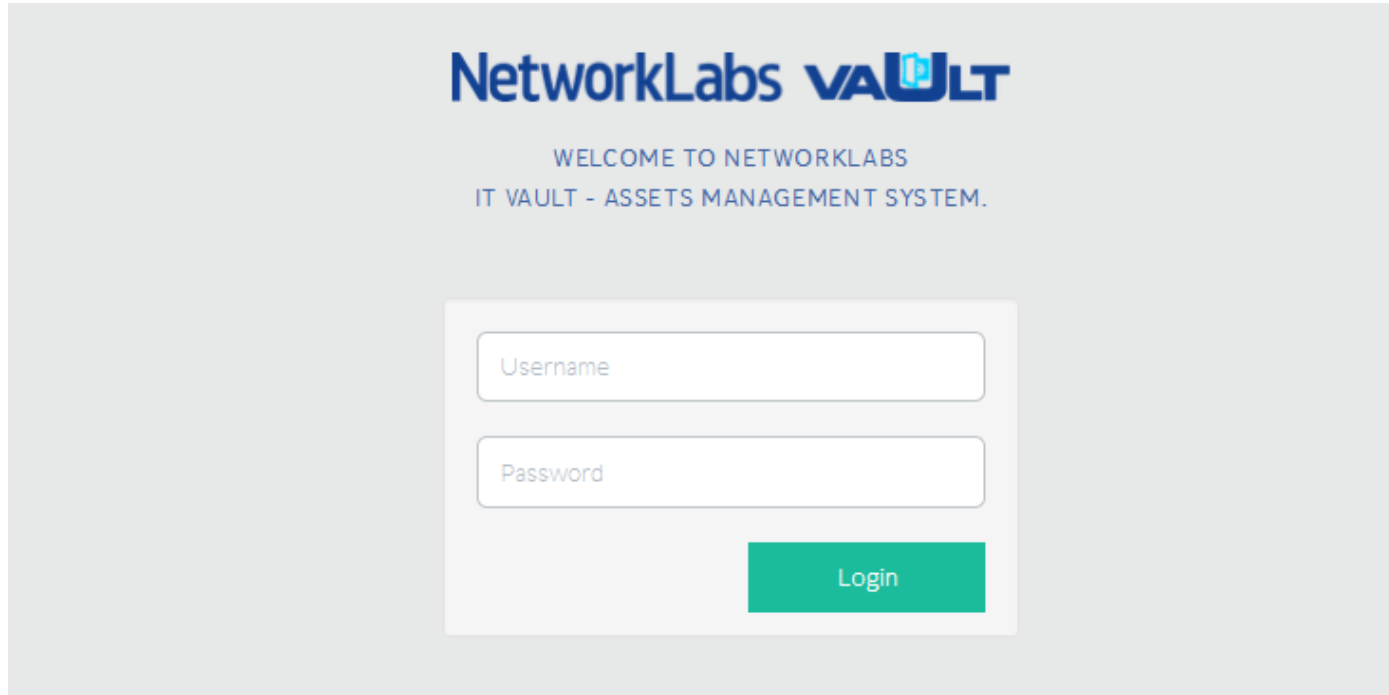


# VAULT MANUAL

## IT Asset Management System

# LOGIN PAGE

10.127.160.85/vault



The image shows a login page for NetworkLabs VAULT. The page has a light gray background. At the top center, the logo "NetworkLabs VAULT" is displayed in blue. Below the logo, the text "WELCOME TO NETWORKLABS" and "IT VAULT - ASSETS MANAGEMENT SYSTEM." is shown in a smaller blue font. In the center, there is a white rectangular box containing two input fields: "Username" and "Password". Below these fields is a green "Login" button.

NetworkLabs VAULT

WELCOME TO NETWORKLABS  
IT VAULT - ASSETS MANAGEMENT SYSTEM.

Username

Password

Login

# Login Feature

- The Login Module has 3 entities namely:
  - Root
  - Administrator
  - Viewer

# How to Register?

- The root account has the power to create an account in any type of entities. The root can choose which entity is suitable for the user. Remember that there is only one root for the system.

NetworkLabs VULN Accounts Employees Assets System Signed in as Maria Root Jr

Manage Accounts

Add An Account

Search Accounts

Action	Username	Last Name	First Name	User Type	Status
	admin	Admin	Maria	Admin	Activated
	alatan	Alatan	Loren Angela	Admin	Activated
	aldrin	Bacoco	Mejaldrin	Admin	Activated
	christian	Castillo	Christian Leroy	Admin	Activated
	dave	Dave	Decena	Admin	Activated
	marlon	Macatangay	Marlon	Admin	Activated
	Mike	Michael Charles	Carino	Admin	Activated
	spiderman	Parker	Peter	Admin	Deactivated
	ruel	Roque	Ruel	Admin	Activated
	user	User Jr	Maria	User	Activated

# Account Settings

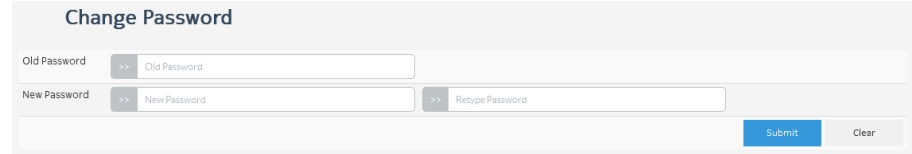
## Account Settings



The 'Account Settings' form features a title bar with a back arrow and the text 'Account Settings'. Below this, there are three input fields: 'Username' with the value 'root', 'Last Name' with the value 'Root Jr', and 'First Name' with the value 'Maria'. Each field has a small grey icon to its left. At the bottom right of the form are two buttons: 'Submit' (blue) and 'Revert' (grey).

The user can edit profile information in the system. It only requires username, Last name and First name. The username is required when logging in.

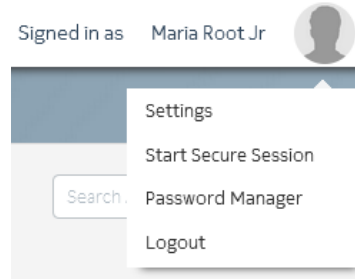
## Change Password



The 'Change Password' form has a title bar with the text 'Change Password'. It contains three input fields: 'Old Password', 'New Password', and 'Retype Password'. Each field has a small grey icon to its left. At the bottom right of the form are two buttons: 'Submit' (blue) and 'Clear' (grey).

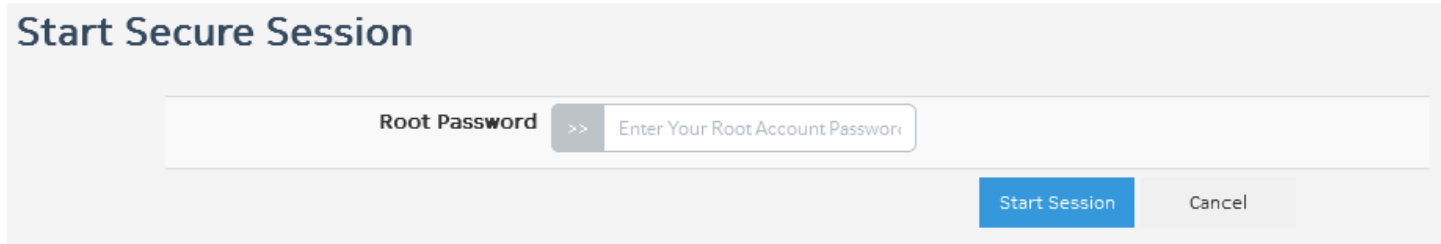
The user has the power to change password. This requires the old password to verify if the user is the real user of the account.

# How to access the profile settings?



- By simply clicking the profile picture, the user can see the different settings of the user's profile.

# Start Secure Session

A screenshot of a 'Start Secure Session' dialog box. The title 'Start Secure Session' is at the top left. Below it is a password input field with the label 'Root Password' and a placeholder 'Enter Your Root Account Password'. To the right of the input field are two buttons: 'Start Session' (blue) and 'Cancel' (grey).

Start Secure Session

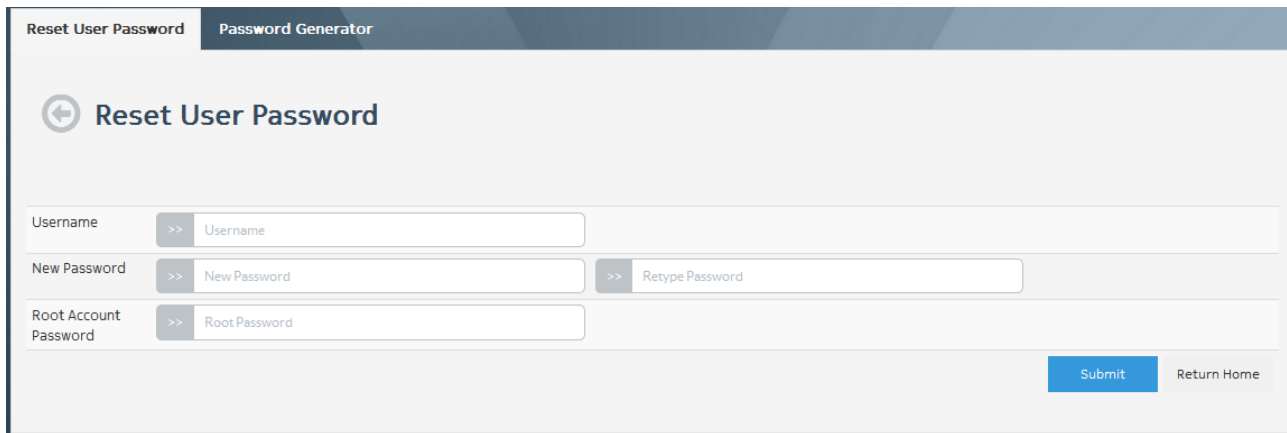
Root Password >> Enter Your Root Account Password

Start Session Cancel

Start Secure Session can access sensitive information like the product key of the software. Once the root has logged in, it will be redirected to the Software Assets interface.

Start Secure Session is for security purposes. This serves as the password for the software assets of NetworkLabs.

# Reset User Password



Reset User Password Password Generator

← Reset User Password

Username >> Username

New Password >> New Password >> Retype Password

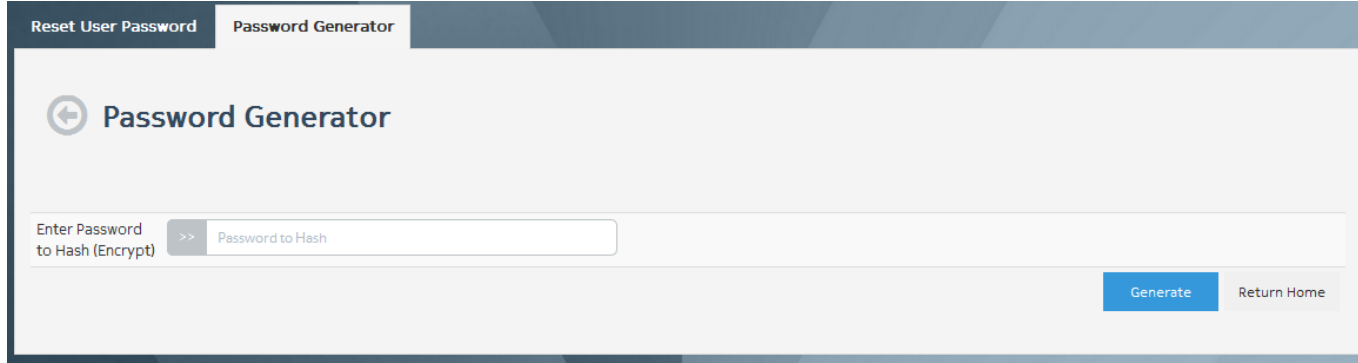
Root Account Password >> Root Password

Submit Return Home

This interface can reset the password of any account. If the user forgot his password, the root has the capability to change their password. This only requires the owner's username to reset his password.



# Password Generator



The screenshot shows a web application interface with a dark blue header. The header contains two tabs: 'Reset User Password' and 'Password Generator', with the latter being the active tab. Below the header, the main content area has a light gray background. At the top of this area is a back arrow icon followed by the text 'Password Generator'. Below this is a form with a label 'Enter Password to Hash (Encrypt)' and a text input field containing the placeholder text 'Password to Hash'. To the right of the input field is a blue button labeled 'Generate' and a gray button labeled 'Return Home'.

In case the root has changed the password, this password generator can generate an encrypted hash of password. When the user inputs the password, it will generate a hash to be copied in the database. This will provide an additional security for the password because of the encryption.

# Employees

All Employees

On-Board

Temporary Employees

OJT

Academy

Advanced Search

Import Data

+ Add Employee

- Delete Employees

Search Employees

Results : 1,093

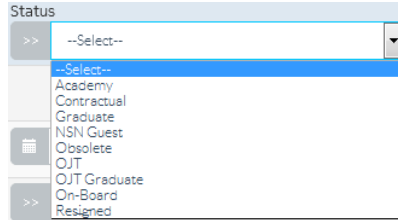
<input type="checkbox"/>	Action	<input type="checkbox"/>	Employee #	<input type="checkbox"/>	Status	<input type="checkbox"/>	Start Date	<input checked="" type="checkbox"/>	Last Name	<input type="checkbox"/>	First Name	<input type="checkbox"/>	NSN ID	Business Line	Email
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>		120110		On-Board		September 03, 2012		Abada		John Daness		61452351	MBB SRAN	john.abada.ext@nsn.com
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>		714006		Graduate		June 23, 2014		Abarquez		Rex Rovannie				
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>		140249		On-Board		July 28, 2014		Abarquez		Rex Rovannie		69014991	MBB FDD LTE	rex.abarquez.ext@nsn.com

This interface shows the different employees of NetworkLabs. This can add, edit, delete and view employees in the database system. It is divided into 4 categories namely: On-Board, Temporary Employees, OJT and Academy.

These categories are classified as:

- On-Board – Official Employees
- Temporary Employees – Contractual Employees
- OJT – Students who are undergoing in their internship program
- Academy – Trainees for operations

# Employee Status

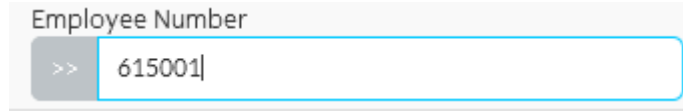


There are different status that the user can see when adding an employee. Their functions are the following:

- Academy – Trainees for operations
- Contractual – Temporary employees
- Graduate – After their academy stay
- NSN Guest – Expats
- Obsolete – Resigned Contractual employee
- OJT – Students who are in their internship program
- OJT Graduate – Resigned OJT
- On-Board – Official employee
- Resigned – Official employee that resigned

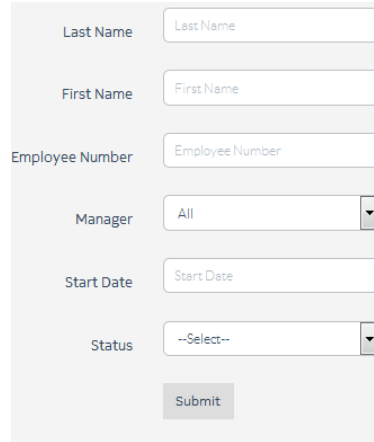
# Employee

## Employee Number

A screenshot of a web form with a label 'Employee Number' above a text input field. The input field contains the text '615001' and has a small '>>' button to its left.

- ☐ This is required for the first number of employee numbers:
  - 6 – NSN Guest
  - 7 – Academy
  - 8 – OJT
  - 9 – Contractual Employee
- ☐ The second and third digits of the employee number are the year that the employee/trainee has entered NetworkLabs.
- ☐ The last three digits of their employee number indicate the ordinal position of when the employee is hired in the specific year at NetworkLabs.

# Advanced Search



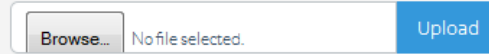
The image shows a web form titled "Advanced Search". It contains several input fields and two dropdown menus. The fields are labeled "Last Name", "First Name", "Employee Number", "Start Date", and "Status". The "Manager" field is a dropdown menu with "All" selected. The "Status" field is a dropdown menu with "--Select--" selected. A "Submit" button is located at the bottom of the form.

Last Name	<input type="text" value="Last Name"/>
First Name	<input type="text" value="First Name"/>
Employee Number	<input type="text" value="Employee Number"/>
Manager	<input type="text" value="All"/>
Start Date	<input type="text" value="Start Date"/>
Status	<input type="text" value="--Select--"/>
<input type="button" value="Submit"/>	

The Advanced Search tab is for narrow searching of different employees. This can search all the employees under a specific manager, start date, and according to their status.

# Import Data

## Import Employees [\(Download Form\)](#)




A file upload interface with a 'Browse...' button, a text field showing 'No file selected.', and an 'Upload' button.

Browse... No file selected. Upload

In importing the data of the employees, there is a specific file to upload here in the system. Just click download form to download the file that is needed to be the guide on importing the data needed in the system.

# Asset Models

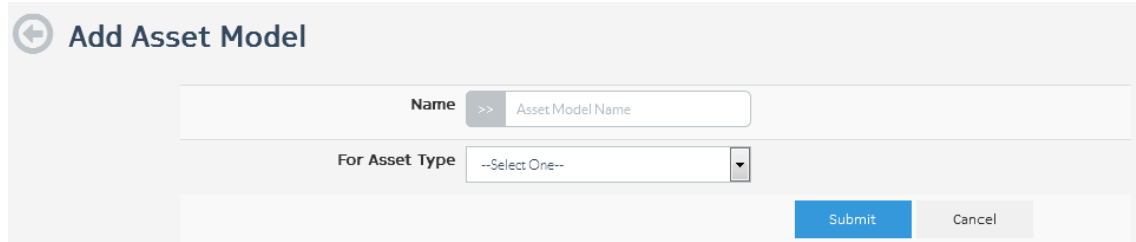
## System

Asset Models			
Delete	ID	Name	Asset Type
	0012	Acer X1110 Projector	Projectors
	0031	Aggregation Switch	Switches
	0056	C3Kx-NM-10G SFP	SFP

The Asset Models are the things that are owned by NetworkLabs. These are all the models of different asset types like Projectors, Printers, Laptops, etc. The root and the admin are the ones that is capable of adding an asset models. If there are corrections, just click the X Button to delete the models.

# Asset Models

## Add Asset Models



The image shows a web form titled "Add Asset Model" with a back arrow icon. The form contains two main input fields: "Name" and "For Asset Type". The "Name" field has a small ">>" button and contains the text "Asset Model Name". The "For Asset Type" field is a dropdown menu currently showing "--Select One--". At the bottom right of the form are two buttons: "Submit" (blue) and "Cancel" (grey).

This requires the Model Name and the Asset Type in adding an Asset Model. The user should be able to choose the right asset type for the Model Name. After adding, there will be an assigned ID no. for the asset model. This same goes to the Software Types.



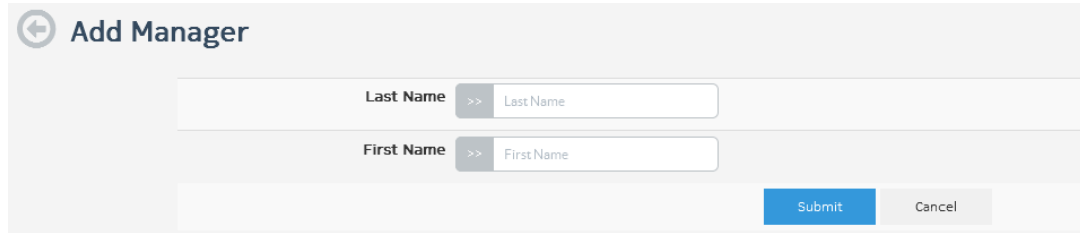
# Managers System

Managers				
Delete	ID	Name	Working Employees	Total Employees
	0026	Abat, Neri Michael	30	30
	0035	Ba, Vinayak	14	15
	0036	Bersamina, William	14	14
	0011	Bota, Gergo	16	18

The managers interface is where all the managers of NetworkLabs. It can also see all the employees under a certain manager. It can also see the total employees of each manager.

# Manager

## Add Manager



The image shows a web form titled "Add Manager" with a back arrow icon. It contains two input fields: "Last Name" and "First Name". Each field has a small grey button with ">>" next to the label. Below the fields are two buttons: "Submit" (blue) and "Cancel" (grey).

← Add Manager

Last Name >>


First Name >>

Submit Cancel

Adding a manager requires Last Name and First Name. After adding the Manager, it will be displayed in the manager's list. This same goes to Add Business Lines and Add Units

# Manager

## Transfer Employees

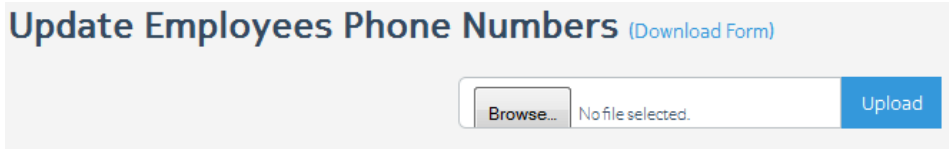
 **Transfer Employees to a New Manager**

**Note:** Only currently working employees will be transferred. The records of former employees will not be affected.

Old Manager		New Manager
--Select One--	to	--Select One--
<div>Transfer</div>		

If there is a new manager and the previous manager has already resigned, this is the best toll to transfer the employees to the new manager. It can track all employees that has been transferred to the new manager.

# Update Phone Numbers System

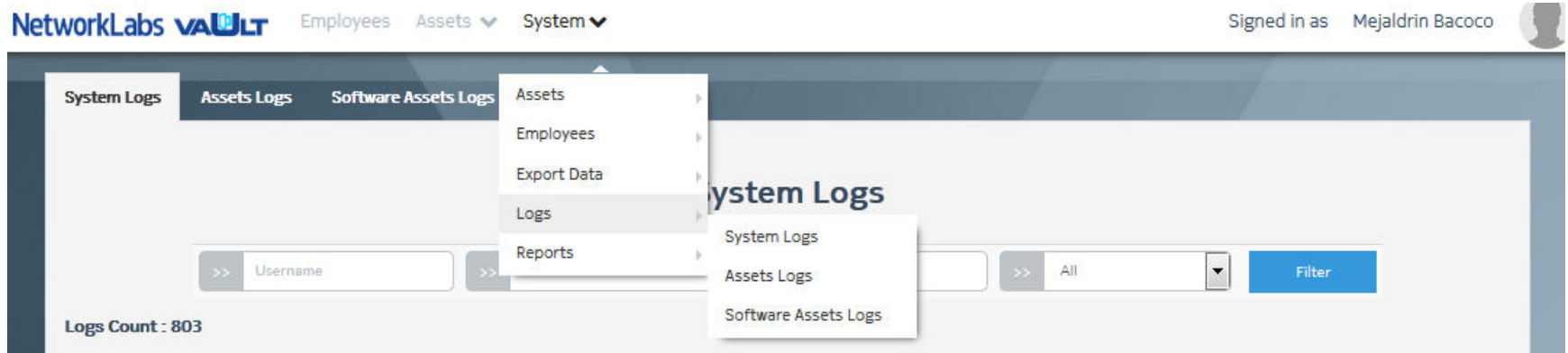


Update Employees Phone Numbers [\(Download Form\)](#)

No file selected.

This interface can import phone numbers of the employees. This can also update the employee's phone number in the database. Just follow what is included in the download form for guides and import it. After that, if the file has successfully uploaded, it will already update the phone numbers field in the database.

# Logs



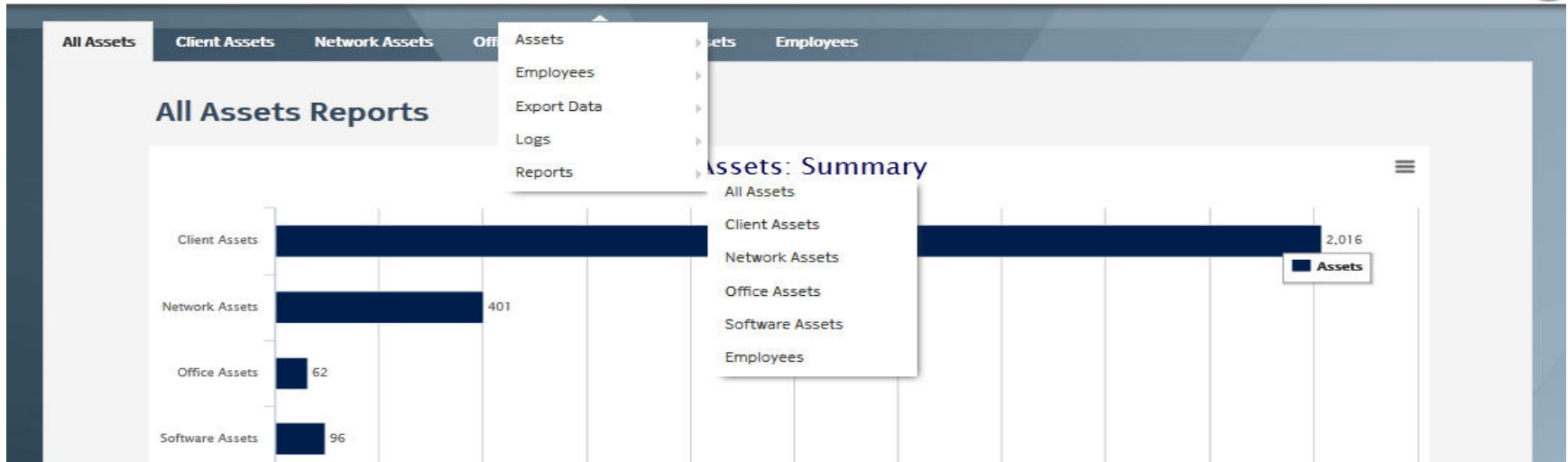
As shown above, “Logs” is divided into 3 categories, namely:

- **System Logs**
- **Assets Logs**
- **Software Assets Logs**

## Logs (cont'd)

- **System Logs** – Shows the record of updates made to the employees and the updates made to the system
- **Assets Logs** – Shows the record of asset transfers
- **Software Assets Logs** – Shows the record of changes made to the software assets by the root account/s

# Reports



As shown above, “Reports” is divided into 6 categories, namely:

- All Assets
- Client Assets
- Network Assets
- Office Assets
- Software Assets
- Employees

## Reports (cont'd)

- **All Assets**– Shows the current count per status of Client Assets, Network Assets, Office Assets, and Software Assets company, as well
- **Client Assets** – Shows the current count per status of the Laptop, Monitors, and Docking Stations company
- **Network Assets** – Shows the current per status count of Access Points, Routers, Switches, SFP, UPS, VoIP Phones, and Servers of the company



## Reports (cont'd)

- **Office Assets** – Shows the current count per status of Printers, Projectors, and other Assets of the company
- **Software Assets** - Shows the current count of software assets
- **Employees** – shows the current count per status of employees