

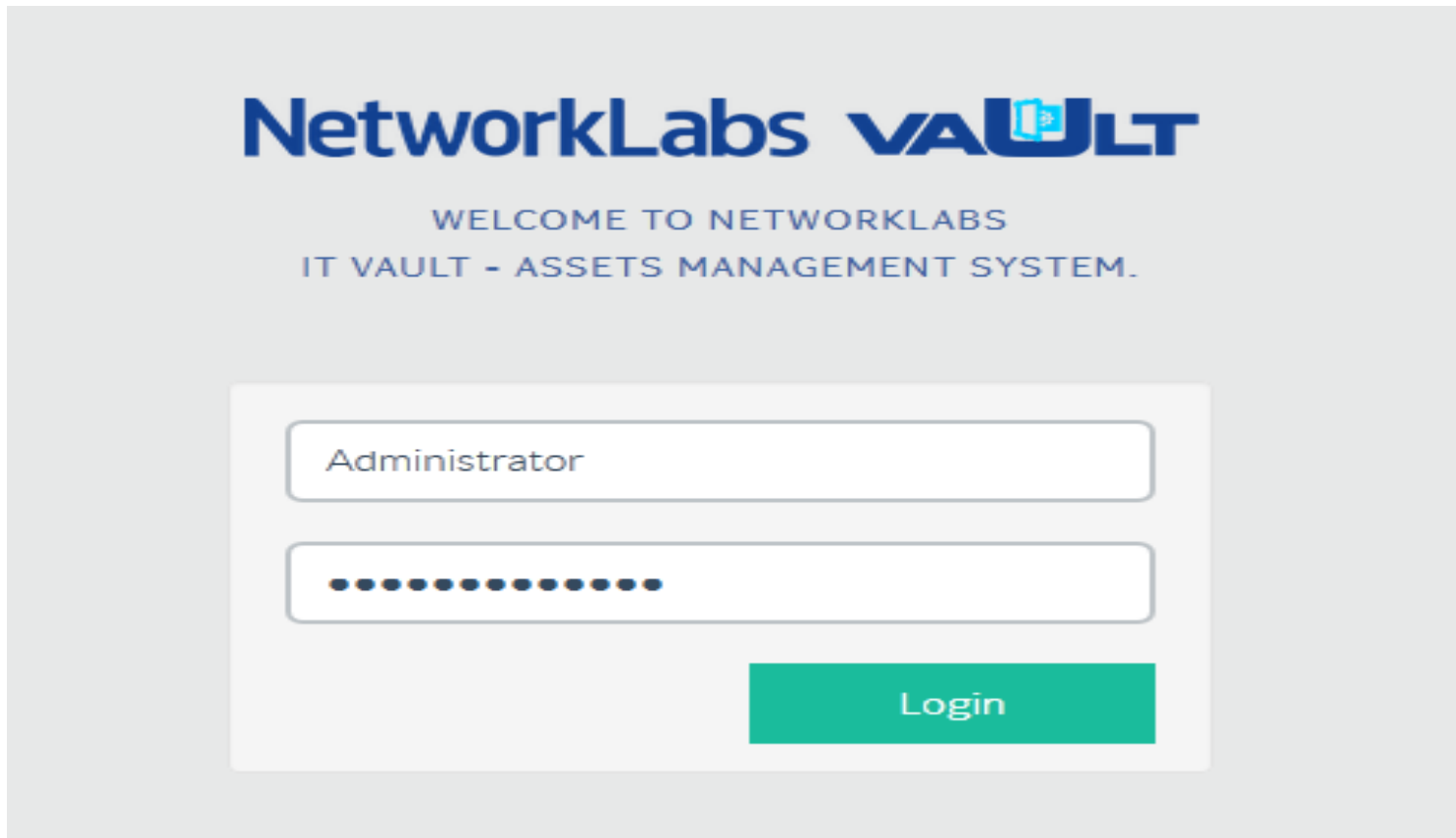
“VAULT” MANUAL (Administrator)

IT Asset Management System

LOGIN PAGE

10.127.160.85/vault

We will use an administrator account in this presentation.



The image shows the login page for NetworkLabs VAULT. At the top, the logo "NetworkLabs VAULT" is displayed in blue, with the "VAULT" part in a bold, sans-serif font and a small blue icon of a vault door. Below the logo, the text "WELCOME TO NETWORKLABS" and "IT VAULT - ASSETS MANAGEMENT SYSTEM." is centered. The login form consists of two input fields: the first is labeled "Administrator" and the second is a password field with a series of dots. A green "Login" button is positioned to the right of the password field.

NetworkLabs VAULT

WELCOME TO NETWORKLABS
IT VAULT - ASSETS MANAGEMENT SYSTEM.

Administrator

.....

Login

Administrator Account

The Administrator account has the following capabilities:

- modify the employees
- modify company assets
- view the logs of the users
- export and import data into the system
- extract reports from the system

Navigation Bar

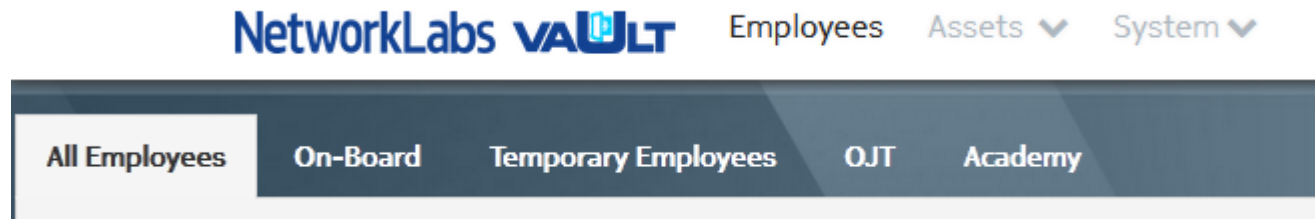


The Administrator account has 3 main navigations.

- **Employees Tab** – Contains information of all the employees working under the company
- **Assets Tab** – Contains information of the assets used and assets currently installed in the company and its employees
- **System Tab** – Displays the options of the system, as well as the logs and reports gathered within the system.

Employee Tab





















Employee Tab



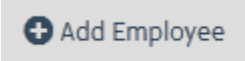
The Employee Tab is then divided into 5 categories, namely:


- **All Employees** – All employees recorded in the system
- **On-Board** – Current employees working for the company
- **Temporary Employees** – Contractual/Indefinite employees
- **OJT** – Students undergoing their internship program
- **Academy** – Trainees under supervision of the company instructor



Sample Employee Tab

All Employees								
On-Board Temporary Employees OJT Academy								
Advanced Search Import Data								
<div> <div>+ Add Employee</div> <div>Search Employees</div> </div>								
Results : 1,093								
Action	Employee #	Status	Start Date	Last Name	First Name	NSN ID	Business Line	Email
 	120110	On-Board	September 03, 2012	Abada	John Daness	61452351	MBB SRAN	john.abada.ext@nsn.com
 	714006	Graduate	June 23, 2014	Abarquez	Rex Rovannie			
 	140249	On-Board	July 28, 2014	Abarquez	Rex Rovannie	69014991	MBB FDD LTE	rex.abarquez.ext@nsn.com
 	110199	On-Board	September 05, 2011	Abat	Neri Michael	61430618	MBB SM	neri.abat.ext@nsn.com
 	110184	On-Board	October 03, 2011	Abatayo	Jose Francisco	61432583	MBB SRAN	jose.abatayo.ext@nsn.com
 	814071	OJT Graduate	April 15, 2014	Abellar	Adrian Aquiles		MBB SRAN Manila 82 PH	
 	130107	On-Board	July 15, 2013	Abiva	Marc Renmel	69006377	MBB SRAN	marc.abiva.ext@nsn.com
 	140150	On-Board	June 30, 2014	Ablir	John Marx	69014157	MBB SM	john.ablir.ext@nsn.com
 	140265	On-Board	August 26, 2014	Aboque	John Arvin	69015678	MBB SM	john.aboque.ext@nsn.com
 	120013	On-Board	January 16, 2012	Abuel	Precious	61433348	MBB SRAN Manila 82 PH	precious.abuel.ext@nsn.com

Add Employee

To add an employee, click  and fill up the following fields:

 **Add New Employee**

Name	First Name >> First Name	Last Name >> Last Name
	Nickname >> Nickname	Username >> Username
	Employee Number >> Employee Number	Status >> --Select--
Manager	>> None	
Start/End Date	 Start Date	 End Date
NSN ID/Email	>> NSN ID	>> Email
Business Line/Unit	>> None	
Subunit	>> Subunit	
Cellphone Number	>> Cellphone Number	

Submit

Cancel

Edit/Change Employee Information

To Edit an employee, click the  button in the ACTION column, then edit with the desired information.

Update Employee Information

Name

First Name

>> John Daness

Last Name

>> Abada

Nickname

>> John

Username

>> abada

Employee Number

>> 120110

Status

>> On-Board

Manager

>> Labios, Marion

Start/End Date

2012-09-03

End Date

NSN ID/Email

>> 61452351

>> john.abada.ext@nsn.com

Business Line/Unit

>> MBB SRAN

OMCP

Subunit

>> O&M 11 PH

Cellphone Number



























>> '+639173068599

Submit


Cancel

Sorting Information

To sort information either by numerical or alphabetical order, simply tick the box beside the column title. Tick it again to sort it to incrementing or decrementing value.

All Employees								
On-Board Temporary Employees OJT Academy								
Advanced Search Import Data								
+ Add Employee								
Results : 1,094								
Search Employees								
Action	Employee #	Status	Start Date	Last Name	First Name	NSN ID	Business Line	Email
 	69015890	On-Board	December 15, 2014	Salvanera	Oliver	69015890	MBB SRAN	oliver.salvanera@nsn.com
 	61476163	On-Board	December 15, 2014	Leron	Jeronimo	61476163	MBB SRAN	jeronimo.leron@nsn.com
 	61476162	On-Board	December 15, 2014	de Guzman	Beatrice Angeline	61476162	MBB SRAN	beatrice.de_guzman@nsn.com
 	61476151	On-Board	December 15, 2014	Rodriguez	Robin Paul	61476151	MBB SRAN	robin.rodriguez@nsn.com
 	61476150	On-Board	December 15, 2014	Borja	Paulo Alfonso	61476150	MBB SRAN	paulo.borja@nsn.com
 	61476149	On-Board	December 15, 2014	Resoso	Alvin	61476149	MBB SRAN	alvin.resoso@nsn.com
 	61476148	On-Board	December 15, 2014	Tan	Jeffrey	61476148	MBB SRAN	jeffrey.tan@nsn.com
 	61476147	On-Board	December 15, 2014	David	Cristopher	61476147	MBB SRAN	christopher.david@nsn.com
 	61476146	On-Board	December 15, 2014	Salvio	Bebsher	61476146	MBB FDD LTE	bebsher.salvio@nsn.com
 	61476139	On-Board	December 15, 2014	Gaspar	Jennimae	61476139	MBB LC	jennimae.gaspar@nsn.com
 	61476137	On-Board	December 15, 2014	Mabasa	Jobelle	61476137	MBB SRAN	jobelle.mabasa@nsn.com
 	915001	Contractual	January 12, 2015	Oliveros	Erika			
 	914008	Contractual	December 01, 2014	Reyes	Abegail		MBB SRAN Manila 82 PH	

View More Information

To view more information about an employee, click the  button in the action column.

Employee # 120110 (On-Board)

Full Name : John Daness Abada

Nickname : John

Status : On-Board

Start Date : September 03, 2012

NSN ID : 61452351

Cellphone Number : '+639173068599

Manager : Marion Labios

Business Line : MBB SRAN

Unit : OMCP

Subunit : O&M 11 PH

Email : john.abada.ext@nsn.com

Username : abada

Close

Search for an Employee

Use the Search Bar for a quick search of an employee.

All Employees

On-Board

Temporary Employees

OJT

Academy











Advanced Search

Import Data

+ Add Employee

Search Employees

Results : 1,094

Action	Employee #	Status	Start Date	Last Name	First Name	NSN ID	Business Line	Email
 	120110	On-Board	September 03, 2012	Abada	John Daness	61452351	MBB SRAN	john.abada.ext@nsn.com
 	714006	Graduate	June 23, 2014	Abarquez	Rex Rovannie			
 	140249	On-Board	July 28, 2014	Abarquez	Rex Rovannie	69014991	MBB FDD LTE	rex.abarquez.ext@nsn.com
 	110199	On-Board	September 05, 2011	Abat	Neri Michael	61430618	MBB SM	neri.abat.ext@nsn.com
 	110184	On-Board	October 03, 2011	Ahatavo	.Jose Francisco	61432583	MBB SRAN	jose.ahatavo.ext@nsn.com

Advanced Search

Use Advanced Search for searching employees using multiple information.

All EmployeesOn-BoardTemporary EmployeesOJTAcademy

Advanced SearchImport Data

Last NameLast Name

First NameFirst Name

Employee NumberEmployee Number























ManagerAll

Start DateStart Date

Status--Select--

Submit

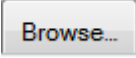

Results : 1,094

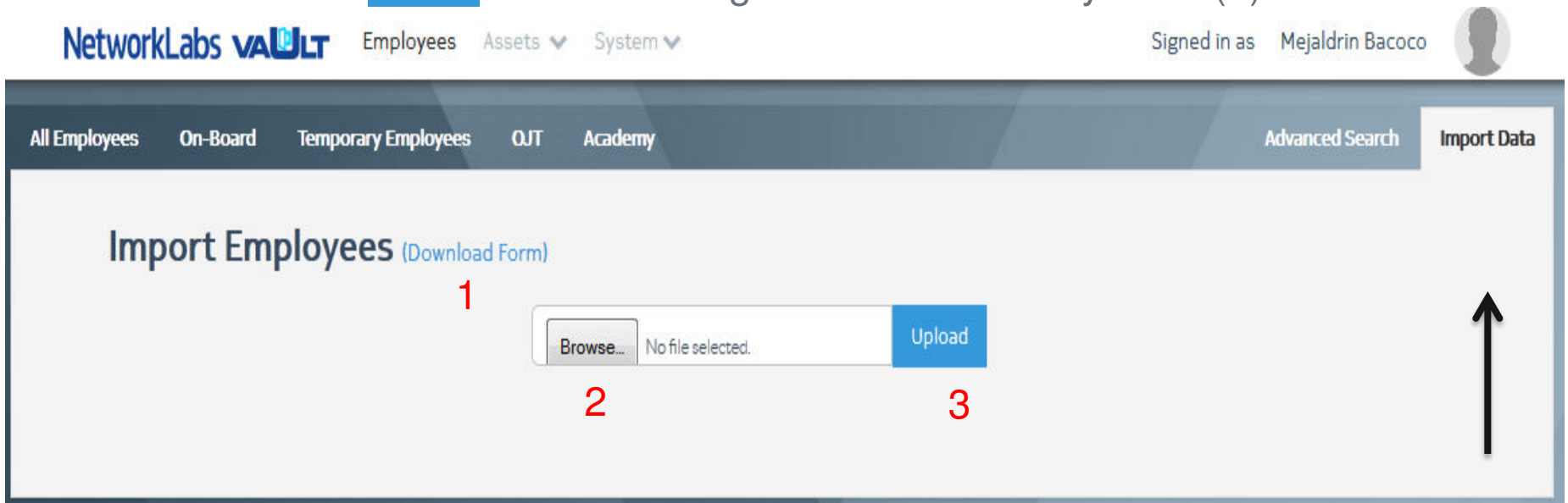
Action	Last Name	First Name	Employee #
 	Abada	John Daness	120110
 	Abarquez	Rex Rovannie	714006
 	Abarquez	Rex Rovannie	140249
 	Abat	Neri Michael	110199
 	Abatayo	Jose Francisco	110184
 	Abellar	Adrian Aquiles	814071
 	Abiva	Marc Renmel	130107
 	Ablir	John Marx	140150
 	Aboque	John Arvin	140265
 	Abuel	Precious	120013
 	Arebas	Dexter	140353

NOTE: This also applies to the ALL Employees, On-Board, Temporary Employees, OJT, and Academy categories.

Import Employees

Use Import Data for adding bulk numbers of employee into the system.

- To import, click and save the download form (1)
- Provide the necessary information into the downloaded form
- Click the  button and then locate the form in which you provided the necessary information (2)
- Then click the  button to merge the file into the system. (3)

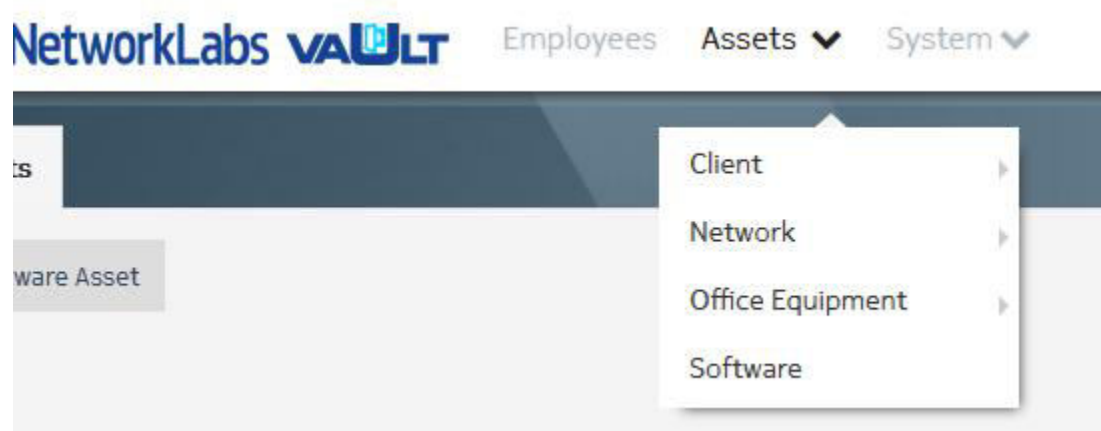


The screenshot shows the NetworkLabs VAULT interface. At the top, there is a navigation bar with 'Employees', 'Assets', and 'System' menus. The 'Employees' menu is active. On the right, it says 'Signed in as Mejaldrin Bacoco'. Below the navigation bar, there is a sub-navigation bar with 'All Employees', 'On-Board', 'Temporary Employees', 'OJT', and 'Academy'. The 'Import Data' button is highlighted. The main content area is titled 'Import Employees (Download Form)'. Below this title, there is a red number '1' pointing to the 'Download Form' link. Below the link, there is a file selection area with a 'Browse...' button (labeled with a red number '2'), a text box showing 'No file selected.', and an 'Upload' button (labeled with a red number '3'). A large black arrow points upwards towards the 'Upload' button.

NOTE: This also applies to the ALL Employees, On-Board, Temporary Employees, OJT, and Academy categories.

Assets Tab

Assets Tab




The Asset Tab is divided into 4 categories, namely:

- **Client** – Contains information about Laptops, Monitors, and Docking Stations
- **Network** – Contains information about Access Points, Routers, Switches, SFP, UPS, VoIP Phones, and Servers
- **Office Equipment** – Contains information about Printers, Projectors, and other assets that doesn't fall into any of the categories
- **Software** – Contains information about the licensed softwares used by the company

Add Asset

To add an asset, click  and fill up the following fields:

 **Add New Client Asset**

Asset Tag *

>> Asset Tag

Serial Number *

>> Serial Number

Issue to

Employee

Charger Serial Number

>> Charger Serial Number

OS Image

>> None


RAM Upgrade


>> None

Model

>> --Select One--

Warranty Start / End

 Start Date

 End Date

Asset Type * / Status *

>> Leptope


>> --Select One--


Notes



Submit

Clear

Edit/Change Asset

To Edit an asset, click the  button in the ACTION column, then edit with the desired information.

 **Update Client Asset** [View Logs](#)

Asset Type *	>> Laptops	▼
Status *	>> PWU (Personal Work Unit)	▼
Asset Tag *	>> C-2219	
Serial Number *	>> 5CG425KB27	
Issued to	>> Ian Laurence Ramiro	
Charger Serial Number	>> Charger Serial Number	
OS Image	>> NWL	
RAM Upgrade	>> None	▼
Model	>> HP Probook 640 G1	▼
Warranty Start / End	 2014-06-26	 2017-06-25
Notes	<div></div>	
<div>Update ▼</div> <div>Go Revert</div>		


Edit/Change Asset (cont'd)




























Located below are the types of ACTIONS that can be done to an asset:

- **Update** – Save the information you revised to an asset
- **Transfer Asset** – Transfer the ownership of that particular asset
- **Generate Waiver** – produces a liability waiver for that particular asset
- **Log as Returned** – Automatically marks the asset as “Available”, as well as transfer its ownership
- **Add/Change Image** – By default, OS Image info of a laptop cannot be changed, unless using this ACTION

The screenshot displays a web interface for editing an asset. At the top, there are two date pickers labeled 'Warranty Start / End' with dates '2014-06-26' and '2017-06-25'. Below these is a 'Notes' section with a large text area. To the right of the notes, a dropdown menu is open, showing a list of actions: '--Select Action--', 'Update', 'Transfer Asset', 'Generate Waiver' (highlighted in blue), 'Log as Returned', 'Log as Lost', and 'Add/Change Image'. Below the dropdown is a text input field containing 'Generate Waiver' and a small downward arrow. At the bottom right, there are two buttons: 'Go' and 'Revert'.


View Logs

To view the logs of an asset, simply click the  button located in the ACTION column.

Laptops			Monitors	Docking Stations
<div>+ Add an Asset</div>				
Results : 1,116				
Action	Asset Tag			
<div></div>	C-2219	50		
<div></div>	C-2220	50		
<div></div>	C-2221	50		
<div></div>	C-2222	50		
<div></div>	C-2223	50		
<div></div>	C-2224	50		
<div></div>	C-2225	50		
<div></div>	C-2226	50		
<div></div>	C-2227	50		

View Logs (cont'd)


































There is also an alternative way to view the Logs of a asset:

To view the changes made to a specific asset, click the  (1) button, then click The **View Logs** (2) button to access the asset's history, updates, remarks and changes made to the OS Image.

Laptops Monitors Docking Stations

+ Add an Asset

Results : 1,116

Action	Asset Tag	Serial
  	C-2219	5CG4
  	C-2220	5CG4
  	C-2221	5CG4
  	C-2222	5CG4
  	C-2223	5CG4
  	C-2224	5CG4
  	C-2225	5CG4
  	C-2226	5CG4
  	C-2227	5CG4
  	C-2228	5CG4
  	C-2229	5CG4

Update Client Asset

Asset Type * >> Laptops

Status * >> PWU (Personal Work Unit)

Asset Tag *


























































Client Asset Logs (C-2219)

Logs Count : 3


Details	Logged by	Date / Time
Asset C-2219, SN: 5CG425KB27 transferred from Loren Angela Alatan and assigned to employee Ian Laurence Ramiro , with status PWU .	(root) Maria Root Jr	November 27, 2014 10:40AM
Asset C-2219, SN: 5CG425KB27 transferred from Ian Laurence Ramiro and assigned to employee Loren Angela Alatan , with status PWU .	(root) Maria Root Jr	November 27, 2014 10:39AM
Asset C-2219, SN: 5CG425KB27 added to the database and assigned to employee Ian Laurence Ramiro with asset status Personal Work Unit .	(aldrin) Mejaldrin Bacoco	November 14, 2014 4:51PM

Sorting Information

To sort information either by numerical or alphabetical order, simply tick the box beside the column title. Tick it again to sort it to incrementing or decrementing value.

<div> Laptops Monitors Docking Stations <div>Advanced Search</div> <div>Import Data</div> </div>							
<div> <div> Add an Asset </div> <div> <div>Search Laptops</div> <div>Q</div> </div> </div>							
Results : 1,116							
Action	<input type="checkbox"/> Asset Tag	<input type="checkbox"/> Serial Number	Issued To	<input type="checkbox"/> Model	<input type="checkbox"/> Warranty Start	<input type="checkbox"/> Warranty End	Status
  	C-2219	5CG425KB27	Ramiro, Ian Laurence	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2220	5CG425KBN0	Soriente, Carlos	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2221	5CG425KBP8	Castillo, Veenes	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2222	5CG425KBKS	Ylagan, Kyera-Ann	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2223	5CG425KBKY	Taroy, Ana Therese	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2224	5CG425KB3L	Victorio, Kevin Luor Maurice	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2225	5CG425KB4L	Villaester, Myke	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2226	5CG425KDSL	Eugenio, David John	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2227	5CG425KDV8	Camba, Dominic	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2228	5CG425KB2K	Geron, Mike Andrew	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2229	5CG425KBLJ	Soriano, Sherwin	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2230	5CG425KBL3	Gador, Liana Karla Joy	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2231	5CG425KB3V	Necio, James Carl	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2232	5CG425KBLD	Tampus, Jobeth Jennifer	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2233	5CG425KB1T	Bughao, John Victor	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2234	5CG425KB1X	Gozo, Richard John	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2235	5CG425KB24	Anson, Jaime Rafael	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2236	5CG425KDSY	Matias, Michelle	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2237	5CG425KB0C	Naca, Cecilia	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU

View More Information

To view more information about an asset, click the  button in the action column.

C-2219

Issued To : Ramiro, Ian Laurence

Serial Number : 5CG425KB27

Charger Serial Number : No Information.

OS Image : NWL

RAM Upgrade : None.

Model Name : HP Probook 640 G1

Warranty Start Date : June 26, 2014

Warranty End Date : June 25, 2017


Status : PWU

Notes :

Date Added : November 24, 2014 11:48AM

Close

View More Information

To view more information about an asset, click the  button in the action column.

C-2219

Issued To : Ramiro, Ian Laurence

Serial Number : 5CG425KB27

Charger Serial Number : No Information.

OS Image : NWL

RAM Upgrade : None.

Model Name : HP Probook 640 G1

Warranty Start Date : June 26, 2014

Warranty End Date : June 25, 2017

Status : PWU

Notes :

Date Added : November 24, 2014 11:48AM

Close

Search for an Asset

Use the Search Bar for a quick search of an asset.



Laptops

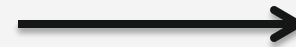
Monitors

Docking Stations

Advanced Search

Import Data























+ Add an Asset



Search Laptops



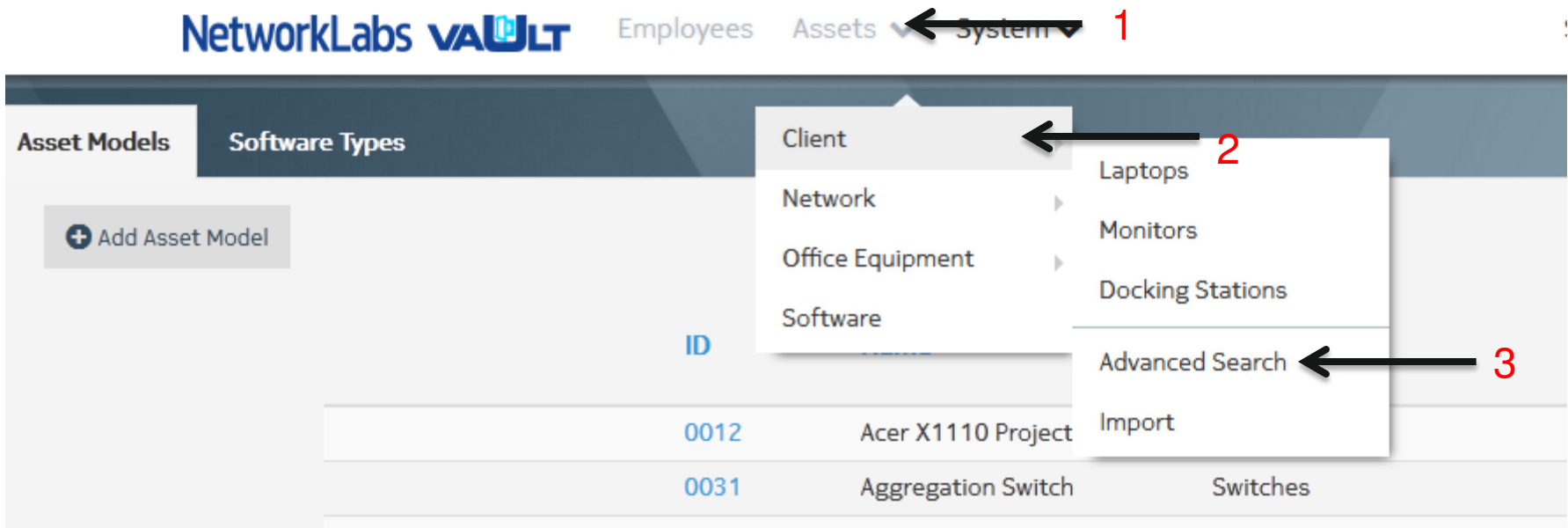
Results : 1,116

Action	Asset Tag	Serial Number	Issued To	Model	Warranty Start	Warranty End	Status
  	C-2219	5CG425KB27	Ramiro, Ian Laurence	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2220	5CG425KBN0	Soriente, Carlos	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2221	5CG425KBP8	Castillo, Veenes	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2222	5CG425KBKS	Ylagan, Kyera-Ann	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2223	5CG425KBKY	Taroy, Ana Therese	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2224	5CG425KB3L	Victorio, Kevin Luor Maurice	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2225	5CG425KB4L	Villaester, Myke	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2226	5CG425KDSL	Eugenio, David John	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU
  	C-2227	5CG425KDV8	Camba, Dominic	HP Probook 640 G1	June 26, 2014	June 25, 2017	PWU

Advanced Search

Advanced search is used when searching for employees using multiple information. To use, do the following:

Go to (1) Assets, (2) Client, then (3) Advanced Search

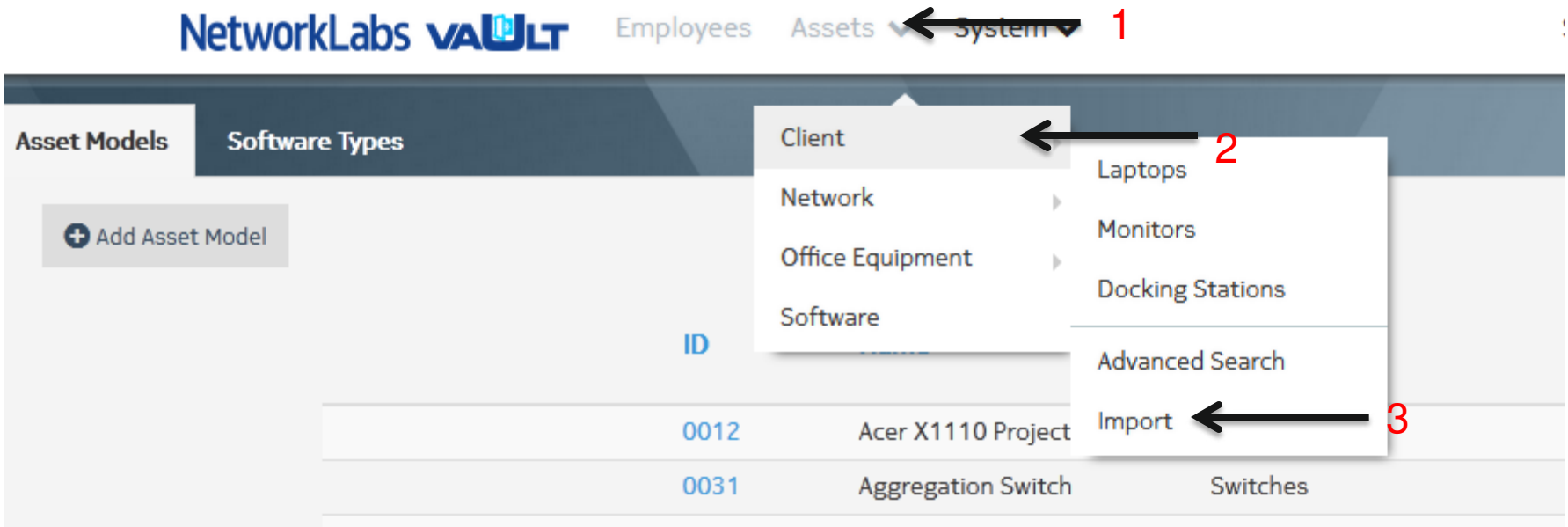


NOTE: This also applies to Network, Office Equipment, and Software categories.

Import Asset (cont'd)

Use Import Data for adding bulk numbers of assets into the system. To use it, do the following:

Go to (1) Assets, (2) Client, then (3) Import



NOTE: This also applies to Network, Office Equipment, and Software categories.

Import Asset

Use Import Data for adding bulk numbers of employee into the system. To import:

- Click and save the download form (1)
- Provide the necessary information into the downloaded form
- Click the button and then locate the form in which you provided the necessary information (2)
- Choose the category in which the system will merge the information you provided in the form. **BE CAREFUL.** If you provided information for Laptops, then choose the Laptops category. The same applies for Docking Stations and Monitors category. (3)
- Then click the button to merge the file into the system. (4)

The screenshot shows the 'Import Client Assets' interface. At the top, there are tabs for 'Laptops', 'Monitors', and 'Docking Stations'. The main heading is 'Import Client Assets' with a link '(Download Form)' next to it. An arrow labeled '1' points to this link. Below the heading, there is a dropdown menu currently showing 'Laptops'. An arrow labeled '3' points to this dropdown. The dropdown menu is open, showing options: '--Select One--', 'Laptops', 'Docking Stations' (which is highlighted in blue), and 'Monitors'. To the right of the dropdown is a 'Browse...' button. An arrow labeled '2' points to this button. Next to the 'Browse...' button is a text field that says 'No file selected.'. To the right of the text field is a blue 'Upload' button. An arrow labeled '4' points to this button.