

# Asset Tracking System

For



## Basic Features:

- Super Admin, Co Admin & User Privilege Policies
- Working Capacities / Abilities with Web Platform

## **Project Description:**

This system is for asset management and tracking for BASIS and BITM. BITM has various branches (DHK, CTG) which it distributes various assets (Table, Chair, Desktop, Laptop, Server etc.) also BASIS has to manage its own asset and BASIS organizes various events regarding which BASIS has to purchase assets.

It's difficult to manage this asset and tracking the assets.

Now it's your task to make the asset tracking system for BASIS-BITM.

\*\*\* Please keep in note that every setup page should have a search and edit page for searching against criteria of the records and editing a particular record.

\*\*\* Default Page would be Search page for every configuration section.

\*\*\* Every drop-down should have typing option and it must provide suggestion about the loaded data when typing.

\*\*\* All Name and Short Name are MANDATORY. All Short Name length max 5 (Five) digit long and Short Name will be unique\* (based on) and alphabetic in capital letter, there should not be any space in short name letter.

\*\*\* Every field (\*) means is required.

## Modules:

### 1. Organization Setup (See The Mock)

In this setup page user will setup organization, Name, Short Name, Location, Description.

- Short name will be unique by organization.
- Location and Descriptions are optional.

After saving the information, organization Information will be displayed as a summary information.

### 2. Organization Branch Setup (See The Mock)

In this setup page user will setup Branch for organization, where user will select organization from dropdown list and provide branch name, short name.

- Short Name will be unique by organization.
- Branch code will be generated automatically with  
<OrganizationShortName>\_<BranchShortName>, i.e. BITM\_DHK, BASIS\_DHK, BITM\_CTG  
( Image does not include with Code Field, Please include the Code Field on your own)

Organization Setup

Name	<input type="text"/>
Code/short Name	<input type="text"/>
Location	<input type="text"/>

Branch Setup

Organization	<input type="text" value="v"/>
Branch Name	<input type="text"/>
Short Name	<input type="text"/>

### 3. [Asset Location Setup \(See The Mock\)](#)

In this Page user will provide asset location configuration by Organization Branch.

In this setup page Asset Location should be entered by providing organization, and organization's branch.

Location information will be considered with Location Name, Short Name

- Short Name is unique By Organization and Branch.
- Location Code will be displayed as <BranchCode>\_<Location ShortName> i.e. BITM\_DHK\_L401, BITM\_DHK\_S001 ( Image does not include with Code Field, Please include the Code Field on your own)

A hand-drawn mockup of a web form titled "ASSET LOCATION SETUP". The form is enclosed in a rectangular border and contains the following elements:

- Organization**: A text input field with a small downward arrow on the right side, indicating a dropdown menu.
- Branch**: A text input field with a small downward arrow on the right side, indicating a dropdown menu.
- Name**: A text input field with a small downward arrow on the right side, indicating a dropdown menu.
- Short Name**: A text input field.
- Save**: A rectangular button located at the bottom right of the form.

### 4. [Asset Type Setup \(See The Mock\)](#)

In this setup page user will setup Asset Type for Asset Group (Next Setup), where user will provide Name, Short Name, and Code.

- Code will be generated automatically with <ShortName>, i.e. ELCTX\_000001, ELCTC\_000001, FURNT\_000001, etc

(5)

Asset Type Setup

Name  \*

Short Name  \* ← 5 digit

Code

Asset Type Search

Criteria

Name

Short Name

code

Asset Type List

## 5. Asset Group Setup

In this setup page user will setup Asset Group for Asset Manufacturer (Next Setup), where user will select Asset Type from dropdown list and provide Name, Short Name, and Code.

- Type, Name, Short Name fields are mandatory.
- Short Name will be unique By Asset Type.
- Code will be generated automatically with <ShortName>, i.e. LAPTP\_000001, PRNTR\_000001, DSKTP\_000001, etc

The wireframe illustrates the 'Asset Group Setup' and 'Asset Group Search' sections. The 'Asset Group' section includes fields for 'Asset Type' (a dropdown menu with a heart icon), 'Name', 'Short-Name', and 'Code' (pre-filled with 'AUTO'). A 'save' button is located at the bottom right. The 'Asset Group Search' section features a 'Criteria' box with fields for 'Asset Type' (dropdown with heart icon), 'Name', 'Short Name', and 'Code'. A 'search' button is positioned to the right of the 'Criteria' box. Below the search criteria is an 'Asset Group List' table with four columns and three rows.

**Asset Group**

Asset Type

Name

Short-Name

Code

**Asset Group Search**

**Criteria**

Asset Type

Name  Short Name

Code

**Asset Group List**



## 6. Asset Manufacturer Setup

In this setup page user will setup Asset Manufacturer for Asset Entry (Next Setup), where user will select Asset Group from dropdown list and provide Name, Short Name, Code and Description (Optional).

- Short Name will be unique By Asset Group.
- Code will be generating automatically with  
<ShortName>, i.e. HP\_000001, SAMSG\_000001, DELL\_000001, etc

③

### Asset Manufacturer Setup

Asset Group  \*

Name  \*

Short Name  \* (5 digit)

Code

Description

### Asset Manufacturer Search

Criteria

Asset Group  Code

Name  Short Name

### Asset Manufacturer List

SL			Action
1			<input type="button" value="Edit"/>
2			
3			

\* Action Column for Action Button, like an Edit, View, Delete, etc.

## 7. Asset Model Setup

In this setup page user will setup Asset Model for Asset Entry (Next Setup), where user will select Asset Group and Asset Manufacturer from dropdown list and provide Name, Short Name, Code and Description (Optional).

- Manufacturer, Group, Name, Short Name fields are mandatory.
- Short Name will be unique By Asset Group and Manufacturer.
- Code will be generating automatically with <ShortName>, i.e. PAVLN\_000001, PROBK\_000001 etc

The image shows a hand-drawn wireframe of a software interface for 'Asset Model Setup' and 'Asset Model Search'.

**Asset Model Setup**

This section contains the following fields and controls:

- Manufactures**: A dropdown menu.
- Asset Group**: A dropdown menu.
- Name**: A text input field.
- Short Name**: A text input field.
- Code**: A text input field with the value 'Auto' pre-filled.
- Description**: A text input field.
- Save**: A button.

**Asset Model Search**

This section contains the following fields and controls:

- Search Criteria**: A header for the search section.
- Asset Group**: A dropdown menu.
- Name**: A text input field.
- Short Name**: A text input field.
- Code**: A text input field.
- Search**: A button.

**Asset Model List**

This section contains a table with 4 columns and 5 rows (including the header row).



## 8. Employee Setup

In this setup page user will setup Employee For Asset, where user will select Organization and Branch from dropdown list and provide First Name, Last Name, Contact No, Email, Address, Picture (Opt) Code (Auto).

- Contact No will be unique.
- Code will be generating automatically with
- E.g. First Name: Arman Malik, Last Name: Chowdhury  
<First Name (3 digit) Last Name (2 digit)>, i.e. ARMCH\_000001 etc

(10)

### Employee Setup

Organization	<input type="text" value="v"/>	*	Branch	<input type="text" value="v"/>	*
First Name	<input type="text"/>	*	Last Name	<input type="text"/>	
Contact No	<input type="text"/>	*	Email	<input type="text"/>	*
Address	<input type="text"/>		(Picture)	<input type="text" value="img"/>	opt.
Code	<input type="text" value="Auto"/>				
Department	<input type="text"/>				
Designation	<input type="text"/>				

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### Employee Search

Search Criteria

Organization	<input type="text" value="v"/>	Branch	<input type="text" value="v"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Contact No	<input type="text"/>	Email	<input type="text"/>
Code	<input type="text"/>		

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### Employee List

		Action

## 9. Vendor Setup

In this setup page user will setup Vendor For Asset Operation Where user will Provide Name, Short Name and Code,

- Name, Short Name, Contact No fields are mandatory.
- Code will be generating automatically with

The wireframe illustrates a 'Vendor Setup' application with three main sections: 'Vendor Setup', 'Vendor Search', and 'Vendor List'.

**Vendor Setup**

This section contains input fields for the following fields:

- Name
- Short Name
- Contact No
- Email
- Address
- Comment/Description

At the bottom right of this section are two buttons: 'Save' and 'Cancel'.

**Vendor Search**

This section is titled 'Criteria' and contains input fields for the following fields:

- Name
- Short Name
- Contact No
- Email

A 'Search' button is located at the bottom right of the criteria section.

**Vendor List**

This section displays a table with 4 columns and 4 rows, representing a list of vendors.


# Operation Module

## 1. Asset Entry/ Asset Registration (See The MOCK)

In this page user will Entry/ register [unregistered/ New] Asset. After completed this operation Asset ID will Auto generated.

Asset ID format would be [Asset Type Name (1)][Asset Group Name (1)] [Asset Model Name (3)][6 digit numeric]

example, CLPRO000001 - [Computer] [Laptop] [ProBook] [000001]

After Save, it will redirect to Asset Edit Page, if user want to add more information, so user can add easily from this page.

\*\* All Dropdown, Name and Serial No fields are Mandatory.

A hand-drawn mockup of the 'Asset Entry' form. The form is titled 'Asset Entry' and contains two columns of fields. The left column includes 'Organization' (dropdown), 'Location' (dropdown), 'Description/Name' (text), 'Asset Type' (dropdown), 'Manufacturer' (dropdown), and 'Serial No' (text). The right column includes 'Branch' (dropdown), 'Brand' (text), 'Group' (dropdown), 'Model' (dropdown), 'Status' (dropdown), and 'Attachment' (text with a file icon). At the bottom right, there are 'Save' and 'Cancel' buttons.

## 2. Asset Edit (See The MOCK)

In Edit Page, You Can see multiple TAB section in the bellow of edit page, and those tabs are Finance, Service, Attachment, Notes, History etc, and multi types of operation can do from here.

### 1- Finance Tab:

This tab contains Finance related information field for this Asset.

See the Mock, every (\*) field is required.

## 2- Service/ Repairing Tab:

This tab contains Service Or Repairing related information field for this Asset.  
See the Mock, every (\*) field is required.

## 3- Attachment Tab:

In this tab, user can add any attachment for this asset, if user want to add any document for this asset, then can do from here, and this tab not mandatory, but if u want to save this tab, then you must provide any Document file/ Attachment.

## 4- Notes Tab:

In this Tab, User can add some comment or some extra description or any kind of text message for this asset, and this tab not mandatory, but if u want to save this tab, then you must provide any note.

## 5- History Tab:

From the Asset Entry tracking record will add for All kinds of operation against the Asset, and this history tab's show those tracking history.

The image shows a hand-drawn mockup of a software interface for editing an asset. The main form is titled "Asset Edit" and "Asset Edit - P-01". It contains several input fields with dropdown menus and asterisks indicating required fields:

- Organization (dropdown) \*
- Location (dropdown) \*
- Description/Name (text) \*
- Asset Type (dropdown) \*
- Manufacturer (dropdown) \*
- Serial No (text) \*
- Branch (dropdown) \*
- Brand (text)
- Group (dropdown) \*
- Model (dropdown) \*
- Status (dropdown) \*
- Attachment (text) [icon]

At the bottom of the form are "Update" and "Cancel" buttons.

Below the main form is a tabbed interface with the following tabs: "Finance", "Service", "Attachment", "Notes", and "History". The "Finance" tab is currently selected and shows the following fields:

- Vendor (dropdown) \*
- P/O No (text) \*
- Purchase Price (text)
- Purchase Date (text)

At the bottom of the Finance tab are "Save" and "Cancel" buttons.

At the bottom right of the page, there is a small text "P-01 Asset Edit".

### 3. Check Out (See The MOCK):

In this page, user can Move/ Distribute any single/ Multiple Asset to the particular Employee. User provide Employee No, Select Employee, Entry Date (Check out Date), Due Date (Return Date), Select Check out for and Location. In the location dropdown, if location not found in the dropdown then you can see a search button (right side of the location Dropdown), If user click the button, then a pop up modal will show (See the Mock) and user can select any location by filtering. All (\*) field are mandatory.

The mockup consists of two main parts: a 'Check Out' form and a 'Location Search/select' modal.

**Check Out Form:**

- Employee No:** A text input field with an asterisk (\*) indicating it is mandatory.
- or Select Employee:** A dropdown menu with a plus sign (+) for selection.
- Entry Date:** A date picker input field with an asterisk (\*) indicating it is mandatory.
- Due Date:** A date picker input field with an asterisk (\*) indicating it is mandatory.
- check out for:** A dropdown menu with a plus sign (+) for selection.
- Location:** A dropdown menu with a plus sign (+) and a magnifying glass icon for search.
- Comments:** A large text area for additional notes.
- Save:** A button to submit the form.

**Asset List:**

Asset No	Description

**Location Search/select Modal:**

- Organization:** A dropdown menu.
- Branch:** A dropdown menu.
- Location:** A text input field.
- Search:** A button to initiate the search.
- Results:** A table with multiple rows, each containing a 'Select' button.



#### 4. Check In (See The MOCK):

In this page, you can see all checked out Asset list and user can Check in All Asset By checked on checkboxes then select the check in status from dropdown and select location from dropdown/ searching (from pop up), comment, (\*\*) finally click complete check in button.

\*\* Print Check in receipt check box: If user checked the check box, provide the receipt for print.

Check In

Assets to check In

<input type="checkbox"/>	Asset No	Description	checked out	Due	Custodian
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Set check In status  \*

Set Location To  \*

Comments

☐ Print Check In Receipt



## 5. Asset Audit (See The MOCK):

In this page, user can audit against any particular Asset or Multiple Asset, for that all Asset are loaded in the table and have a button (see the Mock) in every row. If user want to audit particular Asset, click the action button (right side of the row), it will provide a pop up modal (see the Mock), provide those information and finally save.

Asset Audit

			Checked
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Comment

Audit Check List

☐  
☐ Is Asset OK?  
☐ Is Asset on Location?  
☐ Is Asset under Custodian?  
Comment   
Audited On   
 → Tracking

## 6. Dashboard (See The MOCK):

In this page have 4 (four) section (see the Mock),

1. Load all Assets
2. Checked in Due List.
3. Checked out list.
4. Asset Activity (Every Assets Tracking load on this section).

