

# User Guide

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## Overview

This app is used to create Assets and manage them through their lifecycle.

## Login

When you open the application in the browser, you need to enter login and password. After login is successfully completed, you will be placed to the main page with this section: Asset Acquisition, User/Personnel and Table Codes.

## Asset Acquisition

In this section you can manage Asset, Asset Financial Details (Asset Fin Det) and Project information. To create new Asset, press plus button at left top corner. You will be prompted with window, where you will need to provide description, initial cost, acquire date, project, asset type and service status, expiration date. Save this asset and you will see it in the list. Also you can indicate Service Status information such as start date and service status.

## Users/Personnel

This is section where possible users and Personnels will be listed. Also, you can create new ones. Table Codes Here, you can see listed 3 sections: Asset Class, Asset Type and Asset Type Ownership, Error Report which allows us to report an error related to an asset.

Asset Class: here you can indicate Asset class name, description, whether it is active or not and save it.

Asset Type Ownership/Asset Type Operator/Asset Type Manager: here you can select asset type, indicate start date (from ... to ...) and indicate either Role, Business Unit or Organization.

Asset Error Interruption Report: It checks whether an Asset is Regulatory or Key Asset and if true allows you to report about problem in this Asset.