

IMSE Asset Management System User Guide

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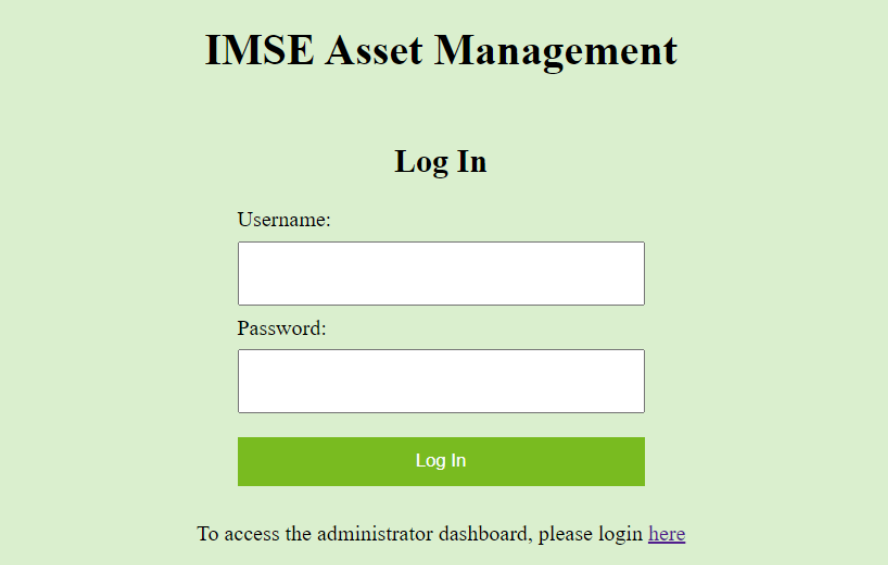
Introduction

The IMSE Asset Management System allows users to easily track the assets that have been assigned to them by their organization. The system preserves asset records and allows administrators to locate the users of each asset and their contact information. This data can be used to reduce asset losses while also increasing asset use and efficiency.

General Users

When first accessing the system, you will be greeted by a login page. Please ensure that your administrator has added you as a valid user before you begin.

You will not be able to access the system otherwise.



The image shows a login page for the IMSE Asset Management system. The page has a light green background. At the top, the title "IMSE Asset Management" is centered in a bold, black, serif font. Below the title, the text "Log In" is centered in a bold, black, serif font. Underneath "Log In", there are two input fields. The first is labeled "Username:" and the second is labeled "Password:". Both labels are in a small, black, sans-serif font. The input fields are white with a thin black border. Below the password field, there is a green button with the text "Log In" in white, sans-serif font. At the bottom of the page, there is a line of text: "To access the administrator dashboard, please login [here](#)". The link "here" is in blue and underlined.

IMSE Asset Management

Log In

Username:

Password:

Log In

To access the administrator dashboard, please login [here](#)

After logging into the system, you will be redirected to the home page, which will display the assets that have been assigned to you. Each row includes an asset that was assigned, including its unique barcode ID, a description of the asset, and the date it was checked out.

| Your Assets | | | |
|-------------|------------|--------------|---------------|
| Barcode ID | Asset Name | Description | Checkout Date |
| 8 | Asset | Test Asset | 28 Mar 2024 |
| 9 | Asset 2 | Test Asset 2 | 28 Mar 2024 |

All assets are allocated by the administrators, and each user is only able to view the assets that have been assigned to them specifically.

By hovering over the user icon in the top left corner, general users are given a couple of options when it comes to modifications of their accounts. Users are able to change their password or modify their personal information.

The password change page is simple and lists all the requirements of a new password. Should the new inputted password not meet the requirements, an additional warning will appear. Once the password is accepted by clicking the ‘Change Password’ button, the user will be redirected to the login page to login with their new credentials.

Change Your Password

Old password:

New password:

Your password can't be too similar to your other personal information.

Your password must contain at least 8 characters.

Your password can't be a commonly used password.

Your password can't be entirely numeric.

New password confirmation:

Change Password

The page for editing one's profile gives users the ability to change their personal information. This includes the username that they use to login, as well as their first and last names and their email. This data will be visible to the administrators and can be used to contact you. The user's current stored values for these fields will be auto populated when the page is loaded.

Edit Profile

Username:

TestUser

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

First name:

Test

Last name:

Test

Email address:

test@test.com

Save Changes

Administrative Users

Those that are given administrative rights to the system will have access to an additional dashboard that allows them to manage and view much more of the system's data. The admin panel can be accessed through the link in the navigation bar.



Your Assets

| Barcode ID | Asset Name | Description | Checkout Date |
|------------|------------|--------------|---------------|
| 8 | Asset | Test Asset | 28 Mar 2024 |
| 9 | Asset 2 | Test Asset 2 | 28 Mar 2024 |

If the user does not have the correct access, they will be redirected to the login page with the following message.

Asset Management Admin

You are authenticated as TestUser, but are not authorized to access this page. Would you like to login to a different account?

Username:

TestUser

Password:

.....

Log in

Once logged in with a valid account, administrators can view the different groups of data that are available to view and modify which include the assets in the system, and the users.

Asset Management Admin

Site administration

ASSET_MANAGEMENT

Assets

+ Add

✎ Change

AUTHENTICATION AND AUTHORIZATION

Groups

+ Add

✎ Change

Users

+ Add

✎ Change

The ability to add new assets/users is available, as well as the option to edit the existing ones.

Managing Users

When adding a new user, the username and password need to be inputted first. Then, additional information can be added about the user.

First, enter a username and password. Then, you'll be able to edit more user options.

Username:

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Password:

Your password can't be too similar to your other personal information.
Your password must contain at least 8 characters.
Your password can't be a commonly used password.
Your password can't be entirely numeric.

Password confirmation:

Enter the same password as before, for verification.

SAVE

Save and add another

Save and continue editing

Once saved, their additional information can be added. Their personal info such as first and last name, and email are mandatory fields. They can be assigned to a certain group, or given a status, which can be used to grant permission to the administration dashboard.

TestUser2

Username:

Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only.

Password:

Personal info

First name:

Last name:

Email:

Permissions

☒ Active

Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

☐ Staff status

Designates whether the user can log into this admin site.

☐ Superuser status

Designates that this user has all permissions without explicitly assigning them.

Groups:

Available groups ⓘ

Chosen groups ⓘ

+

When viewing the user list, we get an overview of all the personal information of each user, as well as their status in the system.

Action: Go 0 of 3 selected

| <input type="checkbox"/> | USERNAME | EMAIL ADDRESS | FIRST NAME | LAST NAME | STAFF STATUS |
|--------------------------|-----------|-----------------|------------|-----------|--------------|
| <input type="checkbox"/> | TestUser | test@test.com | Test | Test | ✖ |
| <input type="checkbox"/> | TestUser2 | test2@test.com | Test2 | Test2 | ✖ |
| <input type="checkbox"/> | admin | admin@admin.com | Admin | Admin | ✔ |

3 users

Managing Assets

When viewing the Assets in depth, we are able to see the information of all the assets in a table as shown. We are able to easily view if the asset is assigned, who it was assigned to, and the checkout date. The assets can also be sorted by clicking the column header.

Select asset to change





Action: Go 0 of 2 selected

| <input type="checkbox"/> | NAME | DESCRIPTION | ASSIGNED | REGISTERED USER | CHECKOUT DATE |
|--------------------------|---------|--------------|----------|-----------------|---------------------------|
| <input type="checkbox"/> | Asset 2 | Test Asset 2 | ✔ | TestUser | March 28, 2024, 2:30 a.m. |
| <input type="checkbox"/> | Asset | Test Asset | ✔ | TestUser | March 28, 2024, 2:30 a.m. |

2 assets

A new asset can be created by clicking 'Add Asset', which will bring up a form to fill. The form requires the asset's name and description. The barcode ID will be automatically generated once the asset has been added. A registered user does not have to be assigned. The registered user dropdown will have a list of every user, and one can be selected in order to assign the asset to them. The checkout date will automatically update once a registered user has been selected.





Add asset

| | |
|------------------|--|
| Name: | <input type="text"/> |
| Description: | <input type="text"/> |
| Registered user: | <div><div>----- ▾</div><div></div></div> |
| Checkout date: | - |
| ID: | - |

SAVESave and add anotherSave and continue editing

Clicking the name of the asset will bring you to the modification page, which will have the asset's information populated. Here, we can change the asset assignment, as well as modify the asset data. By assigning the registered user to the blank option, and saving, we can see that the asset has been unassigned from any user.

Asset

| | |
|------------------|--|
| Name: | <input type="text" value="Asset"/> |
| Description: | <input type="text" value="Test Asset"/> |
| Registered user: | <div><div>----- ▾</div><div></div></div> |
| Checkout date: | - |
| ID: | 8 |

SAVESave and add anotherSave and continue editing



✔ The asset "Asset" was changed successfully.

Select asset to change

Action:

----- ▾

Go 0 of 2 selected

| <input type="checkbox"/> | NAME | 2 ▴ | DESCRIPTION | 1 ▴ | ASSIGNED | REGISTERED USER | CHECKOUT DATE |
|--------------------------|---------|-----|--------------|-----|---|-----------------|---------------------------|
| <input type="checkbox"/> | Asset | | Test Asset | |  | - | - |
| <input type="checkbox"/> | Asset 2 | | Test Asset 2 | |  | TestUser | March 28, 2024, 2:30 a.m. |

2 assets

Testing Credentials

Administrative account:

Username: admin Password: IMSE2113

General Users:

Username: TestUser Password:IMSE2113

Git repository:

<https://github.com/skylerchiu/IMSE2113-Assignment-1/tree/master>