



EDUPLEX SOLUTIONS PVT. LTD.



AMS@U-Squirrel

AMS@U USER MANUAL

CONFIDENTIAL

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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.

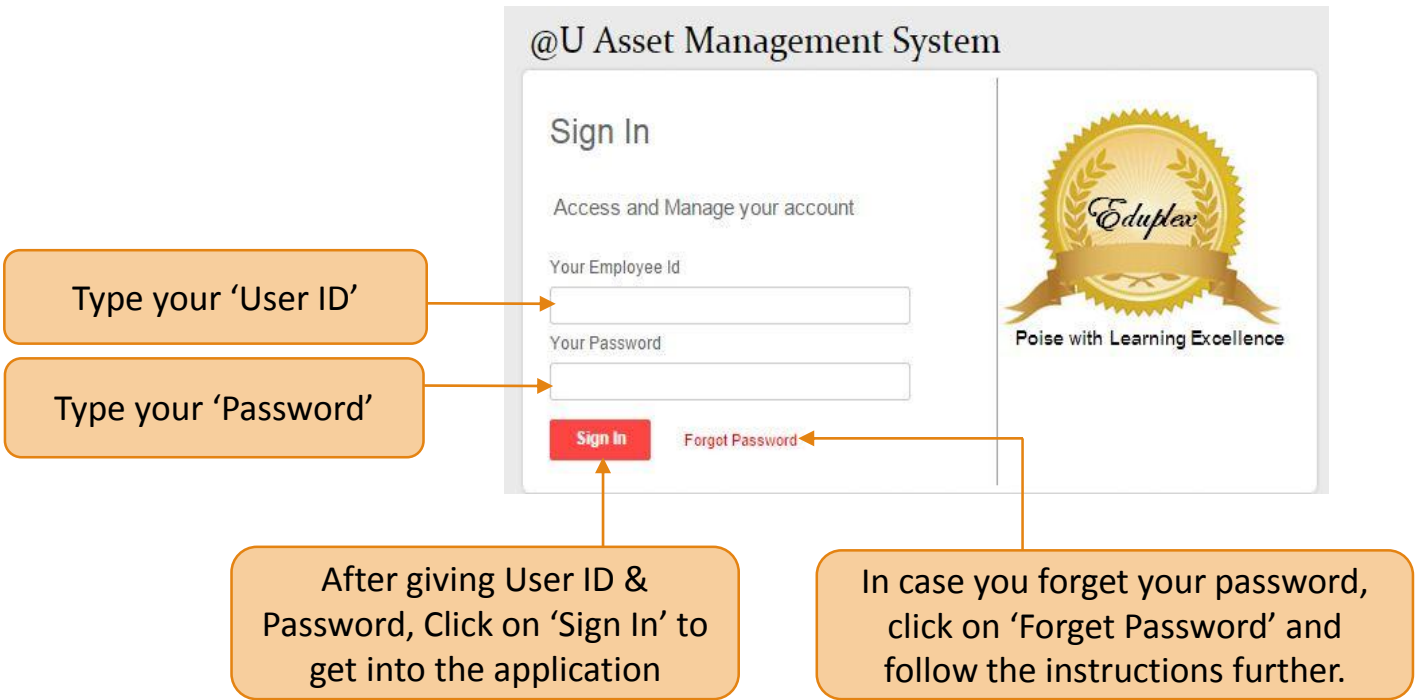
Objective of Asset Management

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.

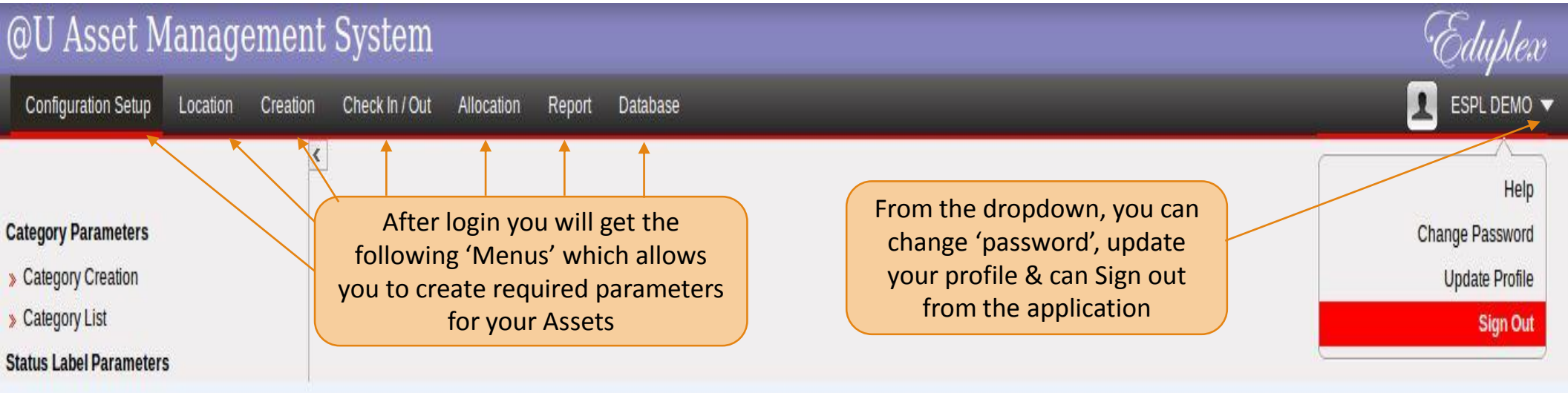
HOW TO LOGIN INTO APPLICATION



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THE APPLICATION



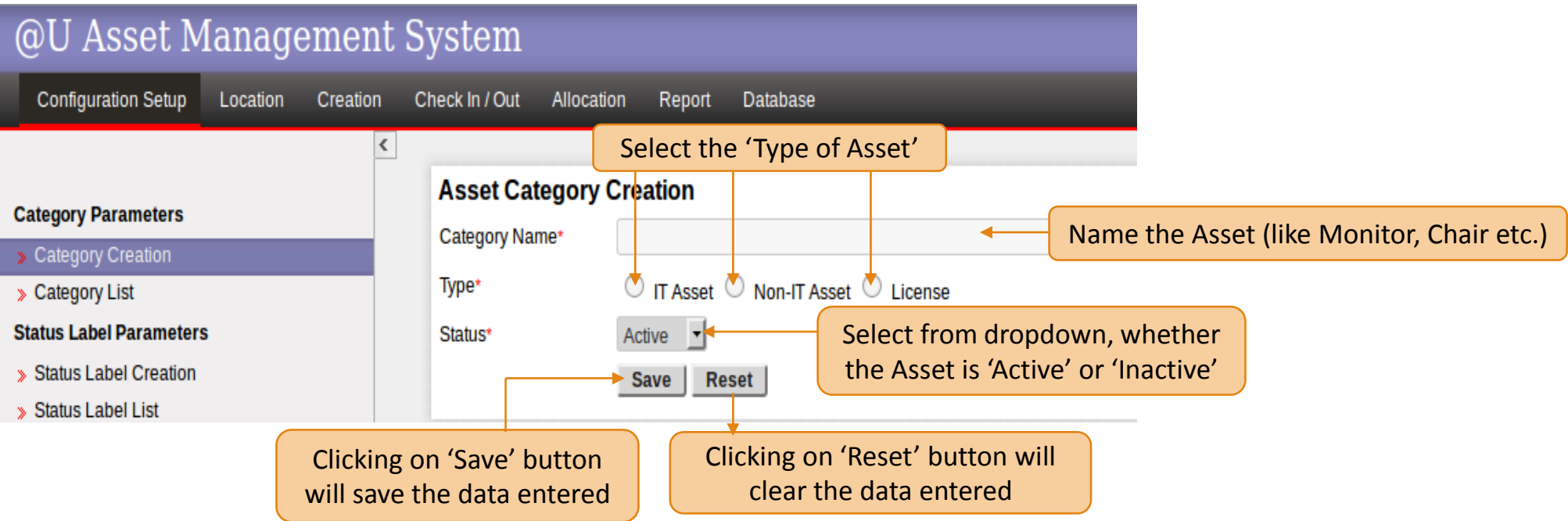
Drop down menus are given to facilitate fast operation and help avoiding typing mistakes. In case you find some items are not there in drop down, please discuss with system administrator. He/ She can add item in the list if justified.

* marked fields are mandatory

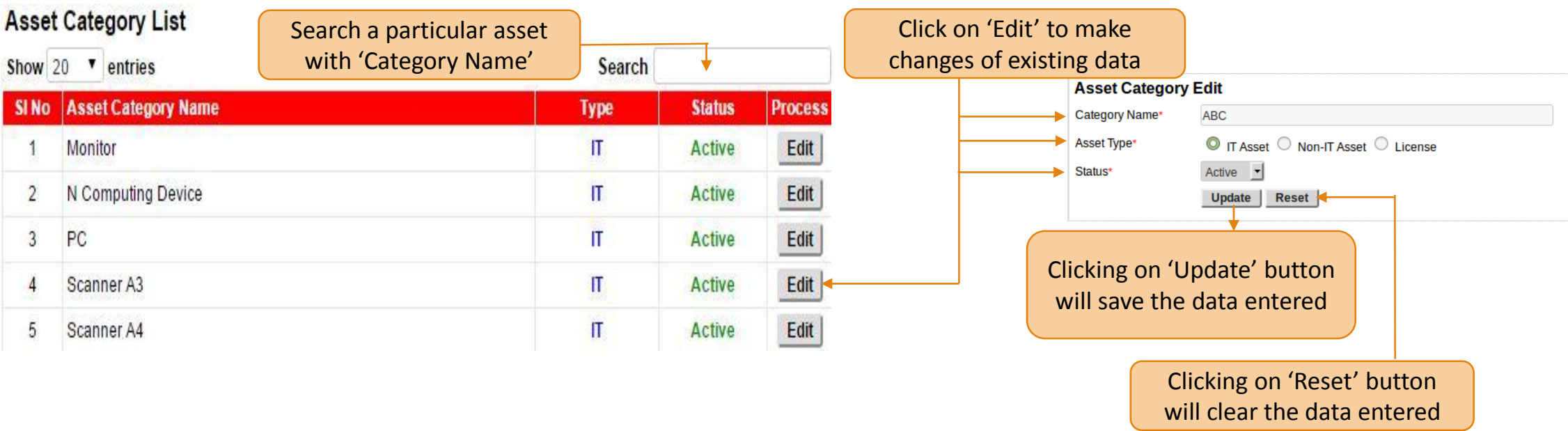
➤ CONFIGURATION SETUP

- **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.

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocationReport

Category Parameters

- Category Creation
- Category List

Status Label Parameters

- Status Label Creation

Status Label Creation

Label Description*
Status
Active
SaveReset

Create ‘Status’ of Assets (like Ok, Defective etc.)

Select from dropdown, whether the Status is ‘Active’ or ‘Inactive’

Clicking on ‘Save’ button will save the data entered

Clicking on ‘Reset’ button will clear the data entered

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

Status Label List

Show 20 entries

Search

Sl No	Name	Status	Process
1	Defective	Active	Edit
2	Deployed	Inactive	Edit
3	Ok	Inactive	Edit
4	Reserved	Active	Edit
5	Scraped	Active	Edit

Status Label Edit

Label Description*
Defective
Status*
Active
UpdateReset

Search ‘ option allows you to search from ‘Name’ field

Click on ‘Edit’ to make changes of existing data

Clicking on ‘Update’ button will save the data entered

Clicking on ‘Reset’ button will clear the data entered

- Manufacturer Parameters

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

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocationReportDa

Category Parameters

- Category Creation
- Category List

Status Label Parameters

- Status Label Creation
- Status Label List

Manufacturer Parameters

- Manufacturer Creation

Manufacturer Creation

Name*
Status
Active
SaveReset

Give the ‘Manufacturer’s’ name

Select from dropdown, whether the Manufacturer is ‘Active’ or ‘Inactive’

Clicking on ‘Save’ button will save the data entered

Clicking on ‘Reset’ button will clear the data entered

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

Manufacturer List

Show 20 entries

Search

Sl No	Name	Status	Process
1	ABC	Active	Edit
2	ACER	Active	Edit
3	AMCONICS	Active	Edit
4	AOC	Active	Edit
5	BENQ	Active	Edit
6	CANON	Active	Edit
7	CISCO	Active	Edit
8	CMS	Active	Edit

Manufacturer Edit

Name*
ABC
Status
Active
UpdateReset

‘Search’ option allows you to search from ‘Name’ field

Click on ‘Edit’ to make changes of existing data

Clicking on ‘Update’ button will save the data entered

Clicking on ‘Reset’ button will clear the data entered

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- Depreciation Parameters

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

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocationReportD

Category Parameters

- > Category Creation
- > Category List

Status Label Parameters

- > Status Label Creation
- > Status Label List

Manufacturer Parameters

- > Manufacturer Creation
- > Manufacturer List

Depreciation Parameters

- > Depreciation Creation

Asset Depreciation Creation

Name*

Term (In months)*

Status

Active

Save

Reset

Create the type of 'Depreciation'

Create the 'Term' of depreciation (in months)

Select from dropdown, whether the Depreciation type is 'Active' or 'Inactive'

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Depreciation List

Show 20 entries

Search

'Search option allows you to search with 'Name' & "Term' fields.

Sl No	Name	Term (Month)	Status	Process
1	Non Standard	60	Active	<div>Edit</div>
2	Non Standard 01	72	Active	<div>Edit</div>
3	Standard	36	Active	<div>Edit</div>

Asset Depreciation Edit

Name*

Term (In months)*

Status

Active

Update

Reset

Click on 'Edit' to make changes of existing data

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

- Model Master

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

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocationRep

Category Parameters

- > Category Creation
- > Category List

Status Label Parameters

- > Status Label Creation
- > Status Label List

Manufacturer Parameters

- > Manufacturer Creation
- > Manufacturer List

Depreciation Parameters

- > Depreciation Creation
- > Depreciation List

Model Master

- > Model Creation

Model Creation

Manufacturer*

Model Name*

Description

Status

Active

Save

Reset

Select from dropdown, the 'Manufacturer' of the Assets

Give the Model Name

You can keep detailed description of the model

Select from dropdown, whether the Model is 'Active' or 'Inactive'

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Model List

Show 20 entries

Search

SI No	Manufacturer Name	Model	Description	Status	Process
1	ACER	AL 1522		Active	Edit
2	ACER	AL1602W		Active	Edit
3	ACER	P166HQL		Active	Edit
4	ACER	X15322		Active	Edit
5	AMCONICS	581E		Active	Edit
6	AOC	AOC		Active	Edit
7	AOC	GATEWAY		Active	Edit
8	BENQ	SENSEYE 3		Active	Edit
9	BENQ	T5IWA		Active	Edit

Click on ‘Edit’ to make changes of existing data

Clicking on ‘Update’ button will save the data entered

Clicking on ‘Reset’ button will clear the data entered

Model Creation

Manufacturer*

Model Name*

Description

Status

ACER

AL 1522

Active

Update

Reset

EOL Parameters

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

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocationRep

Category Parameters

Status Label Parameters

Manufacturer Parameters

Depreciation Parameters

Model Master

EOL parameters

End of Life (EOL) Creation

Name*

Term (In months)*

Status

Active

Save

Reset

Create the type of ‘EOL’

Create the ‘Term’ of depreciation (in months)

Select from dropdown, whether the EOL Type is ‘Active’ or ‘Inactive’

Clicking on ‘Save’ button will save the data entered

Clicking on ‘Reset’ button will clear the data entered

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

End of Life (EOL) List

Show 20 entries

Search

SI No	Name	Term (Month)	Status	Process
1	EOL- Buidings	240	Active	Edit
2	Standard	60	Active	Edit

Click on ‘Edit’ to make changes of existing data

Clicking on ‘Update’ button will save the data entered

Clicking on ‘Reset’ button will clear the data entered

End of Life (EOL) Edit

Name*

Term (In months)*

Status

EOL- Buidings

240

Active

Update

Reset

➤ LOCATION

• Location Parameters

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

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocationReportDatabase

Location Parameters

> Location Creation

> Location List

> Building Creation

> Building List

> Floor Creation

> Floor List

> Room Creation

> Room List

Location Creation

Location Name*

Street Address*

City*

State Abbrev*

Zip

Country Abbrev*

Status*

Active

Save

Reset

Create 'Location' with required details.

Select from dropdown, whether the Location is 'Active' or 'Inactive'

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Location List

Show 20 entries

The dropdown allows you to get the building list Location wise.

'Search option allows you to search with the 'Name' field.

Search

SI No	Name	Address	City, State, Country, Zip Code	Status	Process
1	Enhira BPO CENTRE - Baguihati	DD50 Narayantala East, 3rd floor, Baguihati, Ashwininagar	Kolkata, West Bengal, India, 700159	Active	Edit
2	Enhira Sacnning Centre - Howrah	C/O. LIC	Kolkata, WB, India,	Active	Edit
3	Enhira Sacnning Centre - KMDO	C/O LIC		Active	Edit
4	Enhira Software Services Ltd-HQ	307/A Dhanraj Industr Parel (W)		Active	Edit

Click on 'Edit' to make changes of existing data

Location Edit

Location Name*

Street Address*

City*

State Abbrev*

Zip

Country Abbrev*

Status*

Active

Update

Reset

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

@U Asset Management System

Configuration Setup | Location | Creation | Check In / Out | Allocation | Report

Location Parameters

- > Location Creation
- > Location List
- > Building Creation
- > Building List
- > Floor Creation

Building Creation

Location*

Building Name*

Status

Select the Location from the dropdown

Give Building's name

Select from dropdown, whether the Building is 'Active' or 'Inactive'

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Building List

Location

SI No	Building Name	Status	Process
Location Name : Enhira BPO CENTRE - Baguihati			
1	BPO Centre	Active	<input type="button" value="Edit"/>
Location Name : Enhira Sacnning Centre - Howrah			
1	LIC - Howhar Division	Active	<input type="button" value="Edit"/>
Location Name : Enhira Sacnning Centre - KMDO			
1	JEEVAN TARA	Active	<input type="button" value="Edit"/>
Location Name : Enhira Software Services Ltd-HQ			
1	Enhira - Baguihati	Active	<input type="button" value="Edit"/>

The dropdown allows you to get the building list Location wise.

Click on 'Edit' to make changes of existing data

Building Edit

Location*

Building Name*

Status

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

@U Asset Management System

Configuration Setup | Location | Creation | Check In / Out

Location Parameters

- > Location Creation
- > Location List
- > Building Creation
- > Building List
- > Floor Creation
- > Floor List

Floor Creation

Location*

Building*

Floor Name*

Status

Select the Location from the dropdown

Select the Building from the dropdown

Give the 'Floor' Name/No. of the building.

Select from dropdown, whether the Floor is 'Active' or 'Inactive'

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Floor List

LocationAll

SI No	Floor Name	Status	Process
Location Name : Enhira BPO CENTRE - Baguihati			
Building Name : BPO Centre			
1	3rd fl.	Active	Edit
Location Name : Enhira Sacnning Centre - Howrah			
Building Name : LIC - Howhar Division			
1	2nd Floor	Active	Edit
Location Name : Enhira Sacnning Centre - KMDO			
Building Name : JEEVAN TARA			
1	4th Floor	Active	Edit
Location Name : Enhira Software Services Ltd-HQ			
Building Name : Enhira - Baguihati			
1	3rd fl.	Active	Edit

The dropdown allows you to get the floor list Location wise.

Click on 'Edit' to make changes of existing data

Floor Edit

Location*Enhira BPO CENTRE - Baguihati

Building*BPO Centre

Floor Name*3rd fl.

StatusActive

UpdateReset

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocation

Location Parameters

Room Creation

Room Creation

Location*---Select---

Building*---Select---

Floor*---Select---

Room Name*

StatusActive

SaveReset

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

Select the Location from the dropdown

Select the 'Building' from the dropdown

Select the Floor No. from the dropdown

Give the Room's No. / Name

Select from dropdown, whether the Asset is 'Active' or 'Inactive'

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

Configuration SetupLocationCreationCheck In / OutAllocation

Location Parameters

Room List

Room List

LocationAll

SI No	Room Name	Status	Process
Location Name : Enhira BPO CENTRE - Baguihati			
Building Name : BPO Centre			
Floor Name : 3rd fl.			
1	Data Capturing Room	Active	Edit
2	Director's Room	Active	Edit
Location Name : Enhira Sacnning Centre - Howrah			

Select the location from the dropdown. It will give the list of 'Rooms' floor wise

Click on 'Edit' to make changes of existing data

Room Edit

Location*Enhira BPO CENTRE - Baguihati

Building*BPO Centre

Floor*3rd fl.

Room Name*Data Capturing Room

StatusActive

UpdateReset

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

➤ 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.

Configuration Setup

Location

Creation

Check In / Out

Allocation

Report

Databases

Barcode Parameter

Barcode Creation

License Parameters

License Creation

Barcode Creation

Location*
Enhira Software Services Ltd-HQ

No of Barcode*
10

Create

Reset

Select the 'Location' from dropdown where the assets are deployed

Enter the No. of Barcodes required.

Clicking on 'Create' button will create the No. of Barcodes entered above

Clicking on 'Reset' button will clear the data entered

03101450211

03101450212

03101450213

03101450214

03101450215

03101450216

03101450217

03101450218

03101450219

03101450220

Sample of Barcodes created

Click here to take Printout of generated barcodes for application

Print

Refresh

Search

Zoom In

Zoom Out

Print

• 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.

Configuration Setup

Location

Creation

Check In / Out

Allocation

Report

Database

Barcode Parameter

> Barcode Creation

License Parameters

> License Creation

> License List

Asset Parameter

> Asset Creation

> Asset List

License Creation

License Tag*

Software Name*

Serial*

Licensed to Name*

Licensed to Email*

Seats*

Order Number*

Category*

Purchase Date*

Purchase Cost*

Depreciation*

Warranty*

End of Life (EOL)

Notes

Upload File

---Select---

in ₹

---Select---

Month

---Select---

Choose file

 No file chosen

Maximum file size support : 2mb

File Format support : .gif, .jpeg, .jpg,

Save

Reset

Keep the cursor in the box and Scan the Barcode from the asset

Make necessary entries in the respective boxes.

Select required data from dropdown where applicable.

* Marks are all mandatory fields.

You can keep important notes or additional details of the license

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

Click on browse & upload related documents of the license for future reference

License List

License List

Show 20 entries

Search

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

Search option allows you to search through multiple fields

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	--	<div>DB</div> <div>Edit</div>
2	05081400046	AC 1	NA	Non IT	KORYO (KORYO)	12-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
3	04081400151	AQUA GUARD	NA	Non IT	EUREKA FORBES (AQUA SURE)	08-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
4	06081400085	BATTERY 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
5	06081400086	BATTERY 2	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
6	04081400381	CAMERA 1	NA	Non IT	ROBOCOM (ROBOCOM)	08-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
7	04081400382	CAMERA 2	NA	Non IT	ROBOCOM (ROBOCOM)	09-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>

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

Duplicate-05081400046

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

License List

Show 20 entries

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

Search

Search option allows you to search through multiple fields

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	--	<div>DB</div> <div>Edit</div>
2	05081400046	AC 1	NA	Non IT	KORYO (KORYO)	12-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
3	04081400151	AQUA GUARD	NA	Non IT	EUREKA FORBES (AQUA SURE)	08-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
4	06081400085	BATTERY 1	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
5	06081400086	BATTERY 2	NA	Non IT	--	11-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
6	04081400381	CAMERA 1	NA	Non IT	ROBOCOM (ROBOCOM)	08-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>
7	04081400382	CAMERA 2	NA	Non IT	ROBOCOM (ROBOCOM)	09-08-2014	₹ 0	36 Month	--	<div>DB</div> <div>Edit</div>

Configuration SetupLocationCreationCheck In / OutAllocationReportDatabase

Barcode Parameter

» Barcode Creation

License Parameters

» License Creation

» License List

Asset Parameter

» Asset Creation

» Asset List

License Edit

License Tag*

Software Name*

Serial*

Licensed to Name*

Licensed to Email*

Seats*

Order Number*

Category*

---Select---

Purchase Date*

Purchase Cost*

in ₹

Depreciation*

---Select---

Warranty*

Month

End of Life (EOL)

---Select---

Notes

Upload File

Choose file

No file chosen

Maximum file size support : 2mb.

File Format support : .gif, .jpeg, .jpg, .png, .

Update

Reset

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

Select required data from dropdown where required.

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

- 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.

@U Asset Management System

Configuration SetupLocationCreationCheck In / OutAllocationReportDatabase

Barcode Parameter

> Barcode Creation

License Parameters

> License Creation

> License List

Asset Parameter

> Asset Creation

> Asset List

Asset Creation

Asset Tag*
Asset Name*
Serial*
Order Number*
Type*
Category*
Manufacturer
Model
Purchase Date*
Purchase Cost*
Depreciation*
Warranty*
End of Life (EOL)
Status*
Location*

Keep the cursor in the box and Scan the Barcode from the asset

Make necessary entries in the respective boxes.
Select required data from dropdown where applicable.
* Marks are all mandatory fields.

Select LocationSelect BuildingSelect FloorSelect Room

Notes

Upload File

Browse... No file selected.
Maximum file size support : 2mb.
File Format support :.gif, .jpeg, .jpg.

SaveReset

Clicking on 'Browse' & upload related documents of the asset for future reference

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Assets

Show 20 entries

Search


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

Search option allows you to search through multiple fields

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


Duplicate-05081400046

Asset Edit

Asset Tag*

Asset Name*

Serial*

Order Number*

Type*

Category*

Manufacturer

Model

Purchase Date*

Purchase Cost*

Depreciation*

Warranty*

End of Life (EOL)

Status*

Location*

Notes

Upload File

06081400083

AC 1

NA

NA

Non-IT Asset

Electrical Item

LG

---Select---

11/08/2014

0 in ₹

Standard

36 Month

Standard

Working

Enhira Sacnning Centre - Howrah

LIC - Howhar Division

2nd Floor

Admin Room

Browse... No file selected.

Maximum file size support : 2mb.

File Format support :.gif, .jpeg, .jpg, .png, .doc, .docx, .odt, .pdf, .txt.

Update

Reset

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

Select required data from dropdown where required.

Clicking on 'Update' button will save the data entered

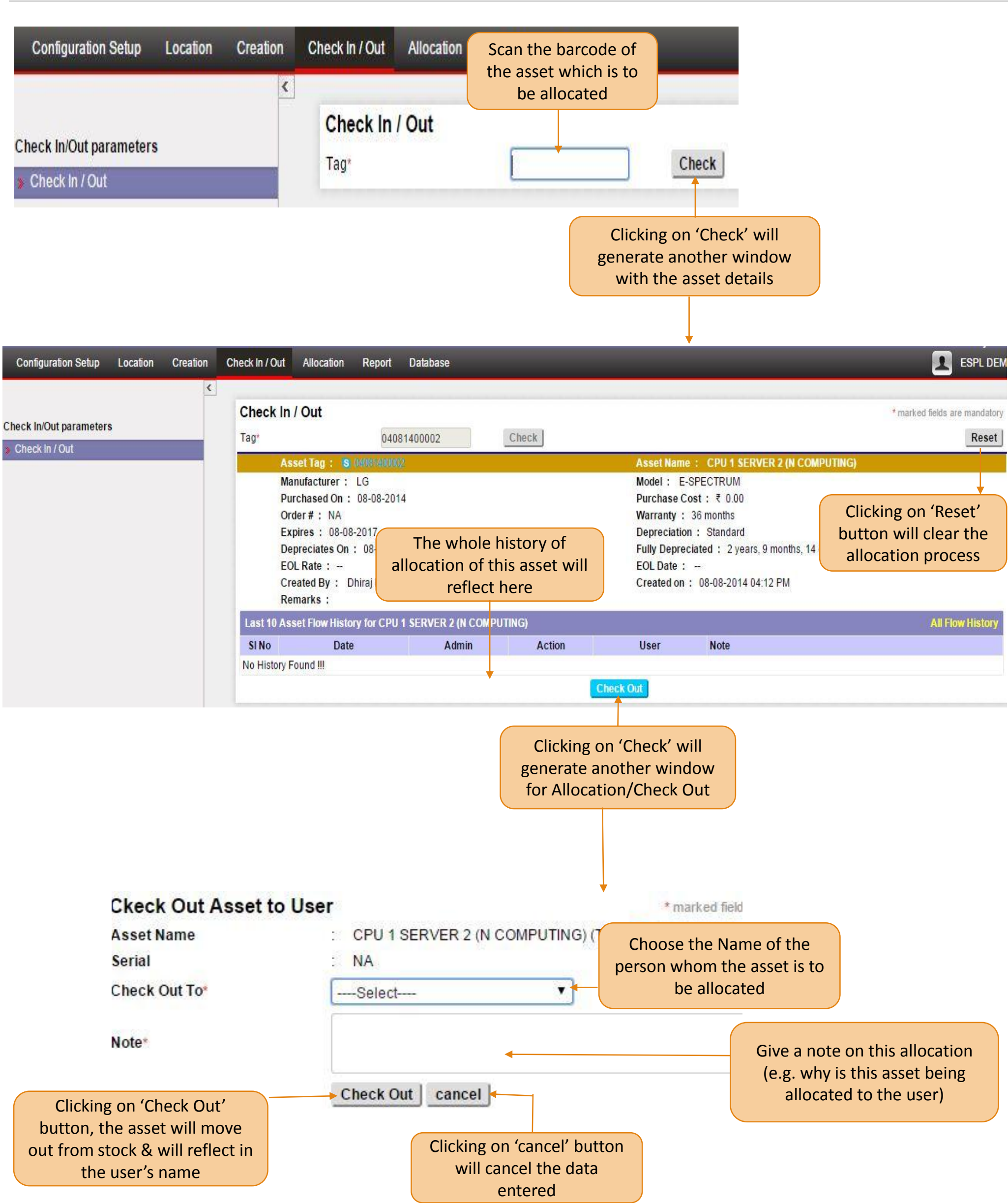
Clicking on 'Reset' button will clear the data entered

➤ 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.

Configuration Setup

Location

Creation

Check In / Out

Allocation

Report

Database

ESPL DE

Allocation Parameters

Asset Allocation

License Allocation

People Wise Allocation

People Wise

Assets

Status

All

This dropdown allows you to get listed assets with required Status

Search

Search option allows you to search through multiple fields

Show

20

entries

Sl No	Tag	Asset	Serial	Type	Checked Out	Location	EOL	Process
1	05081400046	AC 1	NA	Non IT	--	Enhira Sacnning Centre - KMDO	12-08-2019	<div>Check Out</div>
2	06081400083	AC 1	NA	Non IT	--	Enhira Sacnning Centre - Howrah	11-08-2019	<div>Check Out</div>
3	04081400151	AQUA GUARD	NA	Non IT	--	Enhira BPO CENTRE - Baguihati	08-08-2019	<div>Check Out</div>

Clicking on 'Check' will generate another window for Allocation/Check Out

Check Out Asset to User

* marked fields are mandi

Asset Name

: AC 1 (Tag - 05081400046)

Serial

: NA

Check Out To*

Dhiraj Bhattacharyya (Group 1)

Note*

allocated for office use

Check Out

cancel

Choose the Name of the person whom the asset is to be allocated

Give a note on this allocation (e.g. why is this asset being allocated to the user)

Clicking on 'Check Out' button, the asset will move out from stock & will reflect in the user's name

Clicking on 'cancel' button will cancel the data entered

• 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.

Configuration SetupLocationCreationCheck In / OutAllocationReportDatabase

Allocation Parameters

- Asset Allocation
- License Allocation
- People Wise Allocation
 - People Wise

Current

Show 20 entries

Search

SI No	Name	Email	Phone	Manager	Assets		Licenses
					IT	Non-IT	
1	Dhiraj Bhattacharyya (dhiraj)	dhiraj@eduplex.in	8013085180	Sumana Halder	0	0	0
2	ESPL DEMO (ESPL)	contacts@eduplex.in	9903373120	--	0	0	0
3	Hemkanta Mehra (U001)	hemkanta.here@gmail.com	9932441103	--	1	0	0
4	Nilotpal Roy (nilotpal)	nilotpal@eduplex.in	128764	Sumana Halder	0	0	0
	Sharma (Pankaj)	A@x.com	+44797979707	--	0	0	0
	dip Lahiri (subhodip)	subhodip@eduplex.in	8583011606	Sumana Halder	0	0	0
	a Halder (010A)	sumana@eduplex.in	9831912506	--	0	0	0

Choose the Name of the person whom the asset is to be taken back
Clicking on the Person's Name will generate another window for Check In

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

Search option allows you to search with Name

Assets Checked out to

SI No	Tag	Category	Name	Type	Process
1	04101400011	laptop	Laptop	IT Asset	Check In

License Checked out to

SI No	Tag	Category	Name
No License Found !!!			

Asset History for

SI No	Tag	Asset	Date	Action	By	Note
1	04101400011	Laptop	08-10-2014 01:57:43 AM	Check Out	su	issued to hemkant

License History for

SI No	Tag	License	Date	Action	By	Note
No History Found !!!						

All License History

Clicking on 'Check' will generate another window for Check In of assets

Check In Asset

* marked fields are mandatory

Asset Name : Laptop (Tag - 04101400011)

Serial : puupoupunnk9u0080

Note*

Check Incancel

Clicking on 'cancel' button will cancel the data entered

Clicking on 'Check In' button, the asset will be removed from the user's name & will reflect in stock as unused

Keep a note or reason for taking the asset back from the user

➤ 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’.

