

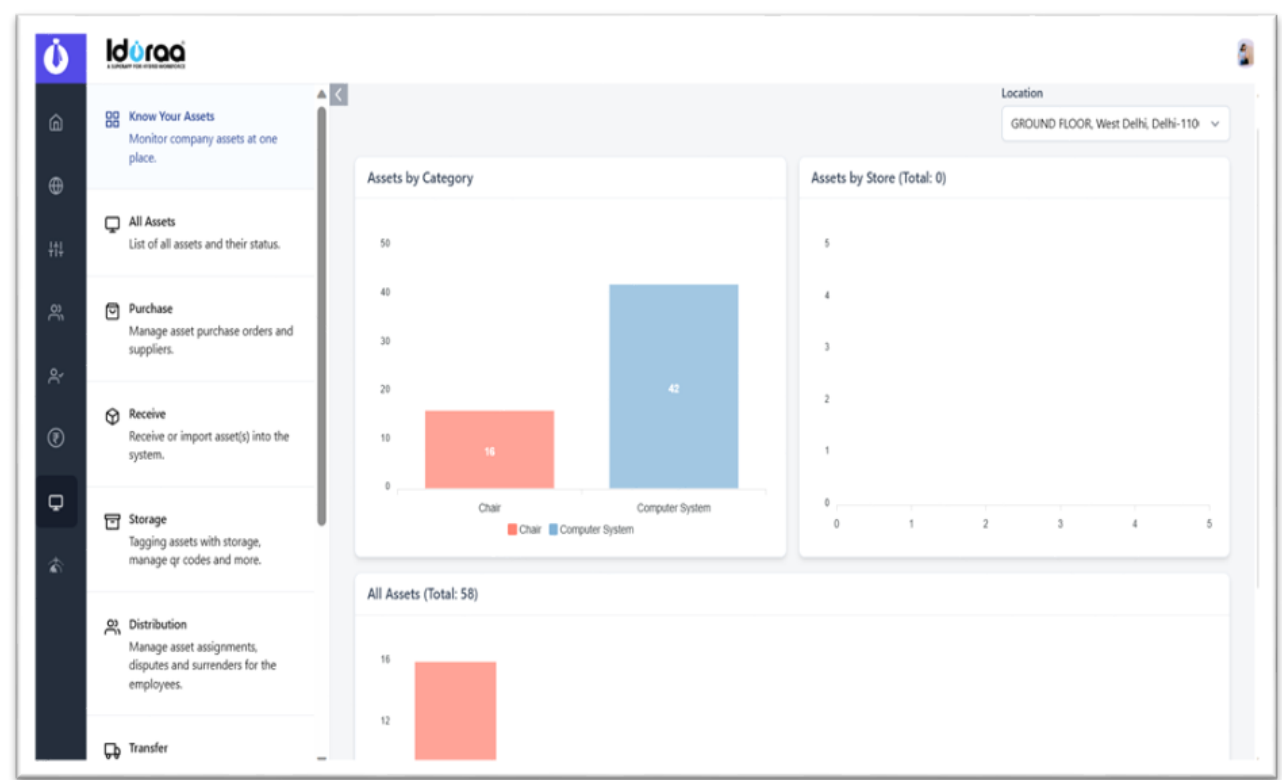
# I-AMS (Idoraa-Asset Management System)

Idoraa Asset Management system is a platform that is designed to help organizations track, monitor, and manage their physical and digital assets throughout their lifecycle. It provides a centralized repository to store, categorize, and retrieve information about various assets, helping businesses make informed decisions related to procurement, maintenance, utilization, and disposal of assets.

The system typically includes features such as asset tracking, maintenance scheduling, inventory management, and reporting capabilities. It enables organizations to streamline operations, optimize asset utilization, reduce downtime, and ensure compliance with regulatory requirements.

Idoraa asset management systems can be used in a wide range of industries including manufacturing, healthcare, IT, transportation, facilities management, and many more.

Dashboard interface of I-AMS is shown below,



## Life cycle of asset in an organization:

- Create asset type
- Add vendor
- Create Purchase order
- Start receiving (In-ward)
- Add to storage


- Assign to user
- Asset Maintenance
- Audit
- Scrap (Out of warranty)

## Create asset type


There are four simple steps to create an asset type, which is:

1. **Properties-** The Properties are the characteristics/attributes of any assets. Like memory, size, color, RAM/ROM, Hard disk size etc.
2. **Categories-** In the context of IT asset management, a category refers to the classification or grouping of IT assets based on their characteristics, functionality, or purpose. It helps in organizing and managing different types of assets effectively. These categories can be hardware, software, network equipment, servers, storage devices, communication devices, printers, or any other specific grouping criteria deemed relevant to an organization's IT infrastructure. Categorizing assets helps in tracking, monitoring, and optimizing their usage, maintenance, lifecycle management, and associated costs.
3. **Asset sub-categories-** A sub-category of an IT asset refers to a more specific classification or division within the broader category of IT assets. It is used to categorize and organize IT assets based on their characteristics or functionalities. For example, within the category of computer hardware assets, sub-categories may include laptops, desktops, servers, or networking devices.
4. **Asset Item-** An asset item refers to a specific item or object that holds monetary value and belongs to an organization, or business. It can include IT assets like Laptops of different specifications, Brands, Color Etc.

As shown Below,




system.




Storage

Tagging assets with storage, manage qr codes and more.




Distribution

Manage asset assignments, disputes and surrenders for the employees.




Transfer

Manage asset transfers between multiple locations.




Maintenance

Manage schedule maintenance and more.



Audit

Audit all company assets in real-time.



What We Have

Asset categories, types or items that your company can have.

Asset Items

Asset Sub-Category

Categories

Properties

Any item that can be in your company.

Add Asset Item

Select items to create or update a purchase order.

Search

Filters

25

Category

Type

All

All

<input type="checkbox"/>	NAME	TYPE	SUB CATEGORY	CATEGORY	LAST UPDATED ON	ACTIONS
<input type="checkbox"/>	Dell asus NC102 Expertbook B14	Fixed	laptop	system	17 Jul 2023, 11:24 am	<div><div>Duplicate</div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Asus LAPTOP Expertbook YUHPYUHF0YHJD	Fixed	24 Port	Switch	02 Jun 2023, 04:13 pm	<div><div>Duplicate</div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Asus LAPTOP Expertbook Expertbook B14	Fixed	24 Port	Switch	02 Jun 2023, 04:09 pm	<div><div>Duplicate</div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Asus Asus ExpertBook Expertbook	Fixed	Laptop	Computer System	06 Jun 2023, 01:06 pm	<div><div>Duplicate</div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Lenovo Lenovo-Computer System- Lantinn-V110 V110	Fixed	Laptop	Computer System	17 Jul 2023, 12:03 pm	<div><div>Duplicate</div><div>Edit</div><div>Delete</div></div>

## Add Vendor

To create a purchase order first we need to add the vendor in our system, steps are mentioned below,

- Step one is to click on “Purchase”.
- Step two is to click on “Vendor”.
- Step three is to click on “New vendor”.
- Step Four is to fill the required field and then submit it.

As shown below,

The screenshot displays the Idoraa web application interface. On the left is a dark sidebar with navigation icons and labels: 'All Assets' (List of all assets and their status.), 'Purchase' (Manage asset purchase orders and suppliers.), 'Receive' (Receive or import asset(s) into the system.), 'Storage' (Tagging assets with storage, manage qr codes and more.), and 'Distribution' (Manage asset assignments, disputes and surrenders for the...). The main content area is titled 'Purchase Orders' and has a 'Vendor' tab selected. It features a search bar, a table with one row of data (Asus World, Shop No. 10, Nehru Place, 9991122333, New delhi, New delhi, India, 125055), and a 'New Vendor' button. Three red arrows indicate a workflow: Step01 points to the 'Purchase' menu item in the sidebar, Step02 points to the 'Vendor' tab, and Step03 points to the 'New Vendor' button.

# Create Purchase order

A purchase order is a commercial document issued by a buyer to a seller, indicating the specific products or services that the buyer intends to purchase. It includes details such as the type, quantity, and agreed upon price of the goods or services, along with any terms and conditions of the purchase. The purchase order serves to formally initiate a transaction between the buyer and seller and serves as a legally binding agreement between the two parties.

To Create purchase order,

- click on Purchase and then click on Purchase order.
- Next step will be to click on new purchase order, it will lead to the asset type and the admin have to select the asset he wants to purchase.
- Then click on Create purchase order
- Next step will be to fill the required details as shown in below.

New Purchase Order

Purchase Date

07/19/2023

Due Date (Optional)

07/19/2023

Vendor

Select Vendor

Location

Select Location

Reference Number (Optional)

Reference Note (Optional)

Purchase Items

ITEM NAME	PRICE PER UNIT (TAX EXCLUSIVE)	QUANTITY	QTY / UNIT	
Dell Dell-Computer System-Laptop-Vostro3410 Vastro3410	<div>0</div>	<div>0</div>	<div>1</div>	<div></div>
Lenovo Lenovo-Computer System-Laptop-V310 V310	<div>0</div>	<div>0</div>	<div>1</div>	<div></div>
Asus Asus ExpertBook Expertbook	<div>0</div>	<div>0</div>	<div>1</div>	<div></div>
Asus LAPTOP Expertbook Expertbook B14	<div>0</div>	<div>0</div>	<div>1</div>	<div></div>
Asus LAPTOP Expertbook YUHPYUHPDYHD	<div>0</div>	<div>0</div>	<div>1</div>	<div></div>
Dell asus NC102 Expertbook B14	<div>0</div>	<div>0</div>	<div>1</div>	<div></div>

Submit

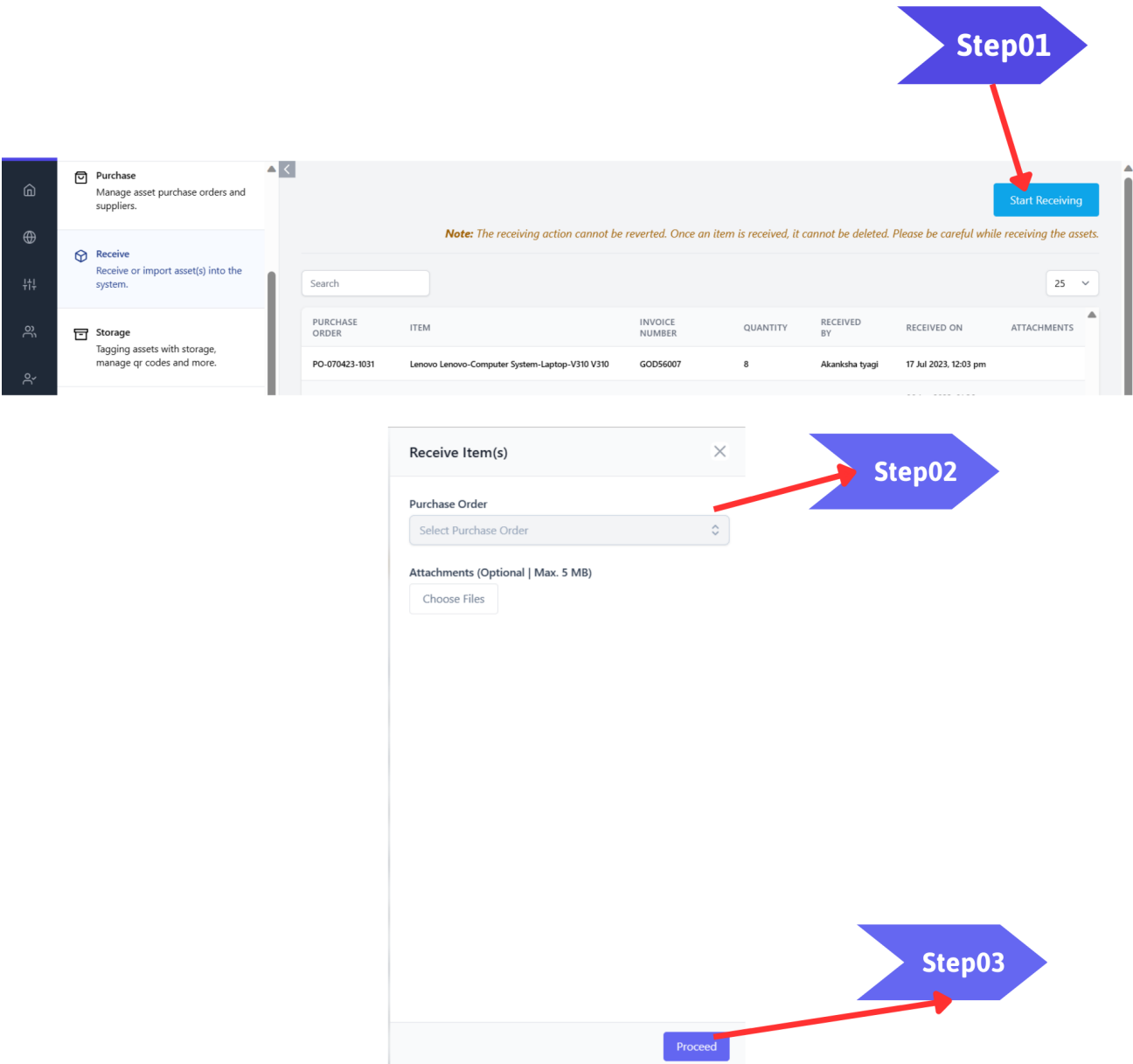
After clicking on submit, you will have a dummy Purchase Order.

# Start receiving (In-ward)

In-warding refers to the receiving the asset whose PO is already updated in the system, the steps to receive the assets in our systems are:

- first you need to click on receiving,
- Step01 will be to click on "start receiving".
- Step02 will be to select the receiving PO which is already in the system and fill all the necessary details.
- Step04 will be to submit the same, and the items will get In-Ward.

As shown below,



## Add to storage

The asset store refers to the place where the inventory has been stored in the organization, In our system you can define the stores and aisle as well. Stores can be Room, Storeroom, Server Room, Laboratory, etc.

To create storage first we need to add store in the system, below are the steps for same.


- Step01 is to click on "Storage".
- Step02 is to click on "Stores".
- Step03 is to click on "Create stores". And fill the necessary details.

As shown below,

Step01

Step02

Step03



All Assets

List of all assets and their status.

Purchase

Manage asset purchase orders and suppliers.

Receive

Receive or import asset(s) into the system.

Storage

Tagging assets with storage, manage qr codes and more.

Distribution

Manage asset assignments, transfers and reservations for the

Stores

Store can be any storage location in the system.  
For example: Room, Store Room, Server Room, Laboratory, etc.

Search

Filters

25

Location

All

NAME	SHORT DESCRIPTION	STORE CODE	LOCATION	ADDED ON	UPDATED ON	ACTIONS
Delhi-STORE	west delhi	STR001017013	The Office Pass, South Delhi, Delhi-110044	02 Jun 2023, 04:21 pm	02 Jun 2023, 04:21 pm	Edit Add Storage Print QR Delete
Store1	Office pass	STR001017011	The Office Pass, South Delhi, Delhi-110044	22 Mar 2023, 01:48 pm	22 Mar 2023, 01:48 pm	Edit Add Storage Print QR Delete

New Store

Store Name

Only alpha-numeric characters, dashes and underscores are allowed.

Short Description

Store Location

After creating the store, now we need to create the storage in the store. like Aisle, Shelf, Box, Wardrobe, etc. to create the same follow the below mentioned steps.

- Click on "Add Storage".
- Fill the mentioned details.

Step01

Stores

Store can be any storage location in the system.  
For example: Room, Store Room, Server Room, Laboratory, etc.

Search

Filters

25

Location

All

NAME	SHORT DESCRIPTION	STORE CODE	LOCATION	ADDED ON	UPDATED ON	ACTIONS
Storage02		STR001017014	The Office Pass, South Delhi, Delhi-110044	24 Jul 2023, 11:29 am	24 Jul 2023, 11:29 am	Edit Add Storage Print QR Delete

# Assign to user

To assign the asset we have two different ways: one is from admin side, another is from employee side where employee can request the particular asset.

From admin:

- Step01 is to click on "All assets".
- Step02 is to click on "In stores".
- Step03 is to click on "Assign", now select the employee to which you want to assign the asset and submit. As shown below,

Know Your Assets

Monitor company assets at one place.

All Assets

List of all assets and their status.

Purchase

Manage asset purchase orders and suppliers.

Receive

Receive or import asset(s) into the system.

All Assets

In Ward

In Store

In Use

In Tranfer/Transit

Scrapped

Search

Filters

Transfer

Assign

Mark as Scrapped

Download QRs

Columns

Location

Brand

All

All

	ASSET CODE	NAME	BRAND	MODEL	MODEL NUMBER	STATUS	PURCHASE ORDER	LOCATION	INVOICE NUMBER	ASSET TAG
You have selected 1 rows, do you want to select all 8 <a href="#">Select All</a> <a href="#">Deselect All</a>										
<input checked="" type="checkbox"/>	AST-0000-0824	Aruba-Switch-24Port-A1045	Aruba	A105		In-Store	PO-060623-1040	The Office Pass, South Delhi, Delhi-110044	INV2	

Assign Asset

Employee

Rohit Rajput

Assign 1 Asset

From Employee:

- Step01 is to click on Asset module.
- Step02 is to click on "Add/update asset."
- Step 03 is to fill the required details and submit the request.

As shown below,

←

My Assets

?

Help

No Assets

You have not been allotted any asset

Add/Update Asset

>

Asset(s) Requests

>

Asset(s) Approvals

>

Raise Dispute

>

My Asset Requests/Disputes

>

Surrender Asset

>

←

Add/Update Asset

?

Help

Apply To

Rohit Rajput

▼

New Asset

Select Asset

▼

Remarks

Submit

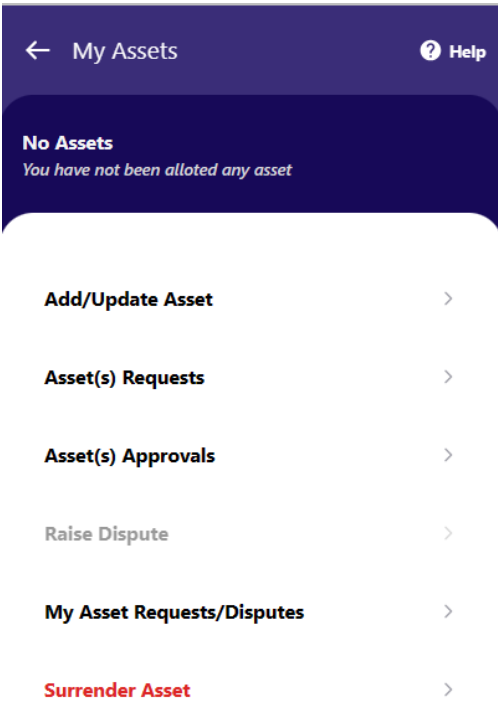
Asset Maintenance

The primary goal of asset maintenance is to prevent or reduce the likelihood of equipment failure or breakdowns. By implementing a regular maintenance plan, organizations can minimize disruptions to operations, extend the lifespan of assets, and ultimately save costs in the long run.



The asset maintenance dispute can be raised by the user if required. As shown below.

- Step01 is to click on asset module.
- Step02 is to click on "Raise dispute". and fill the required details.



## Audit

Asset audit software is a powerful technological solution designed to streamline and optimize the process of auditing and managing assets within the organization. In today's business landscape, companies often possess a wide range of physical and digital assets, such as equipment, machinery, software licenses, intellectual property, and more. Properly managing and tracking these assets is essential for ensuring operational efficiency, regulatory compliance, and cost-effectiveness.

Before starting the auditing, we need to create a team who will perform the auditing. Here are the steps:

- Step01 is to click on "Audit".
- Step02 is to click on "Users".
- Step03 is to select the team to perform the audit in the org.
- Step04 is to click on "Bulk actions".
- Step05 is to click on "Make team".

As Shown below,

The screenshot shows the 'Users' tab in the application. On the left sidebar, the 'Audit' option is highlighted, with a red arrow pointing to it labeled 'Step01'. The main table lists users with columns for NAME, EMAIL, STATUS, and DESIGNATION. A red arrow points to the 'Make team' button in the top right, labeled 'Step02'. Another red arrow points to the 'Add into team' button, labeled 'Step04'. A third red arrow points to the 'Bulk Actions' dropdown menu, labeled 'Step03'. A fourth red arrow points to the 'Make team' button, labeled 'Step05'. A fifth red arrow points to the 'Add into team' button, labeled 'Step05'.

Here, we have created a team. Now the admin will assign the auditing task to the team.

- Step01 is to click on the "Start Auditing". then it will redirect to the "Storages".
- Step02 is to select the store which needs to be audit.
- Step 03 is to click on "Start Auditing".
- Step04 is to add the necessary details as shown below.

The screenshot shows the 'Storages' tab in the application. A red arrow points to the 'Store1 [STR001017011]' dropdown menu, labeled 'Step02'. Another red arrow points to the 'Start Audit' button in the context menu, labeled 'Step03'.

New Audit

Storage: Aisle01 [S011017034]

Audit Subject

Team

Select Team

After submitting the team which is assigned on the task will receive the notification to perform the audit.

## Scrap (Out of warranty)

Scrap assets, also known as scrap materials or scrap inventory, refer to items or materials that are no longer usable or have reached the end of their useful life within an organization. These assets are deemed to be of little or no value to the company's ongoing operations and are typically set aside for disposal or recycling.

To scrap the products these are the steps:

- Step01 is to click on "In store".
- Step02 is to select the items which needs to be scrapped.
- Step03 id to click on "Mark as Scrapped".

As shown below,

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All Assets

In Ward

In Store

In Use

In Tranfer/Transit

Scrapped

Search

Filters

Transfer

Assign

Mark as Scrapped

Download QRs

Columns

Location

Brand

All

All

ASSET CODE

NAME

BRAND

MODEL

MODEL NUMBER

STATUS

PURCHASE ORDER

LOCATION

INVOICE NUMBER

ASSET TAG

You have selected 1 rows, do you want to select all 7

Select All

Deselect All

AST-0000-0824

Aruba-Switch-24Port-110044

Aruba

A105

PO-060623-1040

The Office Pass, South Delhi, Delhi-110044

INV2

AST-0000-0791

Lenovo-Computer System-Laptop-

Lenovo

V310

In-Store

PO-120423-1033

The Office Pass, South Delhi, Delhi-110044

Gg

Step01

Step02

Step03

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