



USER INSTRUCTIONS

ASSET MANAGEMENT SYSTEM (AMS)

Contents

1	PREFACE	3
1.1Description of the user.....	3
1.2.0	Understanding the User Interface	3
1.2.1	Logging into the System.....	3
1.2.2	Dashboard.....	4
1.2.3	Items in the system.....	5
1.2.4	Accessing items in the system.....	6
1.2.5	Adding a new asset and printing	7
1.2.6	Edit and Delete	8
1.2.7	Delete	9
1.2.8	Save	9
1.2.9	Entries and Search Items	10
1.2.10	Log out	11

1 PREFACE

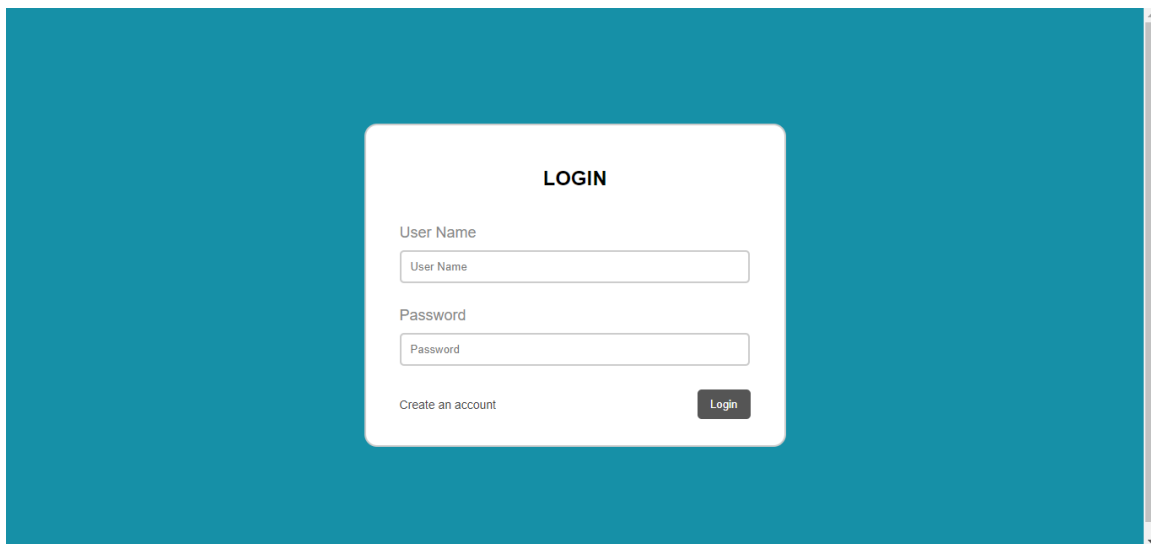
1.1 Description of the user

This user manual is intended for use by the Administrator and Human Resources. Describes how the user enters the system, edits, searches, prints, and exits from the system.

1.2.0 Understanding the User Interface

1.2.1 Logging into the AMS System

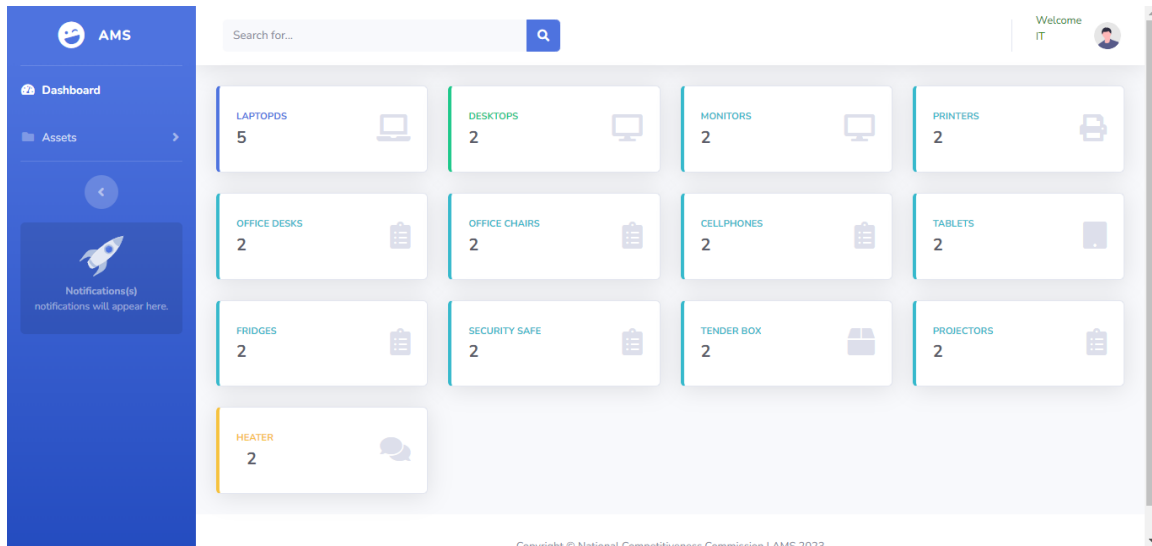
- This section explains how to log in to your system. The user account and the password created are necessary to complete this step. If the user has forgotten his/her user account, the NCC's IT Department will assist.
- Any user can now log in when the display looks similar to the picture below:
- To log in, type your username and password into the horizontal fields.
- For security reasons, a dot is displayed for every character entered in the password field.



The screenshot displays a login form titled "LOGIN" centered on a teal background. The form contains two input fields: "User Name" and "Password". Below the "Password" field is a "Login" button. At the bottom left of the form is a link that says "Create an account".

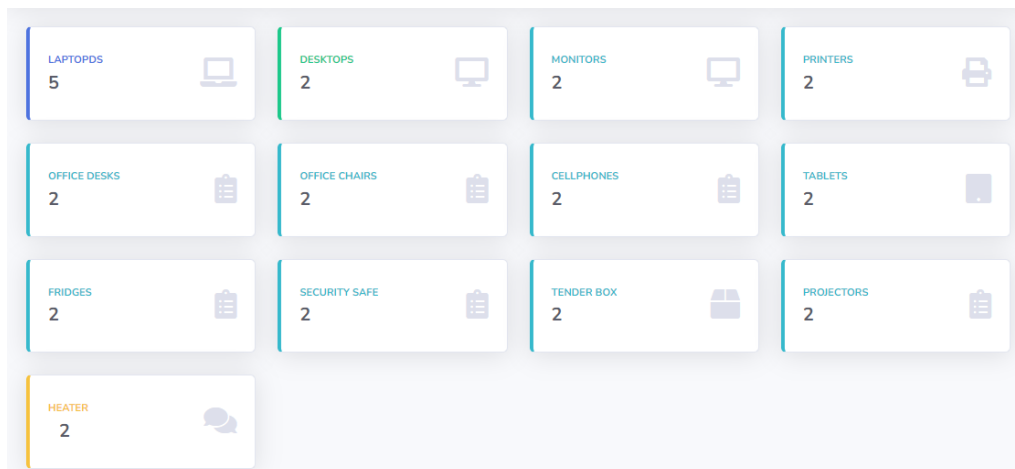
1.2.2 Dashboard

- This section explains how to access all the assets in the AMS.
- The user will click on the arrow pointing to the right for the display of all the assets already in the system.
- The display looks similar to the picture below:



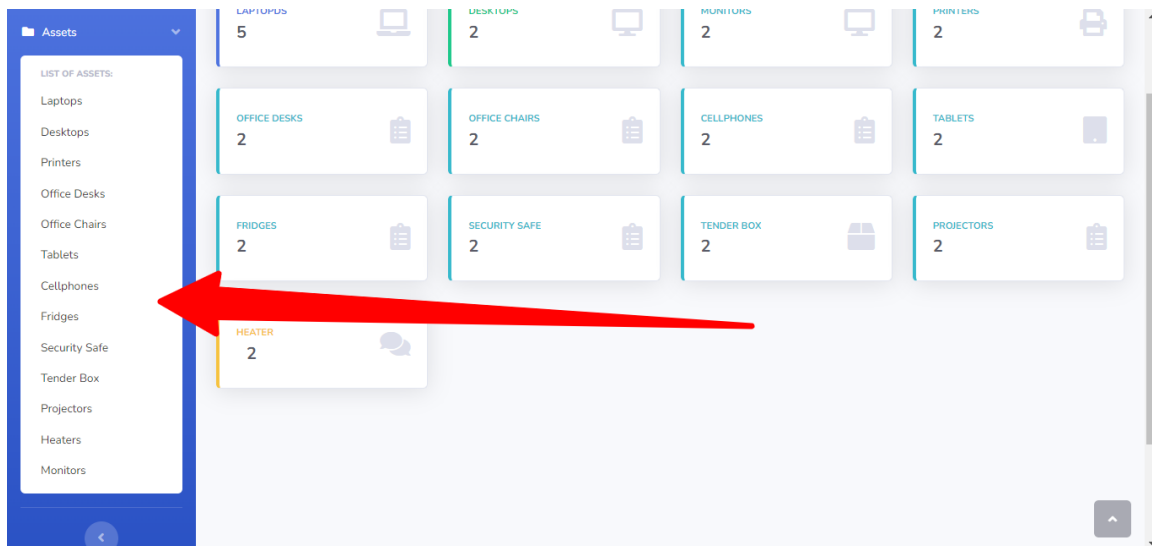
1.2.3 Items in the System

- The screen below will appear showing all the names of items in the system and the number of the captured items.



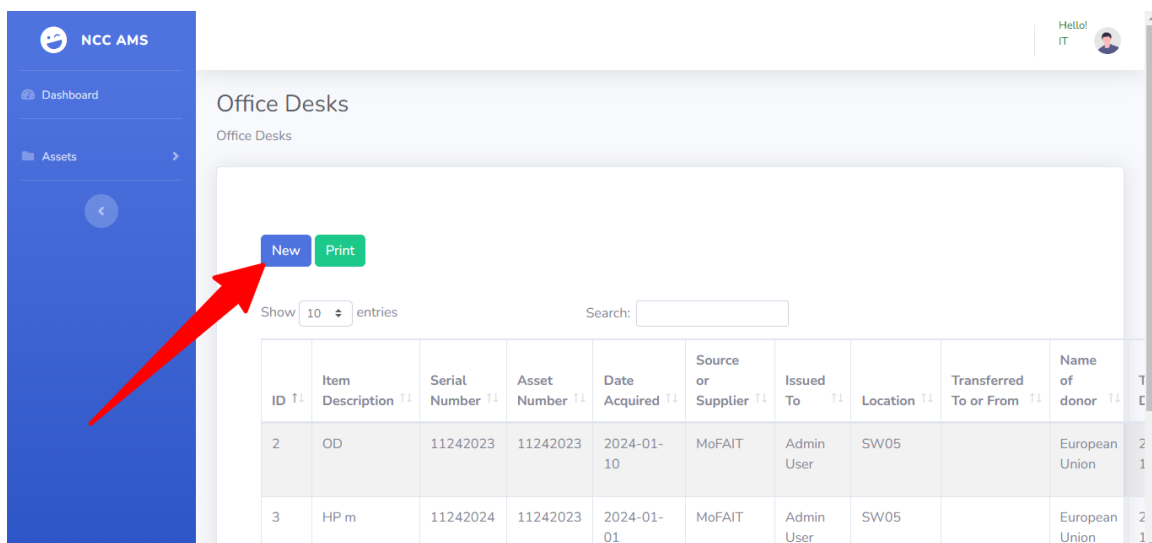
1.2.4 Accessing Items in the System

- The user will then access the items via the dashboard, by first clicking the arrow next to the “Assets” title and a drop-down menu appears with a list of assets in the system.
- The user can then choose the asset to work on by clicking on it.



1.2.5 Adding a New Asset and Printing

- This section explains how to add new assets to your system and print reports.
- To add a new asset, the user clicks on the blue button labeled “New” and a new screen appears with blank fields to fill in.



*Add New Office Desk

Item Description:

Serial Number:

Asset Number:

Date Acquired:

Source or Supplier:

Issued To:

Location:

Transfer to or from:

- If the user decides to print a report, he/she will then click the green button labeled **“Print”**.
- The display will look similar to the pictures below:

Office Desks

Office Desks

New Print

Search:

ID	Item Description	Serial Number	Asset Number	Date Acquired	Source or Supplier	Issued To	Location	Transferred To or From	Name of donor
2	OD	11242023	11242023	2024-01-10	MoFAIT	Admin User	SW05		European Union
3	HP m	11242024	11242023	2024-01-01	MoFAIT	Admin User	SW05		European Union

1.2.6 Edit and Delete

- The User can edit the information but with no rights to make use of the “**delete**” button.
- To view other sheets, if they happen to be available, the user will make use of the “next” or “**previous**” command buttons.
- The display will look similar to the picture below:

Office Desks

Office Desks

New Print

Show 10 entries Search:

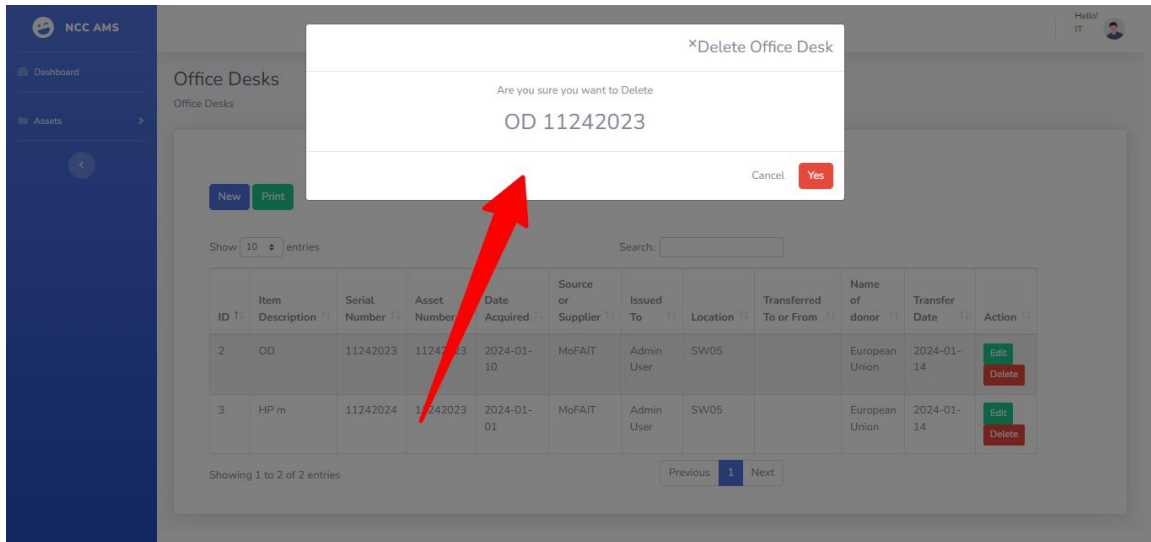
ID	Item Description	Serial Number	Asset Number	Date Acquired	Source or Supplier	Issued To	Location	Transferred To or From	Name of donor	Transfer Date	Action
2	OD	11242023	11242023	2024-01-10	MoFAIT	Admin User	SW05		European Union	2024-01-14	Edit Delete
3	HP m	11242024	11242023	2024-01-01	MoFAIT	Admin User	SW05		European Union	2024-01-14	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

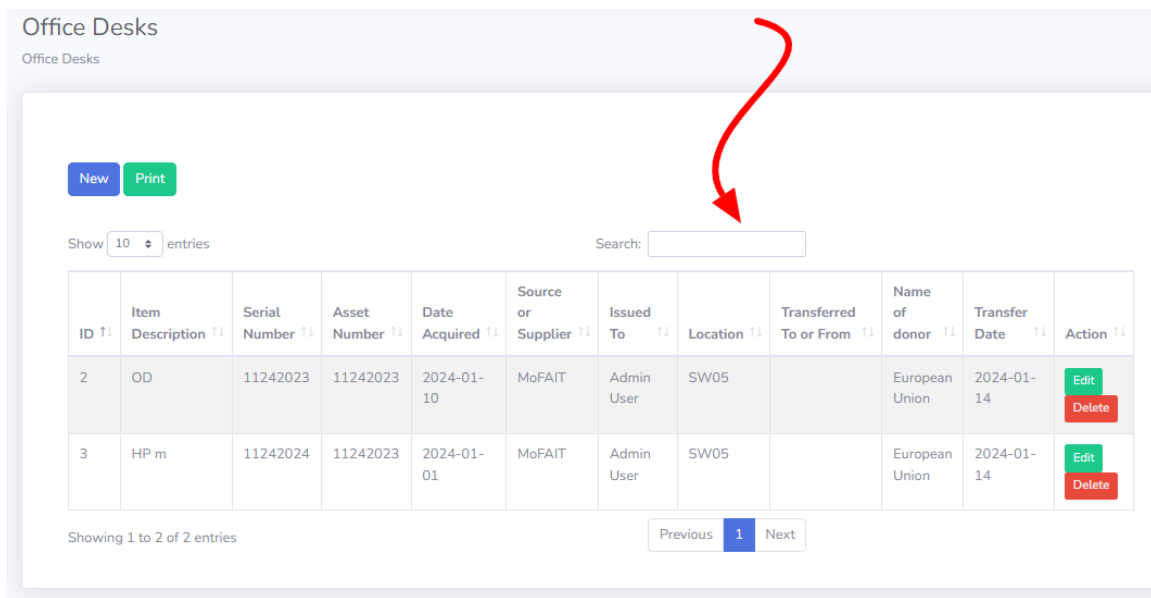
1.2.7 Delete

- The display will look similar to the pictures below, whereby the user chooses to either delete or cancel the operation.



1.2.9 Entries and Search Items

- A similar image to the one below, will show up, displaying the number of items with an option to make changes of even up to 100 entries.
- To the far right, is a search bar for easy access to records.



1.2.10 Logout

- This section explains how to log out of the AMS system.
- The user simply clicks on his/her profile as it appears in the top right corner whereby a drop-down menu appears for the selection of the log-out option.

