

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.

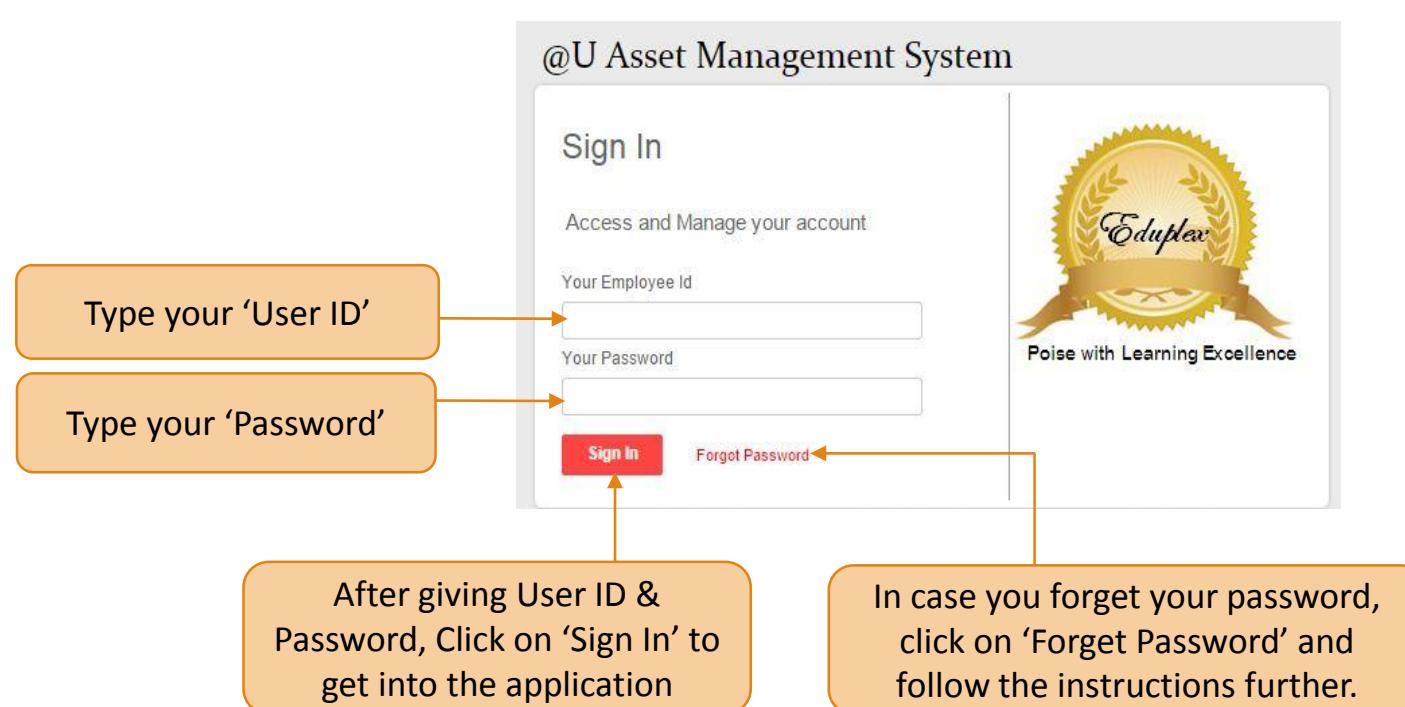
Objective of Asset Management

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.

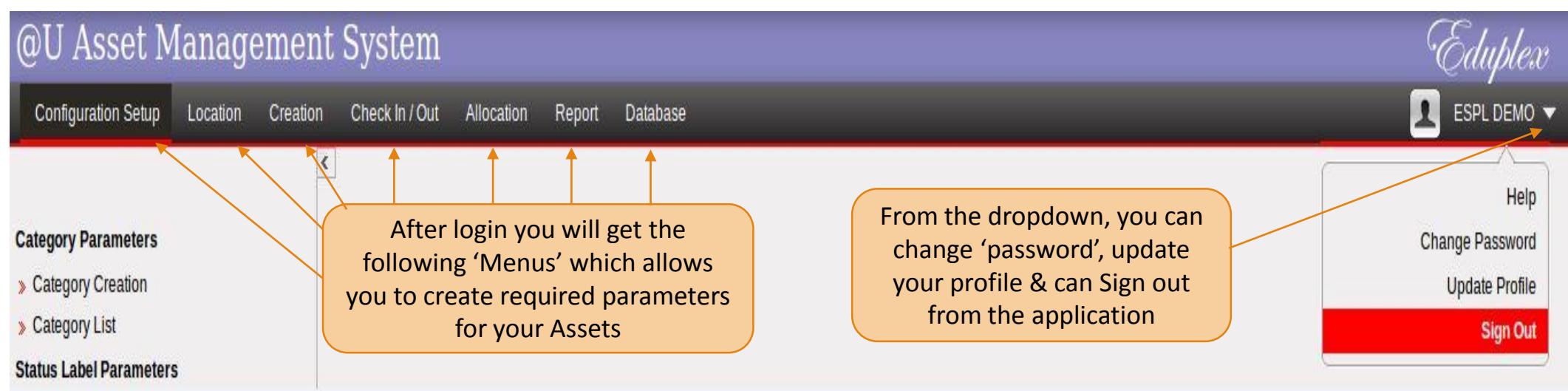
HOW TO LOGIN INTO APPLICATION



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THE APPLICATION



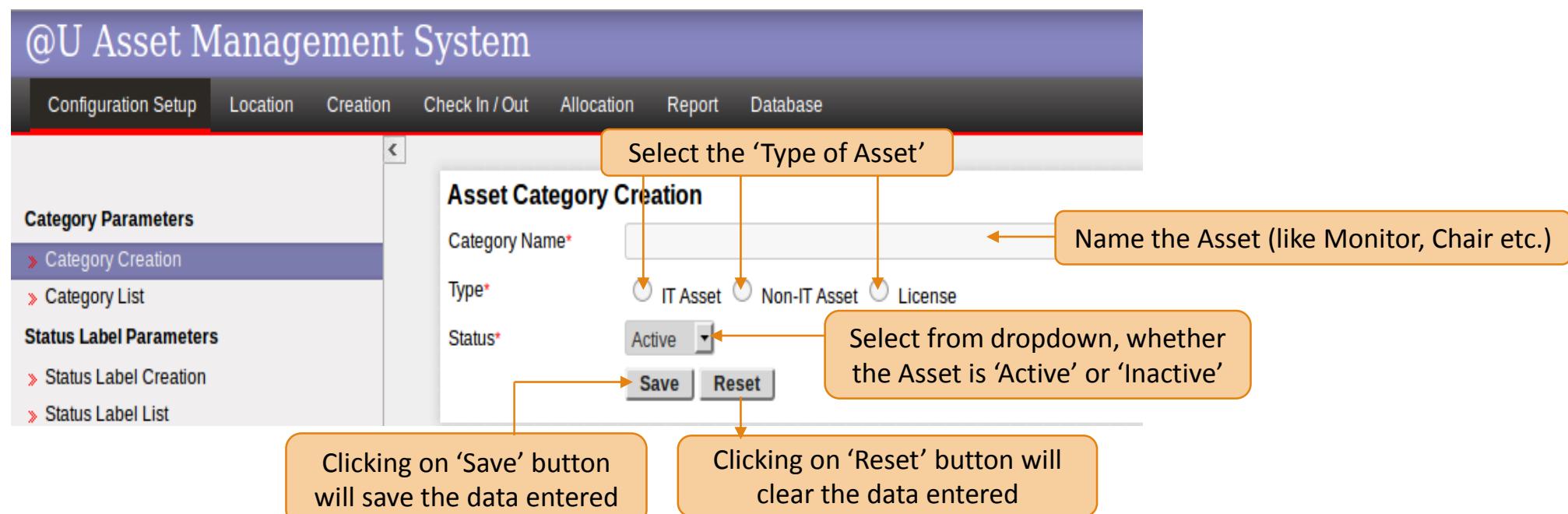
Drop down menus are given to facilitate fast operation and help avoiding typing mistakes. In case you find some items are not there in drop down, please discuss with system administrator. He/ She can add item in the list if justified.

* 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.

SI No	Asset Category Name	Type	Status	Process
1	Monitor	IT	Active	Edit
2	N Computing Device	IT	Active	Edit
3	PC	IT	Active	Edit
4	Scanner A3	IT	Active	Edit
5	Scanner A4	IT	Active	Edit

• Status Label Parameters

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

@U Asset Management System

Configuration Setup Location Creation Check In / Out Allocation Report

Status Label Creation

Label Description* Create 'Status' of Assets (like Ok, Defective etc.)

Status 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

Category Parameters
» Category Creation
» Category List
Status Label Parameters
» Status Label Creation

Status Label List: shows the total list of 'Status' created.

Status Label List

Show 20 entries

SI No	Name	Status	Process
1	Defective	Active	<input type="button" value="Edit"/>
2	Deployed	Inactive	<input type="button" value="Edit"/>
3	Ok	Inactive	<input type="button" value="Edit"/>
4	Reserved	Active	<input type="button" value="Edit"/>
5	Scraped	Active	<input type="button" value="Edit"/>

Search' option allows you to search from 'Name' field Click on 'Edit' to make changes of existing data

Status Label Edit

Label Description* Defective

Status* 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 Setup Location Creation Check In / Out Allocation Report Data

Manufacturer Creation

Name* Give the 'Manufacturer's' name

Status 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

Category Parameters
» Category Creation
» Category List
Status Label Parameters
» Status Label Creation
» Status Label List
Manufacturer Parameters
» Manufacturer Creation

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

Manufacturer List

Show 20 entries

SI No	Name	Status	Process
1	ABC	Active	<input type="button" value="Edit"/>
2	ACER	Active	<input type="button" value="Edit"/>
3	AMCONICS	Active	<input type="button" value="Edit"/>
4	AOC	Active	<input type="button" value="Edit"/>
5	BENQ	Active	<input type="button" value="Edit"/>
6	CANON	Active	<input type="button" value="Edit"/>
7	CISCO	Active	<input type="button" value="Edit"/>
8	CMS	Active	<input type="button" value="Edit"/>

Search' option allows you to search from 'Name' field Click on 'Edit' to make changes of existing data

Manufacturer Edit

Name* ABC

Status Clicking on 'Reset' button will clear the data entered Clicking on 'Update' button will save the data entered

• Depreciation Parameters

Depreciation Creation: Allows you to create 'Depreciation' details of assets.

@U Asset Management System

Configuration Setup Location Creation Check In / Out Allocation Report Depreciation Parameters

Asset Depreciation Creation

Name* Create the type of 'Depreciation'

Term (In months)* Create the 'Term' of depreciation (in months)

Status 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

Category Parameters
Status Label Parameters
Manufacturer Parameters
Depreciation Parameters

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

Depreciation List

Show 20 entries

SI No	Name	Term (Month)	Status	Process
1	Non Standard	60	Active	<input type="button" value="Edit"/>
2	Non Standard 01	72	Active	<input type="button" value="Edit"/>
3	Standard	36	Active	<input type="button" value="Edit"/>

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

Click on 'Edit' to make changes of existing data

Asset Depreciation Edit

Name* Non Standard

Term (In months)* 60

Status

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 Setup Location Creation Check In / Out Allocation Report Model Master

Model Creation

Manufacturer* Select from dropdown, the 'Manufacturer' of the Assets

Model Name* Give the Model Name

Description You can keep detailed description of the model

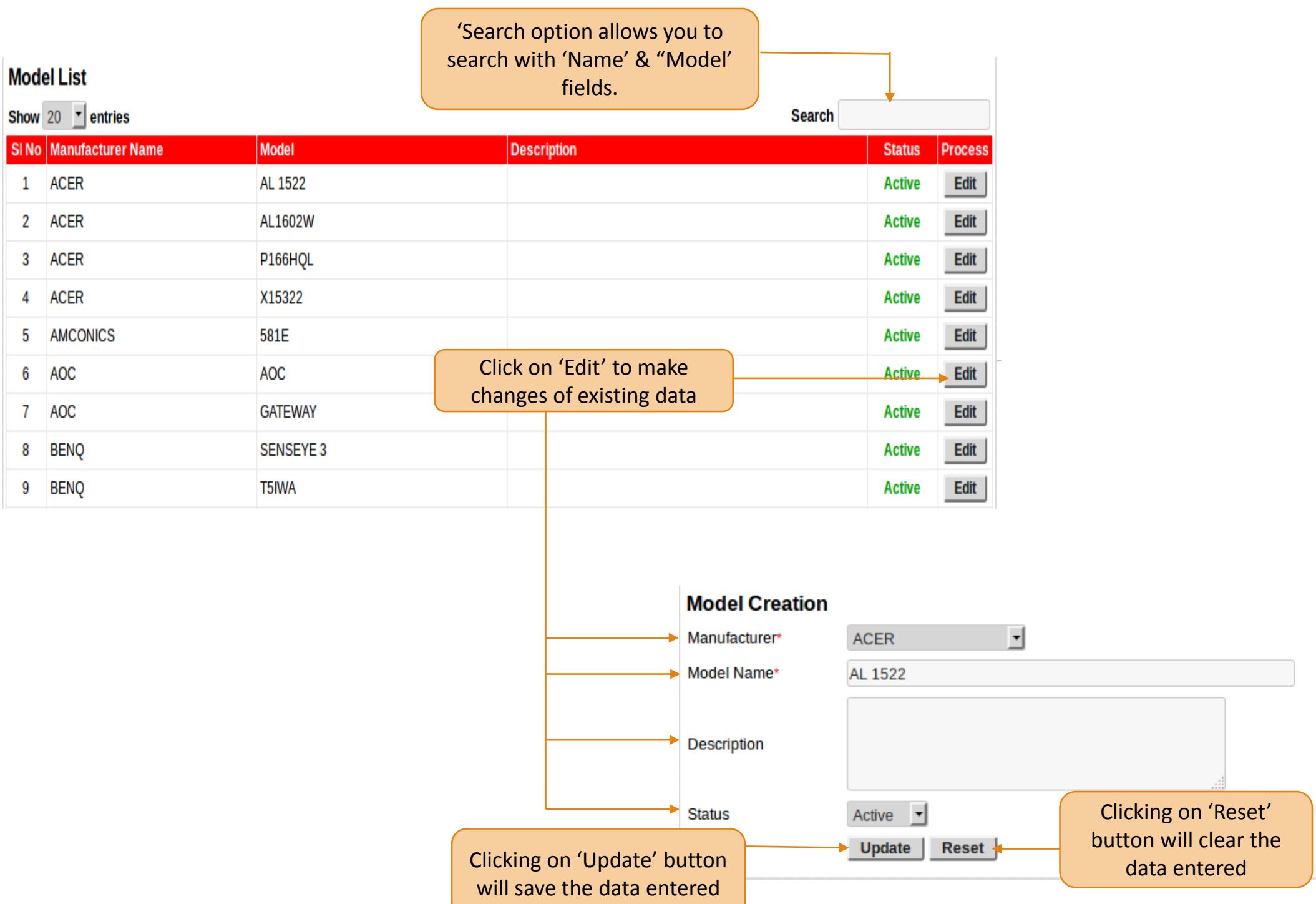
Status Select from dropdown, whether the Model is 'Active' or 'Inactive'

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

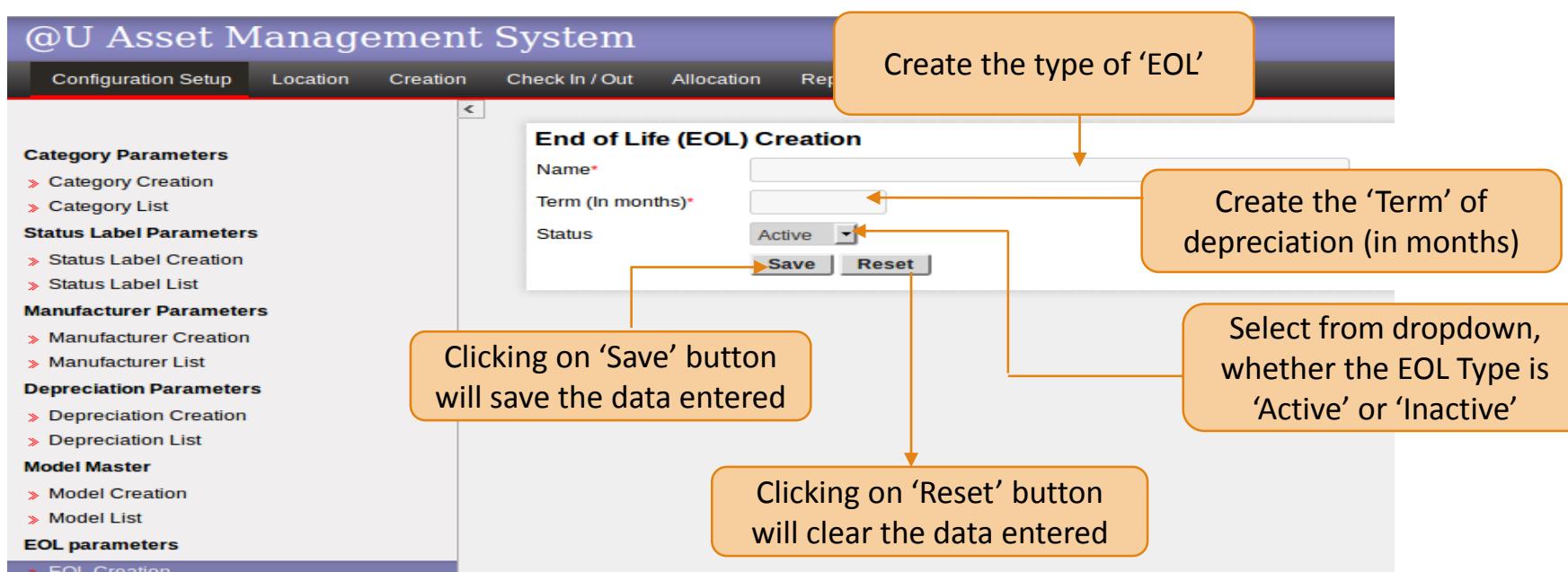
Category Parameters
Status Label Parameters
Manufacturer Parameters
Depreciation Parameters

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

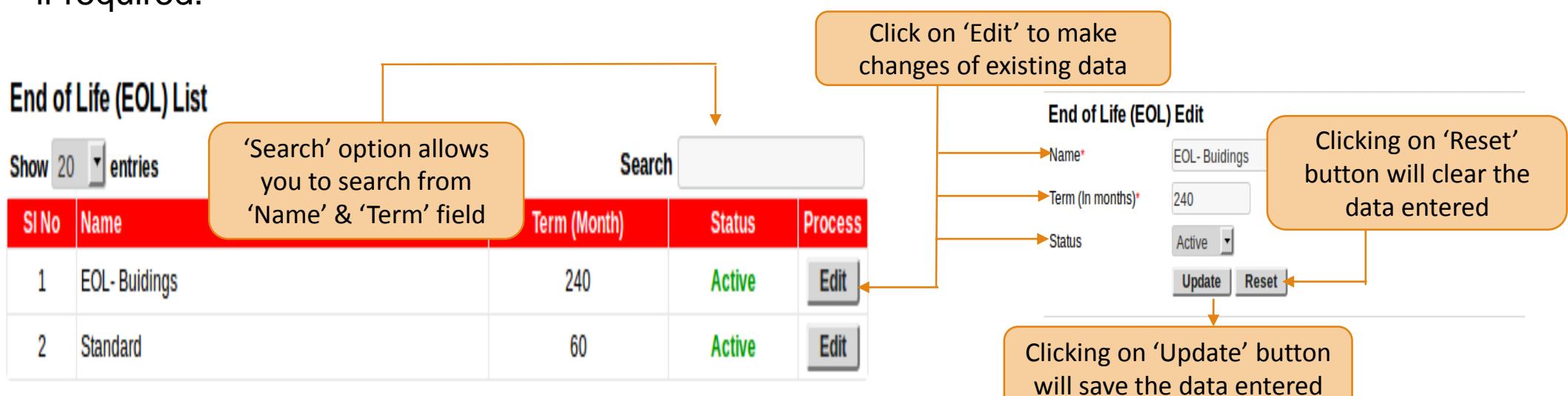


• EOL Parameters

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.

@U Asset Management System

Configuration Setup Location Creation Check In / Out Allocation Report Database

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*

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.'

Location Edit

Location Name*

Street Address*

City*

State Abbrev*

Zip

Country Abbrev*

Status*

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

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, W.B, India,	Active	Edit
3	Enhira Sacnning Centre - KMDO	C/O LIC		Active	Edit
4	Enhira Software Services Ltd-HQ	307/A Dhanraj Industrial Estate (W)		Active	Edit

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

@U Asset Management System

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

Building List

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

@U Asset Management System

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

Floor List

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

Floor 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

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

@U Asset Management System

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'

Clicking on 'Save' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Room List

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

Room Edit

Click on 'Edit' to make changes of existing data

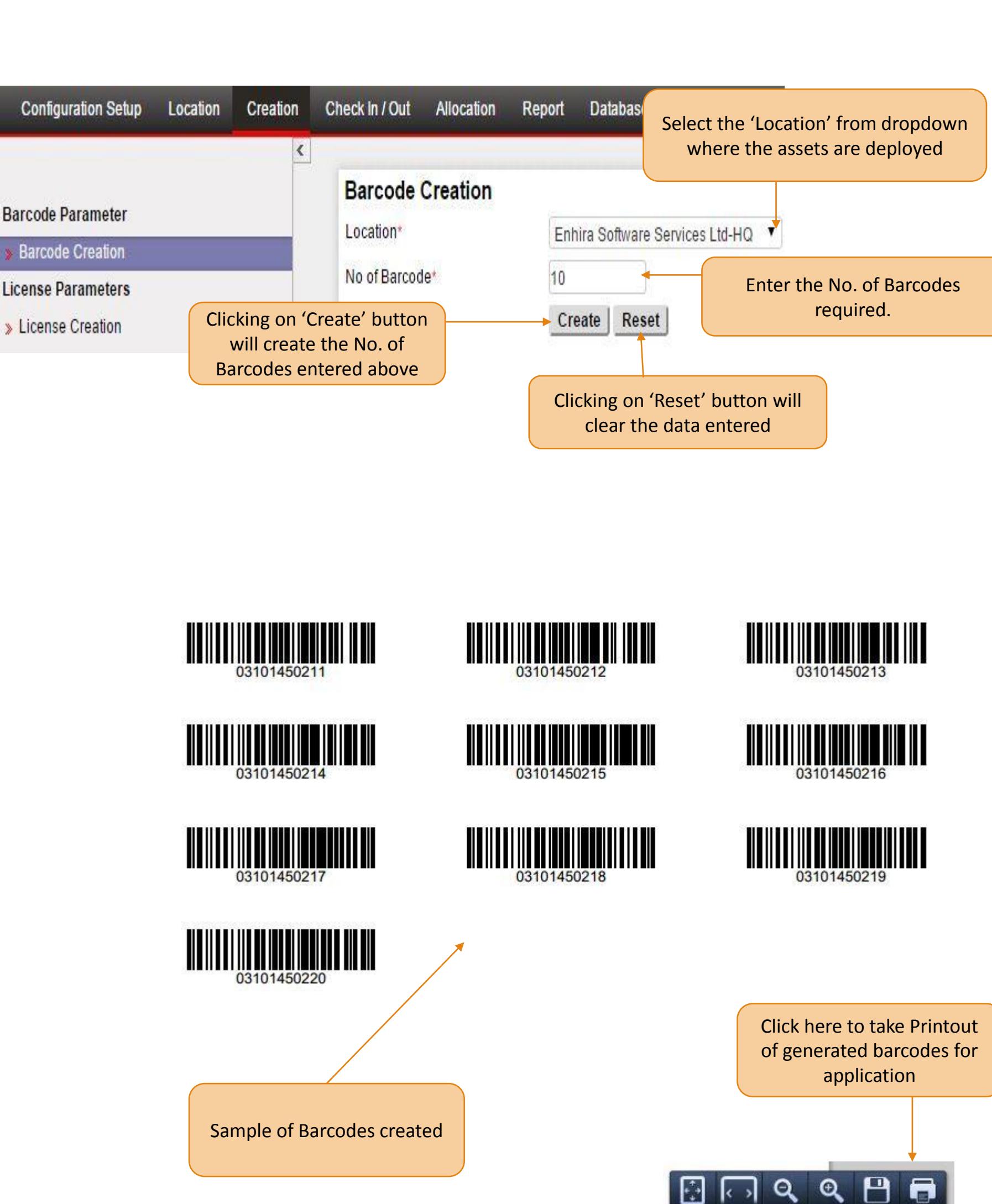
Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

➤ CREATION

- **Barcode Parameter**

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



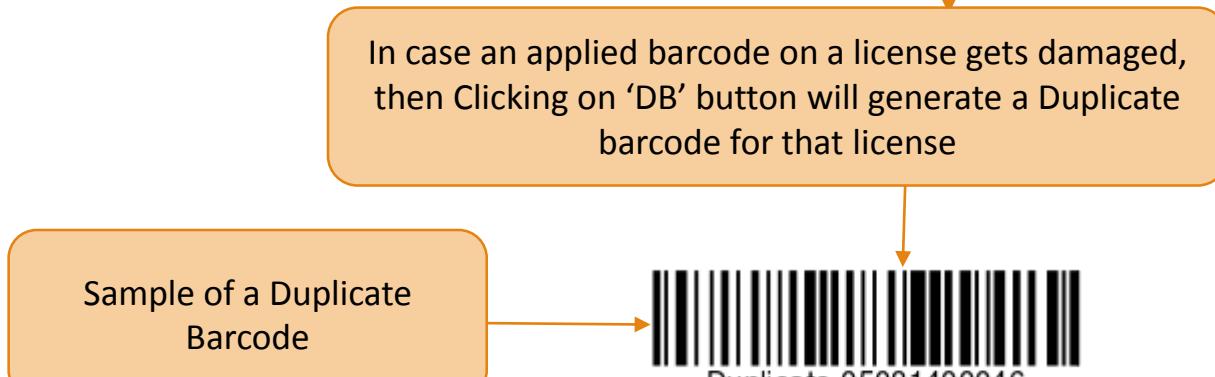
• License Parameter

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

The screenshot shows the 'License Creation' form within a software application. The left sidebar lists 'Barcode Parameter', 'License Parameters', and 'Asset Parameter'. The 'License Creation' option is selected. The main form has fields for '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', and an 'Upload File' section. A large callout box covers most of the form, containing instructions: 'Keep the cursor in the box and Scan the Barcode from the asset' (for the License Tag field), 'Make necessary entries in the respective boxes.' (for the rest of the fields), 'Select required data from dropdown where applicable.' (for Category, Purchase Date, Purchase Cost, Depreciation, Warranty, and EOL), and a note that '*' marks all mandatory fields. Another callout for the 'Notes' field says 'You can keep important notes or additional details of the license'. A third callout for the 'Upload File' section says 'Click on browse & upload related documents of the license for future reference'. A fourth callout for the 'Save' and 'Reset' buttons says 'Clicking on 'Save' button will save the data entered' and 'Clicking on 'Reset' button will clear the data entered'. A fifth callout for the 'Choose file' button says 'Maximum file size support: 2mb File Format support: gif, jpeg, jpg'.

License List

The screenshot shows a 'License List' table with columns: SI No, Tag, Asset Name, Serial, Type, Manufacturer (Model), Pur Date, Cost, Warranty, Upload File, and Process. A dropdown 'Show 20 entries' is visible. A callout for the 'Search' button says 'Search option allows you to search through multiple fields'. A callout for the 'Upload File' column says 'In case an applied barcode on a license gets damaged, then Clicking on 'DB' button will generate a Duplicate barcode for that license'. A callout for the 'Process' column says 'Choose from dropdown the number of entries you want to view in a single page.'



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

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

Search option allows you to search through multiple fields

Search

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

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 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: No file chosen
Maximum file size support: 2mb.
File Format support: gif, jpeg, jpg, png, ..

Update Reset

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

Select required data from dropdown where required.

- **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 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

Asset Creation

Asset Tag* Keep the cursor in the box and Scan the Barcode from the asset

Asset Name*

Serial*

Order Number*

Type*

Category*

Manufacturer

Model

Purchase Date*

Purchase Cost* in ₹

Depreciation*

Warranty* Month

End of Life (EOL)

Status*

Location*

Make necessary entries in the respective boxes.

Select required data from dropdown where applicable.

* Marks are all mandatory fields.

Notes You can keep important notes or additional details of the asset

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

Clicking on 'Save' button will save the data entered

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

Clicking on 'Reset' button will clear the data entered

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

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

Search option allows you to search through multiple fields

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* 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

Notes

Upload File Browse... No file selected. Maximum file size support : 2mb. File Format support :.gif, .jpeg, .jpg, .png, .doc, .docx, .odt, .pdf, .txt.

Clicking on 'Update' button will save the data entered

Clicking on 'Reset' button will clear the data entered

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

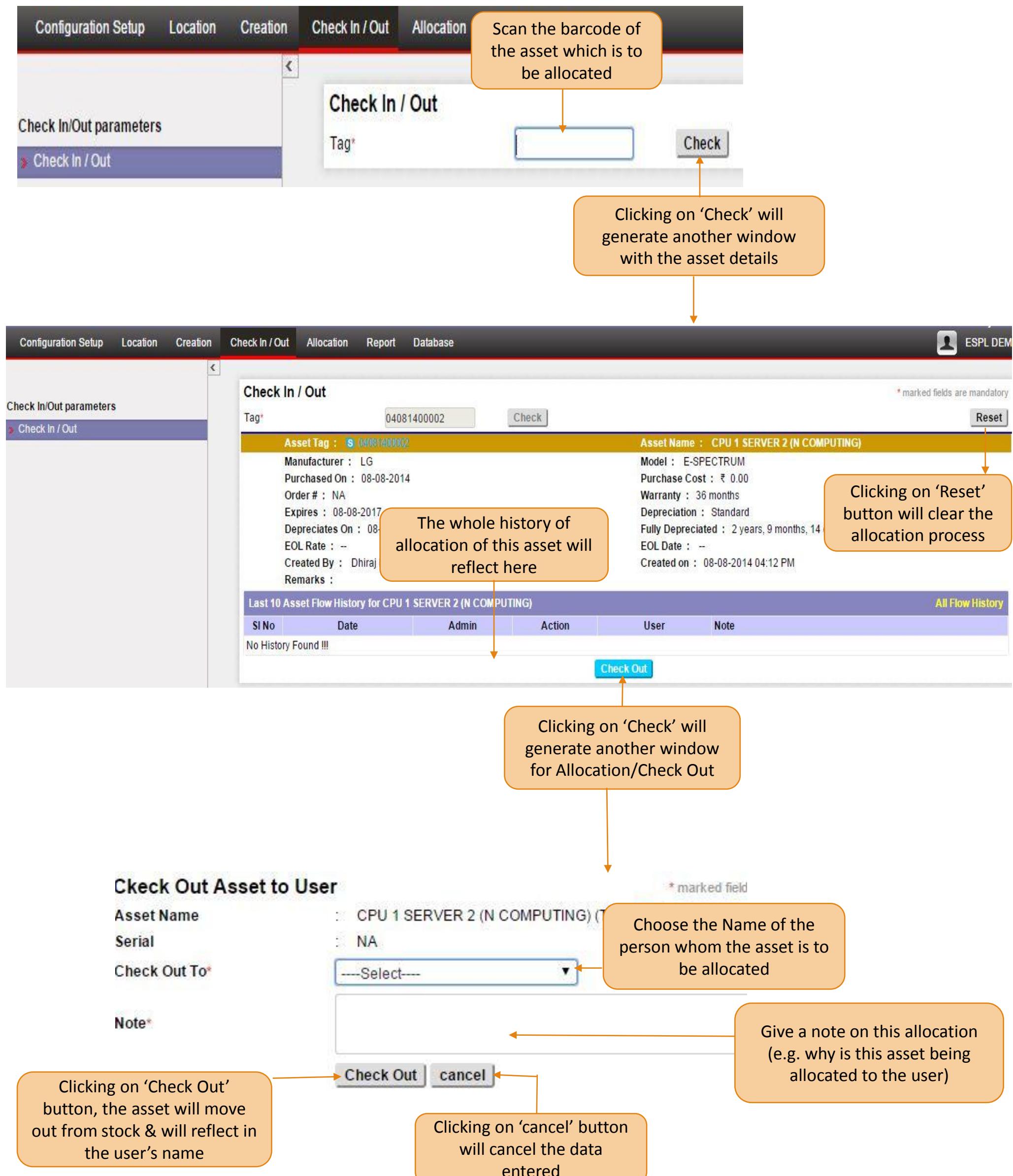
Select required data from dropdown where required.

➤ 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.

Allocation Parameters

Asset Allocation

License Allocation

People Wise Allocation

People Wise

Assets

Status: All

Show 20 entries

Search

SI No Tag Asset Serial Type Checked Out Location EOL Process

1	05081400046	AC 1	NA	Non IT	--	Enhira Sacnning Centre - KMDO	12-08-2019	Check Out
2	06081400083	AC 1	NA	Non IT	--	Enhira Sacnning Centre - Howrah	11-08-2019	Check Out
3	04081400151	AQUA GUARD	NA	Non IT	--	Enhira BPO CENTRE - Baguihati	08-08-2019	Check Out

This dropdown allows you to get listed assets with required Status

Search option allows you to search through multiple fields

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

Check Out Asset to User

Asset Name : AC 1 (Tag - 05081400046)

Serial : NA

Check Out To* : Dhiraj Bhattacharyya (Group 1)

Note* : allocated for office use

Check Out | cancel

* marked fields are mandatory

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 Setup Location Creation Check In / Out Allocation Report Database

Allocation Parameters

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

Current

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 with Name

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
	Pankaj Sharma (Pankaj)	A@x.com	+44797979707	--	0	0	0
	Subhodip Lahiri (subhodip)	subhodip@eduplex.in	8583011606	Sumana Halder	0	0	0
	Sumana 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

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

Check In Asset

* marked fields are mandatory X

Asset Name : Laptop (Tag - 04101400011)
 Serial : puupoupuunk9u0080

Note* :

Check In **cancel**

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

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

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

Clicking on 'cancel' button will cancel the data entered

➤ 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'.

