## DepEd NCR Asset Management System

User Manual (Personnel)

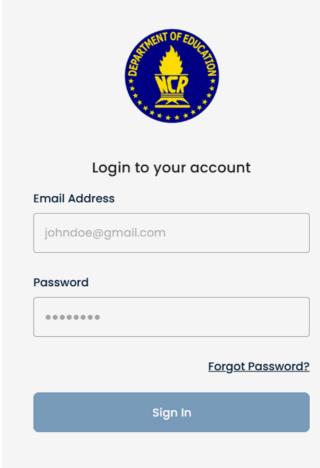
#### **ACCESSING THE SYSTEM**

#### 1. Logging In

- Go to www.
- Enter your Email Address and Password
- Click Login to access your account

#### 2. Forgot Password

 If you forget your password, click the <u>Forgot Password?</u> link on the login page



# ASSET MANAGEMENT SYSTEM

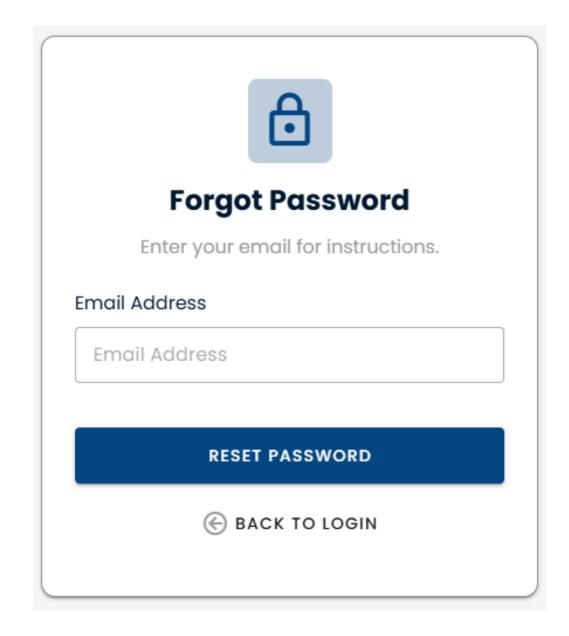
#### **FORGOT PASSWORD**

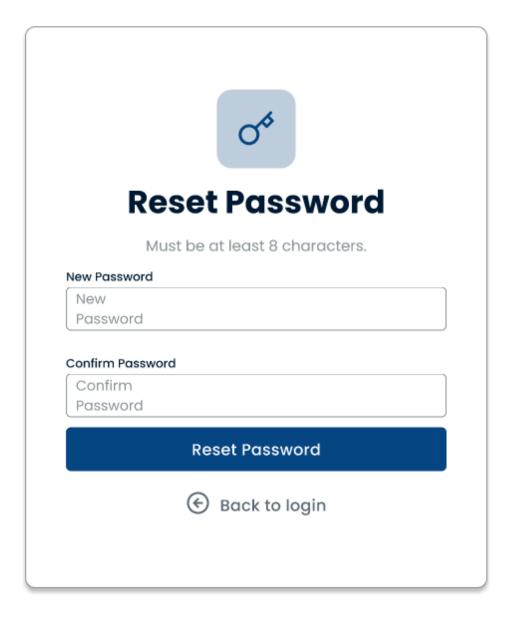
#### 1. Forgot Password

- Enter your Email Address and click
   Reset Password
- Check your email for the reset link

#### 2. Reset Password

- Open the link from your email
- Enter and confirm a new password
- Click Reset Password to confirm





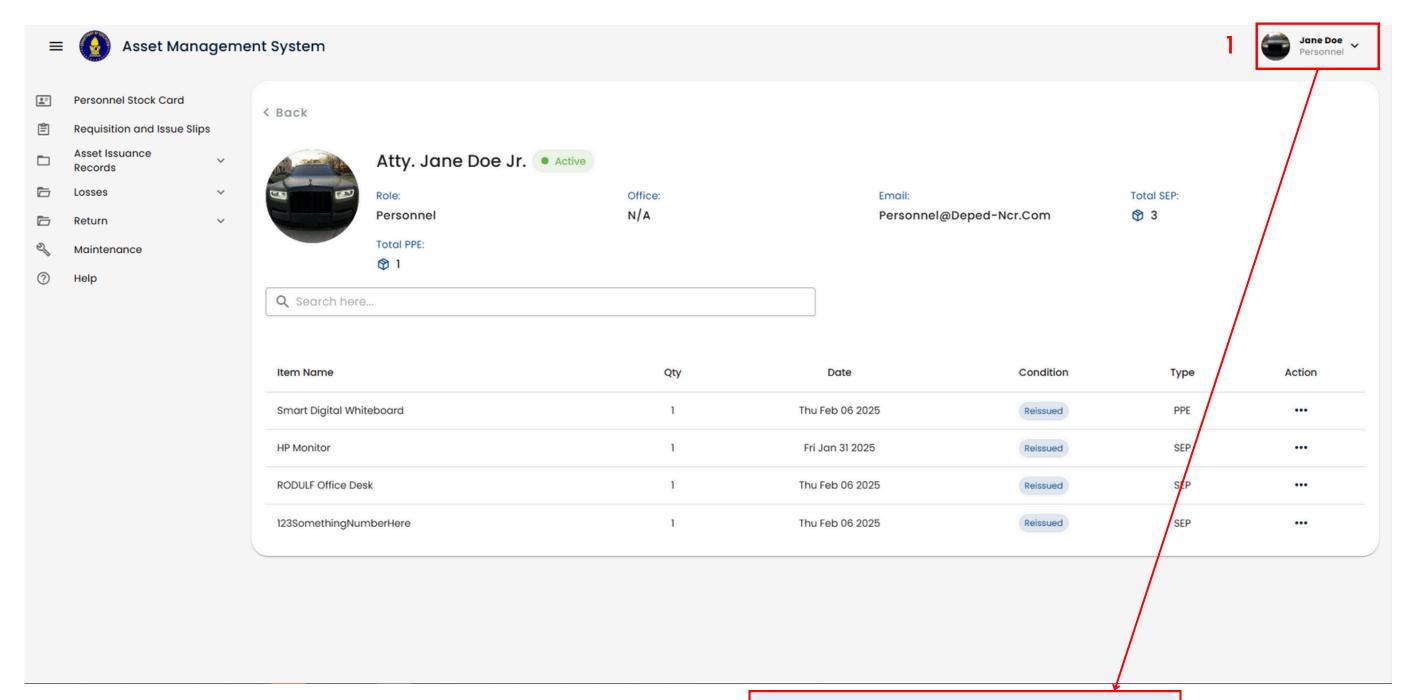
Once you log in successfully, you will be redirected to the Personnel Stock Card page.

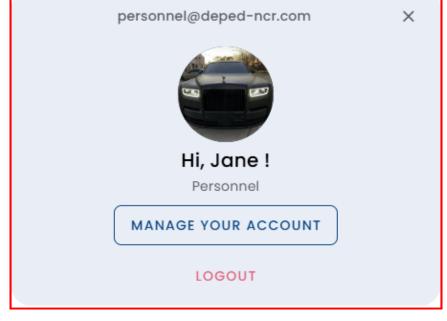
#### PERSONNEL STOCK CARD

 This records and tracks issued supplies or equipment assigned to an employee, including item details, issuance dates, and quantity issued

#### **TOP MENU**

- 1. Click to Open the Modal:
  - a. Manage Account: View and edit account details
  - b. Log Out: Log out of the system

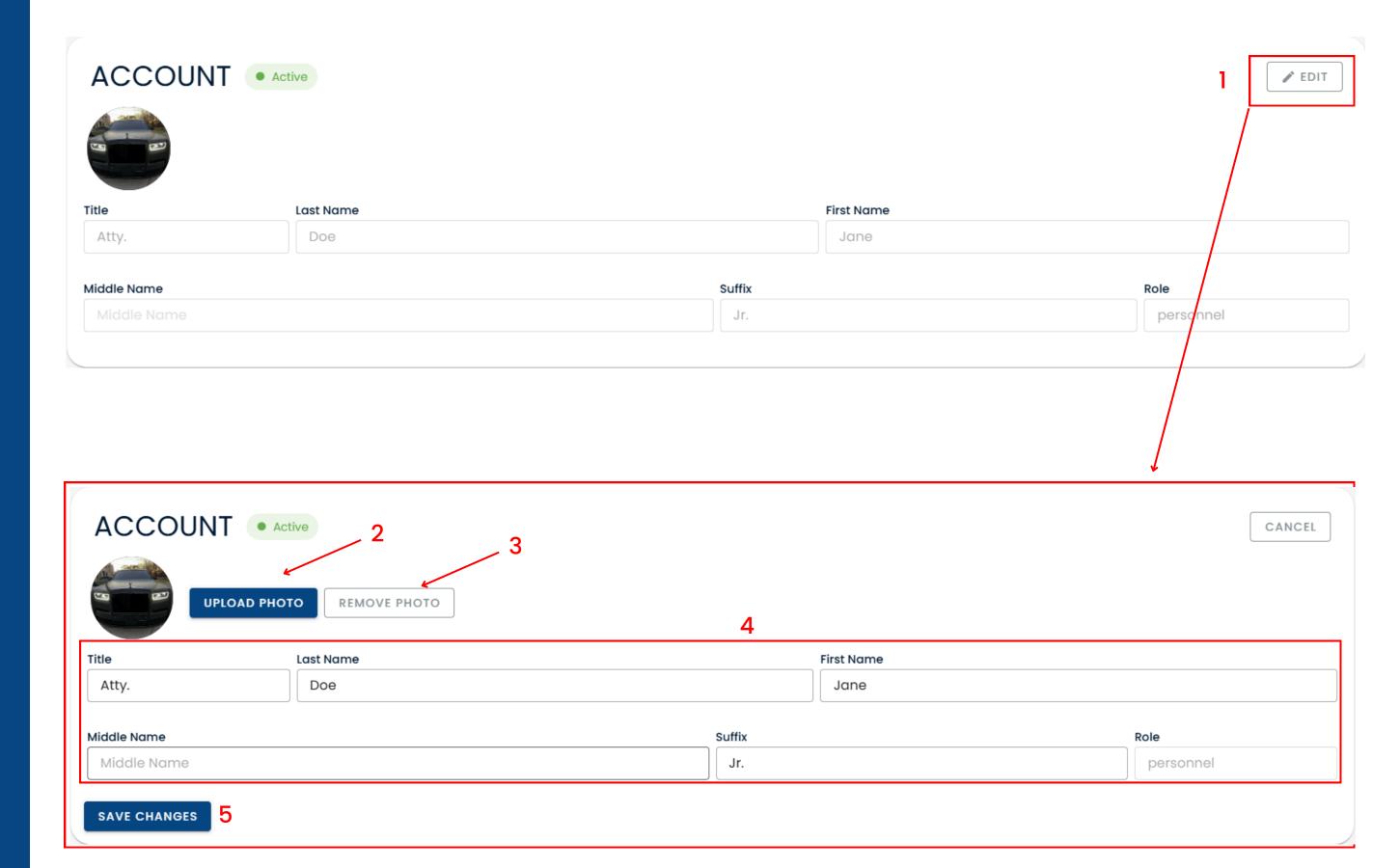




#### **MANAGE YOUR ACCOUNT**

#### **User Details**

- 1. Click the "Edit" button to edit the user details
- 2. Click the Upload photo to add or update your profile picture
- 3. Click remove photo to delete
- 4. Input or edit the fields to change necessary details to your name
- 5. Click "Save Changes" to save successfully



#### MANAGE YOUR ACCOUNT

#### **Update Email**

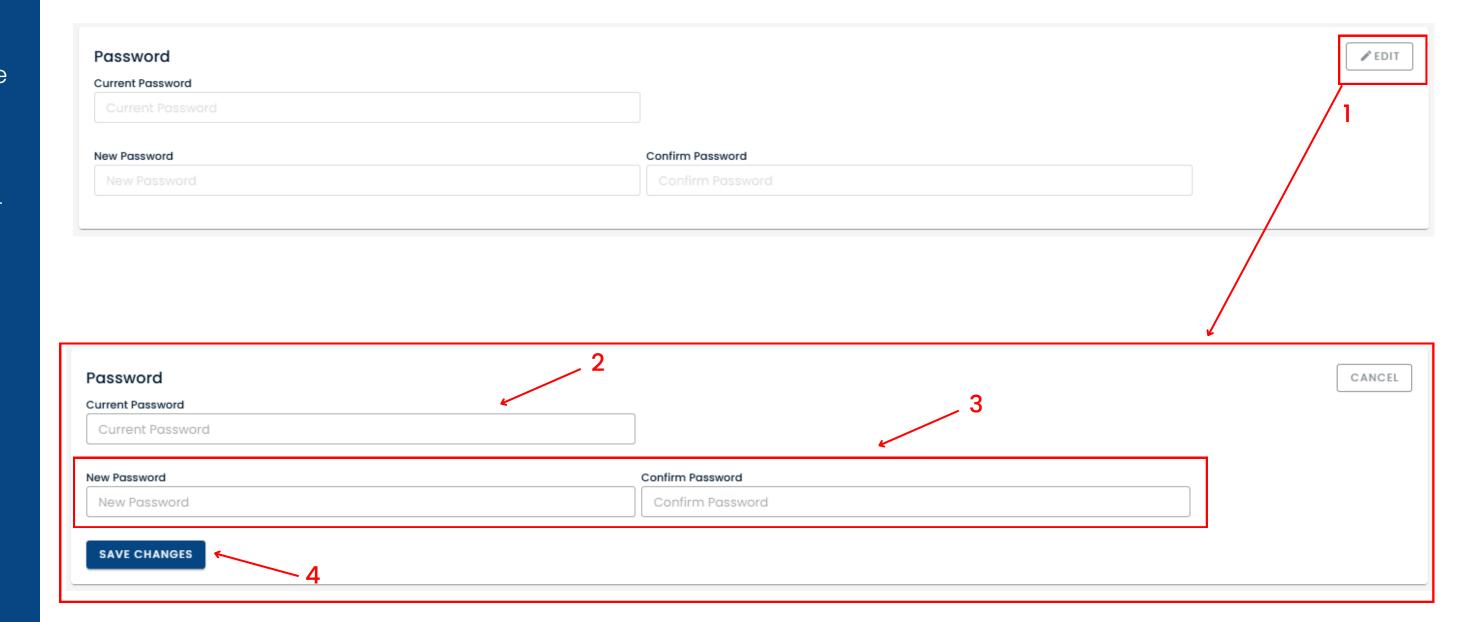
- Click the "Edit" button to change your email address
- 2. Type the new email in the provided field
- 3. Click "Send OTP" to confirm the new email. A confirmation link will be sent to the entered email address
- 4. Enter the OTP received in your email to complete the confirmation



#### MANAGE YOUR ACCOUNT

#### **Change Password**

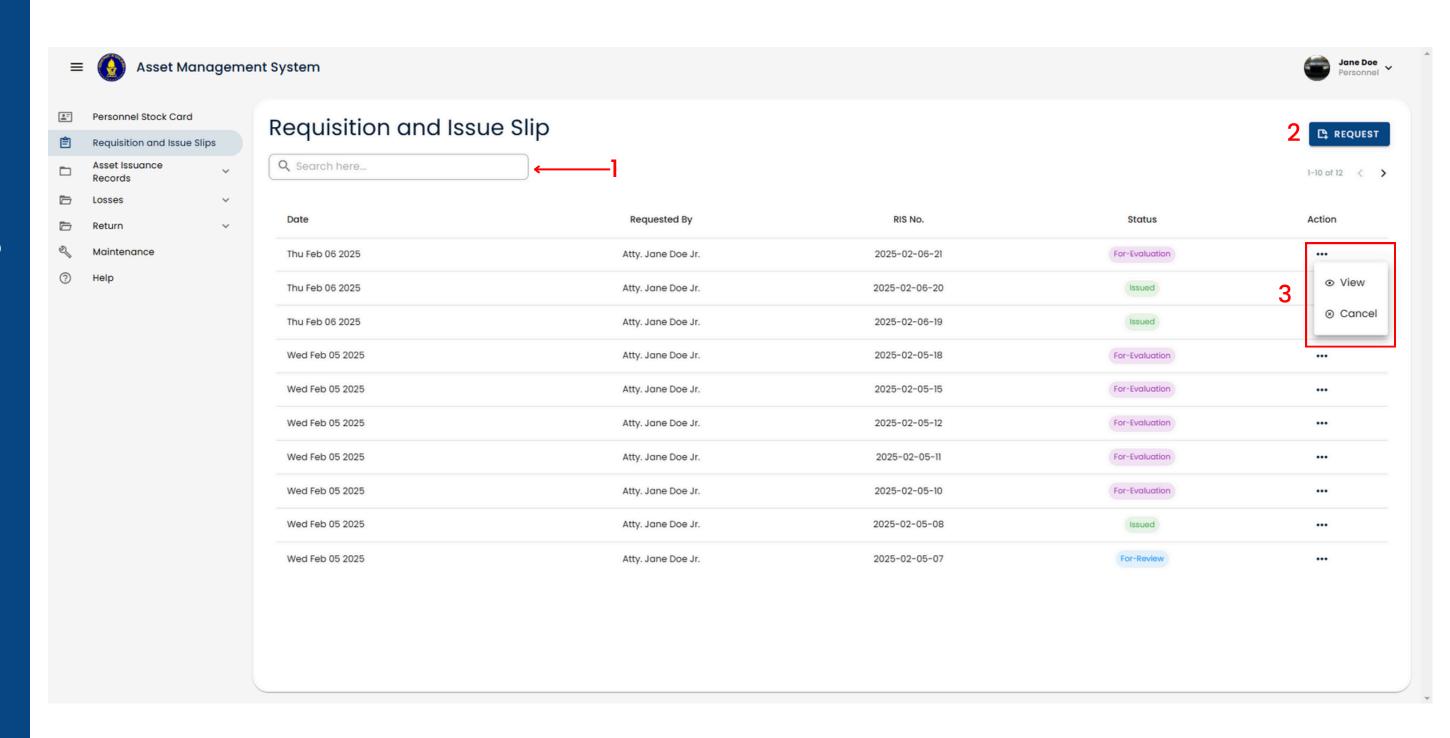
- Click the "Edit" Button to change your password
- 2. Enter the Current Password in the provided field
- 3. Type the New Password and
  Confirm the New Password by reentering it
- 4. Click "Save Changes" to finalize the update



#### **REQUISITION AND ISSUE SLIPS**

#### RIS page

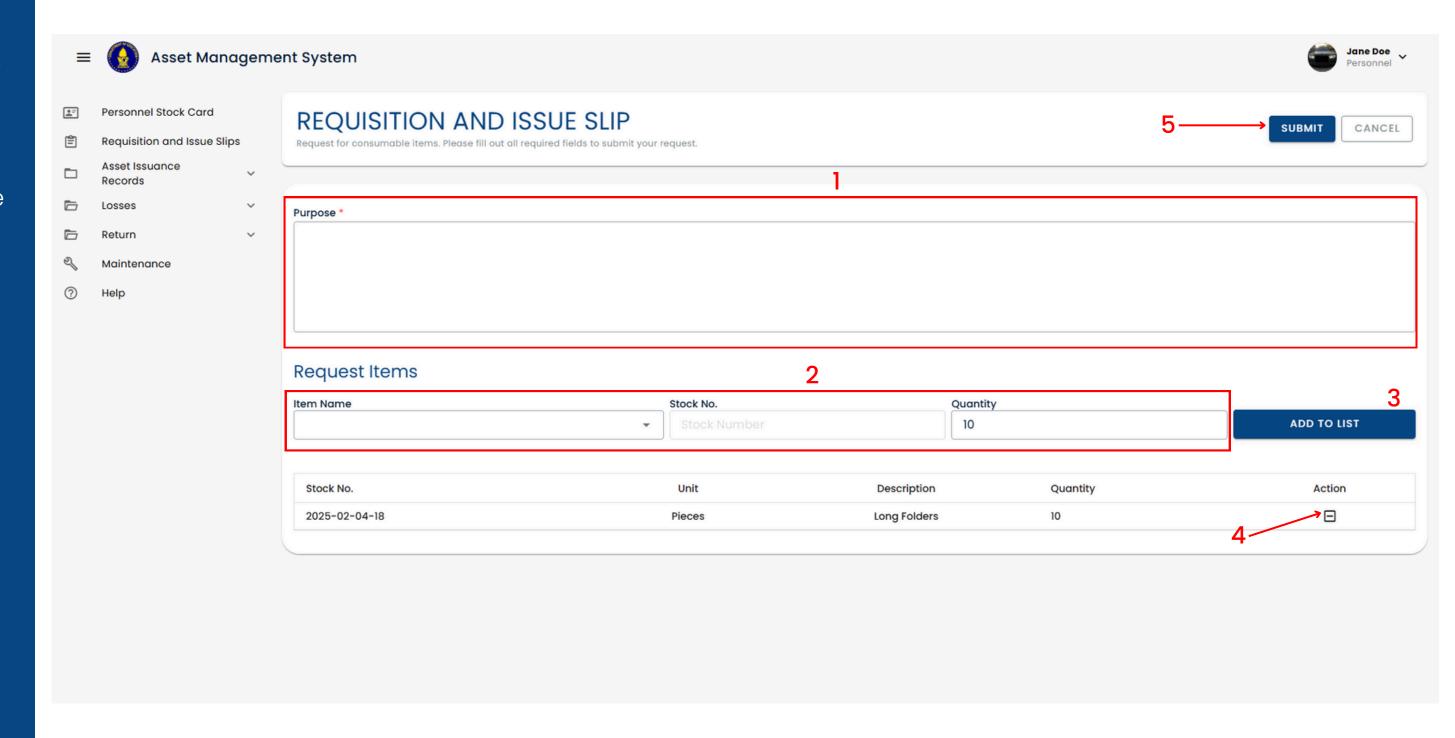
- Search for an item name or description
- 2. Click the "Request" button to request items
- 3. Action buttons:
  - a. View The personnel canview the forms of any status totrack the progress
  - b. Cancel To cancel the request



#### **REQUISITION AND ISSUE SLIPS**

#### Requisition and Issue Slip Form

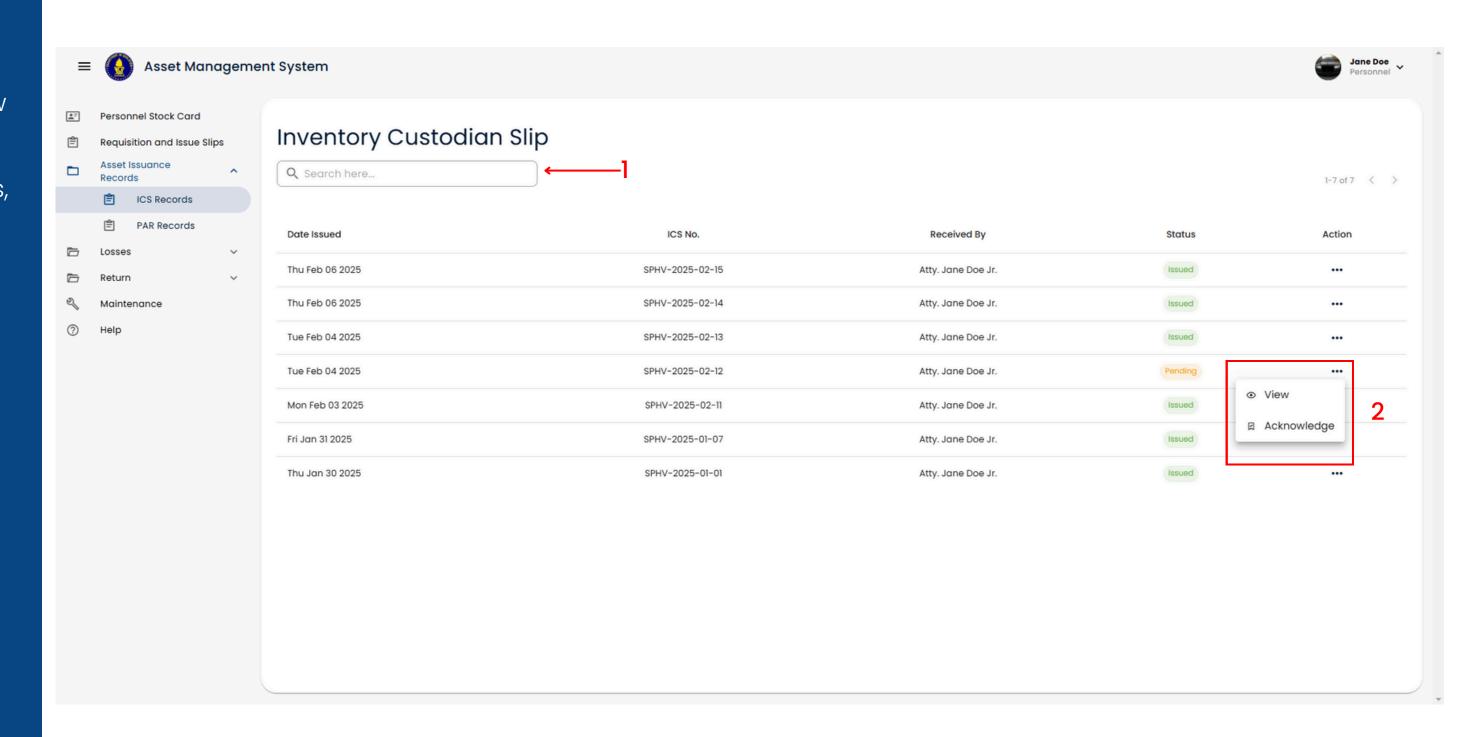
- 1. Input the Purpose of the request
- Select an Item from the dropdown and enter the Quantity
- 3. Click "Add to List" to include the item in the list
- 4. Click the "-" button to remove the item from the list
- Click "Submit" to finalize the request



#### **INVENTORY CUSTODIAN SLIP**

#### ICS page

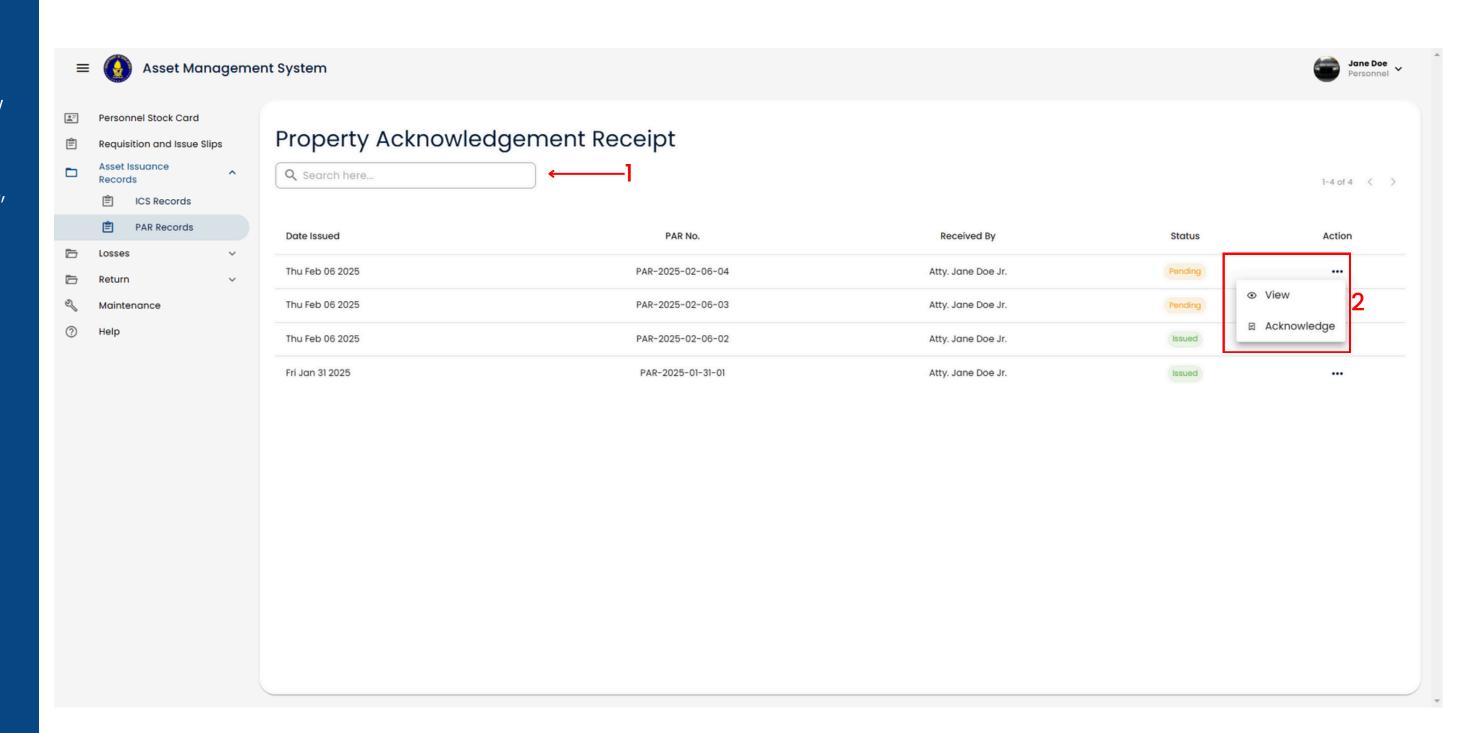
- Search for an item name or description
- 2. Action buttons based on status:
  - a. Pending Personnel can view
    the form and if you have
    physically received the item/s,
    you can Acknowledge the
    form to complete the
    issuance
  - b. Issued The form can be viewed only



### PROPERTY ACKNOWLEDGEMENT RECEIPT

#### PAR page

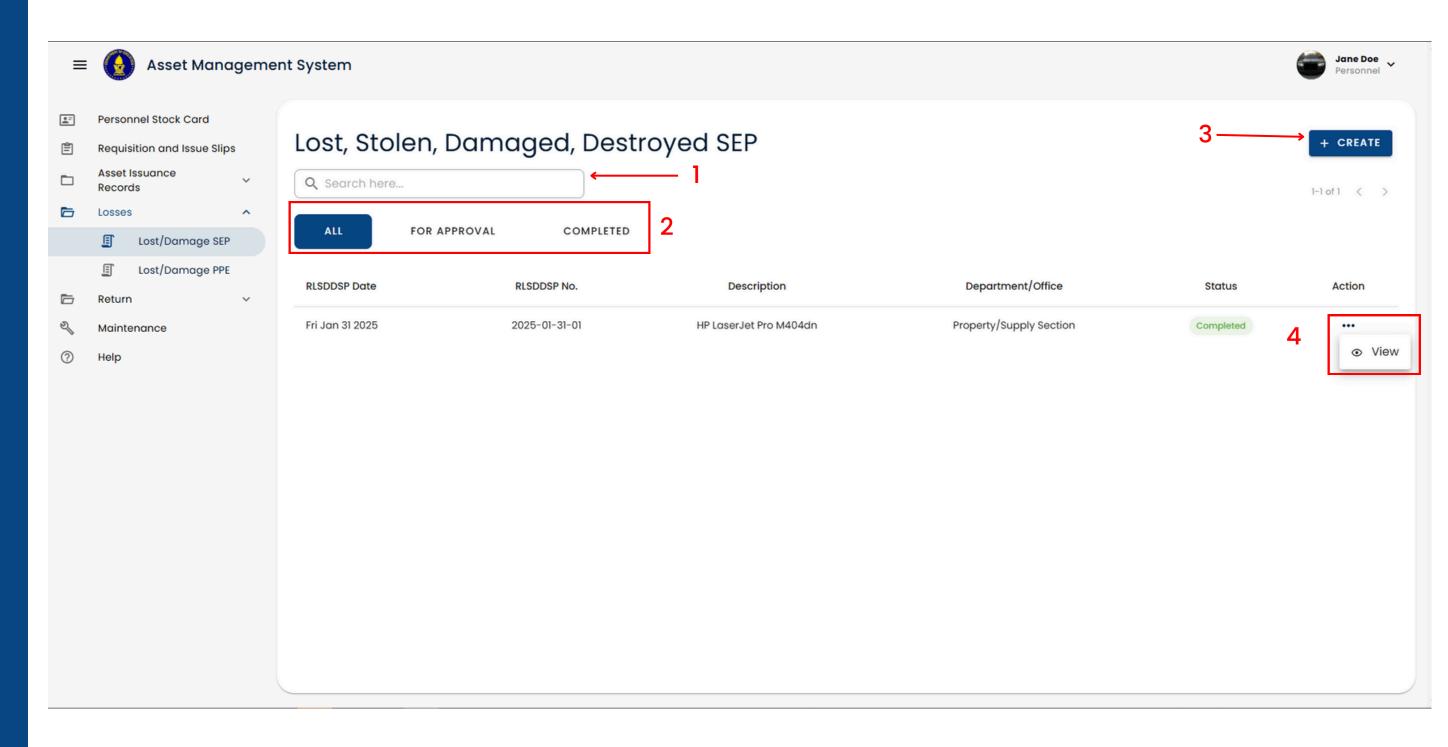
- Search for an item name or description
- 2. Action buttons based on status:
  - a. Pending Personnel can view
    the form and if you have
    physically received the item/s,
    you can Acknowledge the
    form to complete the
    issuance
  - b. Issued The form can be viewed only



## LOST, STOLEN, DAMAGED, DESTROYED | SEP

#### **RLSDDSP** page

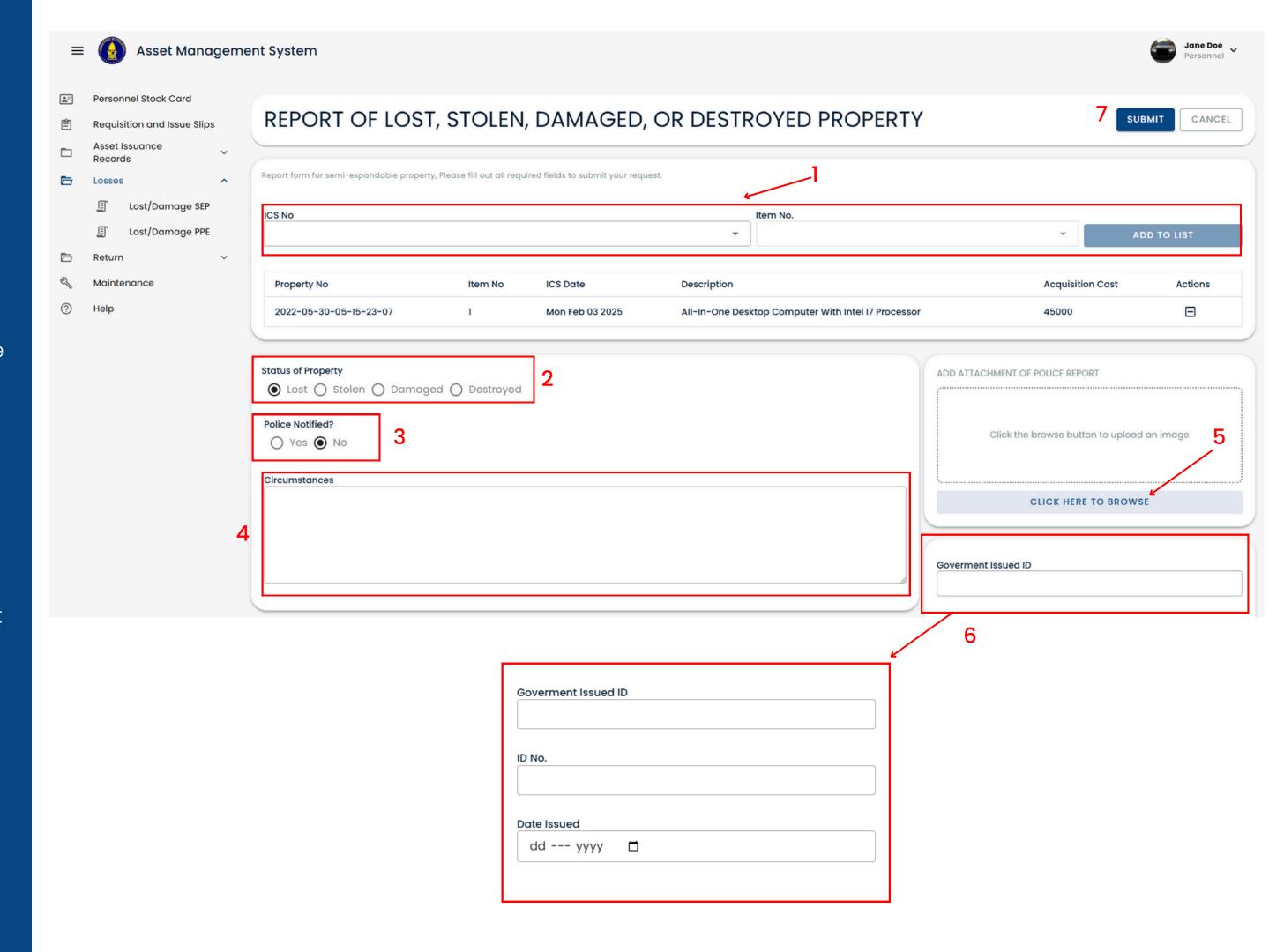
- Search for an item name or description
- 2. Status Tabs: Click the tab "All" to view all reports in the list, "Approved" to view the approved items, "Completed" to view all completed items
- 3. Click the "Create" button to transfer items
- 4. Action button:
  - a. View The personnel canview the forms of any status totrack the progress



## LOST, STOLEN, DAMAGED, DESTROYED | SEP

#### **RLSDDSP** page

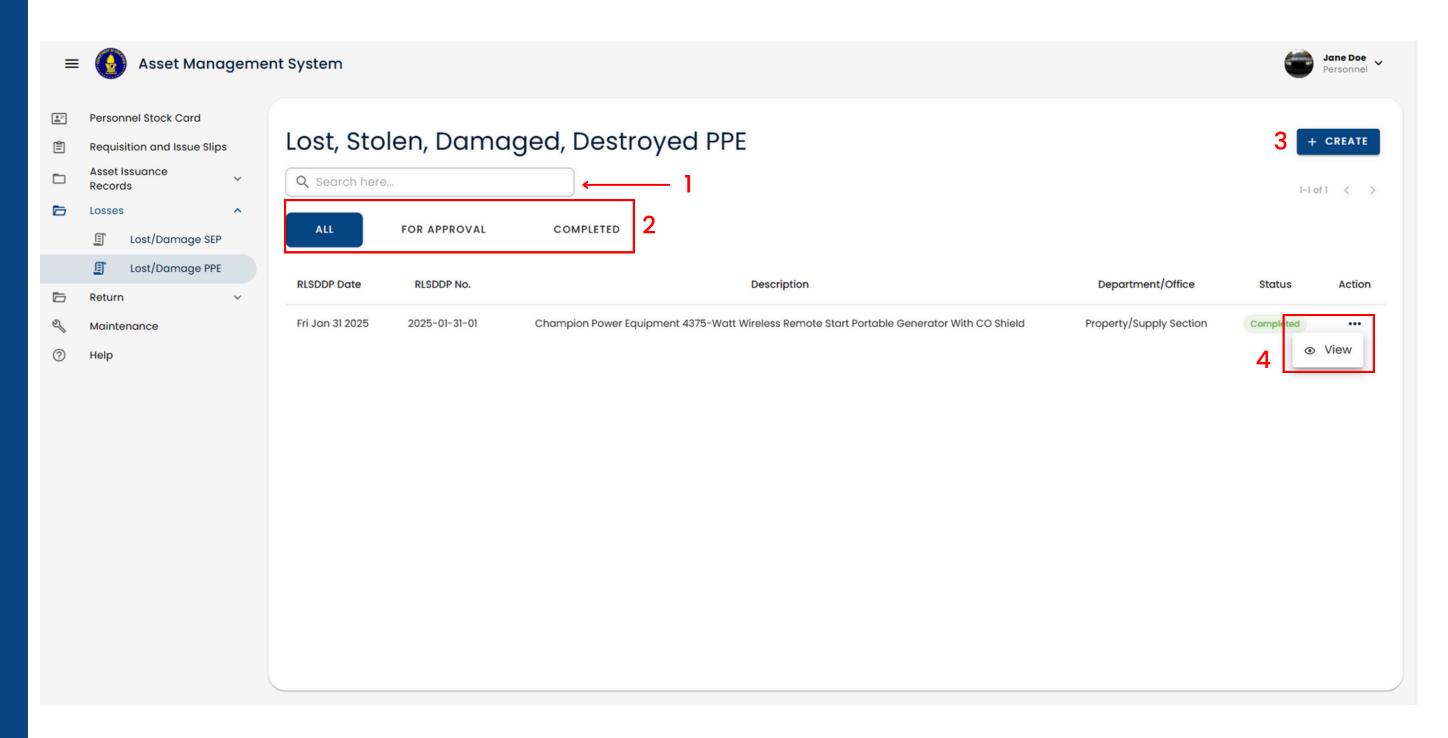
- Select the ICS No. and Item No. associated with the item, then click "Add to List"
- 2. Select the Status of the property reported (e.g., lost, damaged)
- 3. Choose Yes or No for whether the police were notified:
  - a. If Yes, input the Police Station and the Date Notified
- 4. Input the Circumstance of the Report (details about how the incident occurred)
- 5. Optionally, attach a Police Report by clicking "Click Here to Browse"
- 6. Input your Government ID Details for verification
- 7. Click "Submit" to send the form for approval



## LOST, STOLEN, DAMAGED, DESTROYED | PPE

#### **RLSDDP** page

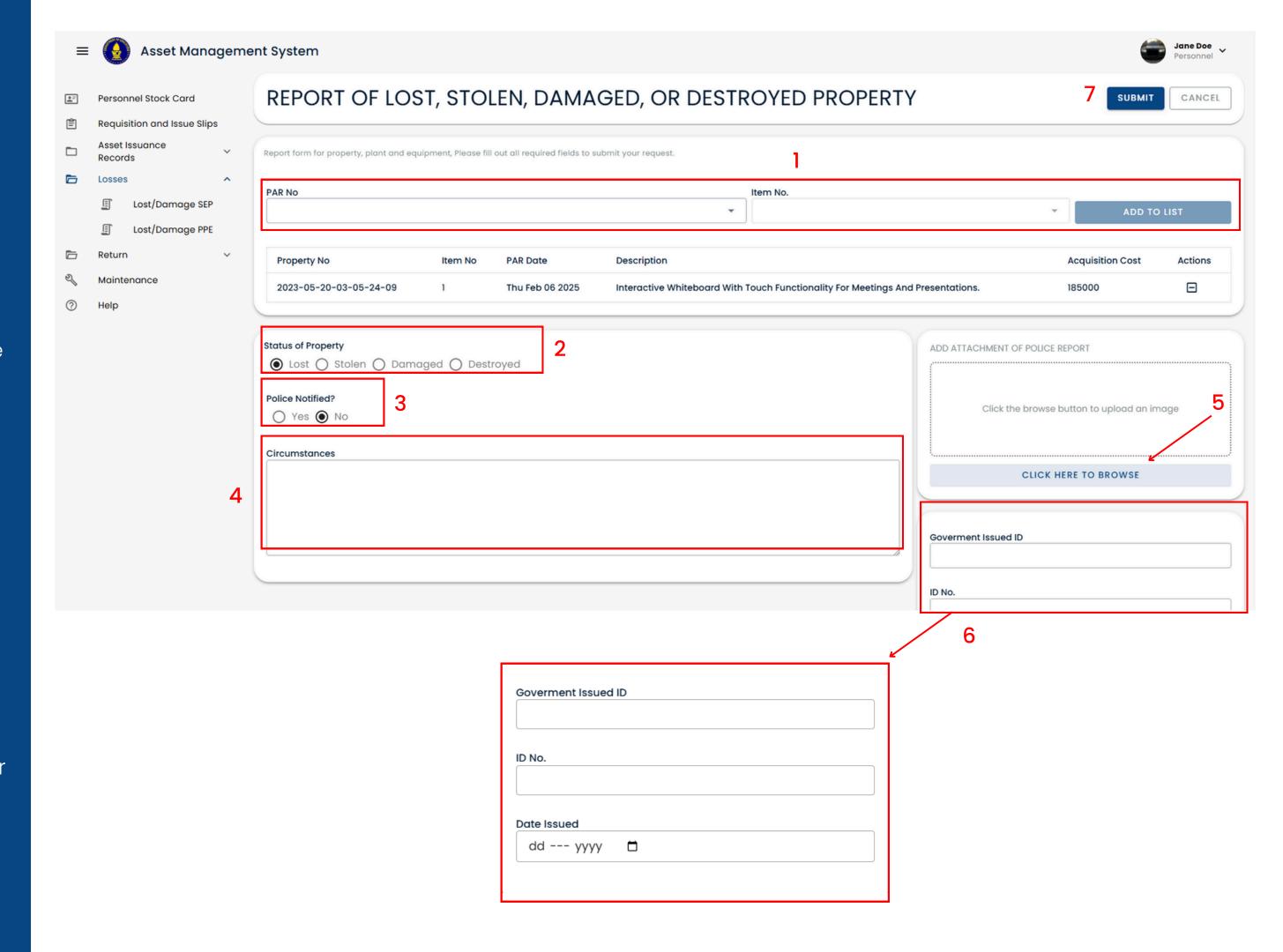
- Search for an item name or description
- 2. Status Tabs: Click the tab "All" to view all reports in the list, "Approved" to view the approved items, "Completed" to view all completed items
- 3. Click the "Create" button to transfer items
- 4. Action buttons based on status:
  - a. View The personnel canview the forms of any status totrack the progress



## LOST, STOLEN, DAMAGED, DESTROYED | PPE

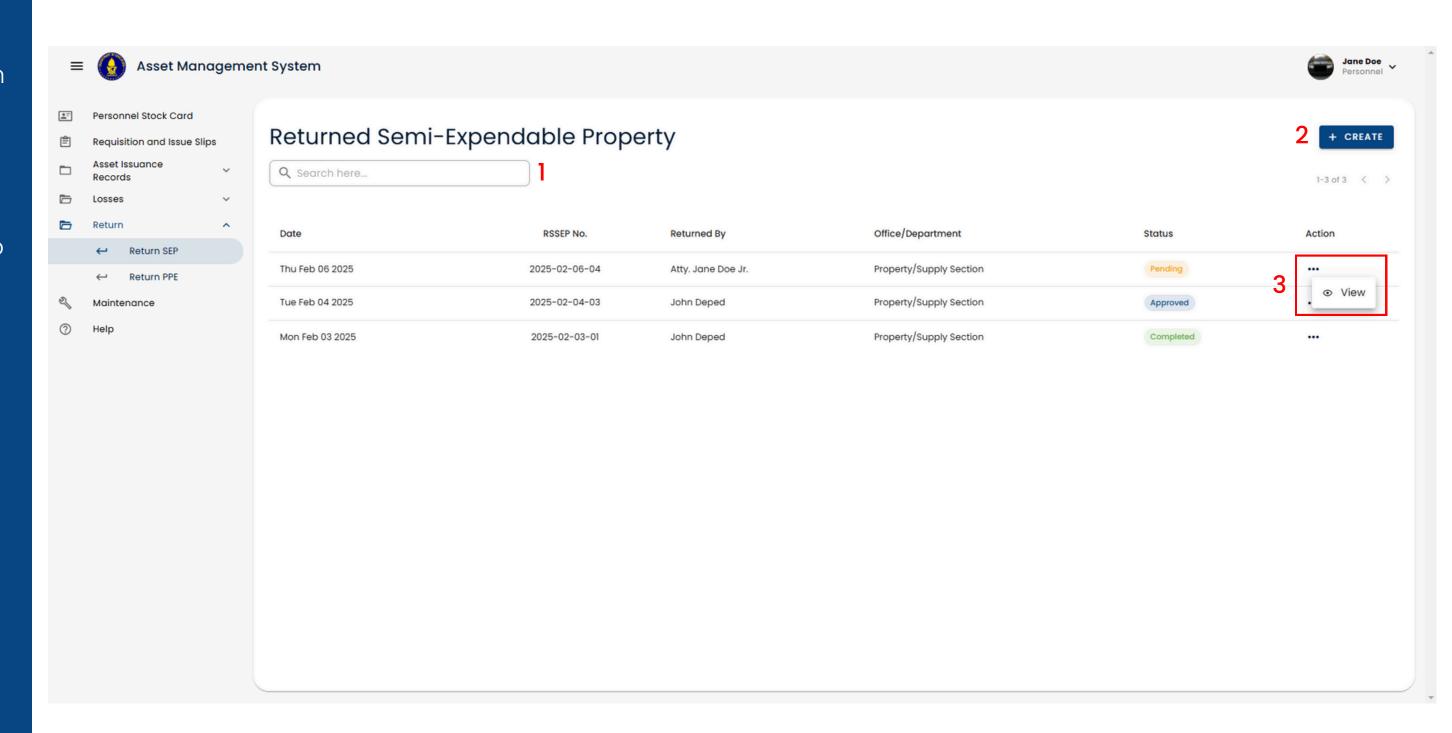
#### **RLSDDP** page

- Select the PAR No. and Item No. associated with the item, then click "Add to List"
- 2. Select the Status of the property reported (e.g., lost, damaged)
- 3. Choose Yes or No for whether the police were notified:
  - a. If Yes, input the Police Station and the Date Notified
- 4. Input the Circumstance of the Report (details about how the incident occurred)
- 5. Optionally, attach a Police Report by clicking "Click to Browse"
- 6. Input your Government ID Details for verification.
- 7.Click "Submit" to send the form for approval.



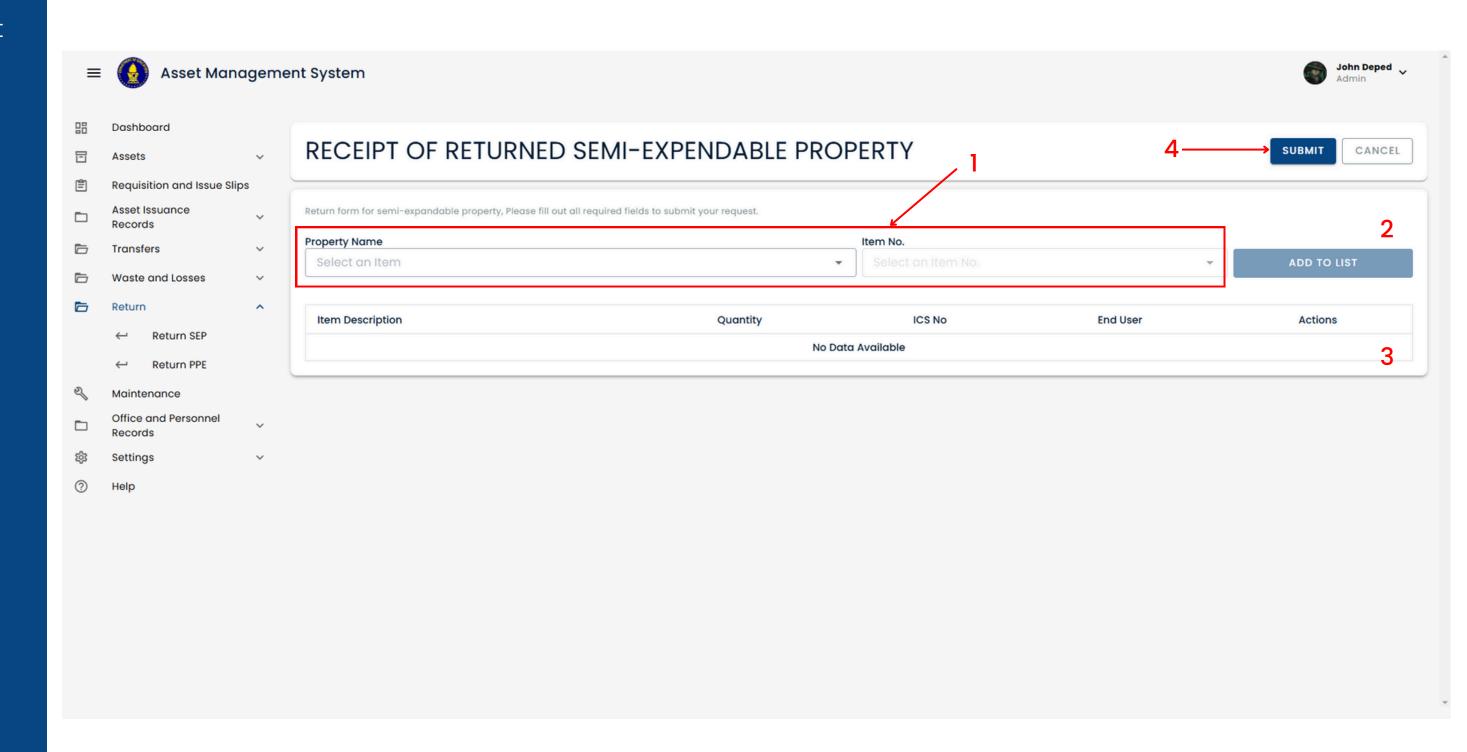
#### Return SEP page

- Search for an item name or description
- 2. Click the "Create" button to return items
- 3. Action button:
  - a. View The personnel canview the forms of any status totrack the progress



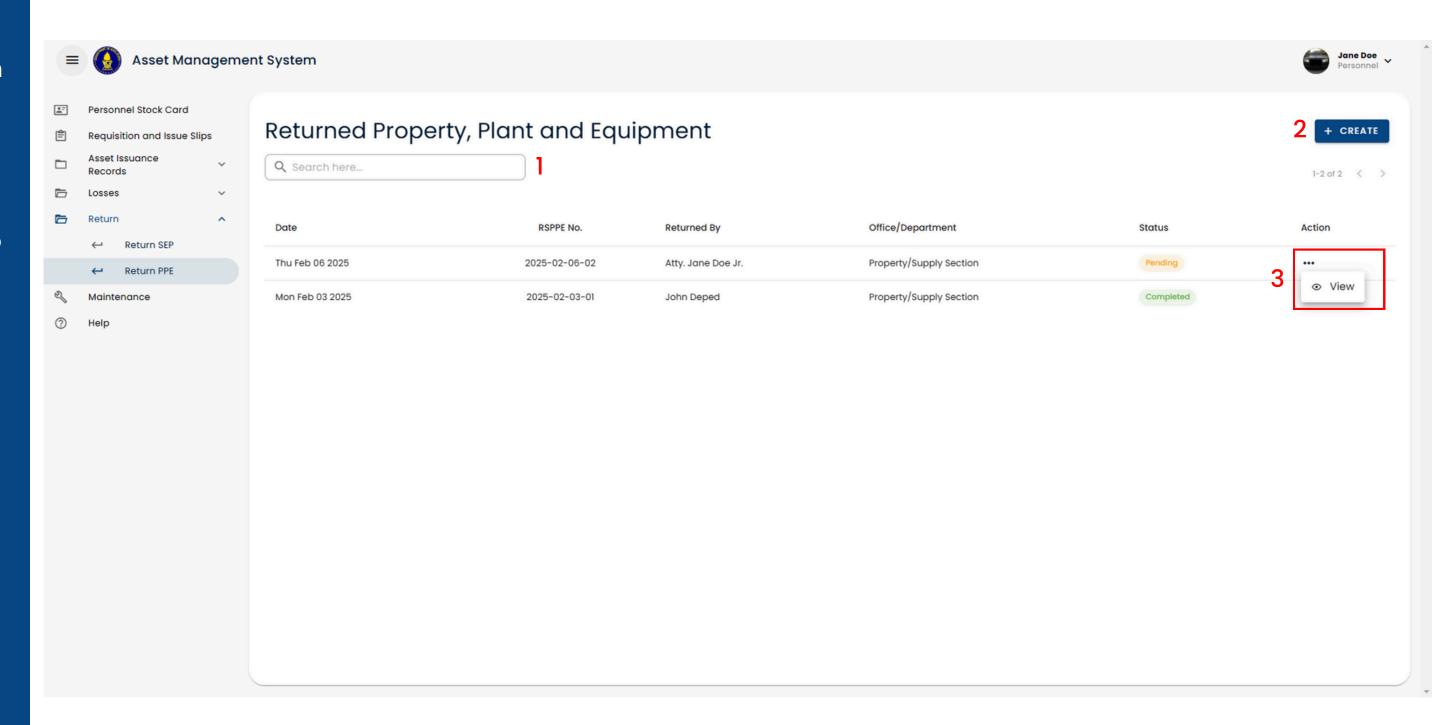
#### Create Return SEP page

- From the dropdown, select the
   Property Name and Item No. that
   you want to return
- 2. Click "Add to List" to include the item in the list
- 3. Click the button to remove the item from the list
- 4. Click "Submit" to send the form for approval



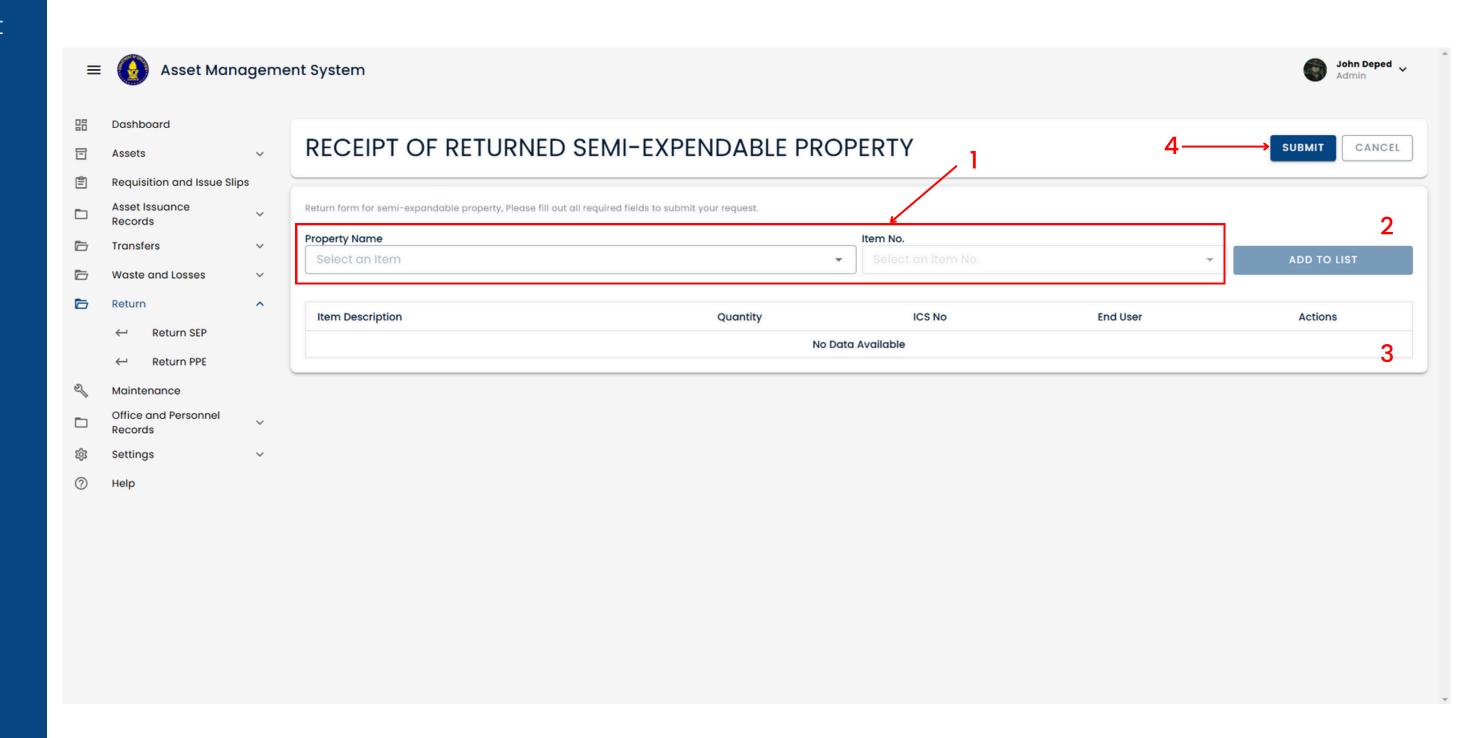
#### Return PPE page

- Search for an item name or description
- 2. Click the "Create" button to return items
- 3. Action button:
  - a. View The personnel canview the forms of any status totrack the progress



#### Create Return PPE page

- From the dropdown, select the
   Property Name and Item No. that
   you want to return
- 2. Click "Add to List" to include the item in the list
- 3. Click the button to remove the item from the list
- 4. Click "Submit" to send the form for approval



#### **MAINTENANCE**

#### Maintenance page

- 1. Search for an Item by entering its name in the search bar
- 2. Click the "Request Maintenance" button to open the modal to submit a request
- 3. Action buttons based on status:
  - a. Pending or Completed:Personnel can view the form
  - b. Scheduled or Rescheduled: If the item was fixed, the
    Personnel can view the form or mark it as Completed to complete the maintenance process

