http://192.168.44.240/ddu_assets
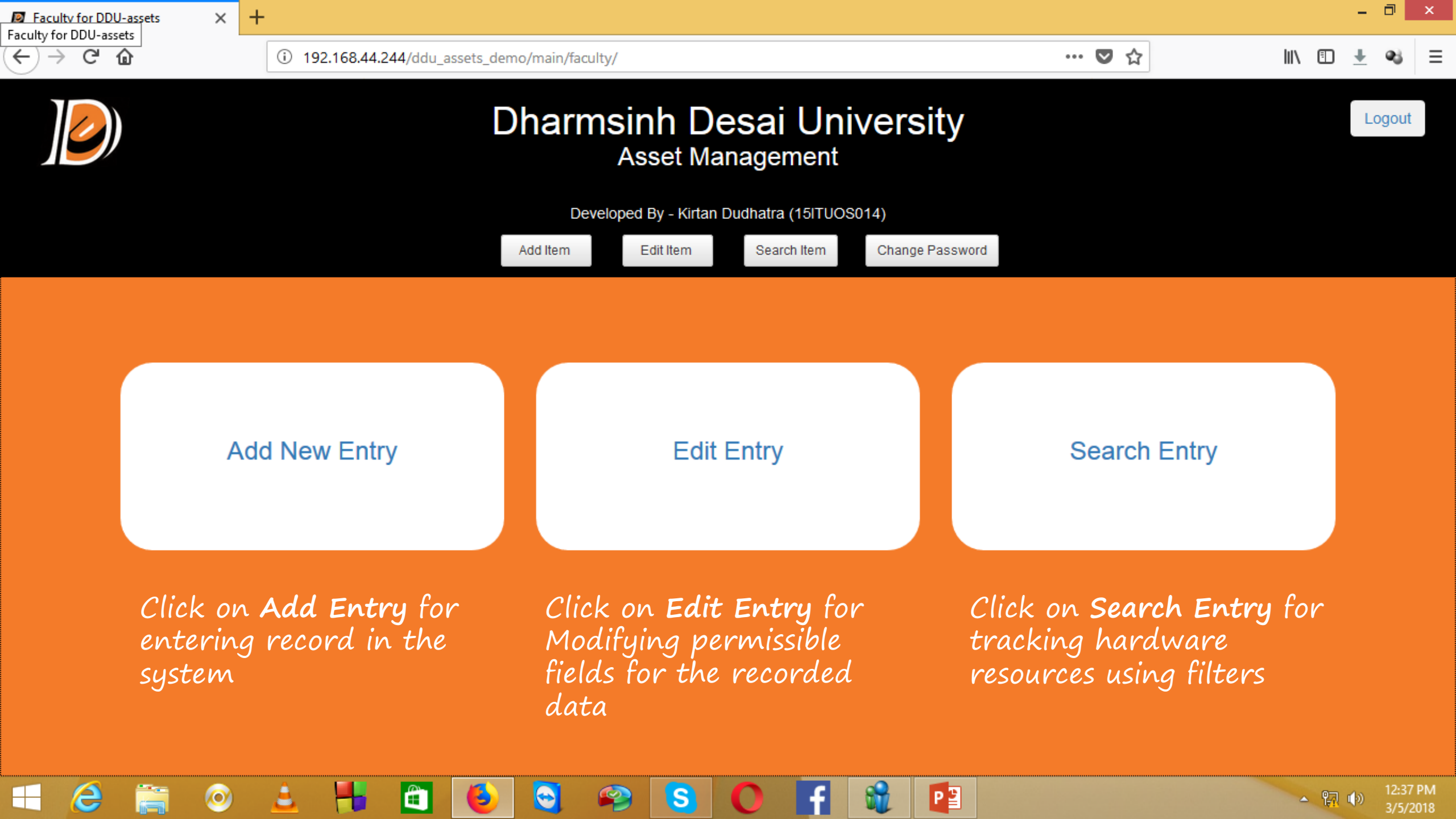
Dharmsinh Desai University
Assets Management

Developed By - Kirtan Dudhatra (15ITUOS014)

Login:

User Name

Password

Sign in

Enter username and password
Then enter on Sign in

Dharmsinh Desai University
Asset Management

Logout

Add Item | Edit Item | Search Item | Change Password

Add New Entry

Edit Entry

Search Entry

Click on **Add Entry** for entering record in the system

Click on **Edit Entry** for Modifying permissible fields for the recorded data

Click on **Search Entry** for tracking hardware resources using filters

ADD ENTRY

Category

○ **Fixed**

○ **Consumable**

Select Fixed

Purchase Date

YY

Purchase date (mandatory) as per the Purchase Order/Approval
If it is not available mention bill date here.
Even if Bill date is not available mention 1-1-1968

Bill Date

YY

Bill Date as per the record.

Bill No.

Bill No.

Fill data as per bill

Supplier's Name

Fill data as per bill

Bill No.

Bill No.

Supplier's Name

Supplier's Name

Details of Asset

Details of Asset

Type and Make

Type and make

Short Code

SHORT-CODE

if purchased separately →

Details of Asset represent the key Specifications.
In most cases, specified in Bill or Purchase Order.
(ex: for computer system)
Intel core i3 next gen, 500 GB, 4GB, 15" LED,
USB KB, PS2 Mouse ... etc.

Type and Make should indicate Brand with model
number (if any). If the asset is assembled or can
not be associated with specific brand then
ASSEMBLED (or GENERIC) can be mentioned

It is proffered to use ShortCode of
MAX 6 Characters without whitespaces.
Some Examples:

PC for Desktop Computer System
PRN for Printer (Deskjet/Laser/DM/Color/Black)
AIO for All-in-One Printer,
SW for Switch, HUB for Hub, SER for Server .. etc.
CD/DVD for CD/DVD Drive, PD for Pendrive
KB for Keyboard, COMBO for Keyboard & Mouse
RAM for memory, MON for monitor (ALL)
HDD for External/Internal Harddisk

ADD ENTRY

Page No. is a combination of
(1) Label of Department Asset Register (say A or B...)
(2) Page number within Asset Register
(3) Sr. No of item on that page
i.e for item recorded with sr. no. 21 on page number
48 of Asset register A will have value for Page No. as

A-048-21

Unit Cost should be calculated as
(Totalcost including taxes - discount) /quantities
as per the bill/invoice

Location
It is preferred to have similar value for all identical locations
within department.

i.e. location for Laboratory 7 of your department is indicated
as L7 once, then same should be used in future. Do not create
other identity as LAB7 for the same location

Quantity

Quantity

Page No.

PAGE NO.

Unit cost

Unit cost

Location

LOCATION

Remark

Remark

Remark field can be like ...

University Funded
From Alumni Fund
UGC Funded
Sponsored by XYZ

etc ..

For any item purchased as replacement, record the same under consumable Category.

In Remark mention as
replacement for Fixed asset with BARCODE

Upload Image of Asset (Optional)

Upload pdf document of PO/Approval, Invoice/Bill, as single pdf file.

You must use pdf binder to accommodate multiple pages/documents (if required).

Remark

Remark

Upload Image

Browse... No file selected.

Upload PDF

Browse... No file selected.

Submit

Dharmsinh Desai University
Asset Management

Developed By - Kirtan Dudhatra (15ITUOS014)

[Add Item] [Edit Item] [Search Item]

Data Added Successfully!!!
Your Barcode(s)

Unit No from Total
Total Quantity of similar items (As per Bill)

1. DDU/FOT/CL/2018/PC/1/10/A-048-21

Department Code

Purchase Year

ShortCode

Unique Codes – in Sequence for the identical items as per the Invoice.

10. DDU/FOT/CL/2018/PC/10/10/A-048-21

Label visible parts of asset using this BARCODE

VolumeofAssetRegister – PageNoinFixedAssetRegister – PageSr.No

If there is Replacement or Upgradation in System Specification, then first ADD ENTRY for newly purchased item.
Specify generated BARCODE of new item/component in Remark field of existing asset item that is being upgraded.
Modify the Specification of the item being upgraded.

Dharmsinh Desai University
Asset Management

Developed By - Kirtan Dudhatra (15ITUOS014)

Add Item   Edit Item   Search Item

Help

Edit item:

18/PC/1/10/A-048-21   Search   Search Group

Edit Option – Either individual item from Group or a specific group of item.

Copy BARCODE Text of any item and Click on Search Group

EDIT ENTRY

Category

◉ Fixed

◯ Consumable

Purchase Date

2018-02-05

Bill Date

2018-02-14

Bill No.

453

Supplier's Name

Nidhi Systems

Details of Asset

Intel core i3 next gen, 500 GB, 4GB, 15

Type and Make

ASSEMBLED

Short Code

PC

Quantity

10

Page No.

A-048-21

Unit cost

23500

Location

L7

Remark

University Funded

Functional Status

◉ Working

◯ Not-Working

View Image
View PDF
Upload Image

Browse... No file selected.

Upload PDF

Browse... No file selected.

Edit

The changes will be reflected for all items of a specific group.

Dharmsinh Desai University
Asset Management

Developed By - Kirtan Dudhatra (15ITUOS014)

Add Item   Edit Item   Search Item

Help

Edit item:

18/PC/1/10/A-048-21   Search   Search Group

Edit Option – Either individual item from Group or a specific group of item.

Copy BARCODE Text of any item and Click on Search (individual item)

EDIT ENTRY

Purchase Date

2018-02-05

Bill Date

2018-02-14

Bill No.

453

Supplier's Name

Nidhi Systems

Details of Asset

Intel core i3 next gen, 500 GB, 4GB, 15

Type and Make

ASSEMBLED

Short Code

PC

Quantity

10

Unit No.

1

Page No.

A-048-21

Unit cost

23500

Location

L7

Remark

University Funded

Functional Status

◉ Working

◯ Not-Working

View Image
View PDF

Edit

The changes will be reflected for a specific item.

Here you can not edit group properties like Invoice Details, Quantity, Unit Cost etc.

This option should be utilized for changing location of individual items, and its upgradation (remark with BARCODE of component purchased)

Search of item (using either filter except Location &/or Shortcode Filters)
Provides Digital Form of Asset Register.
Item listing in Group – As shown in next slide

Dharmsinh Desai University
Asset Management

Developed By - Kirtan Dudhatra (15ITUOS014)

[Add Item] [Edit Item] [Search Item]

[Logout]

Search Results

[Download Excel]

#	Cat.	Purchase_date	Bill_Date	Payment_Date	Bill_no	Supplier_name	Details	Type/make	QTY	Barcodes	Unit Price	Faculty	Dept	Location	Remark	Page No.	View Files	Func_status	Stock_statu
1	Fixed	2018-02-05	2018-02-14	2018-02-17	453	Nidhi Systems	Intel core i3 next gen, 500 GB, 4GB, 15" LED, USB KB, PS2 Mouse	ASSEMBLED	10	DDU/FOT /CL/2018 /PC/1-10 /10/A-048-21	23500	FOT	CL	L7	University Funded	A-048-21	Image PDF	Working	PRESENT

The Last Column also provides actual units Present in STOCK
(i.e. Total Quantity – units write off/reported as LOST*)
* Subject to approval from Authority

Search of item with Location and/or Shortcode filter gives Location/Shortcode wise information.
Separate row for each unit falling into search criteria
The output is shown in next slide

1	Fixed	2018-02-05	2018-02-14	2018-02-17	453	Nidhi Systems	Intel core i3 next gen, 500 GB, 4GB, 15" LED, USB KB, PS2 Mouse	ASSEMBLED	10	DDU/FOT /CL/2018 /PC/1/10 /A-048-21	23500	FOT	CL	L7	University Funded	A-048-21	Image PDF	Working	PRESEN
2	Fixed	2018-02-05	2018-02-14	2018-02-17	453	Nidhi Systems	Intel core i3 next gen, 500 GB, 4GB, 15" LED, USB KB, PS2 Mouse	ASSEMBLED	10	DDU/FOT /CL/2018 /PC/2/10 /A-048-21	23500	FOT	CL	L7	University Funded	A-048-21	Image PDF	Working	PRESEN
3	Fixed	2018-02-05	2018-02-14	2018-02-17	453	Nidhi Systems	Intel core i3 next gen, 500 GB, 4GB, 15" LED, USB	ASSEMBLED	10	DDU/FOT /CL/2018 /PC/3/10 /A-048-21	23500	FOT	CL	L7	University Funded	A-048-21	Image PDF	Working	PRESEN