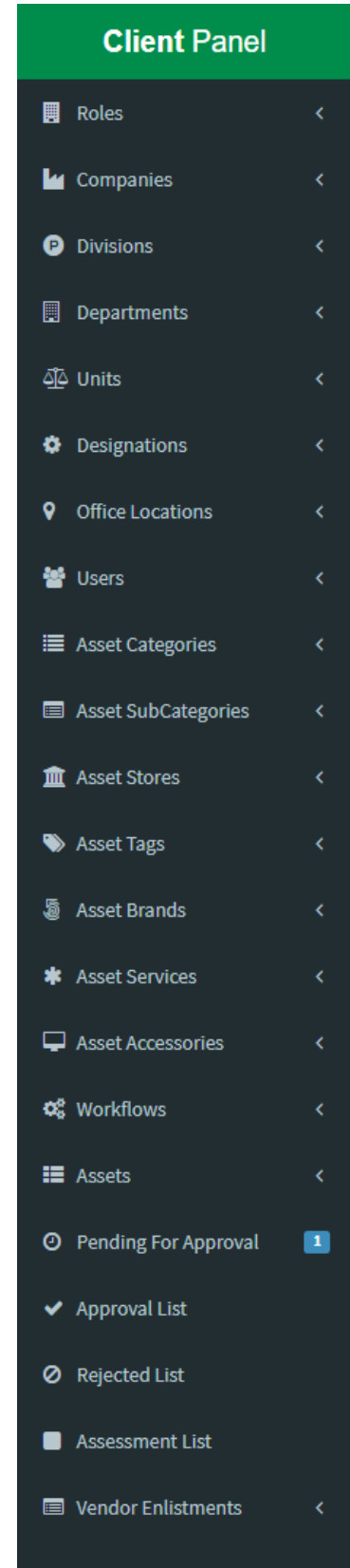


# Asset Management Client User Guides

## Welcome To Asset Management System

**Options / Menu Lists:** There are lots of menu in our asset management system software. These are:

1. Roles
2. Companies
3. Divisions
4. Departments
5. Units
6. Designations
7. Office Locations
8. Users
9. Asset Categories
10. Asset Subcategories
11. Asset Stores
12. Asset Tags
13. Asset Brands
14. Asset Services
15. Asset Accessories
16. Workflows
17. Assets
18. Pending For Approval
19. Approval List
20. Rejected List
21. Assessment List
22. Vendor Enlistments



# Asset Management Client User Guides

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

## 1. Roles: Role is responsible for user access and permission to a specific user to your company asset or apps menu

- In the menu lists the first option is **Roles**. By default when a client is enrolled our package he/she get an **admin** role. This is not edit or delete.
- By the way client can create / edit / delete his own role except admin role.
- To create a role go to Roles => New role then create your own new role

The screenshot shows the 'Add New Role' form in the Annanovas IT LTD Client Panel. The form is titled 'Add New Role' and has a sidebar menu on the left. The sidebar menu includes the following options: Roles, New Role, Role List, Companies, Divisions, Departments, Units, Designations, Office Locations, Users, Asset Categories, Asset SubCategories, Asset Store, Asset Tags, Asset Brands, Asset Services, Asset Accessories, Assets, Workflows, Assessment List, Pending For Approval, Approval List, Reject List, and Vendor Enlistment. The main form area is titled 'New Role Info' and contains the following fields: Name, Description, and a Permissions section. The Permissions section has a 'Select All' checkbox and a 'Select Revert' checkbox. Below the checkboxes, there are several categories of permissions, each with a 'Create', 'Delete', 'Read', and 'Update' checkbox. The categories are: Client Asset Category, Client Asset SubCategory, Role, Department, Division, Unit, Designation, and Office Location. The 'Create' checkbox for 'Client Asset Category' is checked.

Category	Create	Delete	Read	Update
Client Asset Category	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client Asset SubCategory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- From this option you should input name, description and checked permissions which you want to include into this role. Then submit
- After successfully created a role you can see your newly created role from the Role List dropdown menu under Roles.

# Asset Management Client User Guides

Client Panel

Roles

New Role

Role List

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories











Asset SubCategories

Annannovas IT LTD

Jahid Mahmud

Roles

Role List

ID	Name	Description	Created At	Updated At	Actions
1	Test Client	Test Client	9 months ago	9 months ago	 
2	Test Another	Test	9 months ago	9 months ago	 
3	Test	Test	9 months ago	9 months ago	 
4	Another	Another	9 months ago	9 months ago	 
5	Custom	Company Custom	9 months ago	9 months ago	 
6	Admin Role	Admin Role for Jahid Annannovas Company	9 months ago	9 months ago	

Page 1, showing 6 records out of 6 total

- From the list you can see that you have only permission to edit or delete from id 1-5 but you can't delete id number 6.

## 2. Companies: Companies menu is responsible for creating multiple companies. Suppose client have multiple companies like group of companies then you can use this menu to create your company.

- To create a new company please navigate to Companies => New Company

Client Panel

Roles

Companies

New Company

Company List

Divisions

Departments

Units

Annannovas IT LTD

Jahid Mahmud

Add New Company

New Company Info

Title

☒ Active

Submit

- After successfully created a company you can see your newly created company from the Company List

Client Panel

Roles

Companies

New Company

Company List

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Annannovas IT LTD





Jahid Mahmud

Companies

Company List

Title

Filter

SN.	Title	Status	Created At	Updated At	Actions
1	Akij Group	Active	9 months ago	3 weeks ago	 
2	Meghna Group	Active	9 months ago	9 months ago	 

Page 1, showing 2 records out of 2 total

# Asset Management Client User Guides

dropdown menu under Companies.

- From the Company list you can edit or delete your company.

### 3. Divisions: Divisions menu is responsible for creating company division like Management division, marketing division etc.

- To create a new company division please navigate to Divisions => New Division

The screenshot shows the 'Add New Division' form. On the left is a 'Client Panel' sidebar with a menu including Roles, Companies, Divisions (selected), New Division, Division List, Departments, and Units. The main header is green with 'Annanovas IT LTD' and a user profile 'Jahid Mahmud'. The form title is 'Add New Division'. Below it is a 'New Division Info' section with a 'Title' input field, an 'Active' checkbox (checked), and a 'Submit' button.

- After successfully created a division you can see your newly created division from the Division List dropdown menu under Divisions.

The screenshot shows the 'Divisions' list view. The sidebar and header are the same as the previous screenshot. The main content area is titled 'Divisions' and contains a 'Division List' section with a 'Title' input field and a 'Filter' button. Below this is a table with the following data:

SN.	Title	Status	Created At	Updated At	Actions
1	Management	Active	9 months ago	9 months ago	
2	Marketing	Active	9 months ago	9 months ago	

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

- From the Division List you can easily edit or delete your newly created division.

### 4. Departments: Departments menu is responsible for creating company department like HR department, marketing department etc.

- To create a new company Department please navigate to Departments => New Department dropdown

# Asset Management Client User Guides

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Add New Department**

New Department Info

Title

☐ Active

- After successfully created a department you can see your newly created department from the Department List dropdown menu under Departments.

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Departments**

Department List

Title

Filter

SN.	Title	Status	Created At	Updated At	Actions
1	HR	Active	9 months ago	9 months ago	
2	Marketing	Active	9 months ago	3 minutes ago	
3	Sales	Active	9 months ago	9 seconds ago	

Page 1, showing 3 records out of 3 total

- From the Department List you can easily edit or delete your newly created department.

## 5. Units: Units menu is responsible for creating company unit like Android, IOS, Web units etc.

- To create a new company Unit please navigate to Units => New Unit dropdown

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Add New Unit**

New Unit Info

Title

☐ Active

Submit

- After successfully created a unit you can see your newly created unit from the Unit List dropdown menu under Units.

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

New Unit

Unit List

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Annanos IT LTD

Jahid Mahmud

Units

Unit List

Title

Filter

SN.	Title	Status	Created At	Updated At	Actions
1	Android	Active	9 months ago	9 months ago	<div></div> <div></div>
2	Development	Active	9 months ago	1 minute ago	<div></div> <div></div>
3	Web	Active	9 months ago	9 months ago	<div></div> <div></div>

Page 1, showing 3 records out of 3 total

- From the Unit List you can easily edit or delete as well as change status of the newly created unit.

## 6. Designations: Designations menu is responsible for creating company designation like designer, developer, marketer etc.

- To create a new company Designation please navigate to Designations => New Designation dropdown

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

New Designation

Annanos IT LTD

Jahid Mahmud

Add New Designation

New Designation Info

Title

☒ Active

Submit

- After successfully created a designation you can see your newly created designation from the Designation List dropdown menu under Designations.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

New Designation

Designation List

Office Locations

Users

Asset Categories

Annanos IT LTD

Jahid Mahmud

Designations

Designation List

Title

Filter

SN.	Title	Status	Created At	Updated At	Actions
1	Designer	Inactive	9 months ago	9 months ago	<div></div> <div></div>
2	Developer	Active	9 months ago	9 months ago	<div></div> <div></div>

Page 1, showing 2 records out of 2 total

# Asset Management Client User Guides

- From the Designation List you can easily edit or delete as well as change status of the newly created designation.

## 7. Office Locations: Office Locations menu is responsible for creating company office location like Dhaka, Rajshahi, and Mirpur etc.

- To create a new company Office Location please navigate to Office Locations => New Office Location dropdown

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Add New Office Location**

New Office Location Info

Title

☐ Active

Submit

- After successfully created an office location you can see your newly created office location from the Office Location List dropdown menu under Office Locations.

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Office Locations**

Office Location List

Title

Filter

SN.	Title	Status	Created At	Updated At	Actions
1	Dhaka	Active	9 months ago	9 months ago	
2	Mirpur	Inactive	9 months ago	9 months ago	
3	Tangail	Active	9 months ago	9 months ago	

Page 1, showing 3 records out of 3 total

- From the Office Location List you can easily edit or delete as well as change status of the newly created office location.

## 8. Users: Users menu is responsible for creating company employer user account.

**NB: To create a user account at first full fill the above 1 – 7 steps (if you not have yet) otherwise you can't create any user.**

# Asset Management Client User Guides

- To create a new company employee user please navigate to Users => New User dropdown

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

New User

User List

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Annanovas IT LTD

Jahid Mahmud

Add New User

New User Info

Company

Choose an option

Division

Choose an option

Department

Choose an option

Unit

Choose an option

Office Location

Choose an option

Designation

Choose an option

Name

Email

Phone

Password

Confirm Password

Role

Choose an option

Active

☒

Submit

- To create a user at first creates a company, division, department, unit, office location, designation. If you want to assign custom role except admin role then you create also role first.
- After successfully create a user you can see your newly created employee user in the User List dropdown menu under Users.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

New User

User List

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Assets

Workflows

Assessment List

Pending For Approval

Annanovas IT LTD

Jahid Mahmud

Users

User List

Company

All

Division

All

Department

All

Unit

All

Office Location

All

Designation

All

Role

























All

Name

Email

Phone

Filter

SN.	Name	Company	Division	Department	Unit	Office Location	Designation	Role	Email	Phone	Active	Created At	Updated At	Actions
1	Abu Bakkar	Meghna Group	Marketing	Sales	Development	Dhaka	Developer	Custom	abubakarsiddiquea@annanovas.com	01682665194	Inactive	9 months ago	9 months ago	   
2	Apu	Akij Group	Management	HR	Development	Tangail	Developer	Custom	apu@annanovas.com	01746853921	Active	9 months ago	3 weeks ago	   
3	Kobir Hossain	Akij Group	Marketing	HR	Web	Dhaka	Developer	Custom	kobir.hossain@annanovas.com	01746853928	Active	9 months ago	2 days ago	   
4	Admin User	Meghna Group	Marketing	HR	Web	Dhaka	Developer	Admin Role	kobirph52@gmail.com	01746853928	Active	9 months ago	3 weeks ago	   
5	Kobir PH	Akij Group	Marketing	HR	Web	Tangail	Developer	Custom	kobirph52@gmail.com	01722387838	Active	9 months ago	9 months ago	   
6	Jahid Mahmud	Akij Group	Management	Sales	Web	Tangail	Developer	Admin Role	jahid.mahmud@annanovas.com	01746853921	Active	9 months ago	3 weeks ago	   

Page 1, showing 6 records out of 6 total



# Asset Management Client User Guides

- From the user list in the Actions column there are four icons (from top to bottom) which are responsible:
  - 1<sup>st</sup> icon (eye) for view the user details
  - 2<sup>nd</sup> (edit) for edit the user
  - 3<sup>rd</sup> (lock) for change the password
  - 4<sup>th</sup> for delete
- To do any action you must have permission for this task otherwise you can't.
- You can't delete your own account but uncertainly if deleted all user account you must have contact with software admin to create or update your account again.

## Actions



- From the user detail (eye icon) you can see the details of that specific user as well as you can see how many assets are assigned to that user.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

New User

User List

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Annovanos IT LTD

Jahid Mahmud

Details Info

Details

Name	Kobir Hossain
Email	kobir.hossain@annovanos.com
Phone	01746853928
Designation	Developer
Client	Annovanos IT LTD
Company	Akij Group
Office Location	Dhaka
Division	Marketing
Department	HR
Created At	9 months ago
Updated At	3 days ago

Assigned Assets List

SN.	Asset Title	Description	Status	Created At	Updated At
1	Singer Ac	Note	New	2 weeks ago	3 days ago

## 9. Asset Categories: Asset Categories menu is responsible for creating different type of asset category.

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

# Asset Management Client User Guides

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Add New Asset Category**

New Asset Category Info

Title

☐ Active

Submit

- After successfully create a category you can see your newly created category in the Category List dropdown menu under Asset Categories.

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Asset Categories**

Asset Category List

Title Type

Filter

SN.	Title	Type	Status	Created At	Updated At	Actions
1	Asset Category	Public	Active	9 months ago	3 weeks ago	
2	Electronics	Private	Active	9 months ago	1 minute ago	
3	Holiday	Public	Active	9 months ago	9 months ago	
4	Marketing	Private	Active	9 months ago	9 months ago	
5	Test Category	Private	Active	3 weeks ago	8 minutes ago	
6	Tour	Private	Active	9 months ago	1 minute ago	

Page 1 , showing 6 records out of 6 total

- From the above list you can see along the type column there are two options public and private.
- By default when you create a category it will be private and only for your own company that mean this category is only for you. You can edit or delete it.
- Your private category also views the application owner.
- The application supper admin can change your private type category to public for free to use other companies if he thought.
- If the category type is public then you can't edit/delete your category any more.

## 10. Asset SubCategories: Asset SubCategories menu is responsible for creating different type of asset sub category.

- To create a new company asset sub category please navigate to Asset SubCategories => New SubCategory

# Asset Management Client User Guides

**Client Panel** Annanovas IT LTD Jahid Mahmud

### Add New Asset SubCategory

New Asset SubCategory Info

**Category**  
Choose an option

**Title**

☒ Active

Submit

- After successfully create a sub category you can see your newly created sub category in the SubCategory List dropdown menu under Asset SubCategories





**Client Panel** Annanovas IT LTD Jahid Mahmud

### Asset SubCategories

Asset SubCategory List

**Category** All **Title** **Type** All

Filter

SN.	Category	Title	Type	Status	Created At	Updated At	Actions
1	Electronics	Akij Group	Public	Active	9 months ago	9 months ago	
2	Company	Akij Group	Private	Active	9 months ago	39 minutes ago	 
3	Asset Category	Asset Sub Category	Public	Active	9 months ago	3 weeks ago	
4	Test Category	Designer	Private	Inactive	9 months ago	3 weeks ago	 
5	Company	Holiday	Public	Active	9 months ago	9 months ago	
6	Test Category	New From Super Admin	Public	Active	9 months ago	3 weeks ago	
7	Holiday	Test	Public	Active	9 months ago	9 months ago	

Page 1, showing 7 records out of 7 total

- From the above list you can see along the type column there are two options public and private.
- By default when you create a sub category it will be private and only for your own company that mean this sub category is only for you. You can edit or delete it.
- Your private sub category also views the application owner.
- The application supper admin can change your private type sub category to public for free to use other companies if he thought.
- If the sub category type is public then you can't edit/delete your sub category any more.

## 11. Asset Stores: Asset Stores menu is responsible for creating different type of asset stores.

**NB: To create a new store you must have company office location first.**

- To create a new company asset store please navigate to Asset Stores => New Store

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Annanovas IT LTD

Jahid Mahmud

Add New Asset Store

New Asset Store Info

Office Location

Choose an option

Title

☒ Active

Submit

- Create a store you have to select an office location first.
- After successfully create a store you can see in your newly created store in the Store List dropdown menu under Asset Stores.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Annanovas IT LTD

Jahid Mahmud

Asset Stores

Asset Store List

Office Location

All

Title

Filter

SN.	Office Location	Title	Status	Created At	Updated At	Actions
1	Dhaka	Computer Store	Active	3 weeks ago	3 weeks ago	<div><div></div><div></div></div>
2	Dhaka	Laptop Store	Active	3 weeks ago	3 weeks ago	<div><div></div><div></div></div>
3	Tangail	Tangail Store	Active	3 weeks ago	3 weeks ago	<div><div></div><div></div></div>

Page 1 , showing 3 records out of 3 total

- From the Store List you can easily edit or delete as well as change status of the newly created store.

## 12. Asset Tags: Asset Tags menu is responsible for creating different type of company asset tags.

- To create a new company Asset Tag please navigate to Asset Tags => New Tag dropdown

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Annanovas IT LTD

Jahid Mahmud

Add New Asset Tag

New Asset Tag Info

Title

☒ Active

Submit

# Asset Management Client User Guides

- After successfully created an asset tag you can see in your newly created tag from the Tag List dropdown menu under Asset Tags.

The screenshot shows the 'Asset Tags' page in the Annanovas IT LTD client panel. On the left is a dark sidebar with a 'Client Panel' header and a menu containing: Roles, Companies, Divisions, Departments, Units, Designations, Office Locations, Users, Asset Categories, and Asset SubCategories. The main content area has a green header bar with the company name and a user profile for 'Jahid Mahmud'. Below this is a section titled 'Asset Tags' containing an 'Asset Tag List' form with a 'Title' input field and a 'Filter' button. A table below the form lists two asset tags. The table has columns for SN., Title, Status, Created At, Updated At, and Actions. The first row shows SN. 1, Title 'Asset Tag', Status 'Active', Created At '9 months ago', Updated At '3 weeks ago', and Actions with edit and delete icons. The second row shows SN. 2, Title 'Title', Status 'Active', Created At '9 months ago', Updated At '3 weeks ago', and similar Actions. At the bottom right of the table, it says 'Page 1, showing 2 records out of 2 total'.

SN.	Title	Status	Created At	Updated At	Actions
1	Asset Tag	Active	9 months ago	3 weeks ago	
2	Title	Active	9 months ago	3 weeks ago	

- From the Tag List you can easily edit or delete as well as change status of the newly created asset tags.

## 13. Asset Brands: Asset Brands menu is responsible for creating different type of asset brand name.

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

The screenshot shows the 'Add New Asset Brand' page in the Annanovas IT LTD client panel. The sidebar is the same as in the previous screenshot. The main content area has a green header bar with the company name and user profile. Below this is a section titled 'Add New Asset Brand' containing a 'New Asset Brand Info' form. The form has a 'Title' input field, a checked 'Active' checkbox, and a 'Submit' button.

- After successfully created an asset brand you can see in your newly created brand from the Brand List dropdown menu under Asset Brands.
- From the below list you can see along the type column there are two options public and private.
- By default when you create a brand it will be private and only for your own company that mean this brand is only for you. You can edit or delete it.
- Your private type brand also views the application owner.

# Asset Management Client User Guides

**Client Panel**

- Roles
- Companies
- Divisions
- Departments
- Units
- Designations
- Office Locations
- Users
- Asset Categories
- Asset SubCategories
- Asset Stores

**Annanovas IT LTD**
Jahid Mahmud

**Asset Brands**

Asset Brand List

Title
Type

All

Filter

SN.	Title	Type	Status	Created At	Updated At	Actions
1	ACI	Public	Inactive	9 months ago	9 months ago	
2	Private Brand	Private	Active	3 weeks ago	13 minutes ago	<div> <div></div> <div></div> </div>
3	Public Brand	Public	Active	9 months ago	9 months ago	
4	Test Brand	Public	Inactive	9 months ago	9 months ago	

Page 1 , showing 4 records out of 4 total

- The application super admin can change your private type brand to public for free to use other companies if he thought.
- If the brand type is public then you can't edit/delete your brand any more.

## 14. Asset Services: Asset Services menu is responsible for creating different type of asset service.

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

**Client Panel**

- Roles
- Companies
- Divisions
- Departments
- Units
- Designations
- Office Locations

**Annanovas IT LTD**
Jahid Mahmud

**Add New Asset Service**

New Asset Service Info

Title

☒ Active

Submit

- After successfully created an asset service you can see in your newly created service from the Service List dropdown menu under Asset Services.

**Client Panel**

- Roles
- Companies
- Divisions
- Departments
- Units
- Designations
- Office Locations
- Users
- Asset Categories
- Asset SubCategories
- Asset Stores

**Annanovas IT LTD**
Jahid Mahmud

**Asset Services**

Asset Service List

Title
Type

All

Filter

SN.	Title	Type	Status	Created At	Updated At	Actions
1	Computer	Public	Active	9 months ago	9 months ago	
2	Private Service	Private	Active	9 months ago	3 weeks ago	<div> <div></div> <div></div> </div>
3	Public Service	Public	Active	9 months ago	9 months ago	

Page 1 , showing 3 records out of 3 total

# Asset Management Client User Guides

- From the above list you can see along the type column there are two options public and private.
- By default when you create a service it will be private and only for your own company that mean this service is only for you. You can edit or delete it.
- Your private type service also views the application owner.
- The application supper admin can change your private type service to public for free to use other companies if he thought.
- If the service type is public then you can't edit/delete your service any more.



## 15. Asset Accessories: Asset Accessories menu is responsible for creating different type of asset accessory.

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

The screenshot shows the 'Add New Asset Accessory' form. On the left is a 'Client Panel' sidebar with a menu: Roles, Companies, Divisions, Departments, Units, Designations, Office Locations. The main header is green with 'Annanovas IT LTD' and a user profile 'Jahid Mahmud'. The form title is 'Add New Asset Accessory'. Below it is a section 'New Asset Accessory Info' with a 'Title' input field, a checked 'Active' checkbox, and a 'Submit' button.

- After successfully created an asset accessory you can see in your newly created accessory from the Accessory List dropdown menu under Accessories.

The screenshot shows the 'Asset Accessories' list. The sidebar and header are the same as the previous screenshot. The main content area is titled 'Asset Accessories' and contains an 'Asset Accessory List' section. It has search filters for 'Title' and 'Type' (set to 'All'), and a 'Filter' button. Below is a table with 4 records. The 'Type' column has 'Public' and 'Private' options. The 'Status' column has 'Active' options. The 'Actions' column has edit and delete icons. The second record, 'Private Accessory', is highlighted with an orange box. The 'Public' button in the 'Type' column and the 'Active' button in the 'Status' column are also highlighted with green boxes. The footer shows 'Page 1, showing 4 records out of 4 total'.

SN.	Title	Type	Status	Created At	Updated At	Actions
1	CPU	Public	Active	9 months ago	9 months ago	
2	Private Accessory	Private	Active	3 weeks ago	3 weeks ago	 
3	Public Accessory	Public	Active	9 months ago	9 months ago	
4	RAM	Public	Active	9 months ago	9 months ago	

- From the above list you can see along the type column there are two options public and private.
- By default when you create an accessory it will be private and only for your own company that mean this accessory is only for you. You can edit or delete it.
- Your private type accessory also views the application owner.

# Asset Management Client User Guides

- The application supper admin can change your private type accessory to public for free to use other companies if he thought.
- If the accessory type is public then you can't edit/delete your accessory any more.

## 16. Workflows: **Workflows menu is responsible for creating different type of asset workflows.**

- Asset workflow is very important feature for asset management application. When an asset has any defect in run time, it needs to be repair to re-use it. For repairing this defected asset, it needs permission from boss or other senior officer. This option is responsible for that purposes. When enlist an asset you have to assign a workflow / select a workflow for which user will permit when this asset is defect.
- To create a new workflow please navigate to Workflows => New Workflow

Client Panel

≡

Annanovas IT LTD

Jahid Mahmud

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Add New Workflow

New Workflow Info

Title

Description

☒ Active

Submit

- After successfully created an asset workflow you can see in your newly created workflow from the Workflow List dropdown menu under Workflows.

Client Panel

≡

Annanovas IT LTD

Jahid Mahmud

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Workflows

Workflow List

Title

Filter

SN.	Title	Description	Status	Created At	Updated At	Actions
1	New Workflow	New workflow one	Active	3 weeks ago	1 minute ago	<div><div></div><div></div><div></div></div>
2	Work Flow Four	Work Flow Four	Active	8 months ago	1 week ago	<div><div></div><div></div><div></div></div>
3	Work Flow One	Description	Active	8 months ago	4 weeks ago	<div><div></div><div></div><div></div></div>
4	Work Flow Three	Work Flow Three	Active	8 months ago	4 weeks ago	<div><div></div><div></div><div></div></div>
5	Work Flow Two	Work Flow Two	Active	9 months ago	4 weeks ago	<div><div></div><div></div><div></div></div>

Page 1 , showing 5 records out of 5 total



# Asset Management Client User Guides

From the above list you can see along in the actions column there are three options (icons) 1<sup>st</sup> icon responsible for edit the existing workflow, 3<sup>rd</sup> icon is responsible for delete and finally the 2<sup>nd</sup> (marked) is responsible for create workflow process.

- Workflow Process is that where you can add how many process steps is responsible for this workflow. If you click the middle icon then you can see

**Client Panel** Annanovas IT LTD Jahid Mahmud

### Workflow Processes

Workflow Info

ID	Title	Description	Status	Created At	Updated At
5	Work Flow One	Description	Active	8 months ago	4 weeks ago

New Process Info

Title

Order




Type

Description

Action For Not Complete (Rejected)

☒ Active

Process List

ID	Title	Type	Action For Not Complete(Rejected)	Order	Description	Users	Status	Created At	Updated At	Actions
18	Process Step 1	Any one user can approve	Return to previous step if not complete	1	Description		Active	45 seconds ago	45 seconds ago	  

- From the above figure you can see that there are different type of input fields where title for process title. In the **Type** select box you can see Tree different options  
1<sup>st</sup> => 'Any one user can approve',  
2<sup>nd</sup> => 'All of the user must approve',  
3<sup>rd</sup> => 'Minimum no. of user can approve'
- 1<sup>st</sup> => 'Any one user can approve':** This mean the current process is approved by which how many users. Suppose the current process have three users (we show next how to assign user in this current process) then if you select this option then when any user can approve then the process is end and new process in start if have.
- 2<sup>nd</sup> => 'All of the user must approve':** This mean the current process will be end or go to the next step (if have) when the all of assign user will approve.
- 3<sup>rd</sup> => 'Minimum no. of user can approve':** If you select this option then another field is appear where you input minimum number of users is required. Suppose you assign three users and you select 3<sup>rd</sup> option and input 2 then if two users are approved among the three users then process go to the next step.

**Action for Not Complete (Rejected):** If any one of above three type is not fulfilled then which action will be done you can defined by this select box. It also three options:

# Asset Management Client User Guides

1<sup>st</sup> => 'Return to previous step if not complete',

2<sup>nd</sup> => 'Proceed to next step',

3<sup>rd</sup> => 'Stop'

- **1<sup>st</sup> => 'Return to previous step if not complete':** This mean if any option of Type field is not complete and if you select in conjunction with **'Return to previous step if not complete'** then process return to previous step.
- **2<sup>nd</sup> => 'Proceed to next step':** This mean if any option of Type field is not complete and if you select in conjunction with **'Proceed to next step'** then process go to next step.
- **3<sup>rd</sup> => 'Stop':** If you select this option in conjunction with Type option the whole process will be stopped.
- There another input field is **order** responsible for which process is start after first one. Order should be positive integer number like 1, 2, 3...
- In the bottom you can see your entire process list. You can add multiple processes which you need. In the list actions column you can see a mark user's icon which is responsible for assign process user. If you click the icon then

**Client Panel** Annanovas IT LTD Jahid Mahmud

**Process Users**

Workflow List

ID	Title	Description	Status	Created At	Updated At
5	Work Flow One	Description	Active	8 months ago	4 weeks ago

Process Info

ID: 1

User: **Jahid Mahmud** (selected)  
Kobir PH  
Admin User  
Apu

Description:

Submit

Process User List

ID	User	Description	Created At	Updated At	
34	Kobir Hossain	Description	45 seconds ago	45 seconds ago	

This page is appearing where a select input option, where all of company users / employers list are shown.

- From here you can assign your required users.
- You can also remove user from here.
- Another Important notice is that when an asset requested for repairing by any permitted vendor then you cannot edit or remove corresponding workflow and a warning is appear in the top of that workflow like the following image billow

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

New Workflow

Workflow List

Assets

Pending For Approval

Approval List

Rejected List

Assessment List

Vendor Enlistments

Annarnovas IT LTD

Jahid Mahmud

Workflow Processes

Workflow Info

Warning!

This Workflow may be currently assign in assessment. So you can't edit now.

ID	Title	Description	Status	Created At	Updated At
6	New Workflow	New workflow one	Active	3 weeks ago	10 minutes ago

New Process Info

Title

Type

Choose an option

Action For Not Complete (Rejected)

Choose an option

Order

Description

Active

Submit

Process List

ID	Title	Type	Action For Not Complete(Rejected)	Order	Description	Users	Status	Created At	Updated At	Actions
14	Process Step One	Minimum no. of user can approve Minimum No Of User: 2	Proceed to next step	1	Description	Kobir PH Jahid Mahmud Kobir Hossain	Active	3 weeks ago	3 weeks ago	<div><div></div><div></div><div></div></div>
15	Process Step Two	Any one user can approve	Return to previous step if not complete	2	Description	Jahid Mahmud Admin User Apu	Active	3 weeks ago	3 weeks ago	<div><div></div><div></div><div></div></div>
16	Process Step Three	All of the user must approve	Stop	3	Description	Jahid Mahmud Admin User	Active	3 weeks ago	3 weeks ago	<div><div></div><div></div><div></div></div>

## 17. Assets: Assets menu is responsible for creating different type of assets.

**NB: To enlist an asset you must have full field 1-16 steps first otherwise there an error will be occurred.**

- The center feature of our asset management application is asset enlistment. If you completed above 1-16 tasks/ guides then you are ready to listing your company assets into our application.
- To create a new company asset please navigate to Assets => New asset

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

New Asset

Asset List

Asset Archives

Pending For Approval

Approval List

Rejected List

Assessment List

Vendor Enlistments

Annannovas IT LTD

Jahid Mahmud

Add New Asset

New Asset Info

Title

Category

Choose an option

Subcategory

Choose an option

Brand

Choose an option

Model

Specification

Supplier Name

O&M Vendor Name

Purchase Date

Installation Date

Guarantee

N/A

Company

Choose an option

Division

Choose an option

Department

Choose an option

Unit

Choose an option

Office Location

Choose an option

Asset Store

Choose an option

Status

Choose an option

Tag

Choose an option

Service

Choose an option

Accessory

Choose an option

Image

Choose File No file chosen

Workflow

Choose an option

Note

Submit

- After successfully created an asset you can see in your newly created asset from the Asset List dropdown menu under Assets.

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

New Asset

Asset List

Asset Archives

Pending For Approval

Approval List

Rejected List

Assessment List

Vendor Enlistments

Annanovas IT LTD

Jahid Mahmud

Assets

Asset List

Title

Workflow

Category

Subcategory

Brand

Model

Supplier

Purchase Date From

Purchase Date To

Installation Date From

Installation Date To

Guarantee

Company

Division

Department

Unit

Office Location

Asset Store

Status

Tag

Service

Accessory

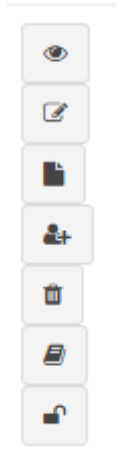
Filter

SN.	Title	Asset Location	Workflow	Category	Subcategory	Brand	Model	Supplier	Purchase Date	Installation Date	Guarantee	Company	Division	Dep
1	Singer Ac	Kobir Hossain User	Work Flow Four	Test Category	New From Super Admin	Public Brand	singer234	Apu	2019-09-18	2019-09-24	N/A	Meghna Group	Marketing	HR
2	Computer Keyboard	Dhaka Store	Work Flow One	Asset Category	Asset Sub Category	Private Brand	A4tech	Apu	2019-09-25	2019-09-25	N/A	Akij Group	Management	HR
3	Dell Computer	Tangail Store	New Workflow	Asset Category	Asset Sub Category	Private Brand	dell 1413	Apu	2019-09-04	2019-09-10	N/A	Akij Group	Management	HR
4	Asset Title 8	Dhaka Store	New Workflow	Asset Category	Asset Sub Category	Private Brand	New Asset 12	Apu	2019-09-05	2019-09-20	N/A	Akij Group	Management	HR
5	Asset Title 7	Dhaka Store	Work Flow Three	Asset Category	Asset Sub Category	Private Brand	Singer AC-12	Kobir	2019-09-04	2019-09-11	N/A		Management	HR
6	Asset Title 6	Dhaka Store	New Workflow	Asset Category	Asset Sub Category	Public Brand	HP Laptop 14	Apu	2019-09-09	2019-09-16	N/A	Akij Group	Management	HR
7	Asset Title 4	Jahid Mahmud User	Work Flow Three	Holiday	Test	Public Brand	Model 67	Jahid	2019-01-24	2019-01-25	N/A	Akij Group	Management	Sale
8	Asset Title 2	Tangail Store	Work Flow Two	Asset Category	Asset Sub Category	Public Brand	Samsang 121	Jahid Mahmud	2018-12-28	2018-12-31	N/A	Akij Group	Management	HR

Page 1 , showing 8 records out of 8 total

# Asset Management Client User Guides

- From the above asset list there are lots of options along the actions column. From top to bottom
  - 1<sup>st</sup> icon(eye) for view the asset details
  - 2<sup>nd</sup> (edit) for edit the asset
  - 3<sup>rd</sup> (file) for asset file attachment
  - 4<sup>th</sup> (user plus) for asset assign to user
  - 5<sup>th</sup> (trash) for delete
  - 6<sup>th</sup> (book) all logs of that asset
  - 7<sup>th</sup> (lock) for asset permission for vendor
- To do any action you must have permission for this task otherwise you can't.



- 1<sup>st</sup> icon (eye):** By clicking this icon you can see all details of this asset.
- 2<sup>nd</sup> (edit):** By clicking this icon you can edit the asset data. Also move this asset to archive list.
- 3<sup>rd</sup> (file):** By clicking this icon you can add different type of attachment file.

**Client Panel**

- Roles
- Companies
- Divisions
- Departments
- Units
- Designations
- Office Locations
- Users
- Asset Categories
- Asset SubCategories
- Asset Stores
- Asset Tags
- Asset Brands
- Asset Services
- Asset Accessories
- Workflows
- Assets

**Annannovas IT LTD**
Jahid Mahmud

### Attach File

**Asset Info**

ID	Title	Company	Office Location	Store	Status	Created At	Updated At
10	Computer Keyboard	Akij Group	Dhaka	Computer Store	Active	2 weeks ago	1 week ago

**Attach File**

**Title**

**File**

Choose File No file chosen

**Note**

Submit

**Attachment List**

SN.	Title	Note	Uploaded By	Created At	Updated At	Actions
1	Title	note	Jahid Mahmud	1 week ago	1 week ago	<div></div>

From above you can see all of attachment list. You can view attachment by clicking title or you can also remove any previously attached file.

- 4<sup>th</sup> (user plus):** By clicking this icon you can assign asset to a user if it available in the store room. If the asset is assigned to a user can't assign anymore unless it return to store. You can assign user according to asset store location.

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

≡

Annanovas IT LTD

Jahid Mahmud

Assign Asset to User

Asset Info

ID	Title	Company	Office Location	Store	Status	Created At	Updated At
10	Computer Keyboard	Akij Group	Dhaka	Computer Store	Active	2 weeks ago	1 week ago

Assign User

Users

Choose an option

Assign Note

Submit

When an asset is assigned to a user the user can see it from his/her profile details.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

≡

Annanovas IT LTD

Jahid Mahmud

Details Info

Details

Name	Jahid Mahmud
Email	jahid.mahmud@annanovas.com
Phone	01746853921
Designation	Developer
Client	Annanovas IT LTD
Company	Akij Group
Office Location	Tangail
Division	Management
Department	Sales
Created At	9 months ago
Updated At	3 weeks ago

Assigned Assets List

SN.	Asset Title	Description	Status	Created At	Updated At	Action
1	Asset Title 4		Accepted	9 months ago	2 weeks ago	<div></div>
2	Dell Computer		New	3 weeks ago	5 seconds ago	<div><div></div><div></div></div>

From the profile details asset assigned to you. From the status column you can see which asset is newly assigned. If the asset is newly assigned then you can accept or reject it. If you reject any asset then you must have insert a note why you reject it.

If you accept asset previous then you can return it to store any time then it preview by the administrator why you return that asset.

# Asset Management Client User Guides

- e. **5<sup>th</sup> (trash):** By clicking this icon you can delete this asset.
- f. **6<sup>th</sup> (book):** By clicking this icon you can see all logs of that asset

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

Pending For Approval

Approval List

Rejected List

Assessment List

Vendor Enlistments

Annarnovas IT LTD

Jahid Mahmud

Asset Log Information

Asset Info

ID	Title	Company	Office Location	Store	Status	Created At	Updated At
10	Computer Keyboard	Akij Group	Dhaka	Computer Store	Active	2 weeks ago	1 week ago

All logs

CREATED

ACTION BY: JAHID MAHMUD  
INITIAL STORE: TANGAIL STORE  
NOTE: Note

05:04:31 am / 25-Sep-2019

UPDATED

ACTION BY: JAHID MAHMUD  
INITIAL STORE: TANGAIL STORE  
NOTE:

05:19:52 am / 25-Sep-2019

ASSIGNED

ACTION BY: JAHID MAHMUD  
ASSIGN USER: JAHID MAHMUD  
NOTE: Assign Note

06:13:34 am / 25-Sep-2019

USER ACCEPT

ACTION BY: JAHID MAHMUD  
INITIAL STORE: TANGAIL STORE  
NOTE: Rejection Note From jahid

06:44:48 am / 25-Sep-2019

USER REJECT

ACTION BY: JAHID MAHMUD  
RETURN STORE: TANGAIL STORE  
NOTE:

09:23:21 am / 25-Sep-2019

USER RETURN

ACTION BY: JAHID MAHMUD  
RETURN STORE: TANGAIL STORE  
NOTE: Rejection Note

09:23:57 am / 25-Sep-2019

STORE MOVED

ACTION BY: JAHID MAHMUD  
FROM: TANGAIL STORE (TANGAIL)  
TO: COMPUTER STORE (DHAKA)  
NOTE: Lorem ipsum, or ipsum as it is sometimes known

12:22:18 pm / 25-Sep-2019

ADMIN RETURN ACCEPT

ACTION BY: JAHID MAHMUD  
RETURN STORE: TANGAIL STORE  
NOTE:

09:23:21 am / 25-Sep-2019

ADMIN RETURN REJECT

ACTION BY: JAHID MAHMUD  
ASSIGN USER: JAHID MAHMUD  
NOTE: Rejection Note

09:23:57 am / 25-Sep-2019

ARCHIVED

ACTION BY: JAHID MAHMUD  
NOTE:

09:23:21 am / 25-Sep-2019

DELETED

ACTION BY: JAHID MAHMUD  
NOTE: Rejection Note

09:23:57 am / 25-Sep-2019

ATTACHED FILE

ACTION BY: JAHID MAHMUD  
NOTE: Note

12:43:43 pm / 30-Sep-2019

ATTACHED FILE

ACTION BY: JAHID MAHMUD  
NOTE: Note Image

12:49:01 pm / 30-Sep-2019

ATTACHMENT DELETE

ACTION BY: JAHID MAHMUD  
NOTE: The File "Computer Store" has been Deleted

08:31:45 am / 01-Oct-2019

ATTACHED FILE

ACTION BY: JAHID MAHMUD  
NOTE: note

08:40:52 am / 01-Oct-2019



# Asset Management Client User Guides

g. 7th (**lock**): By clicking this icon you can permission to the vendor which your company enlisted (how to enlist a vendor we show next) for asset permission.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Annannovas IT LTD

Jahid Mahmud

Permission Asset to Vendor

Asset Info

ID	Title	Company	Office Location	Store	Status	Created At	Updated At
10	Computer Keyboard	Akij Group	Dhaka	Computer Store	Active	2 weeks ago	1 week ago

Assign Vendor

Vendor Lists

☐ Select All ☐ Select Revert

☐ Smart Computer Accessories

Submit

Permitted Vendor List

SN.	Name	Expire Date	Created At	Updated At	Actions
1	Computer City	N/A	1 week ago	1 week ago	<div><div></div><div></div></div>
2	Computer Source	N/A	1 week ago	1 week ago	<div><div></div><div></div></div>

All enlisted vendors are shown in here then you can permission this asset to the vendor which you want. You can permit asset to multiple vendors at a time. You can remove previous vendor permission. By default there are no expire date. You can also set specific time.

## 18. Pending For Approval: Pending For Approval is responsible for viewing asset approval pending list.

- When your enlisted vendor creates an assessment (asset repairing request) then you can see your pending list (remember you will only see that pending list if the asset is permitted by you i.e. your name must have that asset workflow)

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Annannovas IT LTD

Jahid Mahmud

Pending For Approvals

Pending For Approval List

Workflow

Asset

Vendor

Submit Date From

Submit Date To

Cost

Type

All

Filter

SN.	Workflow	Asset	Process	Vendor	Required Days	Submit Date	Cost	Note	Type	Status	Created At	Updated At	Actions
1	Work Flow Two	Asset Title 2	Step 1	Imtiaz Uddin	7	2019-10-15	1200		New	Active	4 minutes ago	4 minutes ago	<div><div></div></div>

Page 1, showing 1 records out of 1 total

# Asset Management Client User Guides

- From the above pending for approval list you see all details of that assessment like which enlist vendor request it, which workflow responsible for it which process currently running etcetera. By clicking the eye icon you can approve or reject the pending assessment.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Annanovas IT LTD

Jahid Mahmud

Approval or Reject Assessment

Assessment Info

ID	Asset	Workflow	Process	Vendor	Required Days	Submit Date	Cost	Note	Type	Status	Accessories	Services	Created At	Updated At
67	Asset Title 2	Work Flow Two	Step 1	Imtiaz Uddin	7	2019-10-15	1200		New	In-progress	CPU Public Accessory	Computer	5 minutes ago	5 minutes ago

Assessment Timeline

Approval or Rejected Note

Note

Approved Rejected

- You can also view details from here as well as see assessment timeline too.
- After writing approval or rejection note you can approved or rejected it.
- If you approved it then you see your all approved list from the Approval List menu.
- If you Rejected it then you see your all rejected list from the Rejected List menu.

## 19. Approval List: Approval List menu is responsible for viewing all assessment approval lists.

- By clicking this menu you can see all your approval assessment lists.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

Annanovas IT LTD

Jahid Mahmud

Approvals

Approval List

Workflow

Asset

Vendor

Submit Date From

Submit Date To

Cost

Type

Filter

SN.	Workflow	Asset	Process	Vendor	Required Days	Submit Date	Cost	Note	Approve Note	Type	Created At	Updated At
1	New Workflow	Asset Title 6	Process Step Three	Imtiaz Uddin	10	2019-09-17	2000	Note Goes Here		New	5 days ago	5 days ago
2	Work Flow Two	Asset Title 2	Step 3	Imtiaz Uddin	10	2019-10-09	500	This is 9 October note		New	5 days ago	5 days ago
3	Work Flow Two	Asset Title 2	Step 3	Imtiaz Uddin	10	2019-10-09	500	This is 9 October note	Approval	New	5 days ago	5 days ago
4	Work Flow Four	Singer Ac	Work Flow Four Process Two	Imtiaz Uddin	5	2019-10-09	500	01722987837	Approval	New	5 days ago	5 days ago
5	New Workflow	Asset Title 6	Process Step Three	Imtiaz Uddin	10	2019-09-17	2000	Note		New	5 days ago	5 days ago
6	New Workflow	Asset Title 6	Process Step Three	Imtiaz Uddin	10	2019-09-17	2000	Note		New	5 days ago	5 days ago
7	Work Flow	Singer	Work Flow Four	Imtiaz	7	2019-10-	2000		Approval	Renew	5 days	5 days

# Asset Management Client User Guides

- From list you can see all approval list.

## 20. Rejected List: Rejected List menu is responsible for viewing all assessment rejected lists.

- By clicking this menu you can see all your rejected assessment lists.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

Pending For Approval

Annanovas IT LTD

Jahid Mahmud

Rejects

Reject List

Workflow

Asset

Vendor

Submit Date From

Submit Date To

Cost

All

All

All

Type

All

Filter

SN.	Workflow	Asset	Process	Vendor	Required Days	Submit Date	Cost	Note	Reject Note	Type	Created At	Updated At
1	Work Flow Two	Asset Title 2	Step 3	Imtiaz Uddin	8	2019-10-05	2000	Note		New	1 week ago	1 week ago
2	Work Flow Two	Asset Title 2	Step 3	Imtiaz Uddin	20		12500	test	Reject	Renew	8 months ago	8 months ago
3	Work Flow Two	Asset Title 2	Step 1	Imtiaz Uddin	20	2019-01-29	12500	Note	Assessment Info	Renew	8 months ago	8 months ago
4	Work Flow Two	Asset Title 2	Step 1	Imtiaz Uddin	20	2019-01-29	12500	Note	Reject	New	8 months ago	8 months ago
5	Work Flow Two	Asset Title 2	Step 3	Imtiaz Uddin	20		12500	test	Assessment	New	8 months ago	8 months ago
6	Work Flow Two	Asset Title 2	Step 3	Imtiaz Uddin	20	2019-01-29	12500	DSER	Reject Assessment	New	8 months ago	8 months ago

Page 1 , showing 6 records out of 6 total

- From list you can see all rejected lists.

## 21. Assessment List: Assessment List menu is responsible for viewing all assessment approval or rejected lists as well as which user approved it which user rejected it from the timeline.

- By clicking this menu you can see all your assessment lists.

# Asset Management Client User Guides

- From list you can see all approval or rejected lists.

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

Pending For Approval

Approval List

Rejected List

Assessment List

Annovanos IT LTD

Jahid Mahmud

Assessments

Assessment List

Workflow

Asset

Vendor

Submit Date From

Submit Date To

Cost

Status

All

Filter

SN.	Asset	Workflow	Vendor	Required Days	Submit Date	Cost	Note	Status	Created At	Updated At	Actions
1	Asset Title 2	Work Flow Two	Imtiaz Uddin	7	2019-10-15	1200		In-progress	10 minutes ago	10 minutes ago	
2	Asset Title 7	Work Flow Three	Imtiaz Uddin	5	2019-10-15	1500	Note	In-progress	19 minutes ago	18 minutes ago	
3	Asset Title 4	Work Flow Three	Imtiaz Uddin	10	2019-10-15	1500	Note	In-progress	27 minutes ago	27 minutes ago	
4	Singer Ac	Work Flow Four	Imtiaz Uddin	7	2019-10-09	500	Annovanos IT LTD	Reject	5 days ago	5 days ago	
5	Singer Ac	Work Flow Four	Imtiaz Uddin	10	2019-10-09	500	Required Days	Reject	5 days ago	5 days ago	
6	Singer Ac	Work Flow Four	Imtiaz Uddin	5	2019-10-09	500	01722987837	Approved	5 days ago	5 days ago	
7	Singer Ac	Work Flow Four	Imtiaz Uddin	10	2019-10-09	5000	Annovanos IT LTD ac	Reject	5 days ago	5 days ago	
8	Singer Ac	Work Flow Four	Imtiaz Uddin	5	2019-10-09	500	This is 9 October note for singer ac	Reject	6 days ago	5 days ago	
9	Asset Title 2	Work Flow Two	Imtiaz Uddin	10	2019-10-09	500	This is 9 October note	Approved	6 days ago	5 days ago	

- Now if you click the action link icon then you can see all details in the timeline.
- From the timeline table you see all details.

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

Pending For Approval

Approval List

Rejected List

Assessment List

Vendor Enlistments

Annannovas IT LTD

Jahid Mahmud

Assessment Timeline

Assessment Info

ID	Asset	Workflow	Vendor	Required Days	Submit Date	Cost	Note	Status	Created At	Updated At
21	Singer Ac	Work Flow Four	Imtiaz Uddin	5	2019-10-09	500	01722987837	Approved	5 days ago	5 days ago

09 Oct 2019

Action Required

Any one user can approve

User Responsible for Approval

Kobir Hossain

Action For Not Complete(Rejected)

Return to previous step if not complete

Jahid Mahmud

Approved

5 days ago

Approval

09 Oct 2019

Action Required

Any one user can approve

User Responsible for Approval

Kobir Hossain

Kobir PH

Action For Not Complete(Rejected)

Return to previous step if not complete

Kobir Hossain

Approved

5 days ago

Approval

## 23. Vendor Enlistments: Vendor Enlistments menu is responsible for enlisting new vendor to repairing client defected assets.

- To create a new vendor enlistment please navigate to Vendor Enlistments => New Enlistment

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Annannovas IT LTD

Jahid Mahmud

Vendors

Vendors List

Name

Email

Phone

Address

Filter

SN.	Name	Email	Phone	Address	Status	Created At	Updated At	Actions
1	Dolphin Computers Limited	dolphin.computer@gmail.com	01746853923	Islamic Development Bank (IDB)	Active	1 week ago	1 week ago	+
2	Srishty IT	srishty@gmail.com	01746853924	123/5 BCS Computer City, IDB Bhaban, Agargaon, Dhaka 1207	Active	1 week ago	1 week ago	+

Page 1 , showing 2 records out of 2 total

# Asset Management Client User Guides

- Then you can see all Vendor list who registered by the application owner (Supper Admin).
- If you enlistment a vendor previously then can't see this list.
- To add or enlist click the plus icon marked above then a new page is opened

Client Panel

≡

Annanovas IT LTD

Jahid Mahmud

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

New Vendor Enlistment

Vendor Info

ID	Name	Email	Phone	Address	Status	Created At	Updated At
4	Dolphin Computers Limited	dolphin.computer@gmail.com	01746853923	Islamic Development Bank (IDB)	Active	1 week ago	1 week ago

Enlistment Details

Enlistment Date

2019-10-15

Enlistment End Date

Note

Submit

- After successfully create a new enlistment then you can see all enlisted vendor lists.

Client Panel

≡

Annanovas IT LTD

Jahid Mahmud

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

Pending For Approval

Approval List

Rejected List

Assessment List

Vendor Enlistments

Vendors Enlistment List

Vendor

All

Filter

SN.	Vendor	Email	Phone	Address	Enlistment Date	Enlistment End Date	Attachment	Asset Permission	Status	Created At	Updated At	Actions
1	Computer Source	vendor.name@gmail.com	01746853928	Shop # 201-204, Orchid Plaza (2nd Floor), Road # 28 (old, Mirpur Rd, Dhaka 1205			1	No Asset	Inactive	1 week ago	1 week ago	<div><div></div><div></div><div></div><div></div><div></div></div>
2	Smart Computer Accessories	smart@gmail.com	01746853922	Stationery store in Dhaka, Bangladesh			0	No Asset	Active	1 week ago	1 week ago	<div><div></div><div></div><div></div><div></div><div></div></div>
3	Computer City	vendor@gmail.com	01746853921	Rokeya Sarani, Agargaon; 1207 Dhaka, Bangladesh.			0	All Asset	Active	1 week ago	1 week ago	<div><div></div><div></div><div></div><div></div><div></div></div>

Page 1, showing 3 records out of 3 total

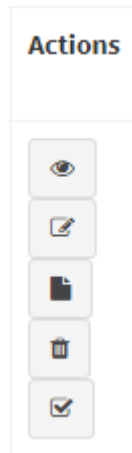
# Asset Management Client User Guides

- From the above asset list there are lots of options along the actions column. From top to bottom
  - 1<sup>st</sup> icon(eye) for view the details
  - 2<sup>nd</sup> (edit) for edit the enlistment
  - 3<sup>rd</sup> (file) for file attachment
  - 4<sup>th</sup> (trash) for delete
  - 5<sup>th</sup> (square check) for asset permission type

To do any action you must have permission for this task otherwise you can't.

View edit and delete as usual process so we can't describe here.

- For Attached any file click to the 3<sup>rd</sup> (file icon) then you can see



Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Asset Stores

Asset Tags

Asset Brands

Asset Services

Asset Accessories

Workflows

Assets

Pending For Approval 1

Annannovas IT LTD

Jahid Mahmud

Attach File

Vendor Enlistment Info

ID	Name	Email	Phone	Address	Status	Created At	Updated At
4	Computer Source	vendor.name@gmail.com	01746853928	Shop # 201-204, Orchid Plaza (2nd Floor), Road # 28 (old, Mirpur Rd, Dhaka 1205	Active	1 week ago	25 seconds ago

Attach File

Title

File

Choose File No file chosen

Note

Submit

Attachment List

SN.	Title	Note	Uploaded By	Created At	Updated At	Actions
1	<a href="#">Attach File Title</a>	Attach File Title	Jahid Mahmud	1 week ago	1 week ago	<div></div>

- From here you can attach file, title, and note.
- You can also see all attachment from Attachment List bellow.
- You can view attachment details by clicking title link.
- You delete previously attachment by clicking delete icon too.
- By clicking the 5<sup>th</sup> (square check) icon you can attach vendor asset permission type

# Asset Management Client User Guides

Client Panel

Roles

Companies

Divisions

Departments

Units

Designations

Office Locations

Users

Asset Categories

Asset SubCategories

Annanovas IT LTD

Jahid Mahmud

Attach File

Vendor Enlistment Info

ID	Name	Email	Phone	Address	Status	Created At	Updated At
4	Computer Source	vendor.name@gmail.com	01746853928	Shop # 201-204, Orchid Plaza (2nd Floor), Road # 28 (old, Mirpur Rd, Dhaka 1205	Active	1 week ago	1 minute ago

Asset Permission

Permission Type

No Asset

Submit

- There mainly three types of permission..
  - a) 1<sup>st</sup> => No Asset
  - b) 2<sup>nd</sup> => All Assets
  - c) 3<sup>rd</sup> => Exclusively Some Assets
- 1<sup>st</sup> => '**No Asset**': If select this option this vendor can't access any assets.
- 2<sup>nd</sup> => '**All Assets**': If select this option this vendor can access any assets.
- 3<sup>rd</sup> => '**Exclusively Some Assets** ': If select this option this vendor can access some assets which permitted in the assets list.
- **Note:** if the vendor status is inactive then vendor can't access any asset too.