

# ASSET MOVEMENT PORTAL USER MANUAL.

The asset movement portal is a user-friendly system that has been created to ease in the movement of assets from one location to another.

The system allows to fill in details of the asset you want to be moved and generates a document for you with the details.

It helps to keep track of assets in a organization.

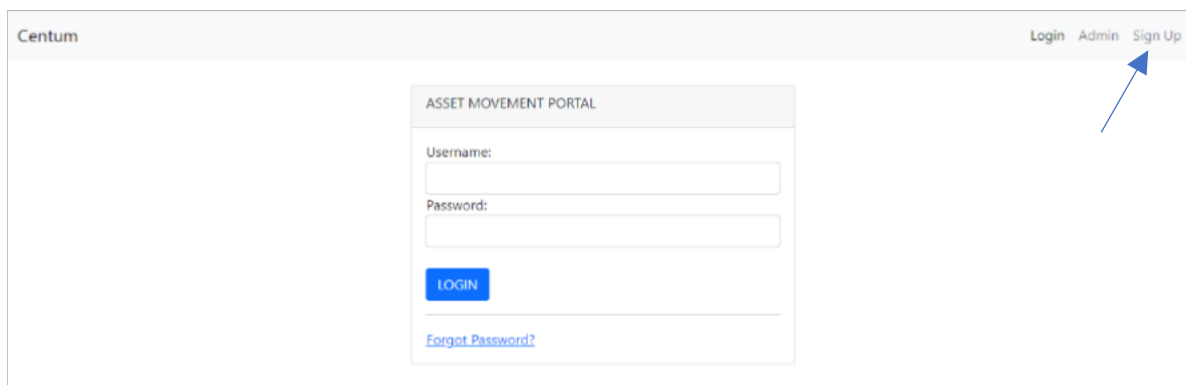
This document takes you through the process of using the system from start to completion.

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## 1. SIGNING UP

For a first time user you need to create an account for yourself by clicking on the signup button and filling in your details and sign up as shown below.



Centum

Login Admin **Sign Up**

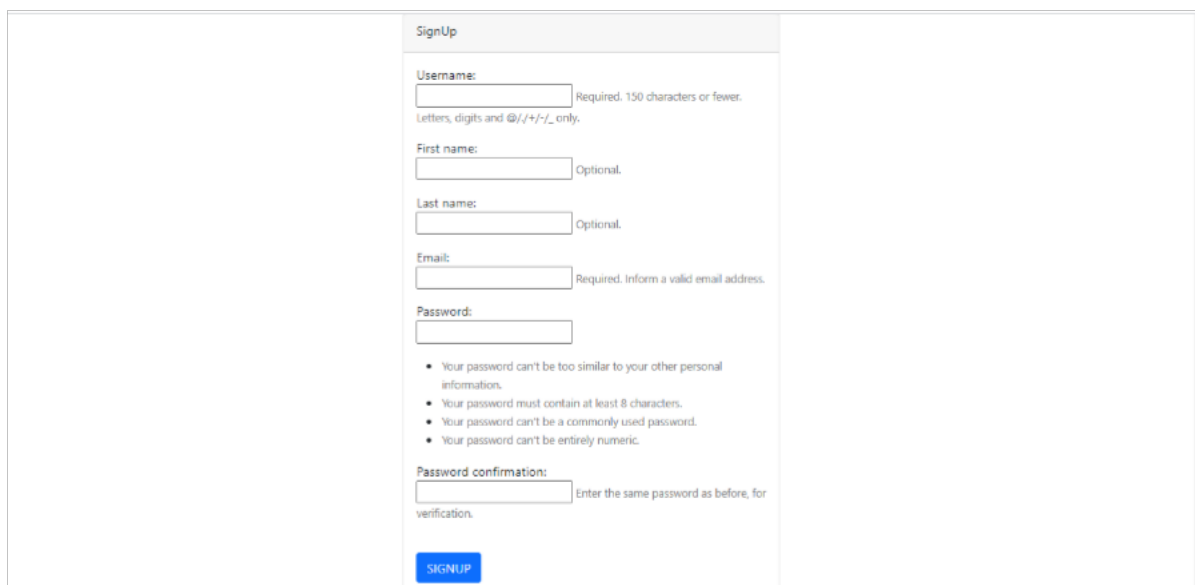
ASSET MOVEMENT PORTAL

Username:

Password:

**LOGIN**

[Forgot Password?](#)



Sign Up

Username:  
 Required. 150 characters or fewer.  
Letters, digits and @/./+/-/\_ only.

First name:  
 Optional.

Last name:  
 Optional.

Email:  
 Required. Inform a valid email address.

Password:

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation:  
 Enter the same password as before, for verification.

**SIGNUP**

## 2. LOGGING IN

Log in with the credentials you used while signing up.

## 3. FILLING IN THE FORM

After logging in, click on the "FILL IN ASSET MOVEMENT FORM BUTTON" and a form appears. Fill in the correct details of the asset you want to move and submit.

Centum

FILL IN THE ASSET MOVEMENT FORM.

Name

[Show all records](#)

Asset Movement

Asset name:

Laptop

Asset sn:

0026727

Place from:

TierData

Place to:

Maintenance

Person name:

Your name

Person id:

123456

Reason:

Give a clear reason why the asset should be moved

Confirmed by:

Person authorizing

Form user:

\*\*\*\*\*

Receiver:

Receiver from place to

Submit

Dashboard

Admin

Sign Out

Welcome

## 4. GENERATING PDF

After submitting the form, a PDF(gate pass) has been generated with the details you have filled in. Click on the “Data Preview” button and the PDF should have the details you just filled in. Click on the “DOWNLOAD PDF” button, sign and scan it back to your machine. Steps are as shown below.

Centum

Dashboard

Admin

Sign Out

Welcome


FILL IN THE ASSET MOVEMENT FORM.

Name

[Show all records](#)

Actions

[Data Preview](#)



[Back](#)

[DOWNLOAD DOCUMENT](#)

Date: April 7, 2021

Time: 5:58 p.m.

Dear Security,

**REF: ASSET MOVEMENT FORM NUMBER: TDL 0016**

Kindly allow of ID Number to transfer the asset with details listed below:

Asset Type:

Asset Serial Number: 00

From:

To:

Reason:

Collected By	Confirmed By
Name:	Name:
For:	For:

## 5. UPLOADING THE SIGNED DOCUMENT


Back to the dashboard, click on "Show all record" button. All records appear, identify your

record and click on the upload button. It opens a new window that allows you to choose a file from your computer, give a brief description of the document, select the signed document and submit. The steps are as shown below.

Centum Dashboard Admin Sign Out Welcome,

[FILL IN THE ASSET MOVEMENT FORM](#)

Name	Actions
<a href="#">Show all records</a>	<a href="#">Data Preview</a>




Centum Dashboard Admin Sign Out

### Records

All Records

Search

Form Number	Asset Name	Asset Serial Number	Place From	Place To	Person Name	Person ID	Reason	Option
1	Laptop	006473864	TierData	Vipingo	Naomi	3636687	Exchange	<a href="#">UPLOAD</a>
3	Desktop	0066738	TierData	Maintenance	Naomi	6645632	Maintenance	<a href="#">UPLOAD</a>
4	Laptop	00353728	Zohari	Maintenance	Natasha	53263681	Exchange	<a href="#">UPLOAD</a>
5	Router	00464789	TierData	Maintenance	Ken	26525766	Maintenance purposes	<a href="#">UPLOAD</a>



**File Upload**

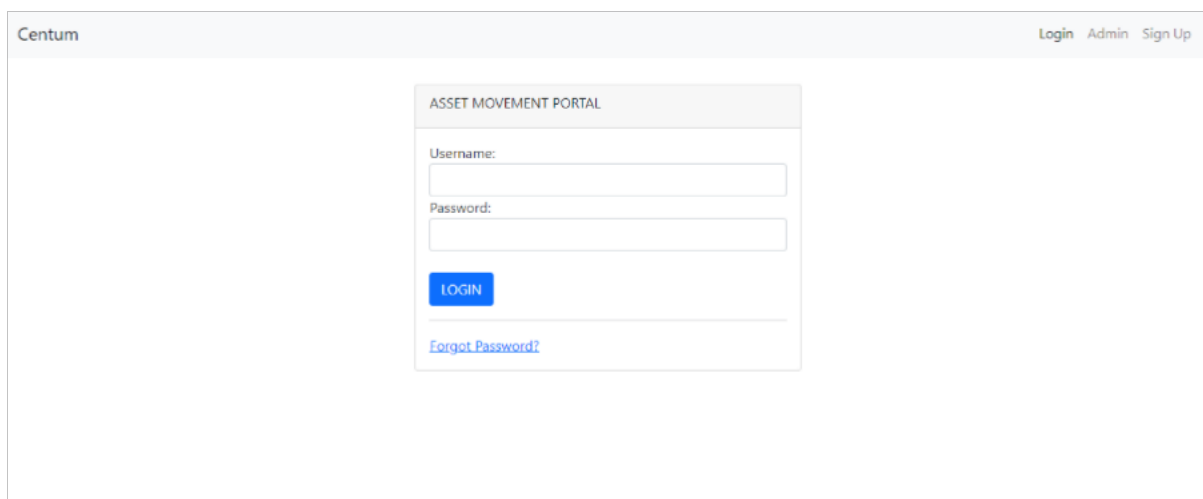
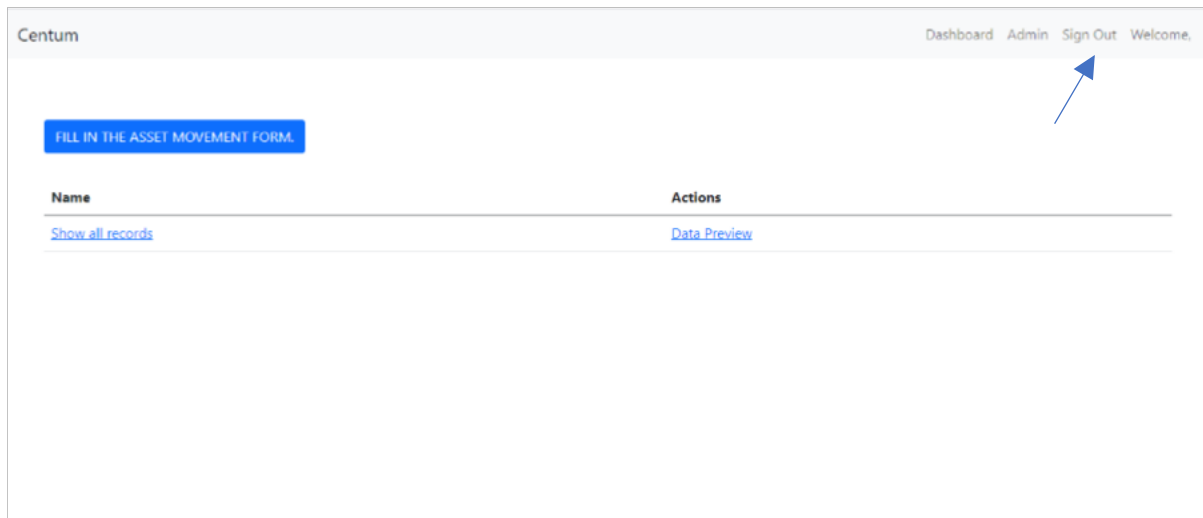
Description:

Document:  No file chosen



## 6. SIGNING OUT

After you have completed the process, you can sign out by pressing the sign out button as shown below. It should redirect to the default login page.



## 7. FORGOT PASSWORD

If you happen to forget your password, click on the forgot password link that appears at the bottom of the login page, type in your email address that you used to create your account. Check your email for a reset password link. Click on the link, change your password.



ASSET MOVEMENT PORTAL

Username:

Password:

LOGIN

[Forgot Password?](#)



### Reset Password

Forgotten your password? Enter your email address below, and we'll email instructions for setting a new one.

Email\*

Send email



### Password reset sent

We've emailed you instructions for setting your password, if an account exists with the email you entered. You should receive them shortly.

If you don't receive an email, please make sure you've entered the address you registered with, and check your spam folder.

**Password Reset Confirm**

Please enter your new password.

New password\*

• Your password can't be too similar to your other personal information.  
• Your password must contain at least 8 characters.  
• Your password can't be a commonly used password.  
• Your password can't be entirely numeric.

New password confirmation\*

[Reset password](#)

**Password reset complete**

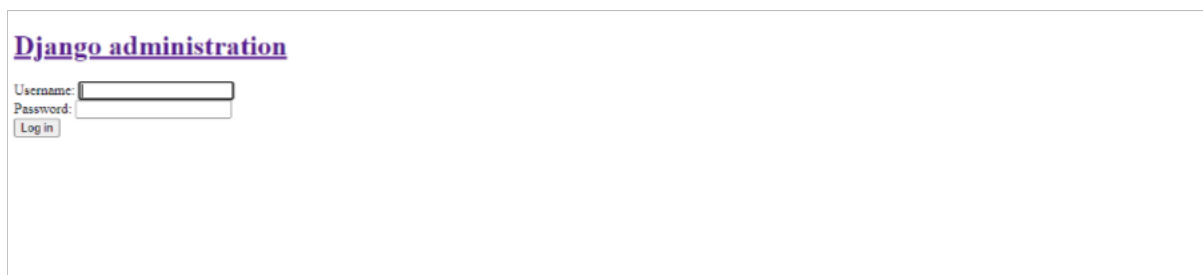
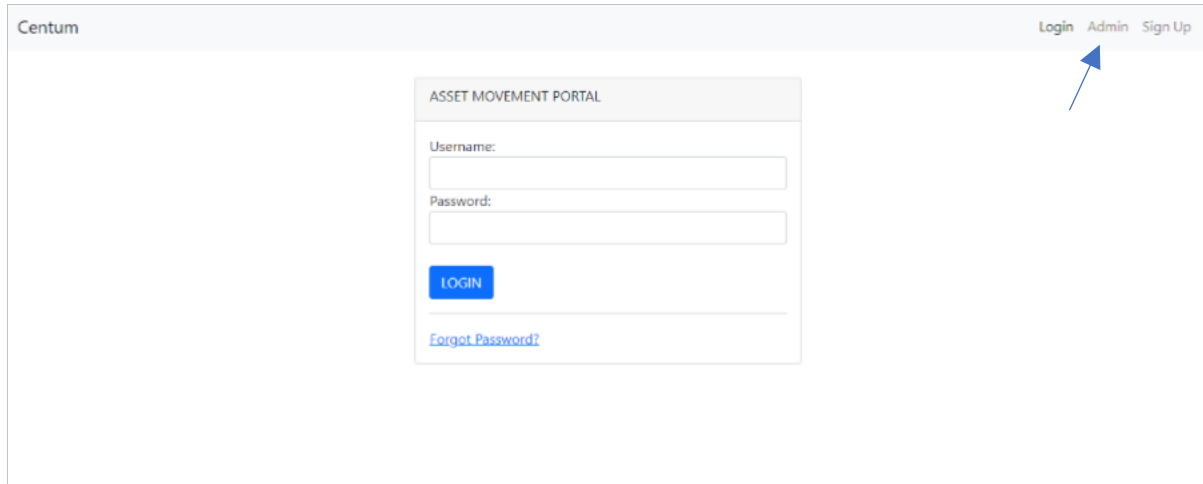
Your password has been set. You may go ahead and log in now.

[Log in](#)

You have now successfully changed your password. Go back to the login page and join in with your new credentials.

## 8. ADMIN DASHBOARD

For anyone with admin rights, click on the admin button, login with the same credentials. You can add, edit, update and delete users and forms.



### 8.1 Adding a user

Click on add, fill in the details and save. You can add in more details about the user and assign rights or delete.





## 8.2 Updating and deleting a user

Search for the user you want to update or delete and select.

The screenshot shows a web interface for managing users. At the top, there are navigation links: [Users](#) and [Add](#). Below these are links for [Form](#), [Forms](#), and [Add](#). The main heading is "Select user to change". Under this heading, there is a link for [Add user](#). A search bar contains the text "example" and a "Search" button. To the right of the search bar, it says "1 result (1 total)". Below the search bar, there is an "Action:" dropdown menu and a "Go" button. Below the "Go" button, it says "0 of 1 selected". A table with one row is shown, with columns: [Username](#), [Email address](#), [First name](#), [Last name](#), and [Staff status](#). The row contains the text "example" and a "False" status. Below the table, it says "1 user". There are two filter sections: "By staff status" with links for [All](#), [Yes](#), and [No](#); and "By superuser status" with links for [All](#), [Yes](#), and [No](#). At the bottom, there is a section for "By active".

It directs you to this page where you can update their status and save or delete the user.

The screenshot shows a web form for updating a user. At the top, there is a "Username:" field with the text "example". Below this, there is a "Password:" field with a note: "Required. 150 characters or fewer. Letters, digits and @/./+/-/\_ only." Below the password field, there is a line of text: "algorithm: pbkdf2\_sha256 iterations: 216000 salt: GKzoe\*\*\*\*\* hash: +bVoKG\*\*\*\*\*". Below this, there is a note: "Raw passwords are not stored, so there is no way to see this user's password, but you can change the password using [this form](#)." The form is divided into two main sections: "Personal info" and "Permissions". The "Personal info" section has fields for "First name:", "Last name:", and "Email address:". The "Permissions" section has a checkbox for "Active" which is checked. Below this, there is a note: "Designates whether this user should be treated as active. Unselect this instead of deleting accounts." Below the "Active" checkbox, there is a checkbox for "Staff status" and a note: "Designates whether the user can log into this admin site." Below the "Staff status" checkbox, there is a checkbox for "Superuser status" and a note: "Designates that this user has all permissions without explicitly assigning them." Below the "Superuser status" checkbox, there is a section for "Groups" with a list of groups and an "Add" button. Below the "Groups" section, there is a note: "The groups this user belongs to. A user will get all permissions granted to each of their groups. Hold down 'Control', or 'Command' on a Mac, to select more than one." Below the note, there is a section for "User permissions" with a list of permissions and a dropdown menu.

## 8.3 Logging out

After you are done making changes, make sure to log out.

