



# FixAMz

A Web based Fixed Asset Management System

## USER MANUAL

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# 1. Welcome

This User Manual is designed to serve both as an introduction and as an on-going reference for the system. If you have just started using FixAMz, check out the Introduction and Getting Started links below. Experienced users can use the Table of Contents.

## 2. Introduction

FixAMz is a web based asset management system which is designed for the National Water Supply and Drainage Board (NWSDB) to manage its all the fixed assets island-wide.

FixAMz provides a central repository for storing and retrieving your asset records, allowing you to quickly look up information about a specific asset or group of assets. It allows multiple people to share and use the database at the same time.

The purpose of this manual is to provide users with all of the information they need to make best use of the "FixAMz" system.

### 3. Getting started

1. Open an internet browser.
2. Go to ([Web address of the web site](#))

You will be directed to the following web page. This is the Sign-in page of FixAMz web site. All the users of FixAMz must sign in to the system beforehand.

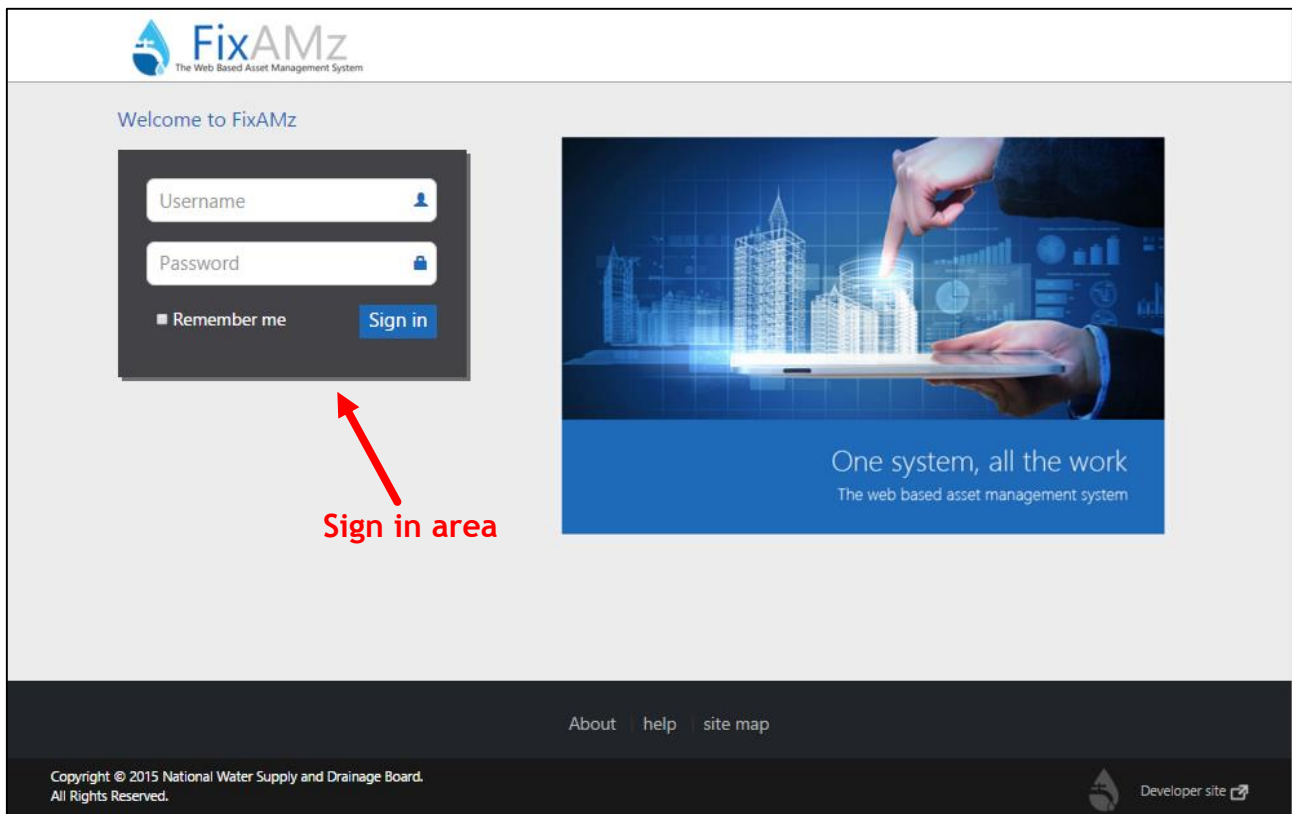


FIGURE 1.0

Figure 1.0

## i. Sign-In

FixAMz  
The Web Based Asset Management System

Welcome to FixAMz

1

2

3

thisara

.....

☐ Remember me

Sign in

Figure 1.1

1. Enter Username.
2. Enter Password.
3. Click **Sign in** button.

- Only the users of FixAMz are able to sign in to the system.
- Admins will provide the username and the password to the users.
- According to the username and password you provide, you will be directed to a particular web page. E.g.: If you are an Admin you will be directed to the Home page for the Admin where you can view the summary of users or assets of the system and if you are a General User of the system you will be directed to a separate Home page where you can manage the assets.
- The users are not allowed to change the username or the password. To change the username or the password or both, you must contact the Admin of the system.

## ii. Invalid Username or Password

If you have entered an incorrect username or password you will get an error message below the Sign in area as you see in the following image.

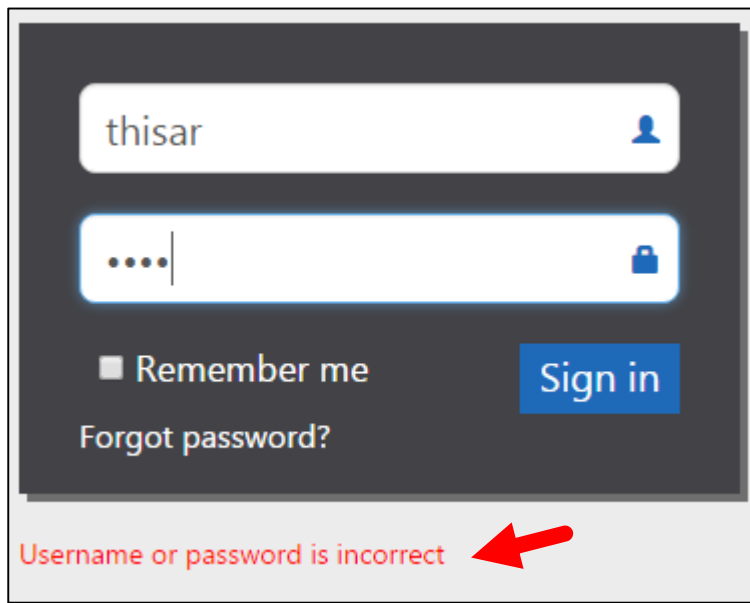


Figure 1.2

Re-enter the username and password and check whether you can sign in to the system.

If you have forgotten the password, refer the next section.

## iii. Forgot Password?

- If you have forgotten the password, you have to contact the Admin of the system.
- Admin will reset your password.
- You will be notified by an e-mail about the new password.
- If you are an Admin of FixAMz, refer the section 4 (iv) to see how to reset the password of a system user.

## 4. User Management

User Management function will only be available for the Administrators of FixAMz. Under the 'People' tab, you will be able to add new users, search users of the system, reset the passwords of the users, update and delete the existing users.

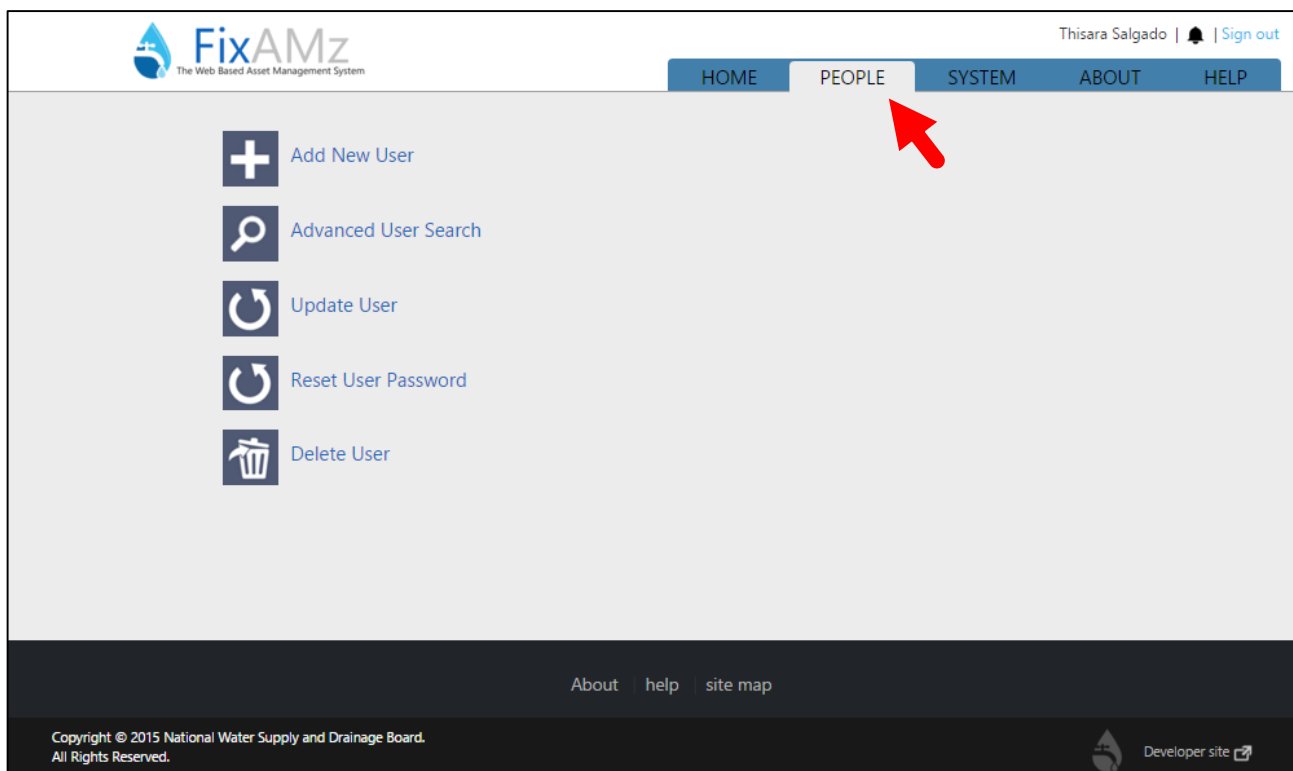


Figure 1.3

## i. Add New User

1. Click **People** tab. (If you are in the **People** tab, you can skip this step)
2. Click **Add New User**.
3. Fill out the details.

The screenshot shows the FixAMz web interface. At the top right, the user 'Thisara Salgado' is logged in with a 'Sign out' link. The navigation bar includes 'HOME', 'PEOPLE', 'SYSTEM', 'ABOUT', and 'HELP'. The 'PEOPLE' tab is selected, indicated by a red arrow and the number 1. On the left sidebar, the 'Add New User' button is highlighted with a red arrow and the number 2. The main form contains the following fields: Employee ID (E00007), First Name (Sandra), Last Name (Perera), Email (sandyperera1993@gmail.com), Contact (0710535513), Cost Center Name (IT), and Access Level (Asset Owner). A red bracket and the number 3 group the First Name, Last Name, Email, and Contact fields. At the bottom of the form are 'Cancel' and 'Add User' buttons. Red arrows and numbers 4 and 5 point to these buttons respectively. On the left sidebar, there are also links for 'Advanced User Search', 'Update User', 'Reset User Password', and 'Delete User'.

Figure 1.4

### NOTE:

- First name and last name should contain only letters.
- E-mail address should be valid.
- Contact number must have 10 digits (E.g.: 0771234567)
- If you select **Asset Owner** as the Access Level, you can directly add the user to the system. (Refer steps 4 and 5)
- But, if you select some other Access Level instead of Asset Owner you have to enter Username and Password also. (see Figure 1.5 and Figure 1.6)
- Username and Password can contain letters (A-Z) and alpha-numeric characters (0-9 and !@#\$%^&\*()).



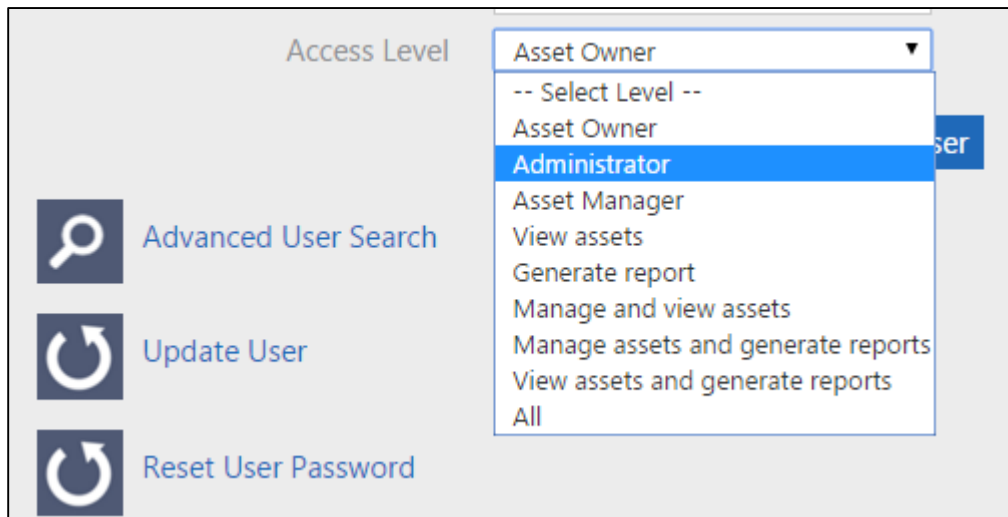


Figure 1.5

4. If all the details are filled correctly, click **Add User** button. An e-mail will be sent to the user notifying the relevant Username and Password. (See Figure 1.9)
5. If you don't want to add the user, click **Cancel** button.

Figure 1.6

- If the fields are empty you will get error messages as shown below.

Figure 1.7

- When a user is added to the system, following message will appear.

6. Click the close button.

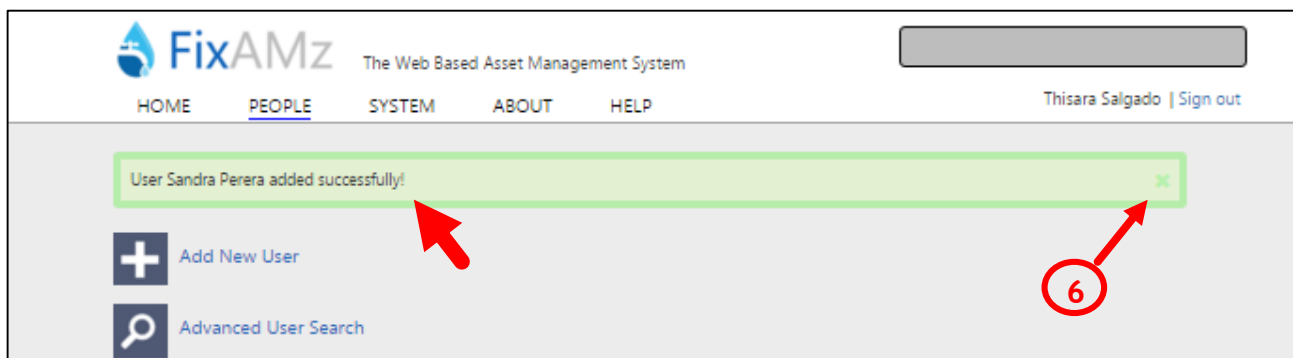
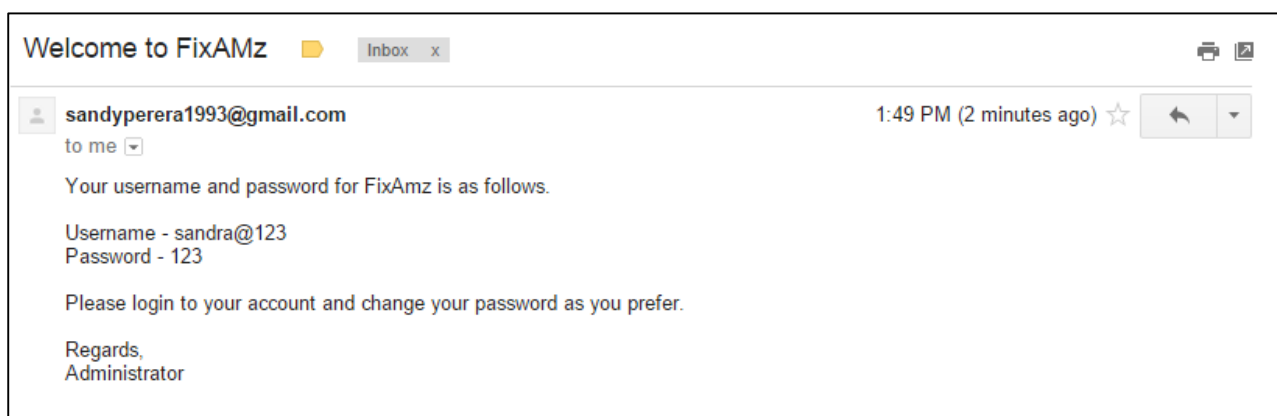


Figure 1.8



## ii. Advanced User Search

1. Click **People** tab. (If you in the **People** tab, you can skip this step)
2. Click **Advanced User Search**.

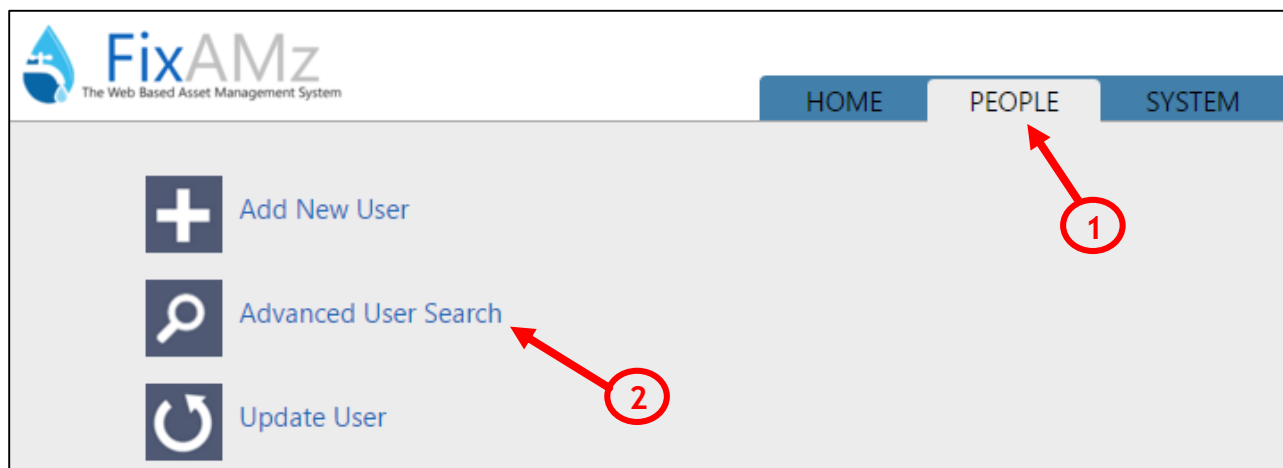


Figure 1.9

3. Fill out one or more than one of the following fields.
4. If the details are filled, click **Search** button.
5. If you want to cancel the process click **Cancel** button.

 This screenshot shows the 'Advanced User Search' form. At the top left, there is a magnifying glass icon and the title 'Advanced User Search'. Below the title, it says 'Enter any information you have on the user to search.' There are six input fields: 'Employee ID', 'Cost ID', 'First Name', 'Last Name', 'Email', and 'Contact'. A red bracket groups these fields with a circled '3'. Below the input fields, there are two buttons: 'Cancel' and 'Search'. The 'Search' button is highlighted with a red arrow pointing to it, with a circled '4' next to the arrow. The 'Cancel' button is highlighted with a red arrow pointing to it, with a circled '5' next to the arrow. In the bottom left corner, there is a refresh icon and the text 'Update User'.

Figure 2.0

- If you have entered valid information, you will get results as shown in Figure 2.1.
- Otherwise, you will get a notification as shown in Figure 2.2.

6. Click the close button.

Search Results Found for **thisara**.

**+ Add New User**

**🔍 Advanced User Search**

Enter any information you have on the user to search.

Employee ID

Cost ID

First Name

Last Name

Email

Contact

**Cancel Search**

empID	firstName	lastName	contactNo	email
E00002	Thisara	Salgado	712233445	mtysalgado@gmail.com

Figure 2.1 shows a successful search result for the user 'thisara'. The interface includes a search bar at the top with a green header, a sidebar with 'Add New User' and 'Advanced User Search' options, and a main search area with various input fields. A red arrow points to the search bar, and another red arrow points to a close button (marked with a circled '6') in the top right corner of the search results area. Below the search fields is a table displaying the search results.

Figure 2.1

No Results Found for **iroshni**.

**+ Add New User**

**🔍 Advanced User Search**

Enter any information you have on the user to search.

Employee ID

Cost ID

First Name

Last Name

Email

Contact

**Cancel Search**

Figure 2.2 shows the same search interface as Figure 2.1, but with no results found for the user 'iroshni'. The search bar now has a red header. The search results table is empty. A red arrow points to the search bar, and another red arrow points to a close button (marked with a circled '6') in the top right corner of the search results area.

Figure 2.2

### iii. Update User

1. Click **People** tab. (If you in the **People** tab, you can skip this step)
2. Click **Update User**.

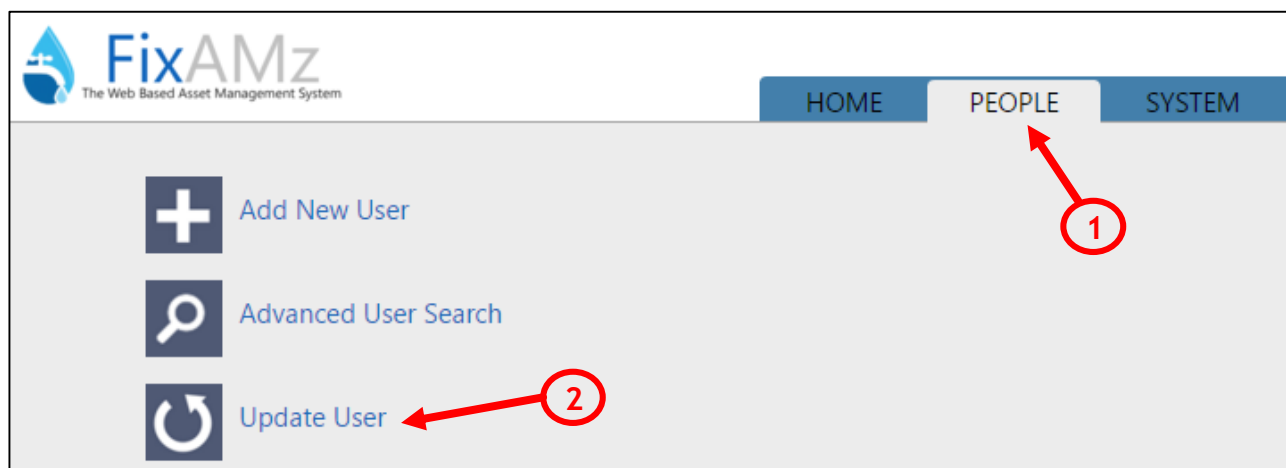


Figure 2.3

3. Enter an **Employee ID**. (This is not case-sensitive)

NOTE:

- To update a user, first you should get the Employee ID of that user. If you don't know, you can search the Employee ID from the Advanced User Search function which is explained in 4 (ii).

4. Click **Go** button.

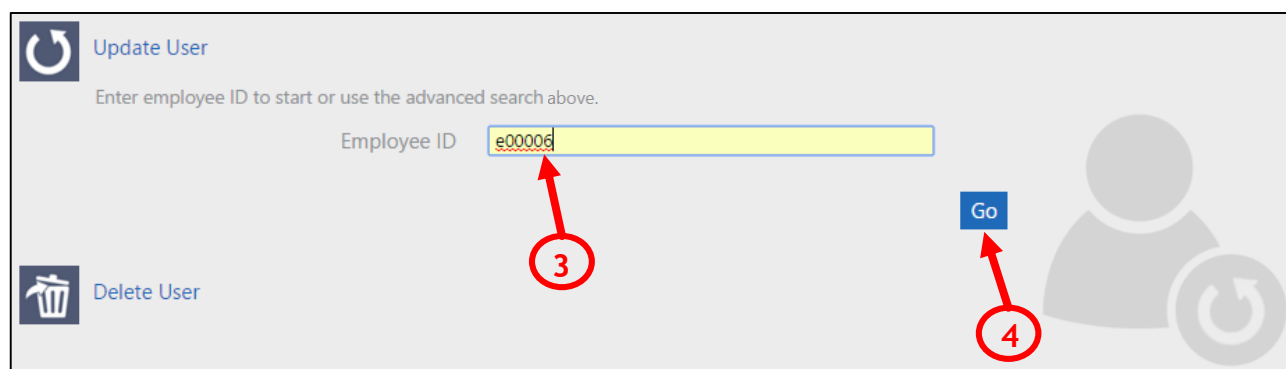


Figure 2.4

- If you have entered a valid Employee ID, you would get results as shown in Figure 2.5
5. Modify the fields which should be updated. (Only the given fields can be updated)
  6. Click **Update User** button.
  7. Otherwise click **Cancel** button, to terminate the updating process.

Figure 2.5

- If the entered data are valid, the particular user will be updated and a notification will appear as shown below.
8. Click the close button.

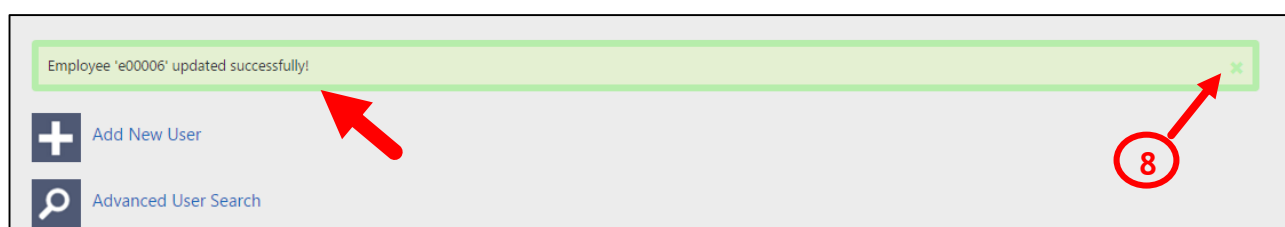


Figure 2.6

## iv. Reset User Password

1. Click **People** tab. (If you are in the **People** tab, you can skip this step)
2. Click **Reset User Password**.

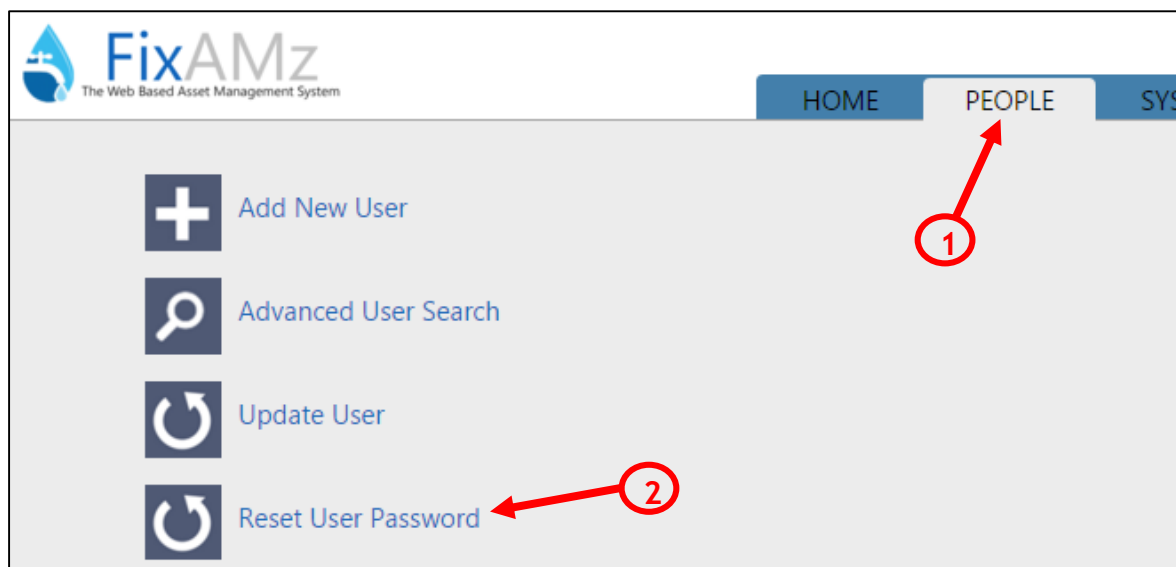


Figure 2.7

3. Enter the **Username**. (This is not case-sensitive)

### NOTE:

- To update a user password, first you should get the Username of that user. If you don't know, you can search the Username from the Advanced User Search function which is explained in 4 (ii).

4. Click **Go** button.

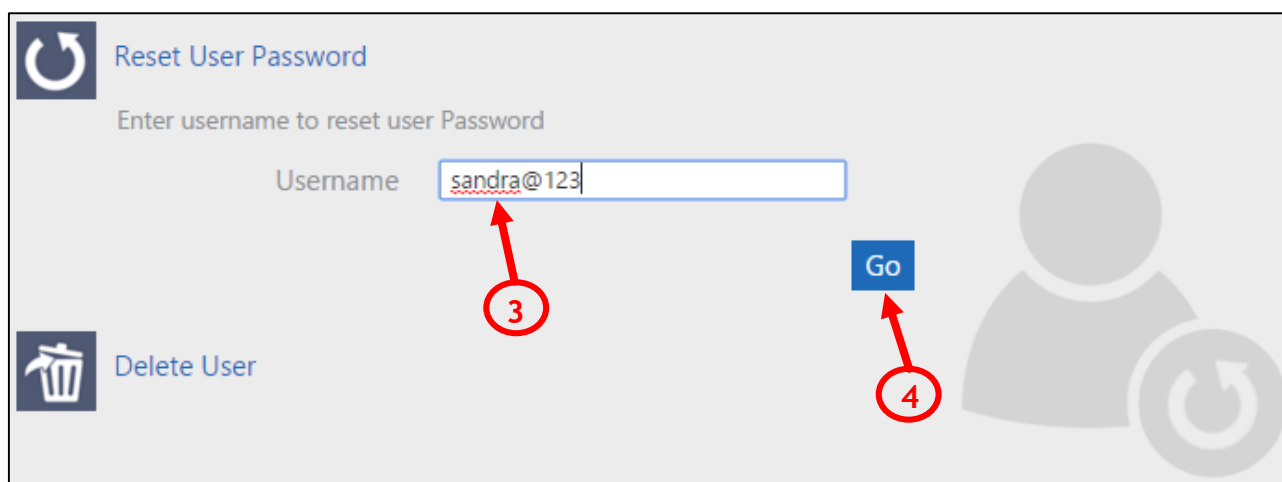


Figure 2.8

- If you have entered a valid Username, you would be able to reset password as shown in Figure 2.9.
5. Enter a new password. (Again enter that same password in the **Confirm New Password** text box)
  6. Click **Reset Password** button. An e-mail will be sent to the user notifying his/her new password. (See Figure 2.9)
  7. Otherwise click **Cancel** button, to terminate the password resetting process.

Figure 2.9

- If the entered passwords are valid and match with each other, the particular user password will be updated and a notification will appear as shown below.
8. Click the close button.

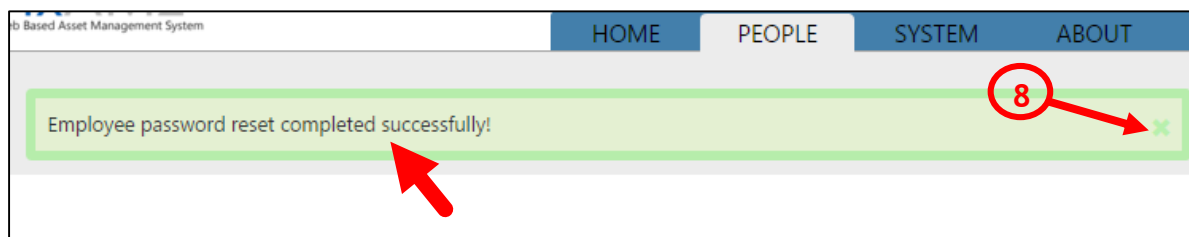
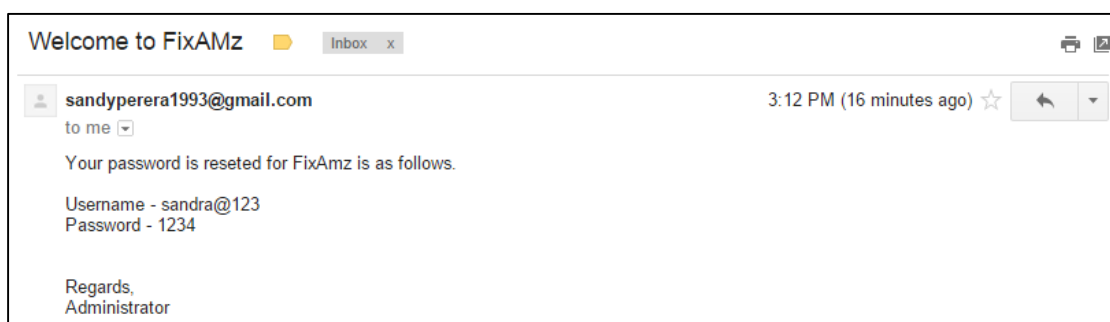


Figure 3.0





## v. Delete User

1. Click **People** tab. (If you are in the **People** tab, you can skip this step)
2. Click **Delete User**.

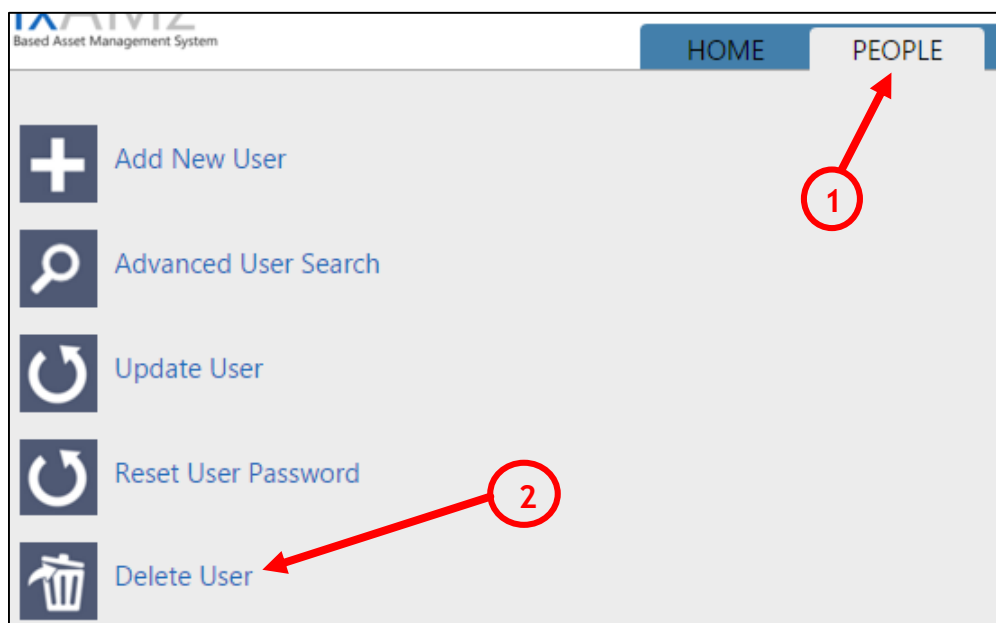


Figure 3.1

3. Enter an **Employee ID**.

### NOTE:

- To delete a user, first you should get the Employee ID of that user. If you don't know, you can search the Employee ID from the Advanced User Search function which is explained in 3(ii).

4. Click **Go** button.

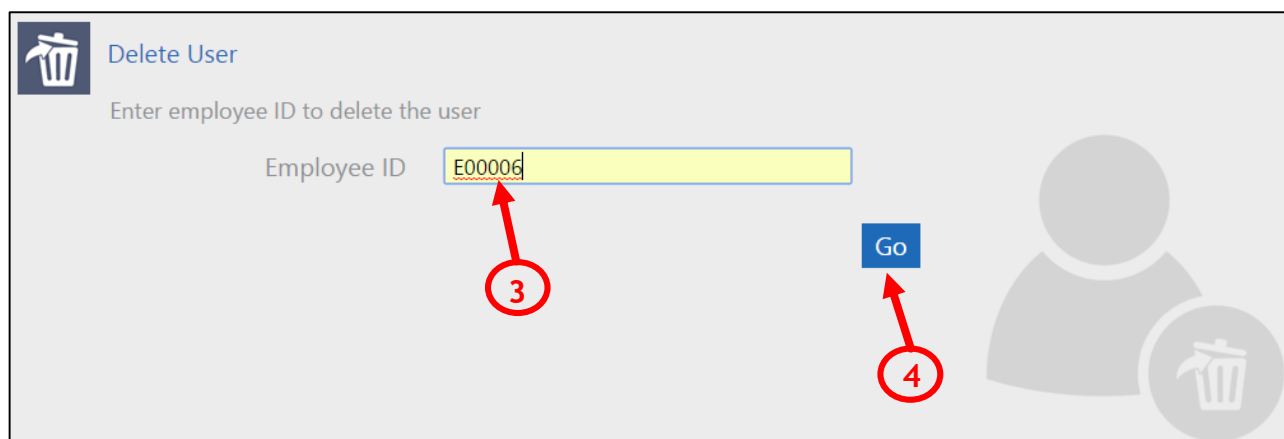


Figure 3.2

- If you have entered a valid Employee ID, you would get results as shown in Figure 3.3
5. Click **Delete User** button.
  6. Otherwise click **Cancel** button, to stop the deleting process.

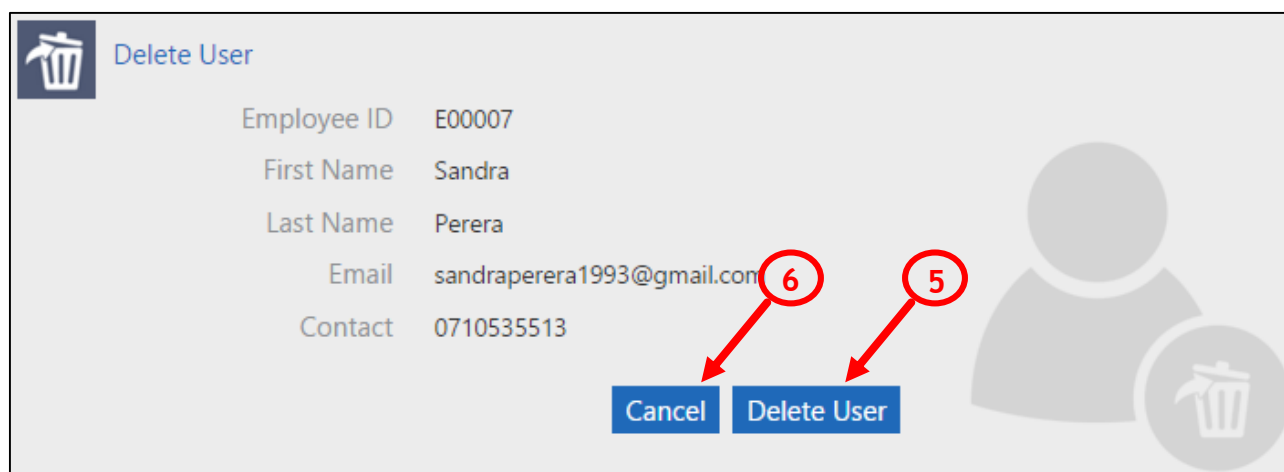


Figure 3.3

- The message, “**Confirm user deletion**” will be displayed
7. Click **OK** button, to continue deleting.
  8. Otherwise click **Cancel** button.

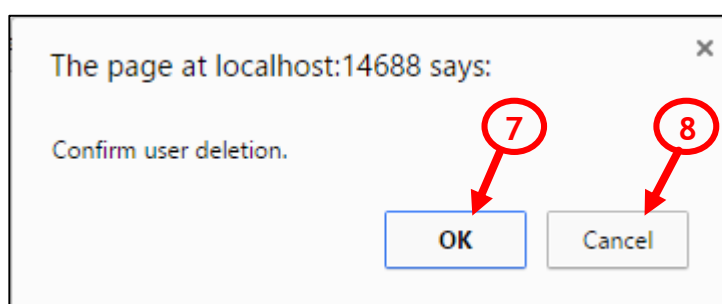


Figure 3.4

- Following message will appear when the deleting process is completed
9. Click the close button.

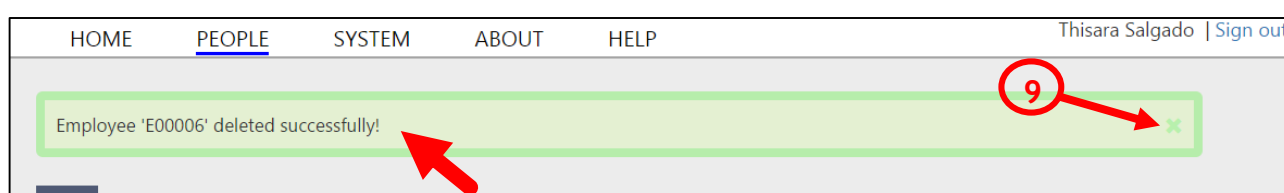


Figure 3.5

## 5. System Management

System Management function will only be available for the Administrators of FixAMz. Under the 'System' tab, you will be able to add locations, fixed asset categories and sub categories. You can also update the location details, category details and sub category details.

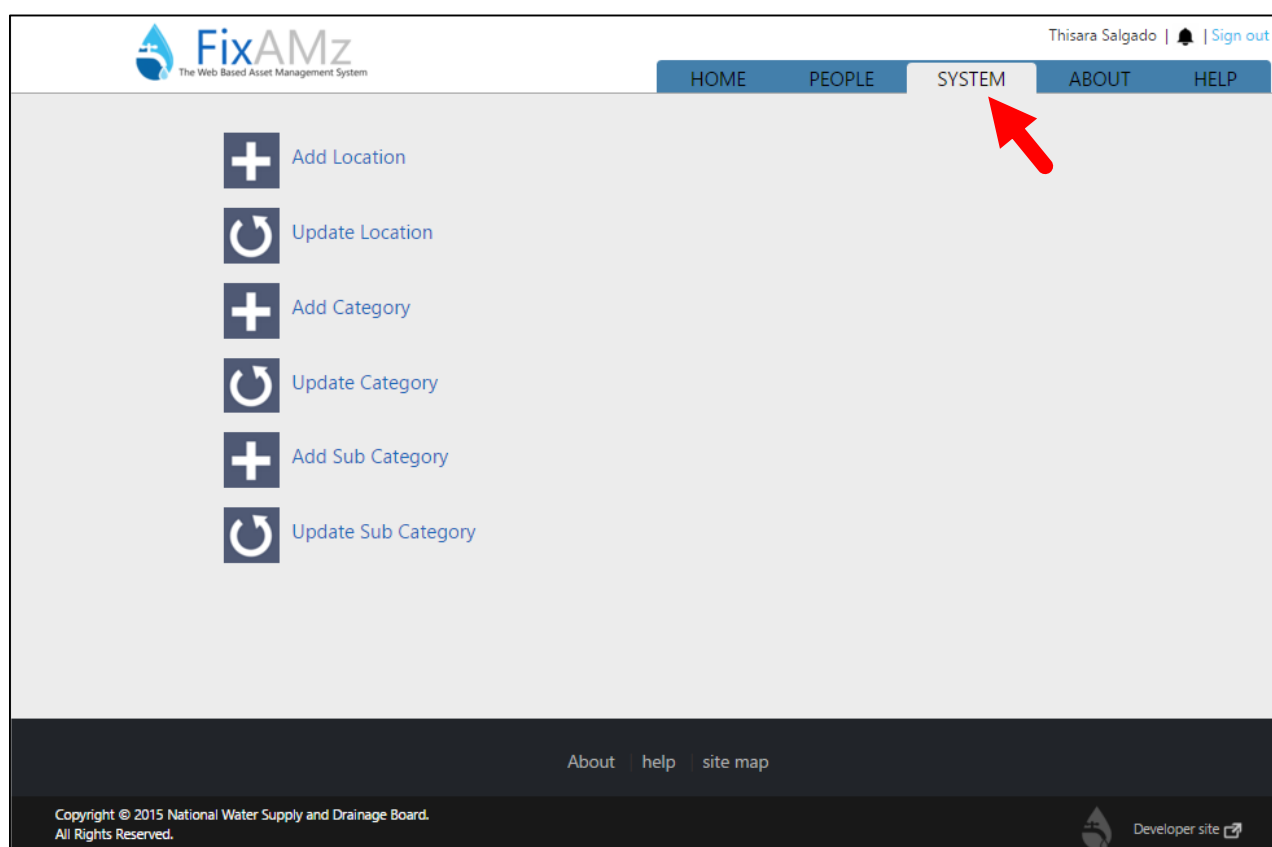


Figure 3.6

## i. Add Location

1. Click **System** tab.
2. Click **Add Location**.



Figure 3.7

3. Fill out the details.
4. Click **Add Location** button.
5. To cancel the process, click **Cancel** button.

 This screenshot shows the 'Add Location' form. It includes a header with a plus icon and the text 'Add Location'. Below this, there are input fields for 'Location ID' (pre-filled with 'L00002'), 'Name', 'Address', and 'Contact'. A red bracket labeled '3' groups the 'Name', 'Address', and 'Contact' fields. At the bottom of the form, there are two buttons: 'Cancel' and 'Add Location'. The 'Cancel' button is highlighted with a red circle and an arrow labeled '5', and the 'Add Location' button is highlighted with a red circle and an arrow labeled '4'. There is also a large map icon on the right side of the form.

Figure 3.8

- If the form is correctly filled, you will get a notification as shown below
6. Click the close button.

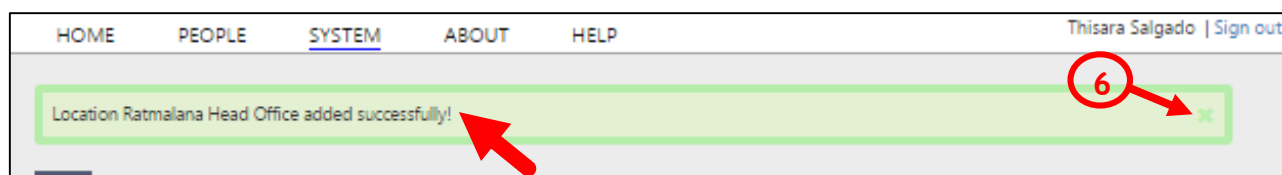


Figure 3.3

## ii. Add Category

1. Click **System** tab.
2. Click **Add Category**.

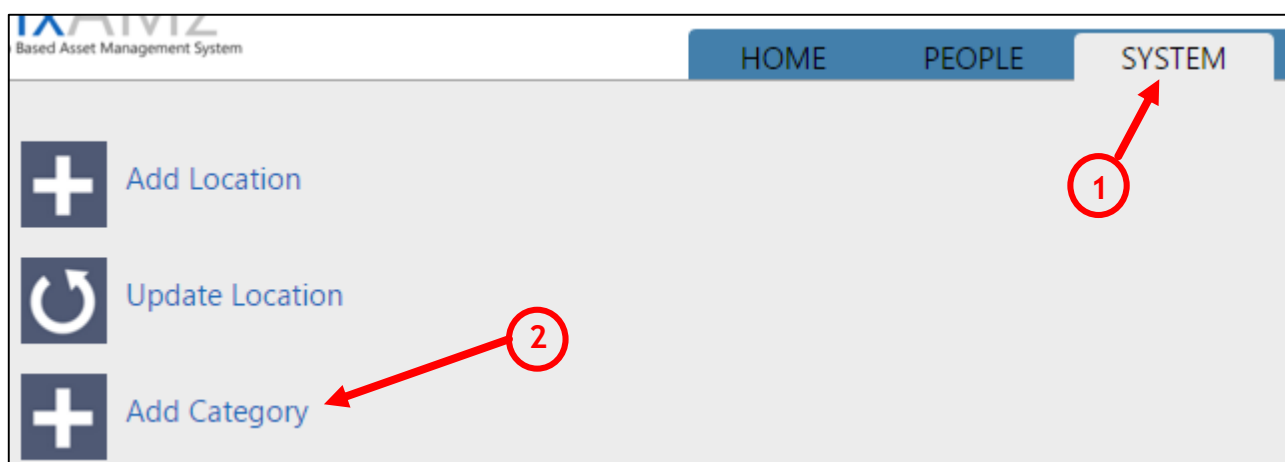


Figure 3.4

3. Type the name of the Category in the text box.
4. Then click **Add Category** button.
5. Otherwise you can cancel the process by clicking **Cancel** button.

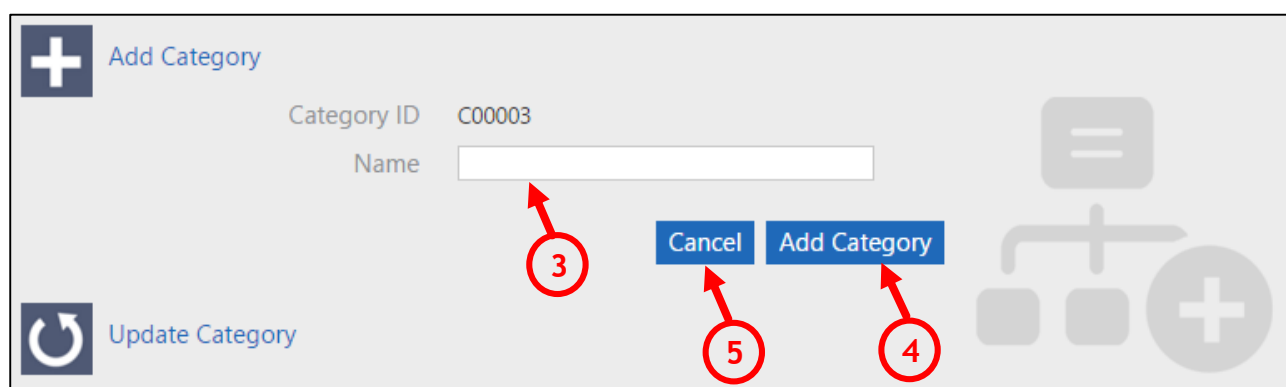


Figure 3.5

- You will get a notification when a category is added to the system.
6. Click the close button.

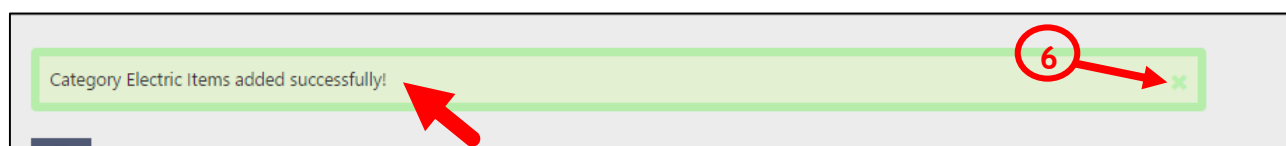


Figure 3.6

### iii. Add Sub Category

1. Click **System** tab.
2. Click **Add Sub Category**.

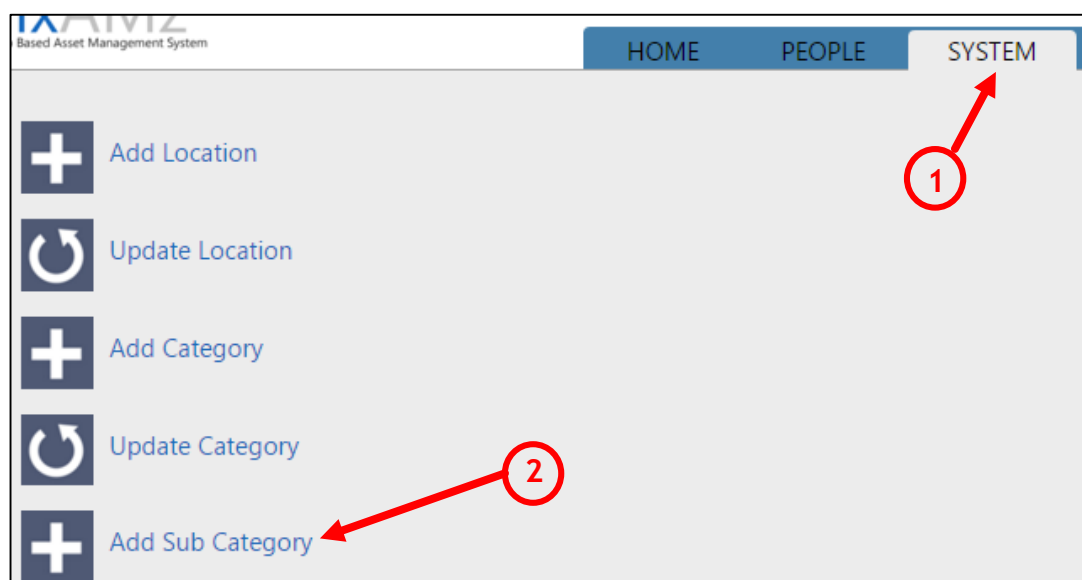


Figure 3.7

3. Fill out the details. (Sub Category name, Category, depreciation rate and life time)
4. Then click **Add Sub Category** button.
5. Otherwise you can cancel the process by clicking **Cancel** button.

 The screenshot shows the 'Add Sub Category' form. It has a title bar with a plus icon and the text 'Add Sub Category'. Below the title bar, there are five input fields: 'Sub Category ID' (with the value 'SC00005'), 'Sub Category Name' (empty), 'Category' (a dropdown menu with the text '-- Select a category --'), 'Depreciation Rate' (empty, followed by a '%' symbol), and 'Life Time' (empty, followed by a 'years' symbol). A red bracket groups the 'Category', 'Depreciation Rate', and 'Life Time' fields, with a red circle and arrow labeled '3' pointing to it. At the bottom of the form, there are two buttons: 'Cancel' and 'Add Sub Category'. The 'Add Sub Category' button is highlighted with a red circle and arrow labeled '4', and the 'Cancel' button is highlighted with a red circle and arrow labeled '5'. There is also an 'Update Sub Category' button with a refresh icon at the bottom left.

Figure 3.8

6. Click the close button of the notification you get.

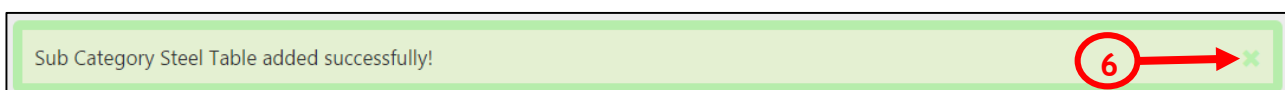


Figure 3.9

## iv. Update Location

1. Click **System** tab.
2. Click **Update Location**.

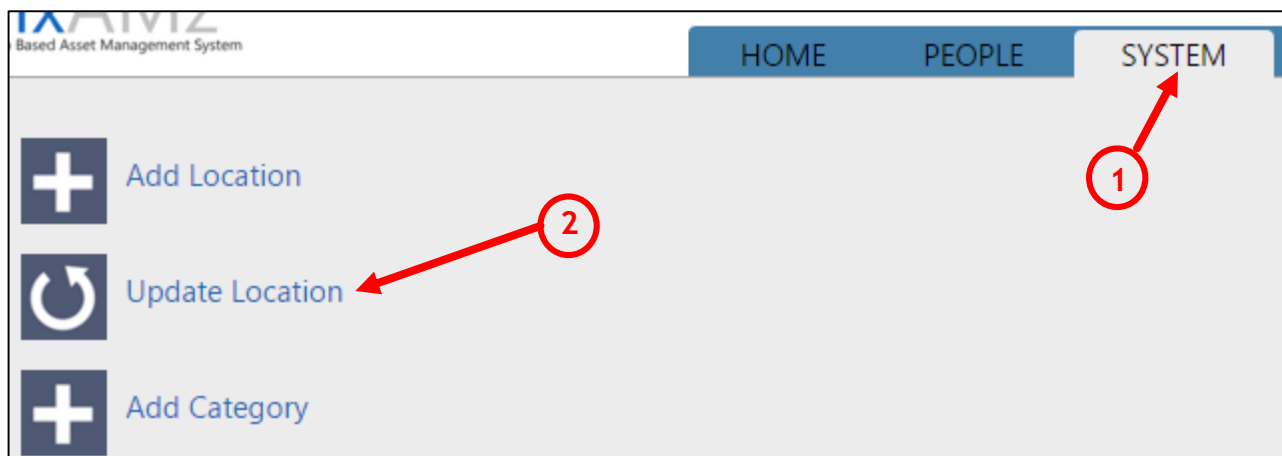


Figure 4.0

3. Enter **Location ID**.
4. Click **Go**.

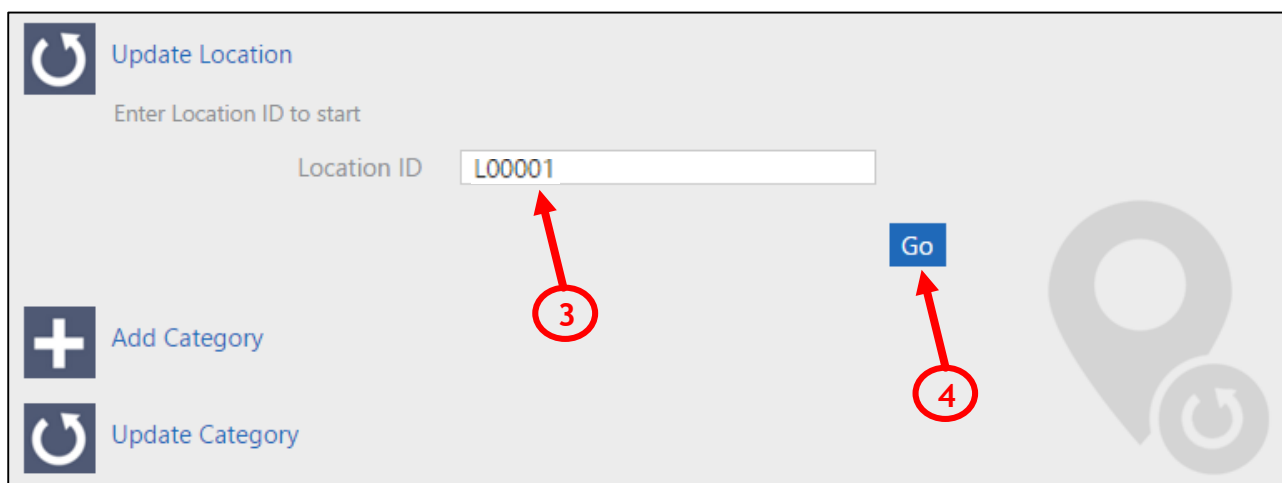


Figure 4.1

5. Update the information you want.
6. Then click **Update Location** button.
7. Otherwise you can cancel the process by clicking **Cancel** button.

**Update Location**

Location ID: L00001

Name: Thelawala

Address: No. 23, Thelawala Road.

Contact: 0718899887

**Cancel** **Update Location**

**+** Add Category

Figure 4.2

- If the update is successful, you will get a message as shown below

8. Click the close button.

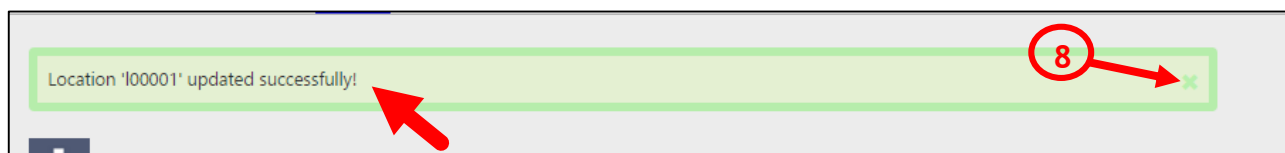


Figure 4.3



## v. Update Category

1. Click **System** tab.
2. Click **Update Category**.



Figure 4.4

3. Enter **Category ID**.
4. Click **Find**.

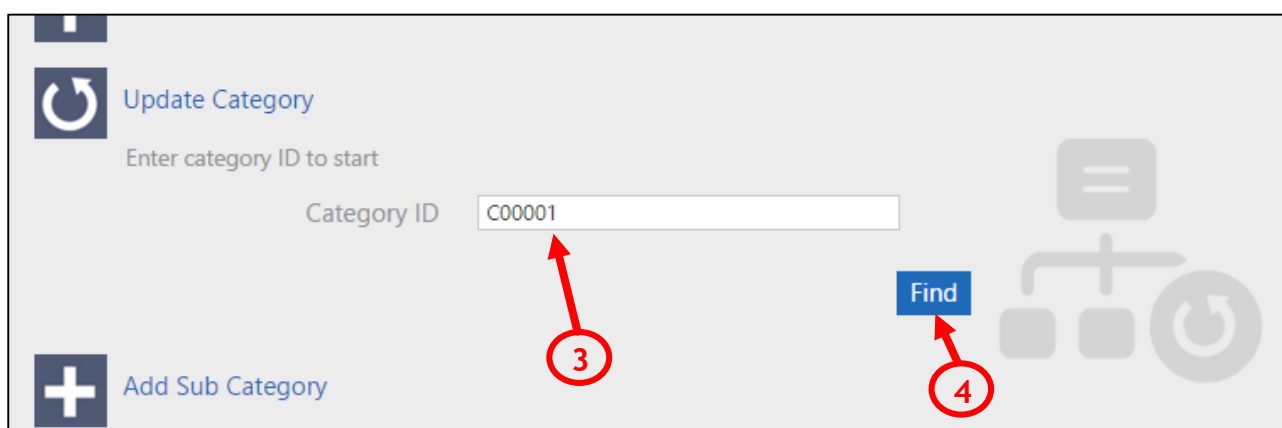


Figure 4.5

5. Update the **Category Name**.
6. Then click **Update Category** button.
7. Otherwise you can cancel the process by clicking **Cancel** button.

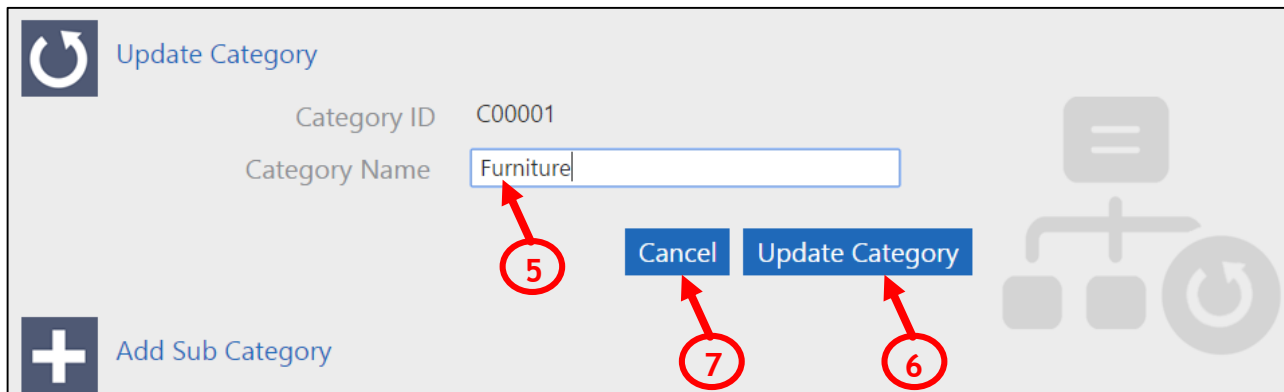


Figure 4.6

- If the update is successful, you will get a message as shown below
8. Click the close button.

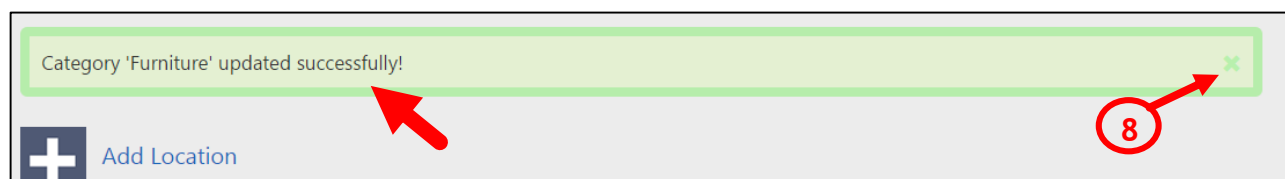


Figure 4.7

## vi. Update Sub Category

1. Click **System** tab.
2. Click **Update Sub Category**.

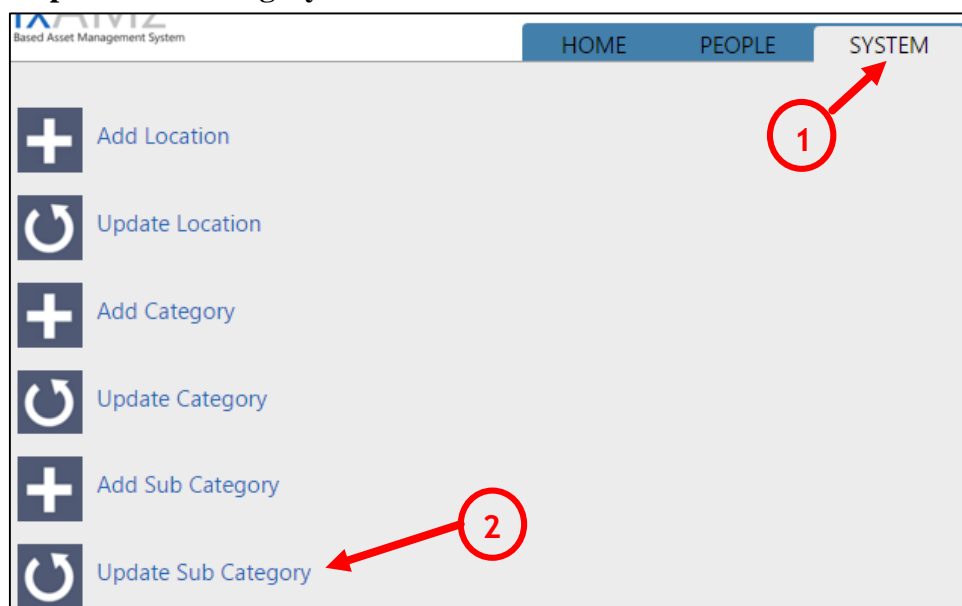


Figure 4.8

3. Enter **Sub Category ID**.
4. Click **Go**.

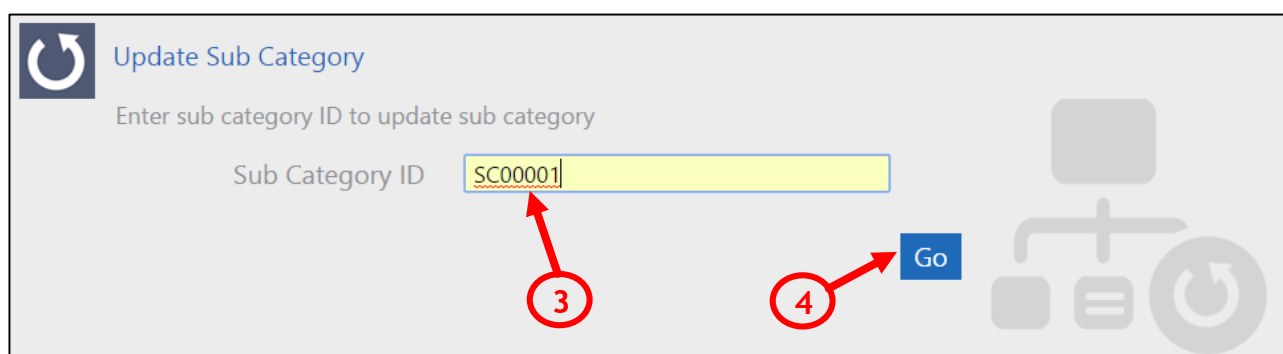


Figure 4.9

5. Update the fields you want.
6. Then click **Update Sub Category** button.
7. Otherwise you can cancel the process by clicking **Cancel** button.

**Update Sub Category**

Sub Category ID: SC00001

Sub Category Name:

Category: Furniture

Depreciation Rate:  %

Lifetime:  years

Figure 5.0

- If the update is successful, you will get a message as shown below.
8. Click the close button.

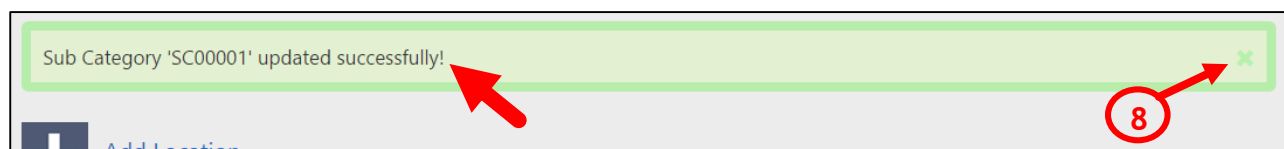


Figure 5.1