

User Guide

Singapore Airport Asset Management System

Version 1.0

1 Introduction and System Overview

This is the user guide document for the Singapore's airport asset management system created by the 'Team Singapore'. The system itself is built with Java programming language, using TG. Specifically, the user stories AC01-AC05 and AC08-AC15 were implemented. This document primarily serves as a user manual for successful exploitation of the system.

2 Login Page

First of all, every user has to log into the system by using the appropriate username and password. Afterwards, the user will be redirected to the main menu of the system. The menu consists of 3 modules: Asset Acquisition, Users/Personnel, and Table Codes. Further information on each of these modules is set forth below.

3 Asset Acquisition

This module provides the user with the ability to manage information about the assets and their financial details, as well as information about the projects. The menu in the navigation side-bar contains the respective sections for each of these functions. Below, there are further instructions to successfully manage the Asset Acquisition module.

In the Asset section, the user can create, edit, and search for assets. In order to create a new asset, the user has to click the 'plus' sign at the top left corner. Upon clicking the button, the form will pop up where user is supposed to type in information about the new asset. Specifically, the user has to provide the description of the asset, choose from the existing condition rating, choose from the existing service statuses, choose the appropriate asset type, indicate whether the asset is active, and indicate whether the asset is regulatory. Then, the user has to click the 'Save' button in order to save the newly created asset. In order to search for the asset, the user has to enter the appropriate filters in

the default form and hit the 'Run' button. The user can click the 'Run' button to see all the existing assets. In order to edit an asset, the user has to click the 'Pen' sign in front of the appropriate asset.

In the Asset Fin Det section, the user faces the similar structure, as in the Asset section. The only difference lies in the contents that this section expects. It expects the user to choose the existing asset to add the acquisition cost to, then the amount of the acquisition cost, and the date of asset acquisition.

The same is with the Project section. It expects the user to provide the name of the project, its description, its start date, and its end date.

4 Users/Personnel

This module provides the user with the ability to create, edit, and search for the asset operators and managers. The process of creating, searching, and editing is the same as described before. For both of these roles, the user is expected to choose the appropriate asset, select the start and end date of operation/management of an asset, and select one of the roles, business units, or organizations that is responsible for operating/managing the asset. It is important to note that the 'Role', 'Business Unit', and 'Organization' sections are mutually exclusive, so that the user can only pick one of these categories.

5 Table Codes

This module provides the user with the ability to create, edit, and search for the different categories that specify information about the assets. Specifically, these categories are: Asset Class, Asset Type, Service Status, Condition Rating, Asset Ownership, and Usage Rate. The menu in the navigation side-bar contains them all. The process of creating, searching, and editing remains the same. Asset Class specifies the class of an asset, Asset Type- the type, Service Status - the service status, Condition Rating - the condition rating, Asset Ownership - the owner (the role, business unit, or organization), Usage Rate- the usage rate.