**User story of ATS**

**History Card**

|  |  |  |  |
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| **Version#** | **Modification History** | **Update Date** | **Created/Reviewed by** |
| 1.0 | Prepared User Story | 27 November 2017 | Md. Aftab Uddin Kajal |
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# Project Name

* Asset Tracking System(ATS)

# Team Name

* Dot

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# Project Description

Asset Tracking Systems known as ATS is a web-based application to automate company’s Asset related activity. This system is for asset management and tracking for an small organization. organization has various branches (i.e. DHK, CTG) which it distributes various assets (Table, Chair, Desktop, Laptop, Server etc.) also Private organization has to manage its own asset and Private organization organizes various purposes regarding which Private organization has to purchase assets.

It's difficult to manage this asset and tracking the assets.

# Current Scope

Our current scope is to develop Asset Tracking System known as ATS and relevant configuration setup interfaces.

# Future Work

# User story

|  |  |
| --- | --- |
| **SL#** | **Story Name** |
| 1 | System settings |
| 2 | Admin settings |
| 3 | Settings |
| 4 | Asset Management |
| 4 | License |
| 5 | Accessory |
| 6 | Consumables |
| 7 | Component |
| 8 | User Management |
| 9 | Requestable |
| 10 | Reporting |

## System Settings

### 1.1 Installation

In this setup page user will setup Pre-Flight & Setup. ATS comes with a pre-flight check and setup to help make sure environment is set up correctly, create the database tables and add your first admin user.

Figure 1Asset Pre-flight Step 1

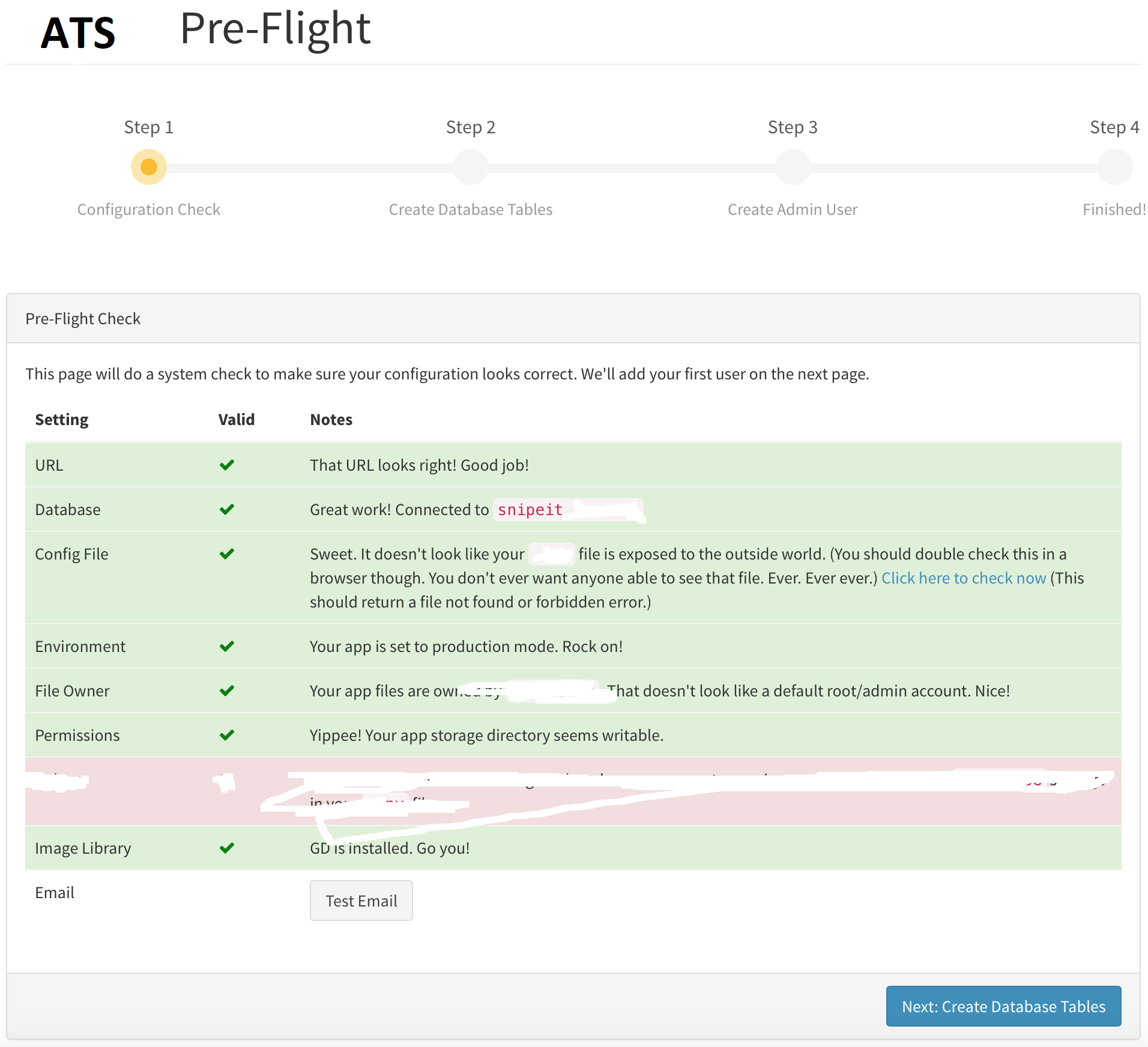


Figure 2Asset Pre-flight Step 2

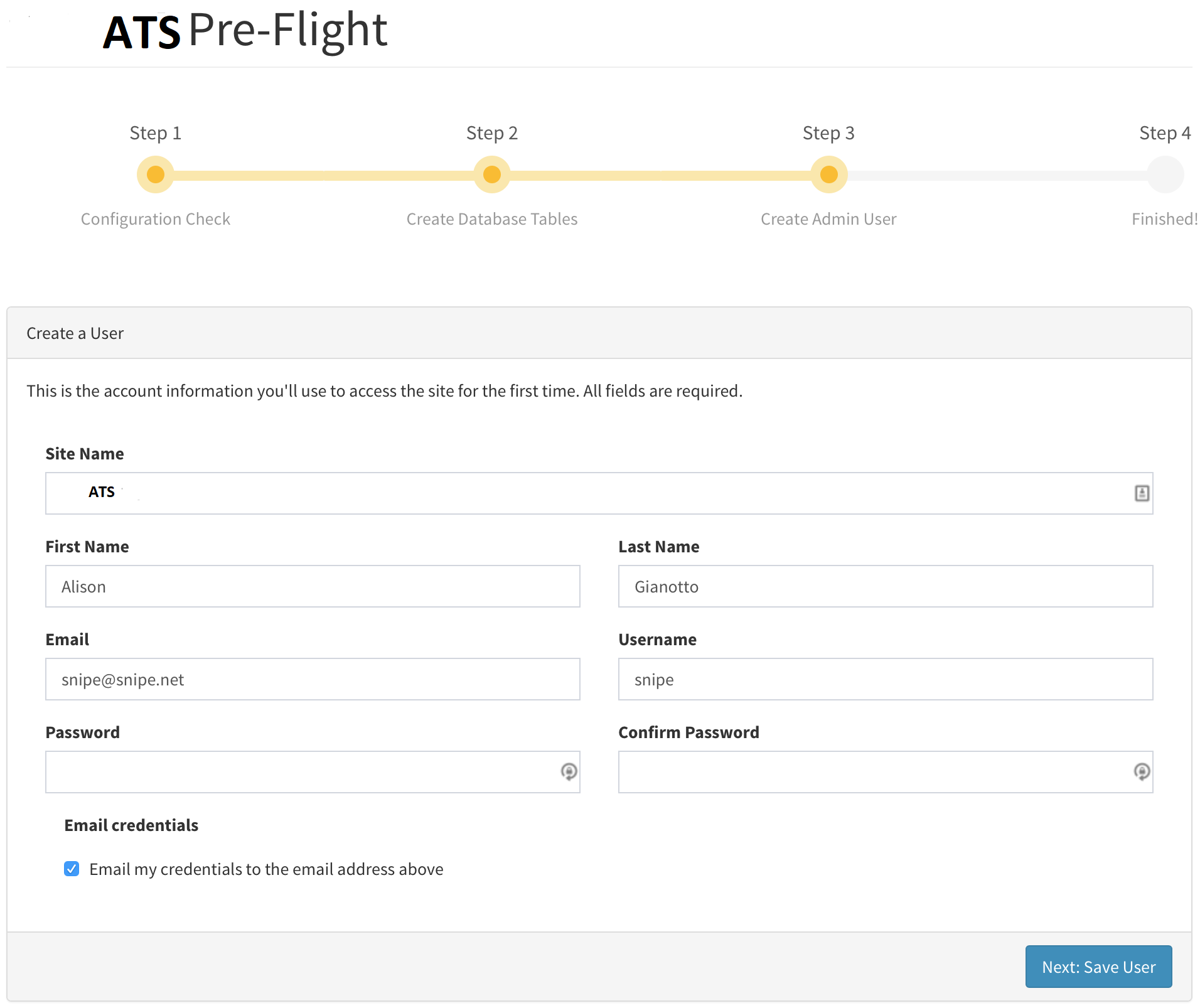
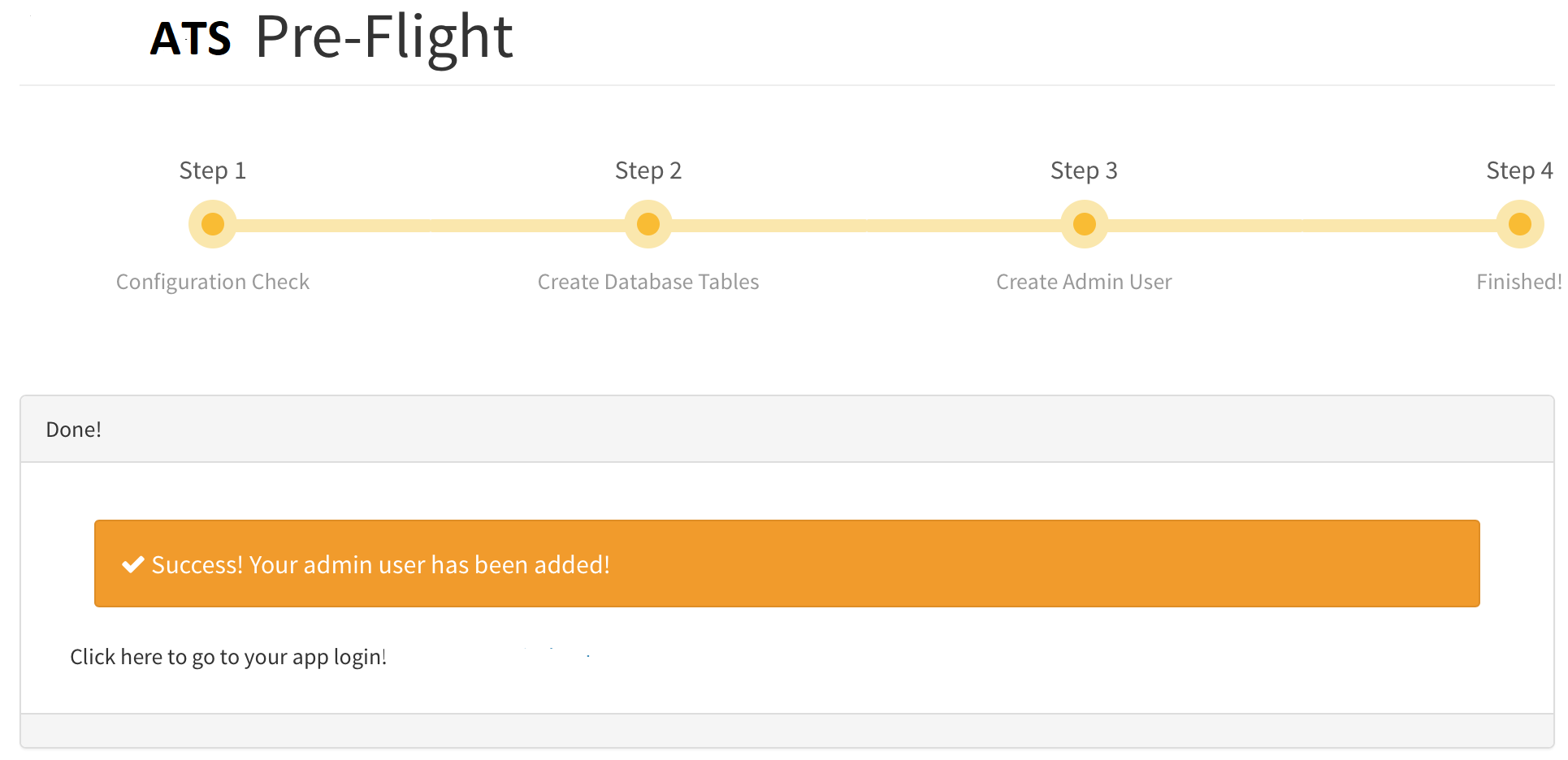


Figure 3Asset Pre-flight Step final

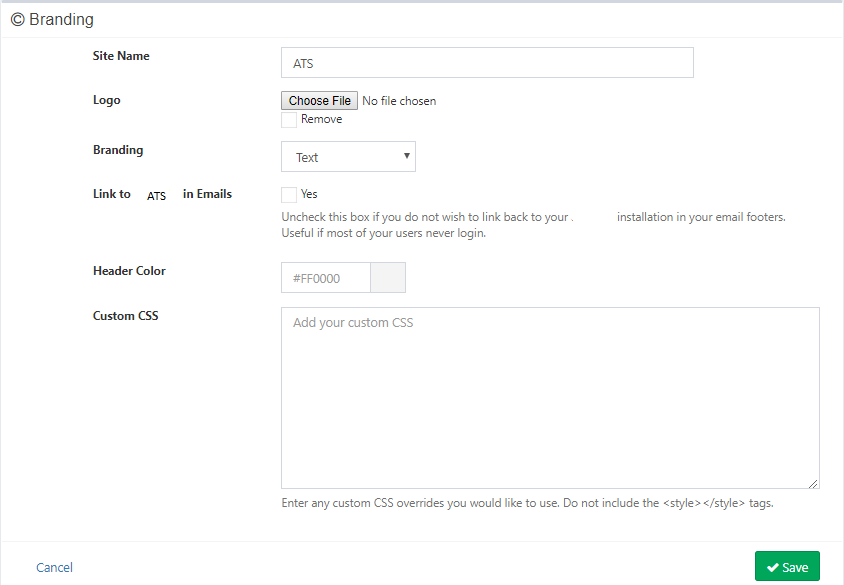


## Admin Settings

### 2.1 Branding Settings

In this setup page user will setup Site Brand for organization, where Information will Site Name, logo, Branding will only Text/Text and logo/logo.

Figure 4Branding Settings



### 2.2 General Settings

In this page user can update general settings of applications. Like following picture

The General Settings panel allows users to configure aspects of your install such as Full Company Support, whether or not to require physical (digital) signatures on assets, and so on.

**Full Multiple Companies Support:**

If user decide to enable this feature, you will need to create companies in the Companies interface and assign assets and users to those companies in order for the restrictions to apply. Super-admins can always see all users, assets, etc and are never restricted by company.

If you would like to track assets by company but do not need to restrict users, you can still use the Admin > Companies section, just don't enable full company support in the settings. In that case, a user or asset's associated company will be displayed, but no restrictions will be placed on them.

**Email Domain:**

The email domain should be set to whatever your company's primary email domain is, for example, example.com. This setting is used in conjunction with the Email Format setting (below) to generate email addresses when importing if email addresses are not provided.

**Email Format:** Used with the Email Domain (pic), set this to the standardized format user organization uses for email formatting - first initial, last name, first name last name, etc.

**Username Format:** This works the same as Email Format (pic), but for usernames.

**Results Per Page**

Specify how many results per page you wish to display. If users ATS listing pages seems a little slow, you may wish to make this number smaller. You will also be able to override this value on each of the listing pages.

**Max Thumbnail Height**

This is the maximum number in pixels that can be displayed in the listing view. Unless you wish to display much larger images in your listing pages, you should be able to leave this as its default value. The maximum value for this field is 500.

**Default EULA**

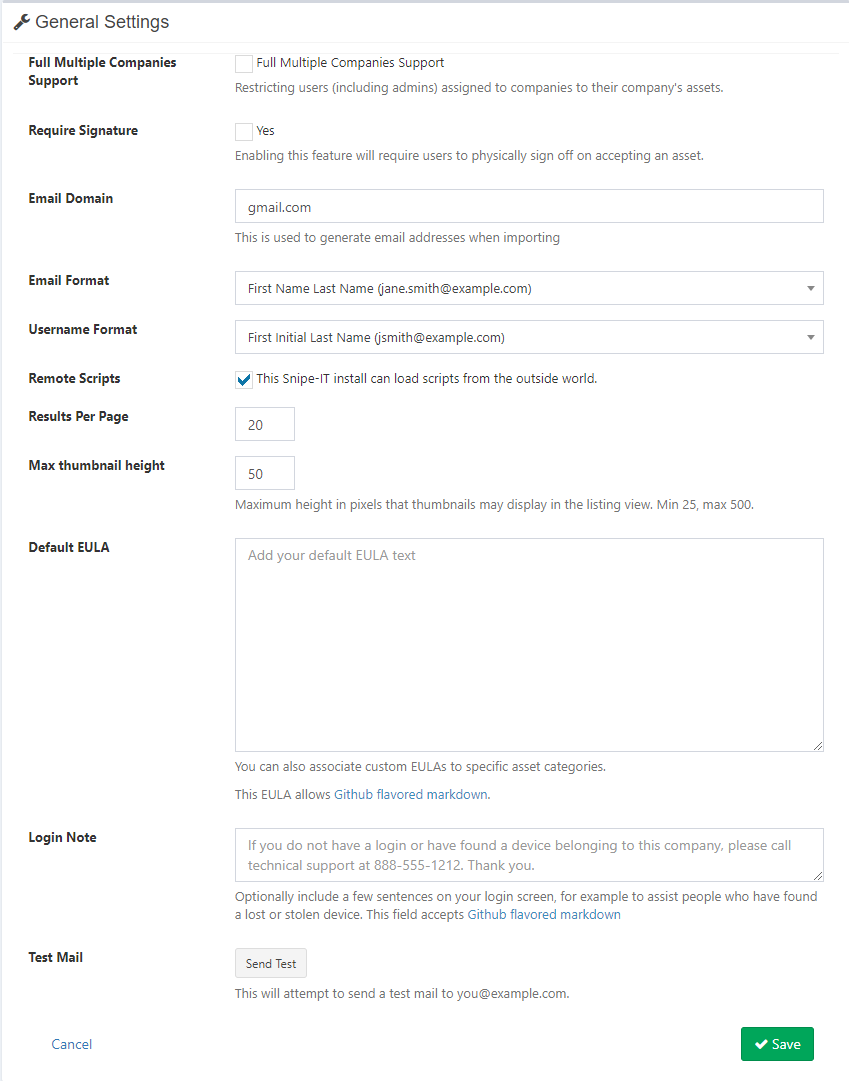
ATS will allows you to set up a general EULA or Terms of Service that will be emailed to users when an asset is checked out to them if the category the asset belongs to has EULAs enabled.

You may also override this EULA with category-specific EULAs in the Categories interface. This can be helpful if you have an overall organization EULA for assets, but a specific set of EULAs for mobile devices, tablets, etc.

**Login Note**

You may optionally include a few sentences on your login screen, for example to assist people who have found a lost or stolen device, or to direct people to your LDAP interface to allow them to reset their LDAP password.

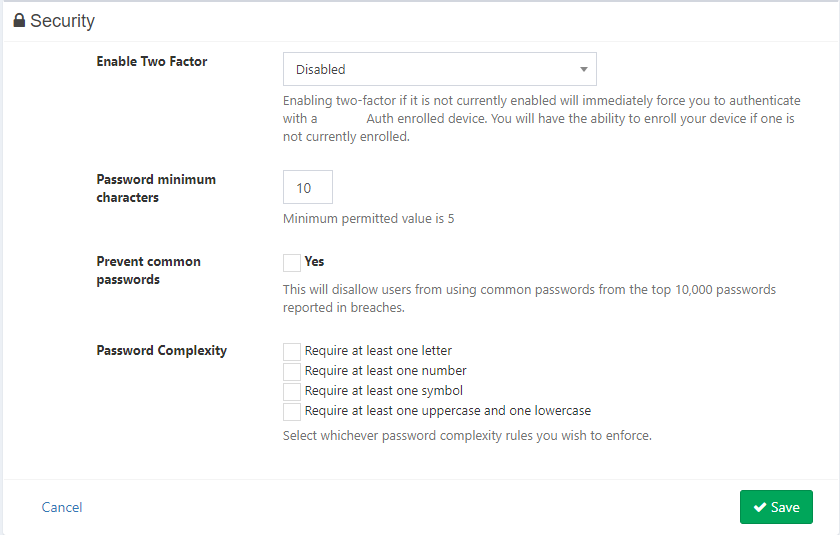
Figure 5General Settings



### 2.3 Security

User can define minimum password length, two-factor authentication; prevent common password and password complexity. Like as following picture. Two-factor, Password Restrictions

Figure 6Security Page



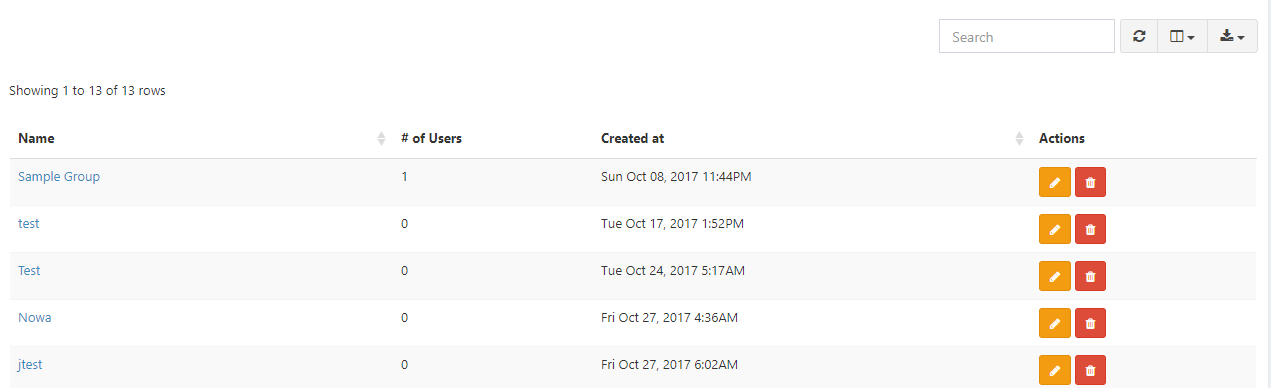
### 2.4 Groups

Groups are a way to easily manage permissions for a large numbers of users. The easiest way to manage user permissions in a larger organization is through groups (versus having to manually apply granular permissions to each user.)

By managing a user's group membership, Admin can control what they can see, what they can edit, and so on. This works especially well in role-based environments, where you can mass-assign multiple users the ability to perform a specific task or tasks, simply by adding them to a group.

Clicking into the Group will display a breakdown of their permissions and the users that are currently associated with that group.

Figure 7 Group Management



### 2.5 Notifications

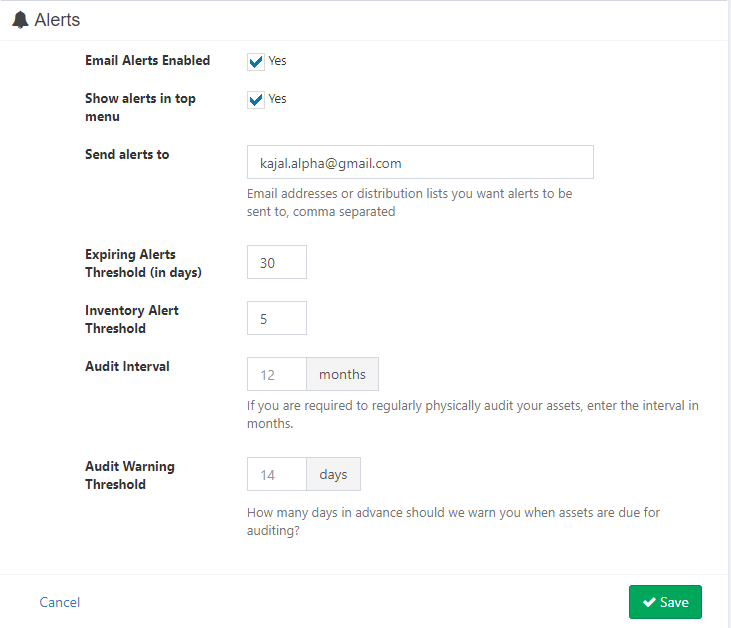
**Email Alerts Enabled**

If selected, this will will send email alerts to the Send Alerts To address (below), if there are any alerts triggered. Alerts include low inventory, license expiration, and warranty expiration notifications.

**Show Alerts in Top Menu**

You can enable or disable inventory alerts in the top navigation bar by enabling or disabling this option.

Figure 8Notification



### 2.6 Asset Tags

Asset tags are the unique identifier of an asset within the ATS system. No two assets can have the same asset tag - which makes sense, since that could get really confusing.

**Generate Auto-Incrementing IDs**

If this is selected, ATS will pre-populate the Create Asset form with the next logical asset tag.

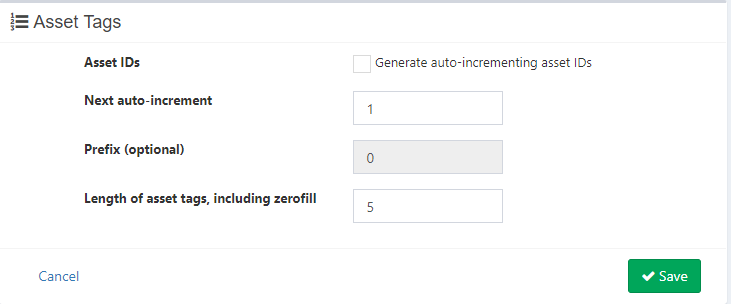
**Prefix (optional)**

If your asset tags should have a prefix, enter it here.

**Length of Asset Tags**

This setting will standardize the length of the asset tag, for example, asset tag 123 will become 000000123 if you had 9 set here. This helps prevent some sorting issues when sorting by asset tag, since the database otherwise does not know how to logically sort tags that have a mix of numbers and letters of varying lengths.

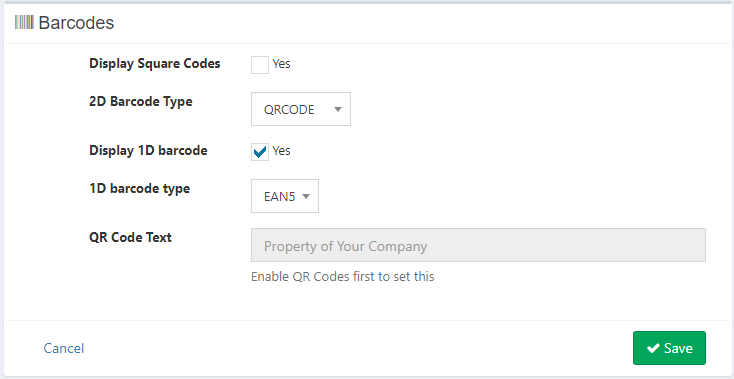
Figure 9 asset tag settings



### 2.7 Barcode Settings

User can Manage Barcode Settings.

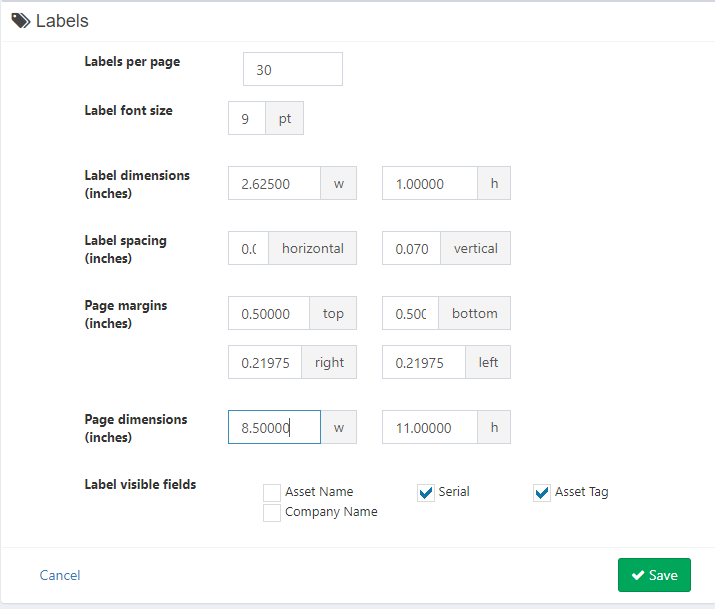
Figure 10 Barcode Settings



### 2.8 Label Settings

User can Manage label settings from this page.

Figure 11 Label Settings



### 2.9 LDAP/AD Settings

User can add LDAP/Active Directory.

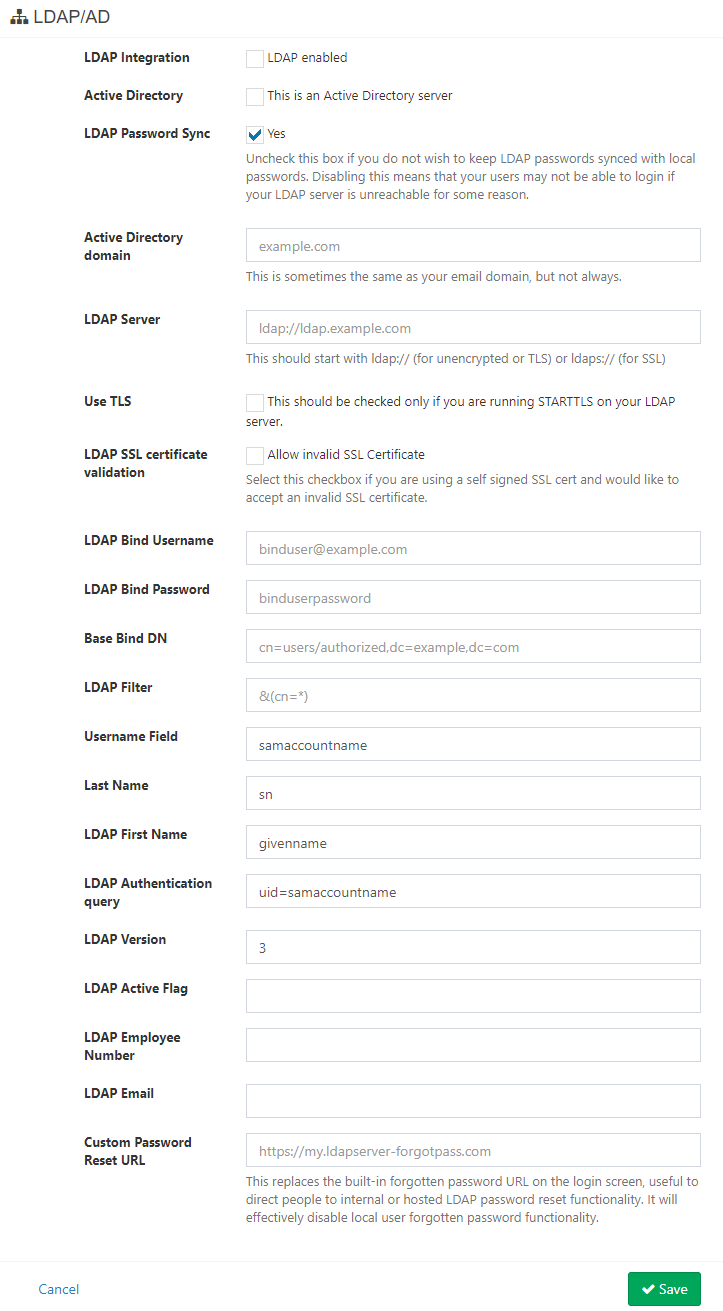


Figure 12 LDAP/AD Settings

### 2.10 Backups

Super User can take backup files or data.

## Settings

### 3.1 Fieldsets & Custom Fields

Fieldsets allow user to create groups of custom fields that are frequently re-used used for specific asset model types.

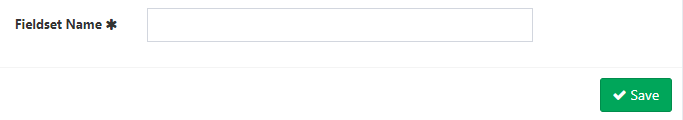


Figure 13 Adding Fieldsets

**Custom Fields:** Custom fields allow you to add arbitrary attributes to assets. Form Element will be Text Box or List Box. if List Box then Add selectable options, one per line. Blank lines other than the first line will be ignored in Field Values. Format will be alpha, email, date, any, custom regex etc.

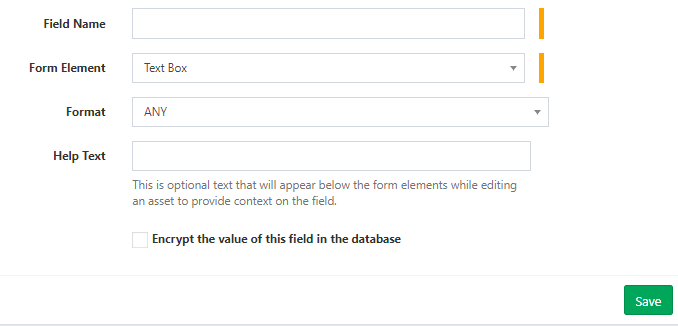


Figure 14 Add Custom Field

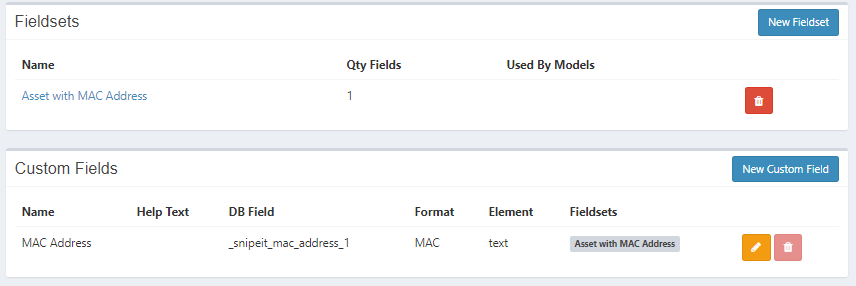


Figure 15 Manage Custom Fields

### 3.2 Status Labels

Status labels are used to describe the various states your assets could be in. They may be out for repair, lost/stolen, etc. You can create new status labels for deployable, pending and archived assets.

**Deployable**: These assets can be checked out. Once they are assigned, they will assume a meta status of Deployed.

**Pending:** These assets can not yet be assigned to anyone, often used for items that are out for repair, but are expected to return to circulation.

**Undeployable:** These assets cannot be assigned to anyone.

**Archived:** These assets cannot be checked out, and will only show up in the Archived view. This is useful for retaining information about assets for budgeting/historic purposes but keeping them out of the day-to-day asset list.

Figure 16 Add new Status Label

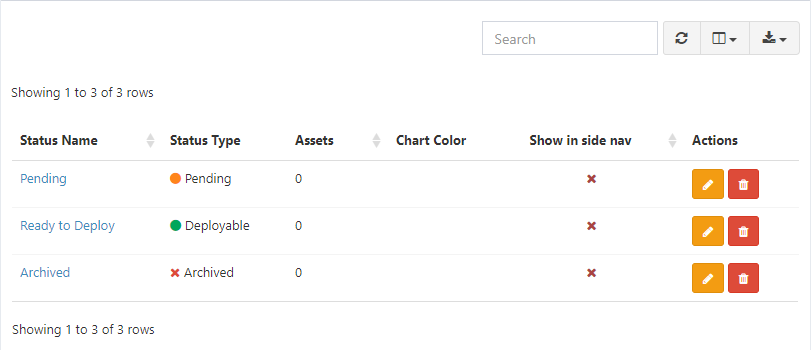
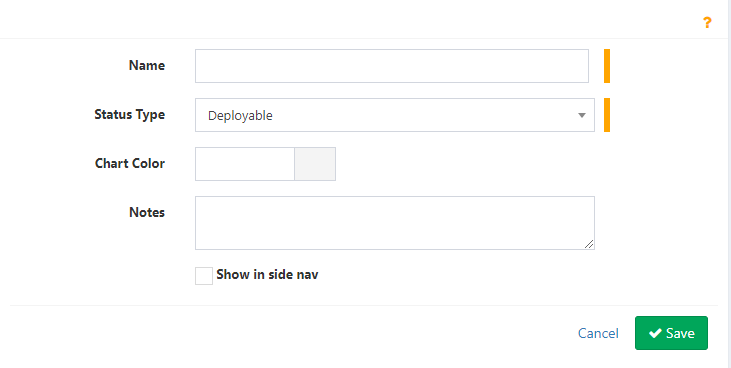


Figure 17List of all status Label

### 3.3 Manufacturers

Adding Manufacturer Information

Figure 18 Asset Manufacturers

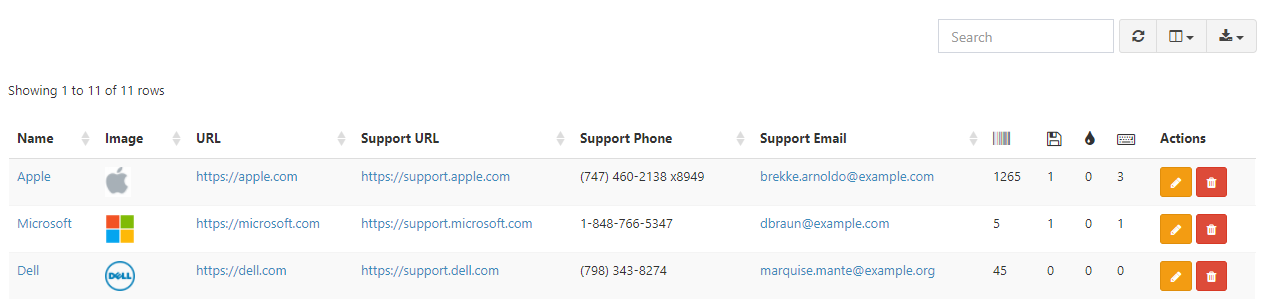
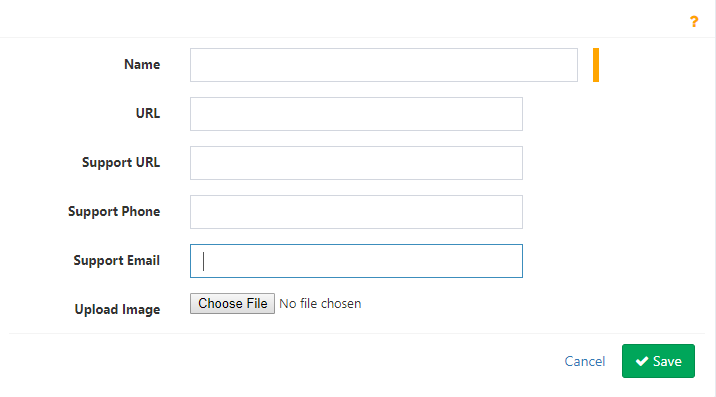


Figure 19 Create Manufacturer



### 3.4 Categories

Adding Asset Category and list off Asset Categories.

Both assets and accessories use categories. Categories describe the general type of asset or accessory, such as “wireless keyboards”, “laptops”, and so on. Categories are important because they contain attributes that are inherited by both the assets and accessories that belong to them, such as whether to require the user to click on a link to show that they have received the asset or accessory, and whether or not the user should be emailed a EULA.

Every asset and accessory needs to belong to a category, so you’ll need to set these up before adding assets.

Figure 20 Asset Categories

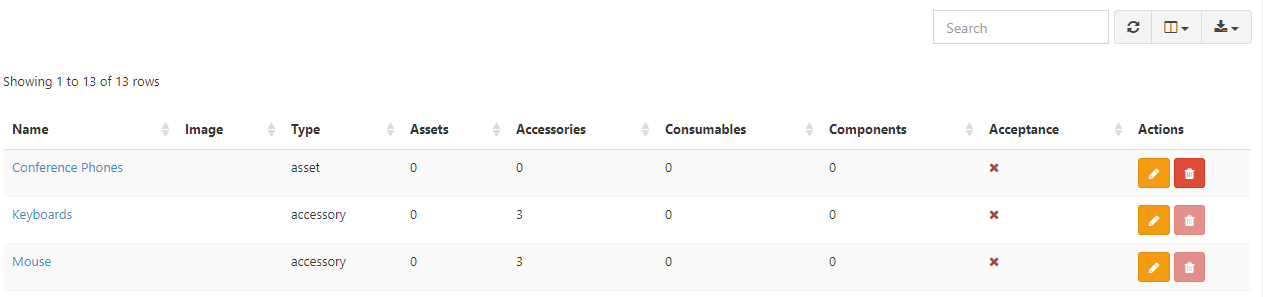
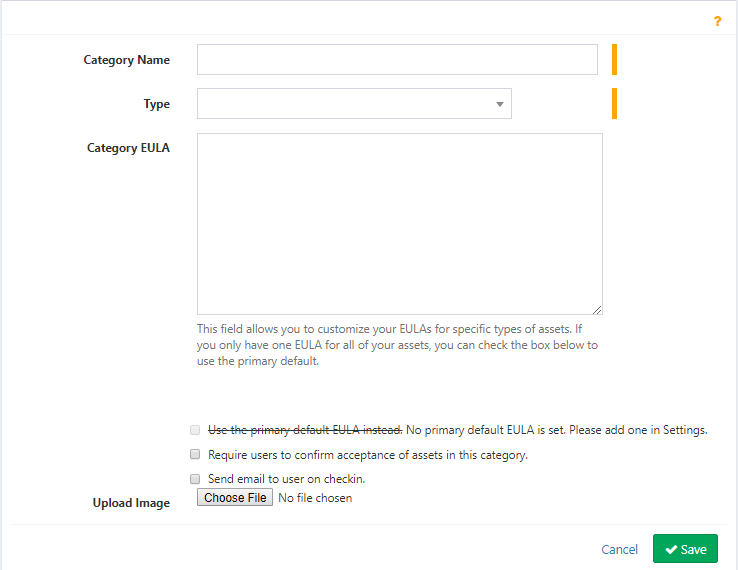


Figure 21 Create Category



### 3.5 Depreciations

You can set up asset depreciations to depreciate assets based on straight-line depreciation.

Figure 22 Create Depreciation

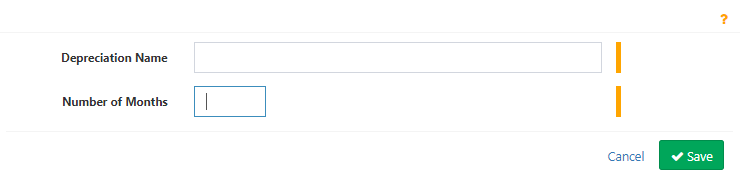
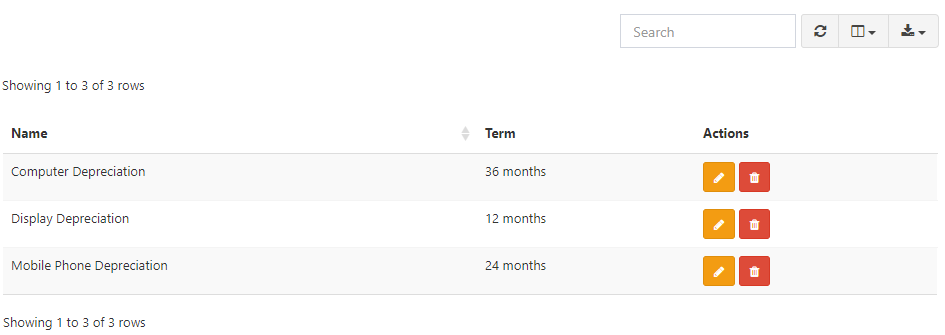


Figure 23 Asset Depreciations



### 3.6 Asset Model

Every asset needs an asset model, so setting these up next will help you start adding assets. Asset models can be things like the make and model of a laptop or desktop machine (Apple 13″ Retina, for example). When you create new assets, you’ll select whichever asset model makes sense.

Asset models are important because they carry certain attributes which are inherited by the assets you, such as depreciation type, end of life, and whether or not to show MAC address fields on the asset.

Figure 24 Create Asset Model

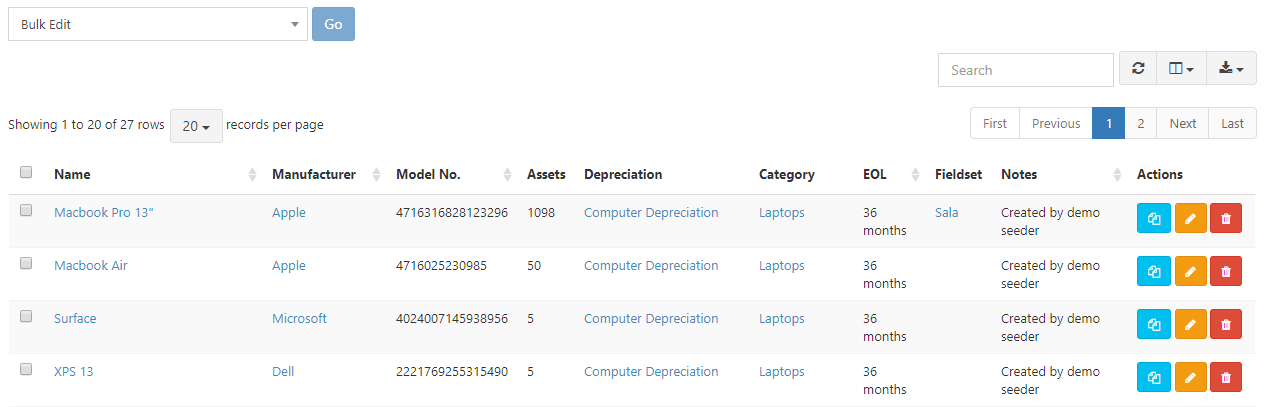
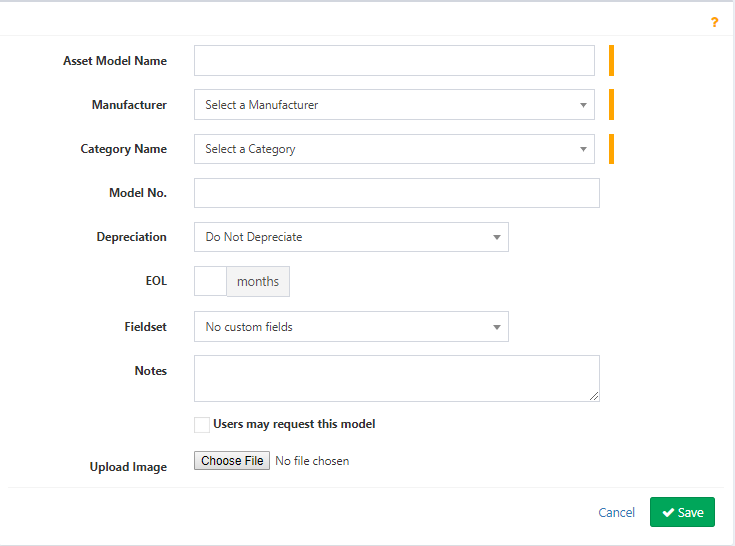


Figure 25 View Models

### 3.7 Supplier

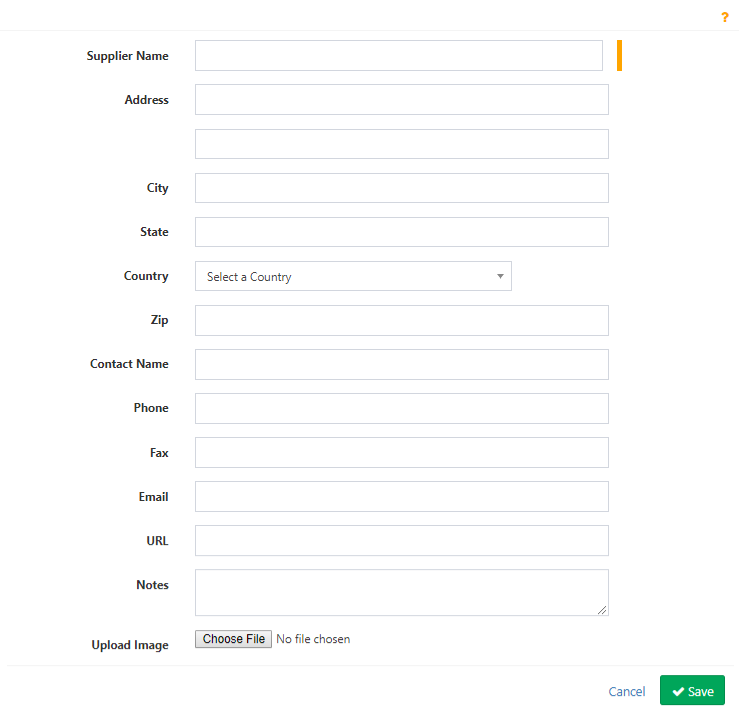
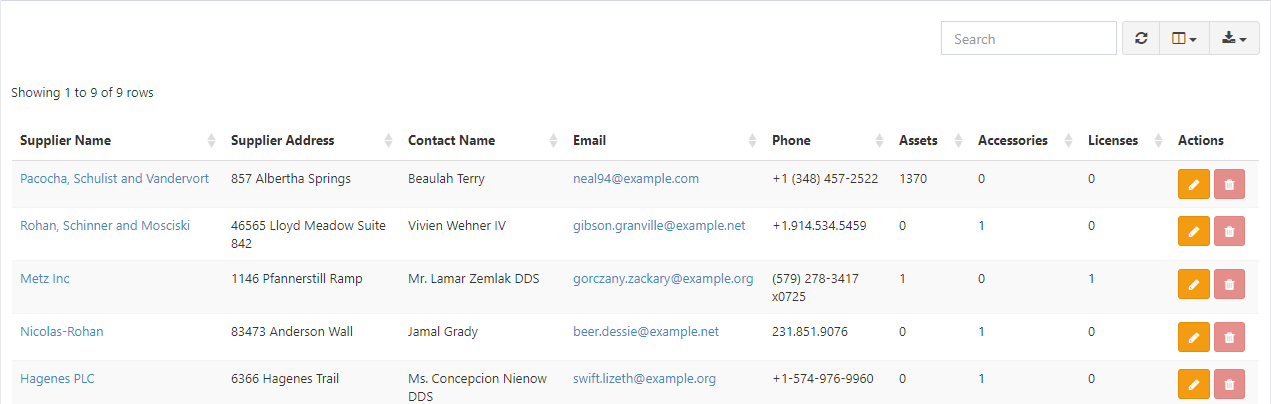


Figure 26 Create Supplier

Figure 27 Suppliers



### 3.8 Companies

You can use companies as a simple informative field, or you can use them to restrict asset visibility and availability to users with a specific company by enabling Full Company Support in your Admin Settings.

Figure 28 Create Company

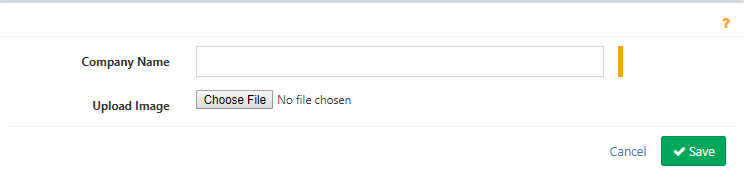
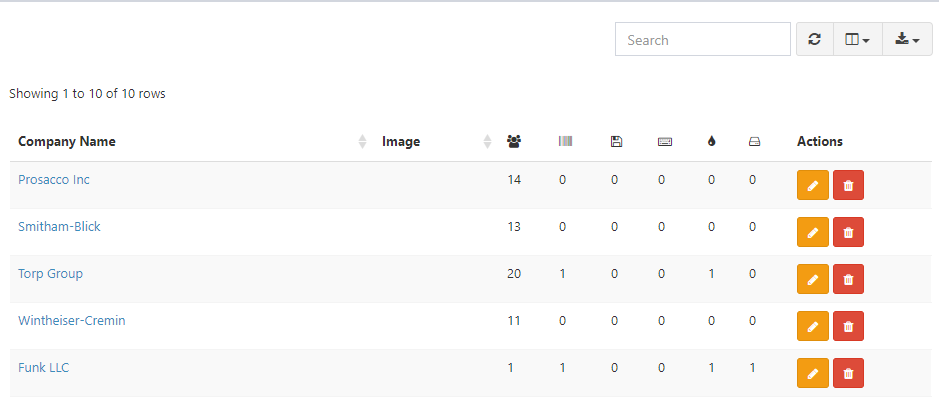


Figure 29 Companies



### 3.9 Locations

Figure 30 Create Location

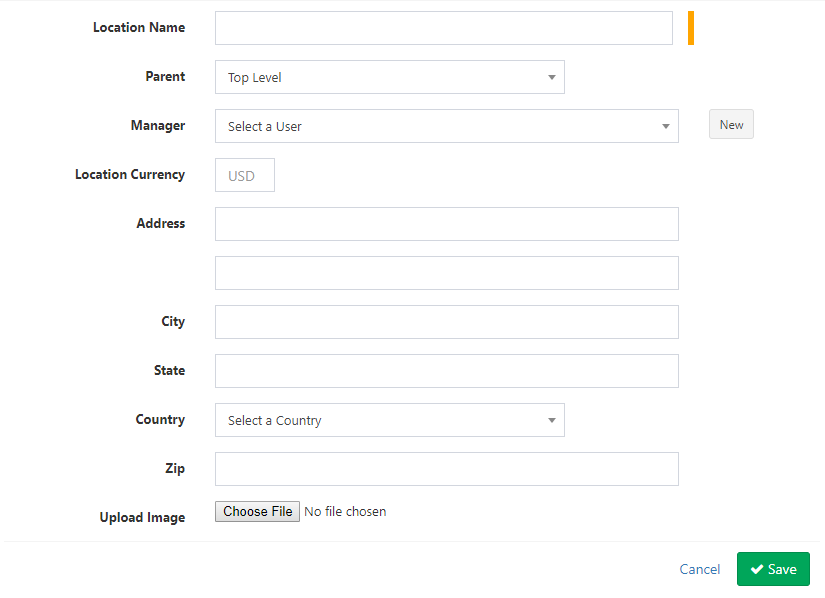
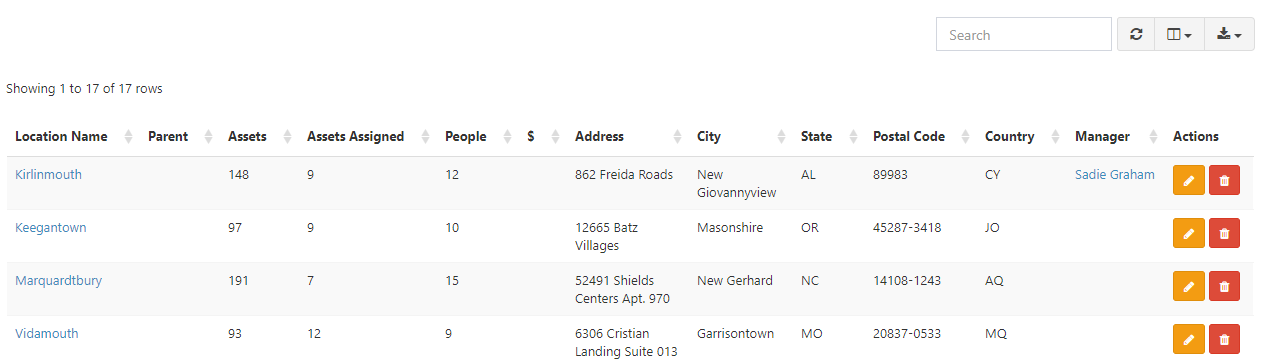


Figure 31Locations



### 3.10 Department

Admin User can adding departments.

Figure 32 Create Department

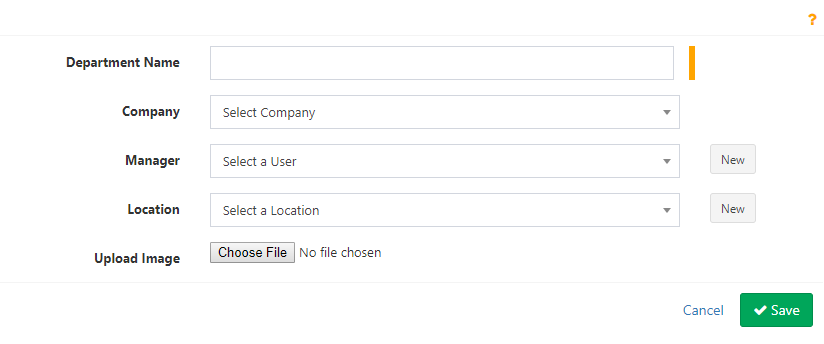
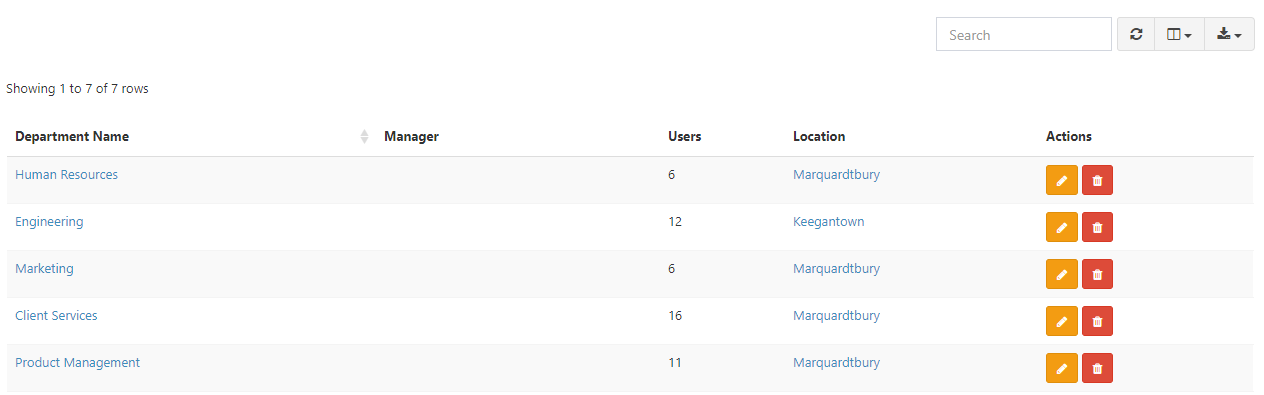


Figure 33 Departments



## Asset

### Asset Create

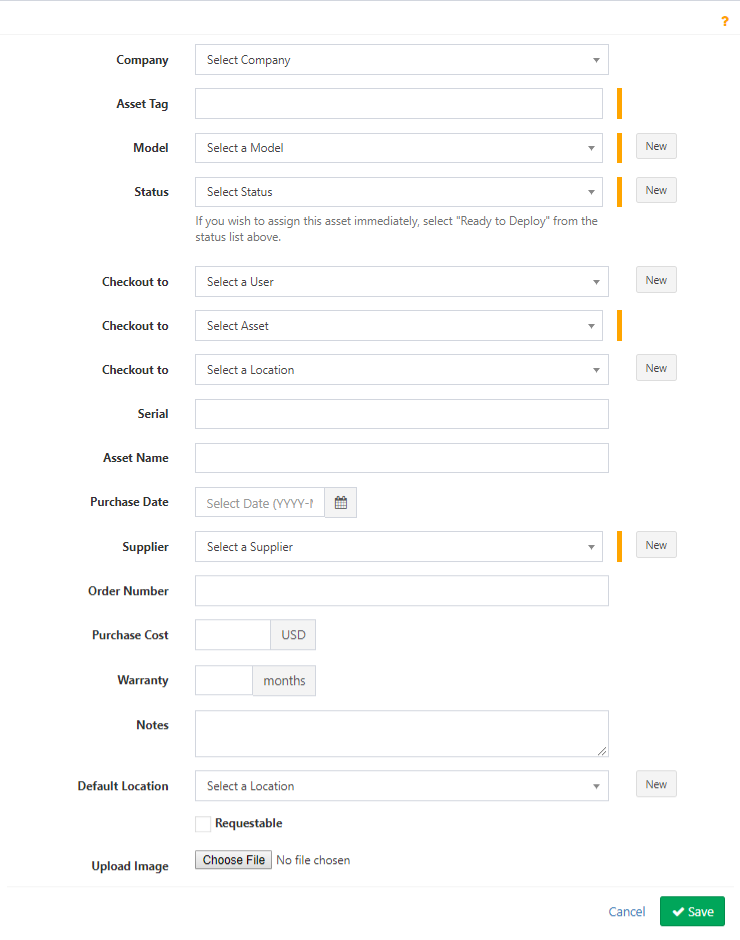


Figure 34 Create Asset

### List All Asset

Here user can be see list of all assets

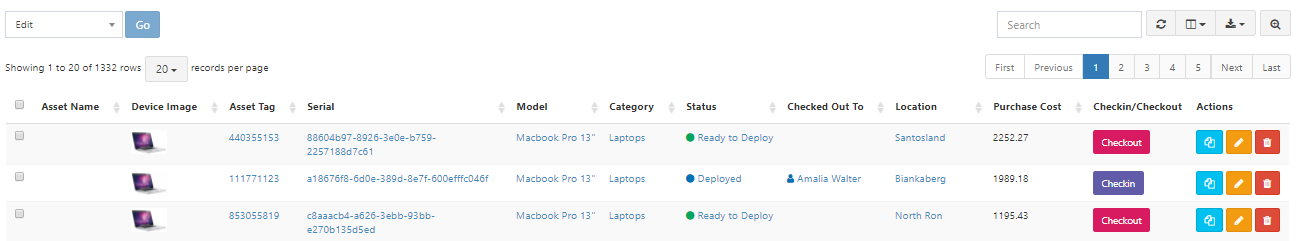


Figure 35 All Assets

### Deployed Assets

User can be see all Deployed Assets.

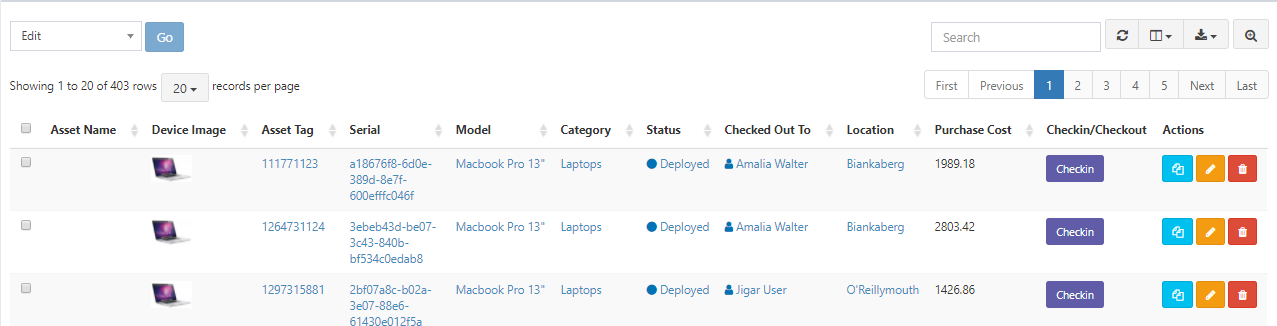


Figure 36 List of all Deployed Assets

### Ready to Deploy Assets

Here user can be see all assets which is ready to deploy.

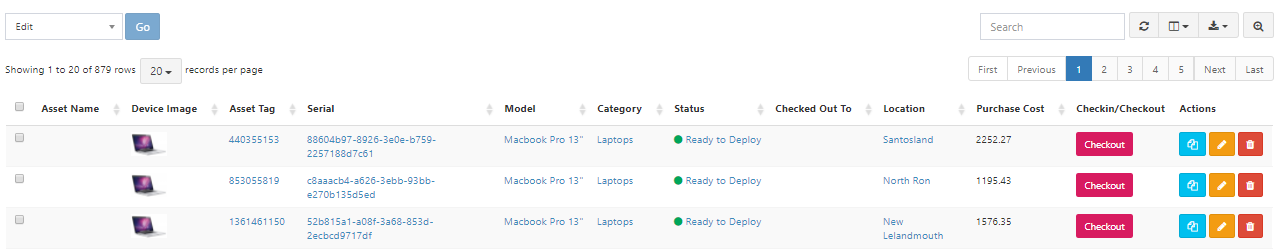


Figure 37 Ready to deployable assets

### Pending Assets

Here user can be see which asset are pending.

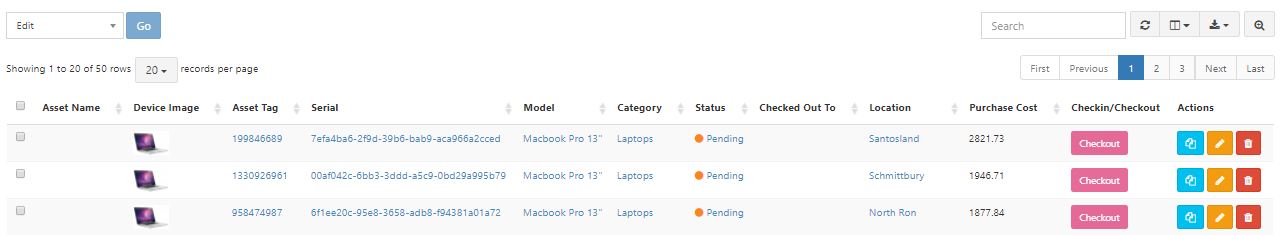
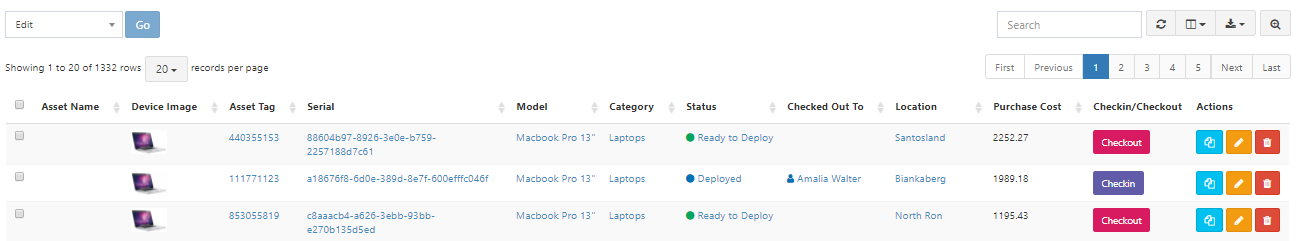


Figure 38 List of Pending Assets

### Un-deployable Assets

Figure 39 List of Un-deployable Assets



### Archived Assets

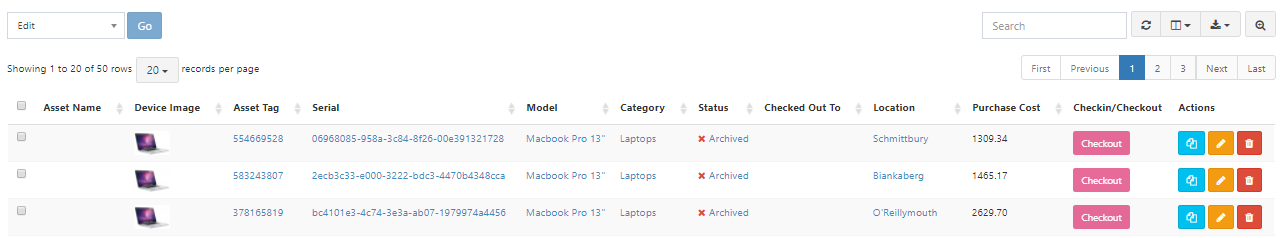
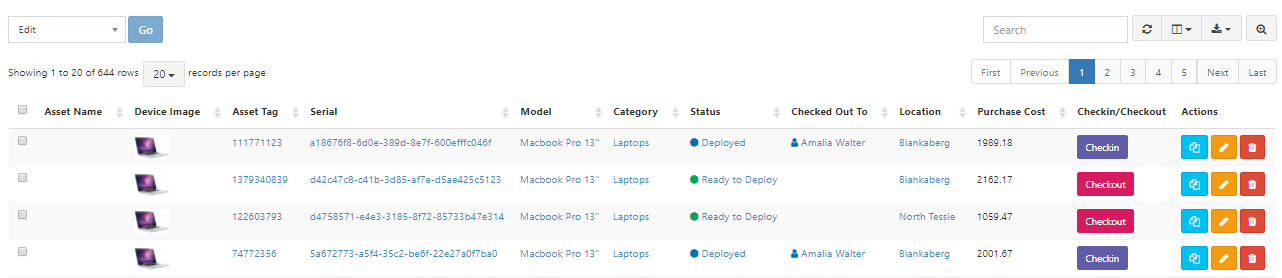


Figure 40 list of archived asset

### Requestable Assets

Here user can see all request able assets.



### Bulk Checkout

Here user can checkout multiple asset to an user. In the assets field(Editable dropdown) user can be add multiple assets tag.

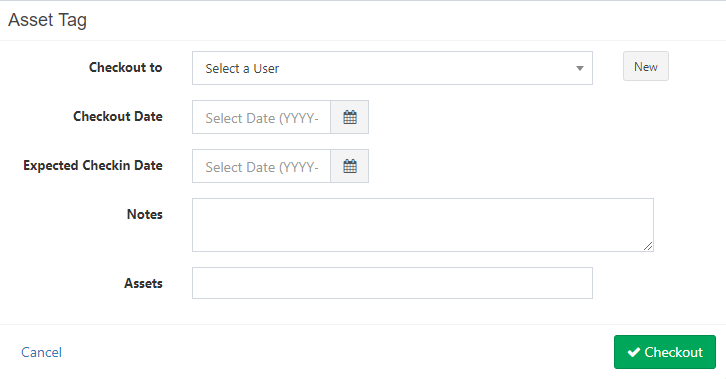
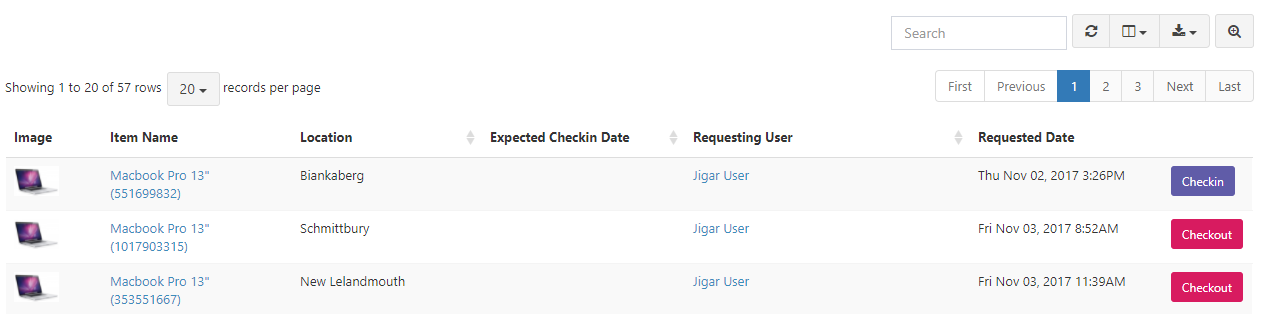


Figure 41 Checkout Assets to User

### Requested Assets

User can be see requested all assets by user.



### Deleted Assets

User also can be see all deleted assets.

### Asset Maintenances

Here user can be see which assets are under maintenances.

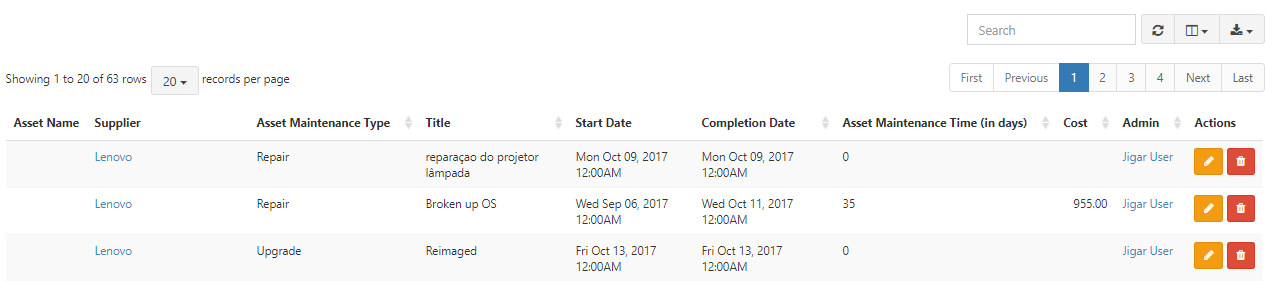
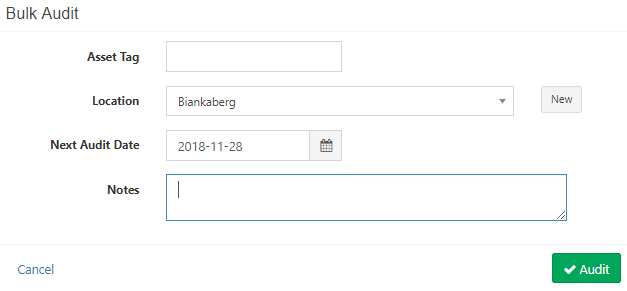


Figure 42 List of asset Maintenances

### Bulk Audit

Here user can be set a date for next audit for an asset.



### View Asset

In Details Page user can be see details of an asset. In the License tab user will see list of software license. In the component tab user will see list of additional component details. In the maintenance tab user will see the maintenance history of asset. If need user can add a maintenance issue. In history tab user will see the used history of asset.

Figure 43 Details Page for an asset

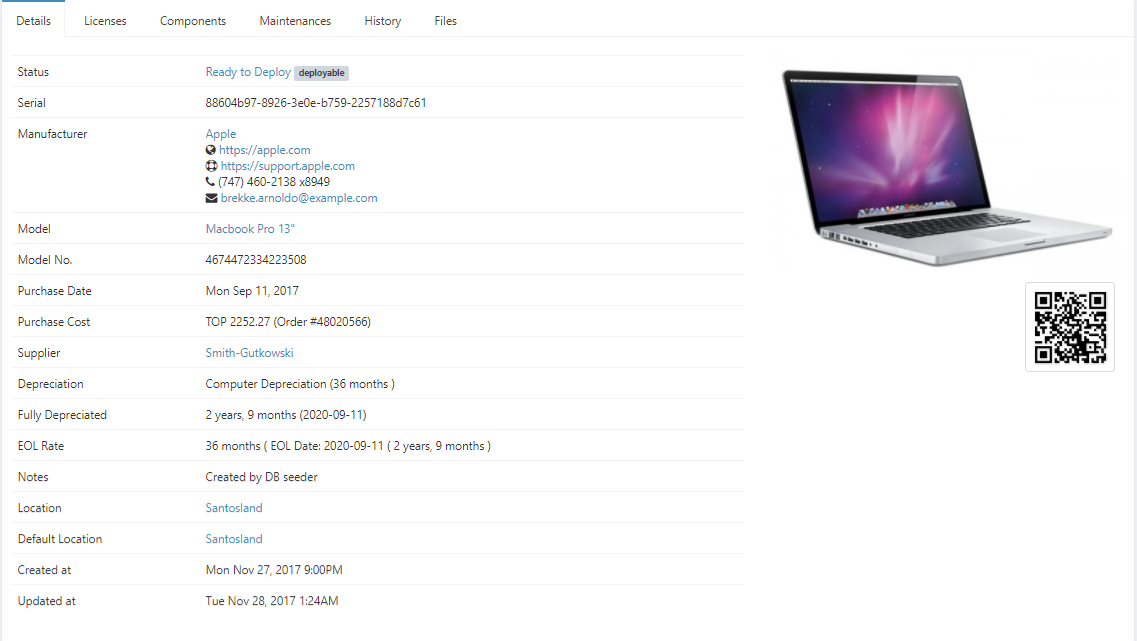
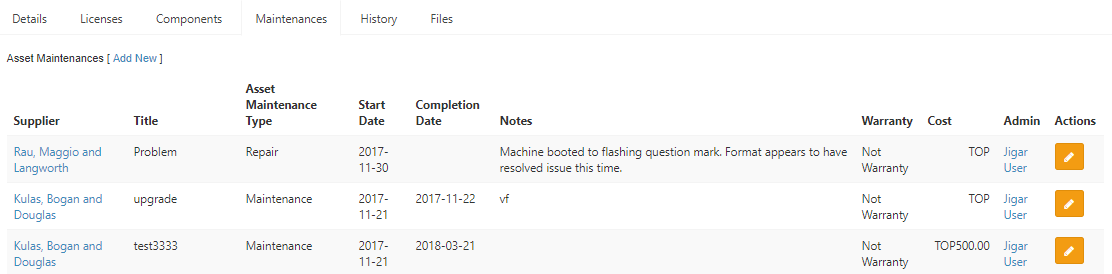
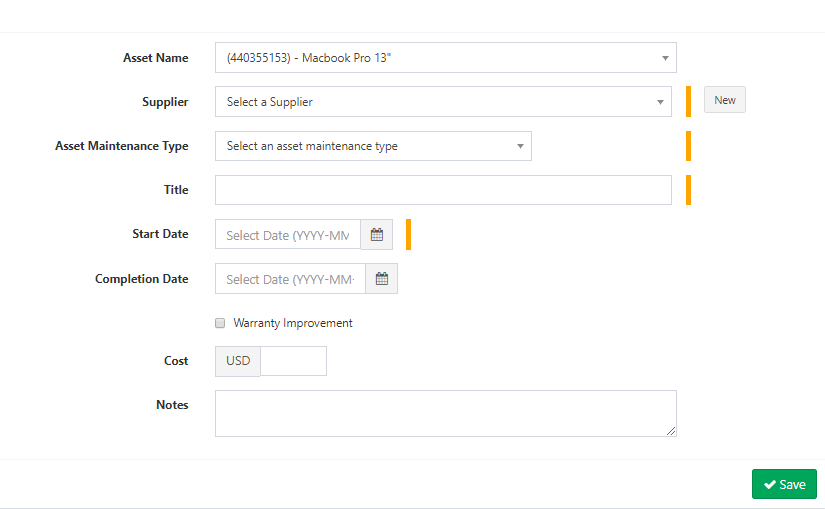


Figure 44 Maintenance History



### Create Asset Maintenance

User can be create a maintenance for an assets to supplier.

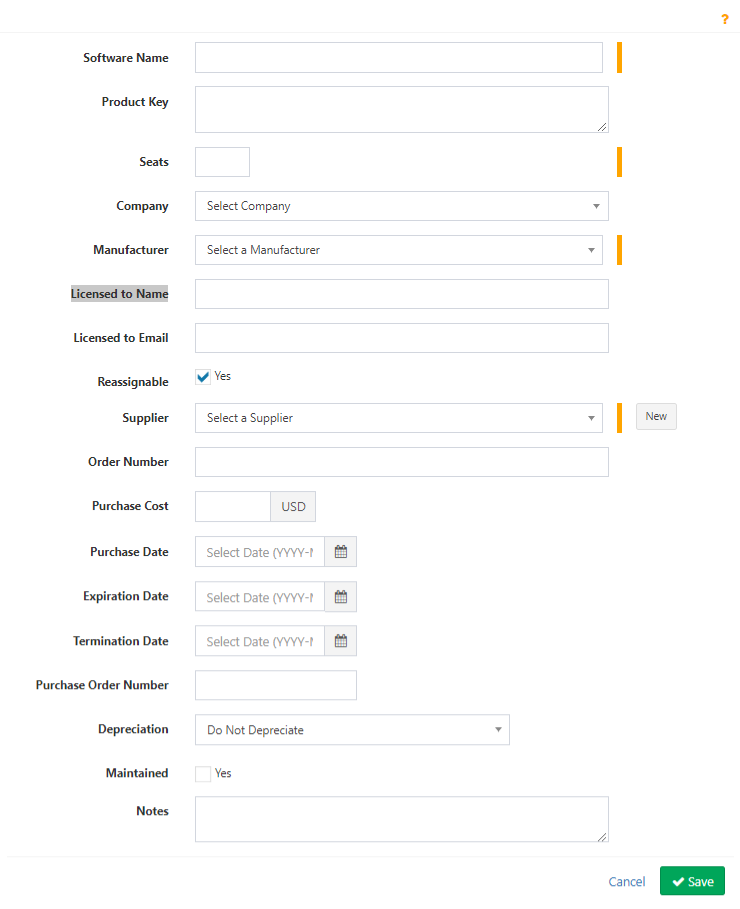


## Licenses

### Software Licenses

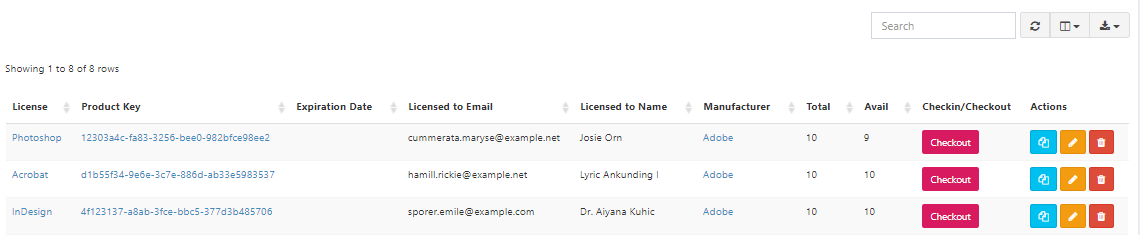
User can be add a Software Licenses from following form.

Figure 45 Software Licenses add



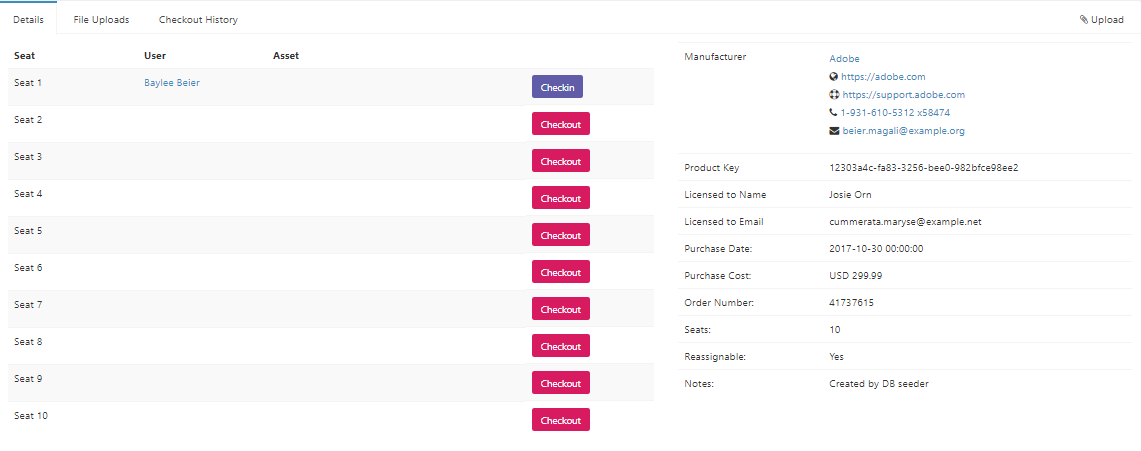
### All Software License

Figure 46 Software License



### View License

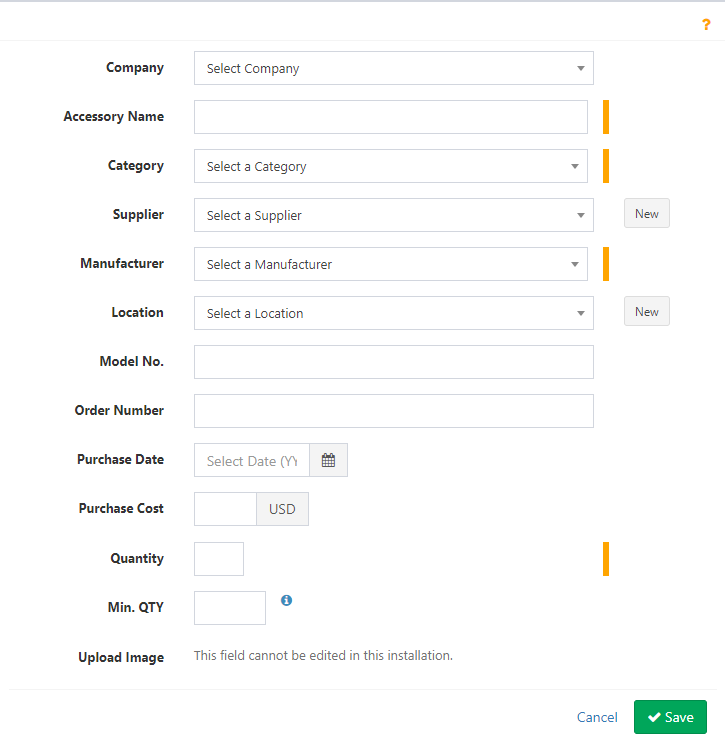
User can be view a software license. Also user can be see Checkout history.



## Accessory

### New Accessory Add

Figure 47 Add an Accessory







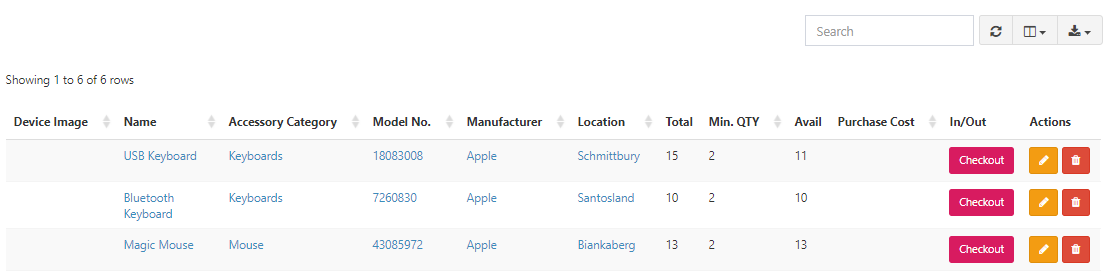





### Accessories

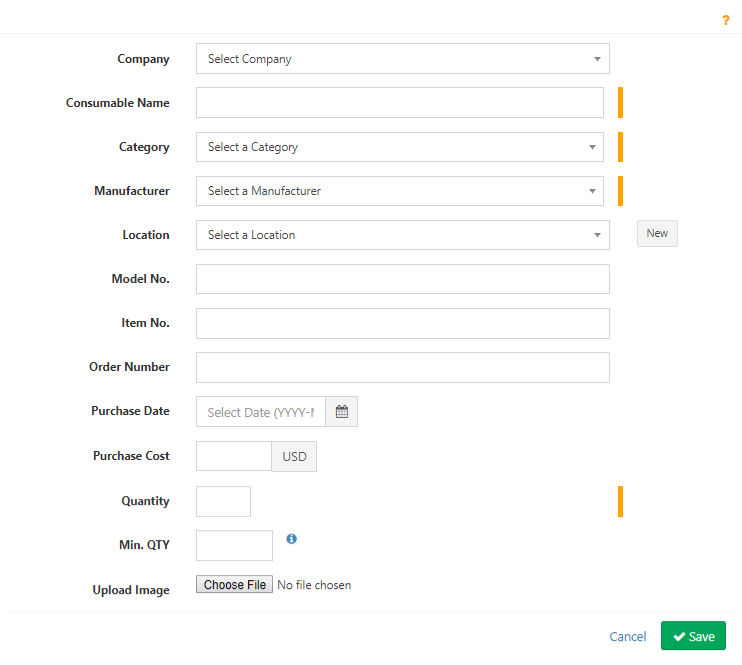
In this page user can see all record of Accessory

Figure 48 List of Accessory

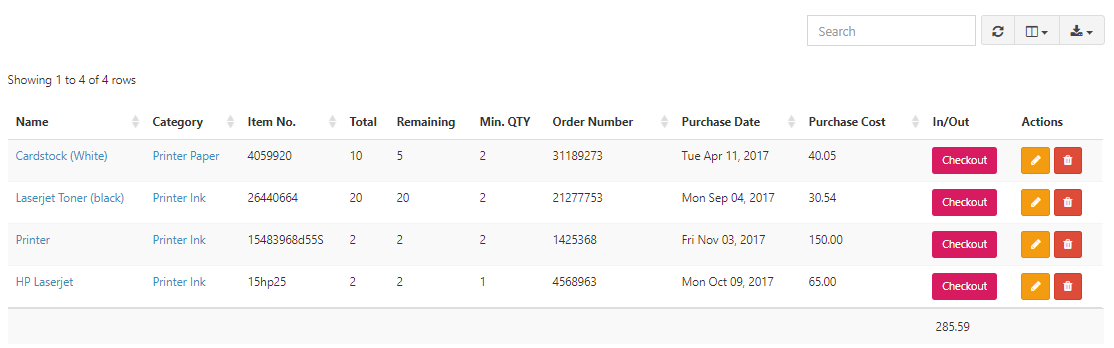


## Consumables

### Create Consumables

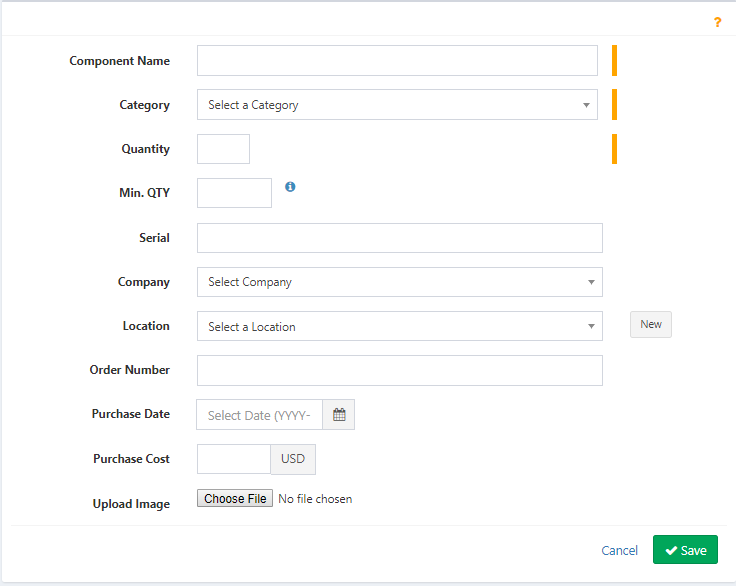


### List of Consumable

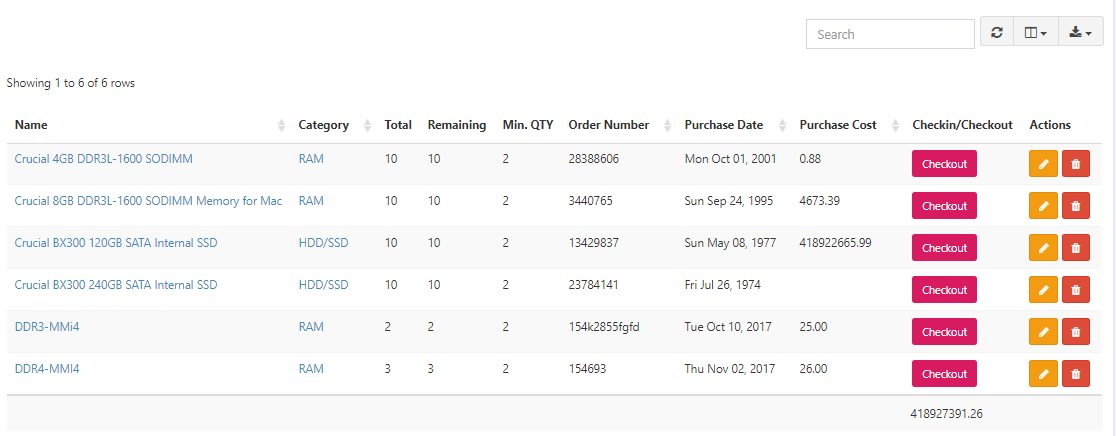


## Component

### Create Component



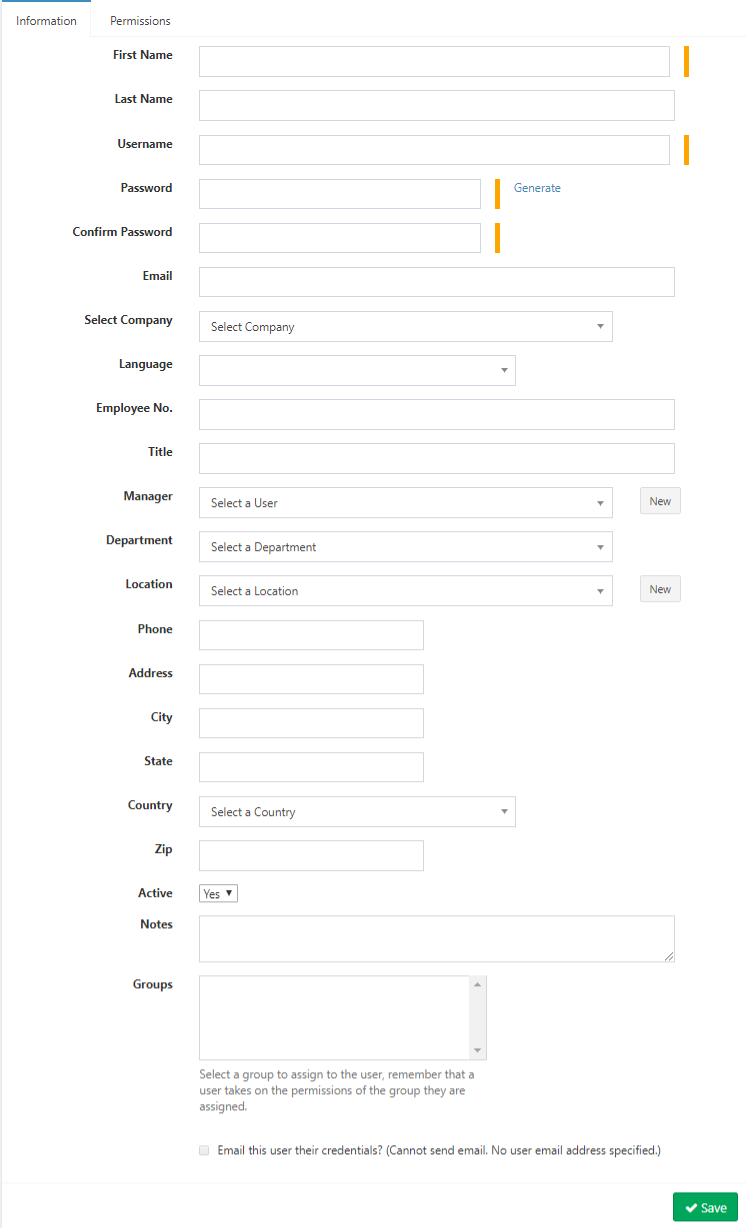
### Component List



## User Management

### User Create

Figure 49 Add a New User



Super admin

Can edit ALL admin settings, create new Groups, Locations, Status Labels, etc, and is NOT constrained by Company scoping when Full Company Support is enabled.

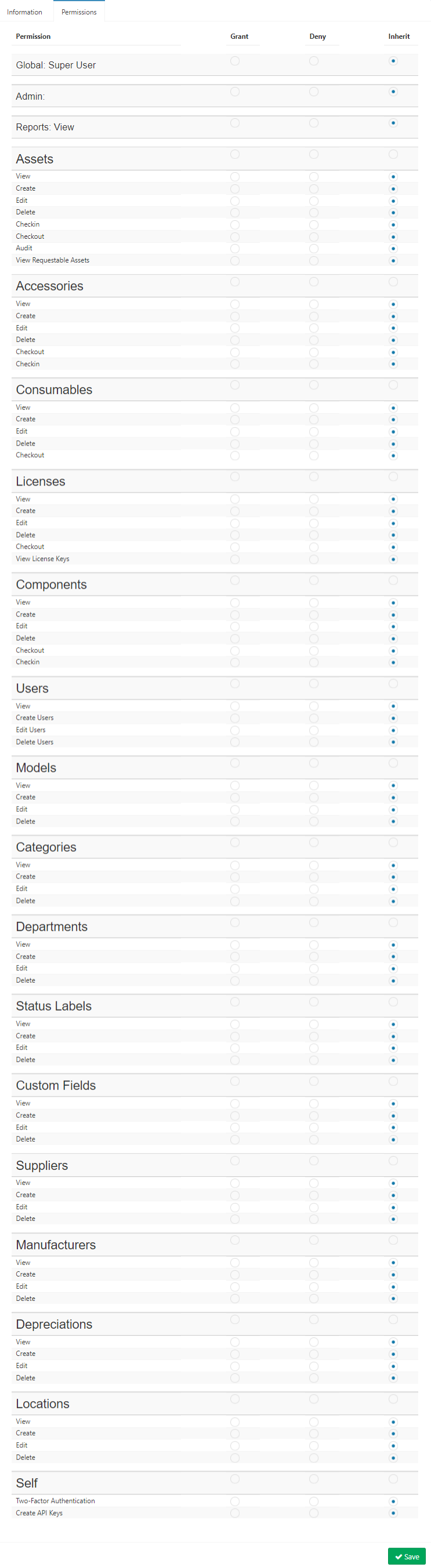
Admin

Can NOT access Admin Settings, and IS constrained by Company scoping when Full Company Support is enabled, but can perform all functions (create, edit, delete, etc) for all other aspects of the app.

Other

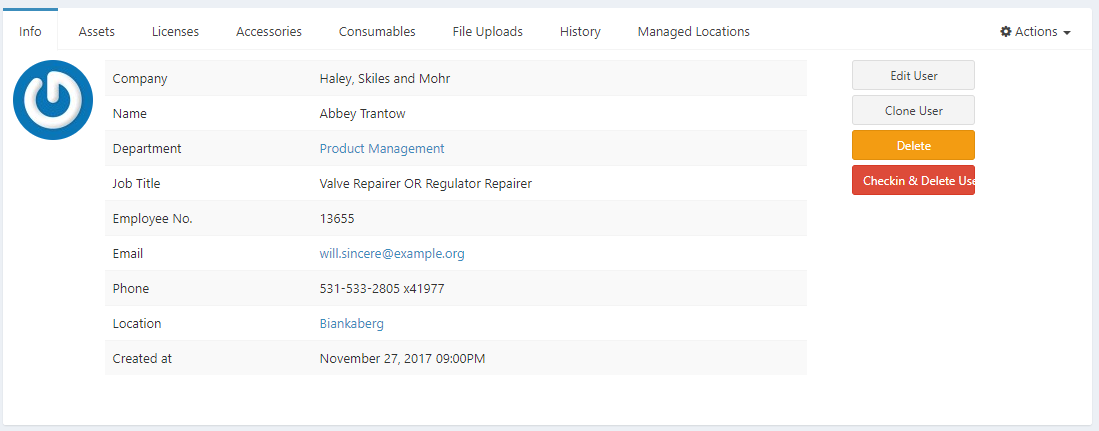
Can NOT access Admin Settings. All other privileges are granted on a group-level or individual level.

Figure 50 Permission set



### View a User

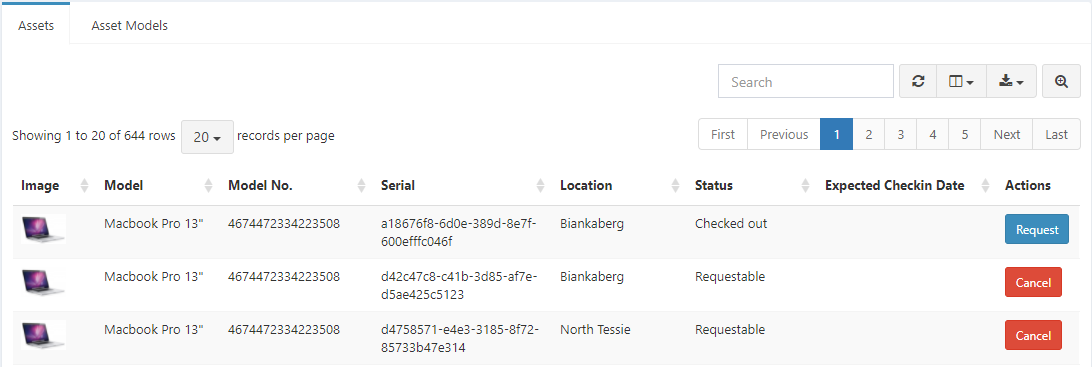
This page is for Role setup. Where role name will be provided. In this page user can be see which asset/license/consumables/accessories used by this user. Also can see history.



## Requestable

### Requestable Asset List

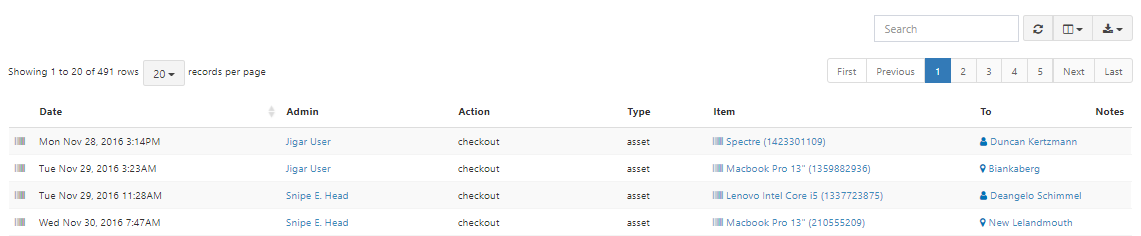
Uaer can see here requestable asset list. Also can be see by asset model



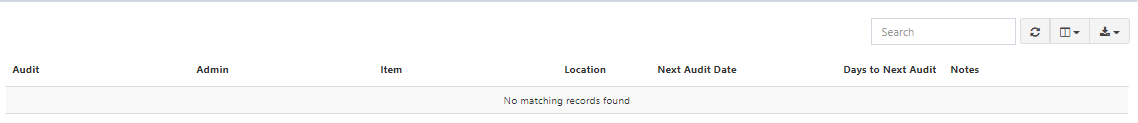
## Reporting

### Activity Report

Figure 51 Activity Report

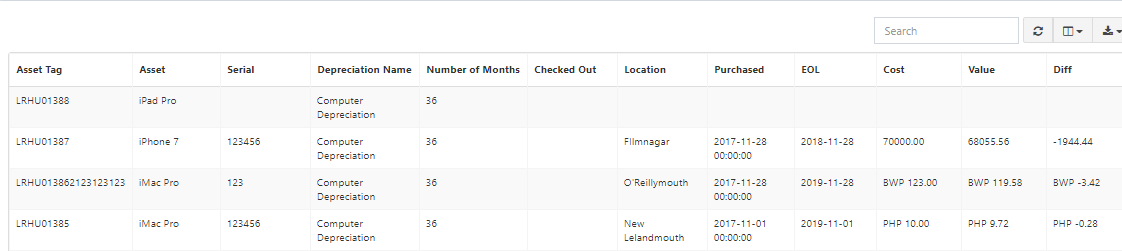


### Audit Log



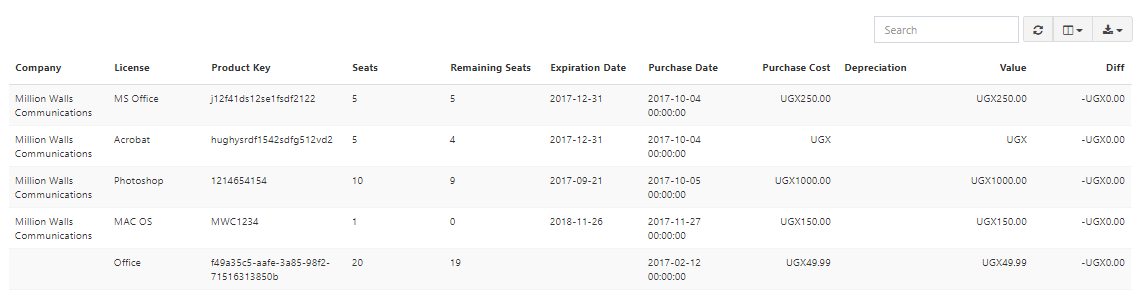
### Depreciation Report

Figure 52 Depreciation Report



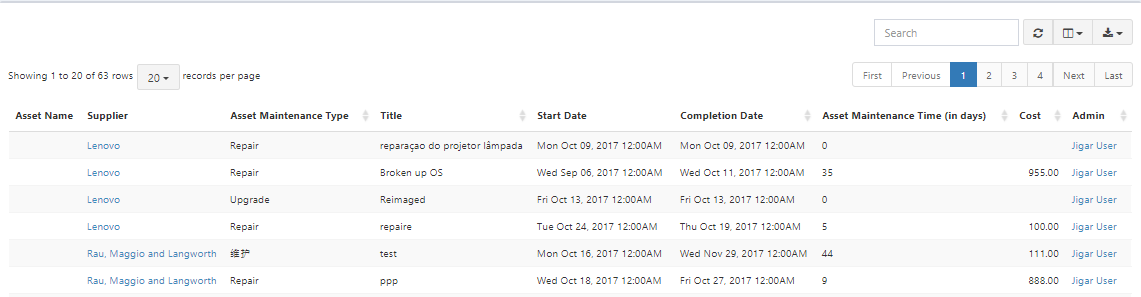
### License Report

Figure 53 License Report



### Asset Maintenance Report

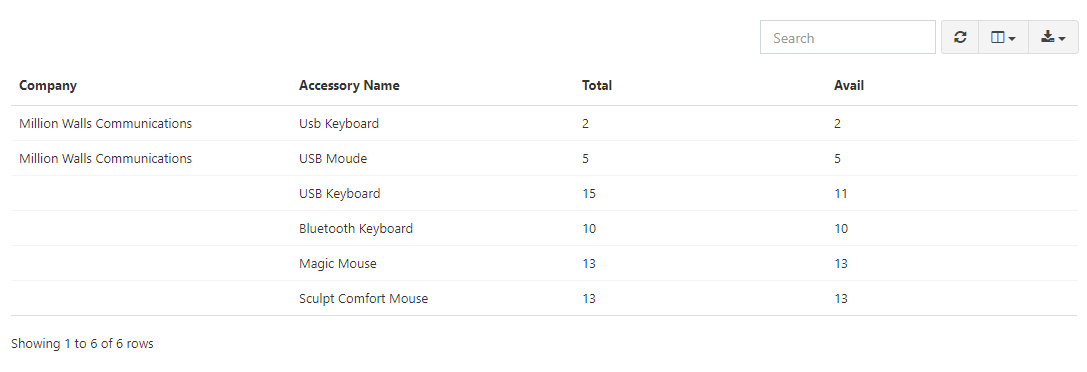
Figure 54 Maintenance Report



### Unaccepted Assets

### Accessory Report

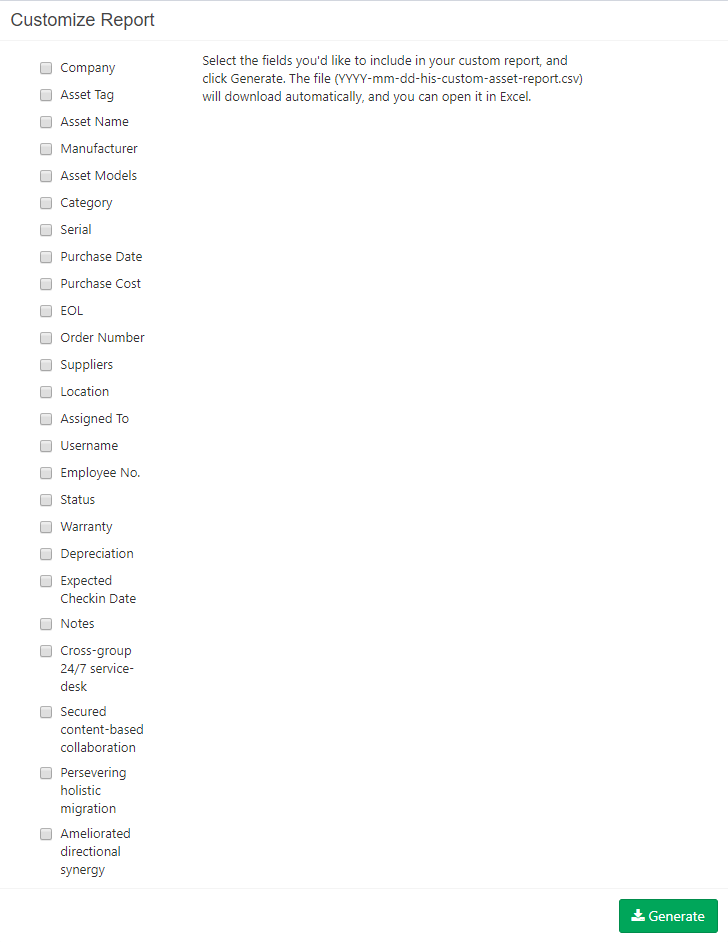
Figure 55 Accessory Report



### Custom Asset Report

User can be customized report from following picture.

Figure 56 Custom Asset Report



# References

1. https://snipeitapp.com