



Asset Management System

User Guide

Version 2.0 – 5/23/2024

Used to bulk
upload Assets

ASSET MANAGEMENT TRACKER



HOME ⇒ **ASSETS**

Filter list of Assets

☐ USE BULK UPLOADING

SITE	STATUS	CATEGORY	SUB-CATEGORY	BRAND	WAH/WAS
▼	▼	▼	▼	▼	All ▼

EXPORT

EXPORT ALL ASSET HISTORY

REFRESH

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT, EMAIL, TRACKING, TICKET, HRID]:

REF. #	MODEL	SERIAL	CATEGORY	SUBCATEGORY	BRAND	VENDOR	P.O #	COST/VALUE	RAM	SCREEN SIZE
20240500001		DEVTESTING 101	COMPUTER	LAPTOP	APPLE	GATEWAY NETWORK SOLUTIONS INC	618793276	PHP 50000		
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET	WIRELESSBLUE TOOTH	LOGITECH	SWEET TREE INCORPORATED	618793276	USD 7000	N/A	N/A

Showing 1 to 2 of 2 entries First Previous **1** Next Last

1 Click to upload

HOME ⇒ **ASSETS**

☐ USE BULK UPLOADING

SITE ▼
 STATUS ▼

EXPORT EXPORT ALL ASSET HISTORY

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT]

REF. #	MODEL	SERIAL	CATEGORY
20240500001		DEVTESTING 101	COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET

Showing 1 to 2 of 2 entries First Previous 1 Next Last

2 Choose New Asset (Farm In) and Download

HOME ⇒ **ASSETS**

✓ USE BULK UPLOADING

TEMPLATE ▼

NEW ASSET (FARM IN)
 FARM OUT
 ASSET DETAILS
 ASSET ASSIGNMENT
 ASSET UPDATE
 ASSET REPLACEMENT

DOWNLOAD

UPLOAD

3 Fill out the template and upload

SERIAL NUMBER / ASSET TAG	SITE	CATEGORY	SUB-CATEGORY	ITEM DESCRIPTION	QUANTITY	CURRENCY	UNIT PRICE	TOTAL VALUE	VENDOR
DEVTESTING	VXI Clark, Pampanga	COMPUTER	LAPTOP	DEVTESTING101	1	PHP	50000	50000	GATEWAY NETWORK

1
Click to upload

HOME ⇒ **ASSETS**

☐ USE BULK UPLOADING

SITE ▼
 STATUS ▼

EXPORT EXPORT ALL ASSET HISTORY

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT]

REF. #	MODEL	SERIAL	CATEGORY
20240500001		DEVTESTING 101	COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET

Showing 1 to 2 of 2 entries
 First Previous 1 Next Last

2
Choose Farm Out and Download

HOME ⇒ **ASSETS**

✓ USE BULK UPLOADING

TEMPLATE ▼
 DOWNLOAD
 UPLOAD

NEW ASSET (FARM IN)
 FARM OUT
 ASSET DETAILS
 ASSET ASSIGNMENT
 ASSET UPDATE
 ASSET REPLACEMENT

3
Fill out the template and upload

A	B	C	D	E	F	G
SERIAL NUMBER / ASSET TAG	TRANSACTION TYPE	ITRACK TICKET NUMBER	PURCHASE ORDER NUMBER	QUANTITY	ORIGINATING SITE	DESTINATION

1
Click to
upload

HOME ⇒ **ASSETS**

☐ USE BULK UPLOADING

SITE ▼
 STATUS ▼

EXPORT
EXPORT ALL ASSET HISTORY

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT]

REF. #	MODEL	SERIAL	CATEGORY
20240500001		DEVTESTING 101	COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET

Showing 1 to 2 of 2 entries
 First
Previous
1
Next
Last

2
Choose Asset Details and Download

HOME ⇒ **ASSETS**

✓ USE BULK UPLOADING

TEMPLATE ▼
DOWNLOAD
UPLOAD

NEW ASSET (FARM IN)
 FARM OUT
 ASSET DETAILS
 ASSET ASSIGNMENT
 ASSET UPDATE
 ASSET REPLACEMENT

3
Fill out the template and upload

A	B	C	D	E	F	G	R
PURCHASE ORDER #	ITEM DESCRIPTION	CATEGORY	SUBCATEGORY	MODEL	BRAND	PROCESSOR	

1
Click to upload

HOME ⇒ **ASSETS**

☐ USE BULK UPLOADING

SITE ▼
 STATUS ▼

EXPORT EXPORT ALL ASSET HISTORY

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT]

REF. #	MODEL	SERIAL	CATEGORY
20240500001		DEVTESTING 101	COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET

Showing 1 to 2 of 2 entries First Previous 1 Next Last

2
Choose Asset Assignment and Download

HOME ⇒ **ASSETS**

✓ USE BULK UPLOADING

TEMPLATE ▼
 DOWNLOAD
 UPLOAD

NEW ASSET (FARM IN)
 FARM OUT
 ASSET DETAILS
 ASSET ASSIGNMENT
 ASSET UPDATE
 ASSET REPLACEMENT

3
Fill out the template and upload

A	B	C	D	E
ITRACK TICKET #	SERIAL NUMBER / ASSET TAG	WORK_TYPE	SITE	HRID
ITRACK-8718327	DEVTESTING	WAS	VXI Clark, Pampanga	4253607

1 Click to upload

HOME ⇒ **ASSETS**

☐ USE BULK UPLOADING

SITE ▼
 STATUS ▼

EXPORT
EXPORT ALL ASSET HISTORY

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT]

REF. #	MODEL	SERIAL	CATEGORY
20240500001		DEVTESTING 101	COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET

Showing 1 to 2 of 2 entries
 First
Previous
1
Next
Last

2 Choose Asset Update and Download

HOME ⇒ **ASSETS**

✓ USE BULK UPLOADING

TEMPLATE ▼
DOWNLOAD
UPLOAD

NEW ASSET (FARM IN)
 FARM OUT
 ASSET DETAILS
 ASSET ASSIGNMENT
 ASSET UPDATE
 ASSET REPLACEMENT

3 Fill out the template and upload

A	B	C	D	E	F	A
SERIAL NUMBER / ASSET TAG	STATUS	ITRACK TICKET NUMBER	ISSUE	APPROVED LOA	APPROVED PEZA FORM 8106 NO.	

1 Click to upload

HOME ⇒ **ASSETS**

☐ USE BULK UPLOADING

SITE STATUS

EXPORT **EXPORT ALL ASSET HISTORY**

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT]

REF. #	MODEL	SERIAL	CATEGORY
20240500001		DEVTESTING 101	COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET

Showing 1 to 2 of 2 entries First Previous **1** Next Last

2 Choose Asset Replacement and Download

HOME ⇒ **ASSETS**

✓ USE BULK UPLOADING

TEMPLATE

DOWNLOAD **UPLOAD**

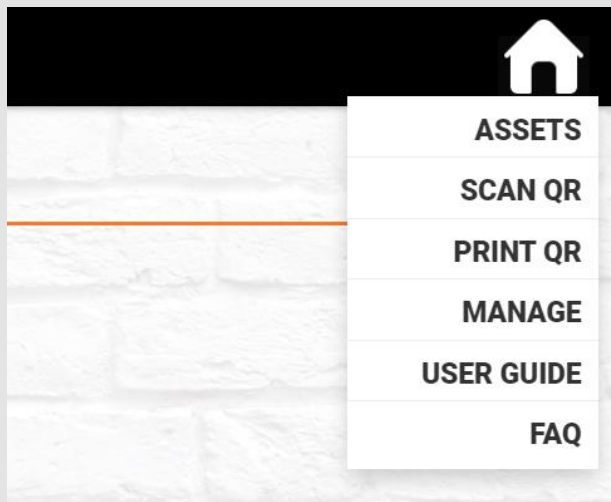
- NEW ASSET (FARM IN)
- FARM OUT
- ASSET DETAILS
- ASSET ASSIGNMENT
- ASSET UPDATE
- ASSET REPLACEMENT

3 Fill out the template and upload

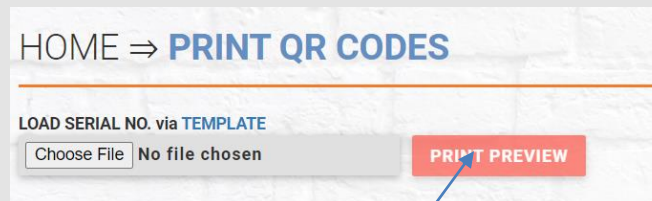
A	B	C	D	E	F
OLD_SERIAL	NEW_SERIAL	NEW_BRAND	VENDOR	PURCHASE ORDER #	COST/VALUE

1

Click the house icon and select **PRINT QR**


2

Click **TEMPLATE** to Download

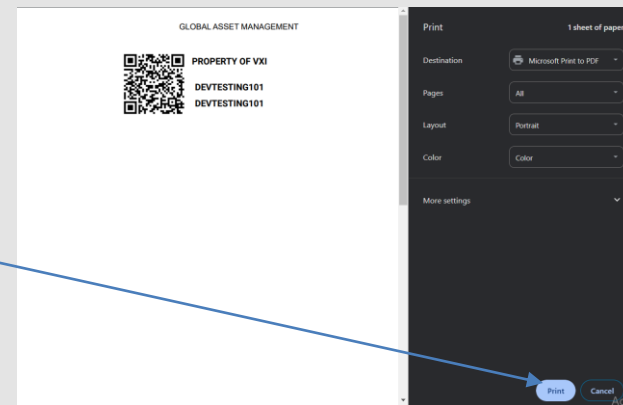

3

Fill out Template and Upload

Enter Asset Serial Numbers below: (Do not delete this)

4

Click **PRINT PREVIEW**


5


Click **PRINT** to Print

Scan Asset QR code using the Tablet to view details about the asset

ASSET MANAGEMENT TRACKER

SCAN QR CODE

Choose camera: Camera#0




20240500002

DESCRIPTION *	SERIAL # *
DEVTESTING102	DEVTESTING103
CATEGORY *	SUB-CATEGORY *
HEADSET	WIRELESSBLUETOOTH
STATUS *	BRAND *
	LOGITECH
PURCHASE ORDER	COST VALUE
618793276	7000
SITE (READ-ONLY, USE TRANSFER TO SITE TO UPDATE)	
VXI Clark, Pampanga	
SAVE CHANGES	VIEW HISTORY

TRANSFER TO OTHER SITE

SITE *	
VXI Clark, Pampanga	
TRACKING #	IT TICKET #
132869	ITRACK-18792
PROCESS TRANSFER	

ASSIGN TO EMPLOYEE

WAS/WAS *	
WAS	
EMPLOYEE NAME (READ-ONLY)	
AARON DELFIN DIVINA	
FLOOR *	AREA *
3	INNOVATION ADN TECHNOLOGY
TRACKING # (FOR ASSIGNMENT)	IT TICKET # (FOR ASSIGNMENT)
132869	ITRACK-18792
ASSIGN EMPLOYEE	
TRACKING # (FOR REMOVAL)	IT TICKET # (FOR REMOVAL)
REMOVE ASSIGNMENT	

HISTORY - 20240500002

Asset Ref. #

STATUS	HRID	NAME	DATE UPDATED
IN-STORAGE ⇒ IN USE	4253608	AARON DELFIN DIVINA	05/23/2024 08:24:46 AM
IN USE ⇒ IN-STORAGE			05/23/2024 08:24:15 AM
IN-STORAGE ⇒ IN USE	4253607	JOHN RENCE RAFANAN	05/23/2024 06:35:56 AM
TRANSFERED			05/18/2024 10:21:16 AM
TRANSFERED			05/18/2024 10:19:14 AM

HOME ⇒ **ASSETS**

☐ USE BULK UPLOADING

SITE

STATUS

CATE

OSE

BRAND

WAH/WAS

All

EXPORT

EXPORT ALL ASSET HISTORY

REFRESH

SEARCH FOR [REF#, MODEL, SERIAL, NAME, FLOOR, AREA, ADDRESS, CONTACT, EMAIL, TRACKING, TICKET, HRID]:

REF. #	MODEL	SERIAL	CATEGORY	SUBCATEGORY	BRAND	VENDOR	P.O #	COST/VALUE	RAM	SCREEN SIZE	CLASSIFICATION
20240500001		DEVTESTING 101	COMPUTER	LAPTOP	APPLE	GATEWAY NETWORK SOLUTIONS INC	618793276	PHP 50000			COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET	WIRELESSBLUE TOOTH	LOGITECH	SWEET TREE INCORPORATED	618793276	USD 7000	N/A	N/A	HEADSET

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Select Asset Ref. #, to view
the list of historical changes
made in the Asset



● CATEGORY

CATEGORY

CATEGORY:

ENTER CATEGORY HERE...

SAVE CHANGES

CLOSE

Show 10 entries

Search:

Category	Created By	Date Created	Updated By	Date Updated	Options
COMPUTER	PH-4253607	05/14/2024 2:01 AM			EDIT DELETE
EQUIPMENTORAPPLIANCES	PH-4253607	05/14/2024 2:01 AM	PH-4253607	05/16/2024 4:57 AM	EDIT DELETE
FURNITURE	PH-4253607				EDIT DELETE
HEADSET	PH-4253607				EDIT DELETE

1. Click ADD NEW
2. Enter desired Category
3. Click SAVE CHANGES to add the


Showing 1 to 4 of 4 entries

Previous 1 Next

1. Click ADD NEW
2. Enter desired Category
3. Click SAVE CHANGES to add the category on the list

HOME ⇒ **MANAGE**

ASSET



○ **CATEGORY**

SELECT A CATEGORY FIRST:

FURNITURE

ADD NEW

Show **10** entries

○ **TEMPLATE**

CATEGORY	CREATED BY	DATE CREATED	UPDATED BY	DATE UPDATED	OPTIONS
BOARDROOM CHAIR	PH-4253607	05/14/2024 2:12 AM			<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px;">EDIT</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px;">DELETE</div> </div>
CONFERENCE CHAIR	PH-4253607				<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px;">EDIT</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px;">DELETE</div> </div>
EXECUTIVE CHAIR	PH-4253607				<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px;">EDIT</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px;">DELETE</div> </div>
LATERAL CABINET	PH-4253607				<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px;">EDIT</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px;">DELETE</div> </div>
LOCKER	PH-4253607				<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 2px 5px;">EDIT</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px;">DELETE</div> </div>

SUB CATEGORY

SUB CATEGORY:

ENTER SUB CATEGORY HERE...

SAVE CHANGES

CLOSE

1. Select a Category
2. Click ADD NEW
3. Enter desired Sub Category
4. Click SAVE CHANGES to add the sub category on the list

ASSET
🏠

HOME ⇒ **MANAGE**

☐ CATEGORY

☐ TEMPLATE

ADD NEW

1

MANUFACTURER

MANUFACTURER:

ENTER MANUFACTURER HERE...

SAVE CHANGES
CLOSE

2

3

Show 10 ▼ entries
Search:

• CATEGORY	CREATED BY	DATE CREATED	UPDATED BY	DATE UPDATED	OPTIONS
ACER					<div style="background-color: #00728f; color: white; padding: 2px 5px; border-radius: 3px;">EDIT</div> <div style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px;">DELETE</div>
ADESSO					<div style="background-color: #00728f; color: white; padding: 2px 5px; border-radius: 3px;">EDIT</div> <div style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px;">DELETE</div>
ADTRAN					<div style="background-color: #00728f; color: white; padding: 2px 5px; border-radius: 3px;">EDIT</div> <div style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px;">DELETE</div>
ADVA					<div style="background-color: #00728f; color: white; padding: 2px 5px; border-radius: 3px;">EDIT</div> <div style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px;">DELETE</div>
AMAZON	PH-242367	04/01/2022 2:38 AM			<div style="background-color: #00728f; color: white; padding: 2px 5px; border-radius: 3px;">EDIT</div> <div style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px;">DELETE</div>

1. Click ADD NEW
2. Enter desired Manufacturer
3. Click SAVE CHANGES to add the category on the list

ASSET MANAGEMENT TRACKER



HOME ⇒ **MANAGE**

☐ CATEGORY

☐ SUB CATEGORY

☐ MANUFACTURER

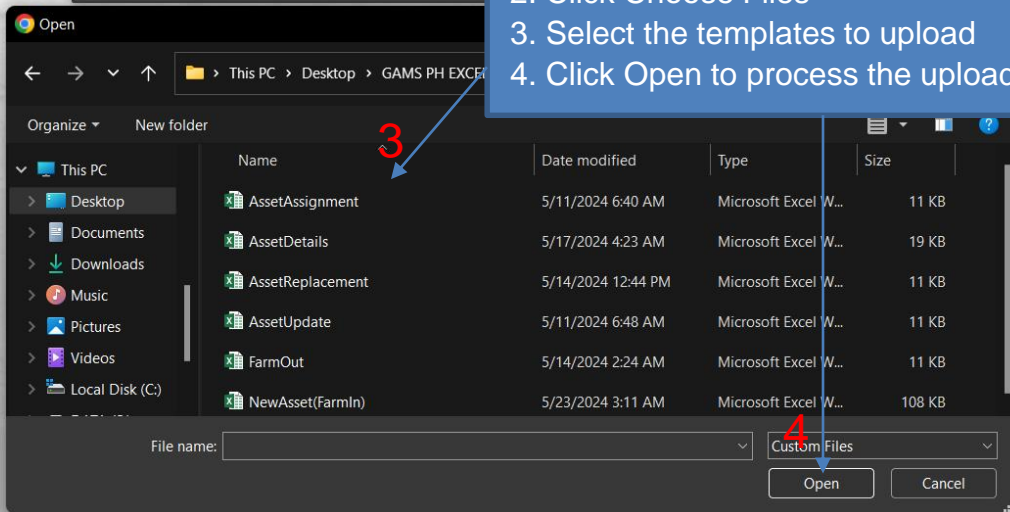
☒ **TEMPLATE**

You can only upload files ⇒ AssetAssign.xlsx | AssetEmployeeAssignmentRemoval

Asset.xlsx

Choose Files No file chosen

1. Click Template
2. Click Choose Files
3. Select the templates to upload
4. Click Open to process the uploading



Activate Windows
Go to Settings to activate Windows.
Version: 2.0 Date: 5/23/2024



Thank you!