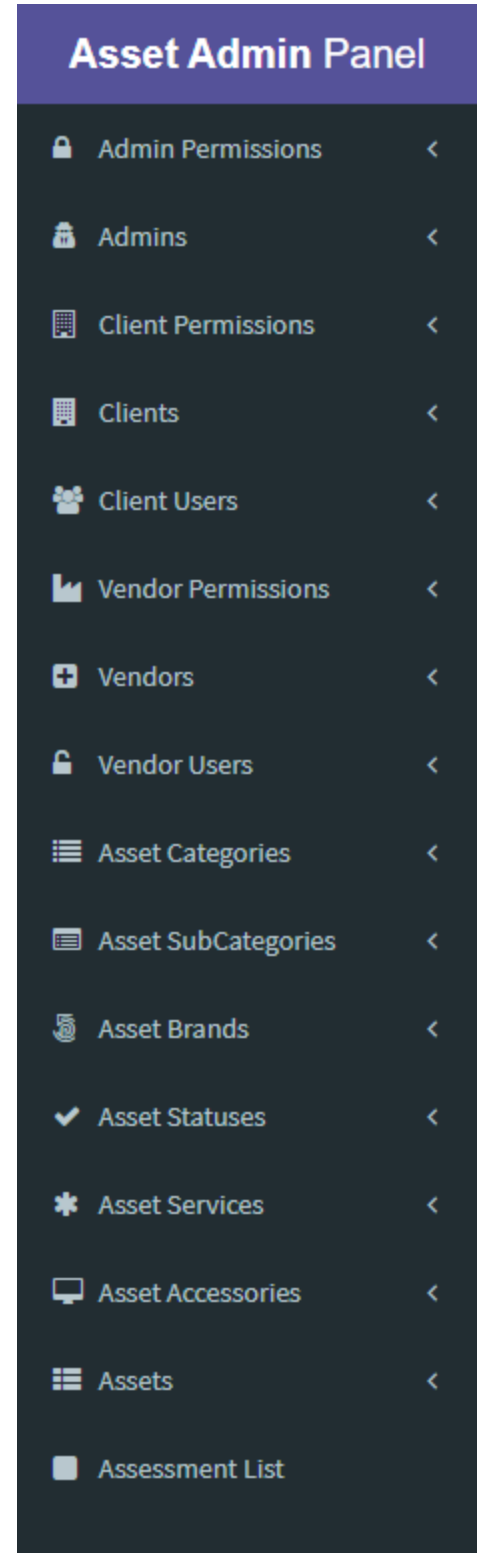


Asset Management Admin User Guides

Welcome To Asset Management System

Options / Menu Lists: There are lots of menu in asset management admin panel. These are:

1. Admin Permissions (Permissions Category)
2. Admins
3. Client Permissions (Permissions Category)
4. Clients
5. Clients Users
6. Vendor Permissions (Permissions Category)
7. Vendors
8. Vendor Users
9. Asset Categories
10. Asset Sub Categories
11. Asset Brands
12. Asset Statuses
13. Asset Services
14. Asset Accessories
15. Assets
16. Assessment List



Asset Management Admin User Guides

Lets we discuss about above option step by step...





1. Admin Permissions (Permissions Category): This option helps you to create different type of permission categories to assign custom permission role to a specific admin user.

- To create an admin permission go to Admin Permissions => New

The screenshot shows the 'Add New Admin Permission' form in the Asset Admin Panel. The left sidebar contains a menu with 'Admin Permissions' selected, showing options for 'New' and 'List'. The main content area is titled 'Add New Admin Permission' and contains a 'New Admin Permission Info' section. This section includes a 'Name' input field, an 'Active' checkbox (checked), and a 'Permissions' section with 'Select All' and 'Select Revert' options. Below these are 16 checkboxes for various permissions, including 'Asset Brand Pending', 'Asset Brand Read', 'Asset Brand Update', 'Asset Category Create', 'Asset Category Delete', 'Asset Category Pending', 'Asset Category Read', 'Asset Category Update', 'Asset Hardware Approved', 'Asset Hardware Create', 'Asset Hardware Delete', 'Asset Hardware Pending', 'Asset Hardware Read', 'Asset Hardware Update', 'Asset Service Approved', 'Asset Service Create', 'Asset Service Delete', 'Asset Service Pending', 'Asset Service Read', 'Asset Service Update', 'Asset Status Create', 'Asset Status Delete', 'Asset Status Read', 'Asset Status Update', 'Asset SubCategory Approved', 'Asset SubCategory Create', and 'Asset SubCategory Read'.

- From the above option input the permission name and check which permissions attach in this permission category. Then submit
- After successfully created a permission category you can see your newly created permission category from the List dropdown menu under Admin Permissions.

The screenshot shows the 'Admin Permissions' list in the Asset Admin Panel. The left sidebar contains a menu with 'Admin Permissions' selected, showing options for 'New' and 'List'. The main content area is titled 'Admin Permissions' and contains an 'Admin Permission List' table. The table has columns for ID, Name, Active, Created At, Updated At, and Actions. There are two records: 'Admin' and 'Assessment'. The 'Active' column shows 'Active' for both records. The 'Actions' column shows edit and delete icons for both records. The table is paginated, showing 'Page 1, showing 2 records out of 2 total'.

ID	Name	Active	Created At	Updated At	Actions
1	Admin	Active	2 days ago	1 day ago	 
2	Assessment	Active	22 hours ago	22 hours ago	 

- From the above list you can see your all lists.
- Important note is that when you create an admin user and assign custom role then you can see only that permission which are created in this category. So at first create all permission category the create admin user.
- Remember that if anyone permission which is assign to a user that's under in the above category list then you can't remove or edit that specific category.

Asset Management Admin User Guides

2. Admins: Admins menu is responsible for creating new Admin users in your requirement.

- To create a new Admin user please navigate to Admins => New Admin

The screenshot displays the 'Asset Admin Panel' interface. On the left is a dark sidebar with a menu containing items like 'Admin Permissions', 'Admins', 'New Admin', 'Admin List', 'Client Permissions', 'Clients', 'Client Users', 'Vendor Permissions', 'Vendors', 'Vendor Users', 'Asset Categories', 'Asset SubCategories', 'Asset Brands', 'Asset Statuses', 'Asset Services', 'Asset Accessories', 'Assets', and 'Assessment List'. The 'Admins' menu is expanded, and 'New Admin' is selected. The main content area is titled 'Add New Admin' and contains a 'New Admin Info' form. The form includes fields for 'Role' (a dropdown menu currently showing 'Custom'), 'Name', 'Email', 'Password', and 'Confirm Password'. There is a checked checkbox for 'Active'. Below these fields are 'Permissions' and 'Assessment' sections, each with a 'Select All' and 'Select Revert' option. The 'Permissions' section lists 'Admin Create', 'Admin Delete', 'Admin Read', and 'Admin Update'. The 'Assessment' section lists 'Assessment Read', 'Asset Brand Approved', 'Asset Brand Create', and 'Asset Brand Delete'. A 'Submit' button is at the bottom of the form. At the bottom of the sidebar, there is a small red logo and the text 'Developed by AnnaNovas IT LTD.'

- At first select your admin role. There are basically built in two kinds of role 1st **Admin** and 2nd **Custom** role.
- If you select **Admin** role then you can't see any permission category list.
- But if you select **Custom** role then you can see your all created permission category list in the bellow then select you're permissions which want to assign to this admin user.
- After successfully created a user you can see your newly created admin user from the Admin List dropdown menu under Admins.

Asset Management Admin User Guides

Asset Admin Panel Admin

Admins

Admin List

Role: All Name: Email:

Filter

ID	Role	Name	Email	Active	Created At	Updated At	Actions
1	Admin	Admin	admin@annanovas.com	Active	2 days ago	2 days ago	
2	Custom	Apu Kumar	apu.kumar@annanovas.com	Active	2 days ago	2 days ago	

Page 1, showing 2 records out of 2 total

- From the Admin List you can edit or delete your user. You can also reset password by clicking lock icon.

3. Client Permissions: Client Permissions menu is responsible for creating all client permissions category.

- To create a new client permission category please navigate to Client Permissions => New

Asset Admin Panel Admin

Add New Client Permission

New Client Permission Info

Name:

☒ Active

Permissions ☐ Select All ☐ Select Revert

☐ Asset Tag Create ☐ Asset Tag Delete ☐ Asset Tag Read ☐ Asset Tag Update

Submit

- You can see all permissions which are not enlisted any category.
- Then you input your permission category name and checked permission and submit.

Asset Management Admin User Guides

- After successfully created a permission category you can see your newly created permission category from the List dropdown menu under Client Permissions.

Asset Admin Panel Client Permissions

Client Permission List

ID	Name	Status	Created At	Updated At	Actions
4	Asset	Active	2 days ago	2 days ago	
6	Asset Approval Reject	Active	2 days ago	2 days ago	
2	Asset Brand	Active	2 days ago	2 days ago	
3	Asset Category	Active	2 days ago	2 days ago	
5	Asset Hardware	Active	2 days ago	2 days ago	
7	Asset Return	Active	2 days ago	2 days ago	
8	Asset Service	Active	2 days ago	2 days ago	
9	Asset Sub Category	Active	2 days ago	2 days ago	
11	Client Asset Permission	Active	2 days ago	2 days ago	

- From Client Permissions List you can edit or delete the permission category. If you delete any category then remove all permissions associate with this category.
- Remember Client can only see that permission which you made in category list. So create all permission categories which you want to assign to the client.

4. Clients: Clients menu is responsible for creating a new client and viewing all clients.

- To create a new client please navigate to Clients => New Client

Asset Admin Panel Add New Client

New Client Info

Name

Primary Email

Secondary Email

Phone

Client Website

Client URL

Status

Contact Person Name

Contact Person Phone

Contact Person Secondary Phone

Contact Person Email

Address

Asset Management Admin User Guides

- From the above form fill up all client information. The important field is the **client url** please input the exact unique url for this client.
- After successfully created a client you can see your newly created client from the Client List dropdown menu under Clients.

The screenshot shows the 'Asset Admin Panel' with a sidebar on the left containing various menu items. The 'Clients' menu is selected, and the 'Client List' dropdown is open. The main content area displays a table of clients. The table has columns for ID, Name, Email, Phone, Client Url, Status, Created At, Updated At, and Actions. Two clients are listed: 'Annanovas IT LTD' and 'Banglalink Ltd'. Both are marked as 'Active' and were created/updated 2 days ago. The 'Actions' column for each client contains icons for view, edit, and delete.

ID	Name	Email	Phone	Client Url	Status	Created At	Updated At	Actions
1	Annanovas IT LTD	admin@annanovas.com	01746853928	annanovas.subdomain.com	Active	3 days ago	2 days ago	
2	Banglalink Ltd	banglalink@annanovas.com	01746853934	banglalink.subdomain.com	Active	2 days ago	2 days ago	

Page 1, showing 2 records out of 2 total

- From the above list you can see all client lists.
- You can edit delete as well as create new role for this client.

5. Client Users: **Client Users menu is responsible for creating a new client user and viewing all client users.**

- To create a new client user please navigate to Client Users => New Client User







The screenshot shows the 'Asset Admin Panel' with the 'Client Users' menu selected and the 'New Client User' dropdown open. The main content area displays the 'Add New Client User' form. The form has a section for 'New Client User Info' with fields for Client (a dropdown menu), Role (a dropdown menu), Name, Email, Password, and Confirm Password. There is also a checkbox for 'Active' which is checked. A 'Submit' button is at the bottom of the form.

- From the above form, at first select any client then automatically show all roles associate with this client.

Asset Management Admin User Guides

- After successfully create a client user you can see your users from the Client User List dropdown under Client Users menu.

The screenshot shows the 'Asset Admin Panel' with a sidebar menu on the left. The 'Client Users' menu item is highlighted. The main content area is titled 'Client Users' and contains a 'Client User List' section. This section has several filters: Client, Role, Company, Division, Department, Unit, Office Location, Designation, Name, Email, and Phone. Below the filters is a 'Filter' button. The main part of the section is a table with the following columns: ID, Client, Company, Division, Department, Unit, Office Location, Designation, Role, Name, Email, Phone, Status, Created At, Updated At, and Actions. The table contains two records. The first record has ID 2, Client 'Annanovas IT LTD', Company 'ACI', Division 'Sell', Department 'HR', Unit 'Unit', Office Location 'Dhaka', Designation 'Designer', Role 'Custom', Name 'Apu Kumar', Email 'apu.kumar@annanovas.com', Phone '01746853921', Status 'Active', Created At '2 days ago', and Updated At '2 days ago'. The second record has ID 1, Client 'Annanovas IT LTD', Company 'ACI', Division 'Sell', Department 'HR', Unit 'Unit', Office Location 'Dhaka', Designation 'Developer', Role 'Admin', Name 'Md.Kobir Hossain', Email 'kobir.hossain@annanovas.com', Phone '01746853928', Status 'Active', Created At '3 days ago', and Updated At '2 days ago'. The Actions column for each record contains three icons: a pencil, a lock, and a trash can. At the bottom right of the table, it says 'Page 1, showing 2 records out of 2 total'.

ID	Client	Company	Division	Department	Unit	Office Location	Designation	Role	Name	Email	Phone	Status	Created At	Updated At	Actions
2	Annanovas IT LTD	ACI	Sell	HR	Unit	Dhaka	Designer	Custom	Apu Kumar	apu.kumar@annanovas.com	01746853921	Active	2 days ago	2 days ago	  
1	Annanovas IT LTD	ACI	Sell	HR	Unit	Dhaka	Developer	Admin	Md.Kobir Hossain	kobir.hossain@annanovas.com	01746853928	Active	3 days ago	2 days ago	  

- From the above list you can edit / delete or reset password of any client user.

6. Vendor Permissions: Vendor Permissions menu is responsible for creating all vendor permissions category.

- To create a new vendor permission category please navigate to Vendor Permissions => New

The screenshot shows the 'Asset Admin Panel' with a sidebar menu on the left. The 'Vendor Permissions' menu item is highlighted, and the 'New' sub-item is selected. The main content area is titled 'Add New Vendor Permission' and contains a 'New Vendor Permission Info' form. The form has a 'Name' field, an 'Active' checkbox (which is checked), and a 'Permissions' section. The 'Permissions' section has a 'Select All' checkbox and a 'Select Revert' checkbox. Below these are four checkboxes: 'Role Create', 'Role Delete', 'Role Read', and 'Role Update'. At the bottom of the form is a 'Submit' button.

- You can see all permissions which are not enlisted any category.
- Then you input your permission category name and checked permission and submit.
- After successfully created a permission category you can see your newly created permission category from the List dropdown menu under Vendor Permissions.

Asset Management Admin User Guides

Asset Admin Panel Admin

Vendor Permissions

Vendor Permission List

ID	Name	Status	Created At	Updated At	Actions
1	Assessment	Active	2 days ago	2 days ago	Edit Delete
2	Client	Active	2 days ago	2 days ago	Edit Delete

Page 1, showing 2 records out of 2 total

- From Vendor Permissions List you can edit or delete the permission category. If you delete any category then remove all permissions associate with this category.
- Remember Vendor can only see that permission which you made in category list. So create all permission categories which you want to assign to the vendor.

7. Vendors: Vendors menu is responsible for creating a new vendor and viewing all vendors.

- To create a new vendor please navigate to Vendors => New Vendor

Asset Admin Panel Admin

Add New Vendor

New Vendor Info

Name

Primary Email

Secondary Email

Phone

Vendor Website

Vendor Identity

Status

Contact Person Name

Contact Person Phone

Contact Person Secondary Phone

Contact Person Email

Address

Submit

- From the above form fill up all vendor information. The important field is the **vendor Identity** please input the exact unique **vendor Identity** for this vendor.

Asset Management Admin User Guides

The screenshot shows the 'Asset Admin Panel' with a sidebar menu on the left. The 'Vendors' menu item is selected, and the 'Vendors List' sub-item is active. The main content area displays a 'Vendors List' table. The table has columns for ID, Name, Email, Vendor Identity, Phone, Status, Created At, Updated At, and Actions. A single vendor is listed with ID 1, Name 'Computer City', Email 'computer.city@gmail.com', Vendor Identity 'computercity', Phone '01746853928', Status 'Active', and Created/Updated '2 days ago'. The Actions column contains icons for view, edit, and delete. A 'Filter' button is located above the table. The footer of the table indicates 'Page 1, showing 1 records out of 1 total'.

ID	Name	Email	Vendor Identity	Phone	Status	Created At	Updated At	Actions
1	Computer City	computer.city@gmail.com	computercity	01746853928	Active	2 days ago	2 days ago	View Edit Delete

- After successfully created a vendor you can see your newly created vendor from the Vendor List dropdown menu under Vendors.
- From the above list you can see all vendor lists.
- You can edit delete as well as create new role for this vendor.

8. Vendor Users: **Vendor Users** menu is responsible for creating a new vendor user and viewing all vendor users.

- To create a new vendor user please navigate to Vendor Users => New Vendor User

The screenshot shows the 'Asset Admin Panel' with the 'Vendor Users' menu item selected and the 'New User' sub-item active. The main content area displays the 'Add New Vendor' form. The form has a 'New Vendor Info' section with the following fields: 'Vendor Name' (a dropdown menu with 'Computer City' selected), 'Role' (a dropdown menu with 'Choose an option' selected), 'Name' (a text input field), 'User Id' (a text input field with '@computercity' entered), 'Email' (a text input field), 'Password' (a text input field), and 'Confirm Password' (a text input field). There is a checkbox for 'Active' which is checked. A 'Submit' button is at the bottom of the form. The footer of the page indicates 'Developed by AnnaNovas IT LTD.'.

- From the above form, first select any vendor then automatically show all roles associate with this vendor.

Asset Management Admin User Guides

- After successfully create a vendor user you can see your users from the Vendor User List dropdown under Vendor Users menu.

The screenshot shows the 'Asset Admin Panel' with a sidebar menu on the left. The 'Vendor Users' menu item is expanded, showing 'New User', 'Vendor Users List', and 'Asset Categories'. The main content area is titled 'Vendors' and contains a 'Vendor List' section. This section has a filter area with a 'Role' dropdown set to 'All', and input fields for 'Name' and 'Email'. Below the filter is a 'Filter' button. The main part of the section is a table with the following data:

SN.	Name	Vendor	User Id	Email	Role	Status	Created At	Updated At	Actions
1	Apu Kumar	Computer City	apukumar@computercity	apu.kumar@annanovas.com	Custom	Active	1 day ago	1 day ago	Edit Lock Delete
2	Imtiaz Uddin	Computer City	imtiaz@computercity	imtiaz.uddin@annanovas.com	Admin	Active	2 days ago	2 days ago	Edit Lock Delete

At the bottom right of the table area, it says 'Page 1, showing 2 records out of 2 total'.

- From the above list you can edit / delete or reset password of any vendor user.

9. Asset Categories: **Asset Categories** menu is responsible for creating a new category and viewing all categories.

- To create a new category please navigate to Asset Categories => New Category

The screenshot shows the 'Asset Admin Panel' with the 'Add New Asset Category' page. The sidebar menu is the same as in the previous screenshot. The main content area has a title 'Add New Asset Category' and a form titled 'New Asset Category Info'. The form has a 'Title' input field and a checkbox labeled 'Active' which is checked. At the bottom of the form is a 'Submit' button.

- After successfully create a category you can see your newly created category from Category List.

Asset Management Admin User Guides

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

New Category

Category List

Pending Category

Asset SubCategories

Asset Brands

Asset Statuses

Asset Services

Asset Accessories

Assets

Assessment List

Asset Categories

Asset Category List

Title

Type

All

Filter

ID	Title	Type	Status	Created At	Updated At	Actions
2	Asset Category	Public	Active	10 months ago	1 month ago	<div><div></div><div></div></div>
9	Banglalink	Private	Active	1 week ago	1 week ago	<div><div></div><div></div></div>
3	Company	Public	Active	10 months ago	1 week ago	<div><div></div><div></div></div>
5	Electronics	Private	Active	9 months ago	1 week ago	<div><div></div><div></div></div>
6	Furniture	Private	Active	9 months ago	1 week ago	<div><div></div><div></div></div>
1	Holiday	Public	Active	10 months ago	10 months ago	<div><div></div><div></div></div>
7	Test Category	Private	Active	1 month ago	1 week ago	<div><div></div><div></div></div>
4	Tour	Private	Active	9 months ago	1 week ago	<div><div></div><div></div></div>

Page 1 , showing 8 records out of 8 total

Developed by AnnaNovas IT LTD.

- From the Category List you can see there are two types **public** and **private**.
- By default when you create a category, type will be **public** that mean all client can use this category.
- The other **private** type of category. When any client create a category this category will be private and you can also see that categories. You can edit **private** type category to public from Pending Category list.

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

New Category

Category List

Pending Category

Asset SubCategories

Asset Brands

Asset Statuses

Asset Pending Categories

Asset Pending Category List

Title

Filter

ID	Title	Type	Status	Created At	Updated At	Actions
9	Banglalink	Private	Active	1 week ago	1 week ago	<div><div></div></div>
5	Electronics	Private	Active	9 months ago	1 week ago	<div><div></div></div>
6	Furniture	Private	Active	9 months ago	1 week ago	<div><div></div></div>
7	Test Category	Private	Active	1 month ago	1 week ago	<div><div></div></div>
4	Tour	Private	Active	9 months ago	1 week ago	<div><div></div></div>

Page 1 , showing 5 records out of 5 total

Asset Management Admin User Guides

- If any **private** type category you approved as **public** then the original owner (client) of that category can't edit or delete anymore.
- You can edit or delete any type of category.

10. Asset Sub Categories: Asset Sub Categories menu is responsible for creating a new sub category and viewing all sub categories.















- To create a new sub category please navigate to Asset Sub Categories => New Sub Category

The screenshot shows the 'Add New Asset SubCategory' form in the Asset Admin Panel. The left sidebar contains a menu with options like Admin Permissions, Admins, Client Permissions, Clients, Client Users, Vendor Permissions, Vendors, Vendor Users, and Asset Categories. The main content area is titled 'Add New Asset SubCategory' and contains a form with the following fields:

- Category:** A dropdown menu with the text 'Choose an option'.
- Title:** A text input field.
- Active:** A checkbox that is currently checked.
- Submit:** A blue button at the bottom of the form.

- After successfully create a sub category you can see your newly created sub category from Sub Category List.

The screenshot shows the 'Asset SubCategories' list in the Asset Admin Panel. The left sidebar contains a menu with options like Admin Permissions, Admins, Client Permissions, Clients, Client Users, Vendor Permissions, Vendors, Vendor Users, Asset Categories, and Asset SubCategories. The main content area is titled 'Asset SubCategories' and contains a table with the following columns: ID, Category, Title, Type, Status, Created At, Updated At, and Actions.

ID	Category	Title	Type	Status	Created At	Updated At	Actions
5	Electronics	Akij Group	Public	Active	9 months ago	9 months ago	 
8	Company	Akij Group	Private	Active	9 months ago	1 week ago	 
2	Asset Category	Asset Sub Category	Public	Active	10 months ago	1 month ago	 
6	Test Category	Designer	Private	Inactive	9 months ago	1 month ago	 
4	Company	Holiday	Public	Active	10 months ago	10 months ago	 
3	Test Category	New From Super Admin	Public	Active	10 months ago	1 month ago	 
1	Holiday	Test	Public	Active	10 months ago	10 months ago	 

Page 1, showing 7 records out of 7 total

Asset Management Admin User Guides

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

New Category

Category List

Pending Category

Asset SubCategories

Asset Brands

Asset Statuses

Asset Services

Asset Accessories

Assets

Assessment List

Asset Categories

Asset Category List

Title

Type

All

Filter

ID	Title	Type	Status	Created At	Updated At	Actions
2	Asset Category	Public	Active	10 months ago	1 month ago	<div><div></div><div></div></div>
9	Banglalink	Private	Active	1 week ago	1 week ago	<div><div></div><div></div></div>
3	Company	Public	Active	10 months ago	1 week ago	<div><div></div><div></div></div>
5	Electronics	Private	Active	9 months ago	1 week ago	<div><div></div><div></div></div>
6	Furniture	Private	Active	9 months ago	1 week ago	<div><div></div><div></div></div>
1	Holiday	Public	Active	10 months ago	10 months ago	<div><div></div><div></div></div>
7	Test Category	Private	Active	1 month ago	1 week ago	<div><div></div><div></div></div>
4	Tour	Private	Active	9 months ago	1 week ago	<div><div></div><div></div></div>

Page 1, showing 8 records out of 8 total

Developed by AnnaNovas IT LTD.

- From the Sub Category List you can see there are two types **public** and **private**.
- By default when you create a sub category type will be **public** that mean all client can use this sub category.
- The other **private** type of sub category. When any client create a sub category this sub category will be private and you can also see that sub categories. You can edit private type sub category to public from Pending Sub Category list.

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

Asset SubCategories

Asset Pending SubCategories

Asset Pending SubCategory List

Category

Title

All

Filter

ID	Category	Title	Type	Status	Created At	Updated At	Actions
8	Company	Akij Group	Private	Active	9 months ago	1 week ago	<div><div></div></div>
6	Test Category	Designer	Private	Inactive	9 months ago	1 month ago	<div><div></div></div>

Page 1, showing 2 records out of 2 total

Asset Management Admin User Guides

- If any **private** type sub category you approved as **public** then the original owner (client) of that sub category can't edit or delete anymore.
- You can edit or delete any type of sub category.

11. Asset Brands: **Asset Brands menu is responsible for creating a new brand and viewing all brands.**

- To create a new brand please navigate to Asset Brands => New Brand

The screenshot shows the 'Add New Asset Brand' form in the Asset Admin Panel. The left sidebar contains a menu with items: Admin Permissions, Admins, Client Permissions, Clients, Client Users, Vendor Permissions, and Vendors. The main content area has a header 'Add New Asset Brand' and a sub-header 'New Asset Brand Info'. Below this, there is a 'Title' input field, a checked 'Active' checkbox, and a 'Submit' button.

- After successfully create a brand you can see in your newly created brand from Brand List.
- From the Brand List you can see there are two types **public** and **private**.
- By default when you create a brand, type will be **public** that mean all client can use this brand.
- The other **private** type of brand. When any client creates a brand then this brand will be private and you can also see that brand. You can edit private type brand to public from Pending Brand list.

The screenshot shows the 'Asset Brands' list in the Asset Admin Panel. The left sidebar contains a menu with items: Admin Permissions, Admins, Client Permissions, Clients, Client Users, Vendor Permissions, Vendors, Vendor Users, Asset Categories, Asset SubCategories, and Asset Brands. The main content area has a header 'Asset Brands' and a sub-header 'Asset Brand List'. Below this, there is a search bar with 'Title' and 'Type' filters, a 'Filter' button, and a table with 4 records. The table columns are ID, Title, Type, Status, Created At, Updated At, and Actions. The 'Type' column has values 'Public' and 'Private'. The 'Status' column has values 'Inactive' and 'Active'. The 'Created At' and 'Updated At' columns show timestamps. The 'Actions' column contains edit and delete icons. At the bottom right, it says 'Page 1, showing 4 records out of 4 total'.

ID	Title	Type	Status	Created At	Updated At	Actions
1	ACI	Public	Inactive	9 months ago	9 months ago	
4	Private Brand	Private	Active	1 month ago	5 days ago	
3	Public Brand	Public	Active	9 months ago	9 months ago	
2	Test Brand	Public	Inactive	9 months ago	9 months ago	

Asset Management Admin User Guides

Asset Admin Panel Admin

Asset Pending Brands

Asset Pending Brand List

Title

Filter

ID	Title	Type	Status	Created At	Updated At	Actions
4	Private Brand	Private	Active	1 month ago	5 days ago	

Page 1, showing 1 records out of 1 total

- If any **private** type brand you approved as **public** then the original owner (client) of that brand can't edit or delete anymore.
- You can edit or delete any type of brand.

12. Asset Statuses: **Asset Statuses** menu is responsible for creating a new status and viewing all statuses.

- To create a new status please navigate to Asset Statuses => New Status

Asset Admin Panel Admin

Add New Asset Status

New Asset Status Info

Title

Choose Color

☒ Active

Submit

- After successfully create a status you can see in your newly created status from Status List.

Asset Admin Panel Admin

Asset Statuses

Asset Status List

Title

Filter

ID	Title	Background	Status	Created At	Updated At	Actions
1	Active	#00a65a	Active	9 months ago	3 weeks ago	
3	In Progress	#49c9a3	Active	3 weeks ago	3 weeks ago	
2	Inactive	#f38c12	Active	9 months ago	3 weeks ago	

Page 1, showing 3 records out of 3 total

Asset Management Admin User Guides

- From the Status List you can edit or delete any status.

13. Asset Services: Asset Services menu is responsible for creating a new service and viewing all services.

- To create a new service please navigate to Asset Services => New Service

The screenshot shows the 'Add New Asset Service' form in the Asset Admin Panel. The left sidebar contains a menu with items like Admin Permissions, Admins, Client Permissions, Clients, Client Users, Vendor Permissions, and Vendors. The main content area has a header 'Add New Asset Service' and a form titled 'New Asset Service Info'. The form includes a 'Title' input field, a checked 'Active' checkbox, and a 'Submit' button.

- After successfully create a service you can see in your newly created service from Service List.

The screenshot shows the 'Asset Services' list in the Asset Admin Panel. The left sidebar is the same as the previous screenshot. The main content area has a header 'Asset Services' and a table titled 'Asset Service List'. The table has columns for ID, Title, Type, Status, Created At, Updated At, and Actions. There are three rows of data. The 'Type' column has buttons for 'Public' and 'Private'. The 'Status' column has buttons for 'Active' and 'Inactive'. The 'Actions' column has edit and delete icons.

ID	Title	Type	Status	Created At	Updated At	Actions
1	Computer	Public	Active	9 months ago	9 months ago	
3	Private Service	Private	Active	9 months ago	1 month ago	
2	Public Service	Public	Active	9 months ago	9 months ago	

Page 1, showing 3 records out of 3 total

- From the Service List you can see there are two types **public** and **private**.
- By default when you create a service, type will be **public** that mean all client can use this service.
- The other **private** type of service. When any client creates a service then this service will be private and you can also see that service. You can edit private type service to public from Pending Service list.

The screenshot shows the 'Asset Pending Services' list in the Asset Admin Panel. The left sidebar is the same as the previous screenshots. The main content area has a header 'Asset Pending Services' and a table titled 'Asset Pending Service List'. The table has columns for ID, Title, Type, Status, Created At, Updated At, and Actions. There is one row of data. The 'Type' column has buttons for 'Public' and 'Private'. The 'Status' column has buttons for 'Active' and 'Inactive'. The 'Actions' column has a checkmark icon.

ID	Title	Type	Status	Created At	Updated At	Actions
3	Private Service	Private	Active	9 months ago	1 month ago	

Page 1, showing 1 records out of 1 total

Asset Management Admin User Guides

- If any **private** type service you approved as **public** then the original owner (client) of that service can't edit or delete anymore.
- You can edit or delete any type of service.









14. Asset Accessories: **Asset Accessories menu is responsible for creating a new accessory and viewing all accessories.**

- To create a new accessory please navigate to Asset Accessories => New Accessory

The screenshot shows the 'Add New Asset Accessory' form in the Asset Admin Panel. The left sidebar contains a menu with options: Admin Permissions, Admins, Client Permissions, Clients, Client Users, Vendor Permissions, and Vendors. The main content area has a header 'Add New Asset Accessory' and a sub-header 'New Asset Accessory Info'. Below this, there is a 'Title' input field, a checked 'Active' checkbox, and a 'Submit' button.

- After successfully create an accessory you can see in your newly created accessory from Accessory List.
- From the Accessory List you can see there are two types **public** and **private**.
- By default when you create an accessory, type will be **public** that mean all client can use this accessory.
- The other **private** type of accessory. When any client creates an accessory then this accessory will be private and you can also see that accessory. You can edit private type accessory to public from Pending Accessory list.

The screenshot shows the 'Asset Accessories' list in the Asset Admin Panel. The left sidebar contains a menu with options: Admin Permissions, Admins, Client Permissions, Clients, Client Users, Vendor Permissions, Vendors, Vendor Users, Asset Categories, Asset Sub Categories, Asset Brands, and Asset Statuses. The main content area has a header 'Asset Accessories' and a sub-header 'Asset Accessory List'. Below this, there is a 'Title' input field, a 'Type' dropdown menu (set to 'All'), and a 'Filter' button. The table below lists the accessories:

ID	Title	Type	Status	Created At	Updated At	Actions
1	CPU	Public	Active	9 months ago	9 months ago	 
5	Private Accessory	Private	Active	1 month ago	1 month ago	 
3	Public Accessory	Public	Active	9 months ago	9 months ago	 
2	RAM	Public	Active	9 months ago	9 months ago	 

Page 1, showing 4 records out of 4 total

Asset Management Admin User Guides

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

Asset Pending Accessories

Asset Pending Accessory List

Title

Filter

ID	Title	Type	Status	Created At	Updated At	Actions
5	Private Accessory	Private	Active	1 month ago	1 month ago	<div></div>

Page 1, showing 1 records out of 1 total

- If any **private** type accessory you approved as public then the original owner (client) of that accessory can't edit or delete anymore.
- You can edit or delete any type of accessory.

15. Assets: Assets menu is responsible for viewing all assets either active or archive list.

- From Asset List you can view all client assets which are not in archive.

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

Asset Sub Categories

Asset Brands

Asset Statuses

Asset Services

Asset Accessories

Assets

Asset List

Asset Archive

Assessment List

Assets

Asset List

Title

Workflow

Category

Subcategory

Brand

Model

Supplier

Purchase Date From

Purchase Date To

Installation Date From

Installation Date To

Guarantee

Client

Company

Division

Department

Unit

Office Location

Asset Store

Status

Tag

Service

Accessory

Filter

ID	Title	Client	Company	Asset Location	Workflow	Category	Subcategory	Brand	Model	Supplier	Purchase Date	Installation Date	Guarantee	Division
11	Singer Ac	Annanovas IT LTD	Meghna Group	Kobir Hossain User	Work Flow Four	Test Category	New From Super Admin	Public Brand	singer234	Apu	2019-09-18	2019-09-24	N/A	Market
10	Computer Keyboard	Annanovas IT LTD	Akij Group	Dhaka Store	Work Flow One	Asset Category	Asset Sub Category	Private Brand	A4tech	Apu	2019-09-25	2019-09-25	N/A	Manager
9	Dell Computer	Annanovas IT LTD	Akij Group	Jahid Mahmud User	New Workflow	Asset Category	Asset Sub Category	Private Brand	dell 1413	Apu	2019-09-04	2019-09-10	N/A	Manager
8	Asset Title 8	Annanovas IT LTD	Akij Group	Dhaka Store	New Workflow	Asset Category	Asset Sub Category	Private Brand	New Asset 12	Apu	2019-09-05	2019-09-20	N/A	Manager

- From Asset Archive you can view all client assets which are in archive.

Asset Management Admin User Guides

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

Asset Sub Categories

Asset Brands

Asset Statuses

Asset Services

Asset Accessories

Assets

Asset List

Asset Archive

Assessment List

Assets

Asset Archive List

Title

Workflow

Category

Subcategory

Brand

Model

Supplier

Purchase Date From

Purchase Date To

Installation Date From

Installation Date To

Guarantee

Client

Company

Division

Department

Unit

Office Location

Asset Store

Status

Tag

Service

Accessory

Filter

ID	Title	Client	Company	Asset Location	Workflow	Category	Subcategory	Brand	Model	Supplier	Purchase Date	Installation Date	Guarantee	Division
3	Asset Title 3	Annanovas IT LTD	Meghna Group	Tangail	New Workflow	Asset Category	Asset Sub Category	Public Brand	test	test	2018-12-13	2018-12-22	N/A	Managemen
1	Asset Title 1	Annanovas IT LTD	Akij Group	Dhaka	Work Flow One	Asset Category	Asset Sub Category	Public Brand	Samsang 121	Jahid Mahmud	2018-12-28		N/A	Managemen

Page 1, showing 2 records out of 2 total

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- From both list you can only details of that specific asset.

16. Assessments: Assessments menu is responsible for viewing all assessments list. Assessment mean which assets already been repaired.

- To view which assets are repaired then click Assessments List.
- You can also view current assessment status.

Asset Management Admin User Guides

Asset Admin Panel

- Admin Permissions
- Admins
- Client Permissions
- Clients
- Client Users
- Vendor Permissions
- Vendors
- Vendor Users
- Asset Categories
- Asset Sub Categories
- Asset Brands
- Asset Statuses
- Asset Services
- Asset Accessories
- Assets
- Assessment List**

Admin

Assessments

Assessment List

Client

Workflow

Asset

Vendor

Submit Date From

Submit Date To

Cost

Status

Filter

ID	Asset	Client	Workflow	Vendor	Required Days	Submit Date	Cost	Note	Status	Created At	Updated At	Actions
28	Singer Ac	Annanovas IT LTD	Work Flow Four	Imtiaz Uddin	7	2019-10-15	5000	New AC repair note	Inactive	4 days ago	4 days ago	
27	Asset Title 2	Annanovas IT LTD	Work Flow Two	Imtiaz Uddin	7	2019-10-15	1200		In-progress	4 days ago	4 days ago	
26	Asset Title 7	Annanovas IT LTD	Work Flow Three	Imtiaz Uddin	5	2019-10-15	1500	Note	In-progress	4 days ago	4 days ago	
25	Asset Title 4	Annanovas IT LTD	Work Flow Three	Imtiaz Uddin	10	2019-10-15	1500	Note	In-progress	4 days ago	4 days ago	
23	Singer Ac	Annanovas IT LTD	Work Flow Four	Imtiaz Uddin	7	2019-10-09	500	Annanovas IT LTD	Reject	1 week ago	1 week ago	
22	Singer Ac	Annanovas IT LTD	Work Flow Four	Imtiaz Uddin	10	2019-10-09	500	Required Days	Reject	1 week ago	1 week ago	
21	Singer Ac	Annanovas IT LTD	Work Flow Four	Imtiaz Uddin	5	2019-10-09	500	01722987837	Approved	1 week ago	1 week ago	
20	Singer Ac	Annanovas IT LTD	Work Flow Four	Imtiaz Uddin	10	2019-10-09	5000	Annanovas IT LTD ac	Reject	1 week ago	1 week ago	
19	Singer Ac	Annanovas IT LTD	Work Flow Four	Imtiaz Uddin	5	2019-10-09	500	This is 9 October note for singer ac	Reject	1 week ago	1 week ago	
18	Asset Title 2	Annanovas IT LTD	Work Flow Two	Imtiaz Uddin	10	2019-10-09	500	This is 9 October note	Approved	1 week ago	1 week ago	
17	Singer Ac	Annanovas IT LTD	Work Flow Four	Imtiaz Uddin	7	2019-10-07	2000		Approved	1 week ago	1 week ago	

- By clicking action icon then you can view timeline of that specific asset.

Asset Management Admin User Guides

Asset Admin Panel

Admin Permissions

Admins

Client Permissions

Clients

Client Users

Vendor Permissions

Vendors

Vendor Users

Asset Categories

Asset Sub Categories

Asset Brands

Asset Statuses

Asset Services

Asset Accessories

Assets

Assessment List

Assessment Timeline

Assessment Info

ID	Asset	Workflow	Vendor	Required Days	Submit Date	Cost	Note	Status	Created At	Updated At
12	Asset Title 7	Work Flow Three	Imtiaz Uddin	5	2019-09-18	1500	Singer AC-12 need to repair	Approved	1 month ago	1 week ago

18 Sep 2019

Action Required

All of the user must approve

User Responsible for Approval

Kobir PH

Kobir Hossain

Action For Not Complete(Rejected)

Return to previous step if not complete

Kobir Hossain

Rejected

1 month ago

Reject Assessment from user 5

05 Oct 2019

Action Required

All of the user must approve

User Responsible for Approval

Kobir PH

Kobir Hossain

Action For Not Complete(Rejected)

Return to previous step if not complete

Kobir PH

Approved

1 week ago

Kobir Hossain

Approved

1 week ago

Approval Note

07 Oct 2019

Action Required

Minimum no. of user can approve

Minimum No Of User: 2

User Responsible for Approval

Kobir PH

Kobir Hossain

Jahid Mahmud

Action For Not Complete(Rejected)

Proceed to next step

Kobir PH

Approved

1 week ago

Kobir Hossain

Approved

1 week ago

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