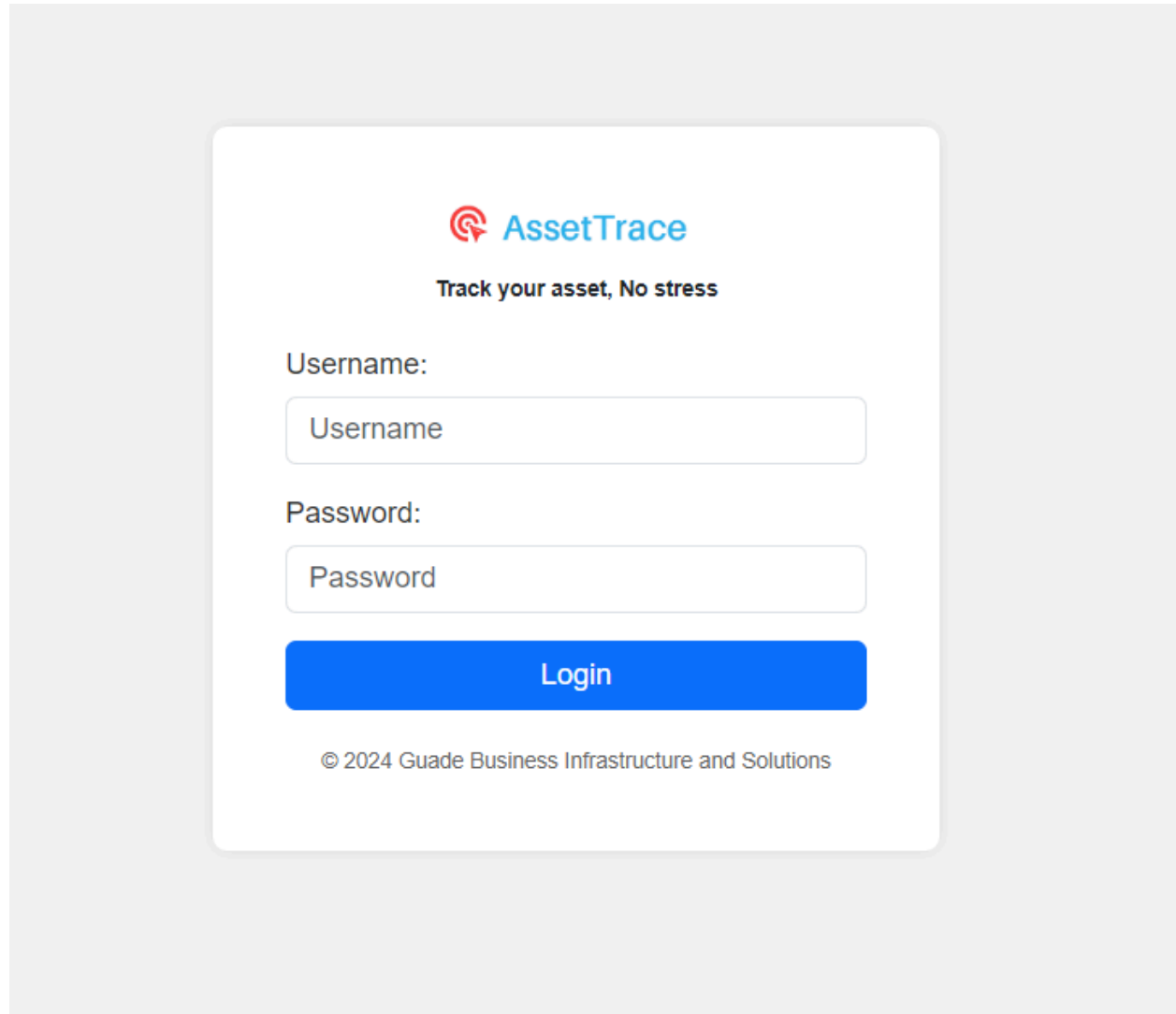



# **ASSET TRACE USER MANUAL**

## Step 1: Login to the Portal

A screenshot of the AssetTrace login portal. The portal is a white rounded rectangle centered on a light gray background. At the top, it features the AssetTrace logo, which consists of a red circular icon with a white stylized 'G' and the text 'AssetTrace' in blue. Below the logo is the tagline 'Track your asset, No stress' in black. The login form includes a 'Username:' label followed by a text input field containing the placeholder text 'Username'. Below this is a 'Password:' label followed by a text input field containing the placeholder text 'Password'. A prominent blue 'Login' button is positioned below the password field. At the bottom of the portal, the copyright notice '© 2024 Guade Business Infrastructure and Solutions' is displayed in a small, gray font.

 **AssetTrace**

Track your asset, No stress

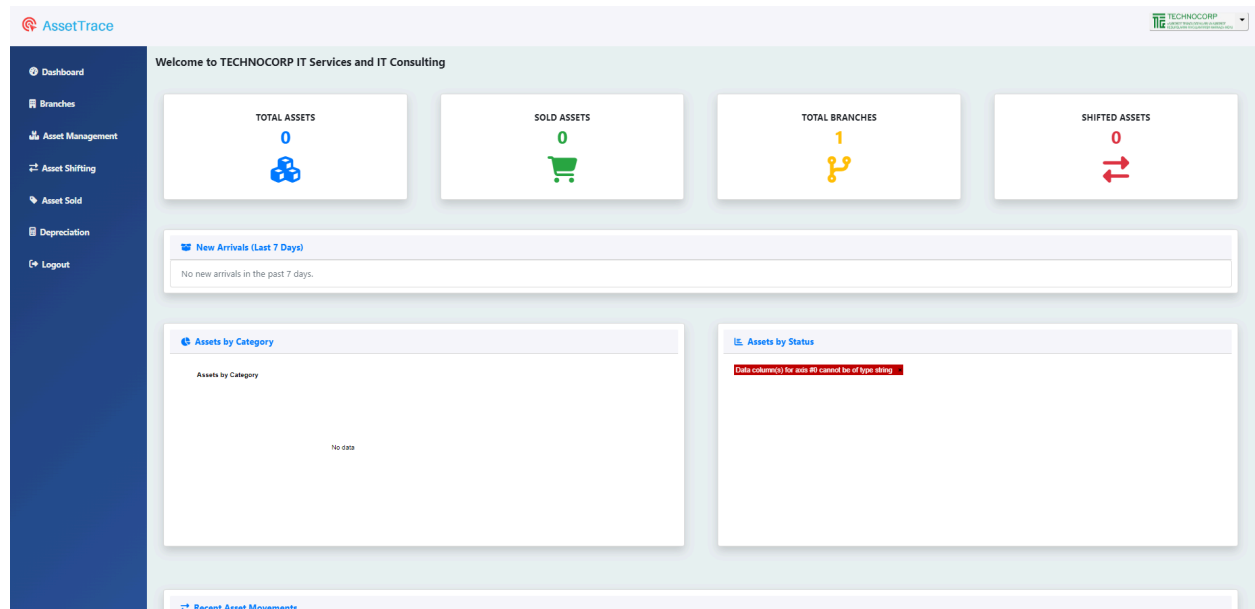
Username:

Password:

Login




© 2024 Guade Business Infrastructure and Solutions

Step 2: After Logged in you will get the Organisation/Head office dashboard



Step 3: List of branches associated with the Head office

The screenshot displays the 'Branch List' page in the AssetTrace application. The page includes a sidebar with navigation links: Dashboard, Branches, Asset Management, Asset Shifting, Asset Sold, Depreciation, and Logout. The main content area shows a table of branches with columns: Prefix, Head Office, Name, Address, Contact Number, and Action. There are also buttons for 'Create Branch Account' and 'Add New Branch'.




Prefix	Head Office	Name	Address	Contact Number	Action
TCP	TCP	TECHNOCORP IT Services and IT Consulting	Navoi Avenue 30, 100129, Tashkent, Uzbekistan	+998555014300	  

Step 3 : If we need to create more branches for the organisation, click the 'Add new Branch' button and you will get a form like this

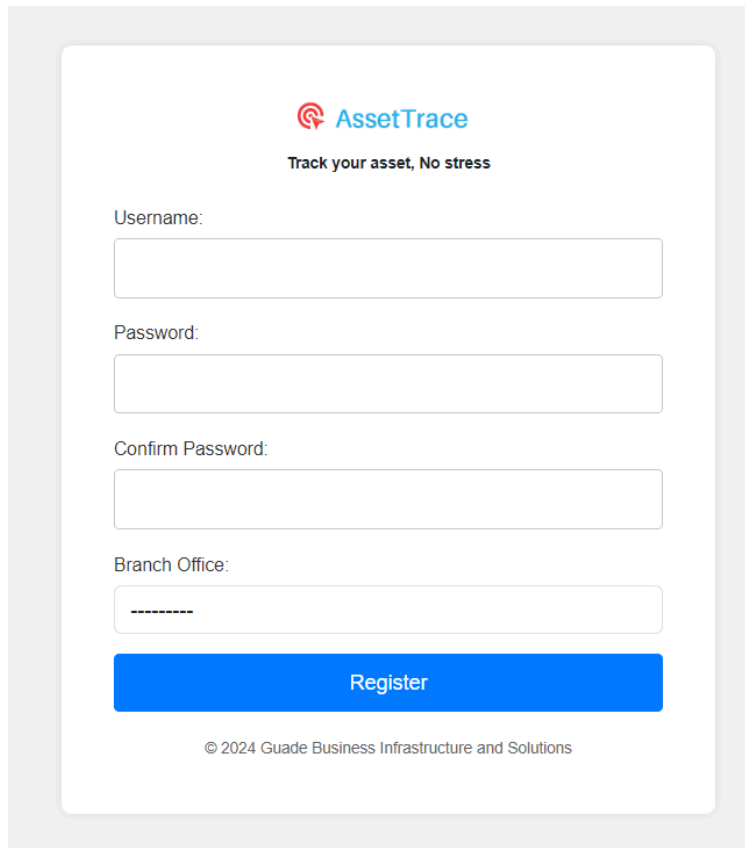
The screenshot shows the 'Branch Office Creation' form in the AssetTrace application. On the left is a dark blue sidebar with navigation links: Dashboard, Branches, Asset Management, Asset Shifting, Asset Sold, Depreciation, and Logout. The main content area has a light gray header with the title 'Branch Office Creation'. Below the header, the form contains several input fields: 'Prefix' (text), 'Head Office' (dropdown menu), 'Name' (text), 'Contact Number' (text), and 'Address' (large text area). At the bottom, there is a 'Logo' section with a 'Choose File' button and the text 'No file chosen'. A large blue 'Create Branch' button is positioned at the bottom right of the form.

Step 4: After creating a branch we need to set up login credentials for that particular branch. For this, you need to click the 'Add branch account' button in the branch list .

The screenshot shows the 'Branch List' table in the AssetTrace application. At the top right of the table are two buttons: 'Create Branch Account' (green) and 'Add New Branch' (blue). The table has six columns: Prefix, Head Office, Name, Address, Contact Number, and Action. There is one data row for a branch named 'TECHNOCORP IT Services and IT Consulting'. The 'Action' column for this row contains three icons: a yellow edit icon, a red delete icon, and a blue eye icon.

Prefix	Head Office	Name	Address	Contact Number	Action
TCP	TCP	TECHNOCORP IT Services and IT Consulting	Navoi Avenue 30, 100129, Tashkent, Uzbekistan	+998555014300	  

After that you will get a form . This form will help you to create the login credentials.



The registration form for AssetTrace is displayed within a light gray border. At the top, the AssetTrace logo (a red circular icon with a white 'A' inside) is followed by the text 'AssetTrace' in blue. Below the logo is the tagline 'Track your asset, No stress' in black. The form contains four input fields: 'Username:', 'Password:', 'Confirm Password:', and 'Branch Office:'. Each field is a white rectangle with a thin gray border. Below the 'Branch Office' field is a blue button with the text 'Register' in white. At the bottom of the form, there is a small copyright notice: '© 2024 Guade Business Infrastructure and Solutions'.

AssetTrace

Track your asset, No stress

Username:

Password:

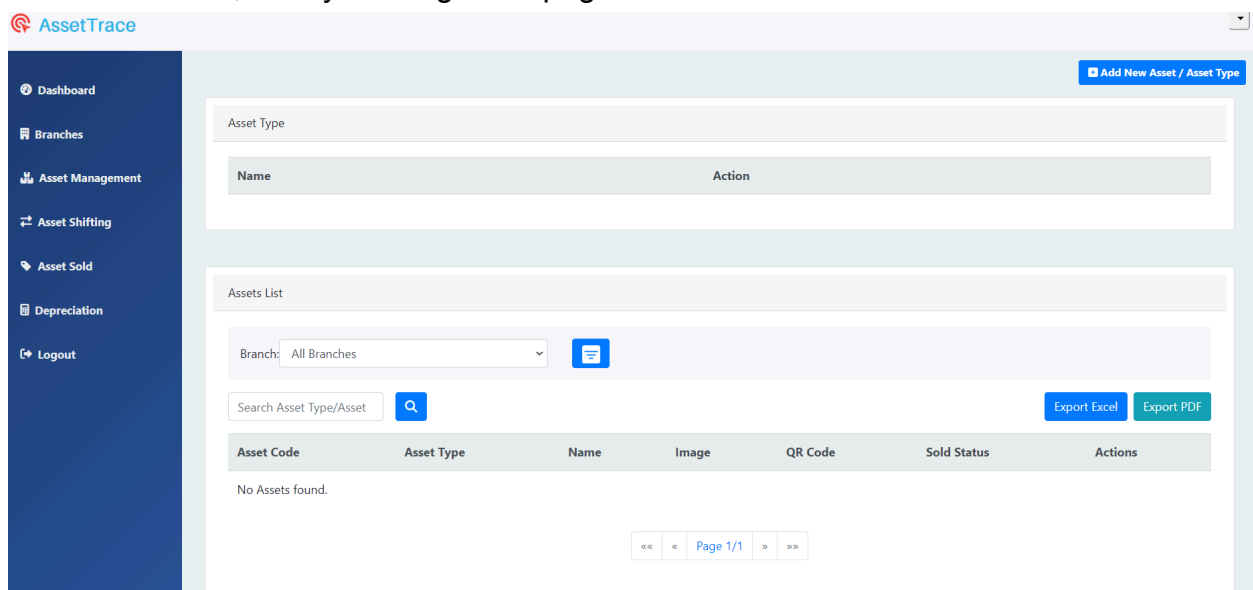
Confirm Password:

Branch Office:

Register

© 2024 Guade Business Infrastructure and Solutions

Step 5: Here we are going to create the Asset and its type. Click the asset management from the sidebar, then you will get the page like this



The AssetTrace Asset Management page is shown. On the left is a dark blue sidebar with white text links: 'Dashboard', 'Branches', 'Asset Management' (highlighted with a white background), 'Asset Shifting', 'Asset Sold', 'Depreciation', and 'Logout'. The main content area has a light blue header with the AssetTrace logo and a blue button 'Add New Asset / Asset Type'. Below the header is a table with columns 'Name' and 'Action'. Underneath is a section titled 'Assets List' with a search bar, a dropdown menu for 'Branch' (set to 'All Branches'), and buttons for 'Export Excel' and 'Export PDF'. Below the search bar is a table with columns: 'Asset Code', 'Asset Type', 'Name', 'Image', 'QR Code', 'Sold Status', and 'Actions'. The table currently shows 'No Assets found.' and a pagination bar at the bottom indicating 'Page 1/1'.

AssetTrace

Add New Asset / Asset Type

Asset Type

Name	Action
------	--------

Assets List

Branch: All Branches

Search Asset Type/Asset

Export Excel Export PDF

Asset Code	Asset Type	Name	Image	QR Code	Sold Status	Actions
No Assets found.						

Page 1/1

Step 6 : There is a button called “Asset new asset/ asset type” . by clicking this you can add assets and its categories.

Add Asset Type

Name:

Save Asset Type

Asset Details

Asset code:

Asset type:

Office:

Branch:

Asset name:

Model:

Serial number:

Purchase date:

mm/dd/yyyy

Warranty info:

Price:

Select files:

Choose Files

No file chosen

Add Custom Field

Save Asset

Here we have a custom field , if a client requires any additional feature to add with that will help you.

Step 7: After the successful creation of the asset , you will get QR code with the complete details of the asset.



Assets List

Branch: All Branches

Search Asset Type/Asset

Export Excel

Export PDF

Asset Code	Asset Type	Name	Image	QR Code	Sold Status	Actions
TCPFT001	Furniture	Table			Available	<div><div>Details</div><div>Edit</div><div>Delete</div><div>Download QR Code</div></div>

<<

<


Page 1/1

>

>>

Step 8 : After clicking the “ Details” button you can see the entire details of the table. And come the end of the page , there you can see a button “ Mark as Sold”. This Button helps to mark the asset sold or not .

Images

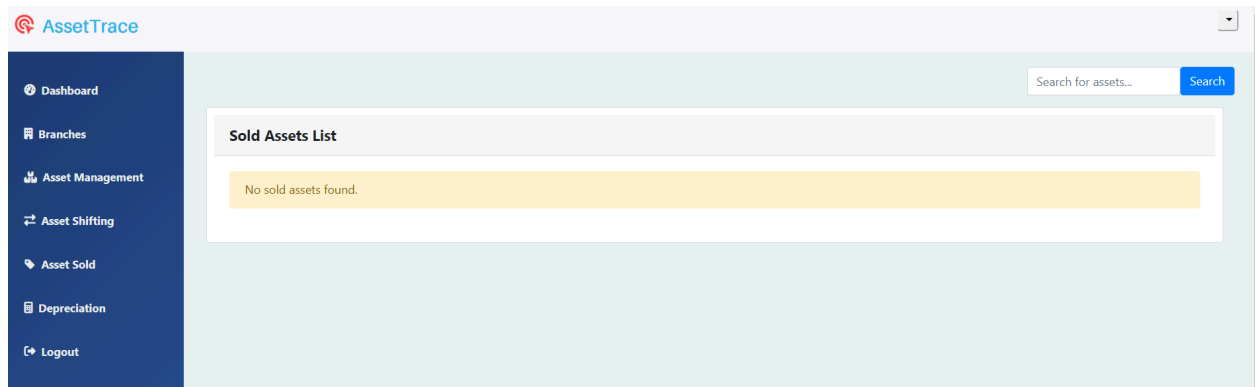


Status: This asset is currently available.

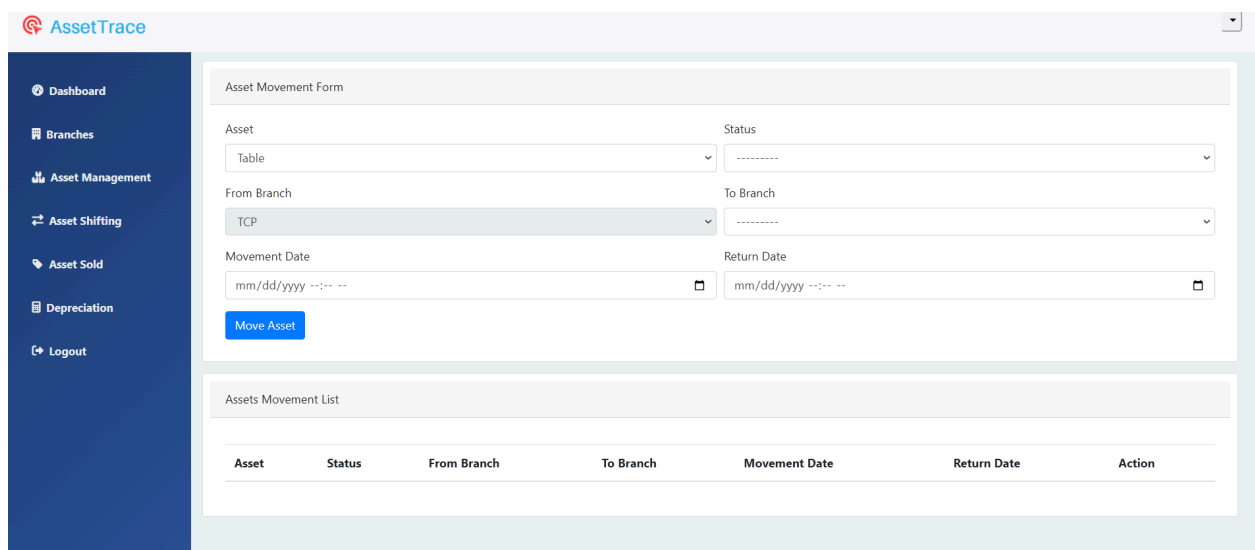
Mark as Sold



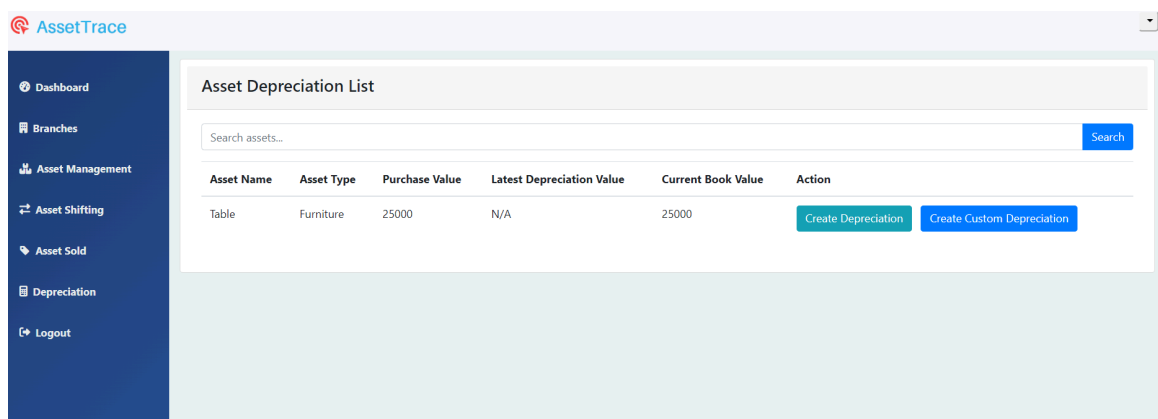
Step 9: There is a Tab on the sidebar “ Asset sold” . Here will list all the sold asset.



Step 10: You can Shift your asset from branch to branch

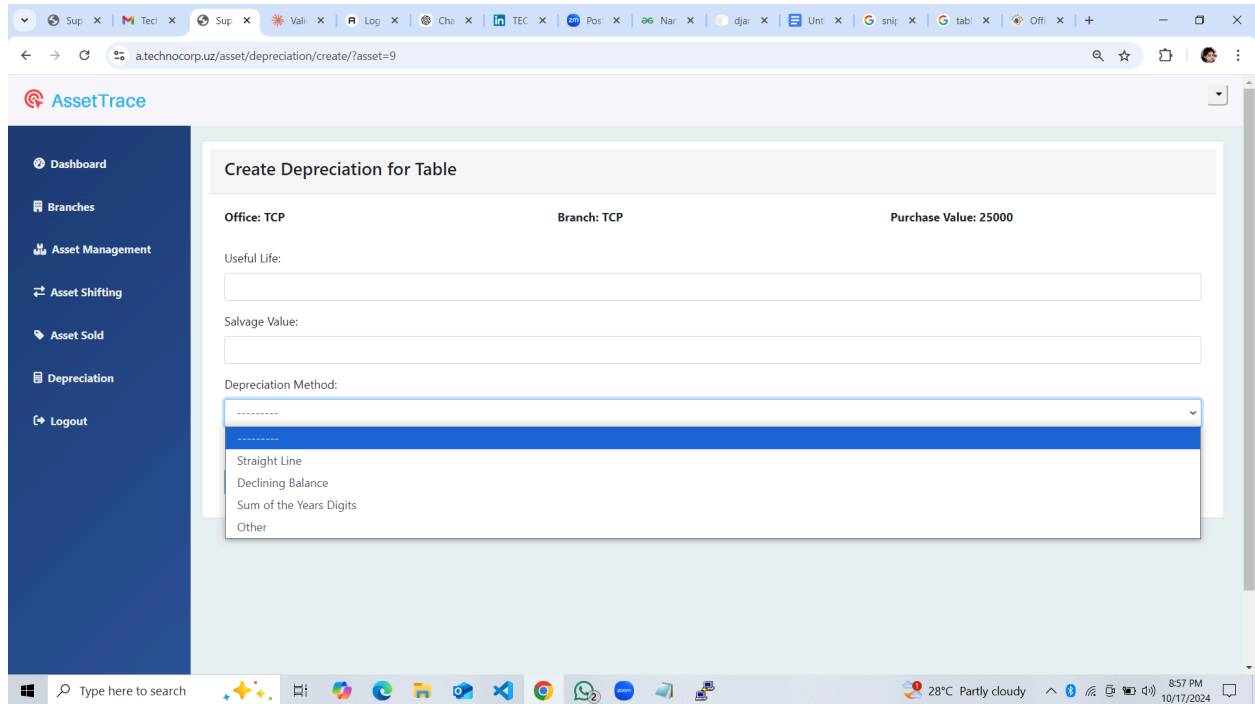


Step 11: Calculate Depreciation for the Asset



Here we can create Depreciation in 2 form

1 is, Direct Depreciation

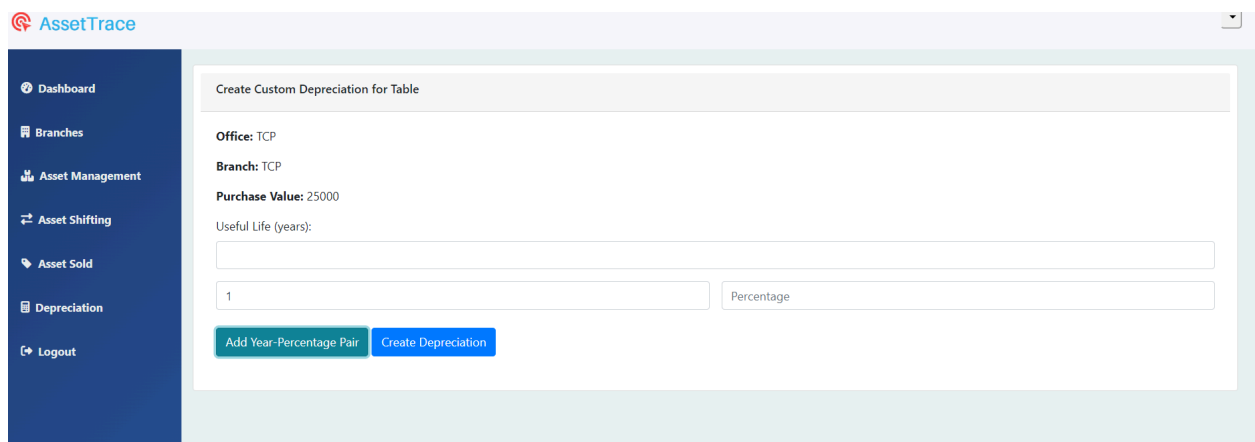


The screenshot shows the 'Create Depreciation for Table' form in the AssetTrace application. The form is titled 'Create Depreciation for Table' and includes the following fields and options:

- Office: TCP
- Branch: TCP
- Purchase Value: 25000
- Useful Life:
- Salvage Value:
- Depreciation Method:
  - Straight Line
  - Declining Balance
  - Sum of the Years Digits
  - Other

This depreciation technique allows you calculate depreciation based on the method and equation

2nd is, Custom Depreciation calculation



The screenshot shows the 'Create Custom Depreciation for Table' form in the AssetTrace application. The form is titled 'Create Custom Depreciation for Table' and includes the following fields and buttons:

- Office: TCP
- Branch: TCP
- Purchase Value: 25000
- Useful Life (years):
- Percentage:
- Buttons:
  - Add Year-Percentage Pair
  - Create Depreciation

Depreciation calculated by the useful years with the percentage.