Documentation for
IT Asset Management System

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System/Software Development Presentation:
[System Presentation - Slideshow](#)

User Roles

Super Admin
Access: Dashboard, Inventory, Assets Care, System Users, Workstation, Audit Trail
Permissions:
- Can create, edit, and delete accounts in System Users
- Has full access to Audit Trail (history/activity log) including editing and permission management
- Can approve user movements initiated by super users
- Can upload image to replace the displayed image in the workstation section

Exclusive Access: System User Section

Admin
Access: Inventory, Assets Care, Workstations, Audit Trail, PO Request Form
Permissions:
- Can edit the it assets movement directly and approve the movement by super-user
- Audit Trail (history/activity log) - editing & giving access

Exclusive Access: PO Request Form Section

Super User
Access: Dashboard, Inventory, Assets Care, Workstations
Permissions:
- Viewing of Dashboard, Assets Care and Workstations
- In the Inventory section, super users can only request for asset movements

Exclusive Access: None

User
Access: Dashboard, Assets Care, Workstations
Permissions:
- Viewing of Dashboard, Assets Care and Workstations

Exclusive Access: None

List of Features

Super-Admin
- Dashboard
- Inventory
- Assets Care/ FAQs
- System Users
- Workstations
- Audit Trail / History

Admin
- Dashboard
- Inventory
- Assets Care/ FAQs
- Workstations
- Audit Trail / History
- PO Request Form *(Additional Feature)*

Super User
- Dashboard
- Inventory (Request for Asset Editing)
- Assets Care/ FAQS
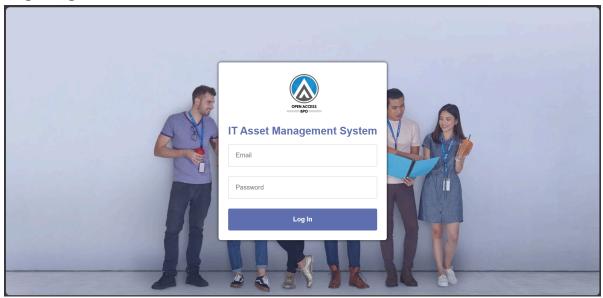- Workstations *(Can only view the floor plan but can't edit)*

User
- Dashboard
- Assets Care/ FAQS
- Workstations *(Can only view the floor plan but can't edit)*

Manual
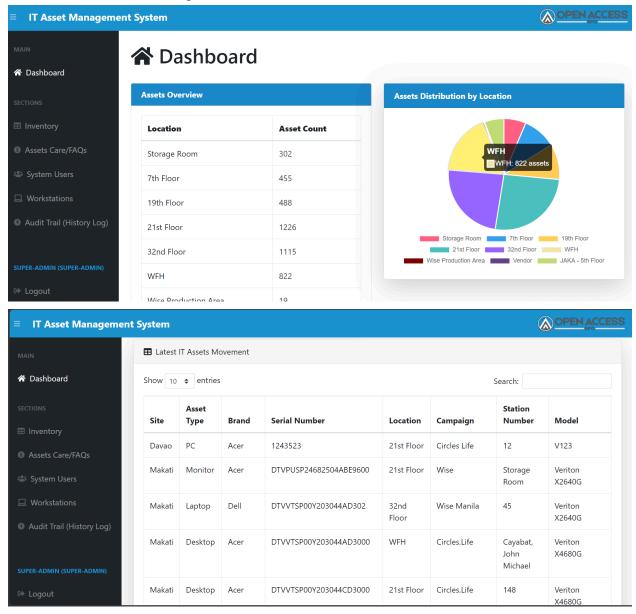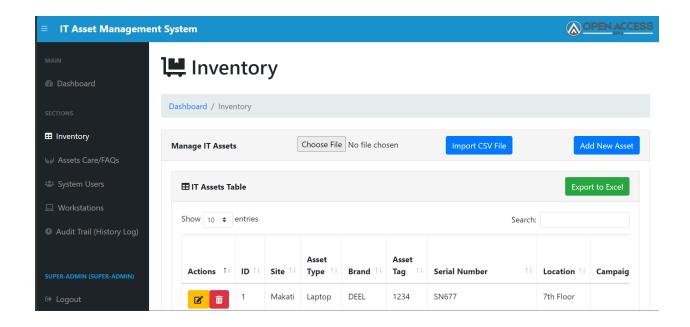
Super Admin

Login Page

 Logout option

Dashboard - List of latest updated and/or edited consolidated assets
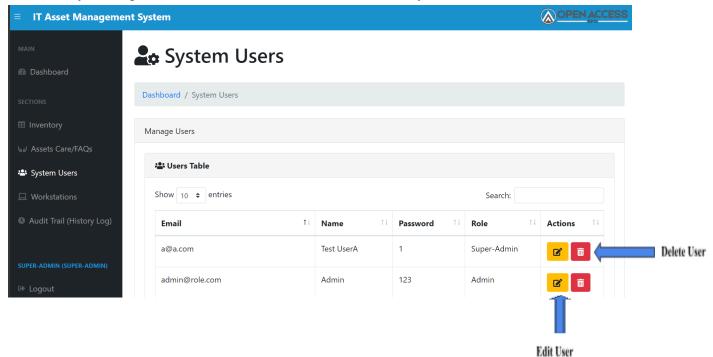

Inventory
- Users can effectively manage their assets with several key features:
  - Import CSV File
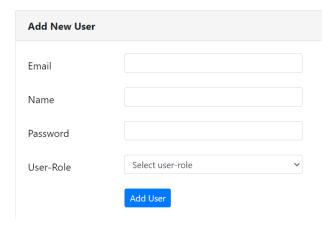 - Add New Asset
  - Export to Excel

System Users

- Only the Super Admin can access this section, where they can add, edit or delete users.
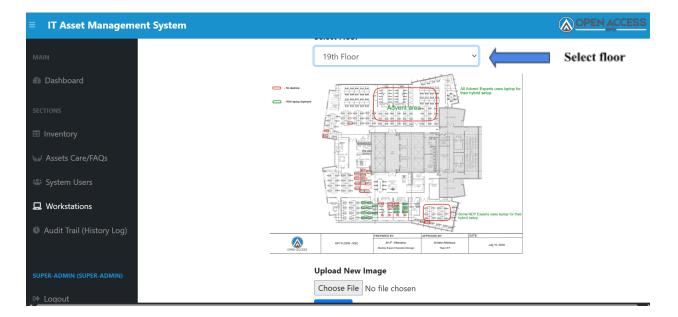

Add New User Feature

Add New User

Email

Name

Password

User-Role   Select user-role

Add User

Workstations

- In the workstation section, a super admin has the ability to view the floor plan and replace the currently displayed image.
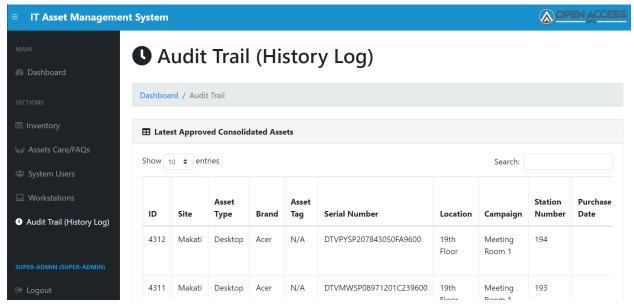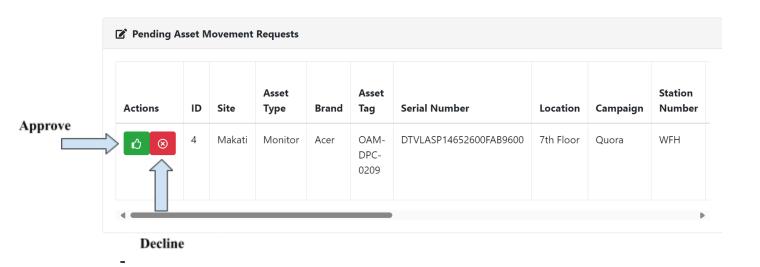
Note: The displayed image can be viewed in full screen by clicking on it.

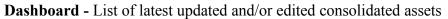**Audit Trail (History Log)**

Note: All data's are dummy

- The history log captures detailed information about all inventory-related activities within the system, Latest Approved Consolidated Assets, Pending Asset Movement Requests, and the latest system user updates.

-

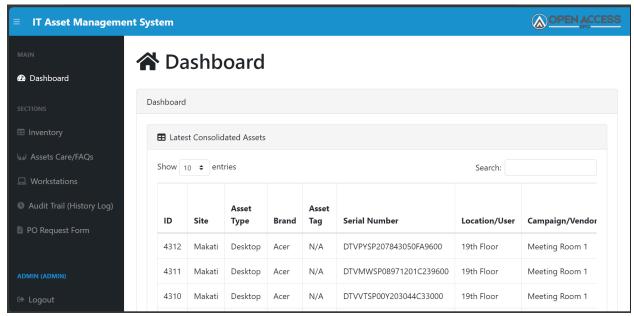## 👥 Latest System Users Update

Show [10 ⇅] entries   Search: [　　　　　　　]

Email ⇅	Name ⇅	Password ⇅	Role ⇅
a@a.com	Test UserA	1	Super-Admin
admin@role.com	Admin	123	Admin

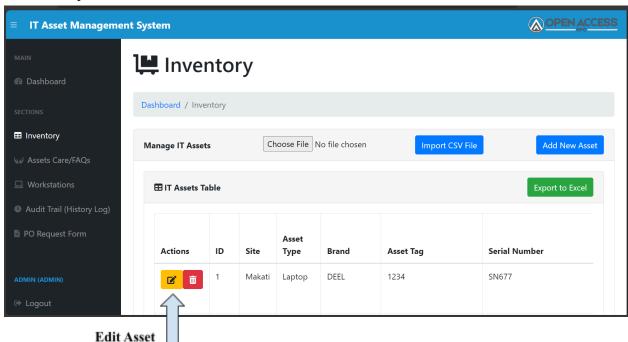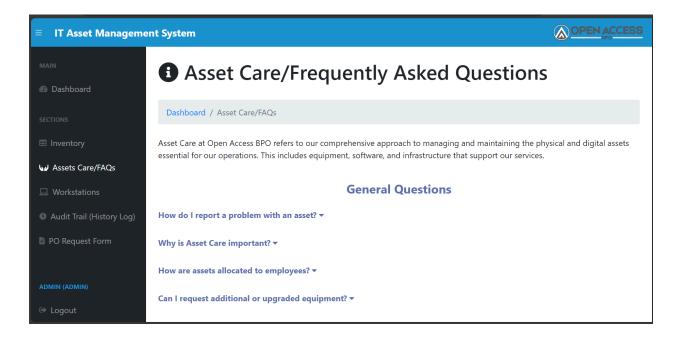**Dashboard -** List of latest updated and/or edited consolidated assets

Inventory
- Users can effectively manage their assets with several key features:
  - Import CSV File
  - Add New Asset
  - Export to Excel

Assets Care/ FAQs
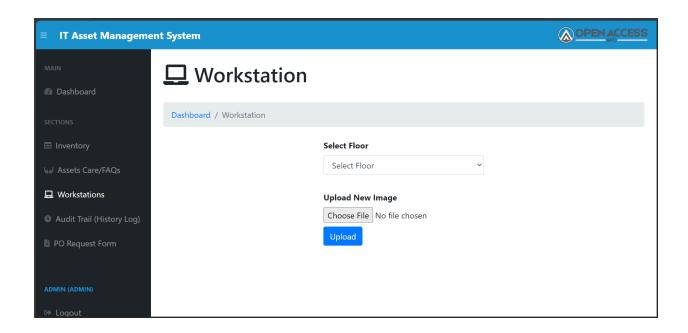- Users can view the frequently asked questions and the answer to it. This will help them understand the system better and improve how they utilize the system.
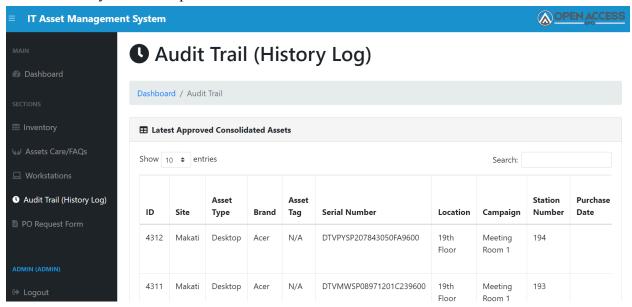

Workstations
- Users can view the floor plan for each floor. If users wish to replace the displayed image, they can use the designated button to upload a new image.
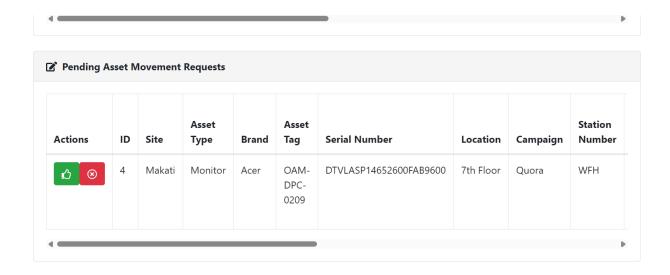
Note: The button accepts only PNG and JPEG image formats.

Audit Trail / History Log

- The history log captures detailed information about all inventory-related activities within the system, Latest Approved Consolidated Assets, Pending Asset Movement Requests, and the latest system user updates.

IT Asset Management System

🕐 Audit Trail (History Log)

Dashboard / Audit Trail

⊞ Latest Approved Consolidated Assets

Show 10 ⬍ entries   Search: [   ]

ID	Site	Asset Type	Brand	Asset Tag	Serial Number	Location	Campaign	Station Number	Purchase Date
4312	Makati	Desktop	Acer	N/A	DTVPYSP207843050FA9600	19th Floor	Meeting Room 1	194	
4311	Makati	Desktop	Acer	N/A	DTVMWSP08971201C239600	19th Floor	Meeting Room 1	193	

Pending Asset Movement Requests

Actions	ID	Site	Asset Type	Brand	Asset Tag	Serial Number	Location	Campaign	Station Number
👍 ⊗	4	Makati	Monitor	Acer	OAM-DPC-0209	DTVLASP14652600FAB9600	7th Floor	Quora	WFH

PO Request Form

- This form can be completed by the admin, and it will generate a PDF upon submission.

IT Asset Management System

MAIN
- Dashboard

SECTIONS
- Inventory
- Request Form
- Assets Care/FAQs
- Workstations
- Audit Trail (History Log)
- PO Request Form

ADMIN (ADMIN)
- Logout

Purchase Order Request Form

Dashboard / Request Form

IT ASSET PO REQUEST FORM

Ticket #:

I. REQUESTING PARTY INFORMATION

Requestor:

Program/Department:

Client Passthrough cost?

Sample generated PDF

IT ASSET PO REQUEST FORM

• This form shall be accomplished for every Purchase Order requested to Finance Department.

Ticket #: 1231

I. REQUESTING PARTY INFORMATION

Requestor:	Honey Jhonarie De Guzman
Program/Department:	IT Department
Date Requested:	2024-08-08
Date Required:	2024-08-09

II. IT ASSET INFORMATION

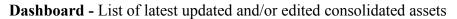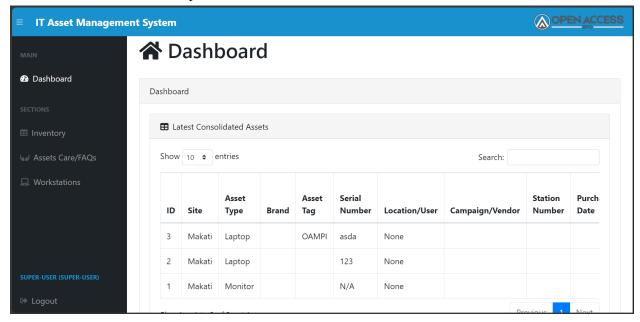|	
Expenditure Category:	Consumable
IT Asset Type:	Hardware
Vendor:	Northgate Technologies Inc.
Account Manager:	Ann Gonzaga
Email/Mobile:	0949 504 3221 / anngonzaga@northgate.com.ph
IT Asset Description:	59 pieces of Yubikeys for Wise Campaign

III. IT ASSET ALLOCATION

Location:	RSC (7th)
Place:	Davao (Matina)
Business Unit Allocation:	Wise

IV. NOTES & ATTACHMENTS

Notes:	Please see attached approval of Ms. Joy.

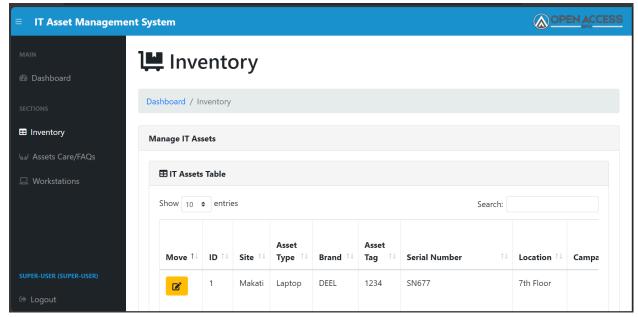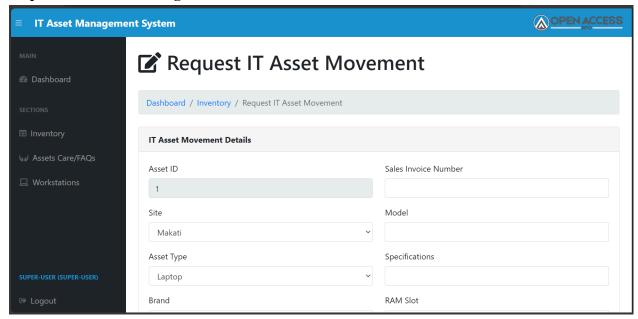**Dashboard -** List of latest updated and/or edited consolidated assets

Inventory
- Users may be able to view the complete list of IT assets wherein they may also be able to request to edit the information for assets.
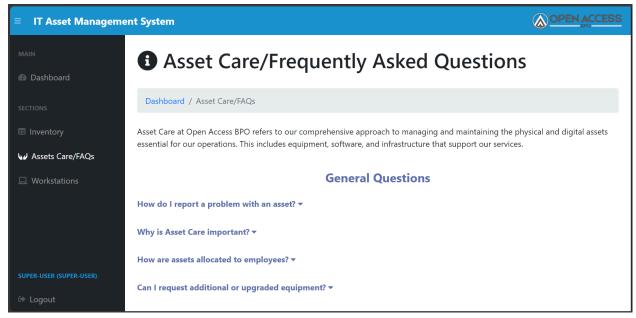
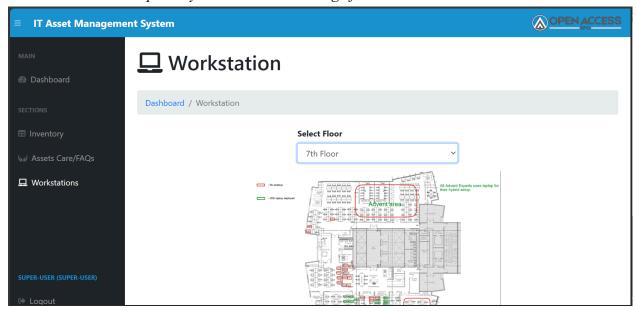## Request for Asset Editing

Assets Care/ FAQs
- Users can view the frequently asked questions and the answer to it. This will help them understand the system better and improve how they utilize the system.
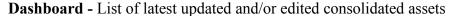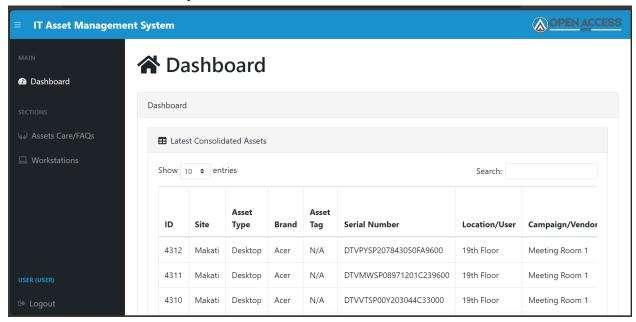
Workstations

- Users can view the floor plan for each floor. If users wish to replace the displayed image, they can use the designated button to upload a new image.

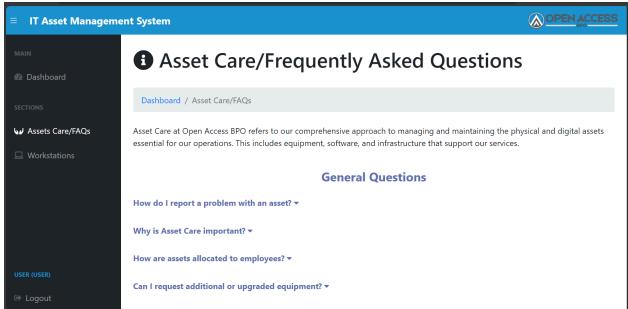*Note: The button accepts only PNG and JPEG image formats.*

Dashboard - List of latest updated and/or edited consolidated assets
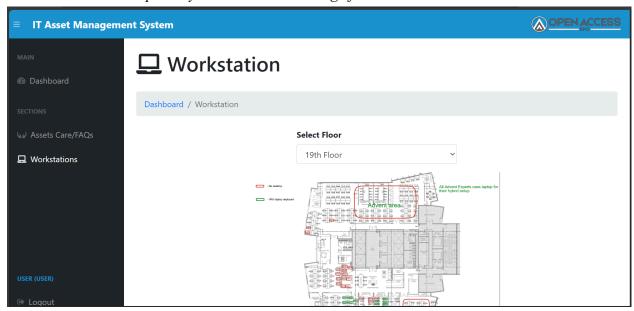

Assets Care/ FAQs
-   Users can view the frequently asked questions and the answer to it. This will help them understand the system better and improve how they utilize the system.

Workstations

- Users can view the floor plan for each floor. If users wish to replace the displayed image, they can use the designated button to upload a new image.

Note: The button accepts only PNG and JPEG image formats.

Tech Stack

Frontend: HTML, CSS, JS
Backend: Python, Flask
Database: SQLite

Source Code

Github Link: [louisedawn/ITAM_System_OpenAccess: IT Asset Management System for Open Access BPO (github.com)](#)

Recommendations/Suggestions

1. Optimize the database connection for faster performance.
2. Add a feature for users to change their passwords.
3. Implement password hashing for enhanced security.