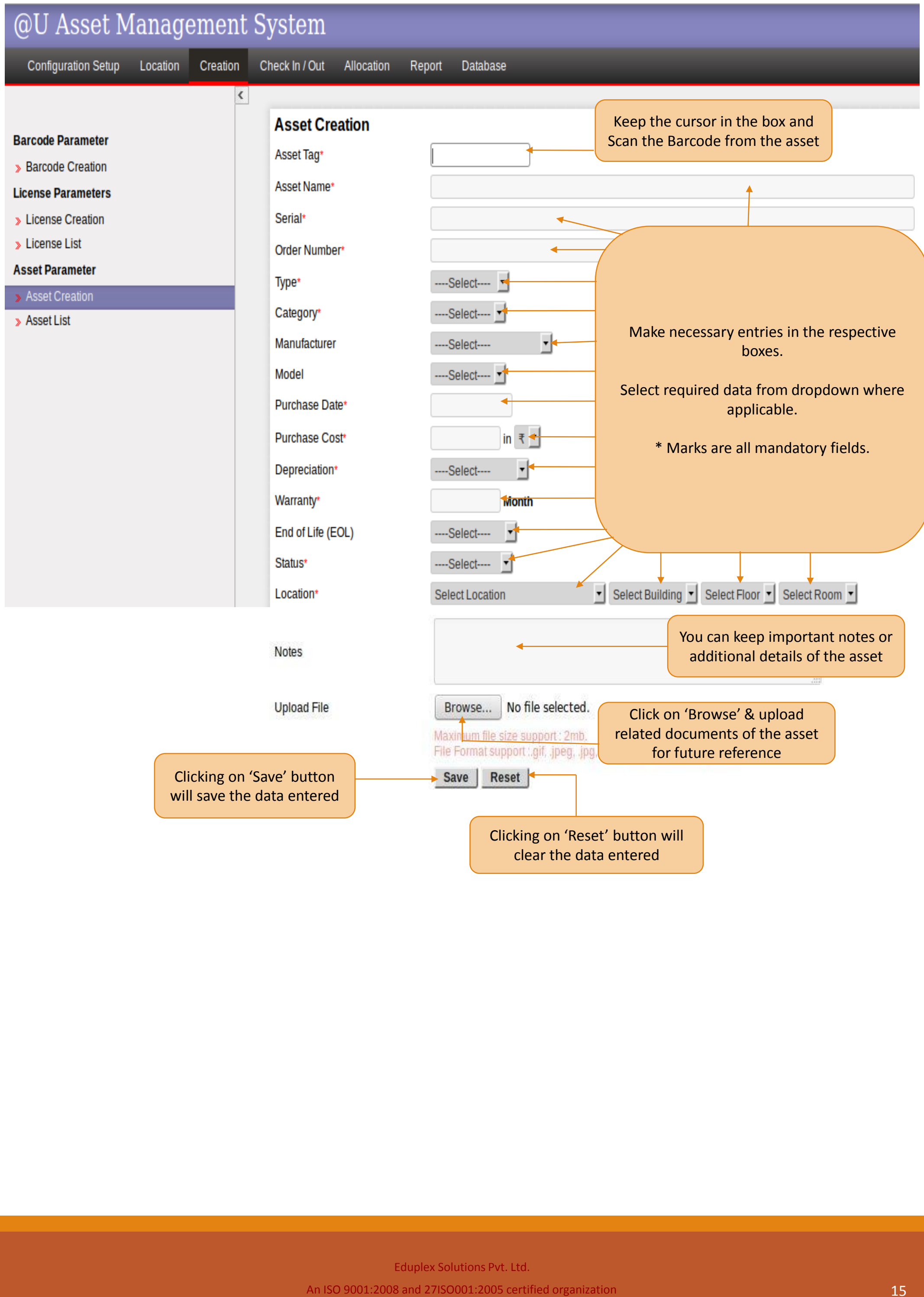
Search

Sl No	Tag	Asset Name	Serial	Type	Manufacturer (Model)	Pur Date	Cost	Warranty	Upload File	Process	
1	06081400083	AC 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
2	05081400046	AC 1	NA	Non IT	KORYO **(KORYO)**	12-08-2014	₹ 0	36 Month	--	DB	Edit
3	04081400151	AQUA GUARD	NA	Non IT	EUREKA FORBES **(AQUA SURE)**	08-08-2014	₹ 0	36 Month	--	DB	Edit
4	06081400085	BATTERY 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
5	06081400086	BATTERY 2	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
6	04081400381	CAMERA 1	NA	Non IT	ROBOCOM **(ROBOCOM)**	08-08-2014	₹ 0	36 Month	--	DB	Edit
7	04081400382	CAMERA 2	NA	Non IT	ROBOCOM **(ROBOCOM)**	09-08-2014	₹ 0	36 Month	--	DB	Edit



- **Asset Parameter**

Asset Creation: Apply one Barcode on each assets. Then select the Asset Creation option & make required entries for keeping asset details in the application.



Asset List: shows the total list of assets created and make necessary changes if required.

Search option allows you to search through multiple fields

Choose from dropdown the number of entries you want to view in a single page.

Assets

Show 20 entries

Search

Sl No	Tag	Asset Name	Serial	Type	Manufacturer (Model)	Pur Date	Cost	Warranty	Upload File	Process	
1	06081400083	AC 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
2	05081400046	AC 1	NA	Non IT	KORYO **(KORYO)**	12-08-2014	₹ 0	36 Month	--	DB	Edit
3	04081400151	AQUA GUARD	NA	Non IT	EUREKA FORBES **(AQUA SURE)**	08-08-2014	₹ 0	36 Month	--	DB	Edit
4	06081400085	BATTERY 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
5	06081400086	BATTERY 2	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	DB	Edit
6	04081400381	CAMERA 1	NA	Non IT	ROBOCOM **(ROBOCOM)**	08-08-2014	₹ 0	36 Month	--	DB	Edit
7	04081400382	CAMERA 2	NA	Non IT	ROBOCOM **(ROBOCOM)**	09-08-2014	₹ 0	36 Month	--	DB	Edit

In case an applied barcode of an asset gets damaged, then Clicking on 'DB' button will generate a Duplicate barcode for that asset.

Sample of a Duplicate Barcode

Asset Edit

Asset Tag* 06081400083

Asset Name* AC 1

Serial* NA

Order Number* NA

Type* Non-IT Asset

Category* Electrical Item

Manufacturer LG

Model ----Select----

Purchase Date* 11/08/2014

Purchase Cost* 0 in ₹

Depreciation* Standard

Warranty* 36 Month

End of Life (EOL) Standard

Status* Working

Location* Enhira Sacnning Centre - Howrah | LIC - Howhar Division | 2nd Floor | Admin Room

'Edit' button allows you to make necessary changes in respective boxes
EXCEPT THE 'ASSET TAG' field.

Select required data from dropdown where required.

Notes

Upload File Browse... No file selected.

Maximum file size support : 2mb.
File Format support :.gif, .jpeg, .jpg, .png, .doc, .docx, .odt, .pdf, .txt.

Update Reset

Clicking on 'Update' button will save the data entered

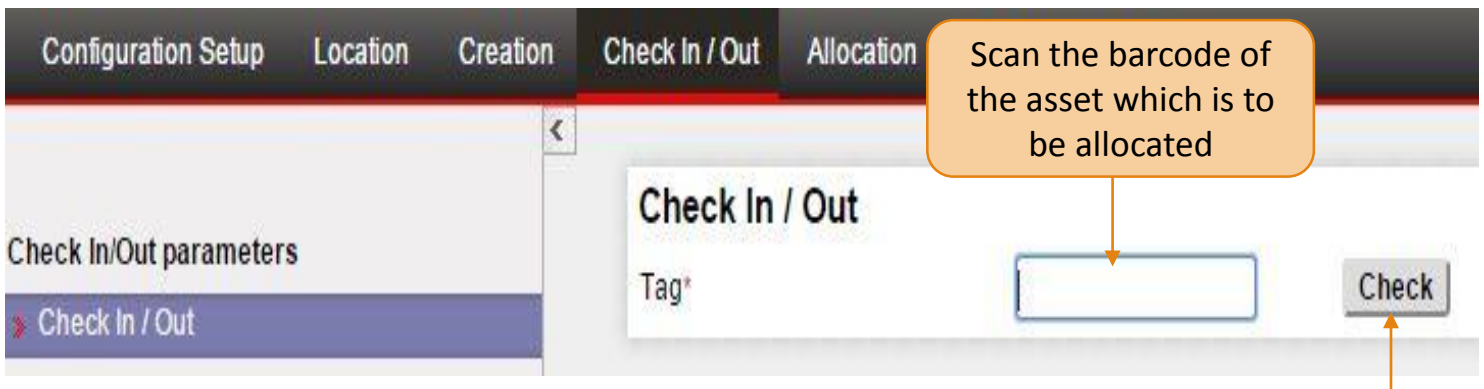
Clicking on 'Reset' button will clear the data entered

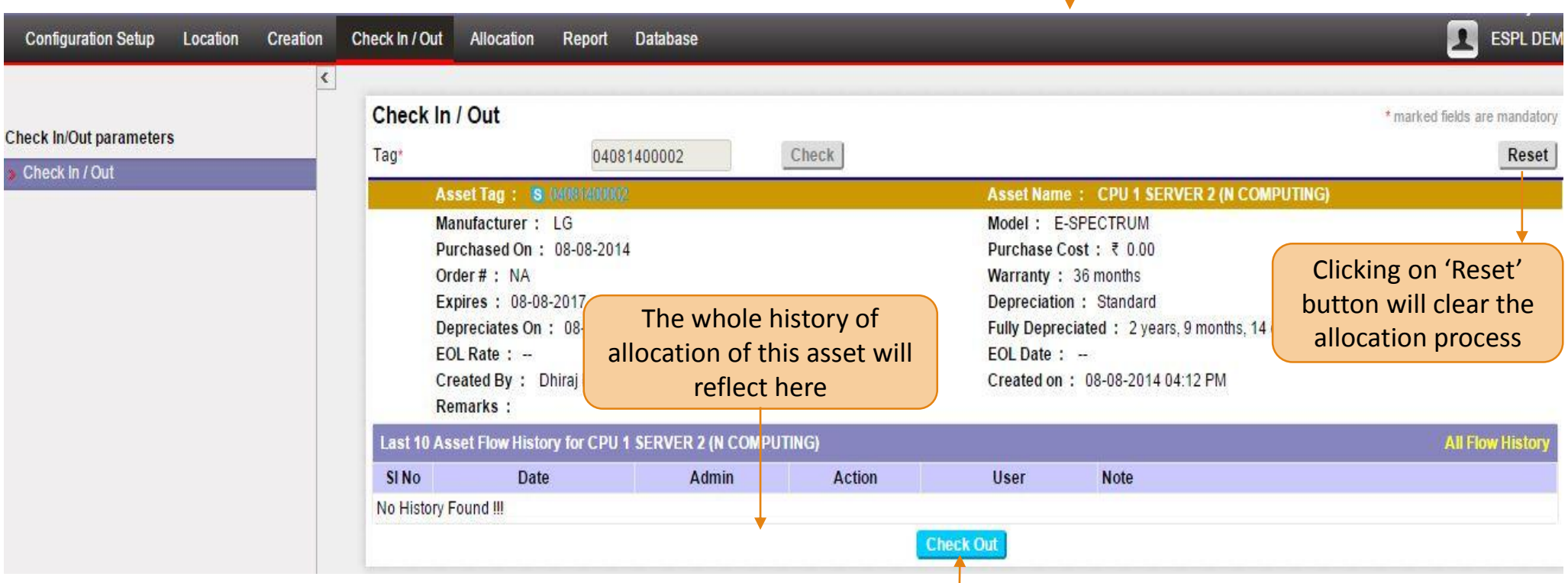
➢ CHECK IN/OUT

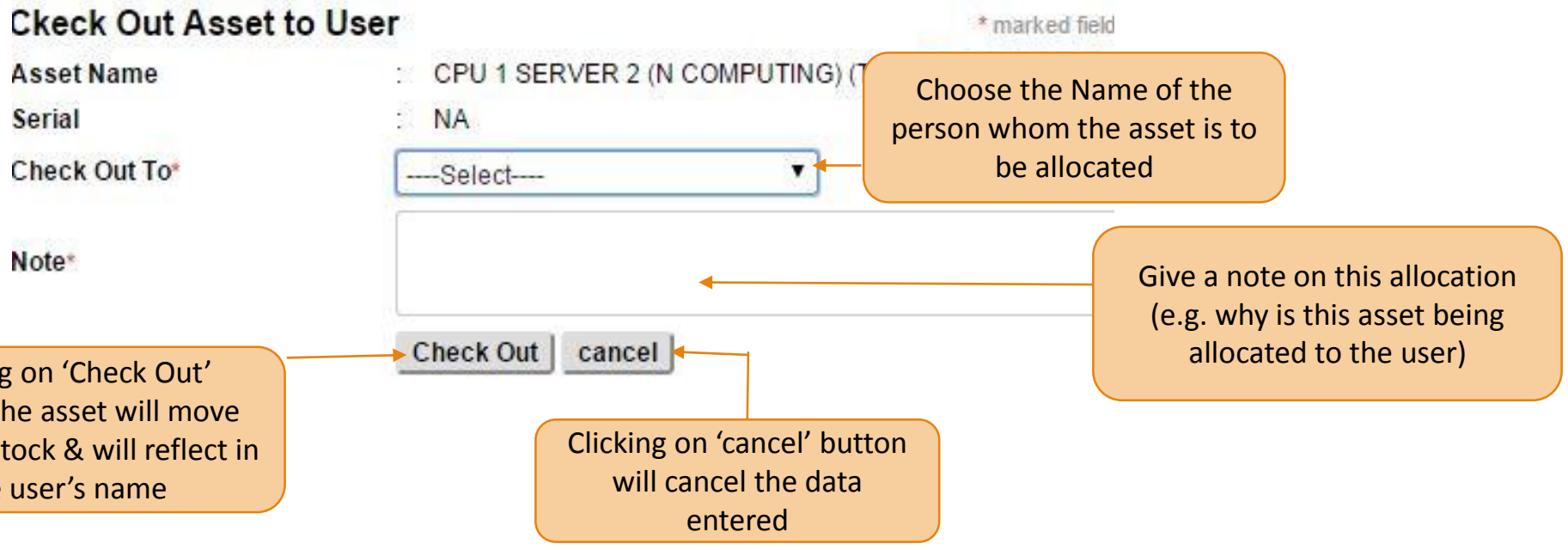
When an asset is created, it reflects in the stock of the organization. Once the asset is allocated/Checked Out, it shows that it is in use & is out of stock. Similarly when it is taken back/Checked In, it shows that the asset is back in stock and is free for allocation.

- **Check In/Out Parameters**

Check In/Out: is a process of optimizing the use of assets.





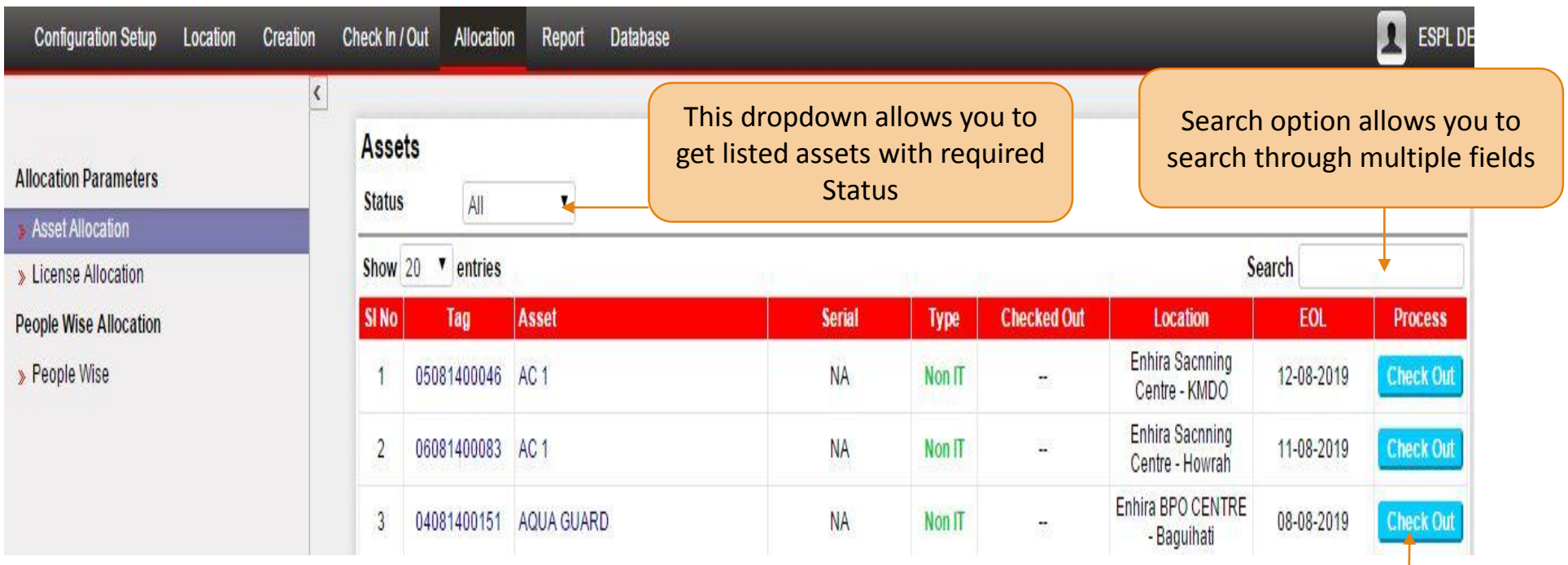


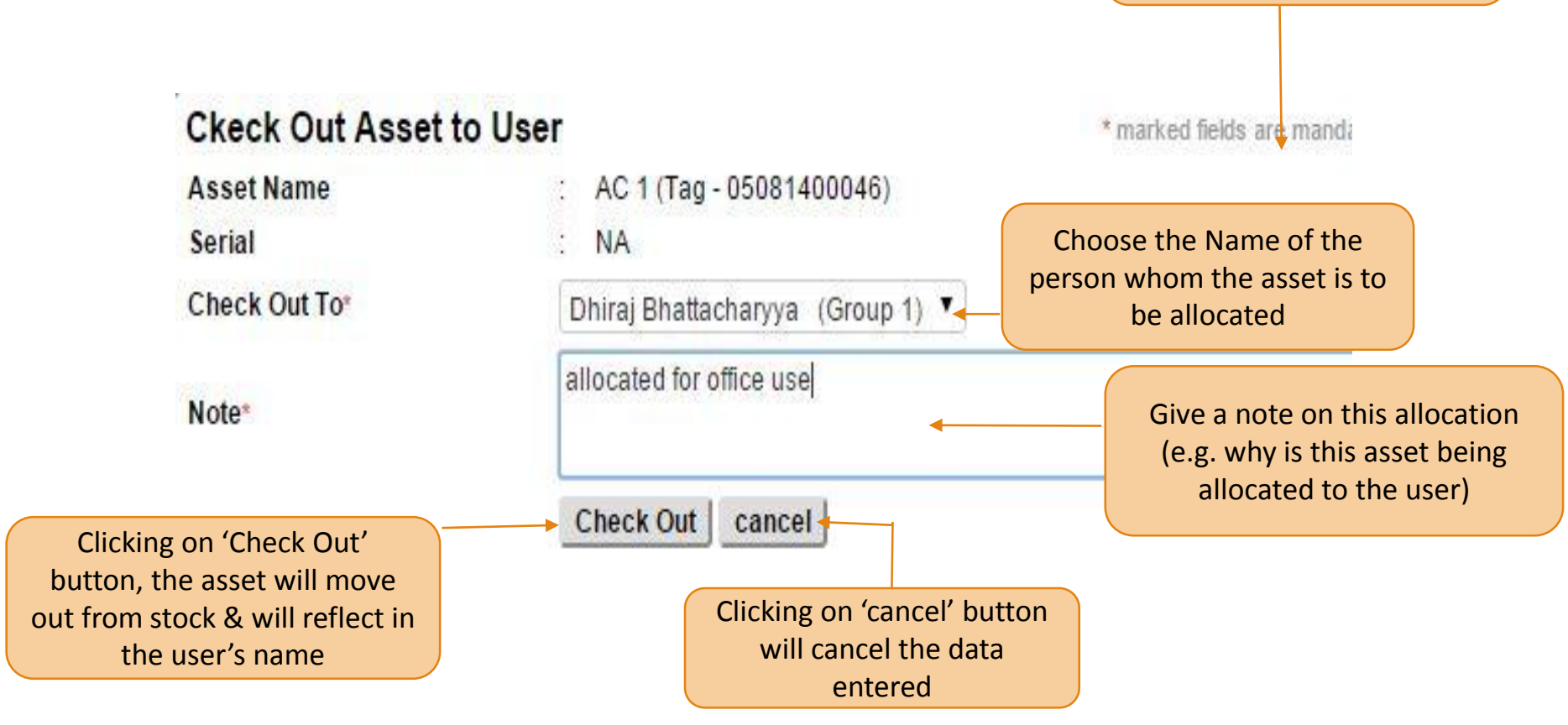
➢ ALLOCATION

Allocation is another form of Check IN & Check Out process.

- **Allocation Parameters**

Asset Allocation and **License Allocation:** Same as Check Out process.

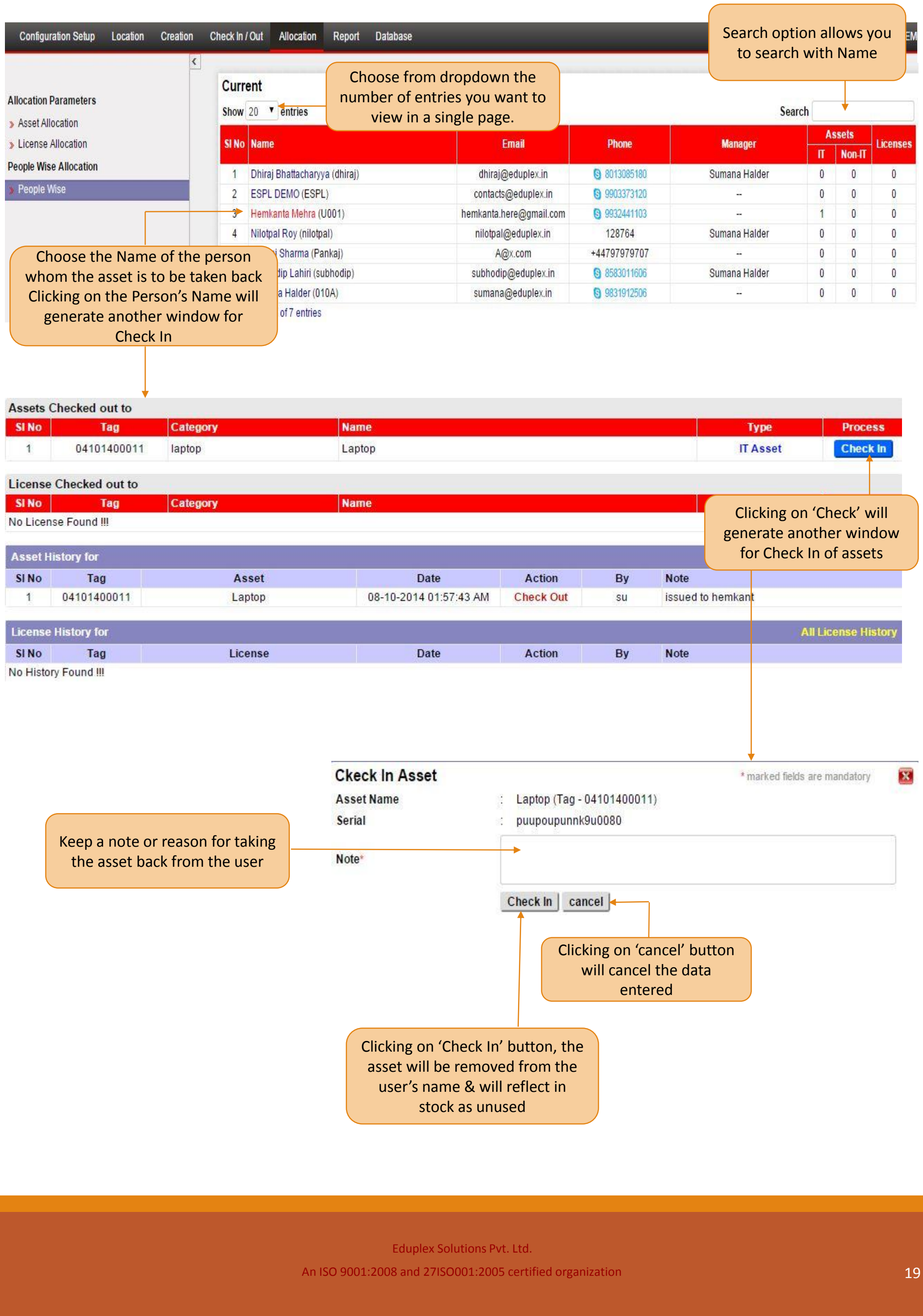




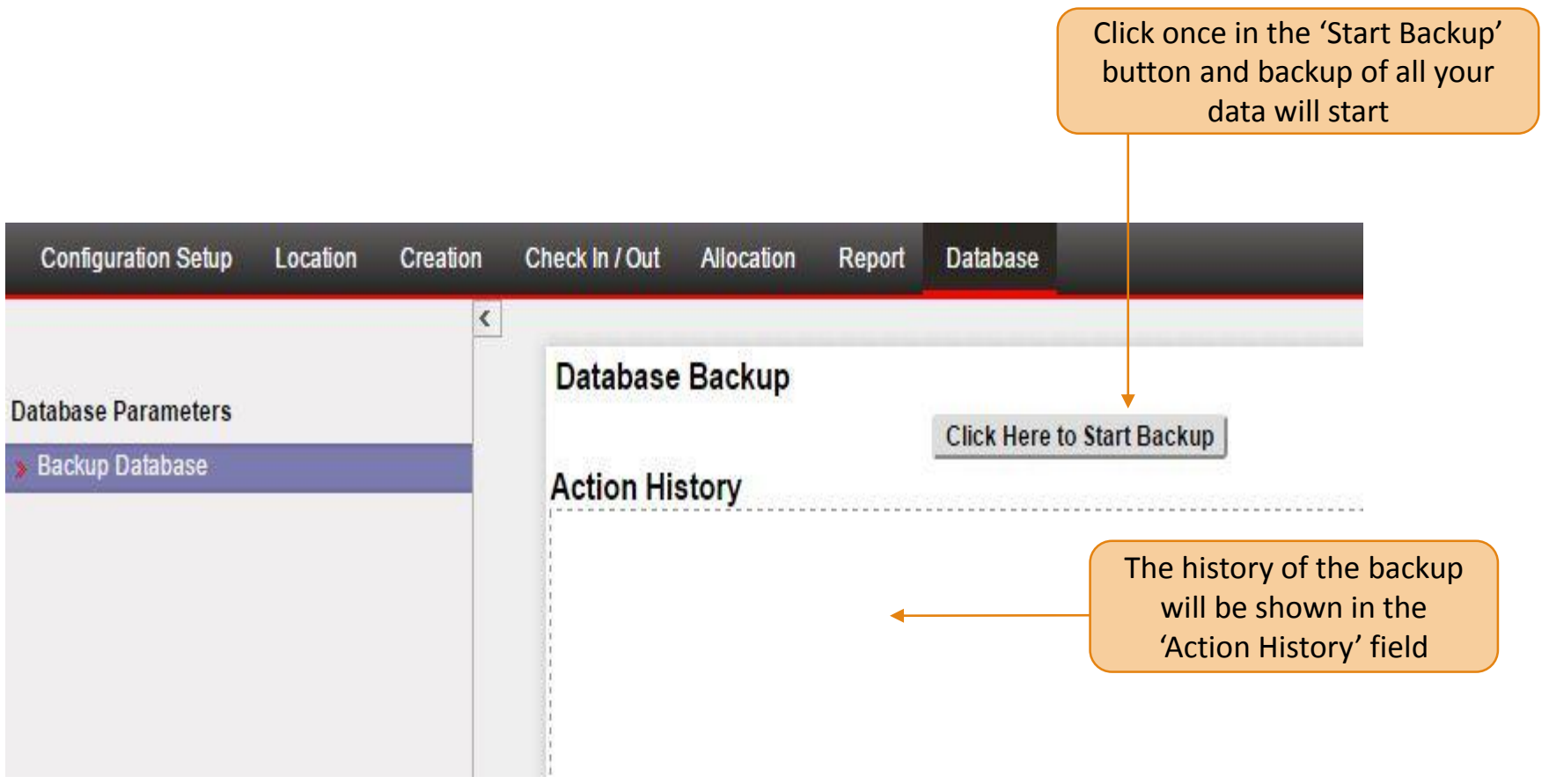
- **People Wise Allocation**

This category is required for Check In of assets from the user.

People Wise: This list shows the Employee list in an organization to whom the assets can be & have been allocated. It also reflects the total No. of IT assets, Non IT assets and licenses an individual is holding.



➢ DATABASE

- **Database Parameters**

Backup Database: It is advisable to keep backup of your data at regular intervals. The database parameter allows you to take backup of your data in just ‘one click’.