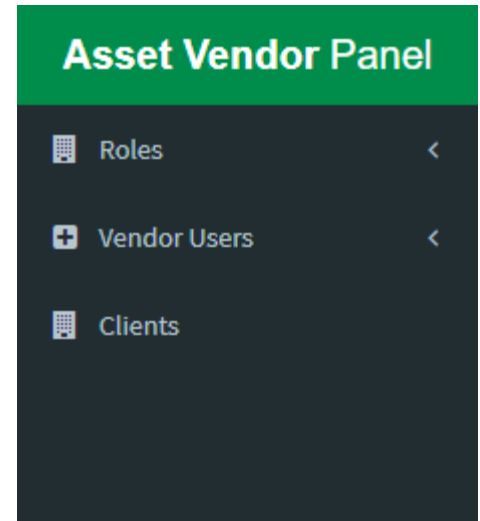


Asset Management Vendor User Guides

Welcome To Asset Management System

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

1. Roles
2. Vendor Users
3. Clients



Asset Management Vendor 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 of any vendor.



In the menu lists the first option is **Roles**. By default when a vendor is enrolled our package he/she get an **admin** role. This is not editable or delete.

- By the way vendor 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 'Asset Vendor Panel' for 'Computer City'. The form includes fields for 'Name' and 'Description', and a 'Permissions' section with checkboxes for 'Select All', 'Select Revert', 'Client Read', 'User Create', 'User Delete', 'User Read', and 'User Update'. A 'Submit' button is at the bottom.

- 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.

The screenshot shows the 'Roles' page in the 'Asset Vendor Panel' for 'Computer City'. It displays a table with 2 records. The first record is 'User Create' and the second is 'Admin'. The 'Admin' role is highlighted with an orange border. The 'Actions' column for the 'User Create' role shows edit and delete icons.

SN.	Name	Description	Created At	Updated At	Actions
1	User Create	User Create	1 month ago	1 month ago	 
2	Admin	Admin Role for Mr. Vendor Vendor	1 month ago	1 month ago	

Page 1 , showing 2 records out of 2 total

- From the above list you can see that you have only permission to edit or delete first one but you can't delete second one.

Asset Management Vendor User Guides

2. Vendor users: Vendor Users menu is responsible for creating multiple vendor users which required.

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

The screenshot shows the 'Add New Vendor' form in the Asset Vendor Panel. The form is titled 'Add New Vendor' and contains a 'New Vendor Info' section. The form fields are: Role (dropdown menu with 'Choose an option'), Name (text input), User Id (text input with a placeholder '@vendor123'), Email (text input), Password (text input), Confirm Password (text input), and a checkbox for 'Active'. A 'Submit' button is at the bottom. The sidebar on the left shows the 'Vendor Users' menu with 'New User' selected. The top bar shows 'Computer City' and the user 'Imtiaz Uddin'. The footer says 'Developed by AnnaNovas IT LTD.'.

- After successfully created a user you can see your newly created user from the Vendor Users List dropdown menu under Vendor Users.

The screenshot shows the 'Vendors' table in the Asset Vendor Panel. The table has a 'Vendor List' section with filters for Role (dropdown menu with 'All'), Name (text input), and Email (text input). A 'Filter' button is below the filters. The table has 10 columns: SN., Role, Name, Vendor, User Id, Email, Status, Created At, Updated At, and Actions. The table contains 3 records. The footer says 'Page 1, showing 3 records out of 3 total'. The sidebar on the left shows the 'Vendor Users' menu with 'Vendor Users List' selected. The top bar shows 'Computer City' and the user 'Imtiaz Uddin'. The footer says 'Developed by AnnaNovas IT LTD.'.

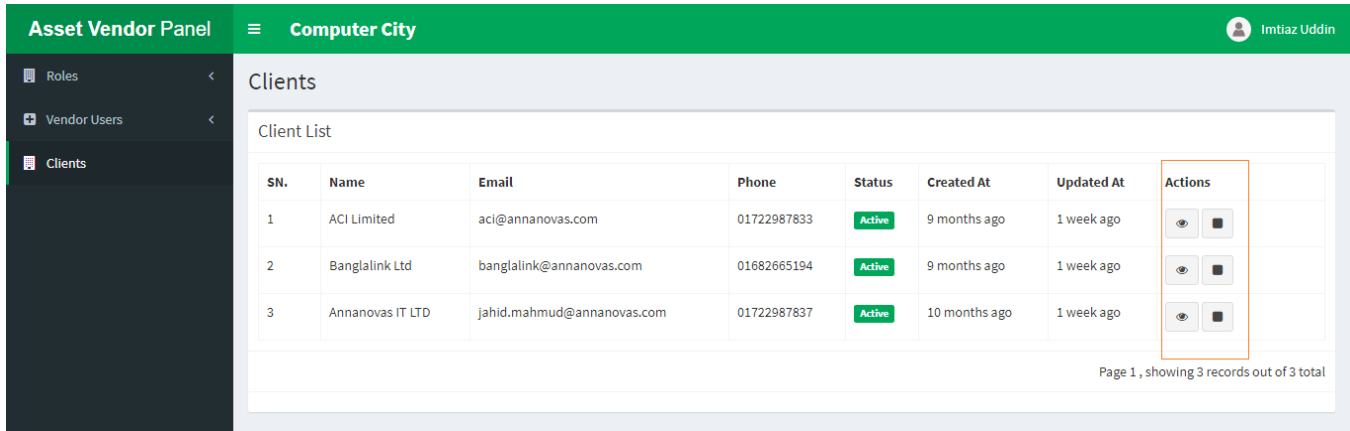
SN.	Role	Name	Vendor	User Id	Email	Status	Created At	Updated At	Actions
1	Admin	Imtiaz Uddin	Computer City	imtiaz@vendor123	imtiaz.uddin@annanovas.com	Active	1 month ago	5 days ago	Edit Lock Delete
2	User Create	Rafiqul Islam	Computer City	rafiq122@vendor123	admin@annanovas.com	Active	1 month ago	28 seconds ago	Edit Lock Delete
3	Admin	Vendor User	Computer City	kobir123@vendor123	kobir.hossain@annanovas.com	Active	1 month ago	1 month ago	Edit Lock Delete

Asset Management Vendor User Guides







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

3. Clients: Clients menu is responsible for viewing the clients who are already enlisted you.

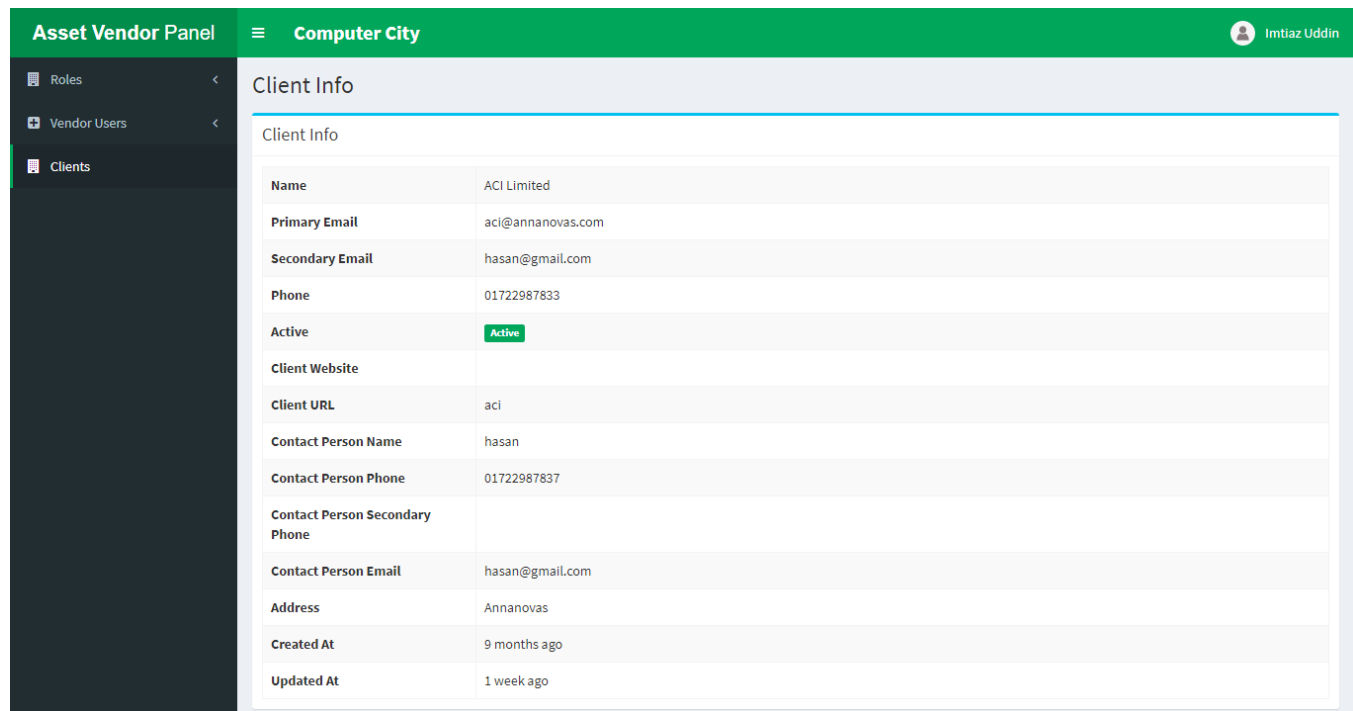
- By clicking this menu you can see all client lists that are enlist you.



The screenshot shows the 'Asset Vendor Panel' with the 'Computer City' header and a user profile 'Imtiaz Uddin'. The left sidebar has a 'Clients' menu item highlighted. The main content area is titled 'Clients' and contains a 'Client List' table. The table has columns for SN., Name, Email, Phone, Status, Created At, Updated At, and Actions. Three client records are listed, all with 'Active' status. The 'Actions' column for each record contains two icons: an eye icon and a square icon. A red box highlights the 'Actions' column. Below the table, it says 'Page 1, showing 3 records out of 3 total'.

SN.	Name	Email	Phone	Status	Created At	Updated At	Actions
1	ACI Limited	aci@annanovas.com	01722987833	Active	9 months ago	1 week ago	 
2	Banglalink Ltd	banglalink@annanovas.com	01682665194	Active	9 months ago	1 week ago	 
3	Annanovas IT LTD	jahid.mahmud@annanovas.com	01722987837	Active	10 months ago	1 week ago	 

- From above list there are action column which contains two different icons.
- 1st (eye) icon is responsible for viewing the details of the specific client.



The screenshot shows the 'Asset Vendor Panel' with the 'Computer City' header and a user profile 'Imtiaz Uddin'. The left sidebar has a 'Clients' menu item highlighted. The main content area is titled 'Client Info' and contains a 'Client Info' form. The form has fields for Name, Primary Email, Secondary Email, Phone, Active, Client Website, Client URL, Contact Person Name, Contact Person Phone, Contact Person Secondary Phone, Contact Person Email, Address, Created At, and Updated At. The 'Active' field has a green 'Active' button. The 'Created At' field shows '9 months ago' and the 'Updated At' field shows '1 week ago'.

Name	ACI Limited
Primary Email	aci@annanovas.com
Secondary Email	hasan@gmail.com
Phone	01722987833
Active	Active
Client Website	
Client URL	aci
Contact Person Name	hasan
Contact Person Phone	01722987837
Contact Person Secondary Phone	
Contact Person Email	hasan@gmail.com
Address	Annanovas
Created At	9 months ago
Updated At	1 week ago

- 2nd (square) icon is responsible for creating or viewing assessment list.
- To create an assessment click this 2nd icon

Asset Management Vendor User Guides

Asset Vendor Panel

Computer City

Imtiaz Uddin

Roles

Vendor Users

Clients

Client Assessments

Client Info

ID	Name	Email	Phone	Status	Created At	Updated At
1	Annanovas IT LTD	jahid.mahmud@annanovas.com	01722987837	Active	10 months ago	1 week ago

New Assessment

Asset

Choose an option

Required Days

Cost

Note

Active

Submit

- From here you can create new assessment. For this at first select which asset you need to be repair and input other input field like required days costing you demand and note. Then submit.
- When you submit this form then the next assessment services page is appear

Asset Vendor Panel

Computer City

Imtiaz Uddin

Roles

Vendor Users

Clients

Assessment Services, Accessories

Client Info

ID	Name	Email	Phone	Status	Created At	Updated At
1	Annanovas IT LTD	jahid.mahmud@annanovas.com	01722987837	Active	10 months ago	1 week ago

Assessment Info

ID	Asset	Workflow	Total Steps	Current Steps	Required Days	Submit Date	Cost	Note	Active	Created At	Updated At
28	Singer Ac	Work Flow Four	2	Work Flow Four Process One	7	2019-10-15	5000	New AC repair note	Inactive	10 minutes ago	10 minutes ago

Add Services, Accessories

Services

Select All

Select Revert

Computer

Accessories

Select All

Select Revert

Private Accessory

Submit

- You must have selected either a service or an accessory otherwise process can't start.
- After successfully submitting this form notification will send to all of client user associate with that asset workflow via email. Also client user can see new pending assessment list into their client panel.
- Vendor user can see their newly created assessment from the list.

Asset Management Vendor User Guides

Asset Vendor Panel

Roles

Vendor Users

Clients

Computer City

Imtiaz Uddin

Client Assessments

Client Assessment List

SN.	Asset	Workflow	Total Steps	Current Steps	Required Days	Submit Date	Cost	Note	Status	Created At	Updated At	Actions
1	Singer Ac	Work Flow Four	2	Work Flow Four Process One	7	2019-10-15	5000	New AC repair note	Inactive	17 minutes ago	17 minutes ago	<div><div></div><div></div></div>
2	Asset Title 2	Work Flow Two	3	Step 1	7	2019-10-15	1200		In-progress	5 hours ago	5 hours ago	
3	Asset Title 7	Work Flow Three	2	Process Step 1	5	2019-10-15	1500	Note	In-progress	5 hours ago	5 hours ago	
4	Asset Title 4	Work Flow Three	2	Process Step 1	10	2019-10-15	1500	Note	In-progress	5 hours ago	5 hours ago	
5	Singer Ac	Work Flow Four	2	Work Flow Four Process One	7	2019-10-09	500	Annanovas IT LTD	Reject	5 days ago	5 days ago	
6	Singer Ac	Work Flow Four	2	Work Flow Four Process One	10	2019-10-09	500	Required Days	Reject	6 days ago	5 days ago	
7	Singer Ac	Work Flow Four	2	Work Flow Four Process Two	5	2019-10-09	500	01722987837	Approved	6 days ago	6 days ago	

- From the above list you can see there is lots of option here. Like how many process step associate with specific asset, status etcetera.
- If you not select asset service then your assessment is inactive and you can edit or delete it.
- But if you completed your all step then you can't edit/ delete any assessment.
- From the above list you can see which assessment is approved and which is rejected.
- If your assessment is in-progress then you can see which process step currently running.