

---

# ASSET TRACKING SOLUTION

## A USER GUIDE On

### **“Asset tracking – Web admin tool”**

Product V1.0

Document V2.0, approved

May-2017

---

## Contents

1. Introduction .....	4
1.1. Purpose .....	4
1.2. Document conversion .....	4
1.3. Intended Audiences and reading suggestions .....	4
1.4. Project scope.....	4
1.5. Document Copyrights .....	4
1.6. References .....	4
2. System overview .....	5
3. Getting started, using the system.....	6
3.1. Register your account .....	6
3.2. Login.....	7
3.3. Main page .....	7
3.4. Add record .....	8
3.5. Edit record.....	8
3.6. Delete record .....	8
3.7. Manage users.....	9
3.7.1 Add users.....	9
3.7.2 Edit users.....	9
3.7.3 Delete user .....	10
3.8. Customization .....	10
3.9.1 Location.....	11
3.9.2 Reader devices (Handheld devices) .....	12
3.9.3 Tag definition .....	13
3.9.4 Master data .....	14
3.9. Reports .....	16

---

## Figures

Figure 1: Registration form .....	6
Figure 2: Login form, login button, Create account button, Forget password link and change password link.....	7
Figure 3: Main page (Dashboard screen) and navigation menu at the left side of the screen. ....	7
Figure 4: Add user form .....	9
Figure 5: Edit user form. ....	9
Figure 6: Customization menu .....	10
Figure 7: Add or edit location form.....	11
Figure 8: Add or edit reader device. ....	12
Figure 9: Tags editing. ....	13
Figure 10: Tags table. ....	13
Figure 11: Master data drop down menu.....	14
Figure 12: Add or edit machine, form.....	14
Figure 13: Add or edit blend, form.....	14
Figure 14: Add or edit shift, form.....	15
Figure 15: Add or edit cycle-plan, form .....	15
Figure 16: Reports drop down menu .....	16
Figure 17: Report 1 sample. ....	16
Figure 18: Alarm report sample .....	16
Figure 19: Quantity tracking report .....	17
Figure 20: Feeder consumption plan sample.....	17

---

# 1. Introduction

## 1.1. Purpose

This document will guide you through the Web administration tool of the asset-tracking product.

## 1.2. Document conversion

To open this document and be able to read it as it is designed, you will need Adobe reader/Acrobat V7.0, later versions, or even any compatible versions of PDF readers with the mentioned versions in order to avoid any conflict between the designed document and the delivered one. Get back to your consultant for any inquiries.

## 1.3. Intended Audiences and reading suggestions

This document is designed for its' intended audiences and limited to reading only with no further editing on it without the permission of the document owner. You may read this document by following the table of content and the document order as it is to acquire the best knowledge and information out of it.

This document is intended for internal basis team, internal support department, internal development department, internal consultants and the client's IT key users who will be responsible for further installation of the product after it being handed over.

## 1.4. Project scope

The asset-tracking product is an administrative web interface that is used to follow up on your assets performance, behavior and general condition. The Asset tracking solution allows the user full control and spontaneous information available at all times through the detail-oriented reports provided by the solution.

## 1.5. Document Copyrights

All of this document contents are protected under International Copyright Laws and Treaties. No part of this material is allowed to be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system without express written permission from Enterprise Consultancy Services Company. This document is only available for its intended audience. Do not share internally nor externally, please. Any attempt to decrypt the document protection or copying the information mentioned here, unauthorized reprint or use of this material is prohibited and will make you exhibited to legal repercussions and SRS and/or contract cancellation.

## 1.6. References

For more details about the product, you can get back to your consultants. If you are reading this document for guidance only, you can use it solely without the need for any other document.

---

## 2. System overview

This solution has been tailored to monitor and track a Cigarette Ripping and Production cycle. The cycle includes three phases (Initial Identification, Receiving, and Consuming), three types of products (Rejected Cigarette, Ripper Shorts, and Cutter Fillers) and two machine types (Rippers, and feeders). Ripper Machines only accept Rejected cigarettes as an input type; Product Code (RC). Feeders Accept both Cutter Filler and Ripper Shorts (CF and RS).

- **Initial Identification**

The first phase is the Initial Identification; this phase is carried out on all three products. The identification step includes creating the asset identity and attaching a barcode (Tag) to it with the help of the Desktop Admin tool. The user chooses the appropriate Blend, Product, and Machine, and places the Asset on the scale to be automatically weighed and issues a unique barcode to be attached to the asset.

- **Receiving**

Rejected cigarettes are first received and stored in the ripping area after going through the Initial Identification process. Those are later consumed by a ripping machine according to a cycle plan set and maintained by the customer. The Receive process does not need any authentication and is not coordinated by a specific plan.

- **Consuming**

During the consumption process a validation cycle takes place to make sure that the transactions carried out match the cycle plan. The Cycle plan includes a specific blend, product, machine code, date, and shift. If the operator tries to carry out a transaction that does not abide any downloaded plan, he/she will be redirected to an authentication process to continue processing the transaction without it being planned.

The Product of the ripping process is called Ripper Shorts that are also received and stored to be later consumed in the cigarette production cycle after being Initially Identified.

The third product involved in the process is the cutter filler (pure raw material) which is also received and stored to be consumed later in the cigarette production line. The cigarette production line involves a mix of two products that include Ripper shorts and Cutter Filler which have been previously received.

A feeder machine that outputs the final cigarette product consumes these two products. The solution's main objective is to monitor receive and consume transactions in order to keep track of the products and validate these processes against the cycle previously set and maintained. All of the master data is customizable from the web admin tool.

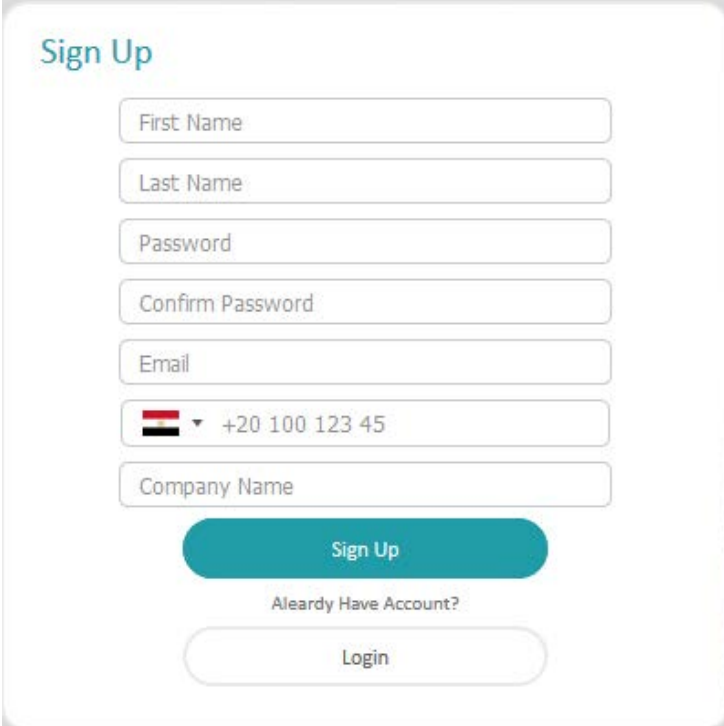
### 3. Getting started, using the system

You can start the system through the tool's URL, which you can get back to the owners or the system administrator to get it and you should enable java script in your browser. Note that this document has all of the functions that is available in the asset tracking. Based on your business needs, you might not find all of them available for you.

#### 3.1.Register your account

In order to register your account follow the below steps and check Figure 1.

- Open the URL of the tool.
- Click on the create account button that is below the login form. Figure 2.
- Registration form will open.
- Fill in your Information as the following:
  - First name: Only letters with no minimum and maximum 15 characters.
  - Last name: Only letters with no minimum and maximum 15 characters.
  - Password: Only letters and numbers with minimum of 8 characters and maximum 12.
  - Confirm your password by writing it again.
  - Email.
  - Phone number.
  - Company name: Only letters with maximum 20 character and no minimum.
- Once done click the sign up button.
- You will receive an email on the email address that you wrote with instructions on activation.
- Follow it and move to section 3.2.



The image shows a 'Sign Up' registration form. It contains the following fields and elements:

- Sign Up** (Title)
- First Name (Text input)
- Last Name (Text input)
- Password (Text input)
- Confirm Password (Text input)
- Email (Text input)
- Phone Number (Text input with a dropdown menu showing a flag and the number +20 100 123 45)
- Company Name (Text input)
- Sign Up** (Teal button)
- [Already Have Account?](#) (Link)
- Login** (Light blue button)

Figure 1: Registration form

### 3.2. Login

To login into your account, follow the below steps and check figure 2.

- Enter your email address.
- Enter your password.
- Click the login button.

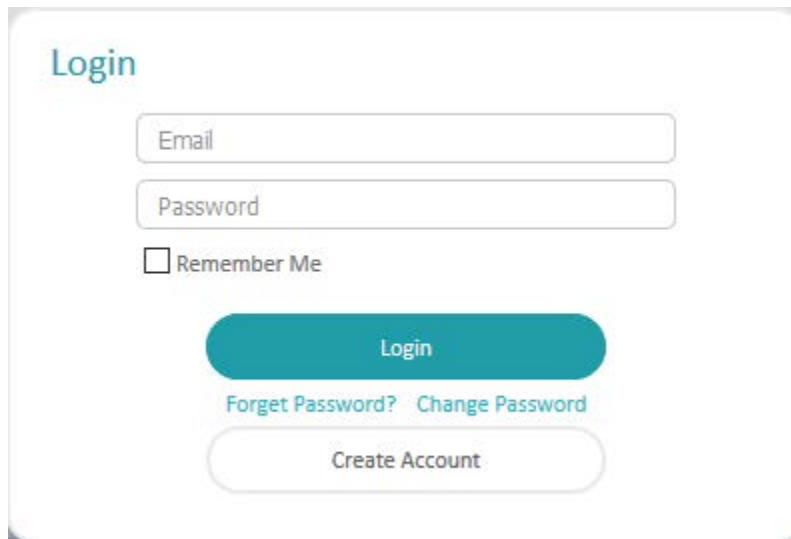
The image shows a login form titled "Login" in a teal font. It contains two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember Me". A large teal button labeled "Login" is centered below the inputs. Underneath the "Login" button are two links: "Forget Password?" and "Change Password". At the bottom of the form is a light gray button labeled "Create Account".

Figure 2: Login form, login button, Create account button, Forget password link and change password link.

### 3.3. Main page

Once you login successfully, you will see the main page that is dashboard screen as figure 3.

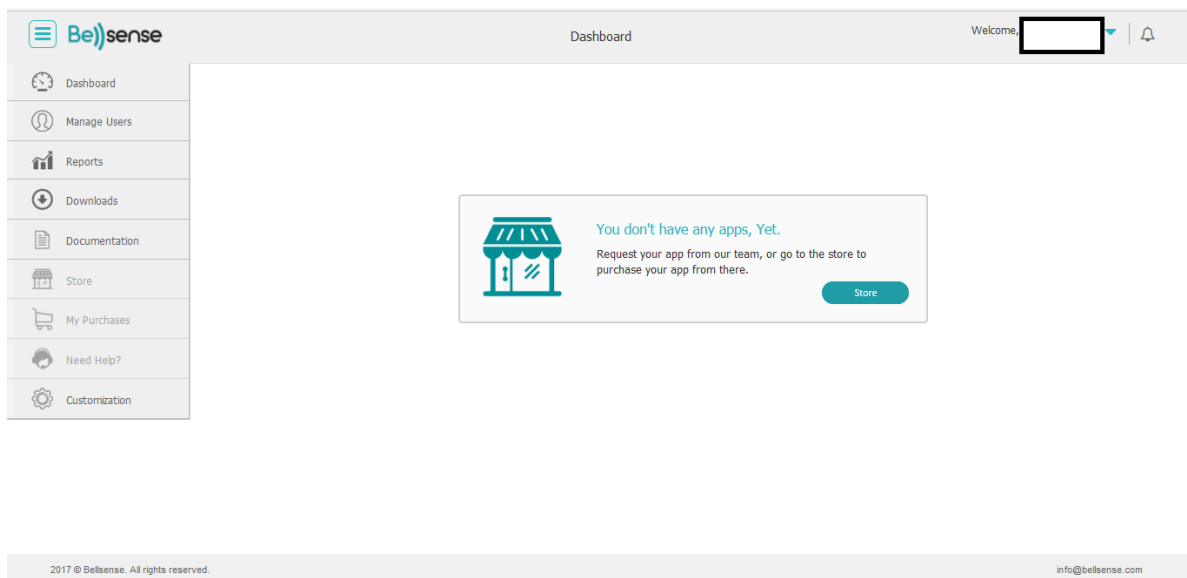

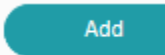
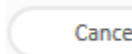


Figure 3: Main page (Dashboard screen) and navigation menu at the left side of the screen.



### 3.4. Add record

To add any record to any object like users, Readers (Handheld devices), Location or master data you need to follow the below steps:

- Click on the add sign. 
- Add form will appear, fill in the required information and click the add button. 
- In case you want to dismiss the form without submitting, you can click the cancel button. 
- If the record is added successfully, you will see a confirmation message at the top of the form.
- If there was an error in the process, you will see a detailed message at the top of the form.


### 3.5. Edit record

To edit any record of any object follow the below steps:

- Click the edit button beside any record. 
- Edit form will appear with current values already written. Edit the cells that you want and click the edit button at the bottom of the form. 
- Now, the record is modified to your new inputs.

### 3.6. Delete record

To delete any record you want follow the below steps:

- Check the record that you want to delete from the checkbox beside it. ☐
- Click on the delete icon at the top of the table beside the add button. 
- If the delete process is successful, you will see a confirmation message above the table.
- If the operation failed, you will see an error message above the table.



## 3.7. Manage users

This is the second item from the navigation menu. Through it, you can do the following:

### 3.7.1 Add users

Follow the below steps:

- Refer to section 3.4 and check Figure 4.
- Fill in the form's inputs as follows:
  - Username: Only letters, numbers, "underscore character \_" and "at sign @" with minimum 2 characters and maximum 30 characters.
  - Password: Only numbers and letters with maximum of 20 characters and minimum 3 characters.
  - Reenter your password.
  - Select your role.
- Click add

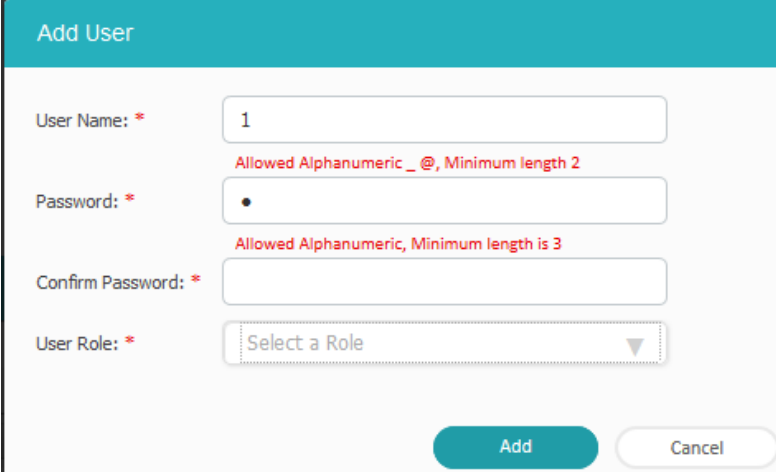
A screenshot of the 'Add User' form. It has a teal header with the title 'Add User'. Below the header, there are four input fields: 'User Name: \*' with the value '1', 'Password: \*' with a single dot, 'Confirm Password: \*' which is empty, and 'User Role: \*' with a dropdown menu showing 'Select a Role'. Red error messages are visible below the Password and Confirm Password fields: 'Allowed Alphanumeric \_ @, Minimum length 2' and 'Allowed Alphanumeric, Minimum length is 3' respectively. At the bottom right, there are two buttons: 'Add' (teal) and 'Cancel' (light gray).

Figure 4: Add user form

### 3.7.2 Edit users

Follow the below steps:

- Refer to section 3.5 and check Figure 5.
- Same input restriction from section 3.7.1.
- Click Edit.

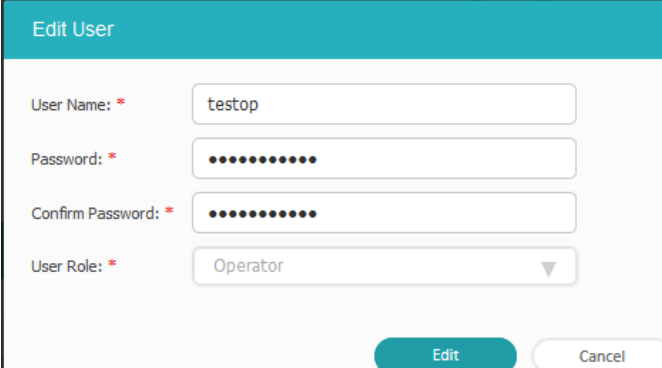
A screenshot of the 'Edit User' form. It has a teal header with the title 'Edit User'. Below the header, there are four input fields: 'User Name: \*' with the value 'testop', 'Password: \*' with ten dots, 'Confirm Password: \*' with ten dots, and 'User Role: \*' with a dropdown menu showing 'Operator'. At the bottom right, there are two buttons: 'Edit' (teal) and 'Cancel' (light gray).

Figure 5: Edit user form.

### 3.7.3 Delete user

Refer back to section 3.6.

## 3.8. Customization

You can customize your system settings from this page, control the following by selecting them from customization menu, and do their allowed transactions.

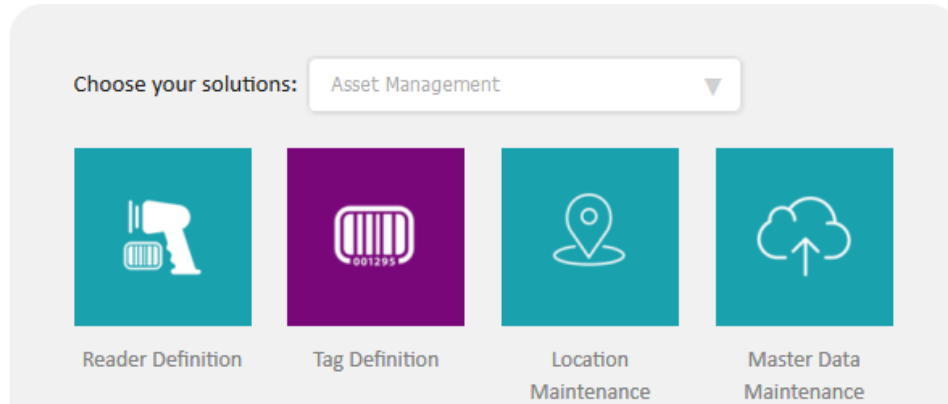
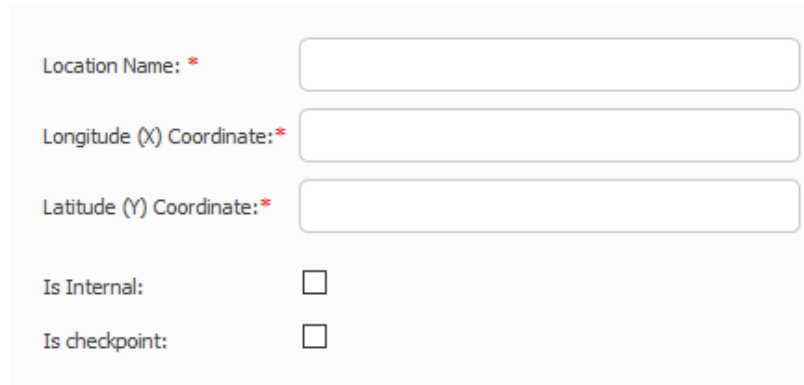


Figure 6: Customization menu

### 3.9.1 Location

Click on the location maintenance tab from the customization menu from Figure 7.

- Add Location
  - Refer to section 3.4 to know how to add a record.
  - Fill in the add form according to the following restrictions:
    - Location name: Maximum 30 characters, minimum one character and only letters and numbers allowed.
    - Longitude (X co-ordinates): Only decimal numbers allowed with maximum of +180 and minimum -180.
    - Latitude (Y co-ordinates): Only decimal numbers allowed with maximum of +90 and minimum -90.
    - Check the checkbox of “Is internal” if applies to your case.
    - Check the check box of “Is checkpoint” if applies to your case.
  - Click the add button.
- Edit Location
  - Refer to section 3.5.
  - Same input restrictions of the add location.
- Delete location
  - Refer to section 3.6.



The form is titled 'Add or edit location form'. It contains the following fields and controls:

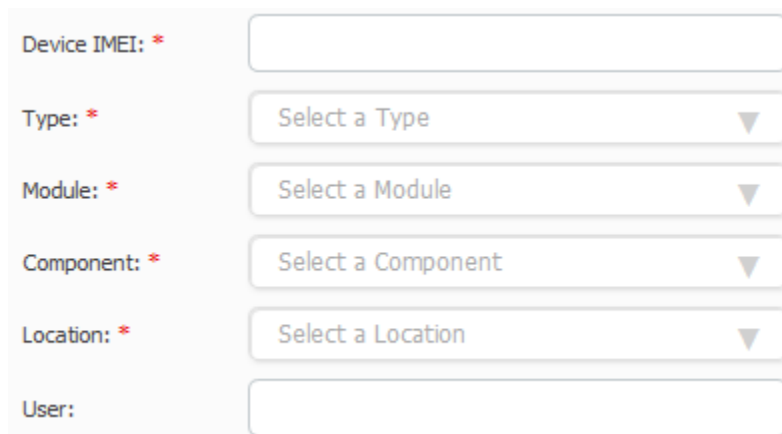
- Location Name: \*** followed by a text input field.
- Longitude (X) Coordinate: \*** followed by a text input field.
- Latitude (Y) Coordinate: \*** followed by a text input field.
- Is Internal:** followed by an unchecked checkbox.
- Is checkpoint:** followed by an unchecked checkbox.

Figure 7: Add or edit location form.

### 3.9.2 Reader devices (Handheld devices)

Click on Reader definition tab from the customization menu in Figure 7.

- Add device
  - Refer to section 3.4 to know how to add a record.
  - Fill in the add form according to the following restrictions:
    - Device IMEI: Only Integers allowed and 15 digits only no more nor less than that.
    - Select the device type.
    - Select the intended module that this device will be used with.
    - Select a component.
    - Select a Location.
    - Select the user that will use that device and it has to be an already existed user.
  - Click add.
- Edit device
  - Refer to section 3.5.
- Delete device
  - Refer to section 3.6.



Device IMEI: *	<input type="text"/>
Type: *	<input type="text" value="Select a Type"/>
Module: *	<input type="text" value="Select a Module"/>
Component: *	<input type="text" value="Select a Component"/>
Location: *	<input type="text" value="Select a Location"/>
User:	<input type="text"/>


Figure 8: Add or edit reader device.

### 3.9.3 Tag definition

This tab controls the formula of the products QR codes, which you can generate from the desktop application. Check figure 10 and you can edit them by clicking on the edit icon from section 3.5 and drag them so they are arranged as you want. Figure 11.



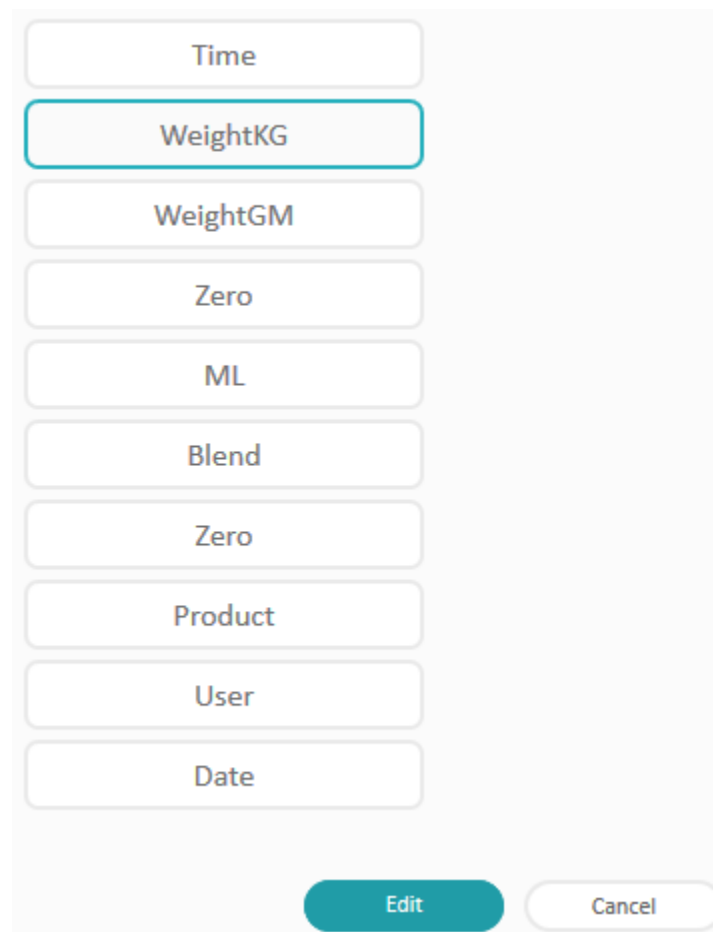
Tag Description	Tag Start	Tag Length
Time	0	4
WeightKG	4	3
WeightGM	7	2
Zero	9	1
ML	10	2
Blend	12	2
Zero	14	1
Product	15	2
User	17	2
Date	19	6



Page size: 10

10 items in 1 pages

Figure 10: Tags table.



The interface shows a vertical list of tags in rounded rectangular buttons: Time, WeightKG, WeightGM, Zero, ML, Blend, Zero, Product, User, and Date. The 'WeightKG' button is highlighted with a blue border. At the bottom, there are two buttons: 'Edit' (teal) and 'Cancel' (light gray).

Figure 9: Tags editing.

### 3.9.4 Master data

Click on the master data tab from customization menu from Figure 7.

Master data consists of five parts and you can select the one that you want from the master data drop down menu in figure 12.

Select Master Data: Shifts ▼

Figure 11: Master data drop down menu.

The master data components are:

- Products: Display only, you are not allowed to add, edit nor delete.
- Machines: You can add, update and delete. Follow the below restrictions on the add or edit functions:
  - Machine code: Only numbers and it is automatically generated with minimum 1 digit and maximum of two.
  - Machine description: Only numbers and letters allowed with maximum of 30 characters and minimum of 1 character.
  - Select your machine type.
  - Select your location.

Machine ID: *	<input type="text" value="11"/>
Machine Description: *	<input type="text"/>
Machine Type: *	<input type="text" value="Select a Type"/>
Location: *	<input type="text" value="Select a Location"/>

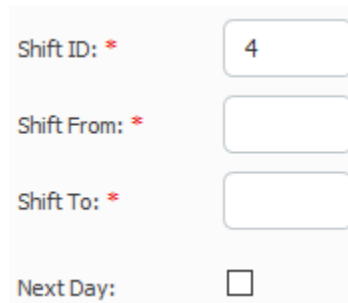
Figure 12: Add or edit machine, form

- Blends: You can add, update and delete. Follow the below restrictions on the add or edit functions:
  - Blend ID: Only numbers and it is automatically generated with minimum one digit and maximum of two.
  - Blend code: Only numbers and letters with maximum of 10 characters and minimum of one.
  - Blend description: Only numbers and letters allowed with maximum of 30 characters and minimum of one character.

Blend ID: *	<input type="text" value="4"/>
Blend Code: *	<input type="text"/>
Blend Description: *	<input type="text"/>

Figure 13: Add or edit blend, form

- Shifts: You can add, update and delete. Follow the below restrictions for the add or edit functions:
  - Shift ID: Only numbers and it is automatically generated with minimum 1 digit and maximum of two.
  - Shift from: 24 hours format. "HH:MM"
  - Shift to: 24 hours format. "HH:MM"
  - If the shift extends to the next day, you need to check the next day checkbox.



Shift ID: \*

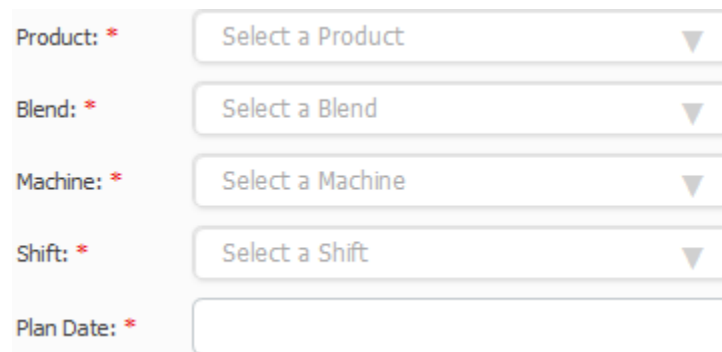
Shift From: \*

Shift To: \*

Next Day: ☐

Figure 14: Add or edit shift, form

- Cycle plan: You can add, update and delete. Follow the below restrictions for add or edit functions:
  - Select the product.
  - Select the blend.
  - Select the machine.
  - Select the shift.
  - Enter your plan date in the following format "DDMMYYYY". It has to be the date of creation or greater.



Product: \*

Blend: \*

Machine: \*

Shift: \*

Plan Date: \*

Figure 15: Add or edit cycle-plan, form

Refer to section 3.4 for the add function, 3.5 for the edit function and 3.6 for the delete function.

### 3.9. Reports

Navigate to the reports page by clicking on the reports button from the side navigation menu from Figure 3.

- Reports page will open.
- From the top middle part of the page Figure 6, choose your report type from one of the following:

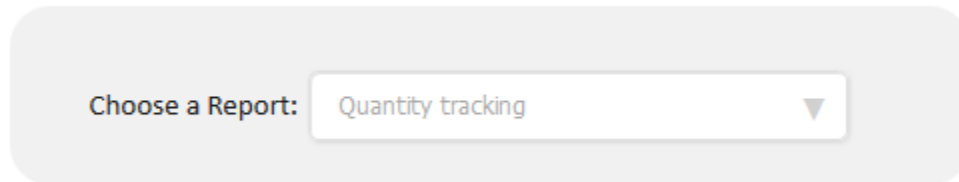


Figure 16: Reports drop down menu

#### ○ Report 1.

Drag a column header and drop it here to group by that column

Blend	Read Date	Read Time	Shift	Movement Type	Product	Machine	Net Weight	Gross Weight	User Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marlboro Gold	02-05-2017	13:36	08:00 - 16:00	+VE	Rejected Cig	ripper1	234.56	234.56	tarek
Marlboro Gold	02-05-2017	13:39	08:00 - 16:00	-VE	Rejected Cig	feeder1	234.56	234.56	tarek
Pages Total:				Net Weight:			Sum : 469.12	Sum : 469.12	
<div><div><div><div>⏪</div><div>⏴</div><div>1</div><div>⏵</div><div>⏩</div></div><div>Page size: 10</div></div><div>2 items in 1 pages</div></div>									

Figure 17: Report 1 sample.

#### ○ Alarm report.

Device IMEI	Location	User Name	Authorized By	Read Date	Read Time	Shift	Blend Description	Product Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
352344052141948	xyz	tarek	tarek	02-05-2017	13:39	08:00 - 16:00	Marlboro Gold	Rejected Cig
<div><input type="button" value="Previous"/> <input type="button" value="First"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/></div> Page size: 10 1 items in 1 page								

Figure 18: Alarm report sample



○ Quantity tracking.

Drag a column header and drop it here to group by that column

Blend	Product	Location	Box Number	Net Weight	Gross Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marlboro Gold	Ripper Shorts	xyz	0205171218234560030100301	234.56	234.56
Marlboro Gold	Ripper Shorts	xyz	0205171218234560030100301	234.56	234.56
Marlboro Gold	Rejected Cig	xyz	0205171218234560010100201	234.56	234.56
Marlboro Gold	Rejected Cig	xyz	0205171218234560010100201	234.56	234.56
Marlboro Gold	Cut Filler	xyz	0205171217123450030100101	123.45	123.45
Marlboro Gold	Cut Filler	xyz	0205171217123450030100101	123.45	123.45
Marlboro Gold	Cut Filler	xyz	0205171341234560030100101	234.56	234.56
Marlboro Gold	Cut Filler	xyz	0205171341234560030100101	234.56	234.56
Marlboro Gold	Cut Filler	xyz	0205171410034500030100101	34.5	34.5
Marlboro Gold	Cut Filler	xyz	0205171410034500030100101	34.5	34.5
				Sum : 2004.66	Sum : 2004.66

Page size: 10 13 items in 2 pages

Figure 19: Quantity tracking report

○ Feeder consumption plan

Blend	Read Date	Read Time	Shift	Machine	SAP Batch	Box Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marlboro Gold	02-05-2017	12:54	08:00 - 16:00	3	0	0205171218234560030100301
Marlboro Gold	02-05-2017	12:57	08:00 - 16:00	3	0	0205171218234560030100301
Marlboro Gold	02-05-2017	13:36	08:00 - 16:00	1	0	0205171218234560010100201
Marlboro Gold	02-05-2017	13:39	08:00 - 16:00	3	0	0205171218234560010100201
Marlboro Gold	02-05-2017	13:44	08:00 - 16:00	3	0	0205171217123450030100101
Marlboro Gold	02-05-2017	13:45	08:00 - 16:00	3	0	0205171217123450030100101
Marlboro Gold	02-05-2017	13:46	08:00 - 16:00	3	0	0205171341234560030100101
Marlboro Gold	02-05-2017	13:48	08:00 - 16:00	3	0	0205171341234560030100101
Marlboro Gold	02-05-2017	14:21	08:00 - 16:00	3	0	0205171410034500030100101
Marlboro Gold	02-05-2017	14:28	08:00 - 16:00	1	0	0205171410034500030100101

Page size: 10 13 items in 2 pages

Figure 20: Feeder consumption plan sample