

***GBS Asset Tracking System***

***BackOffice App***

***Documentation***

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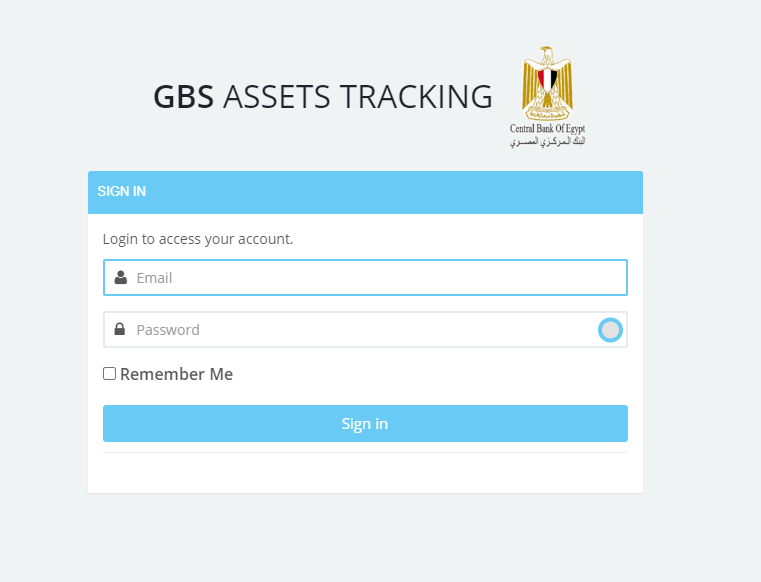
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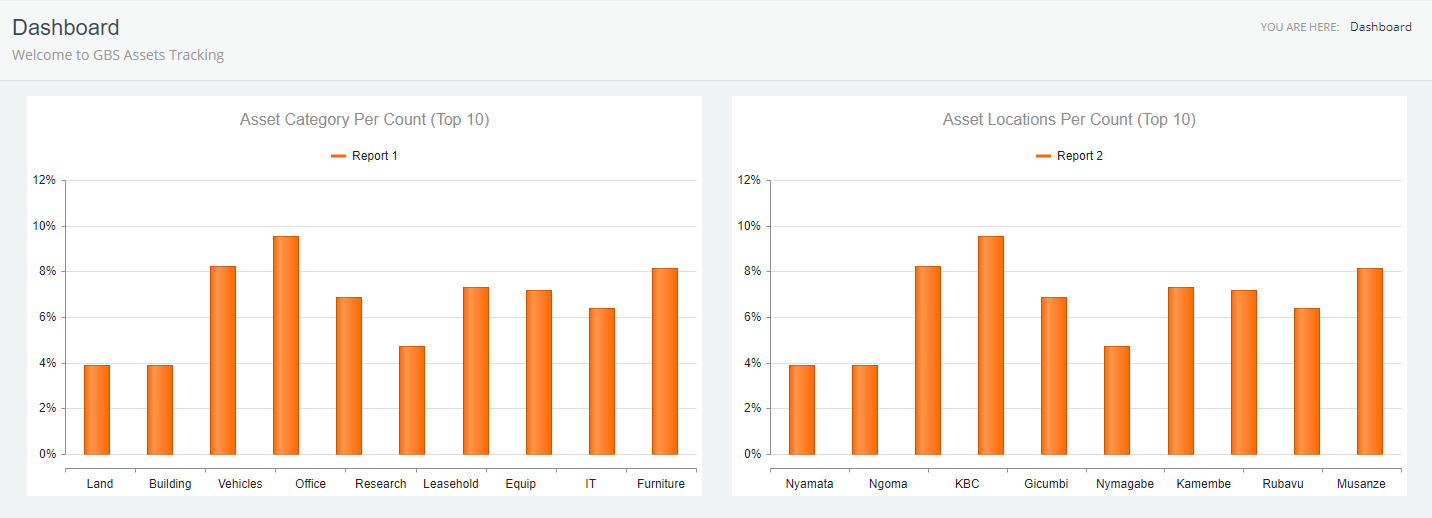
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## Sign in



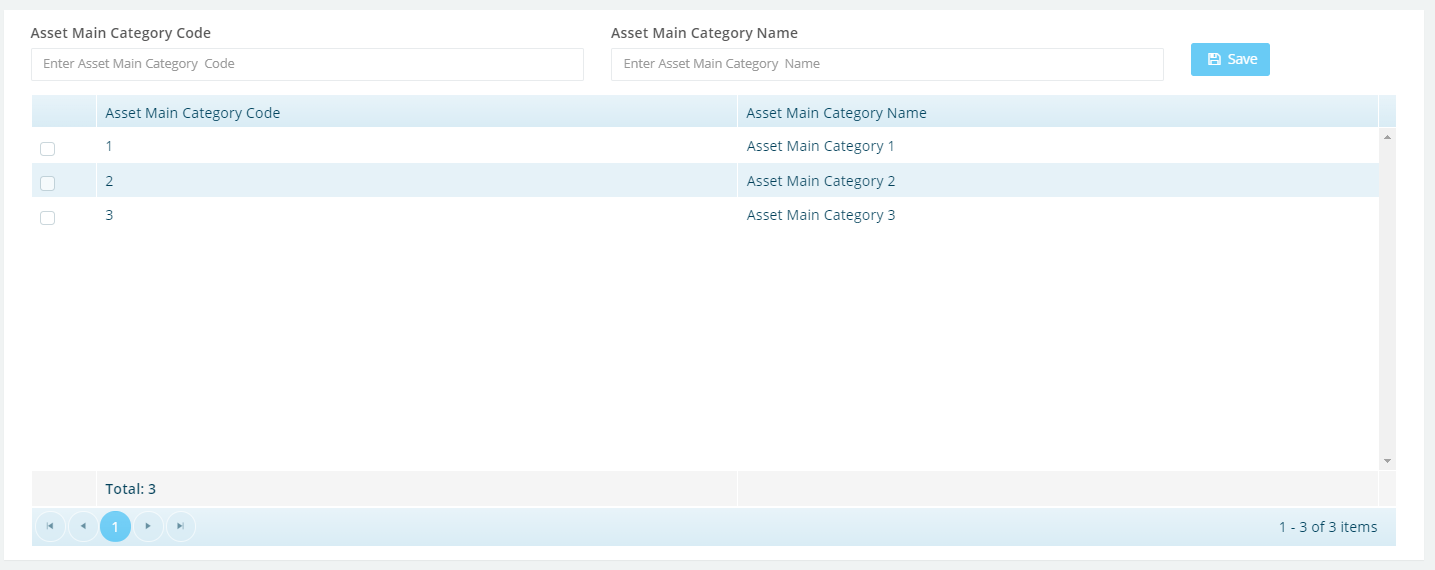
# DashBoard:

## Dashboard

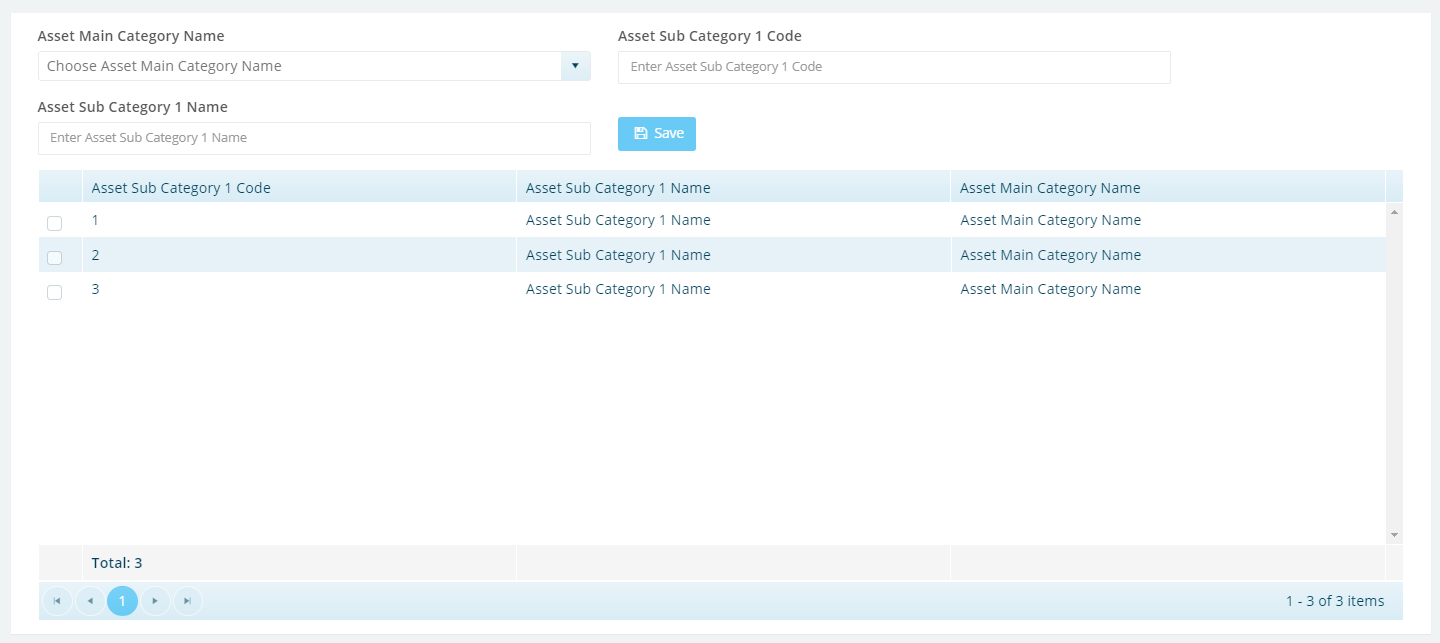


# Master Data – Asset Categories

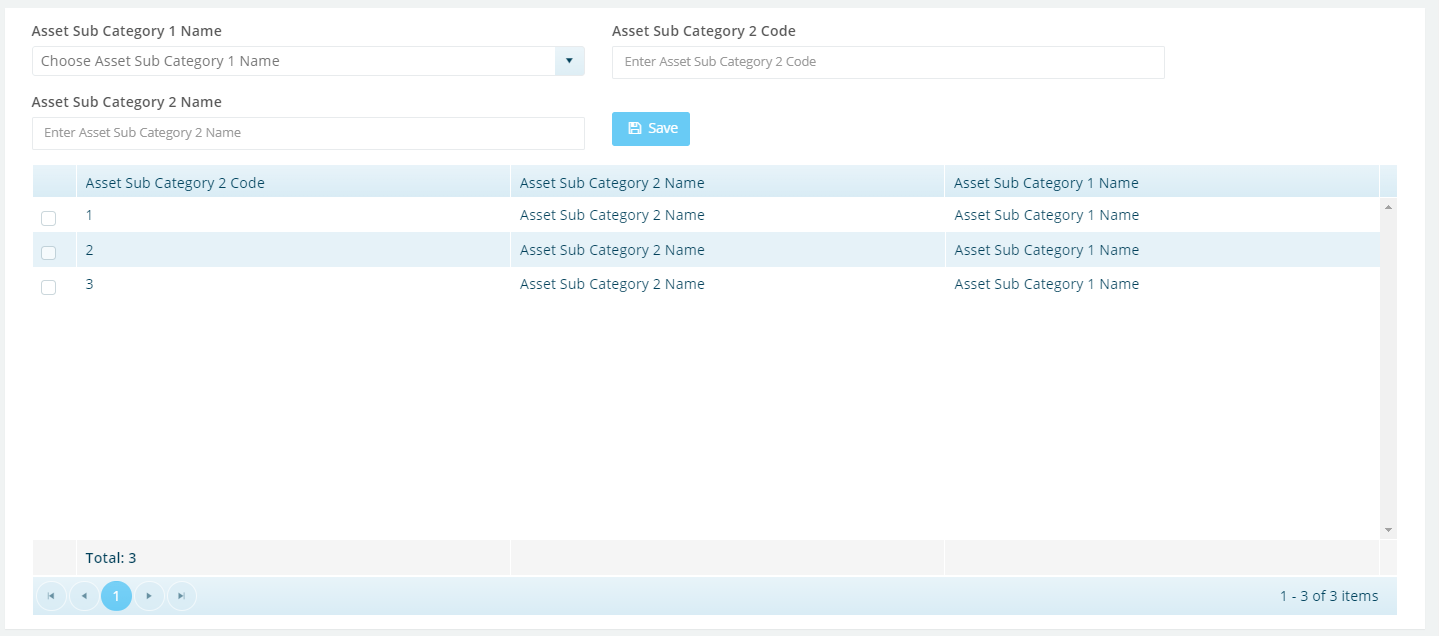
## Asset Main Category



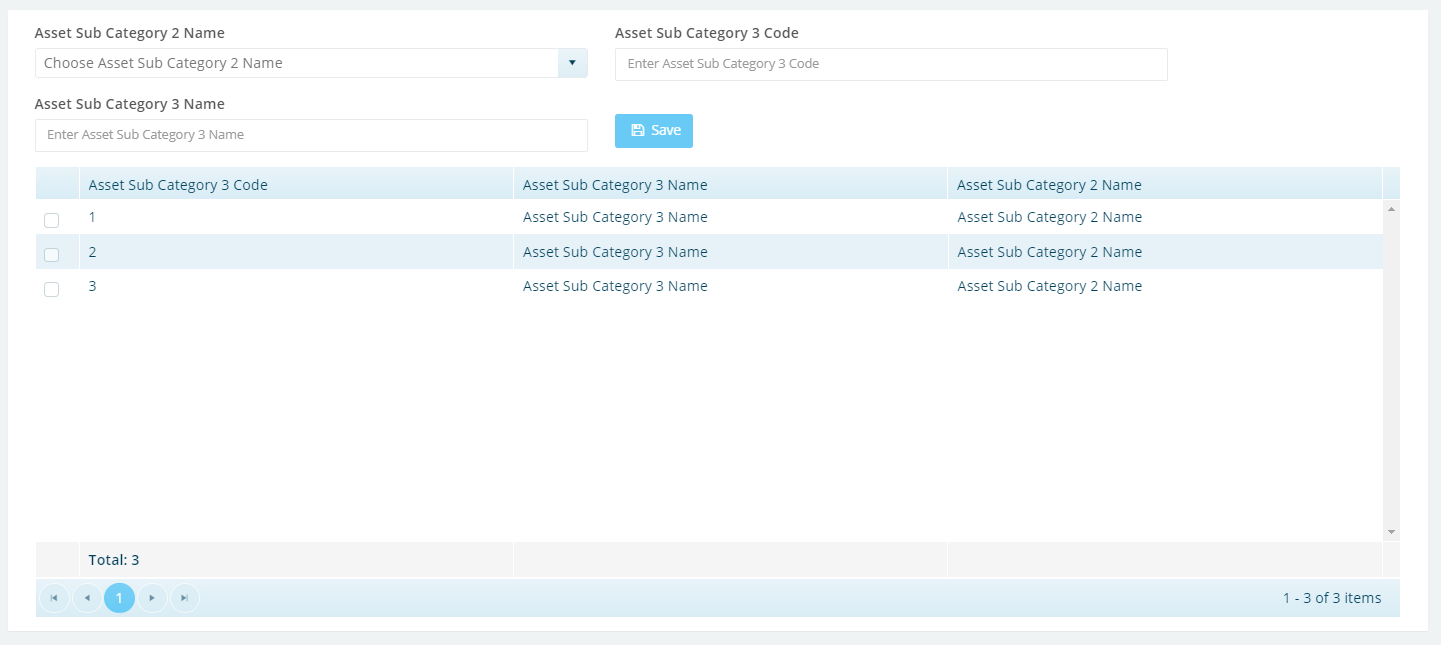
## Asset Sub Category 1



## Asset Sub Category 2

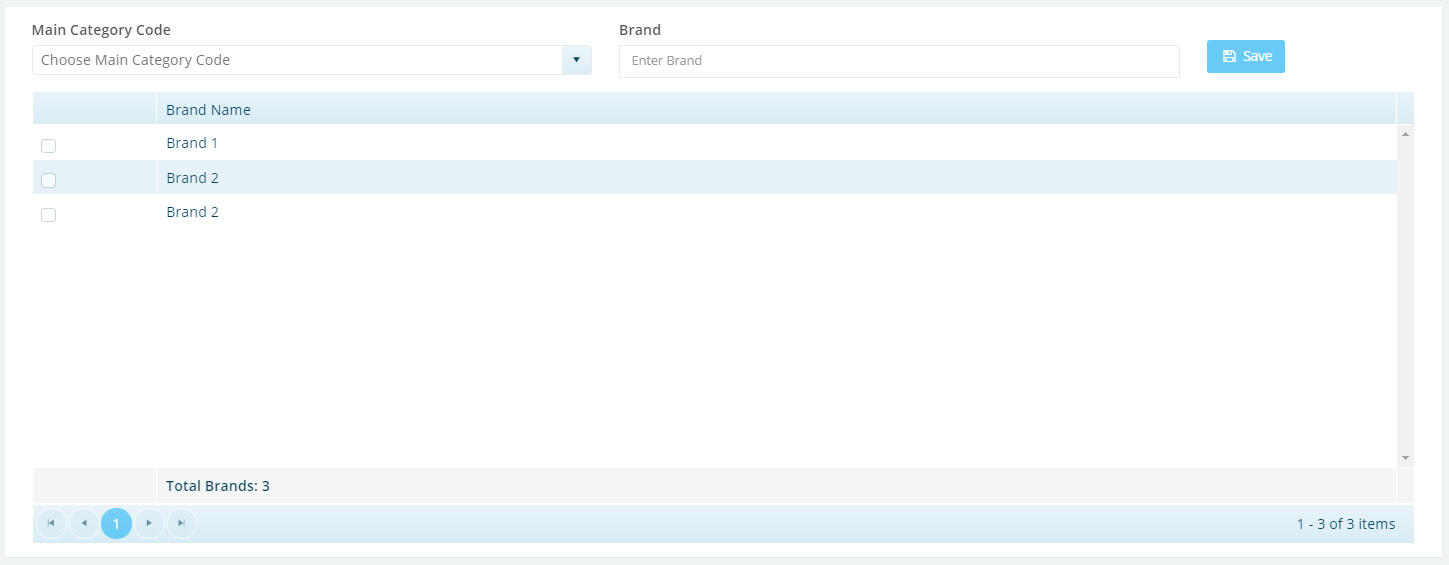


## Asset Sub Category 3



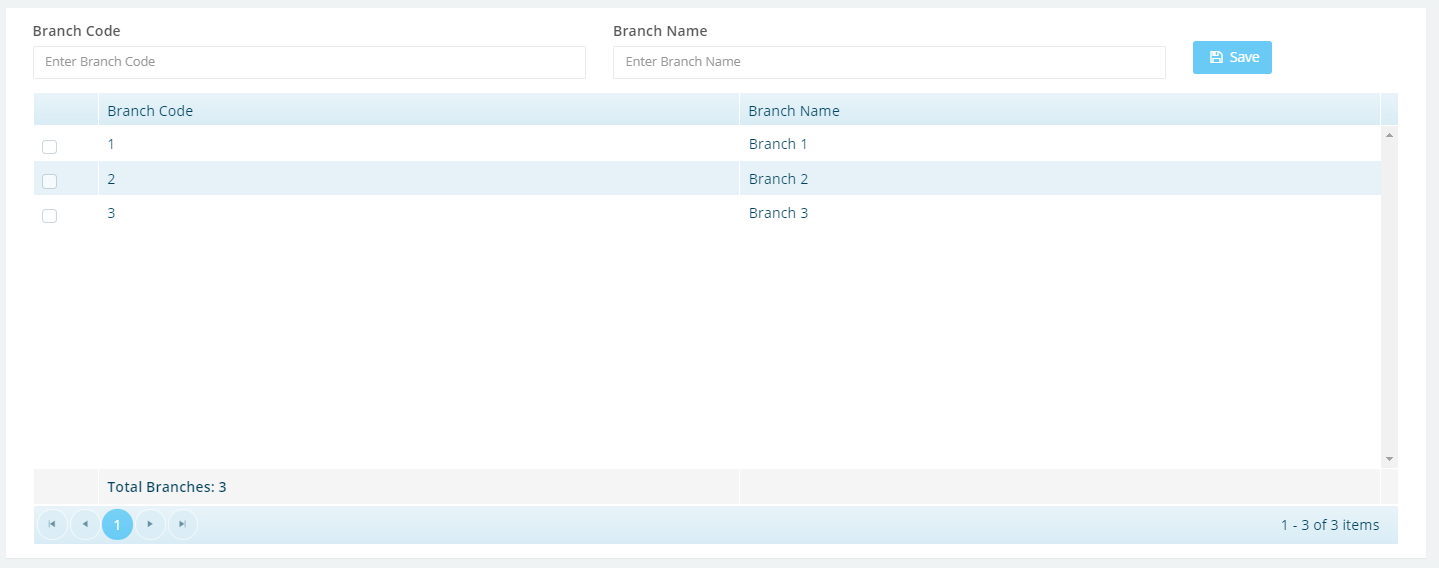
# Master Data - Brand

## Brand

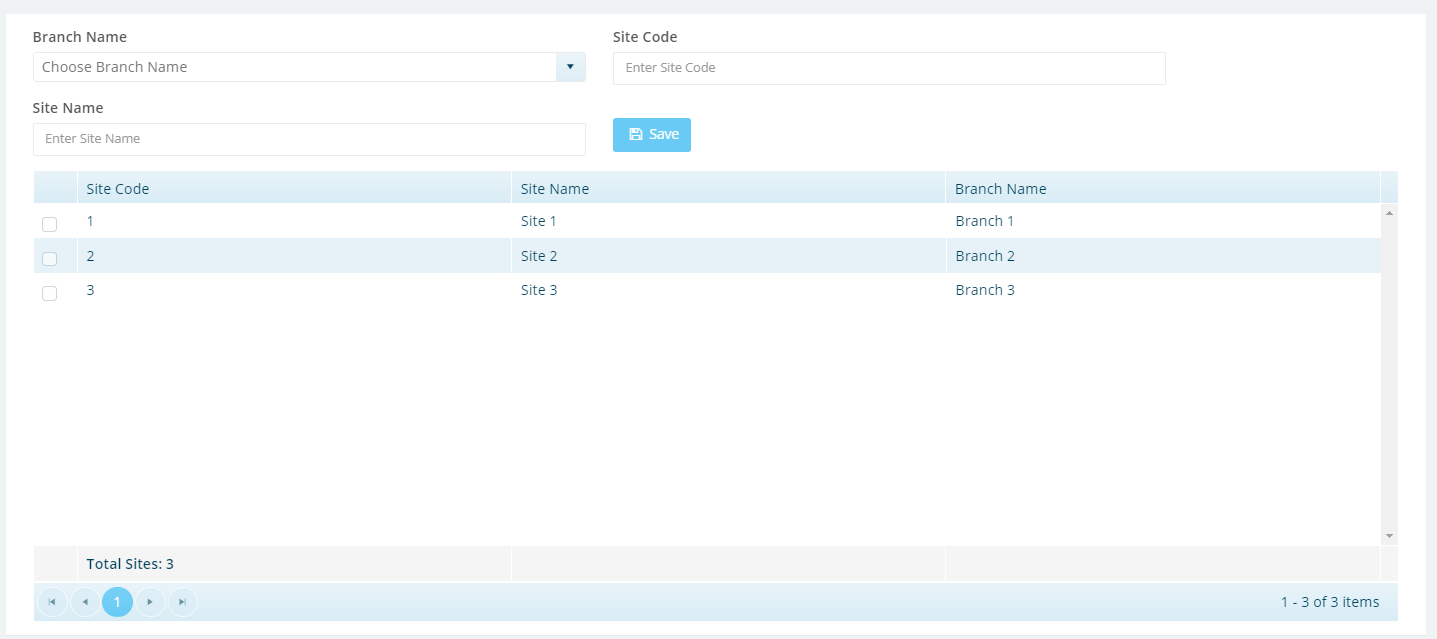


# Master Data - Locations

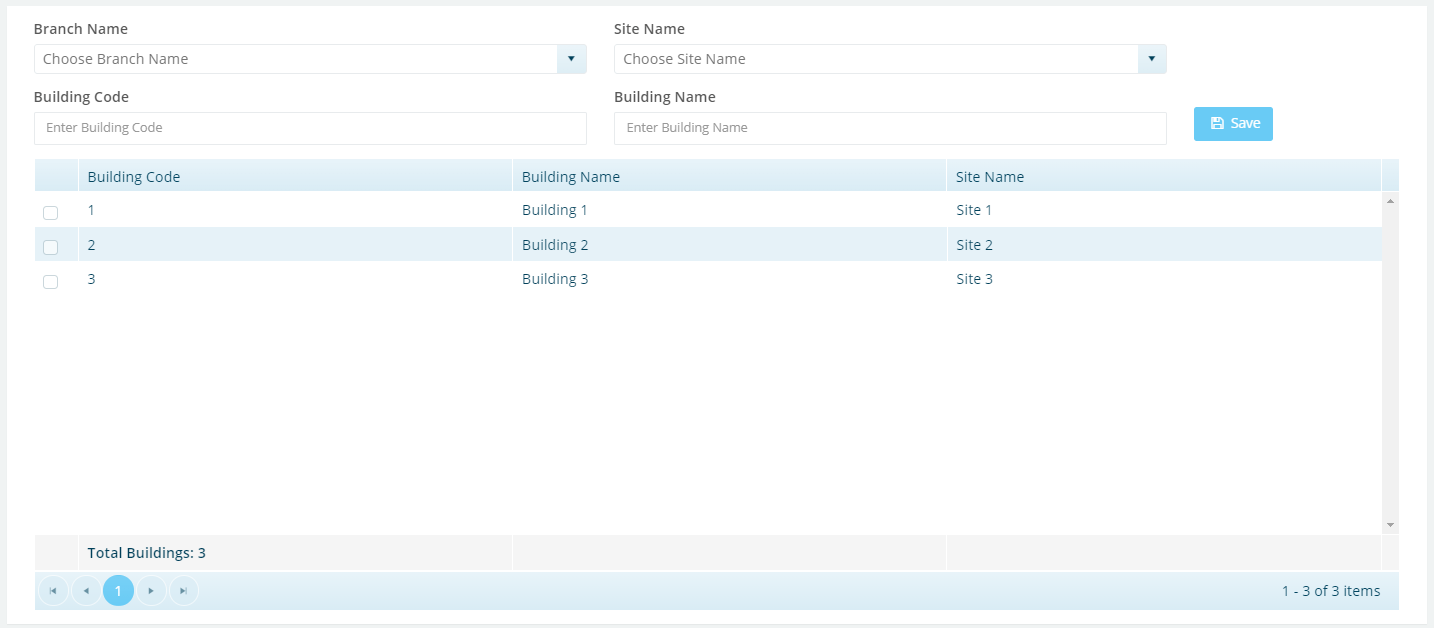
## Branch



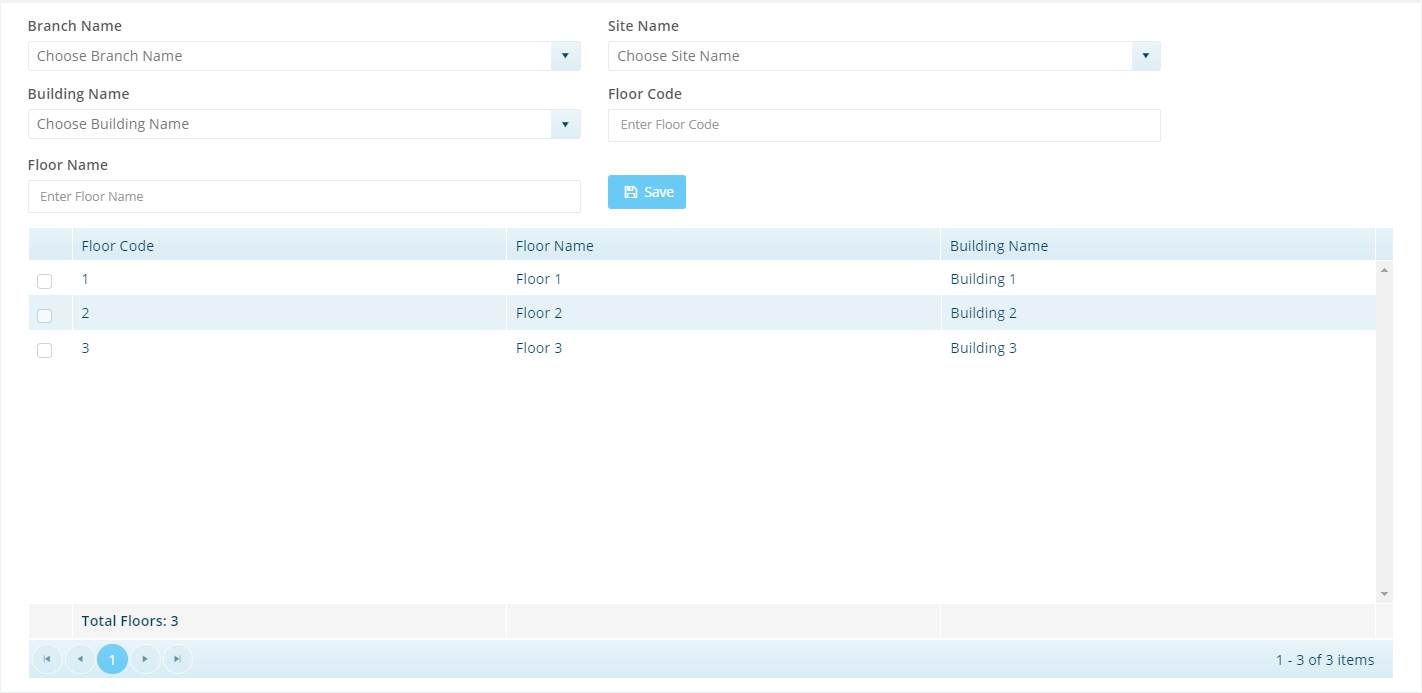
## Site



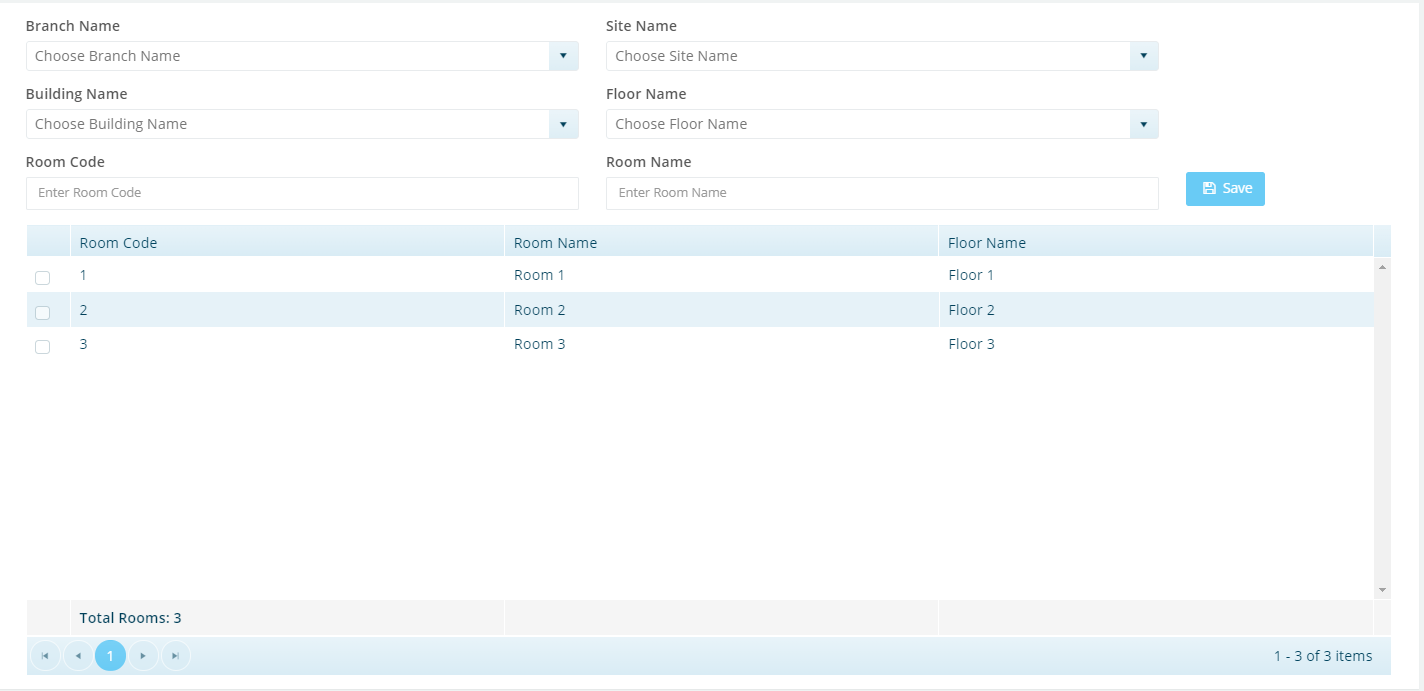
## Building



## Floor

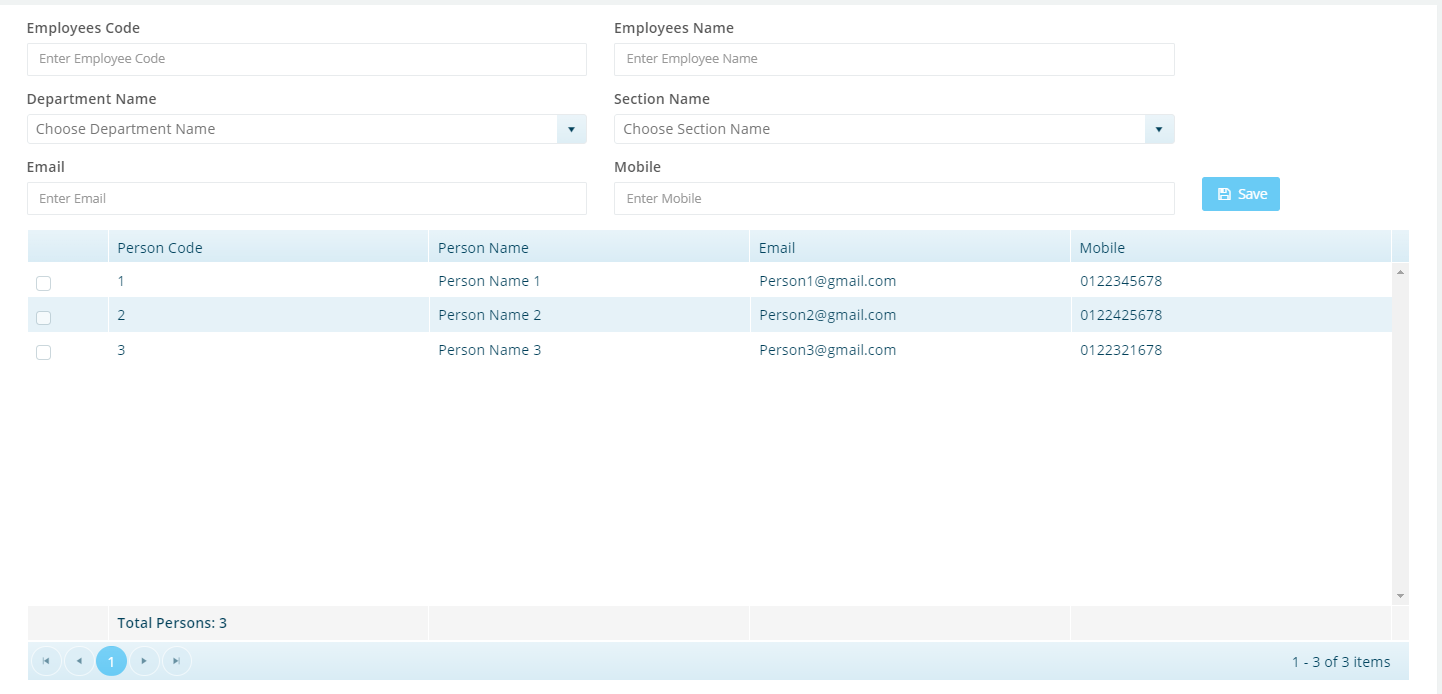


## Room



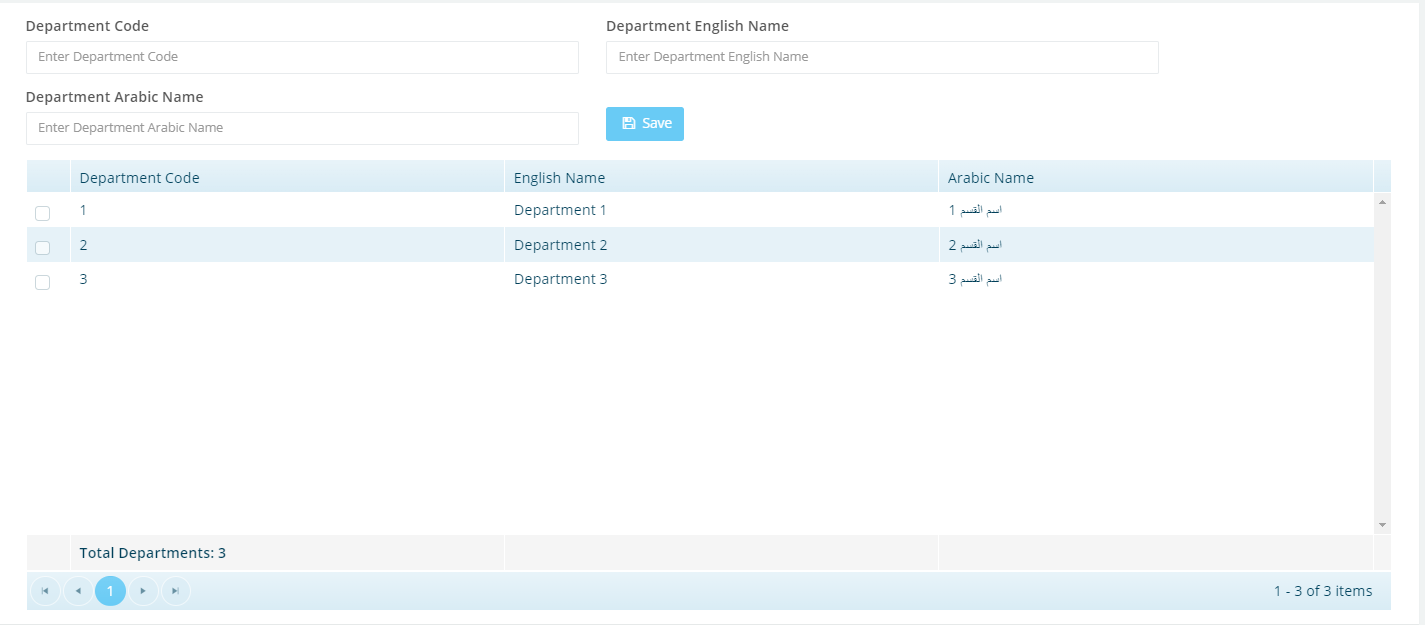
# Master Data – Employees

## Employee

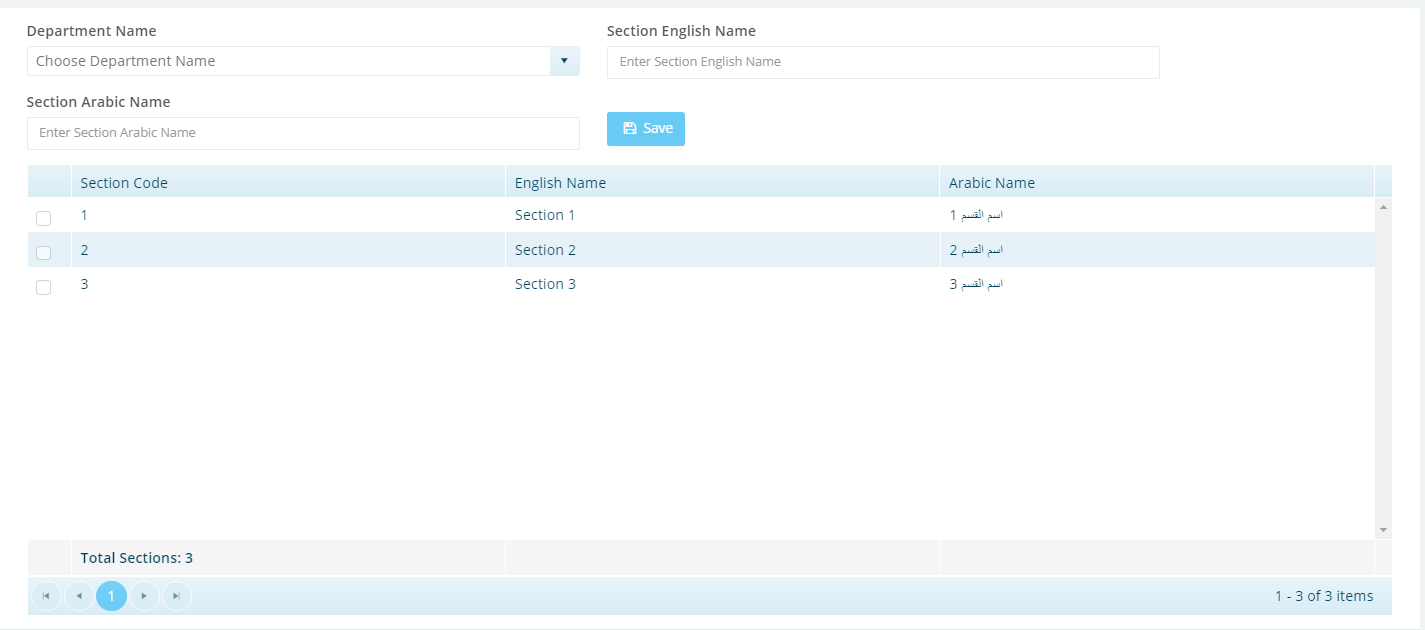


# Master Data – Employees – Departments

## Department

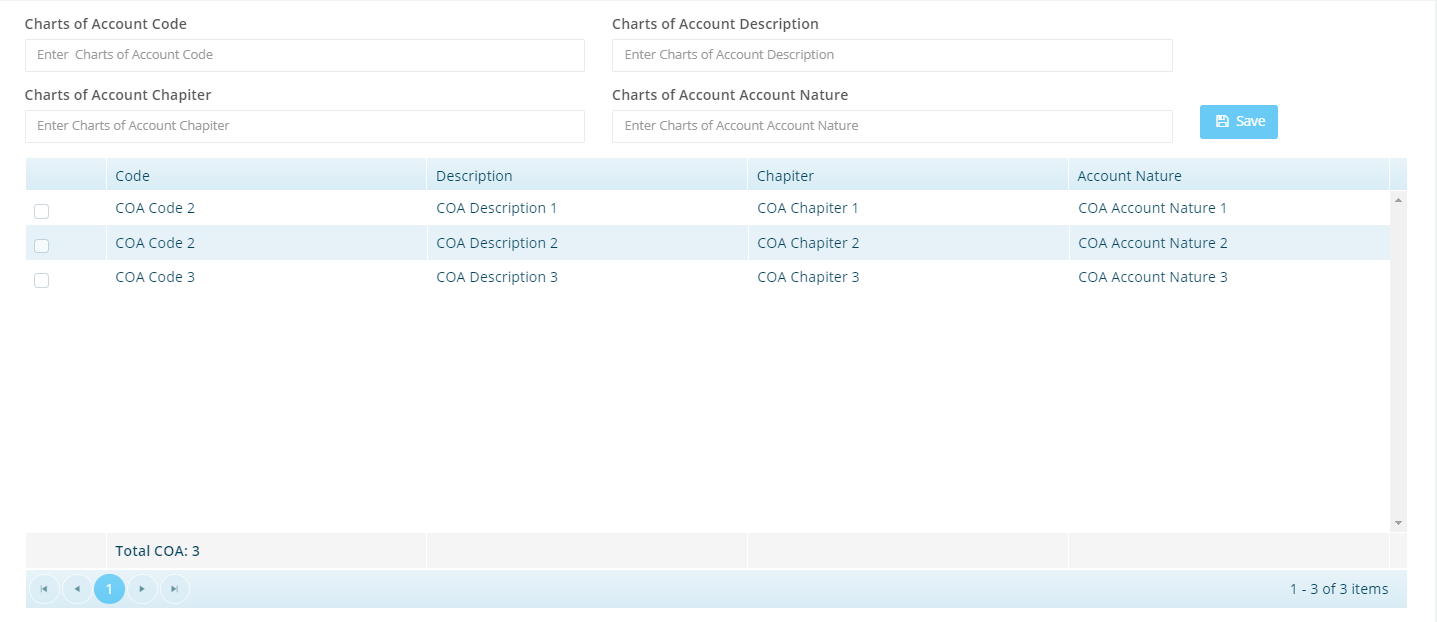


## Section



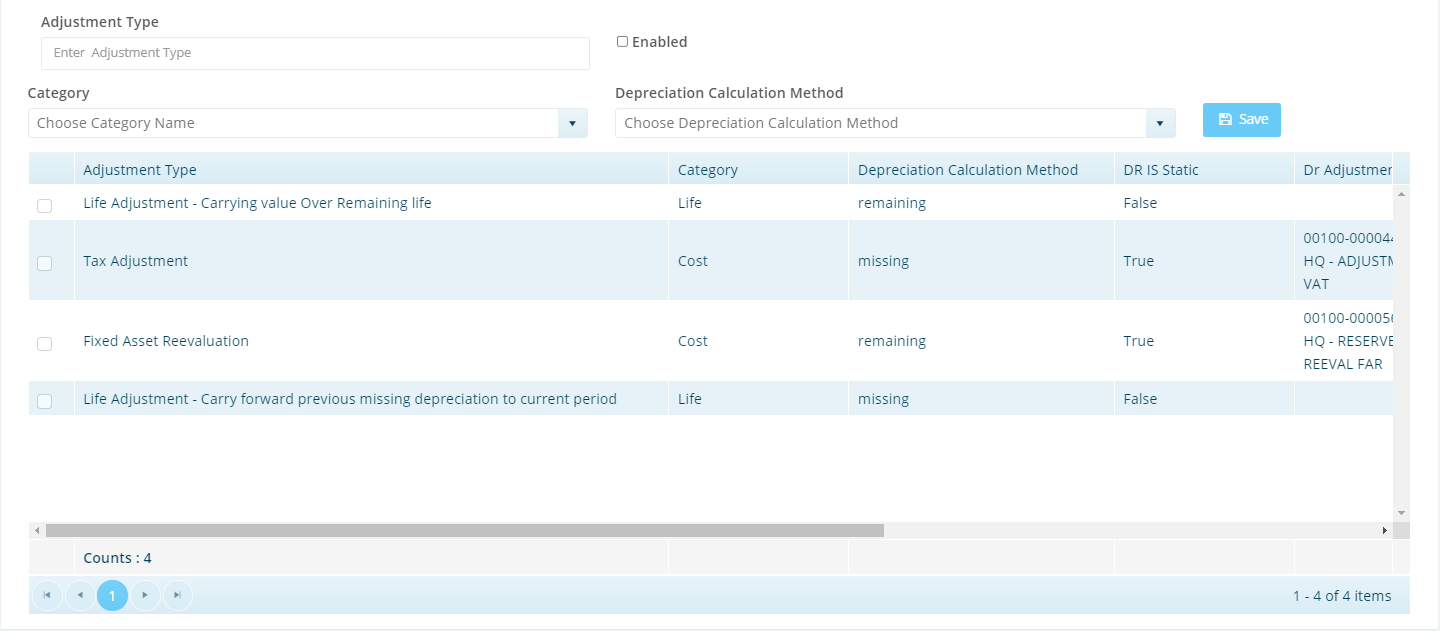
# Master Data – Charts of Accounts

## Charts of Account



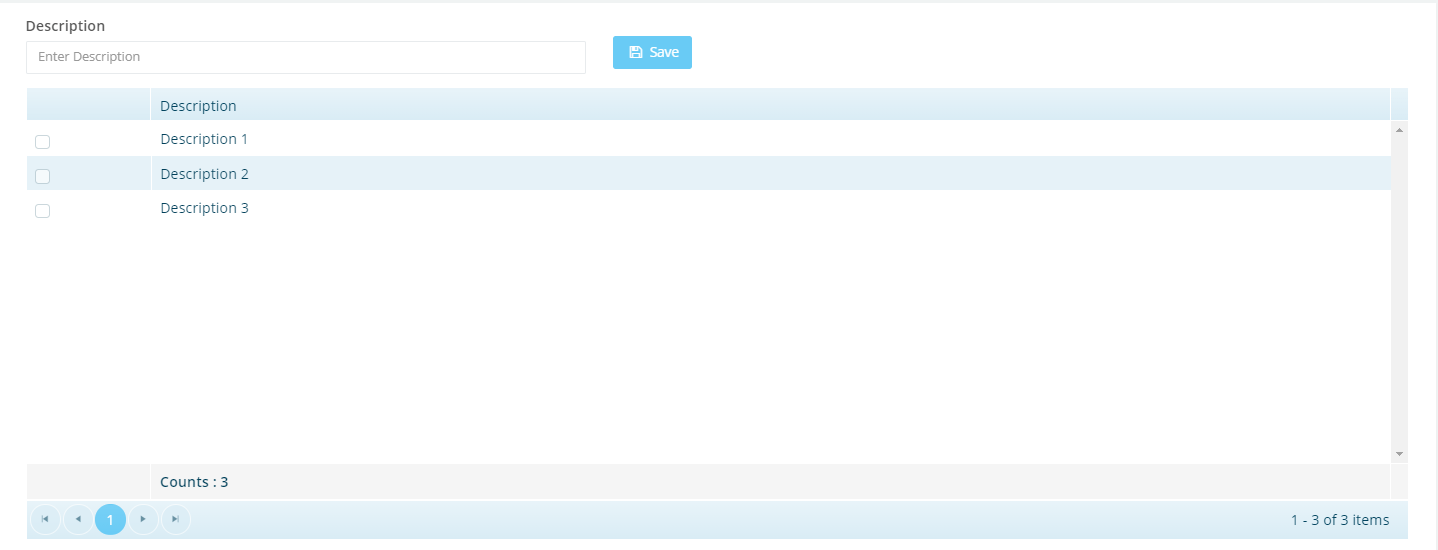
# Master Data – Adjustment Types

## Adjustment Types

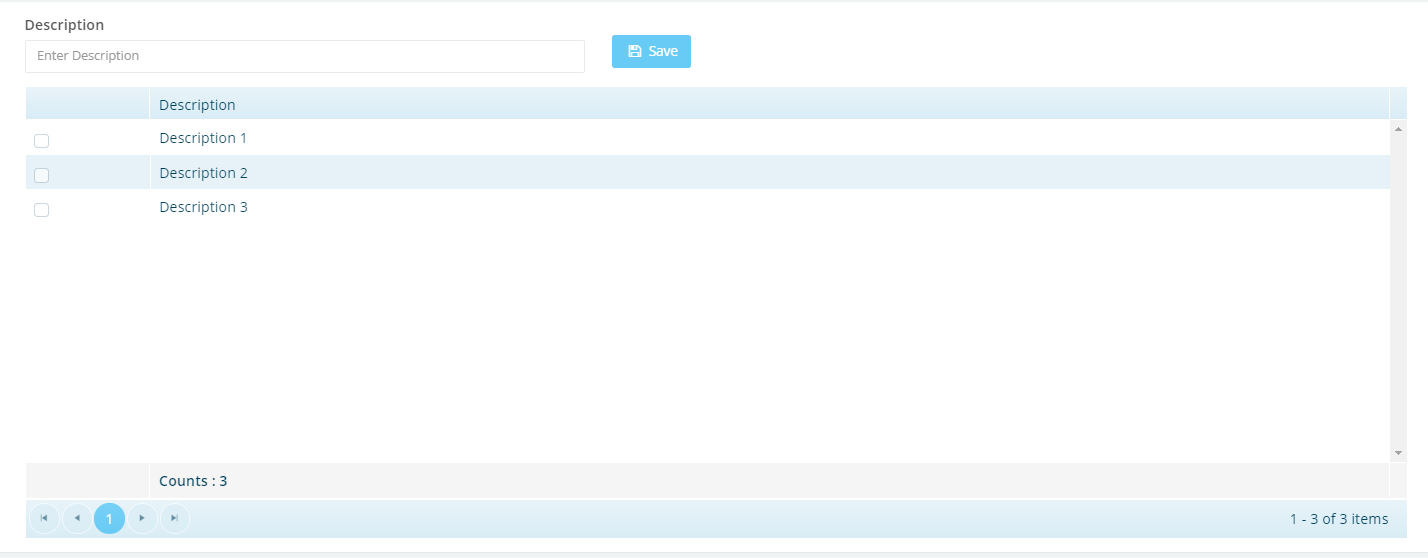


# Master Data – List of Values

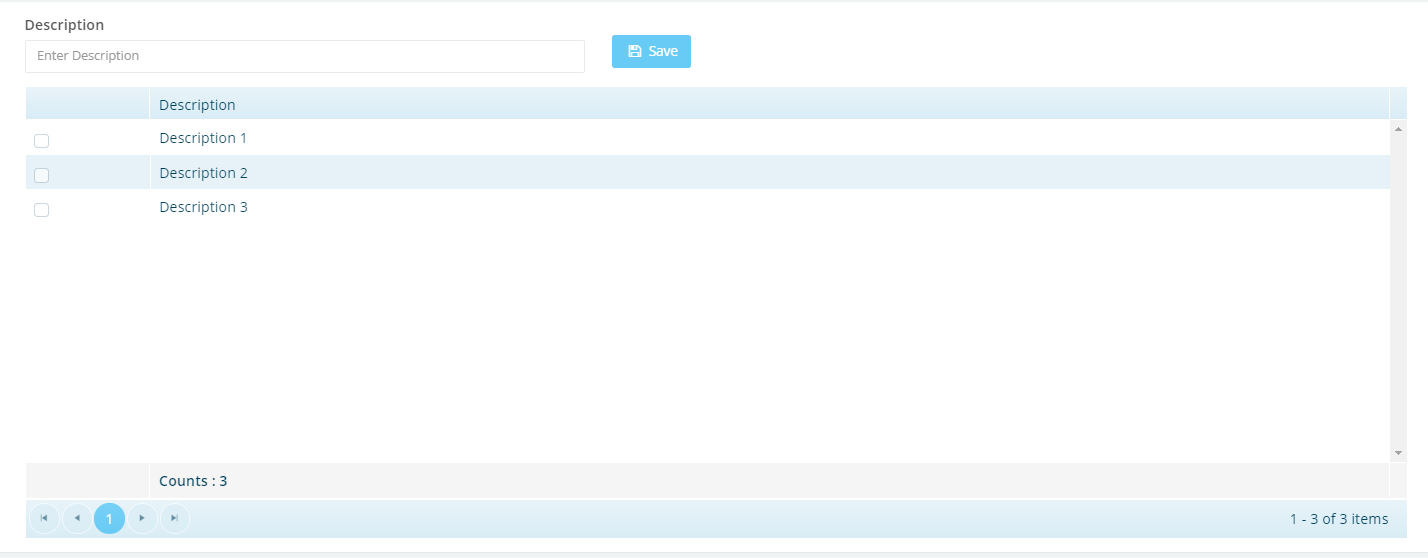
## Asset Condition



## Retirement Type



## Asset Group

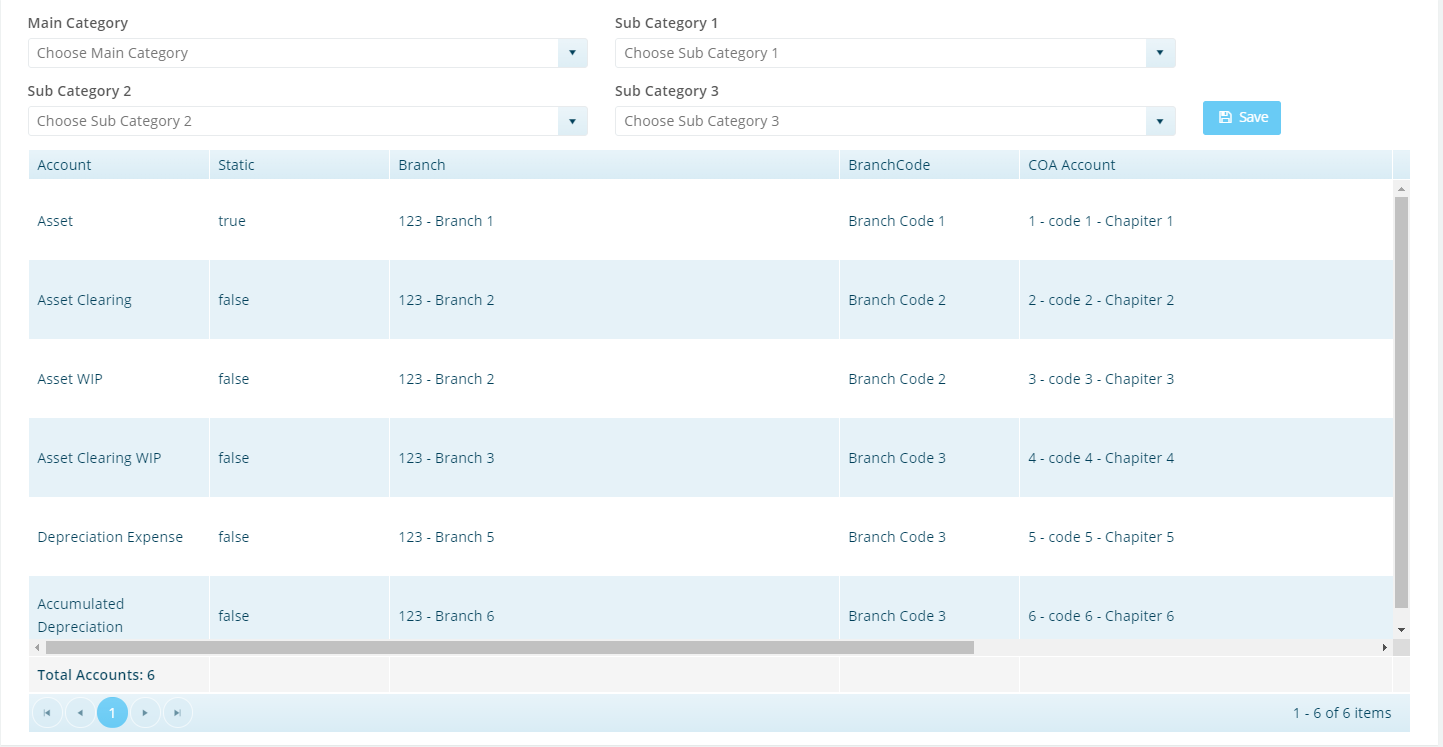


# Master Data - Accounts

## General Accounts

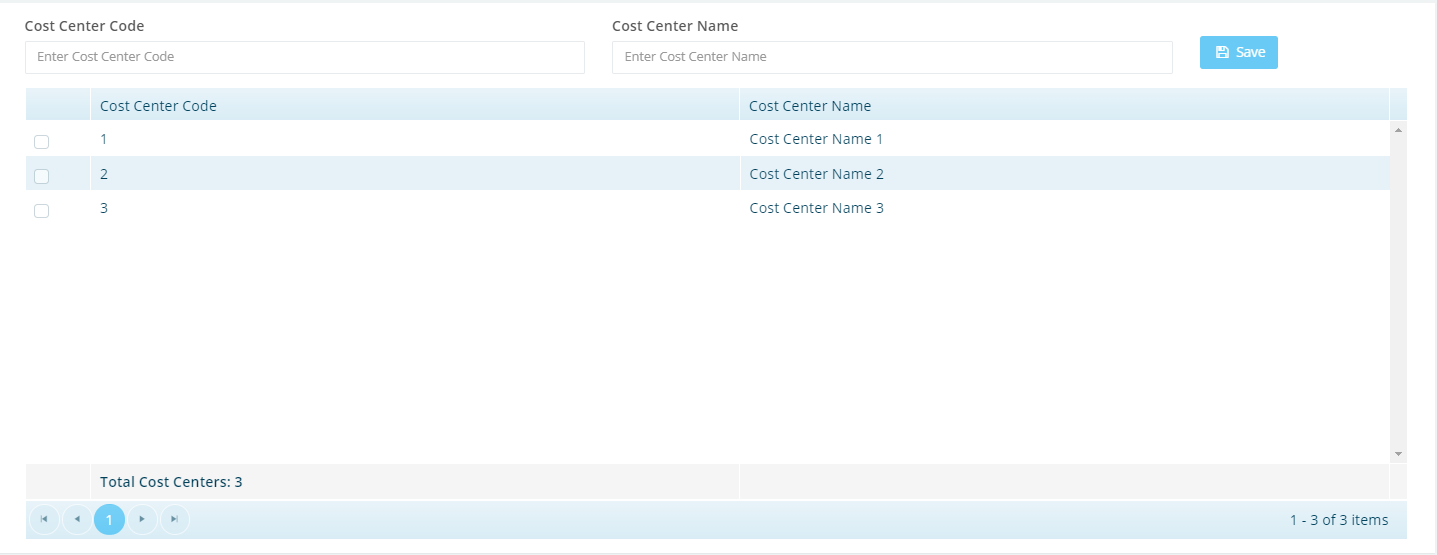


## Category Accounts Setup



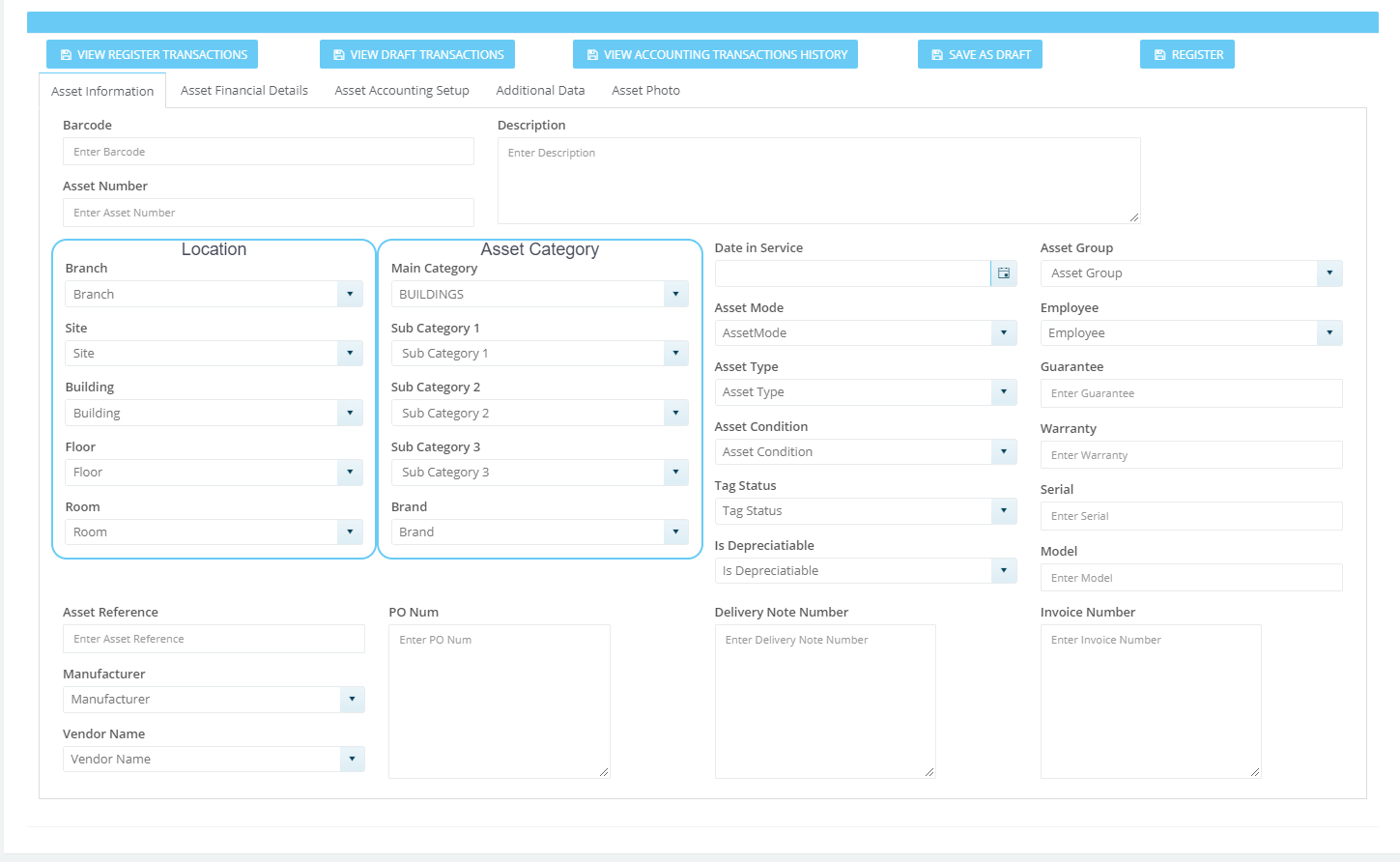
# Master Data – Cost Center

## Cost Center

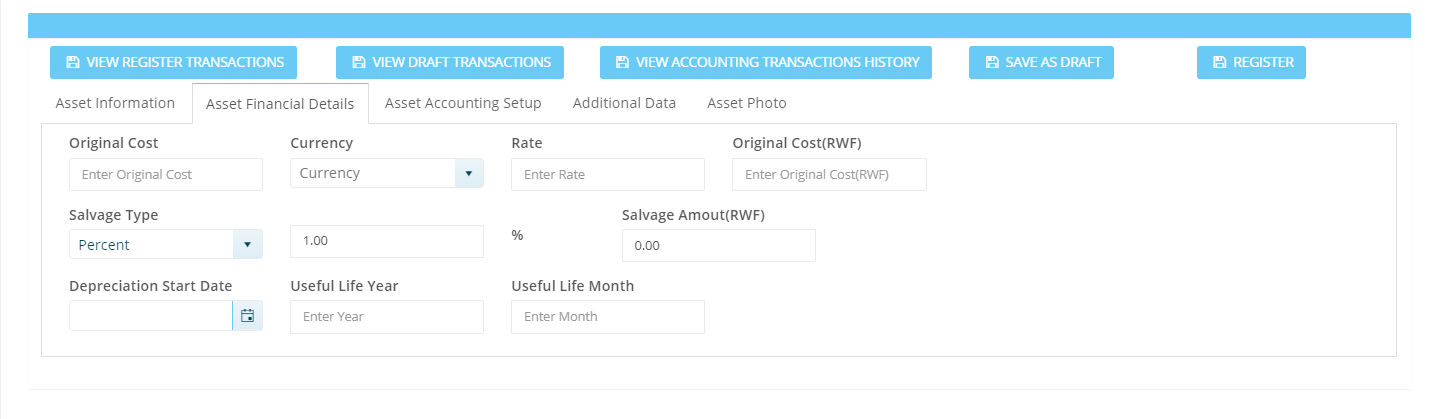


# Asset Transactions – Register

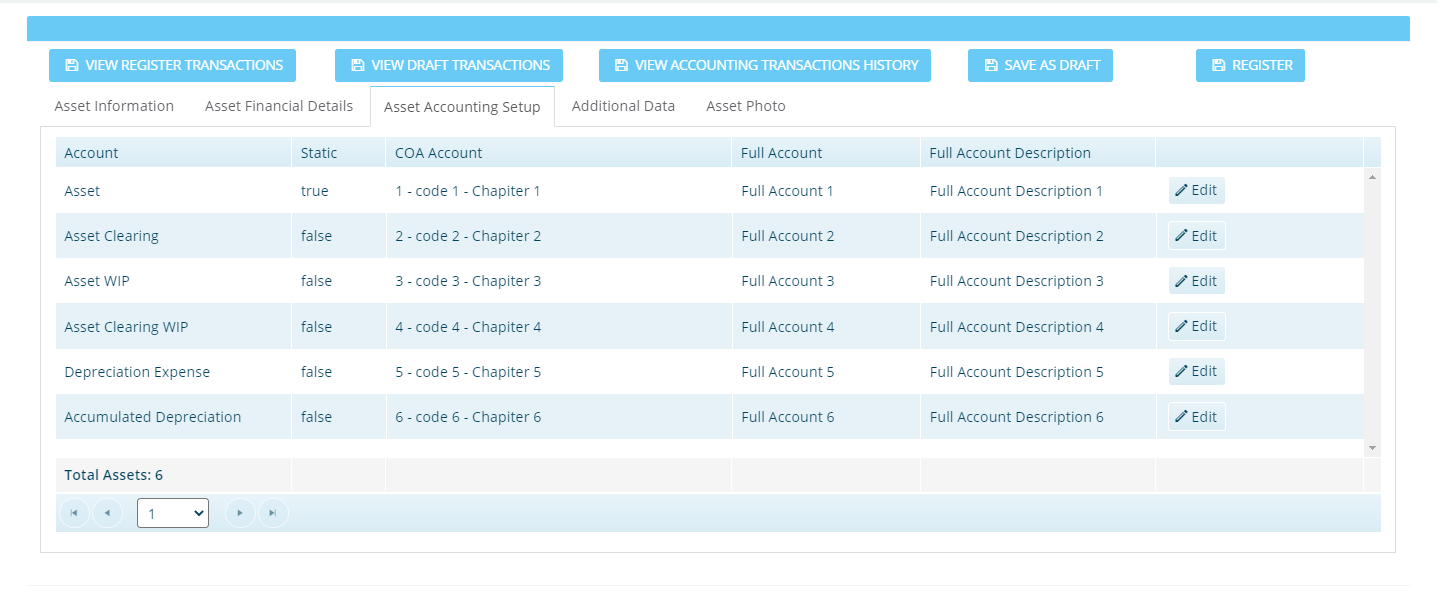
## Register Asset (Asset Information).



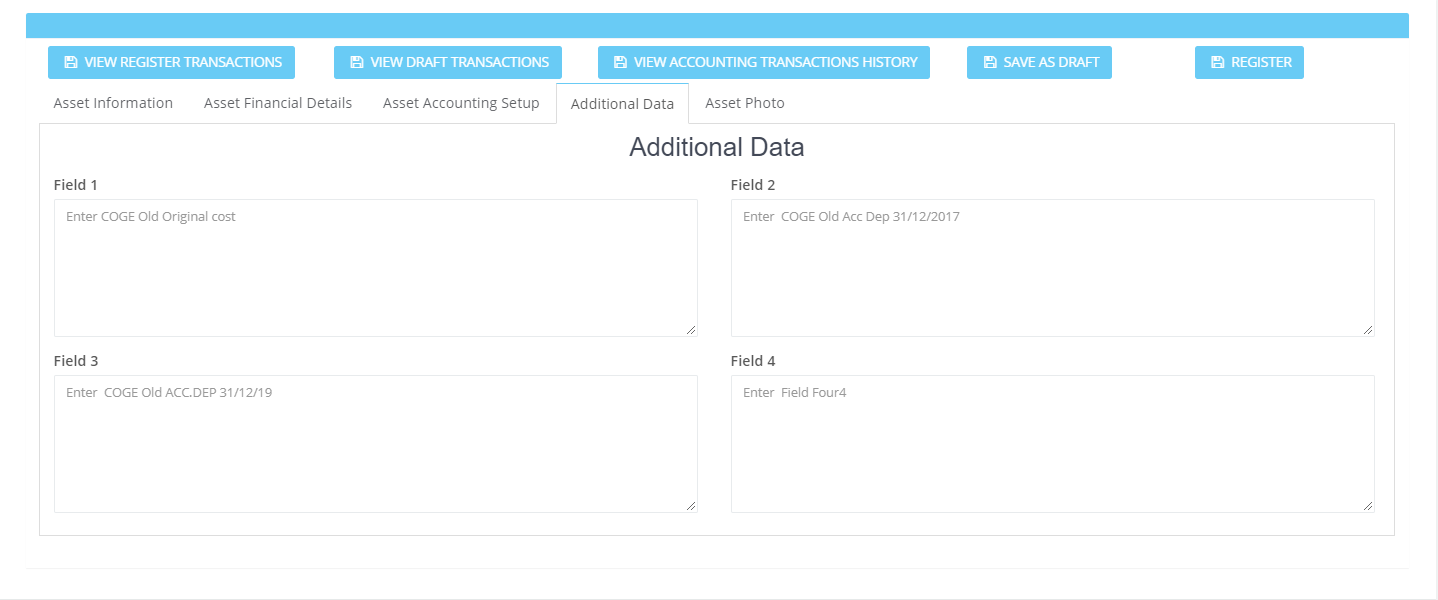
## Register Asset (Asset Financial Details)



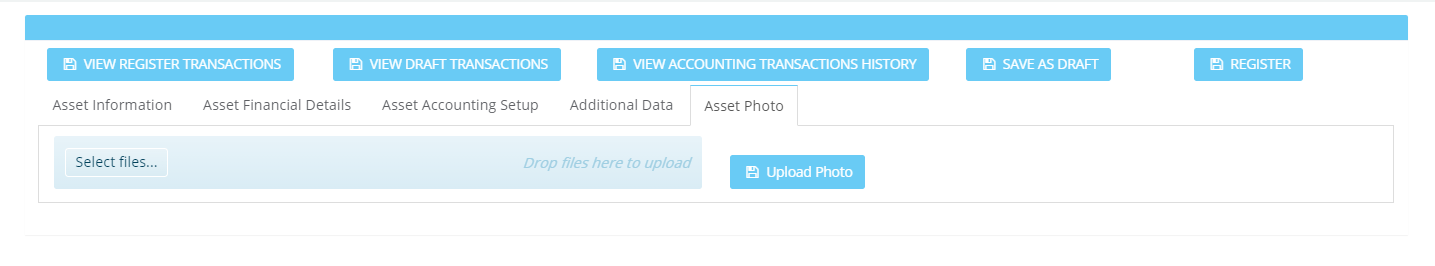
## Register Asset (Asset Accounting Setup)



## Register Asset (Additional Data)

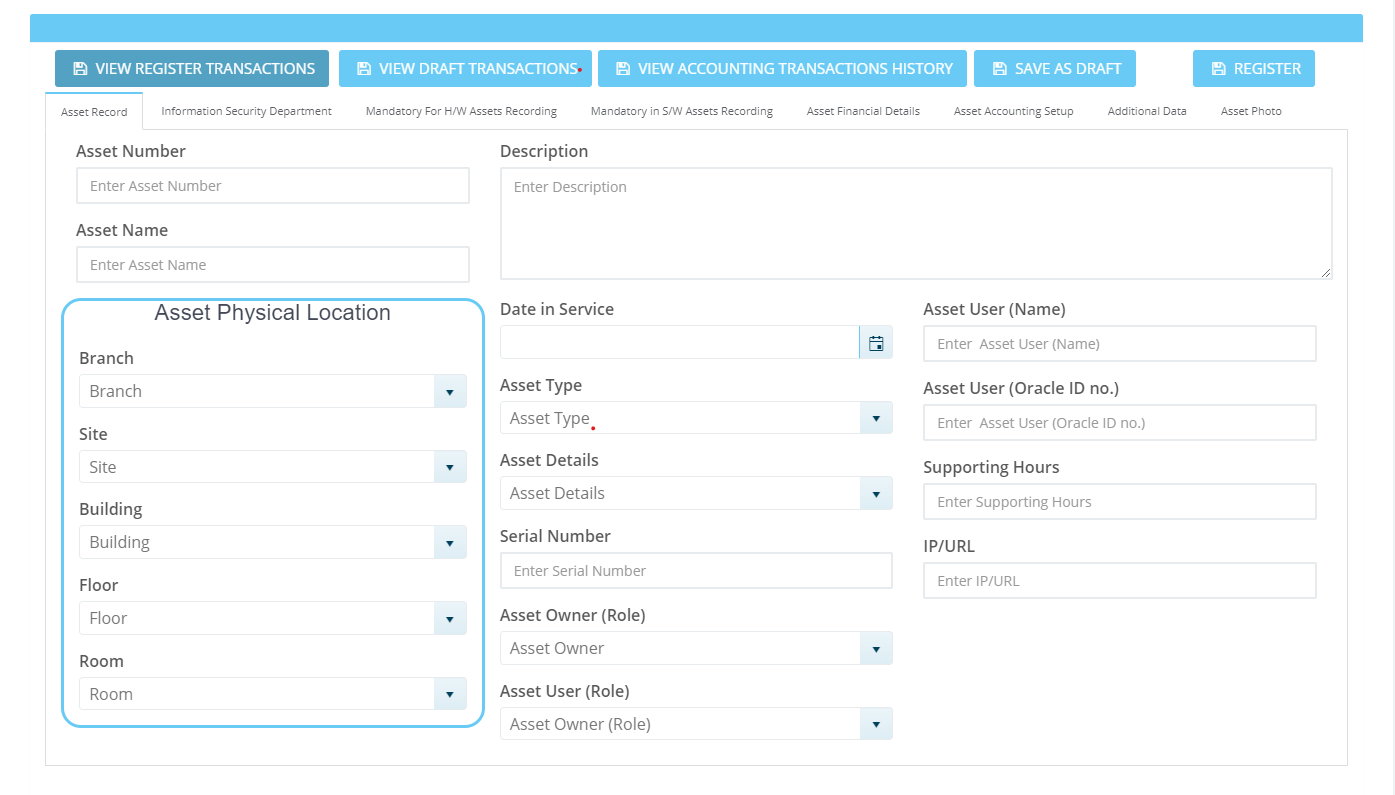


## Register Asset (Asset Photo)

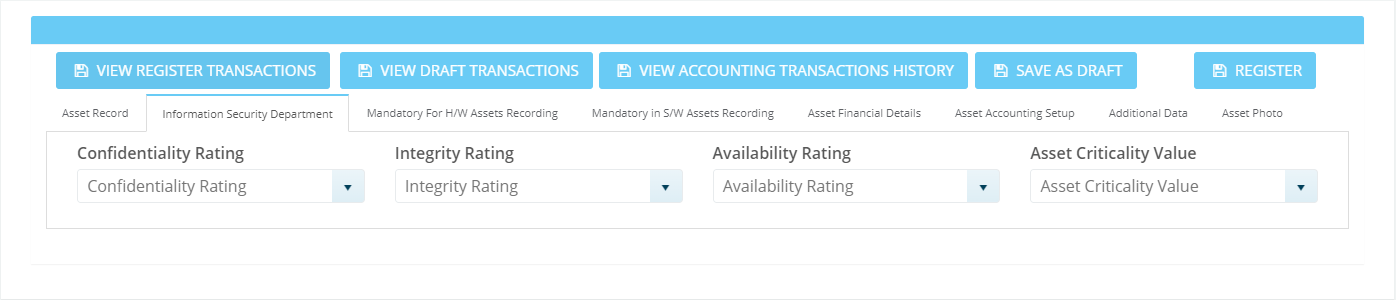


# Asset Transactions – Register

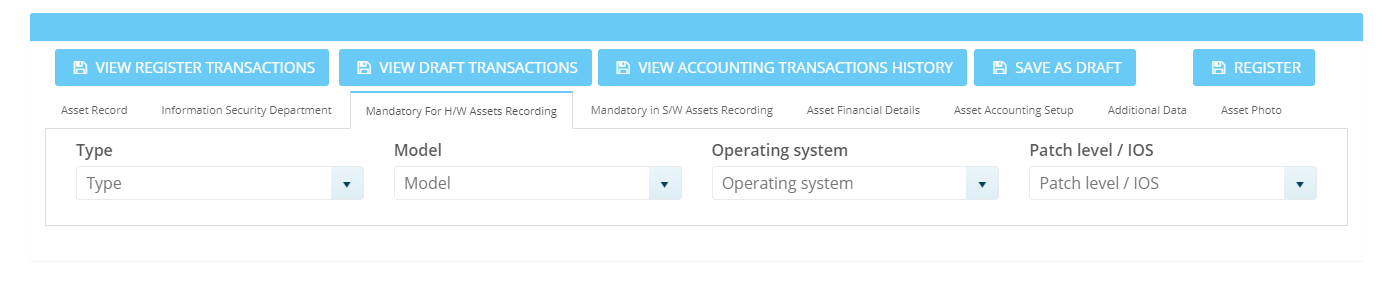
## Register IT Asset (Asset Record)



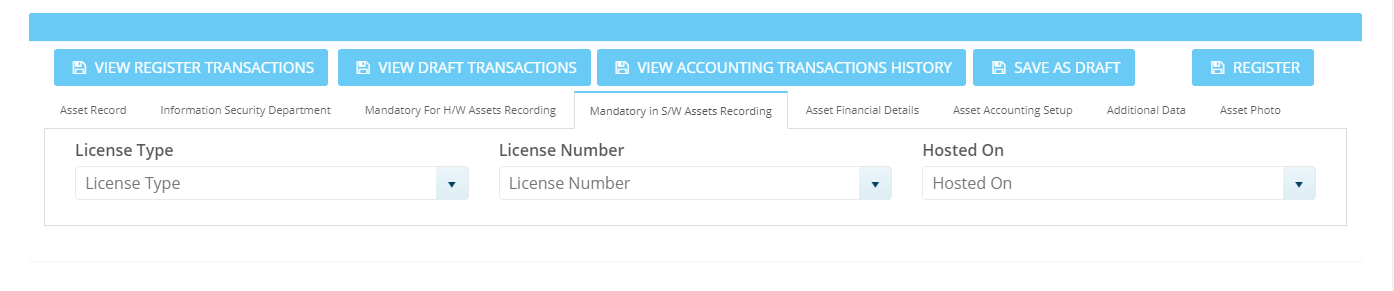
## Register IT Asset (Information Security Department)



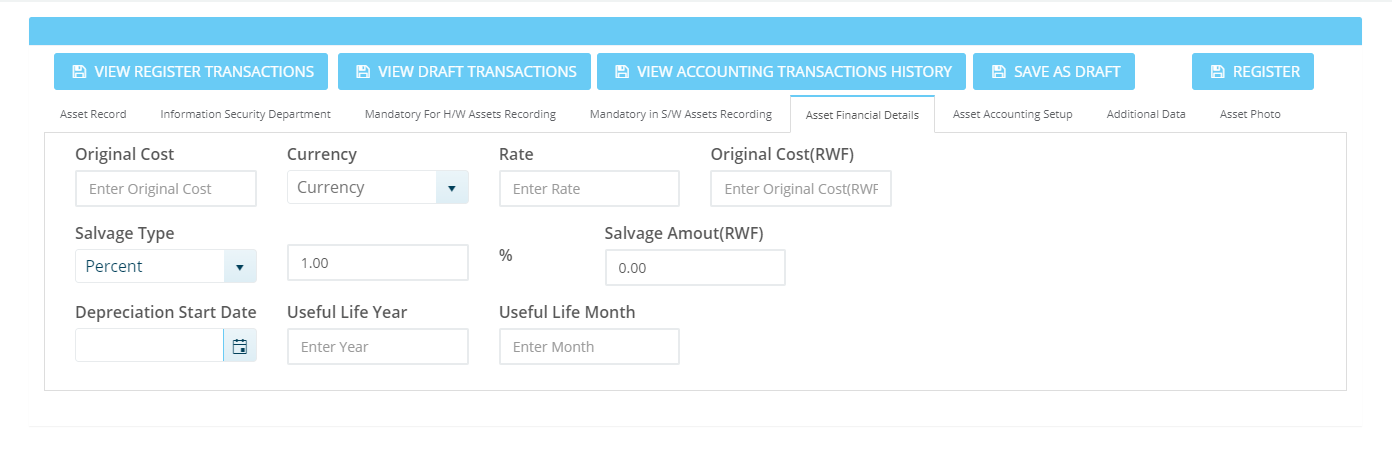
## Register IT Asset (Mandatory for H/W Assets Recording)



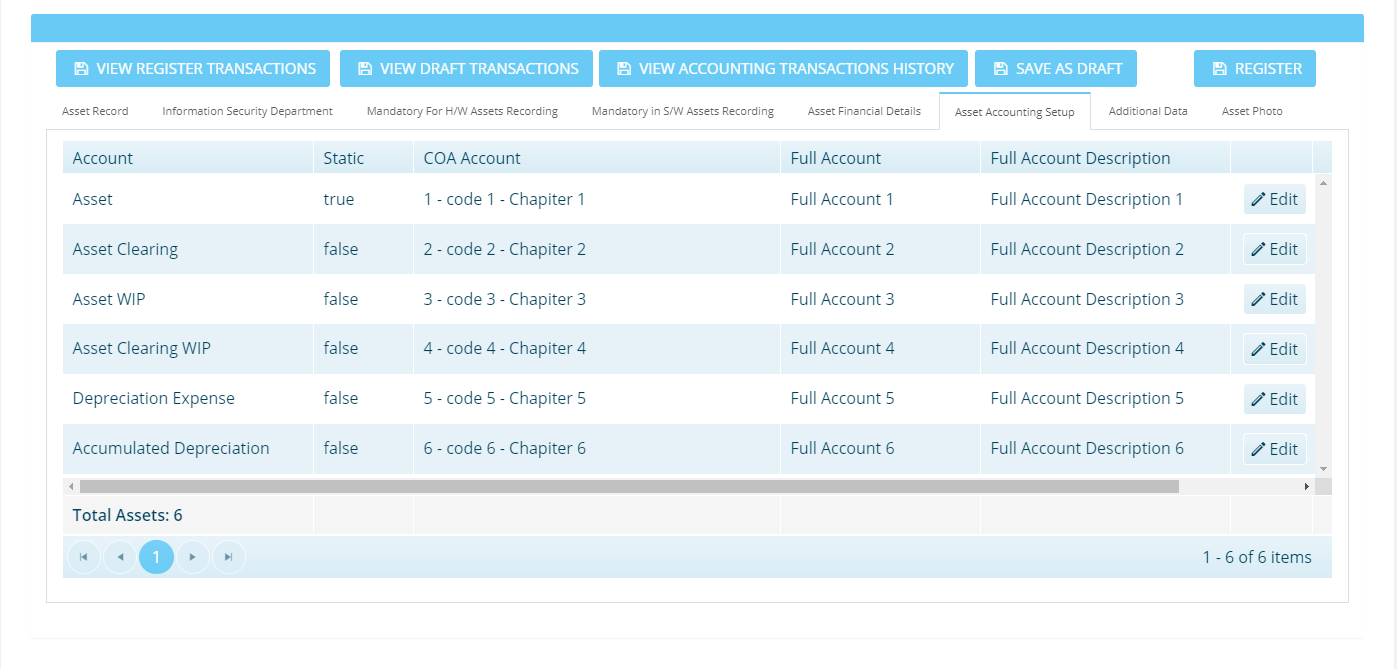
## Register IT Asset (Mandatory in S/W Assets Recording)



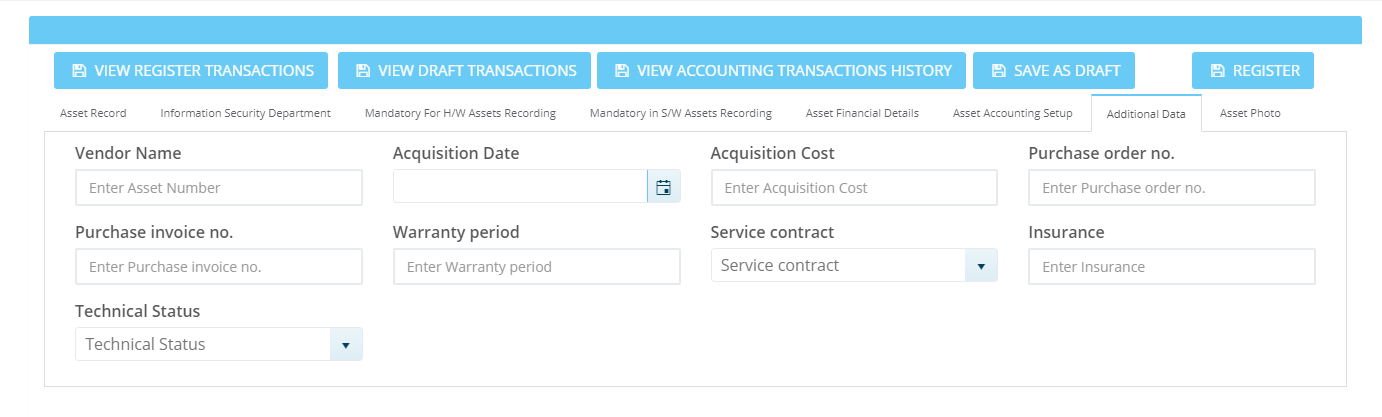
## Register IT Asset (Asset Financial Details)



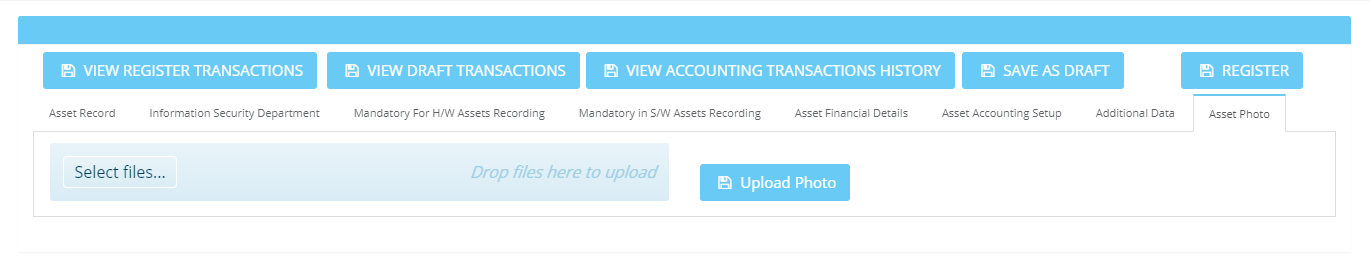
## Register IT Asset (Asset Accounting Setup)



## Register IT Asset (Additional Data)

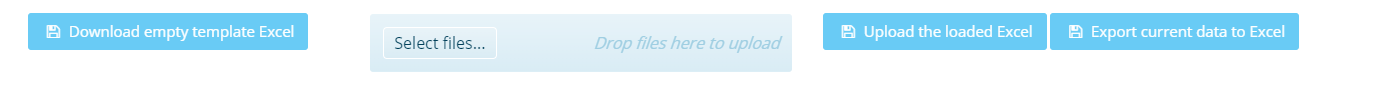


## Register IT Asset (Asset Photo)



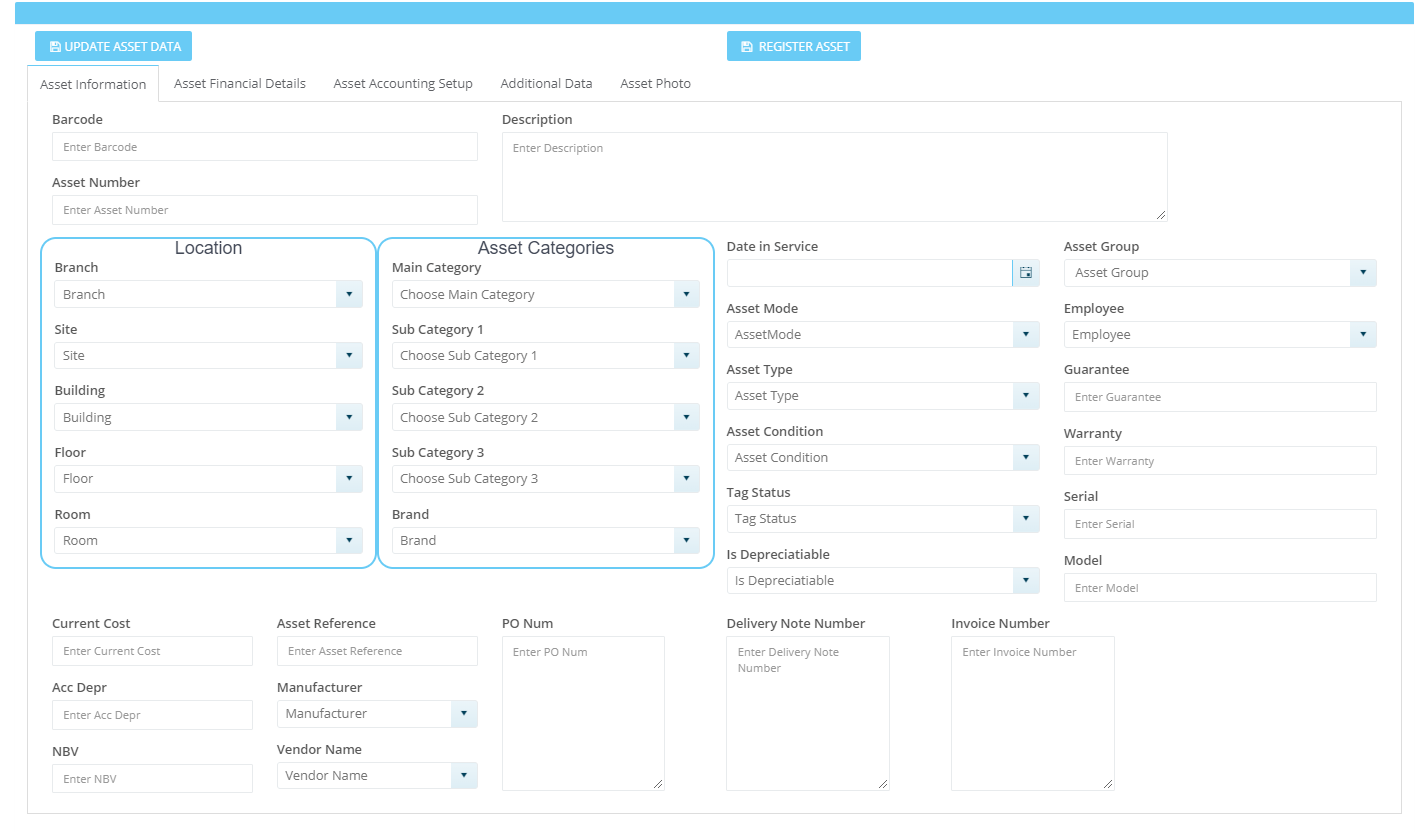
# Asset Transactions - Register

## Import & Export Asset Data

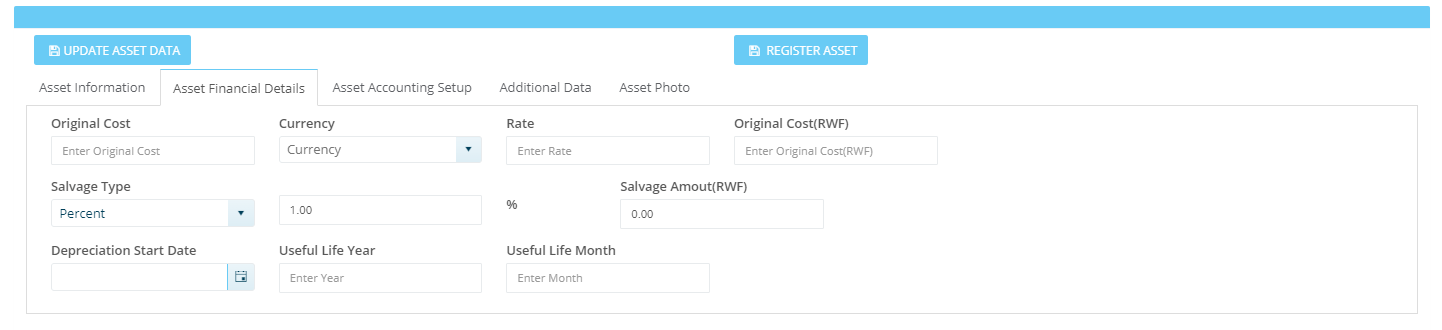


# Asset Transaction – Edit

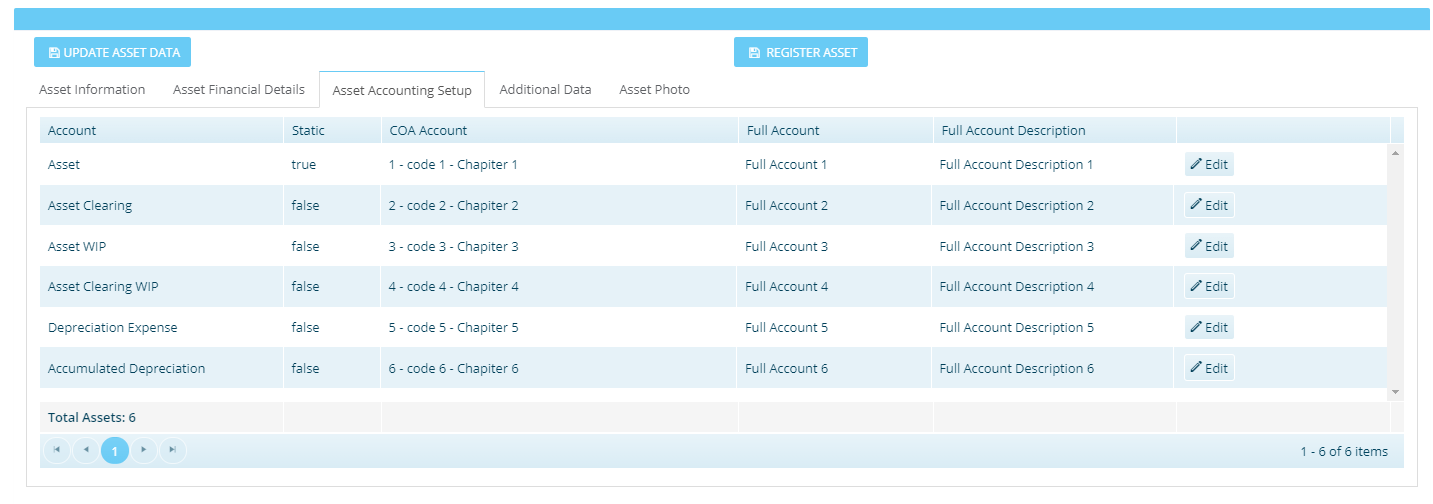
## Edit Asset (Asset Information)



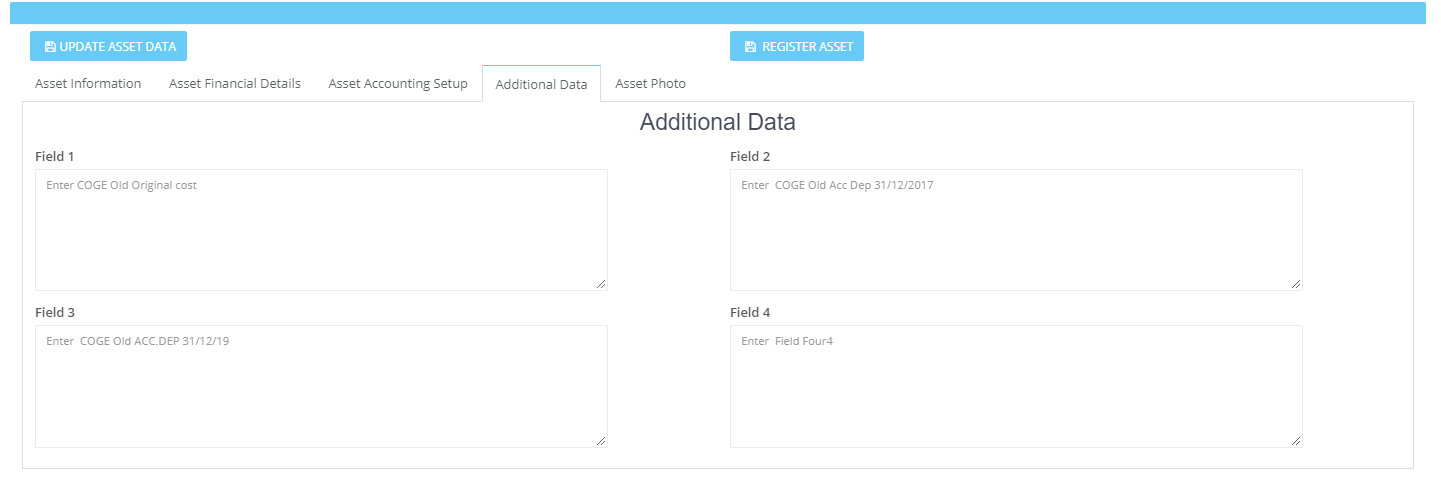
## Edit Asset (Asset Financial Details)



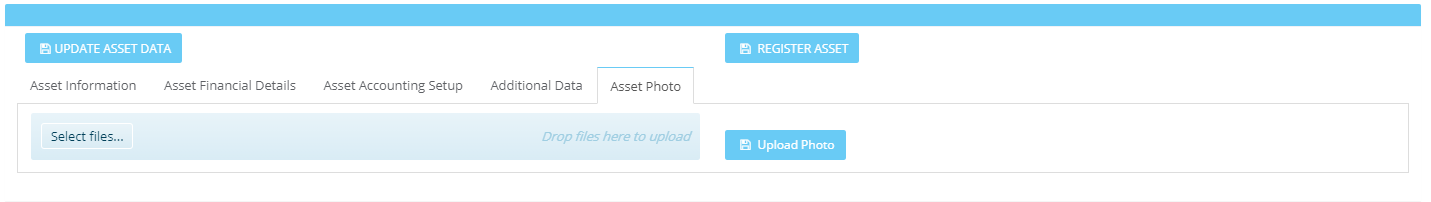
## Edit Asset (Asset Accounting Setup)



## Edit Asset (Additional Data)

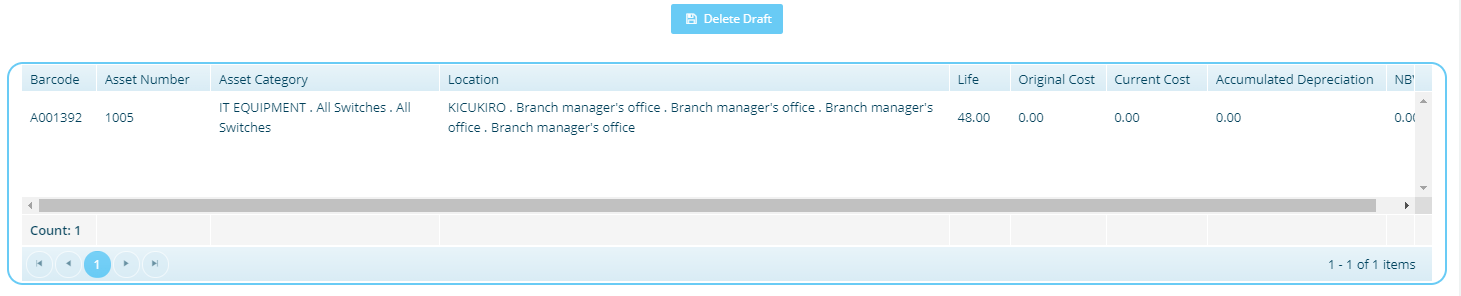


## Edit Asset (Asset Photo)



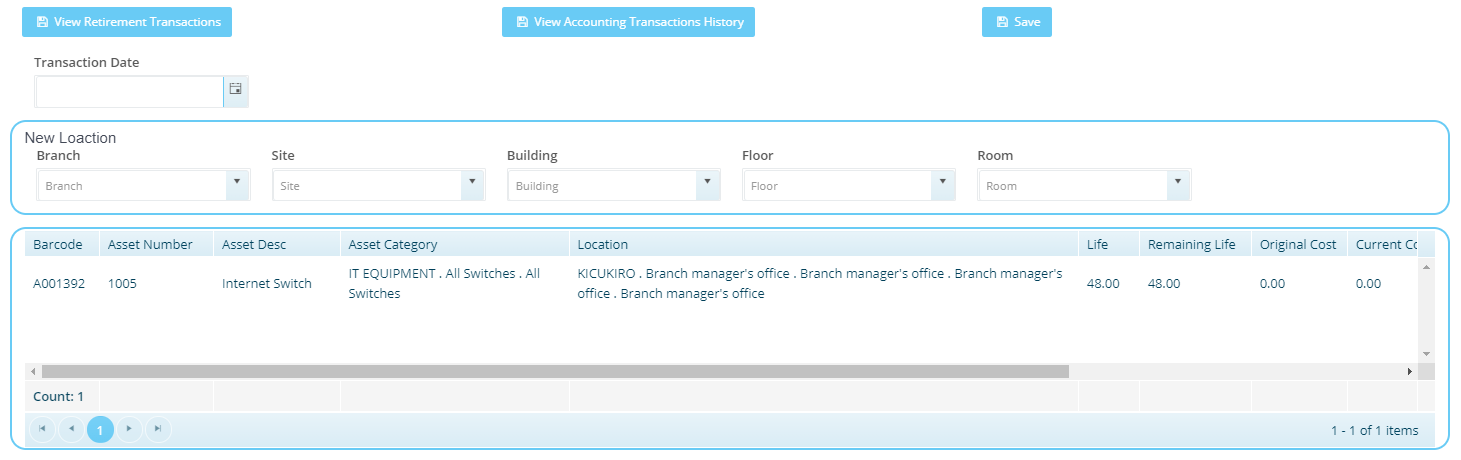
# Asset Transactions – Delete

## Delete



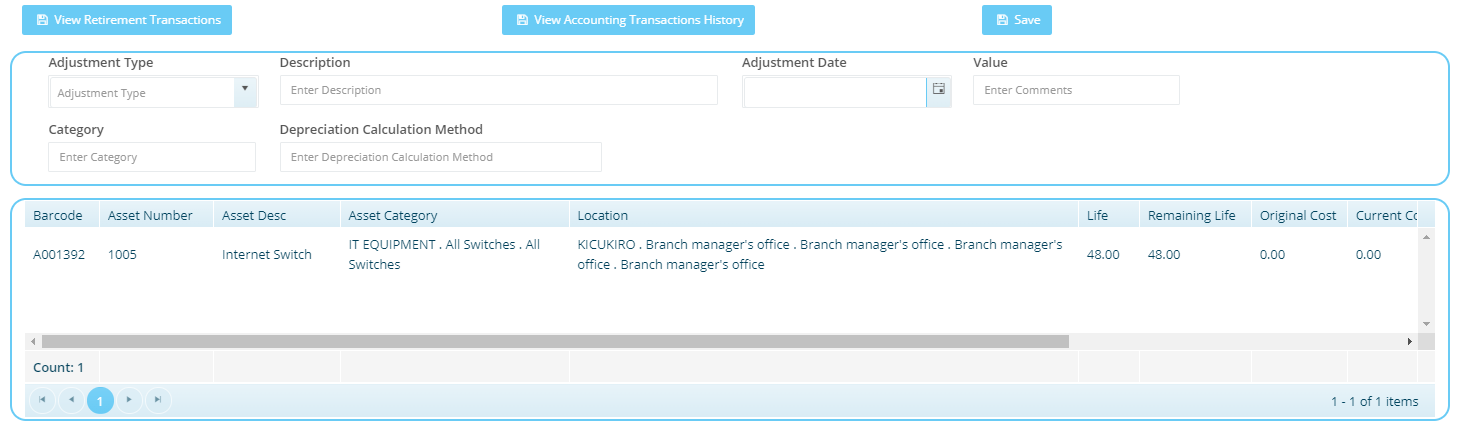
# Asset Transactions – Transfer

## Transfer



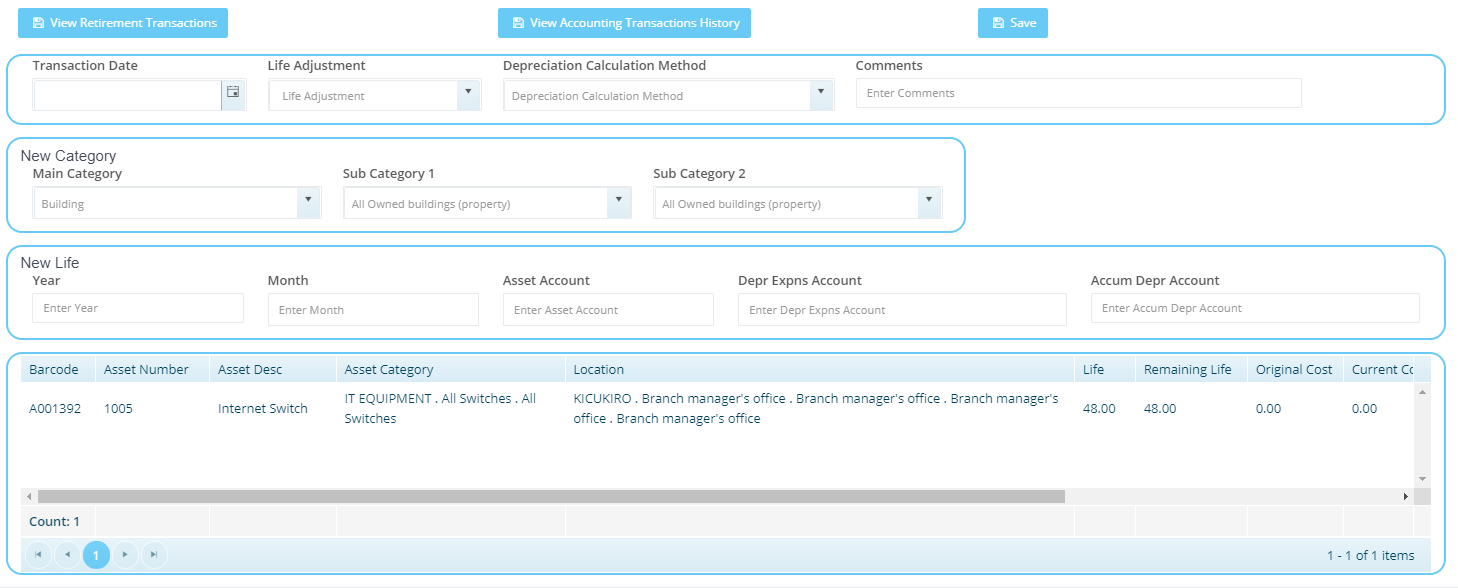
# Asset Transactions – Adjustments

## Adjust Asset



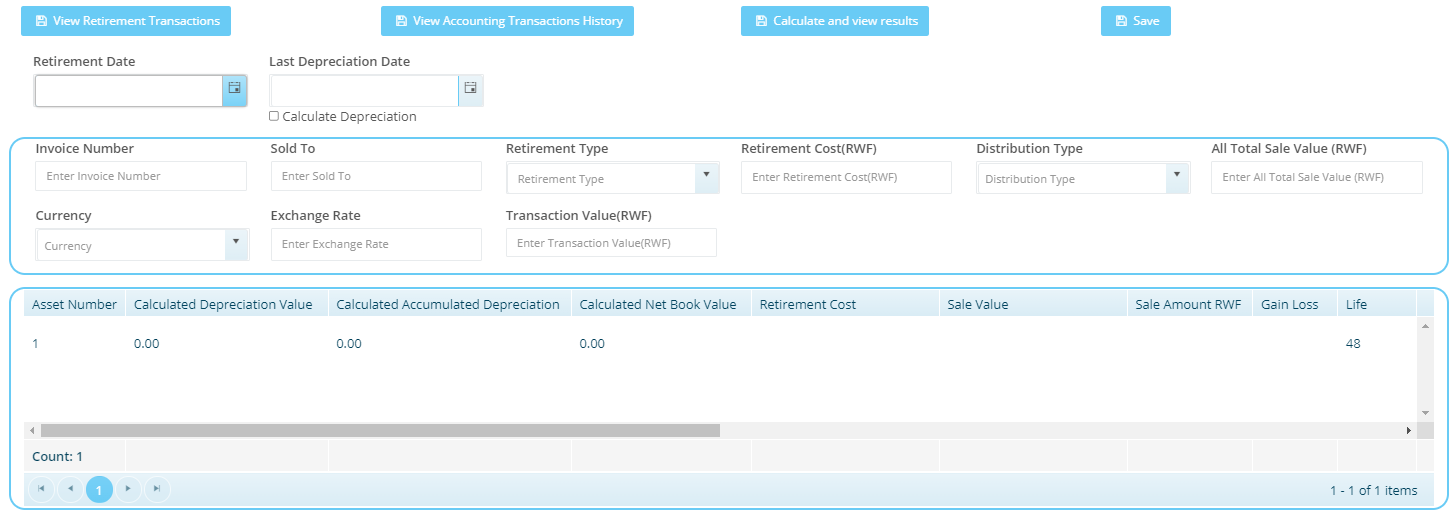
# Asset Transactions – Change Category

## Change Category



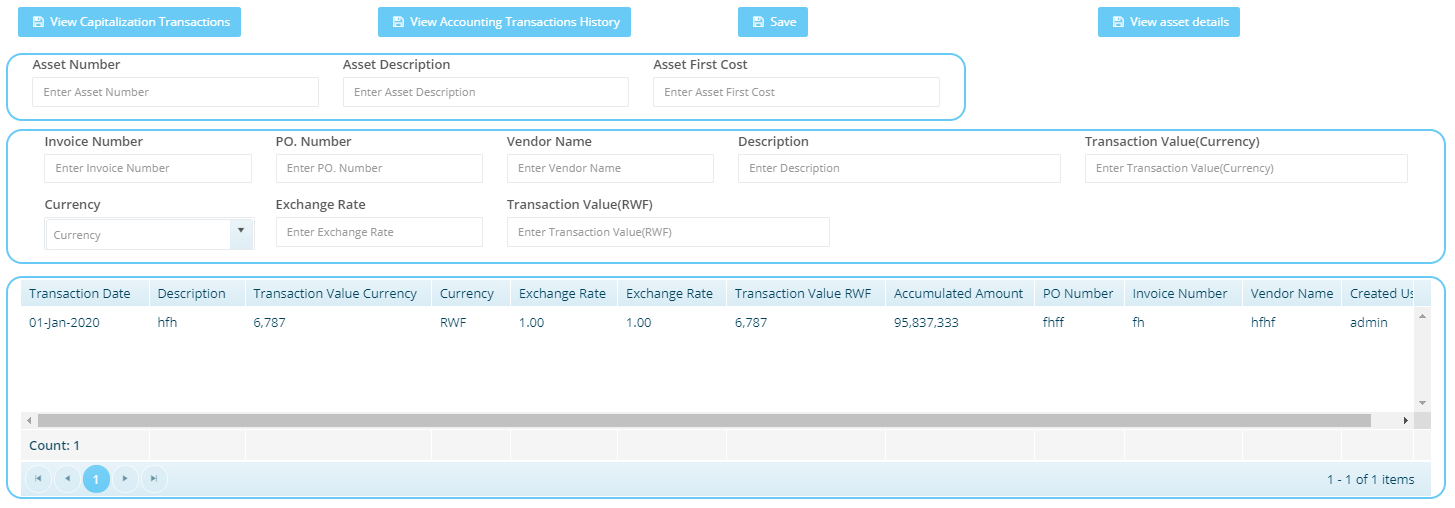
# Asset Transactions – Retirement

## Asset Retirement



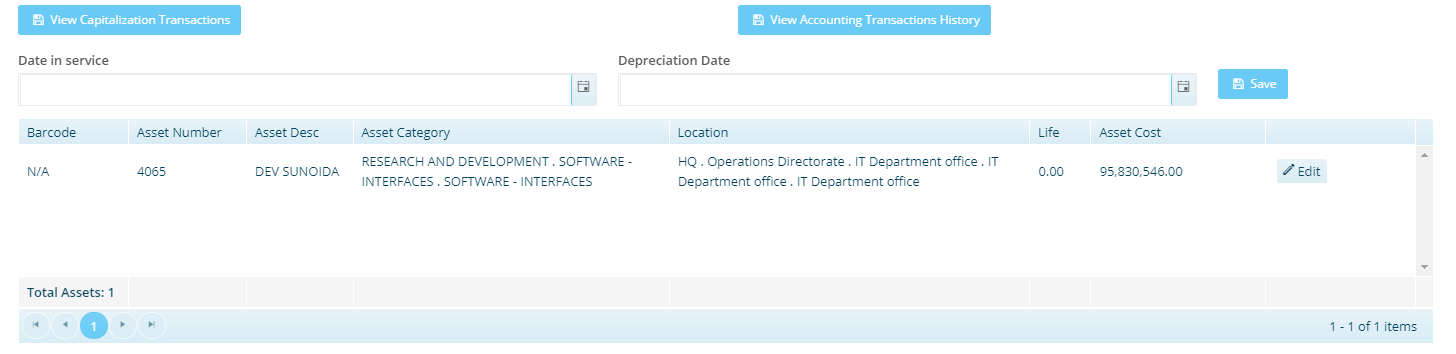
# Asset Transactions – Add to WIP Asset

## Add to WIP Asset



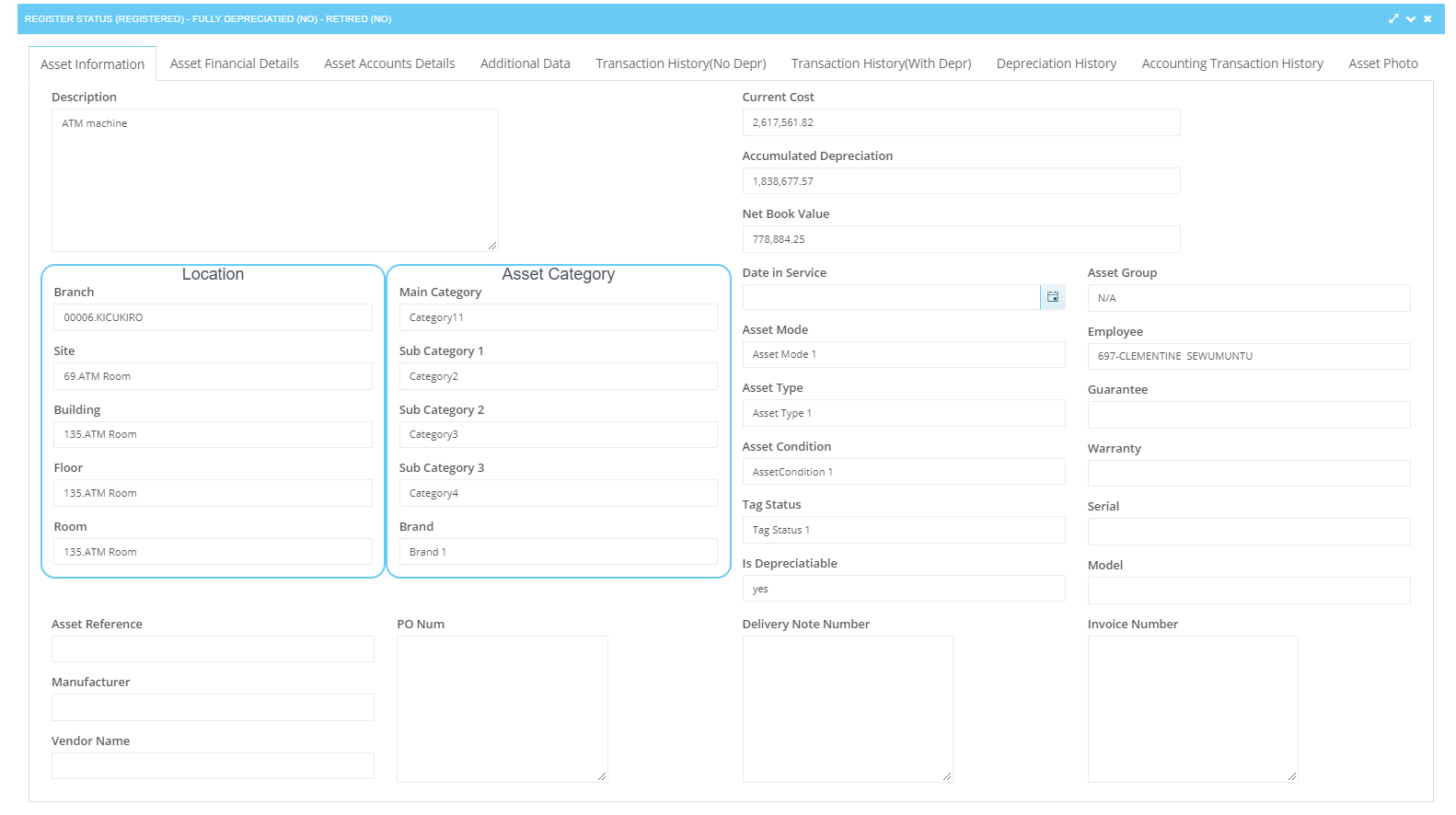
# Asset Transactions – Capitalize WIP Asset

## Capitalize WIP Asset

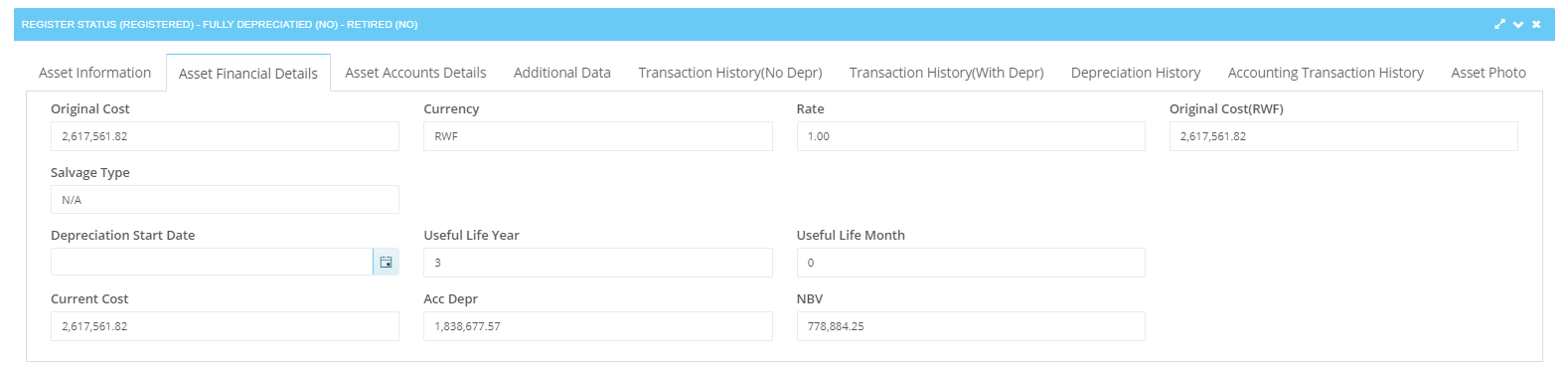


# View – View Asset

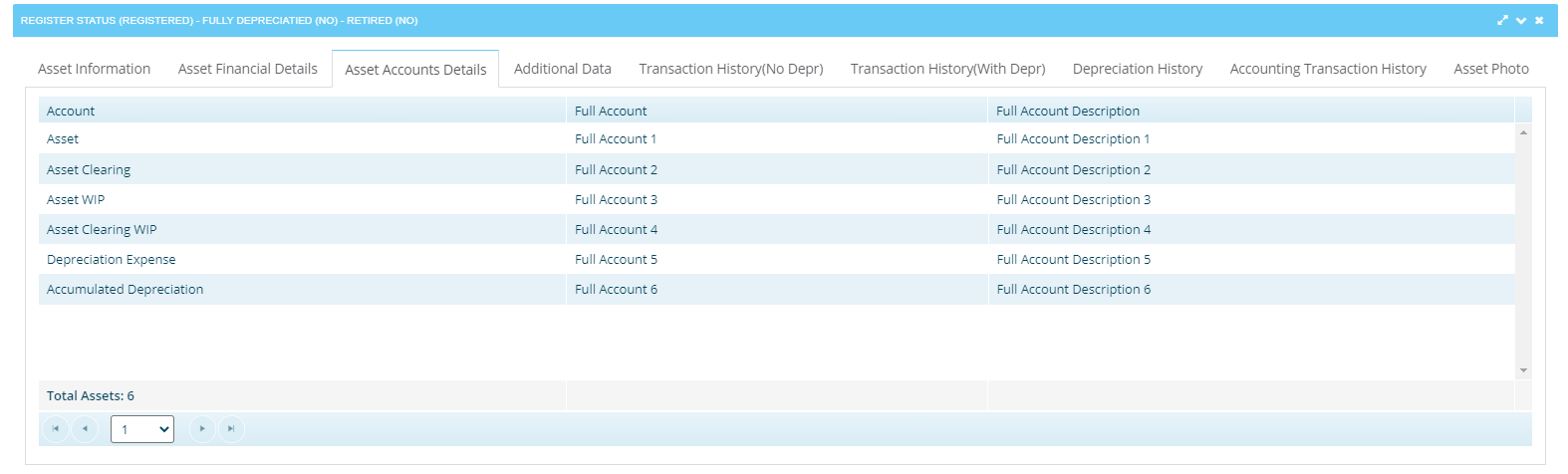
## View Asset (Asset Information)



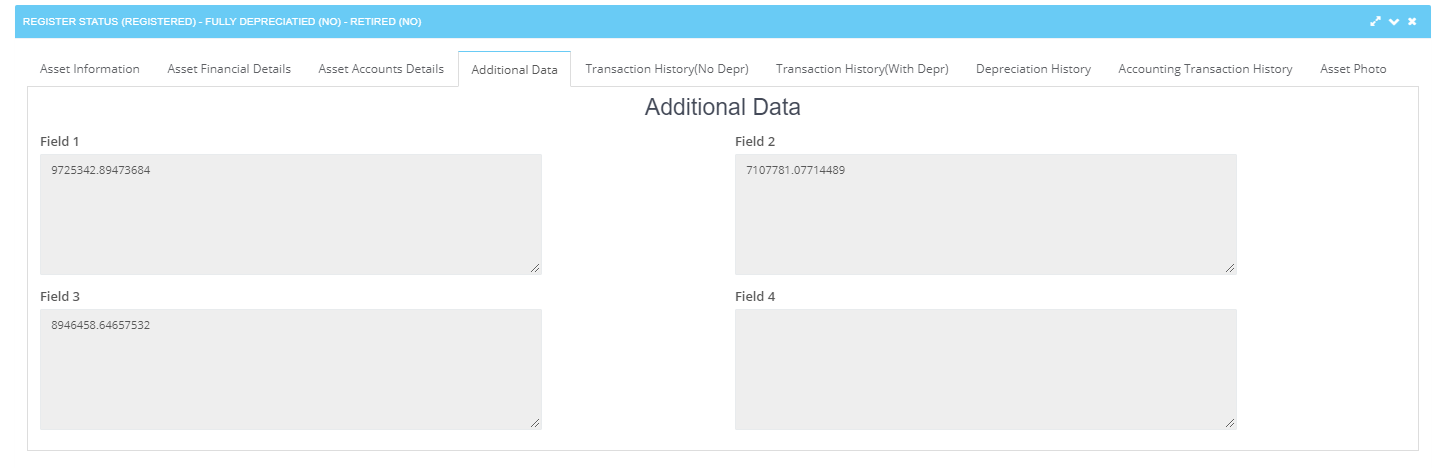
## View Asset (Asset Financial Details)



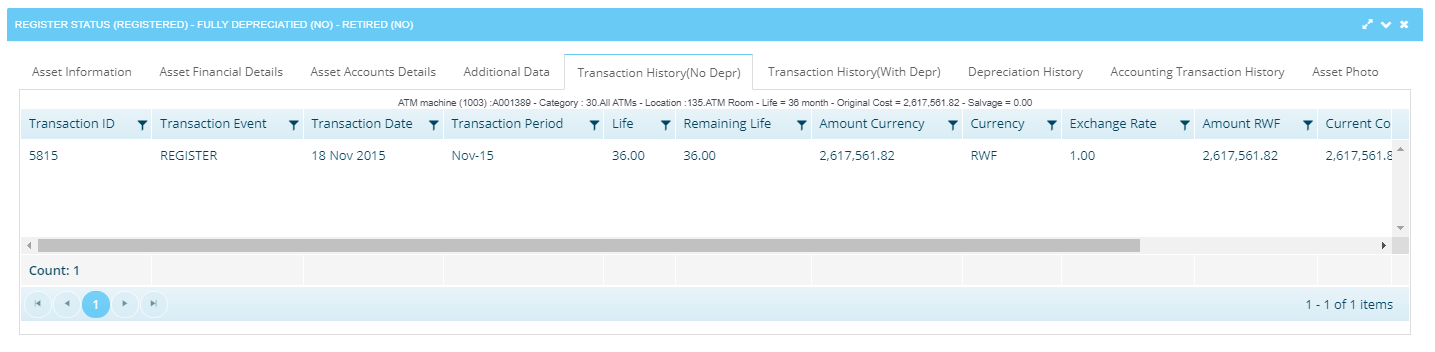
## View Asset (Asset Accounts Details)



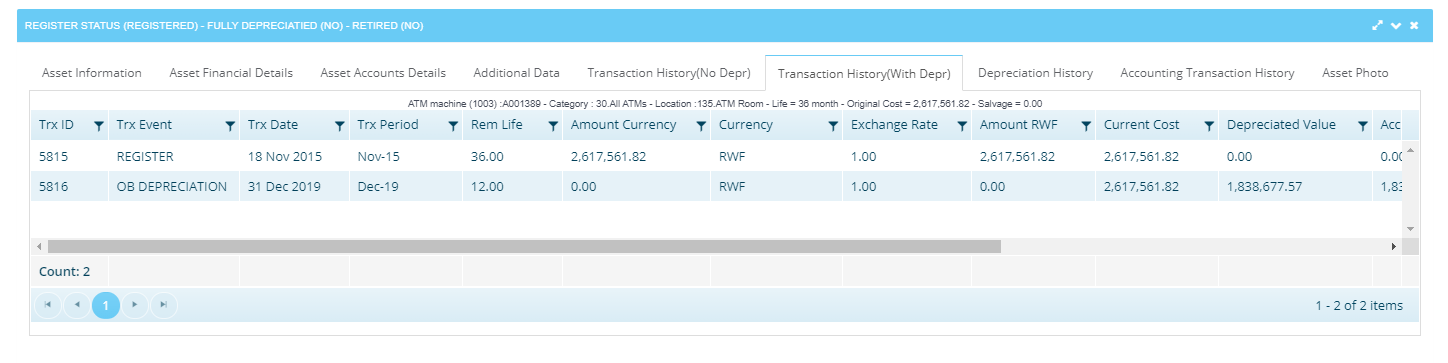
## View Asset (Additional Data)



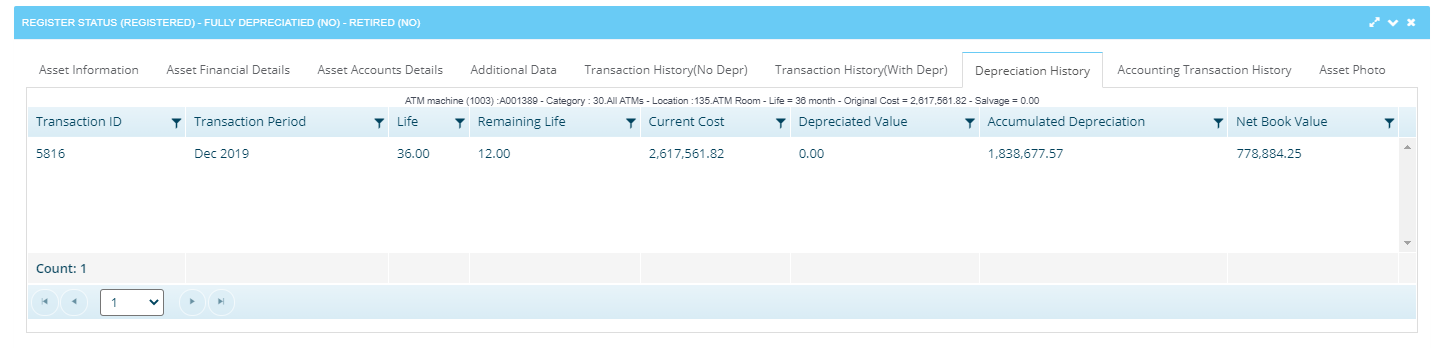
## View Asset (Transaction History (No Depr))



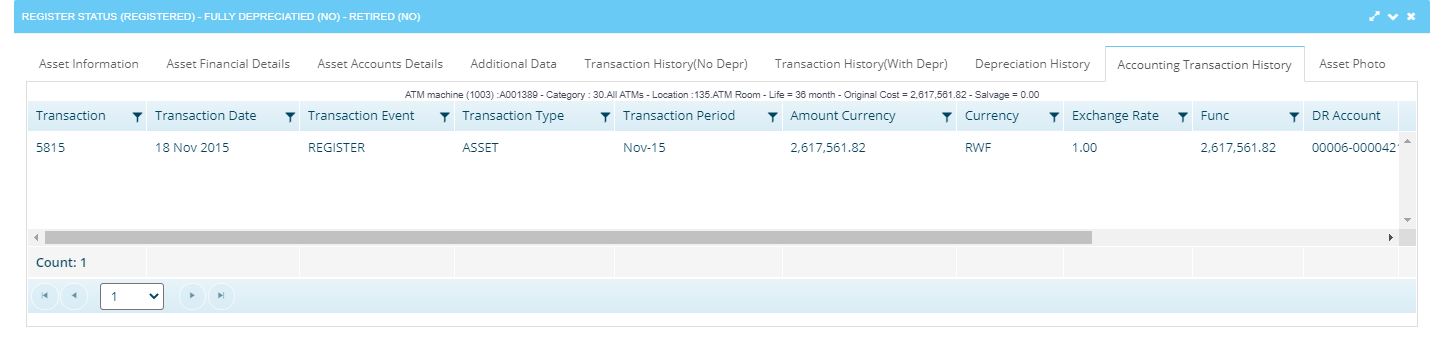
## View Asset (Transaction History (With Depr))



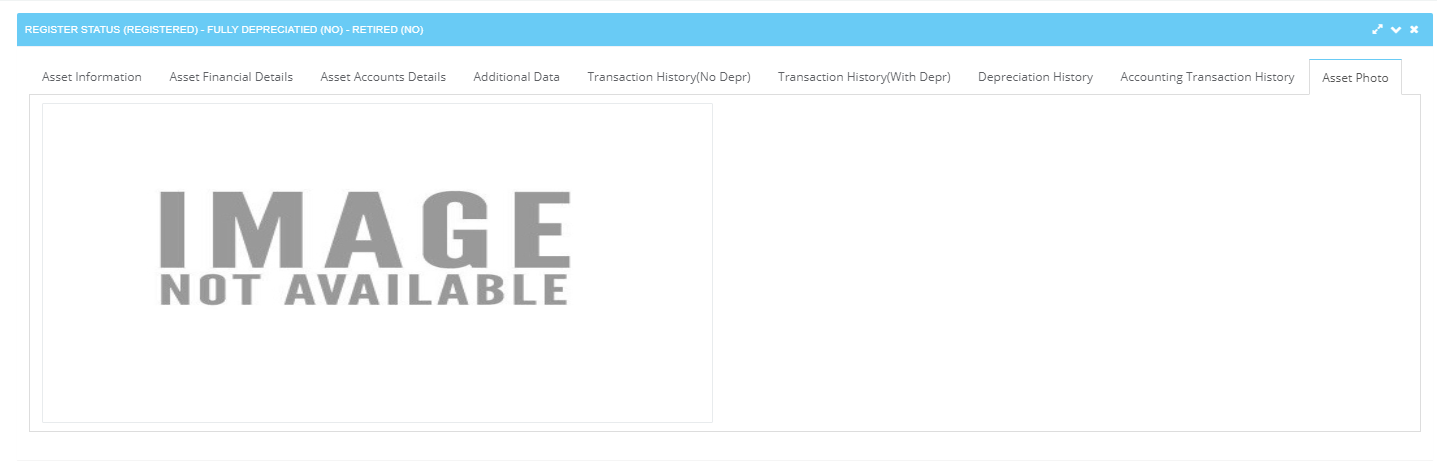
## View Asset (Depreciation History)



## View Asset (Accounting Transaction History)

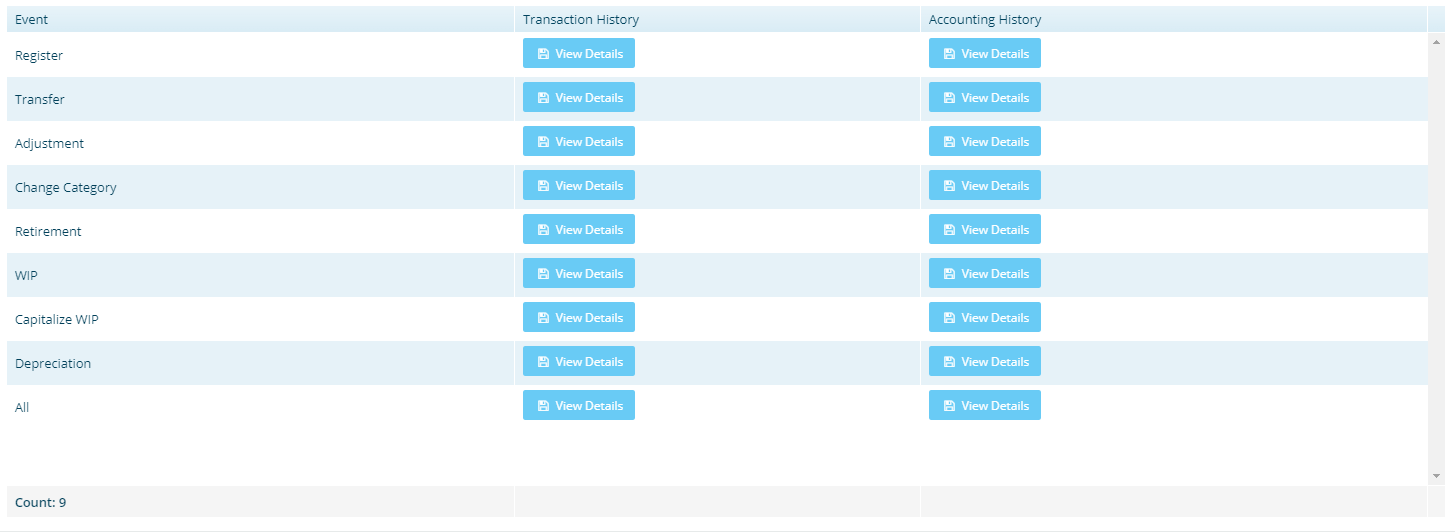


## View Asset (Asset Photo)



# View - View Transaction and Accounting History

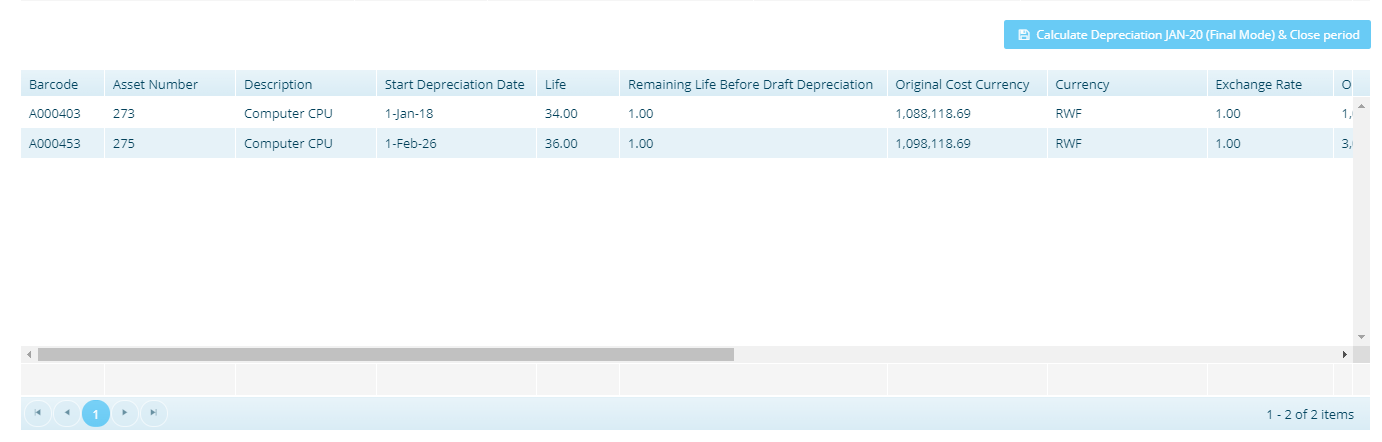
## View Transaction and Accounting History



# Depreciation - Depreciation and Periods Control

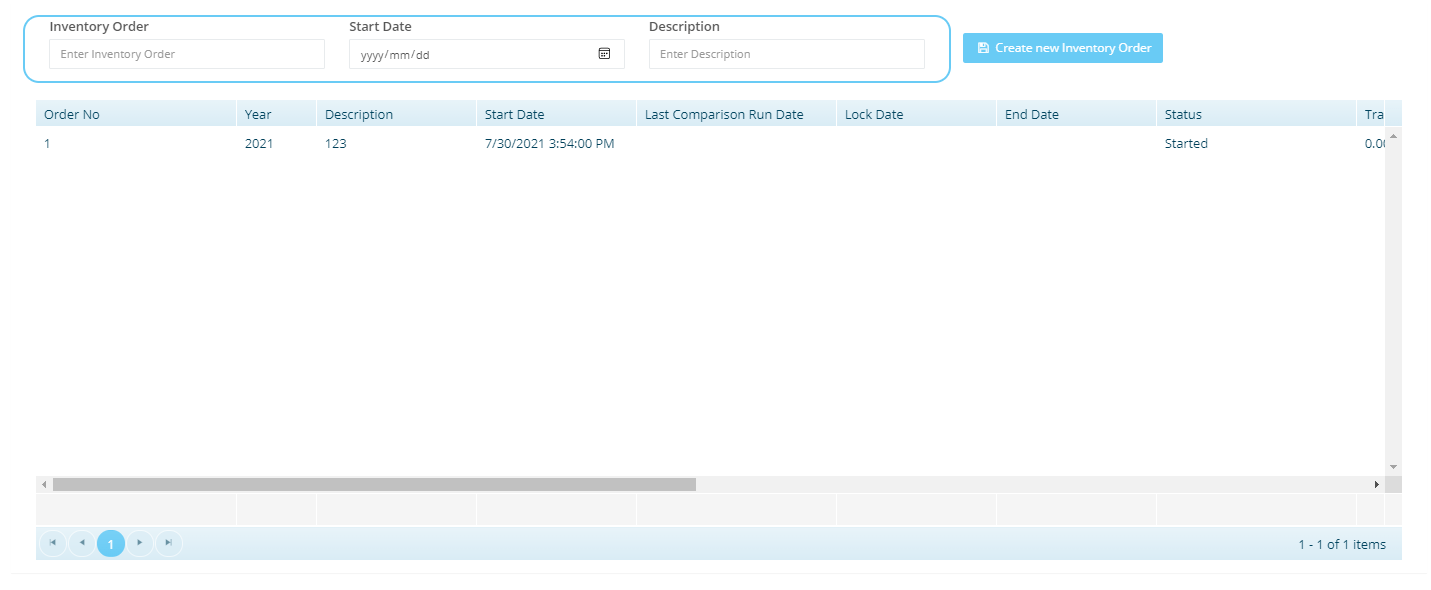
## Depreciation and Periods Control



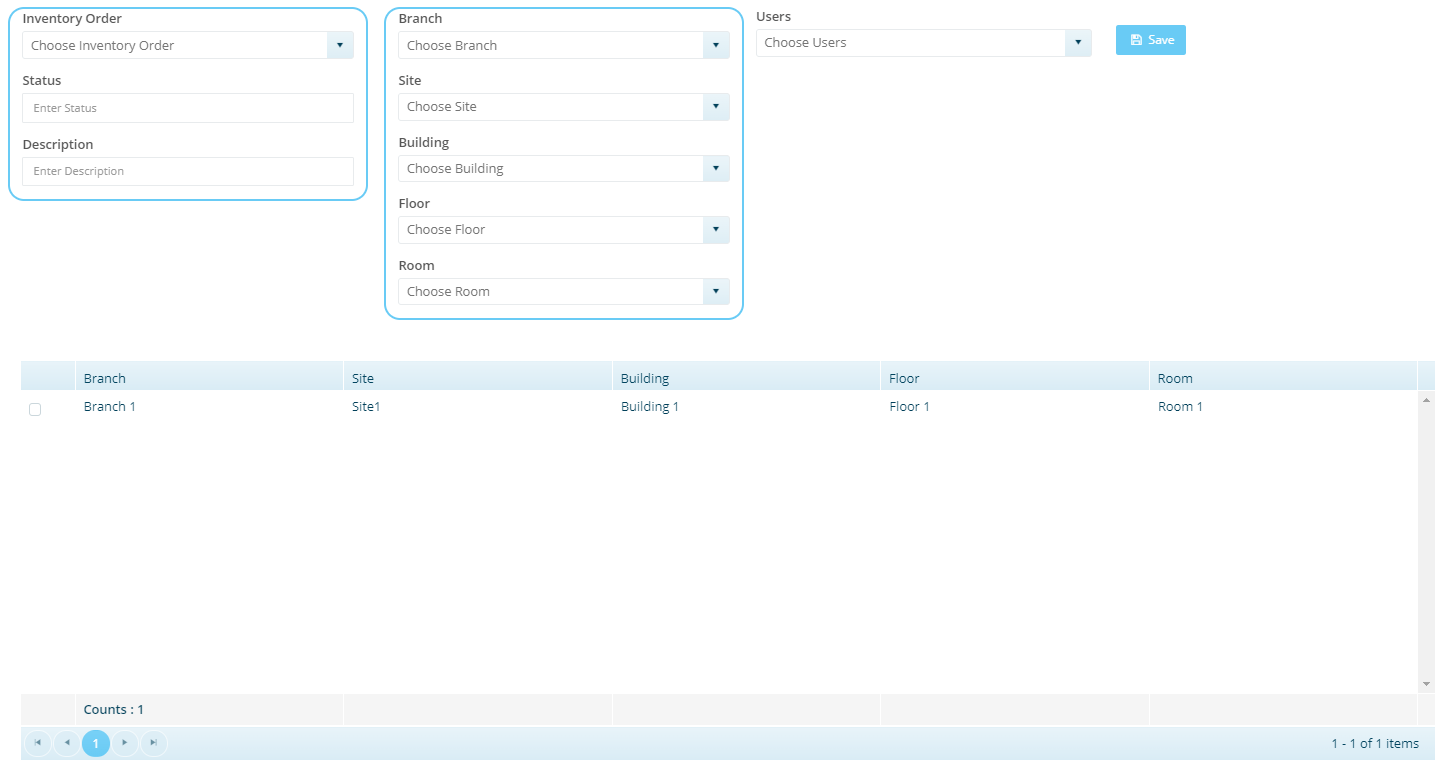


# Physical Counting – Inventory Order

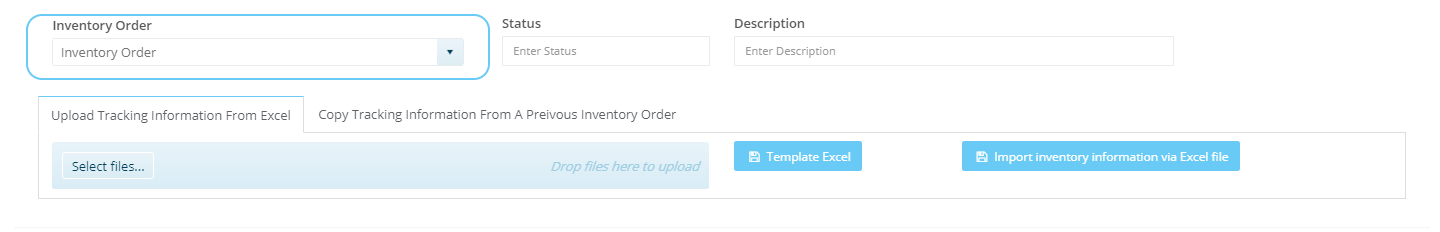
## Inventory Order



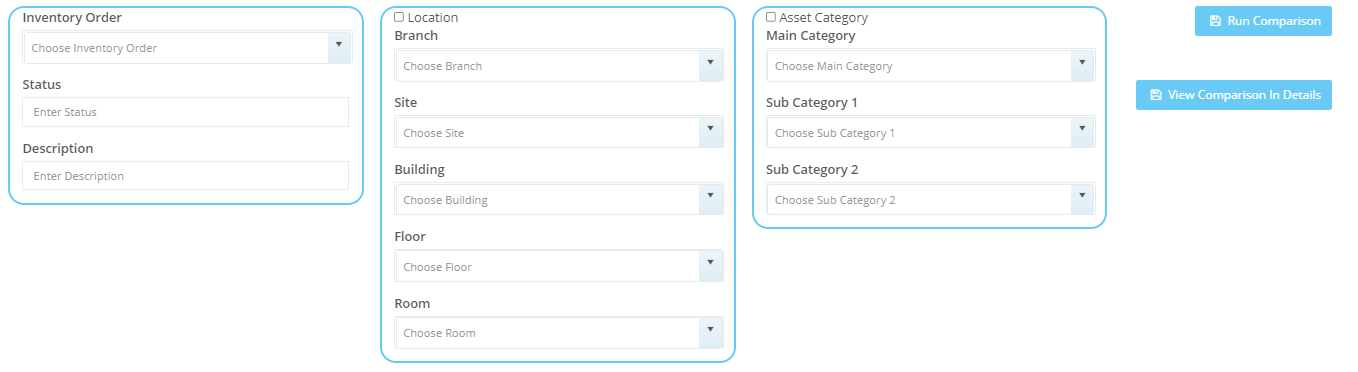
## Assign Location to Users

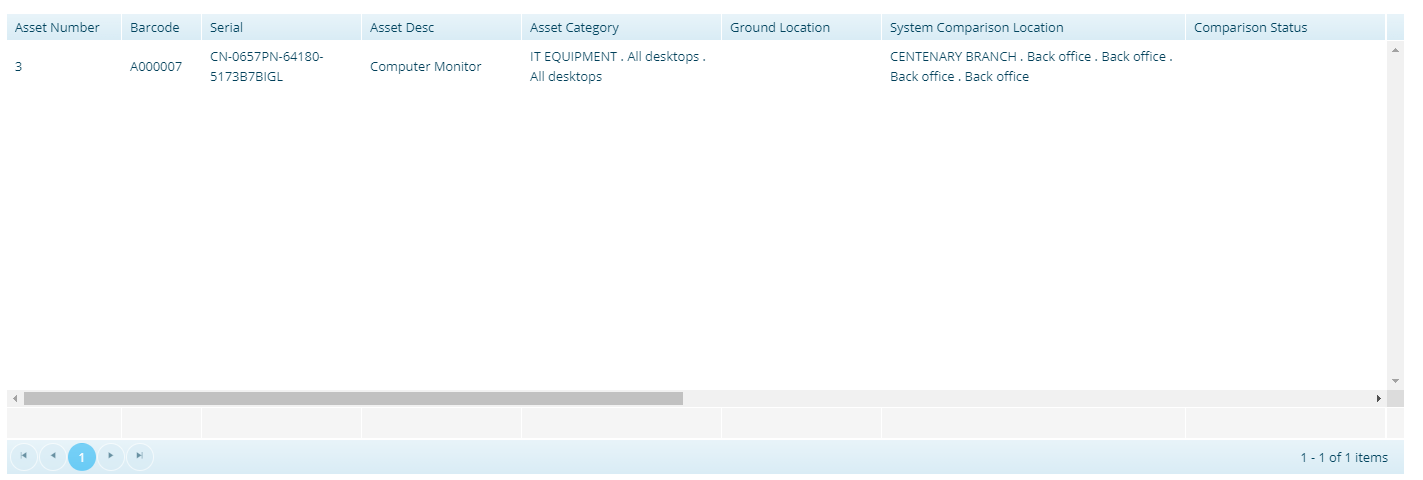


## Tracking Process



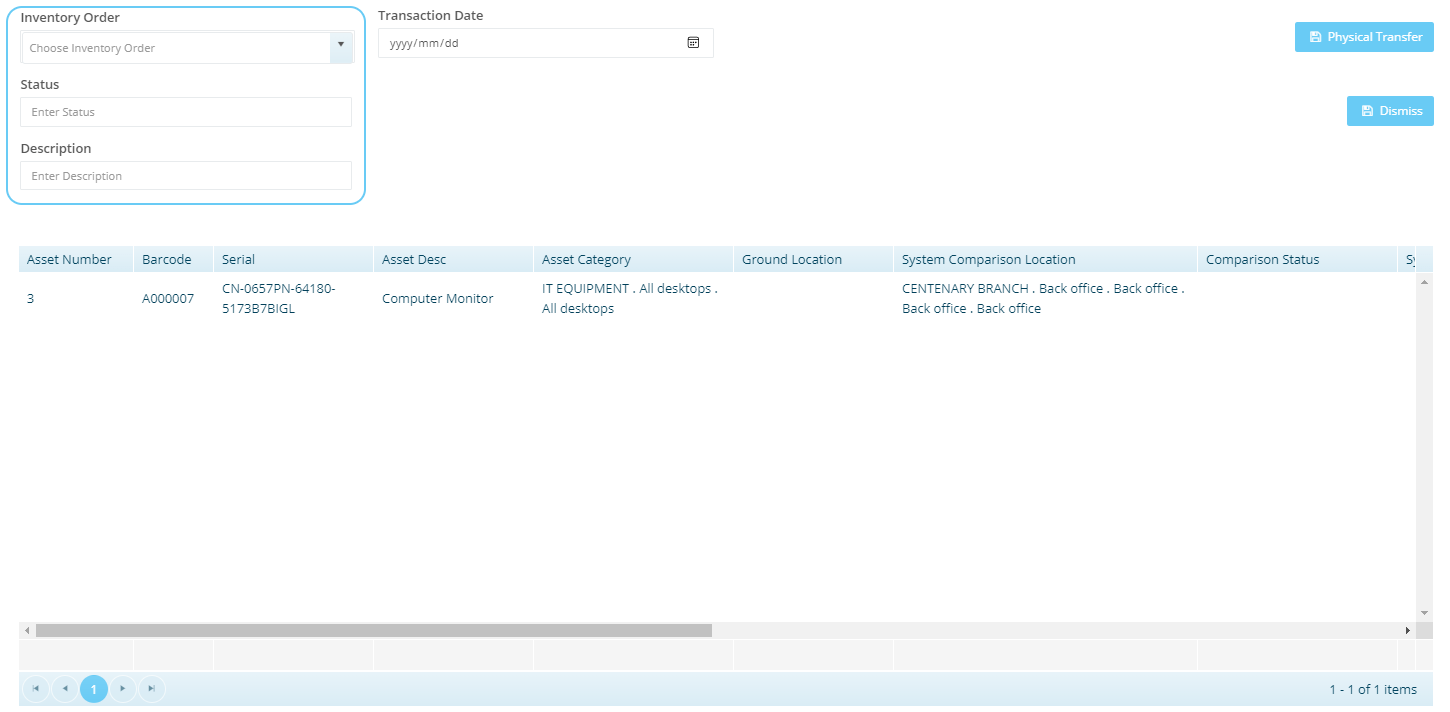
## Asset Audit Result



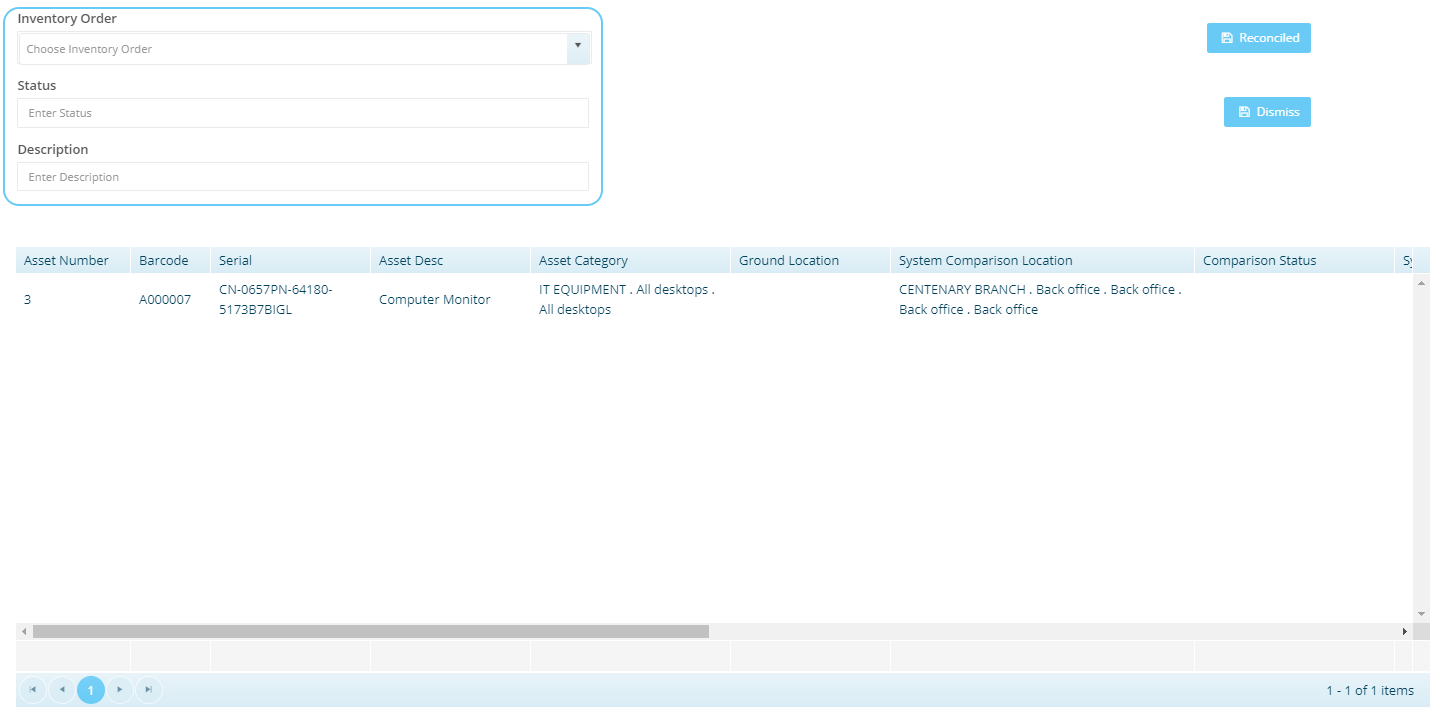


# Physical counting - Physical Count Correction Actions

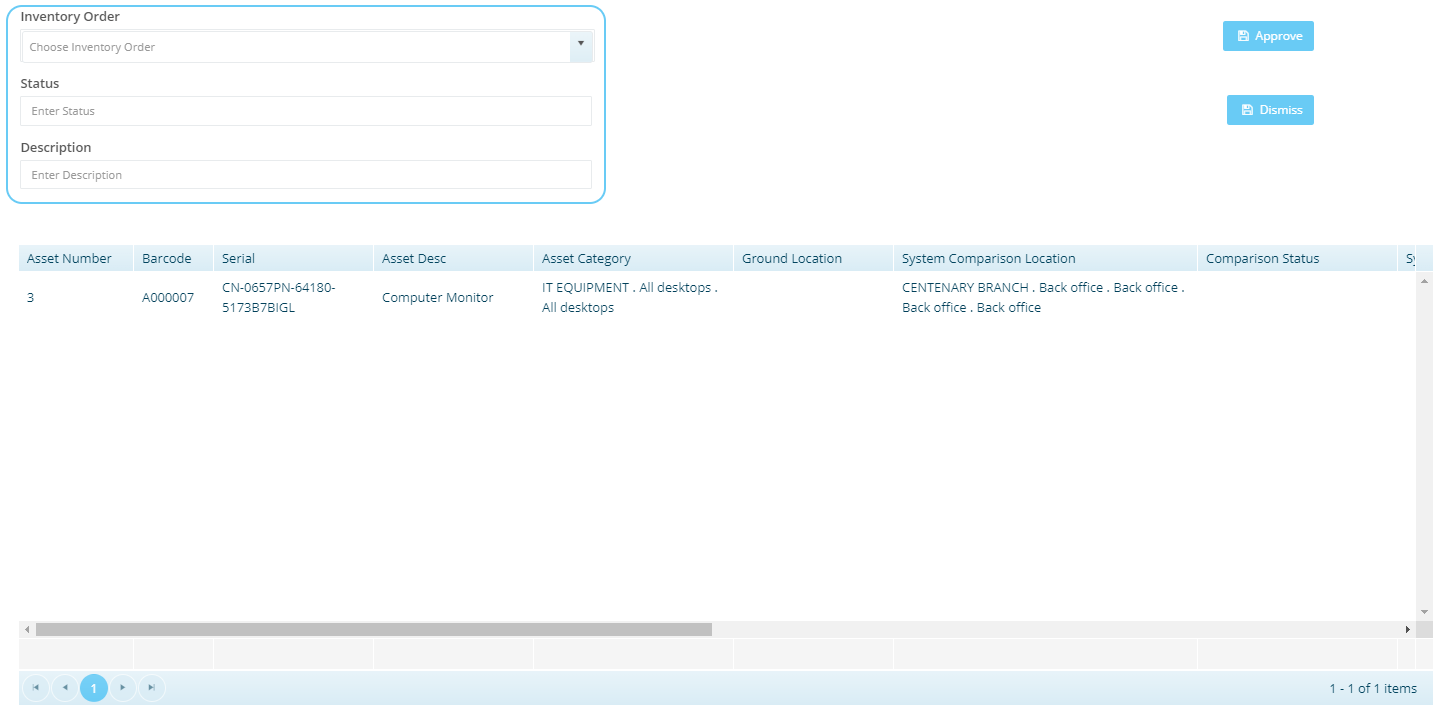
## Location Difference Correction



## Missing Assets Correction

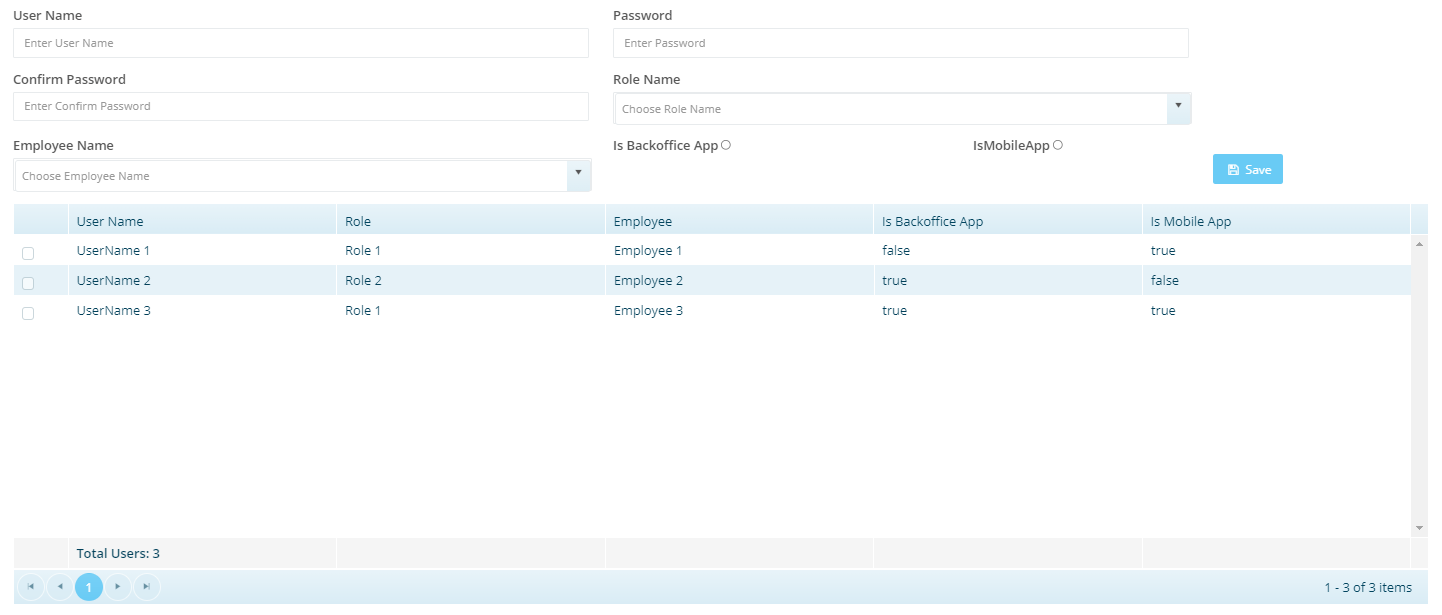


## Approve New Conditions Correction

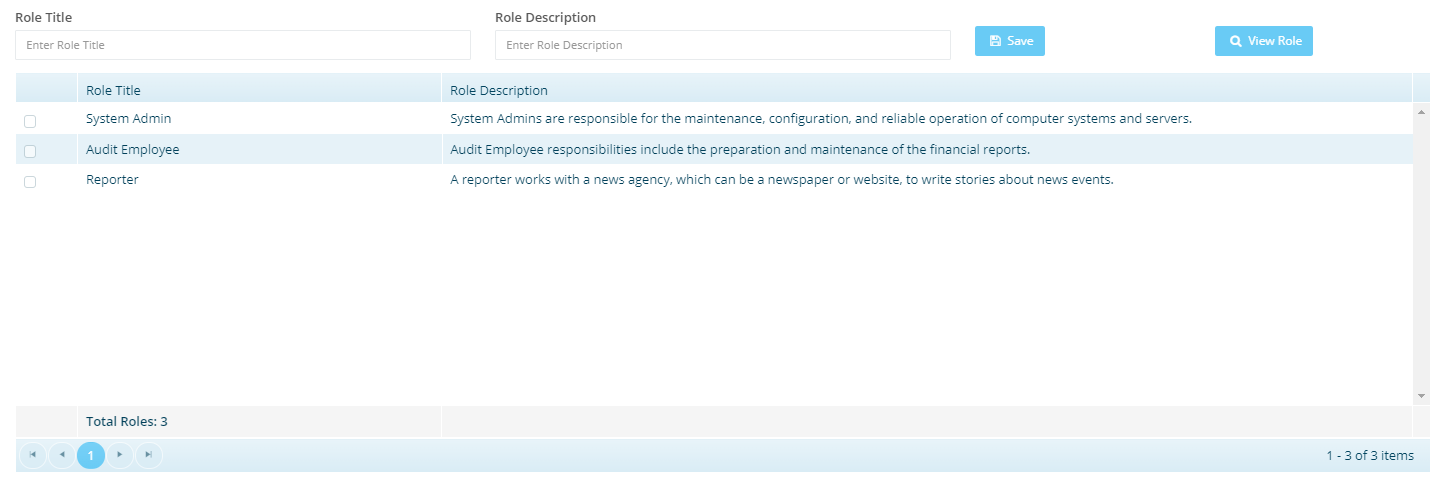


# Settings

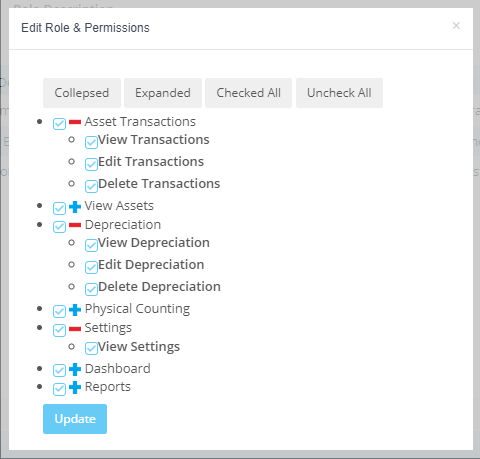
## User



## Role



## View Role



# Reports

## Menu



## 