




Asset Management System

USER GUIDE

I. USER AUTHENTICATION

1. Fill in Username and Password to log in



The logo of Lipa University (LPU) is centered at the top. It features a red shield with a gold border, flanked by gold laurel branches. The shield contains the text 'VERITAS', 'PRODEO', 'ET', 'PARATA', and 'FORTITUDO'. Above the shield is the acronym 'LPU'. Below the shield is a gold banner with the text 'A JOSE P. LAUREL LEGACY'.

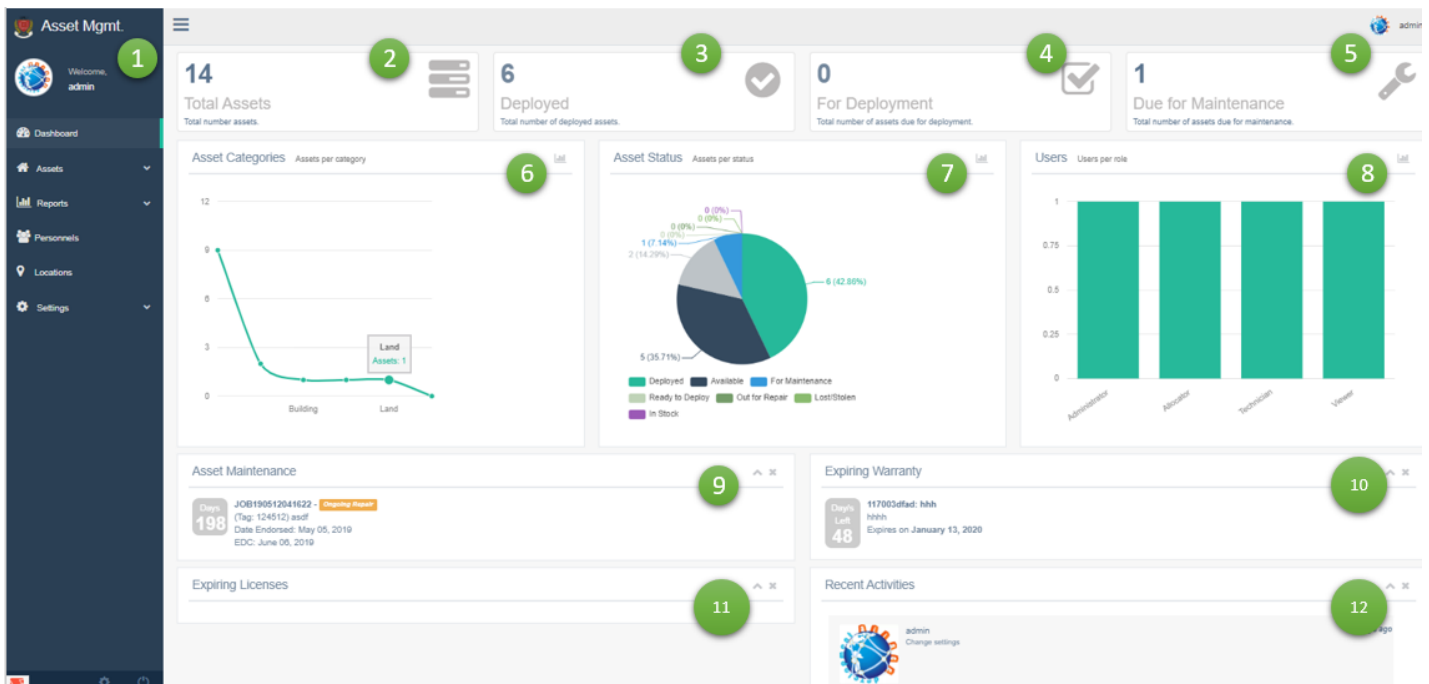
Login Form

Asset Management System

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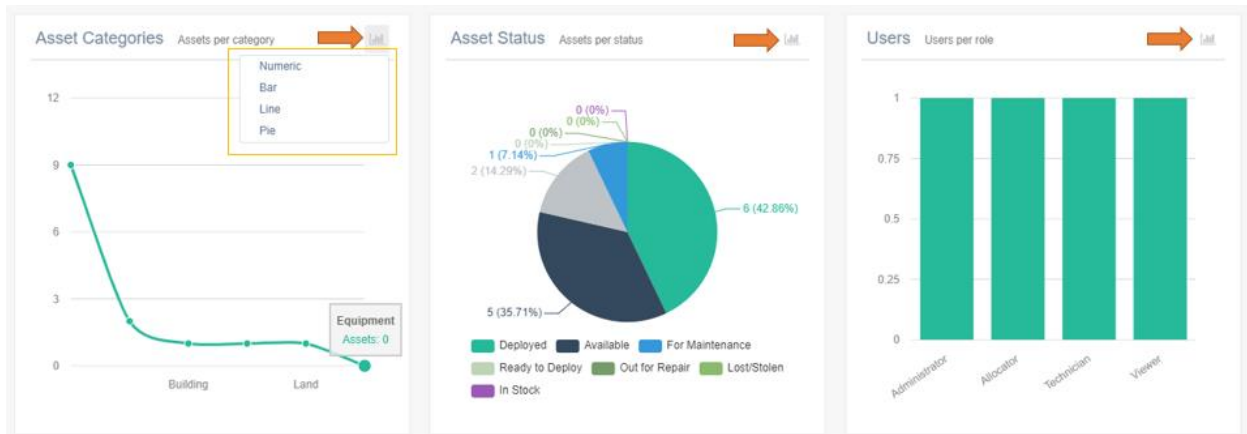
II. DASHBOARD

1. Menu navigation
2. Total number of enrolled/registered assets
3. Total number of assets deployed/assigned to personnel
4. Total number of assets to be deploy/assign to personnel
5. Total number of assets due for maintenance
6. Total number of assets per category
7. Total number of assets per status
8. Total number of users per role
9. List of assets that is under or due for maintenance
10. List of warranty nearly to expire
11. List of licenses nearly to expire
12. List of activities done by users



a. Changing of report display on Dashboard page

1. Look for the icon on the upper right corner of each panel shown below and click on it.
2. A dropdown list will be shown up. From there, you may choose what type of chart you want to display to your dashboard.



III. ASSETS

a. Displaying list of Assets

1. From the menu bar on the left side of the page, go to **Assets > All** and it will display all assets enrolled in the system.

The screenshot shows the 'Asset Mgmt.' dashboard. The left sidebar contains a menu with 'Assets' selected, and 'All' highlighted. The main area displays a table of all assets.

QR	Asset Tag	Category	Brand	Model	Supplier	Status	Purchased Date	Purchased Cost	Checked Out To	Location	Date Added	Action
	117003dfad	Building	fasd	dfas	Microsoft	Available	2019-11-13	Php 12.00			November 19, 2019 17:19:26	
	abc432	Land	new brand	Testing description	Nestle	Deployed	2019-05-09	-			November 19, 2019 15:50:18	
	444323	Electronic Device	asdf			Available	2019-05-16	-			November 19, 2019 15:50:18	
	234	Electronic Device				For Maintenance	2019-05-16	-			November 19, 2019 15:50:17	

b. Register Assets into the system.

1. From the menu bar on the left side of the page, go to **Assets > All**.
2. Once the list Assets has been displayed to the page, click the **Add New** button located at the upper right corner of the table.

The screenshot shows the 'Asset Mgmt.' dashboard. On the left, a sidebar menu has 'Assets' expanded, with 'All' selected. An orange arrow points to this 'All' option. The main content area is titled 'Assets' and shows a table of 'All Assets'. An orange arrow points to the 'Add New' button in the top right corner of the table area. The table has columns for QR, Asset Tag, Category, Brand, Model, Supplier, Status, Purchased Date, Purchased Cost, Checked Out To, Location, Date Added, and Action. It contains four rows of asset data.

QR	Asset Tag	Category	Brand	Model	Supplier	Status	Purchased Date	Purchased Cost	Checked Out To	Location	Date Added	Action
	117003dfad	Building	fasd	dfas	Microsoft	Available	2019-11-13	Php 12.00			November 19, 2019 17:19:26	
	abc432	Land	new brand	Testing description	Nestle	Deployed	2019-05-09	-			November 19, 2019 15:50:18	
	444323	Electronic Device	asdf			Available	2019-05-16	-			November 19, 2019 15:50:18	
	234	Electronic Device				For Maintenance	2019-05-16	-			November 19, 2019 15:50:17	

3. Registration form will show up.
4. Fill in required fields and click **Submit**

The screenshot shows the 'Asset Information' registration form. It includes fields for Asset Tag, Asset Category, Brand, Model, Name, Description, Status, Serial, Supplier, Purchased Date, Purchase Cost, Invoice Number, Notes, and an Upload Photo section. A green 'Submit' button is at the bottom right, with an orange arrow pointing to it.

Asset Information Registration form

* Asset Tag

* Asset Category

Brand

Model

* Name

* Description

* Status

Serial

* Supplier

* Purchased Date


Purchase Cost

Invoice Number


Notes

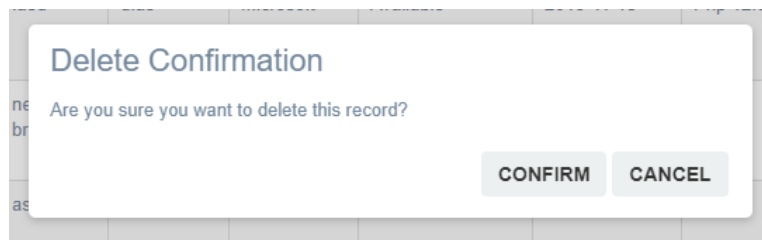
Upload Photo No file chosen

c. Updating registered asset




1. Simply click the  icon under **Action** column from table of list of assets to update the selected asset.
2. Form will show up, update the necessary fields and click **Submit** button.

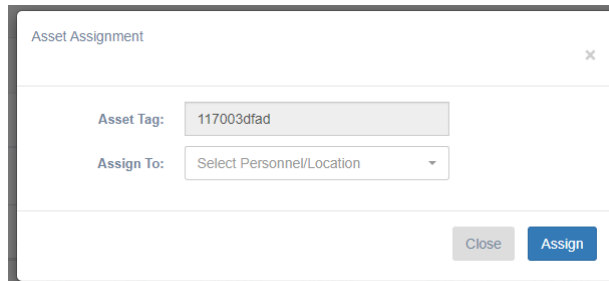
d. Deleting registered asset

1. Simply click the  icon under **Action** column from table of list of assets to delete the selected asset.
2. Confirmation dialog box will show up, click **Confirm**.




e. Assigning of asset to personnel

1. Click the  icon under **Action** column from table of list of assets to assign the selected asset.
 - a. If the icon is  and is clickable, the asset is not yet assigned to personnel.
 - b. While, if the icon is  and is not clickable, the asset is already assigned to personnel and cannot be re-assigned to others.
2. *Asset Assignment* form will show up.

A screenshot of the 'Asset Assignment' form. The title is 'Asset Assignment' in the top left corner. Below the title, there are two fields: 'Asset Tag:' with the value '117003dfad' and 'Assign To:' with a dropdown menu showing 'Select Personnel/Location'. At the bottom right, there are two buttons: 'Close' and 'Assign'.

3. Choose personnel from *Assign To*: dropdown field and click **Assign** button.


f. Viewing of QR code of Asset


1. Simply click the  icon located at the first column from list of assets table to enlarge the QR code of selected asset.

IV. LICENSES

a. Display list of licenses

1. From the menu bar on the left side of the page, go to **Assets > Licenses** and it will display all assets enrolled in the system.


Asset Mgmt.


 Welcome,
admin

Dashboard

Assets

Licenses

Maintenance

Reports

Assets

Licenses

Show 10 entries

License Type	Manufacturer	Vendor	License Key	Number of Usage	Available License
Perpetual	testasf	Nestle	test 2	1	1
Perpetual	asdffete	Nestle	dasdfsdfg4	3	1

b. Register License into the system.

1. Once the list Licenses has been displayed to the page, click the **Add New** button located at the upper right corner of the table.

Add New

Excel

Print/PDF

Search:

Description	Assigned To	Acquisition Date	Expiry Date	Action
asdf		June 01, 2019	June 30, 2019	<div><div></div><div></div><div></div></div>

2. License registration form will show up, fill in required fields and click **Submit** button.


License Information Registration form

* License Type	<div>Select License Type ▼</div>	
* License Key	<div></div>	
Manufacturer	<div></div>	
* Vendor	<div>Select Vendor ▼</div>	
* Description	<div>Short description</div>	
* Number of Usage	<div>1 ▼</div>	
* Cost	<div>Php <div></div></div>	
* Acquisition Date	<div></div>	<div>📅</div>
* Expiration Date	<div></div>	<div>📅</div>


Cancel

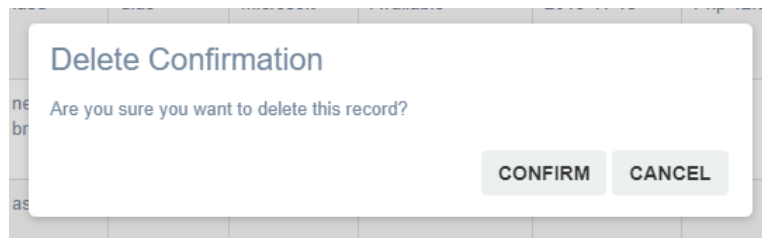
Submit

c. Updating registered license




1. Simply click the  icon under **Action** column from table of list of licenses to update the selected license.
2. Form will show up, update the necessary fields and click **Submit** button.

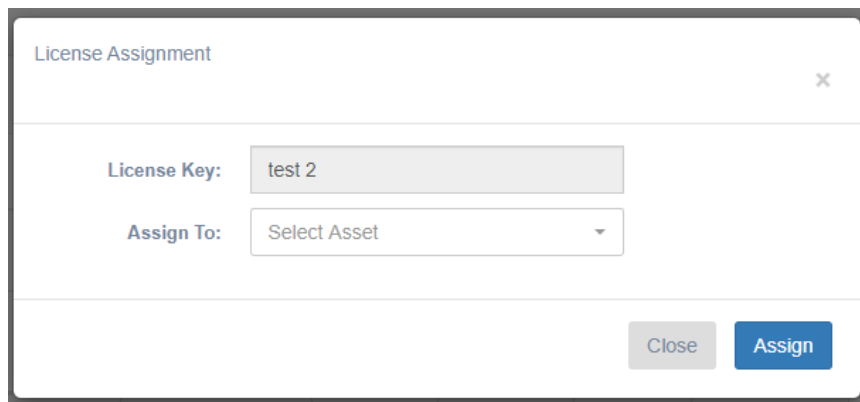
d. Deleting registered license

1. Simply click the  icon under **Action** column from table of list of licenses to delete the selected license.
2. Confirmation dialog box will show up, click **Confirm**.



e. Assigning of license to asset


1. Click the  icon under **Action** column from table of list of license to assign the selected license to asset.
 - a. If the icon is  and is clickable, the asset is not yet assigned to personnel.
 - b. While, if the icon is  and is not clickable, the asset is already assigned to personnel and cannot be re-assigned to others.
2. *License Assignment* form will show up.




The image shows a 'License Assignment' modal form. It has a title bar with the text 'License Assignment' and a close button (X). The form contains two input fields: 'License Key:' with the value 'test 2' and 'Assign To:' with a dropdown menu showing 'Select Asset'. At the bottom right, there are two buttons: 'Close' and 'Assign'.

3. Choose asset from *Assign To:* dropdown field and click **Assign** button.

f. Exporting list of License to Excel

1. Click the  **Excel** button located at the upper right corner of the table beside the **Add New** button.

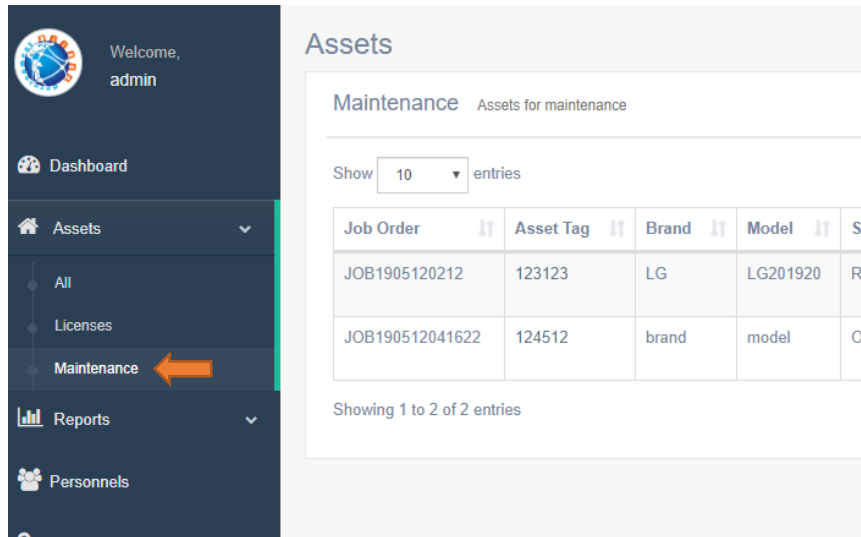
g. Printing or saving list of licenses to PDF

1. Click the  **Print/PDF** button located at the upper right corner of the table beside the **Excel** button

V. MAINTENANCE

a. Display list of assets for maintenance

1. From the menu bar on the left side of the page, go to **Assets > Licenses** and it will display all assets enrolled in the system.



Assets


Maintenance Assets for maintenance

Show 10 entries

Job Order	Asset Tag	Brand	Model	Status
JOB1905120212	123123	LG	LG201920	Repaired
JOB190512041622	124512	brand	model	Ongoing Repair

Showing 1 to 2 of 2 entries

b. Updating maintenance status and details

1. Click the  icon under **Action** column from list of assets for maintenance table.
2. Form will show up, update the necessary fields and click **Update** button

Maintenance Details Update asset maintenance details

Job Order JOB190512041622

Asset Tag 124512

Brand brand

Model model

* Status Ongoing Repair

Endorsed Date 2019-05-12 04:16:22

* ETC 2019-06-06

Date Released

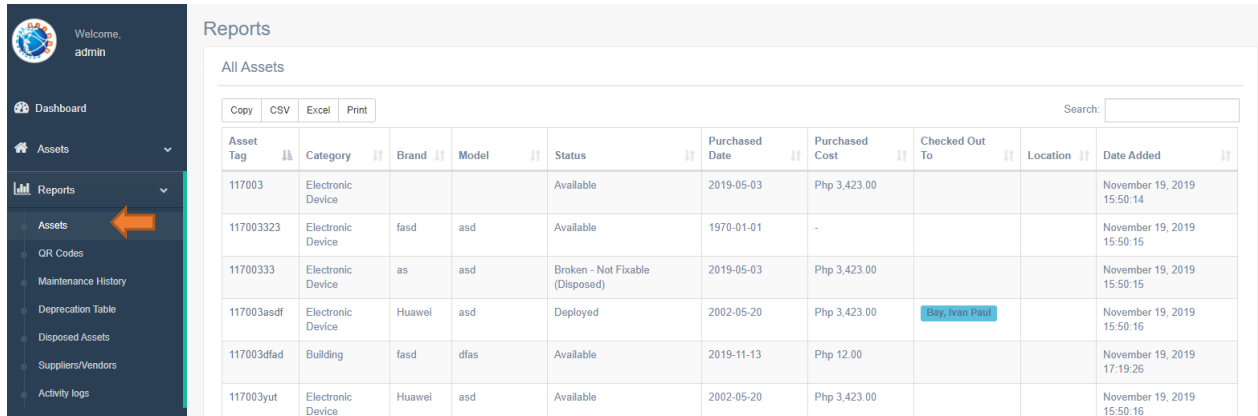
Comments/Notes this is comment

Cancel Update

VI. REPORTS

a. Assets

1. From the menu navigation, go to **Reports > Assets** to display all available assets and its status.



Reports

All Assets

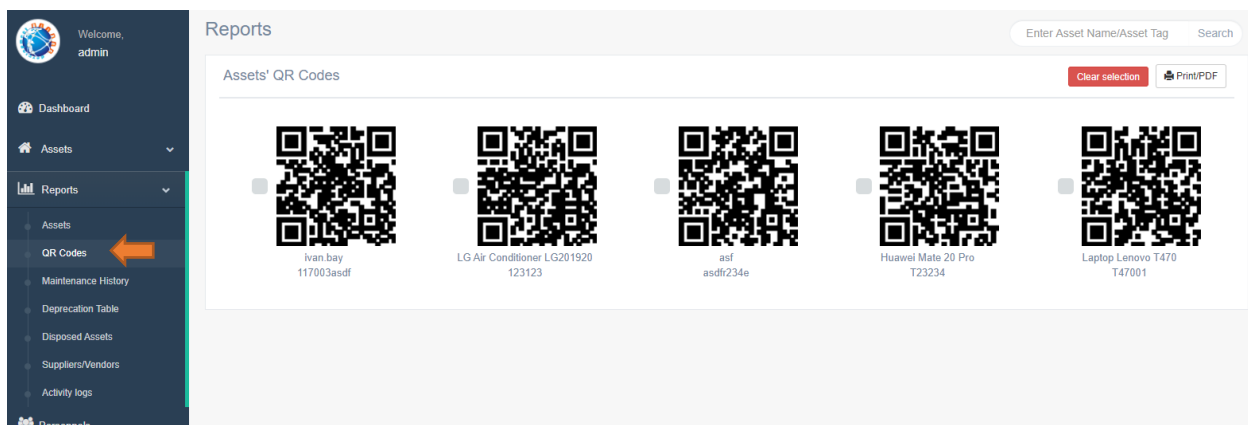
Copy CSV Excel Print

Search:

Asset Tag	Category	Brand	Model	Status	Purchased Date	Purchased Cost	Checked Out To	Location	Date Added
117003	Electronic Device			Available	2019-05-03	Php 3,423.00			November 19, 2019 15:50:14
117003323	Electronic Device	fasd	asd	Available	1970-01-01	-			November 19, 2019 15:50:15
11700333	Electronic Device	as	asd	Broken - Not Fixable (Disposed)	2019-05-03	Php 3,423.00			November 19, 2019 15:50:15
117003asdf	Electronic Device	Huawei	asd	Deployed	2002-05-20	Php 3,423.00	Boy, Ivan Paul		November 19, 2019 15:50:16
117003dfad	Building	fasd	dfas	Available	2019-11-13	Php 12.00			November 19, 2019 17:19:26
117003yut	Electronic Device	Huawei	asd	Available	2002-05-20	Php 3,423.00			November 19, 2019 15:50:16

b. QR Codes

1. From the menu navigation, go to **Reports > QR Codes** to display all asset's QR Codes





Reports


Enter Asset Name/Asset Tag Search


Assets' QR Codes


Clear selection Print/PDF


Ivan Bay
117003asdf


LG Air Conditioner LG201920
123123


asd
asdf1234e


Huawei Mate 20 Pro
T23234


Laptop Lenovo T470
T47001

c. Maintenance History

1. From the menu navigation, go to **Reports > Maintenance History** to display historical records of asset maintenance.

The screenshot shows the 'Reports' section of the system. On the left sidebar, the 'Maintenance History' option is highlighted with an orange arrow. The main content area displays the 'Maintenance' report for 'Assets for maintenance'. It includes a search bar, export options (Copy, CSV, Excel, Print), and a table with columns: Job Order, Asset Tag, Brand, Model, Status, Date Endorsed, ETC, Date Released, and Comments/Notes. Two entries are shown, with the first one being 'Released' and the second one being 'Ongoing Repair'.

Job Order	Asset Tag	Brand	Model	Status	Date Endorsed	ETC	Date Released	Comments/Notes
JOB1905120212	123123	LG	LG201920	Released	May 12, 2019 02:12:25	May 15, 2019	May 12, 2019 04:24:12	Completed the repair
JOB190512041622	124512	brand	model	Ongoing Repair	May 12, 2019 04:16:22	June 06, 2019	-	this is comment

d. Depreciation Table

1. From the menu navigation, go to **Reports > Depreciation Table** to display depreciation table per asset.

The screenshot shows the 'Reports' section of the system. On the left sidebar, the 'Depreciation Table' option is highlighted with an orange arrow. The main content area displays the 'Depreciation Table' report, which shows the depreciated value over the span of years for various assets. It includes a search bar, a 'Print/PDF' button, and a table with columns for Year # (1 to 12) and various asset values (Opening Book value, Depreciation, Ending Book value). The assets listed are 'Huawei Mate 20 Pro', 'Laptop Lenovo T470', and 'asf'.

Year #	1	2	3	4	5	6	7	8	9	10	11	12
Huawei Mate 20 Pro (May 20, 2019 - May 20, 2029)												
Opening Book value	40,000	36,000	32,000	28,000	24,000	20,000	16,000	12,000	8,000	4,000		
Depreciation	10%	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000		
Ending Book value	40,000	36,000	32,000	28,000	24,000	20,000	16,000	12,000	8,000	4,000	0	
Laptop Lenovo T470 (May 01, 2019 - May 01, 2031)												
Opening Book value	70,000	64,167	58,333	52,500	46,667	40,833	35,000	29,167	23,333	17,500	11,667	5,833
Depreciation	8.33%	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833
Ending Book value	70,000	64,167	58,334	52,500	46,667	40,834	35,000	29,167	23,334	17,500	11,667	5,834
asf (May 03, 2019 - May 03, 2029)												
Opening Book value	3,473	3,084	2,720	2,366	2,024	1,713	1,420	1,137	854	571	287	

e. Disposed Assets

1. From the menu navigation, go to **Reports > Disposed Assets** to display list of assets due for disposal or already disposed assets.

Reports

Disposed Assets

Copy CSV Excel Print

Search:

Asset Tag	Category	Brand	Model	Status	Purchased Date	Purchased Cost	Date Added
124512	Furniture	brand	model	Broken - Not Fixable (Disposed)	2019-05-08	-	November 19, 2019 15:50:17
11700333	Electronic Device	as	asd	Broken - Not Fixable (Disposed)	2019-05-03	Php 3,423.00	November 19, 2019 15:50:15

Showing 1 to 2 of 2 entries

Previous Next

f. Suppliers/Vendors

1. From the menu navigation, go to **Reports > Suppliers/Vendors** to display list of suppliers and vendors.

Reports

Suppliers/Vendors

Copy CSV Excel Print

Search:

Supplier	Asset/License Key	Name	Type	Purchased Date
<input type="text" value="Search Supplier"/>	<input type="text" value="Search Asset/License Key"/>	<input type="text" value="Search Name"/>	<input type="text" value="Search Type"/>	<input type="text" value="Search Purchased Date"/>
Microsoft	117003dfad	hhh	Asset	November 13, 2019
Nestle	117003	asdf	Asset	May 03, 2019
Nestle	11700333	asd	Asset	May 03, 2019
Nestle	117003asdf	ivan.bay	Asset	May 20, 2002
Nestle	abc432	Testing Name	Asset	May 09, 2019
Nestle	asdf234e	asf	Asset	May 03, 2019
Nestle	test 2	asdf	License (Perpetual)	June 01, 2019

g. Activity Logs

1. From the menu navigation, go to **Reports > Activity Logs** to display all transaction history done in the system.