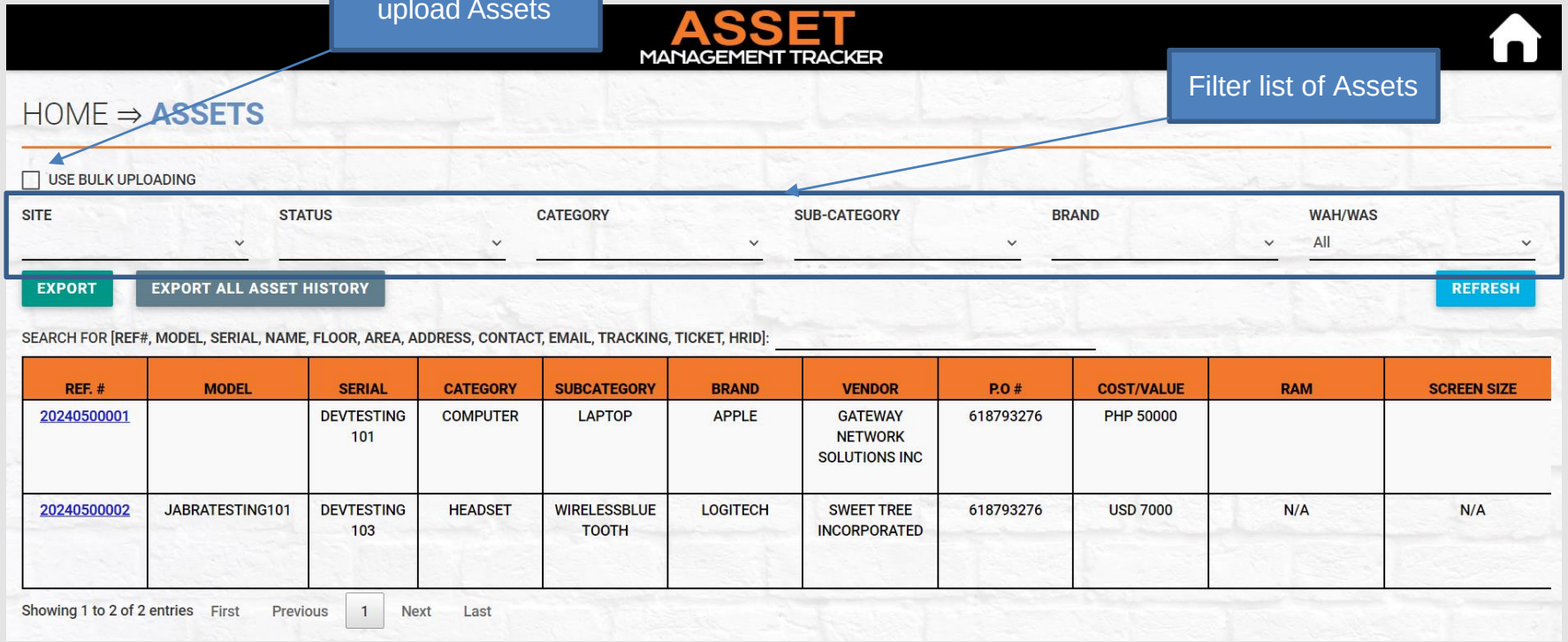
Asset Management System

User Guide

Version 2.0 – 5/23/2024

Used to bulk upload Assets

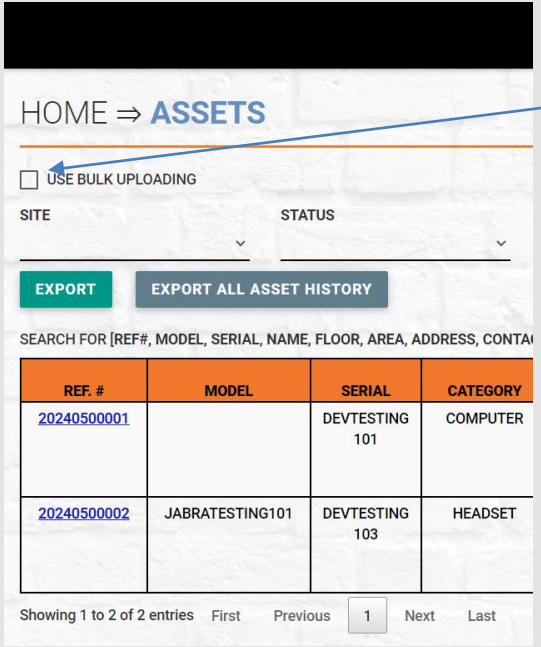
Filter list of Assets



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

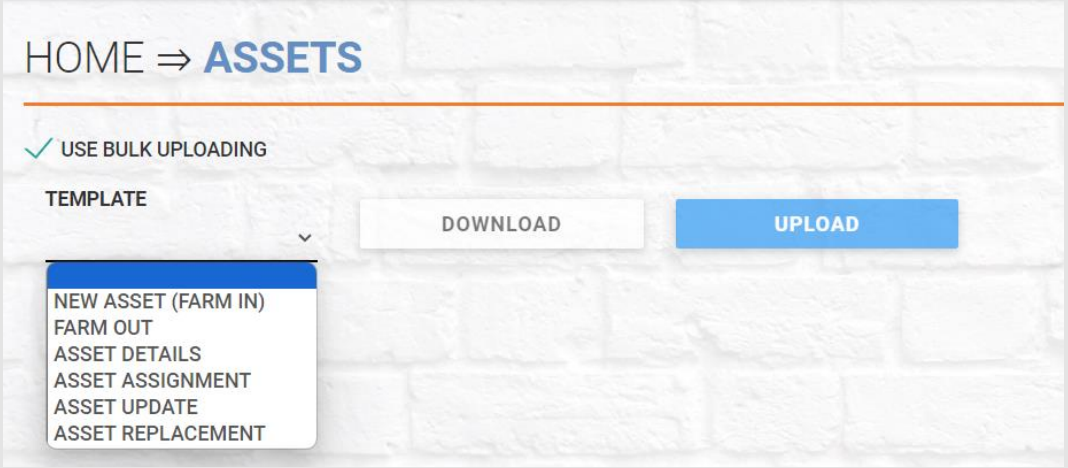
Showing 1 to 2 of 2 entries First Previous 1 Next Last

NEW ASSET(FARM IN)



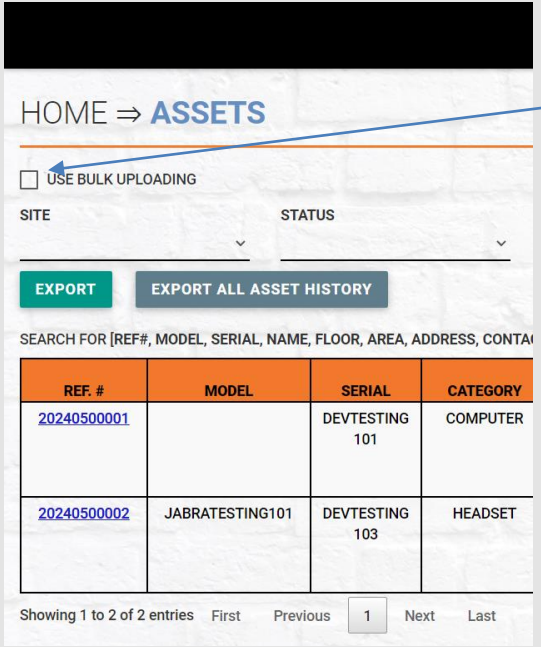
1 Click to upload

2 Choose New Asset (Farm In) and Download



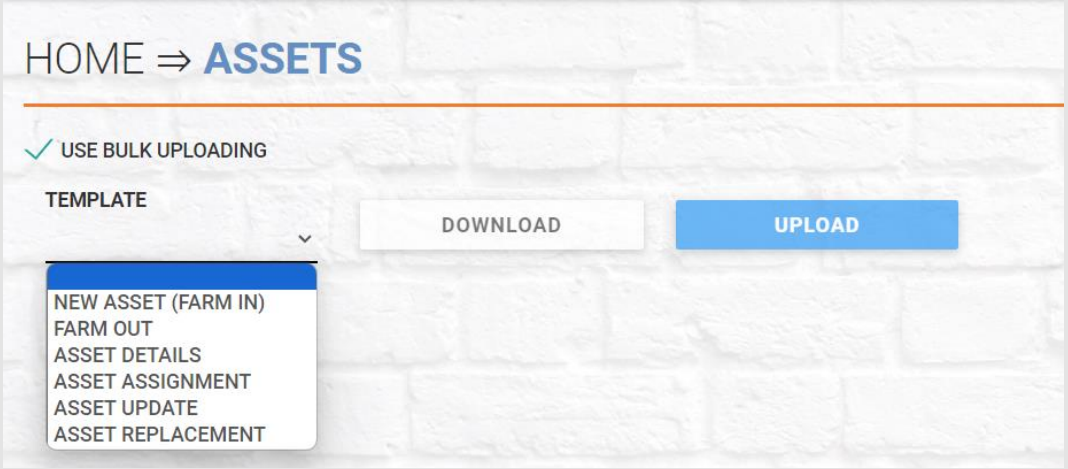
3 Fill out the template and upload

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



1 Click to upload

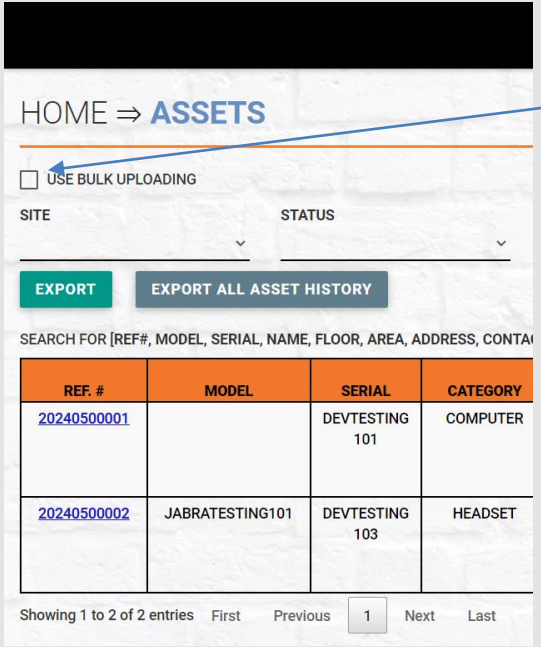
2 Choose Farm Out and Download



3 Fill out the template and upload

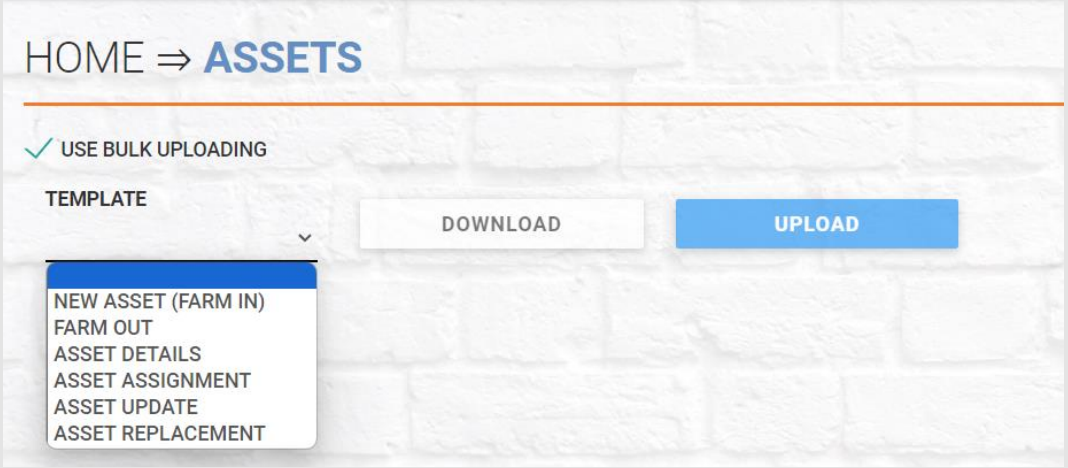
A	B	C	D	E	F	G
SERIAL NUMBER / ASSET TAG	TRANSACTION TYPE	ITRACK TICKET NUMBER	PURCHASE ORDER NUMBER	QUANTITY	ORIGINATING SITE	DESTINATIO

ASSET DETAILS



1 Click to upload

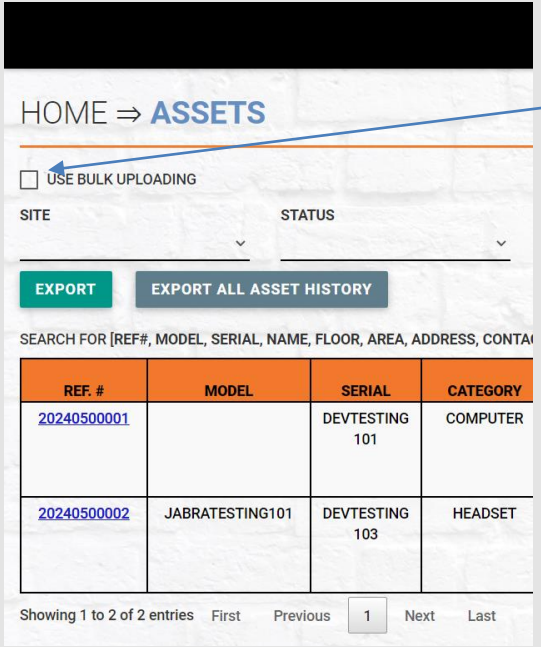
2 Choose Asset Details and Download



3 Fill out the template and upload

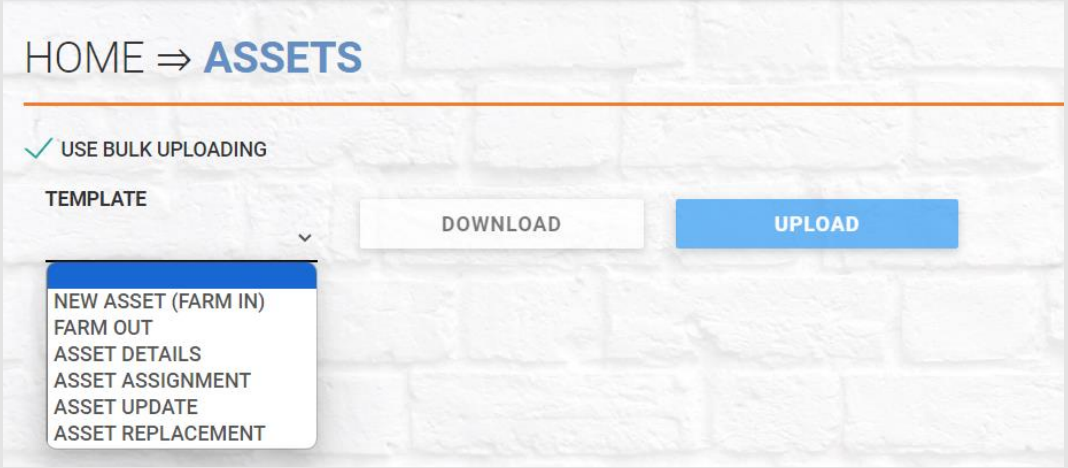
A	B	C	D	E	F	G	
PURCHASE ORDER #	ITEM DESCRIPTION	CATEGORY	SUBCATEGORY	MODEL	BRAND	PROCESSOR	R

ASSET ASSIGNMENT



1 Click to upload

2 Choose Asset Assignment and Download

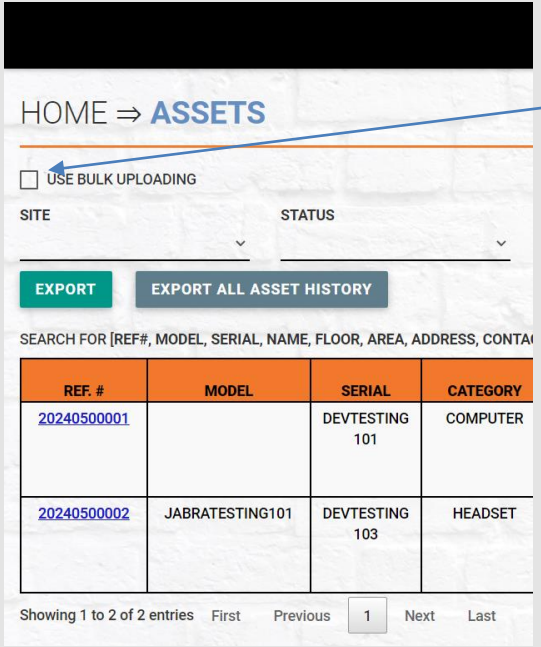


3 Fill out the template and upload

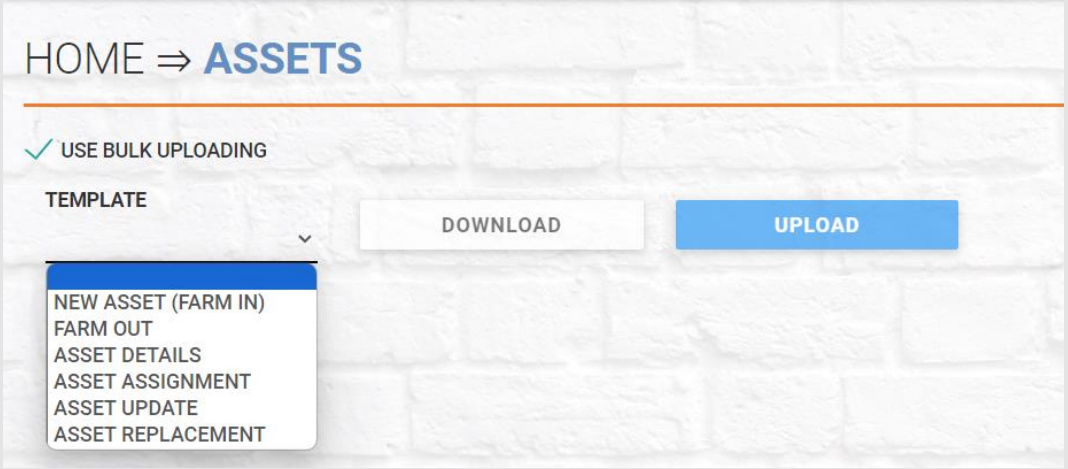
A	B	C	D	E
ITRACK TICKET #	SERIAL NUMBER / ASSET TAG	WORK_TYPE	SITE	HRID
ITRACK-8718327	DEVTESTING	WAS	VXI Clark, Pampanga	4253607

ASSET UPDATE

1 Click to upload

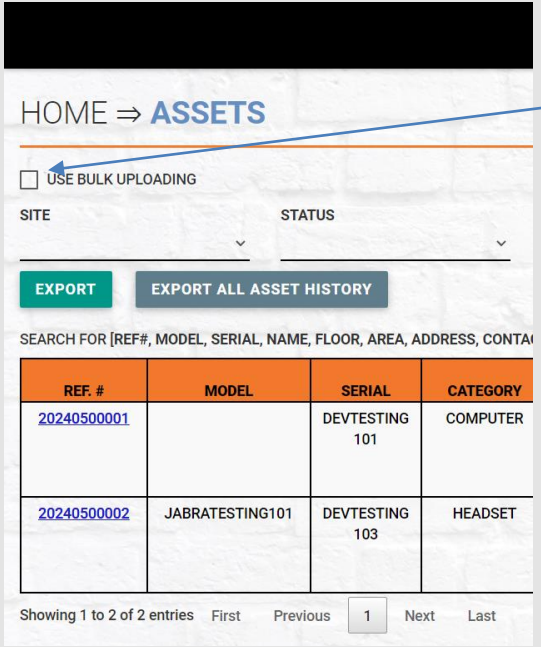


2 Choose Asset Update and Download



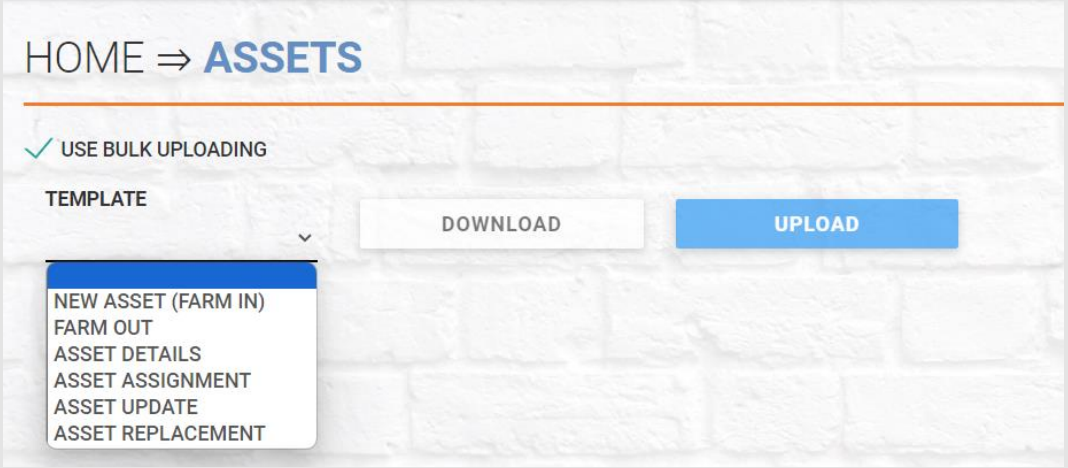
3 Fill out the template and upload

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



1 Click to upload

2 Choose Asset Replacement and Download

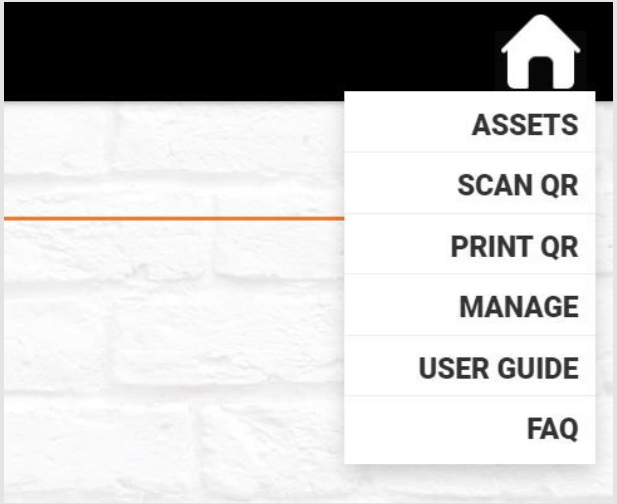


3 Fill out the template and upload

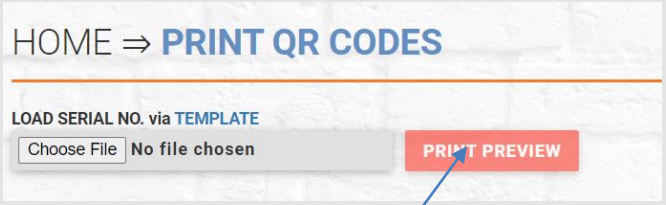
A	B	C	D	E	F
OLD_SERIAL	NEW_SERIAL	NEW_BRAND	VENDOR	PURCHASE ORDER #	COST/VALUE

PRINT SERIALS

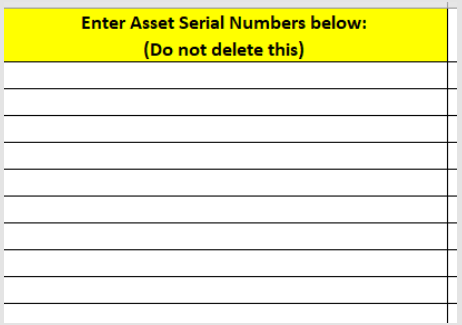
1 Click the house icon and select **PRINT QR**



2 Click **TEMPLATE** to Downlaod

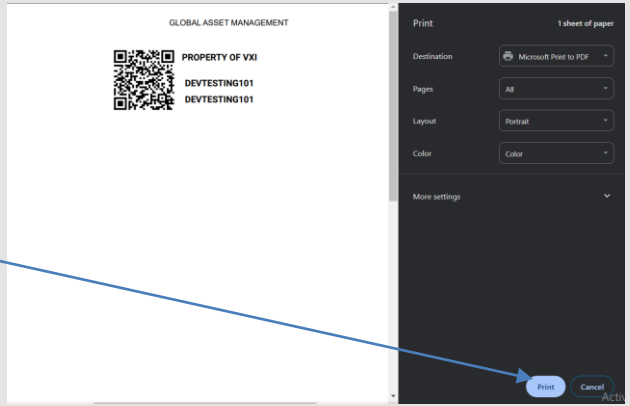


3 Fill out Template and Upload

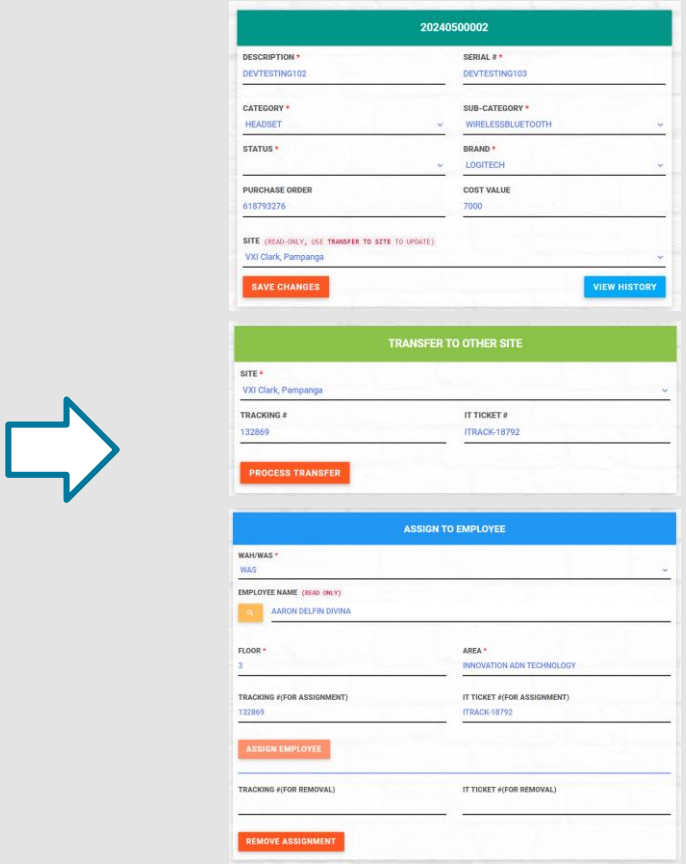


4 Click **PRINT PREVIEW**

5 Click **PRINT** to **Print**



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



ASSET HISTORY

HISTORY - 20240500002

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

Asset Ref. #

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

HOME ⇒ ASSETS

USE BULK UPLOADING

SITE | STATUS | CATE | BRAND | WAH/WAS (All)

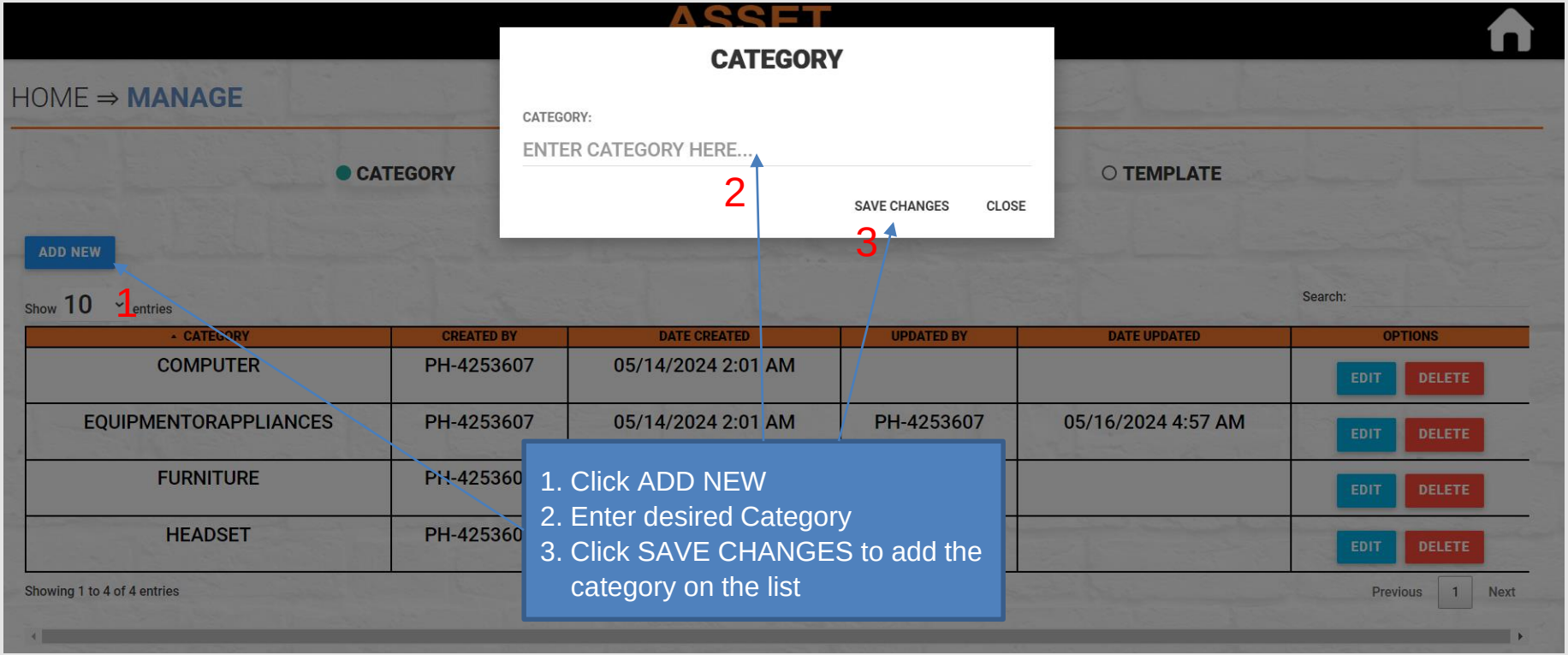
EXPORT | EXPORT ALL ASSET HISTORY | REFRESH

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

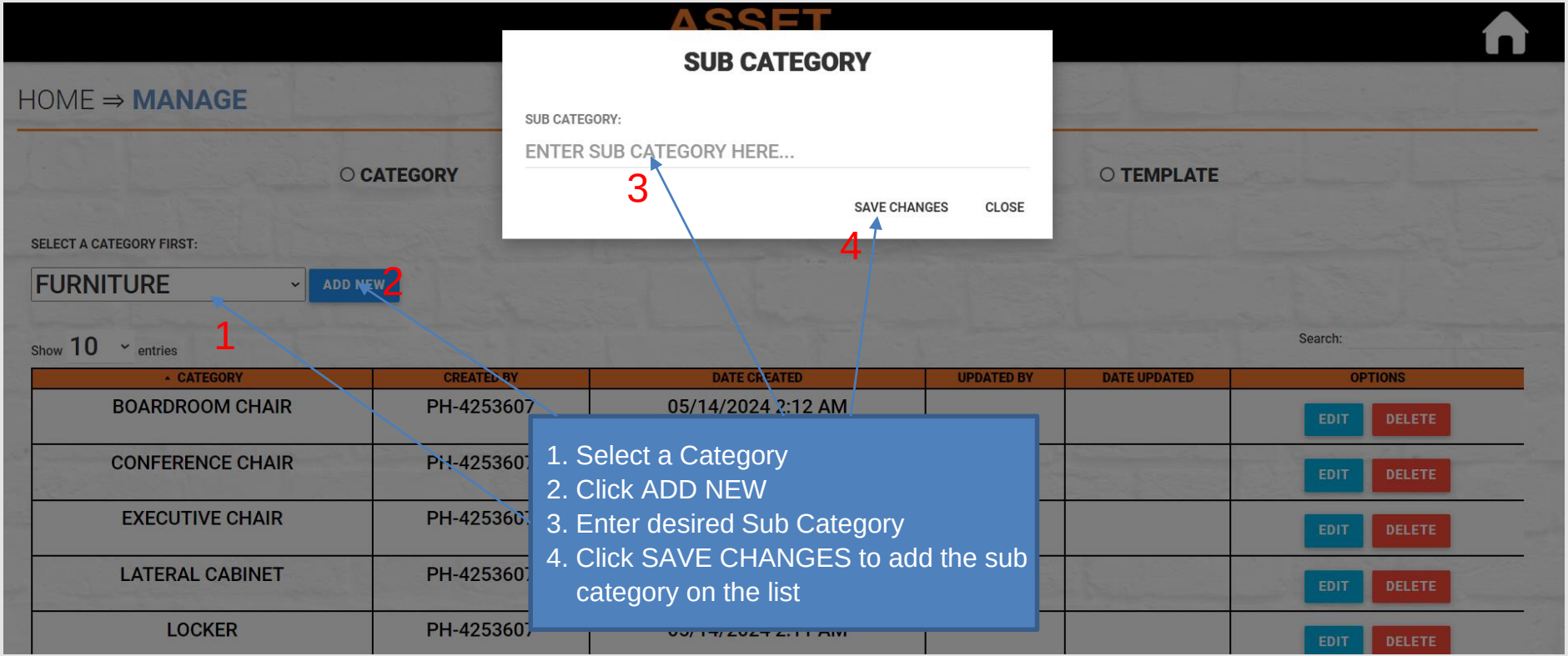
REF. #	MODEL	SERIAL	CATEGORY	SUBCATEGORY	BRAND	VENDOR	P.O #	COST/VALUE	RAM	SCREEN SIZE	CLASSIFICATION
20240500001		DEVTESTING 101	COMPUTER	LAPTOP	APPLE	GATEWAY NETWORK SOLUTIONS INC	618793276	PHP 50000			COMPUTER
20240500002	JABRATESTING101	DEVTESTING 103	HEADSET	WIRELESSBLUE TOOTH	LOGITECH	SWEET TREE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

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

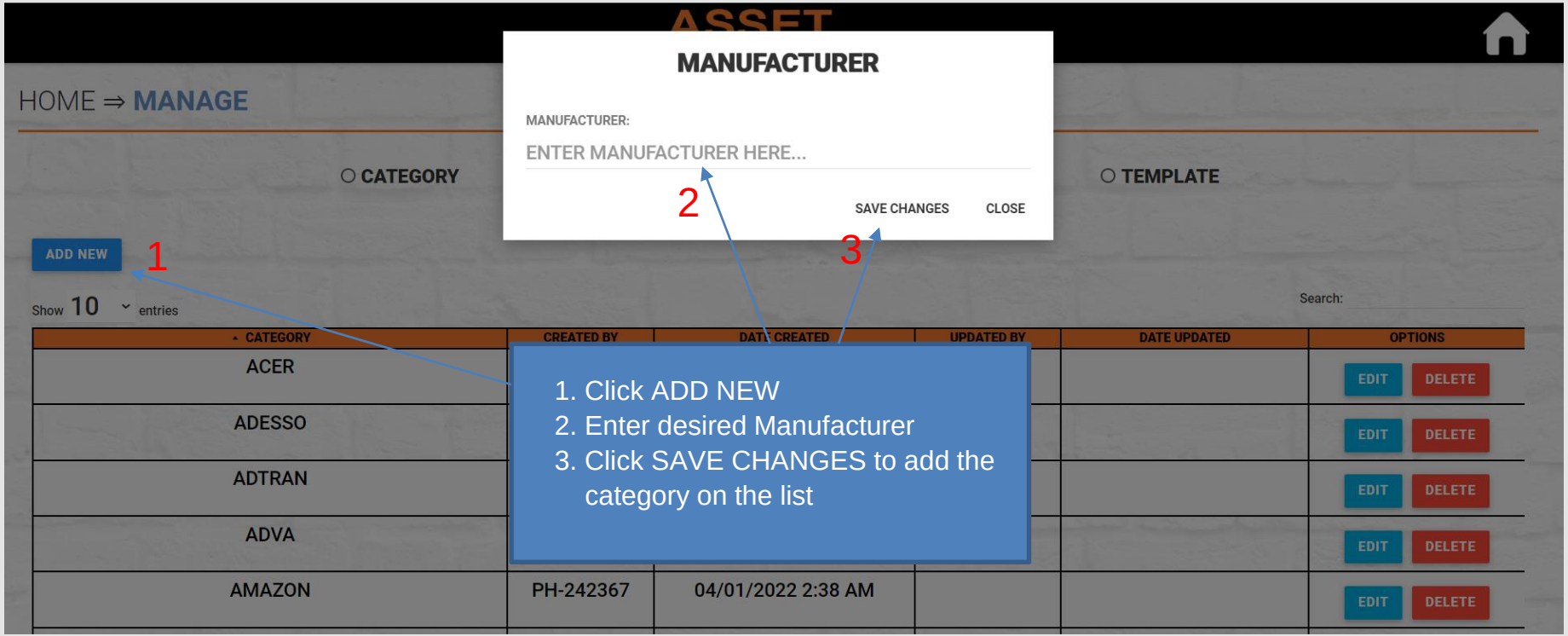
MANAGE - CATEGORY



MANAGE - SUBCATEGORY



MANAGE - MANUFACTURER



ASSET MANAGEMENT TRACKER

HOME ⇒ MANAGE

○ CATEGORY ○ SUB CATEGORY ○ MANUFACTURER ● TEMPLATE

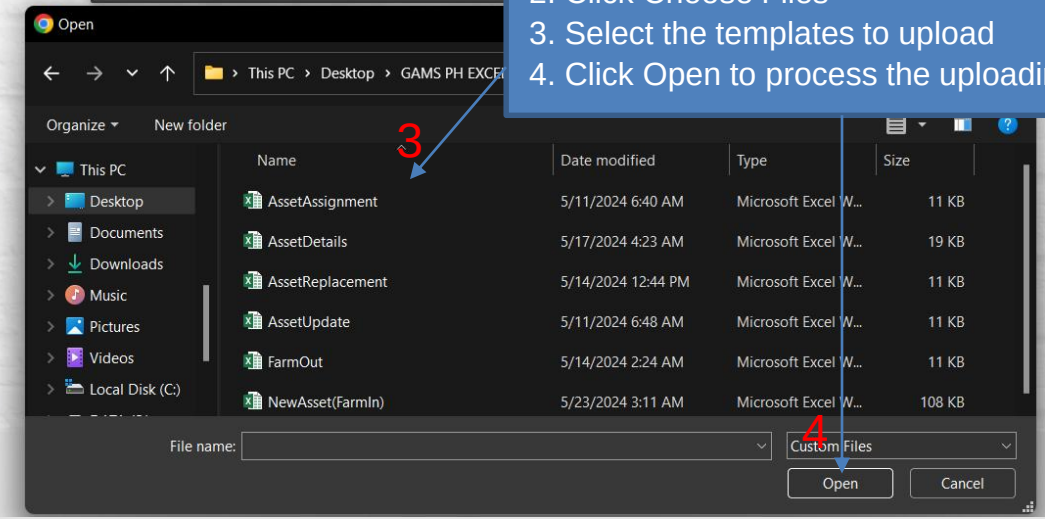
1

You can only upload files ⇒ AssetAssign.xlsx | AssetEmployeeAssignmentRemoval… …wAsset.xlsx

2

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!