



FixAMz

A Web based Fixed Asset Management System

USER MANUAL

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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 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.

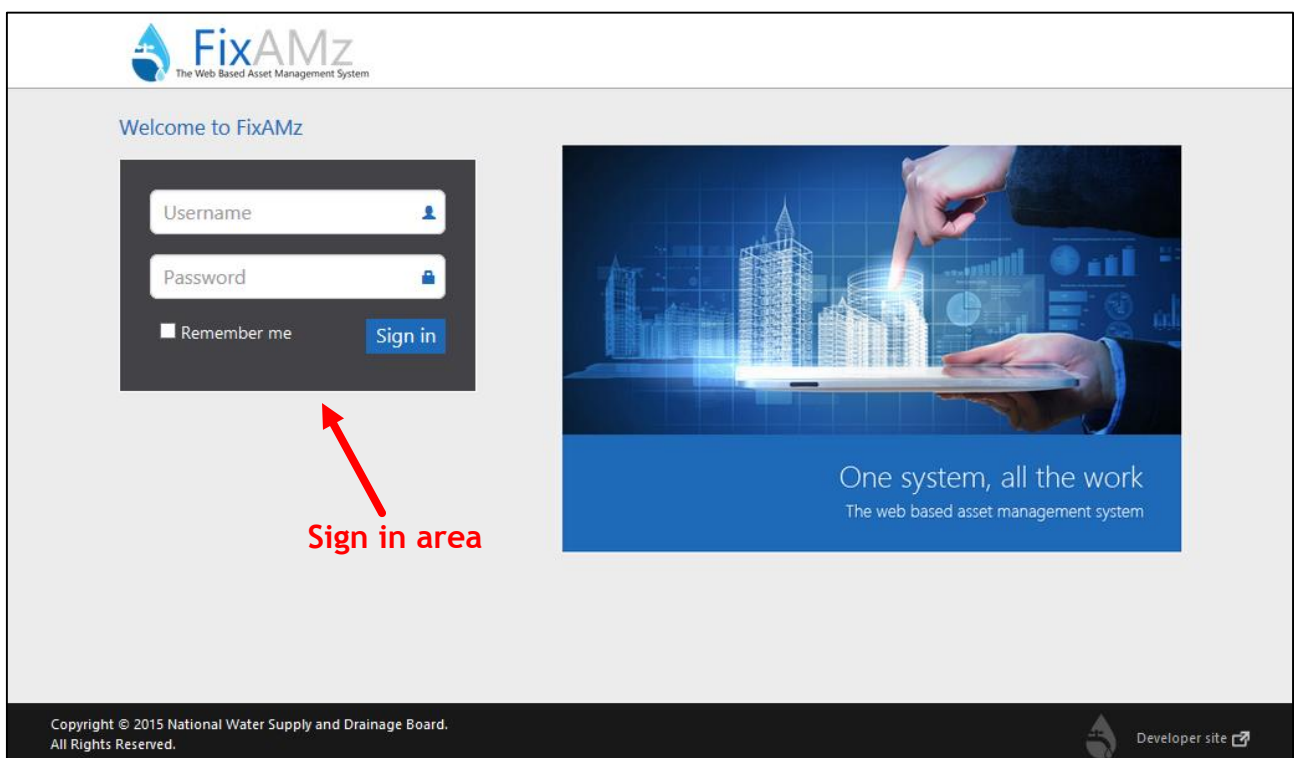


Figure 1.0

i. 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 (Figure 11.7) where you can view the summary of users, asset categories, sub categories and cost centers of the system. If you are General Users of the system you will be directed to separate Home pages according to your access level.

- 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.

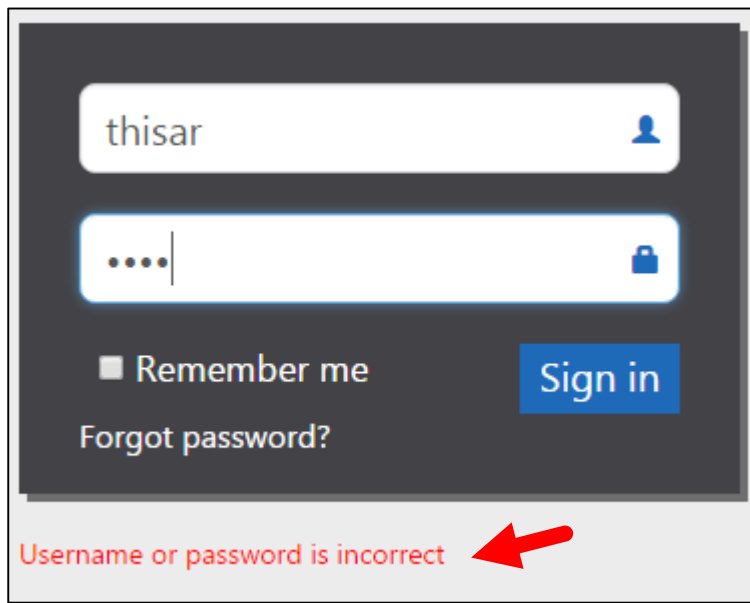


Figure 1.2

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.

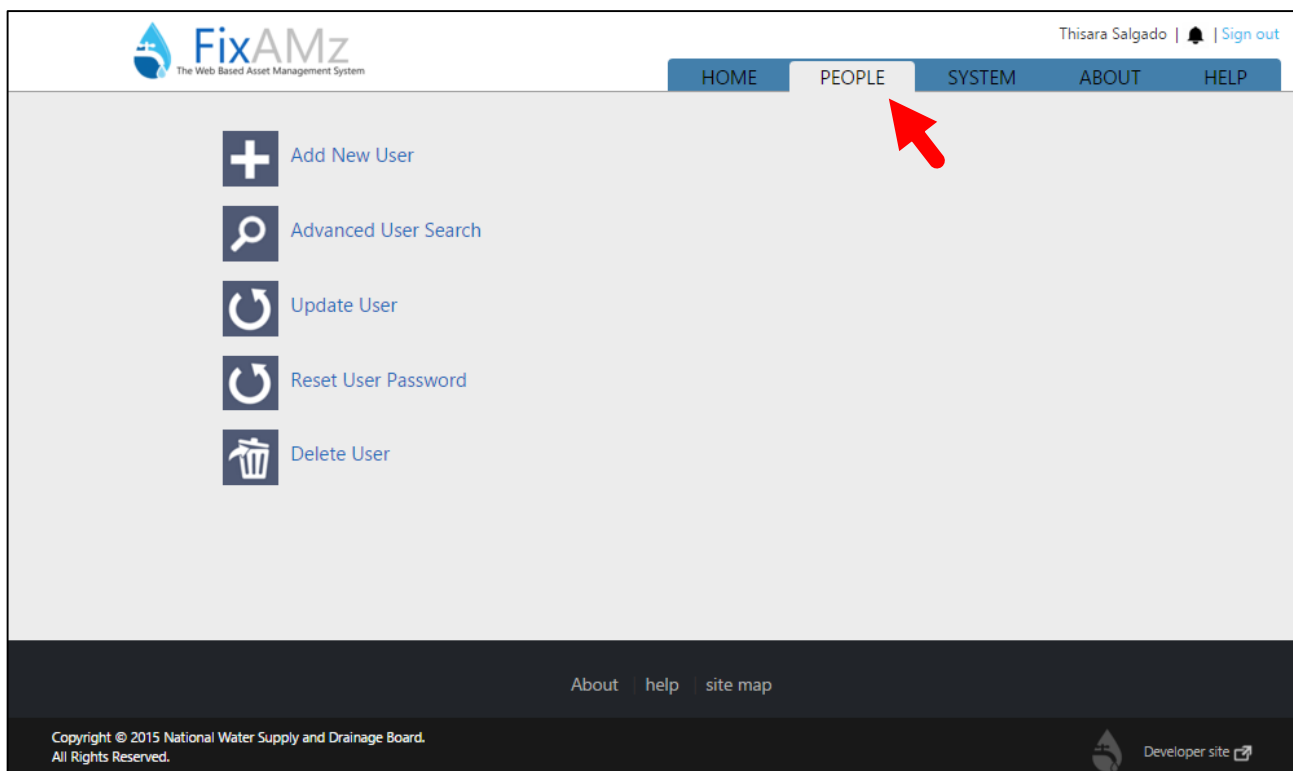


Figure 1.3

i. Add New User

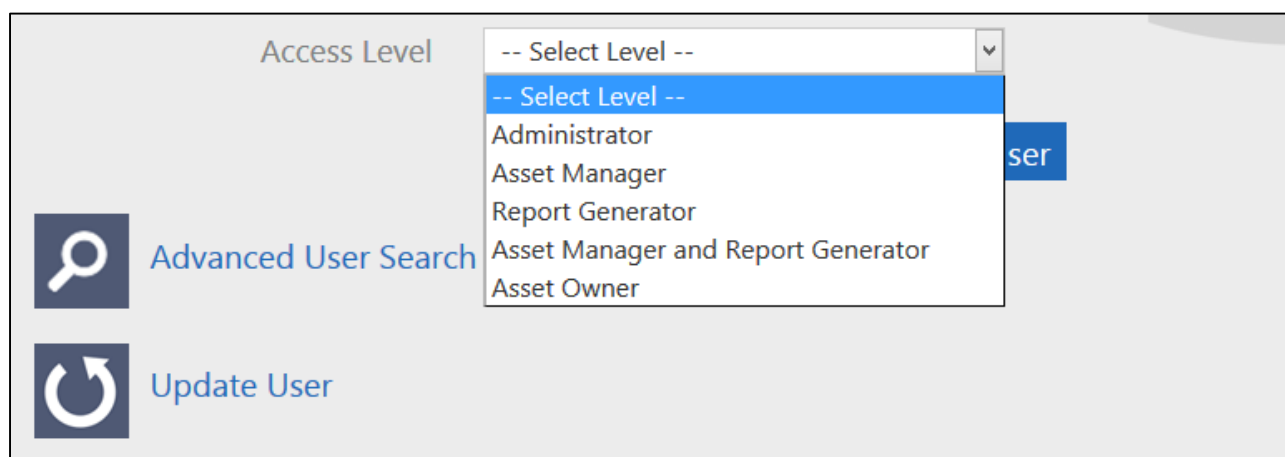
1. Click **People** tab. (If you are in the **People** tab, you can skip this step)
2. Click **Add New User**.
3. Fill out the details.

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 !@#\$%^&*()).



Access Level

-- Select Level --

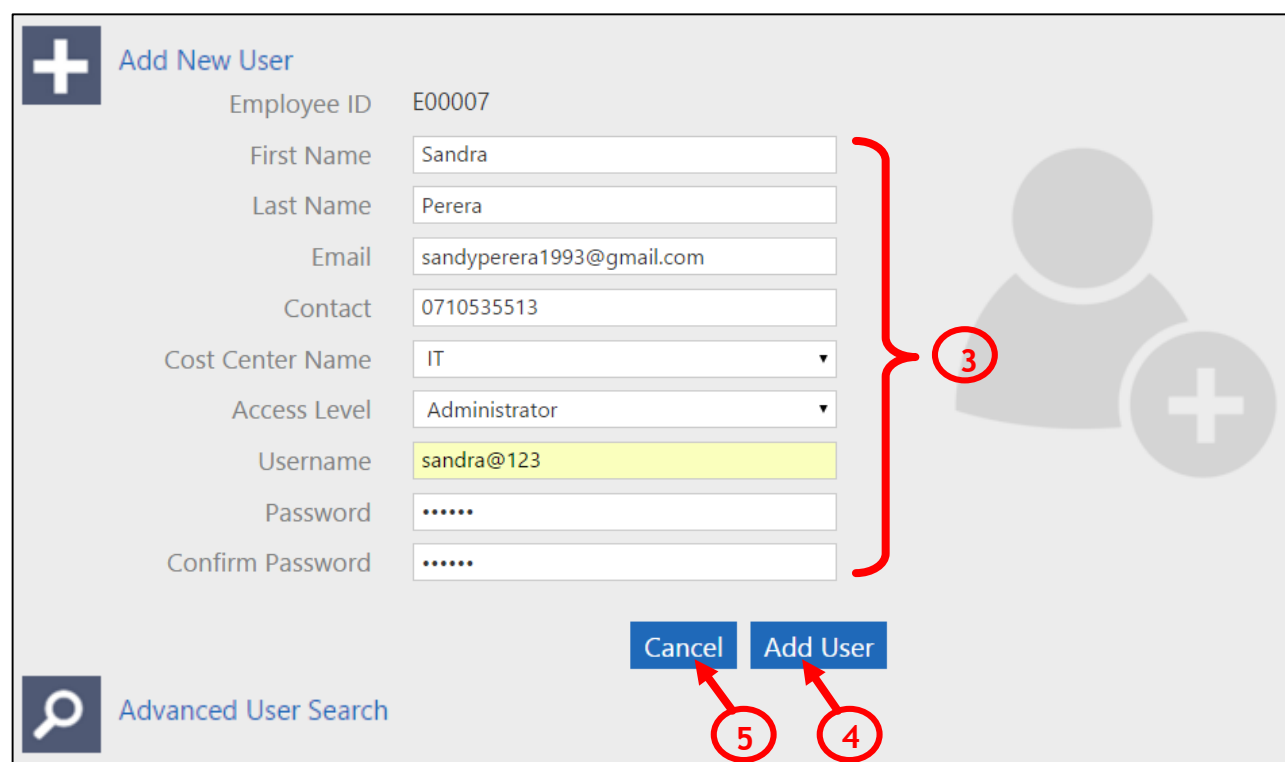
- Select Level --
- Administrator
- Asset Manager
- Report Generator
- Asset Manager and Report Generator
- Asset Owner

Advanced User Search

Update User

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 1.7)
5. If you don't want to add the user, click **Cancel** button.



+ Add New User

Employee ID: E00007

First Name: Sandra

Last Name: Perera

Email: sandyperera1993@gmail.com

Contact: 0710535513

Cost Center Name: IT

Access Level: Administrator

Username: sandra@123

Password:

Confirm Password:

Cancel **Add User**

Advanced User Search

3

5

4

Figure 1.6

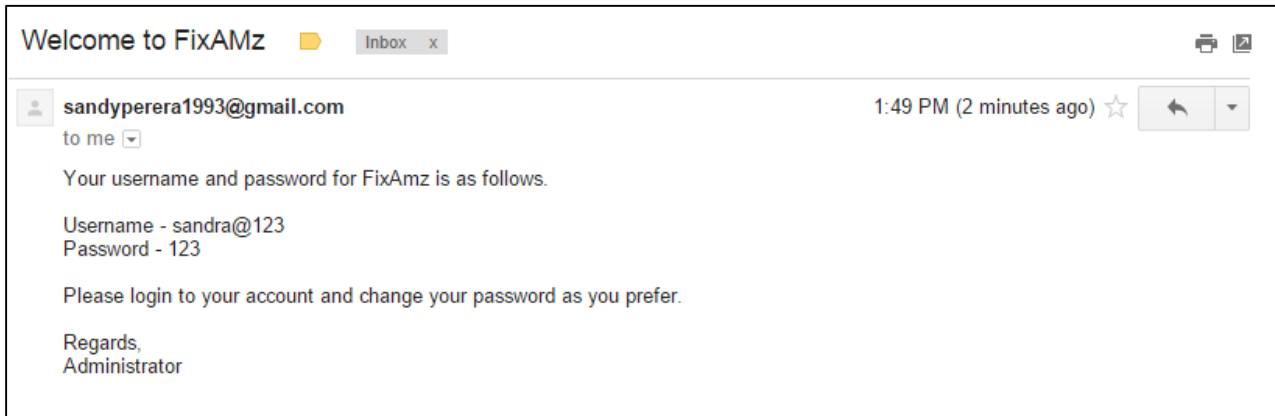


Figure 1.7

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

Figure 1.8 shows a user registration form. The form fields and their values are: Employee ID (E00001), First Name (empty), Last Name (empty), Email (empty), Contact (empty), Access Level (Admin), Username (xyz), Password (masked with dots), and Confirm Password (empty). Red error messages are displayed below the empty fields: "First name cannot be empty.", "Last name cannot be empty.", "Email cannot be empty.", "Contact cannot be empty.", and "Confirm password cannot be empty.". There are "Cancel" and "Add User" buttons at the bottom. A large grey user icon with a plus sign is on the right.

Figure 1.8

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

6. Click the close button.

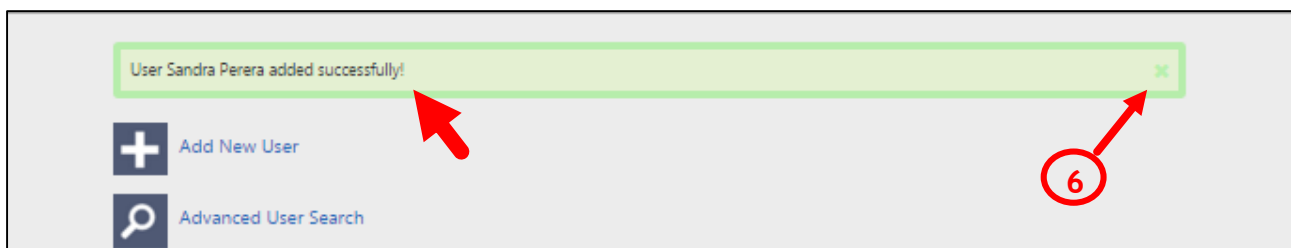


Figure 1.9

ii. Advanced User Search

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

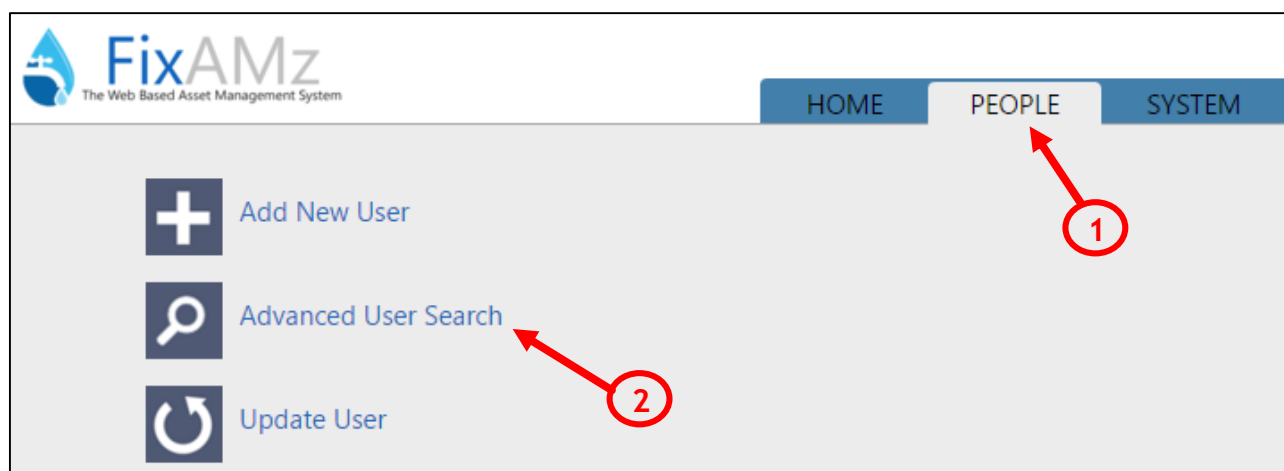


Figure 2.0

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

 The 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, there is a prompt: 'Enter any information you have on the user to search.' The form contains five input fields: 'Cost Center' (a dropdown menu with '-- Select a Cost Center --'), 'First Name', 'Last Name', 'Email', and 'Contact'. A red bracket groups these five fields, with a circled '3' next to the bracket. Below the input fields, there are two buttons: 'Cancel' and 'Search'. A red arrow points to the 'Cancel' button with a circled '5', and another red arrow points to the 'Search' button with a circled '4'.

Figure 2.1

- If you have entered valid information, you will get results as shown in Figure 2.2.
- Otherwise, you will get a notification as shown in Figure 2.3.

6. Click the close button.

Search Results Found for **CC002** ,

Advanced User Search

Enter any information you have on the user to search.

Cost Center: Finance

First Name:

Last Name:

Email:

Contact:

Cancel Search

Employee_ID	Cost_Center	Name	Contact	Email
E00004	Finance	Dineth Madusara	0722323235	dineth454@gmail.com
E00005	Finance	Charee Paranamana	0712233445	chareep@gmail.com
E00006	Finance	Tom Cruize	0717504859	tom@gmail.com
E00007	Finance	Sandra Perera	0710535513	sandraperera1993@gmail.com

Figure 2.2

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: iroshni

Last Name:

Email:

Contact:

Cancel Search

Figure 2.3

iii. Update User

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

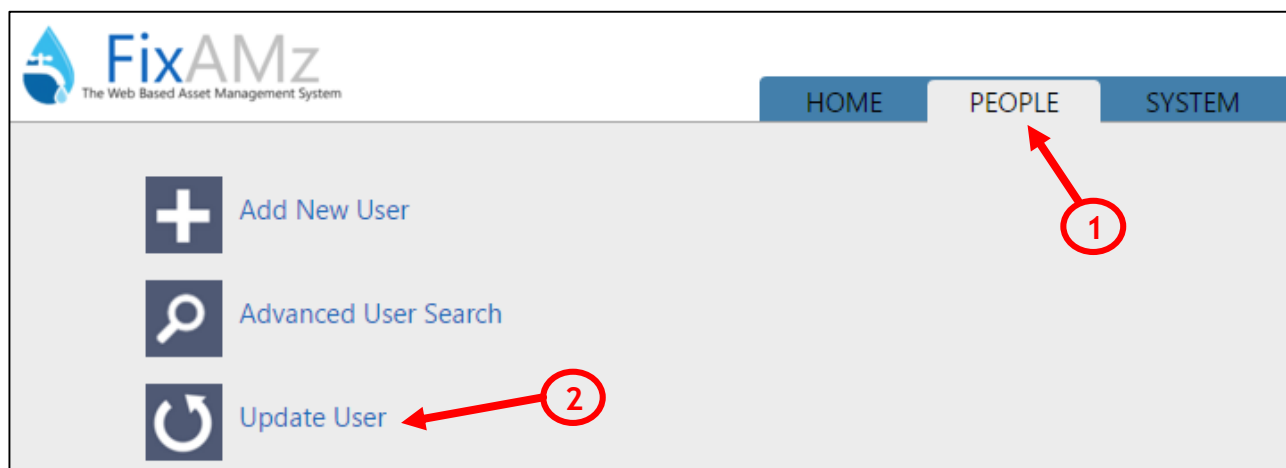


Figure 2.4

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.

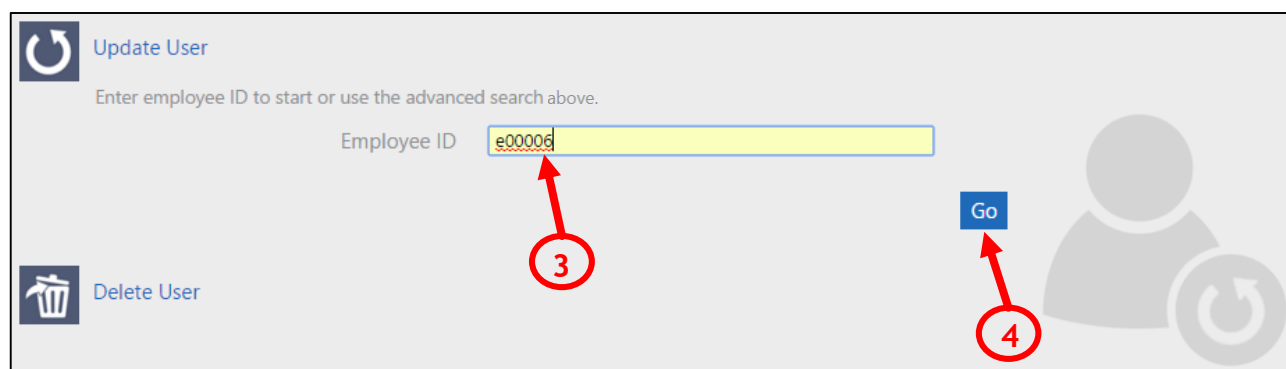


Figure 2.5

- If you have entered a valid Employee ID, you would get results as shown in Figure 2.6.
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 2.6

- 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.

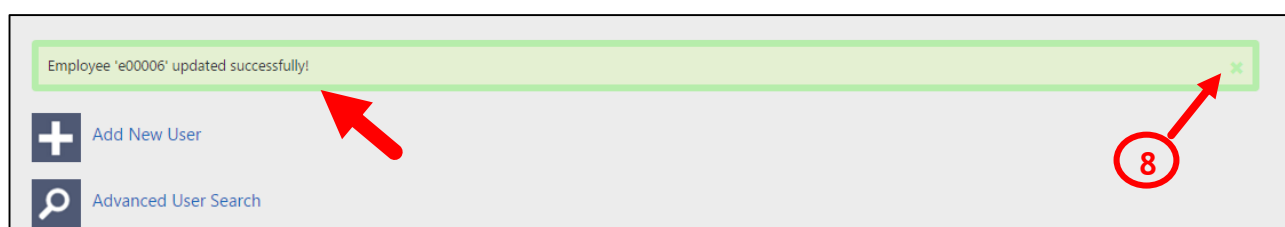


Figure 2.7

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**.

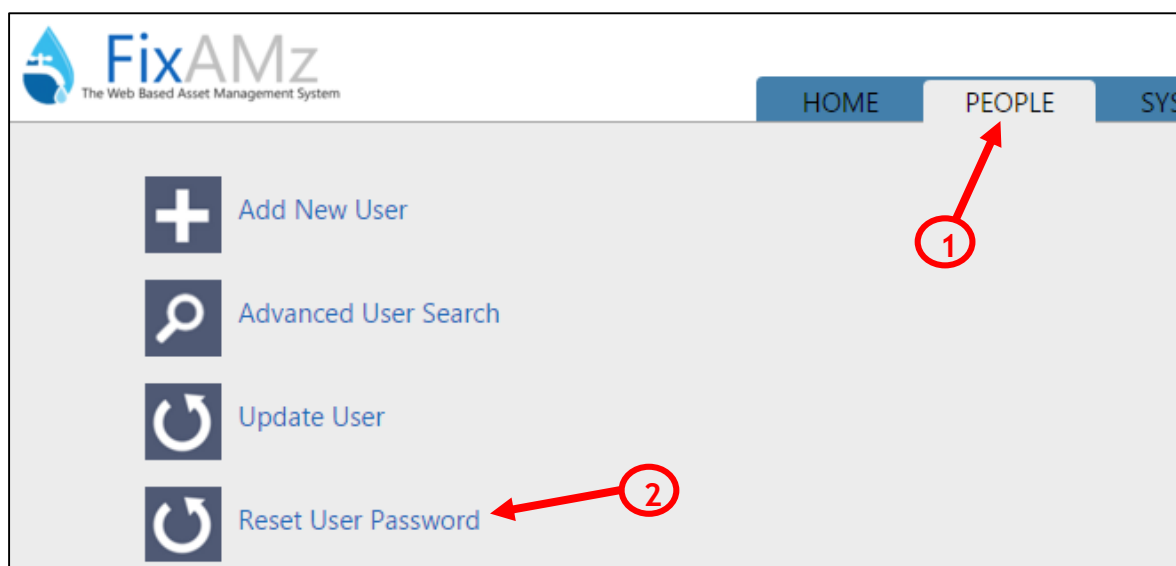


Figure 2.8

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.

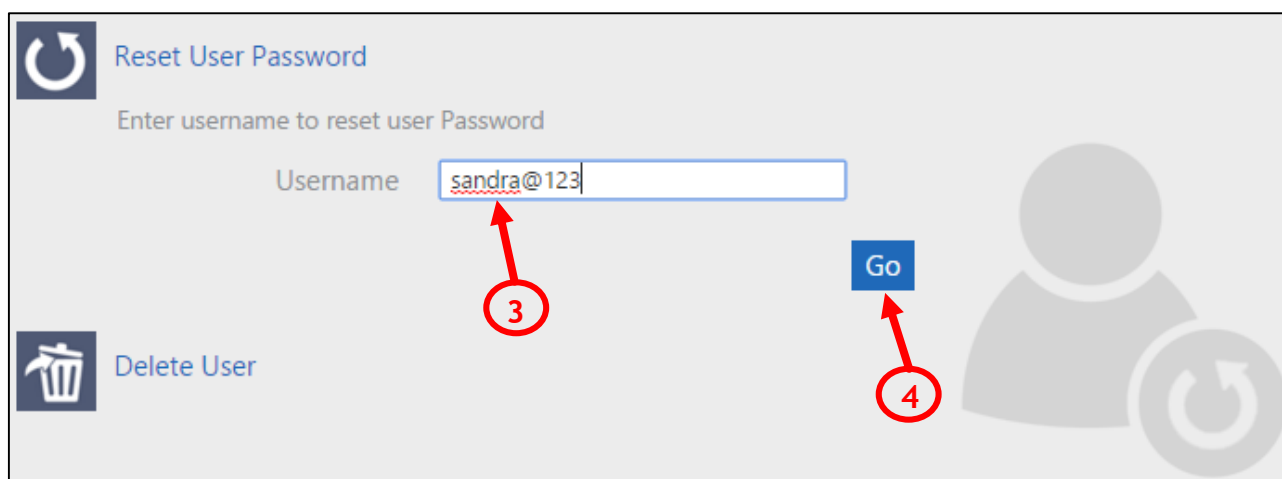


Figure 2.9

- If you have entered a valid Username, you would be able to reset password as shown in Figure 3.0.
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 3.2)
 7. Otherwise click **Cancel** button, to terminate the password resetting process.

Figure 3.0

- 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.

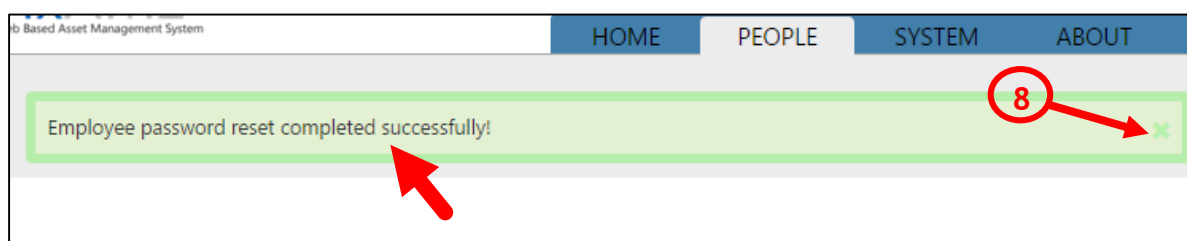


Figure 3.1

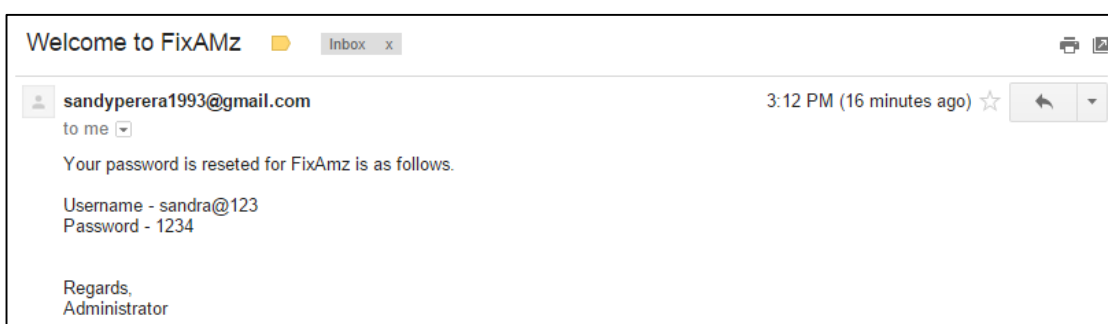


Figure 3.2

v. Delete User

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

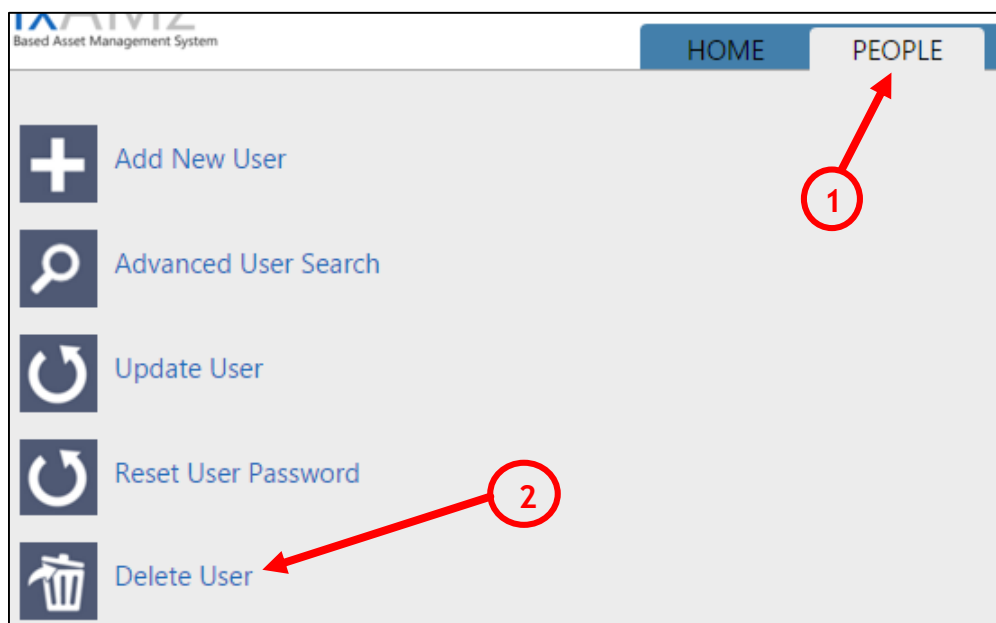


Figure 3.3

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.

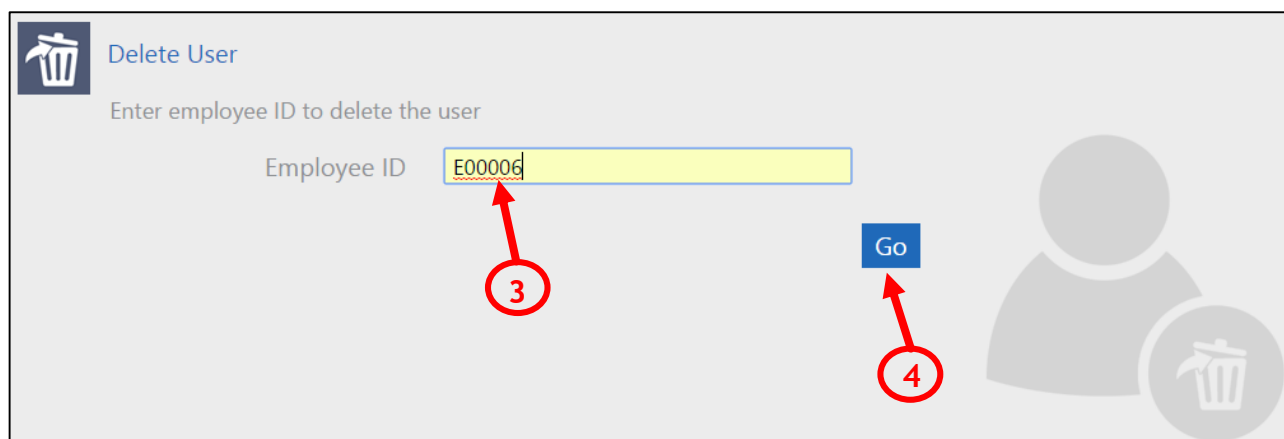
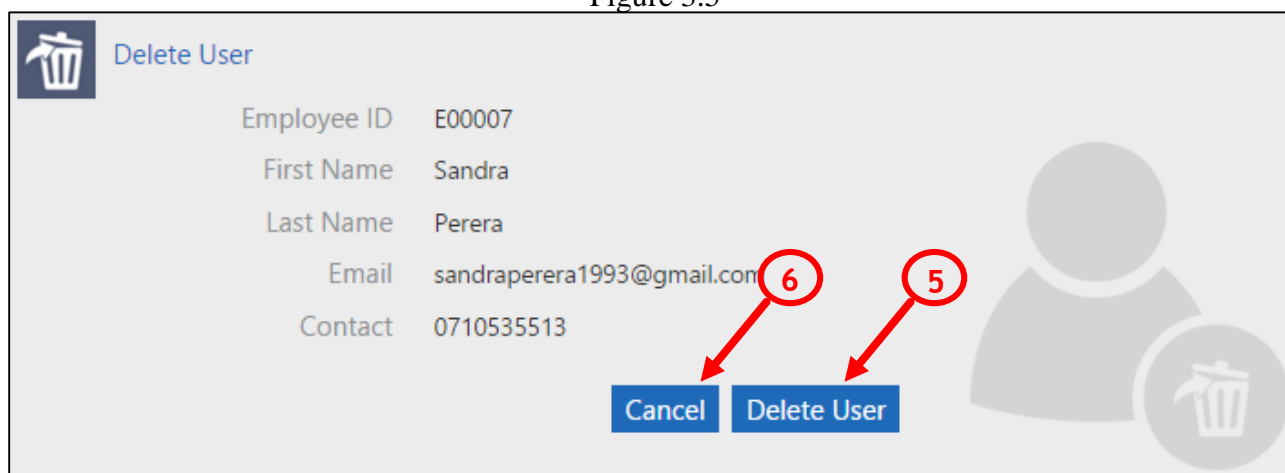


Figure 3.4

- If you have entered a valid Employee ID, you would get results as shown in Figure 3.5.
5. Click **Delete User** button.
 6. Otherwise click **Cancel** button, to stop the deleting process.

Figure 3.5



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

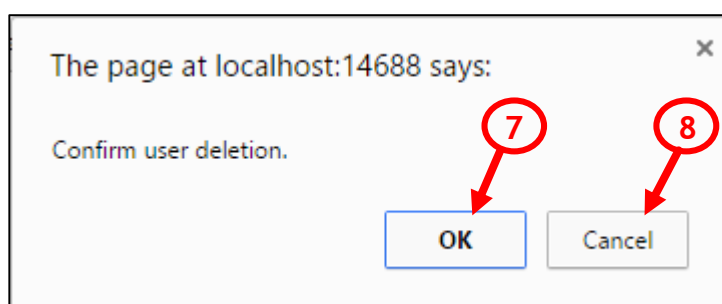


Figure 3.6

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

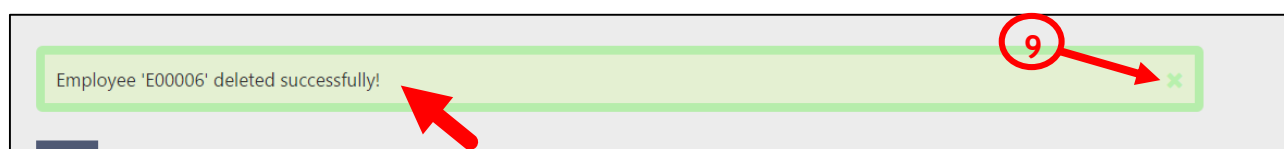


Figure 3.7

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.

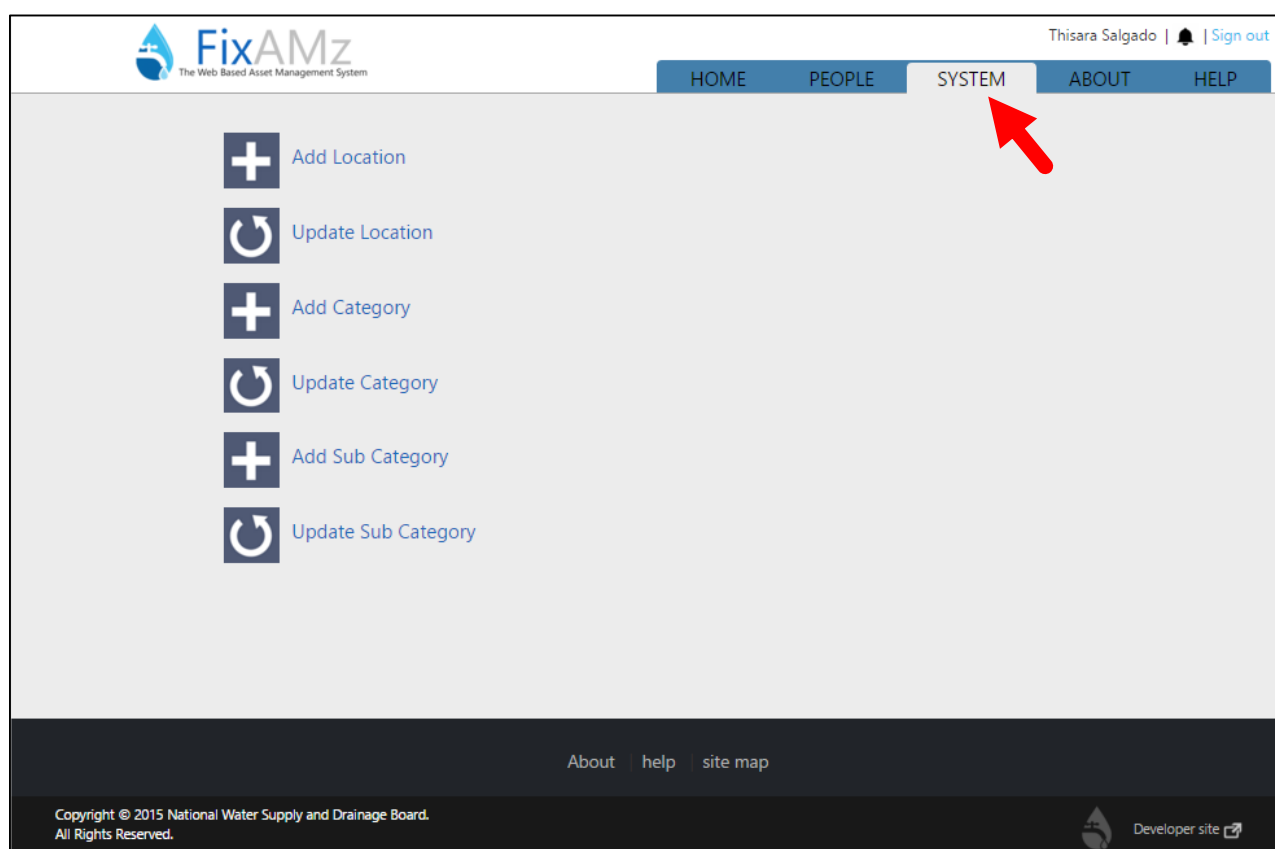


Figure 3.8

i. Add Location

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



Figure 3.9

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. At the top left, there is a plus icon and the text 'Add Location'. Below this, there are four input fields: 'Location ID' (pre-filled with 'L00002'), 'Name', 'Address', and 'Contact'. A red bracket groups the 'Name', 'Address', and 'Contact' 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 Location'. The 'Cancel' button is highlighted with a red circle and arrow labeled '5', and the 'Add Location' button is highlighted with a red circle and arrow labeled '4'. On the right side of the form, there is a large map icon with a plus sign.

Figure 4.0

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

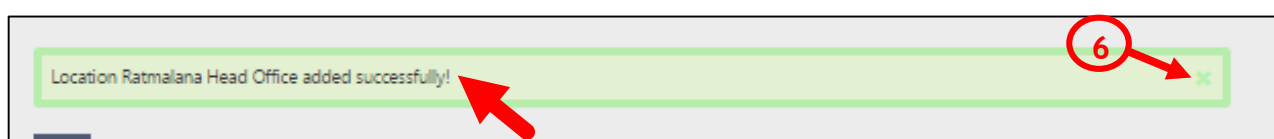


Figure 4.1

ii. Add Category

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

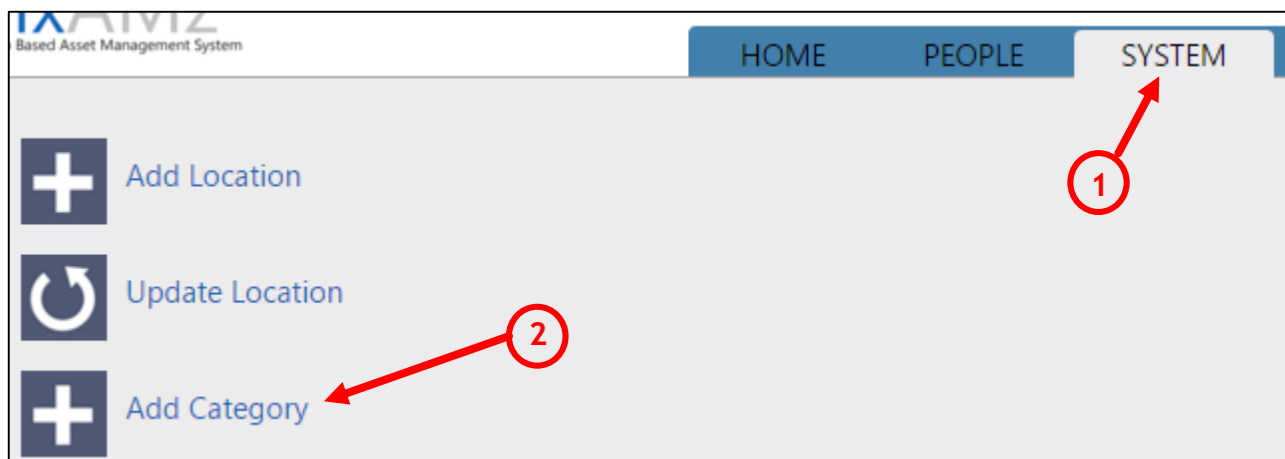


Figure 4.2

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.

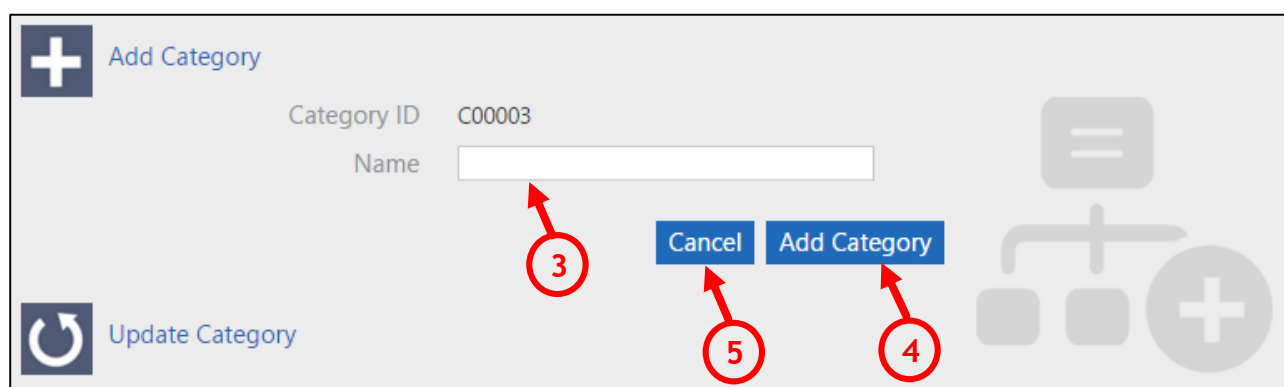


Figure 4.3

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

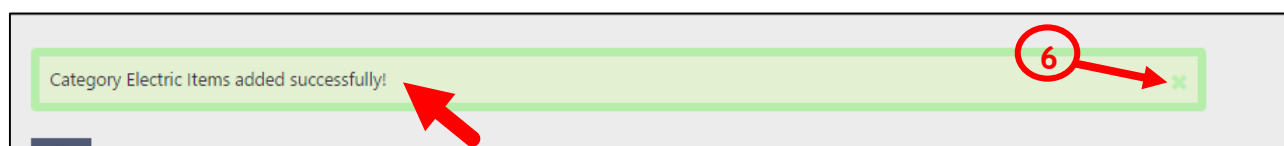


Figure 4.4

iii. Add Sub Category

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



Figure 4.5

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.

Figure 4.6

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

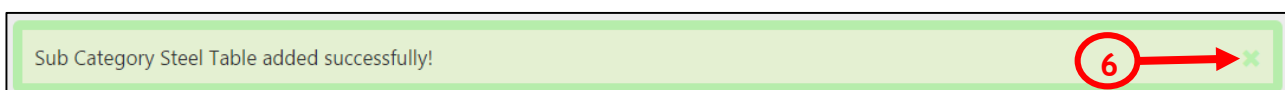


Figure 4.7

iv. Update Location

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

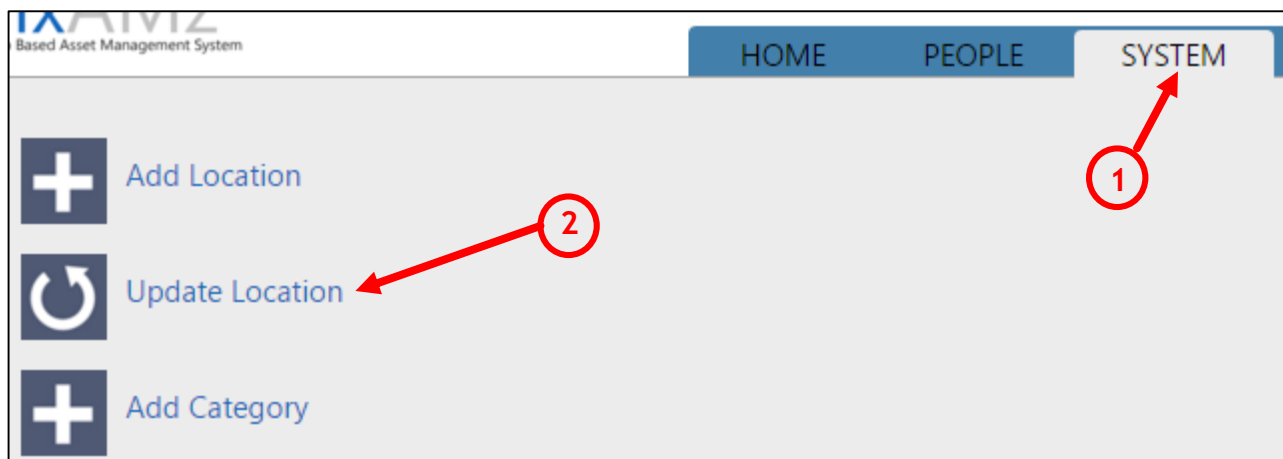


Figure 4.8

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

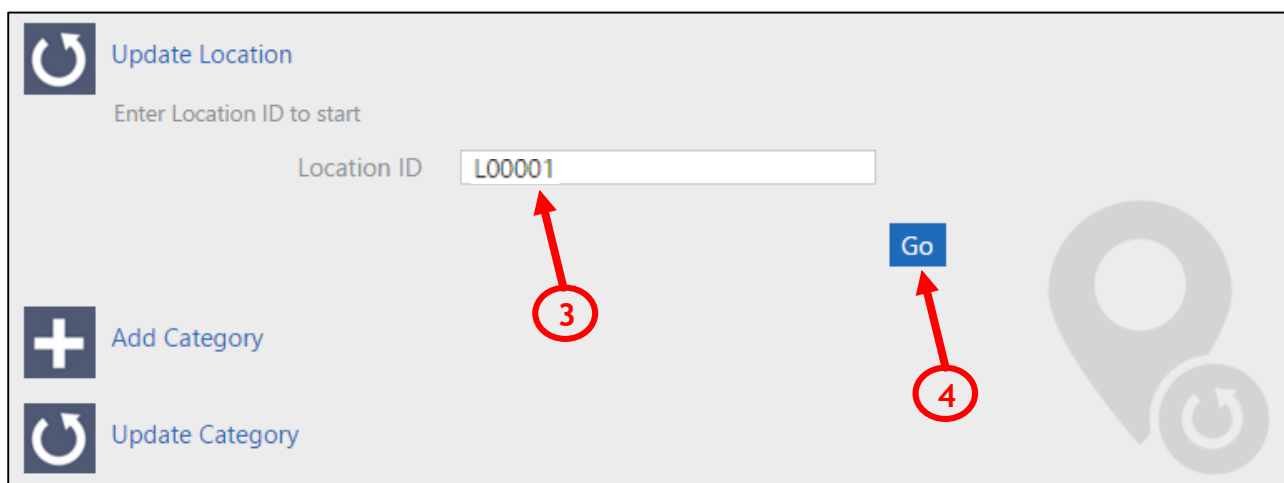
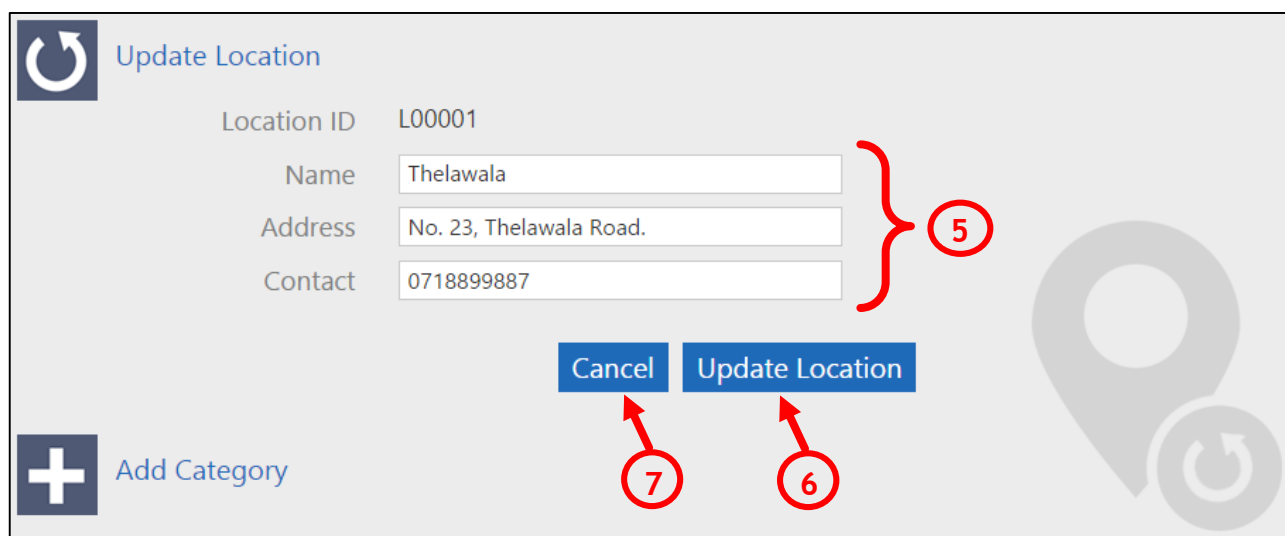


Figure 4.9

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



The screenshot shows a 'Update Location' form with the following fields: Location ID (L00001), Name (Thelawala), Address (No. 23, Thelawala Road.), and Contact (0718899887). A red bracket labeled '5' groups the Name, Address, and Contact fields. Below the form are two buttons: 'Cancel' (labeled '7') and 'Update Location' (labeled '6'). In the bottom left corner, there is a '+ Add Category' button. A faint map icon with a location pin and a refresh symbol is visible in the background on the right.

Figure 5.0

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

8. Click the close button.

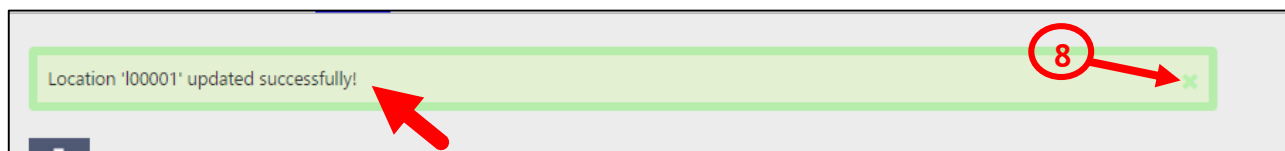


Figure 5.1

v. Update Category

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



Figure 5.2

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

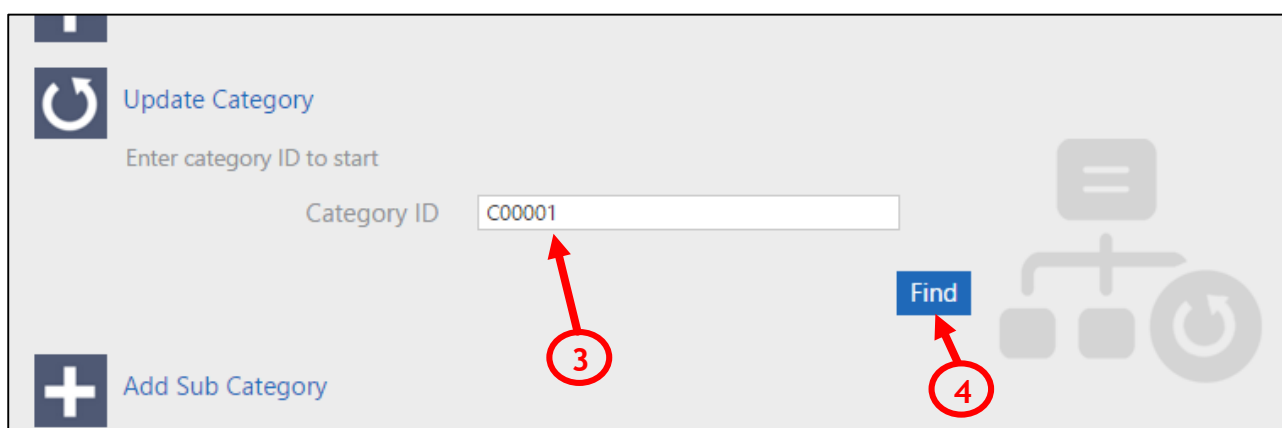


Figure 5.3

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

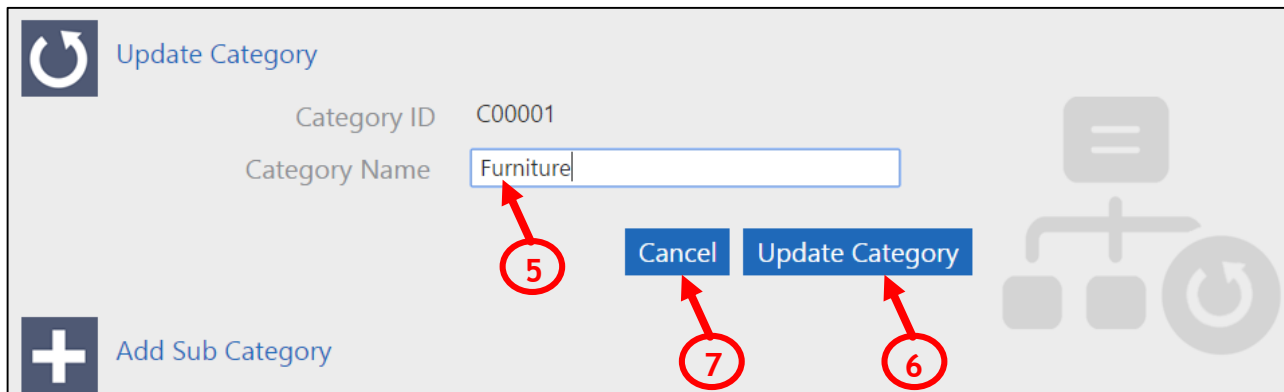


Figure 5.4

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

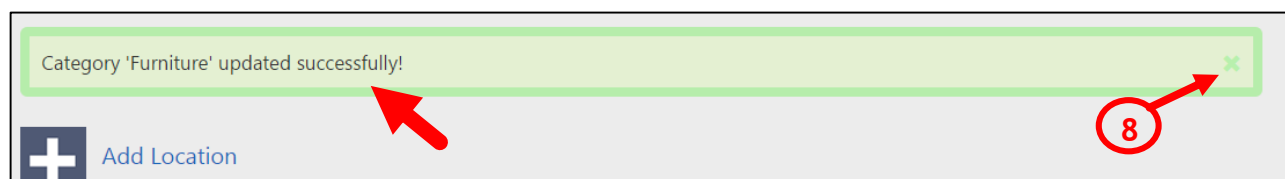


Figure 5.5

vi. Update Sub Category

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

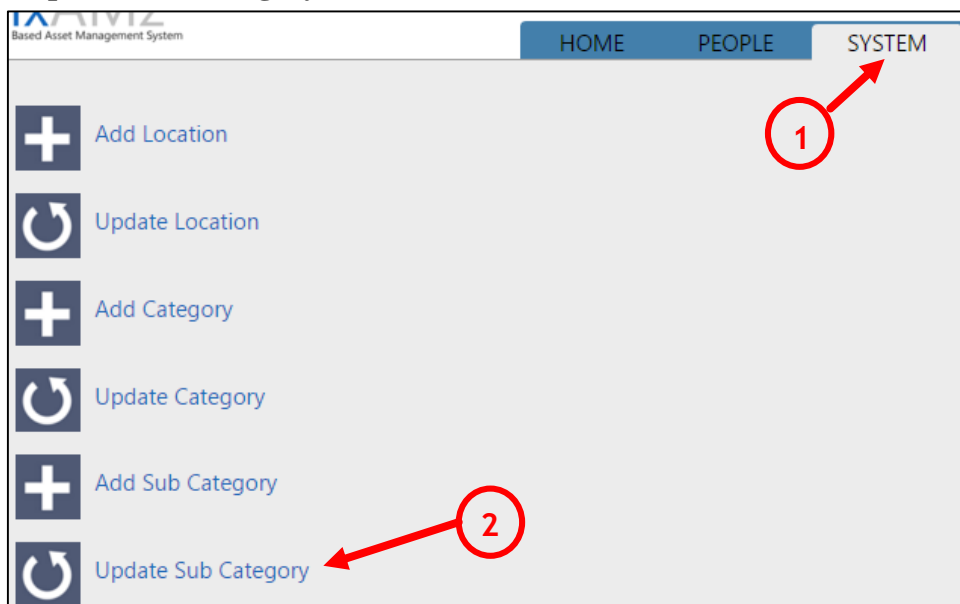


Figure 5.6

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

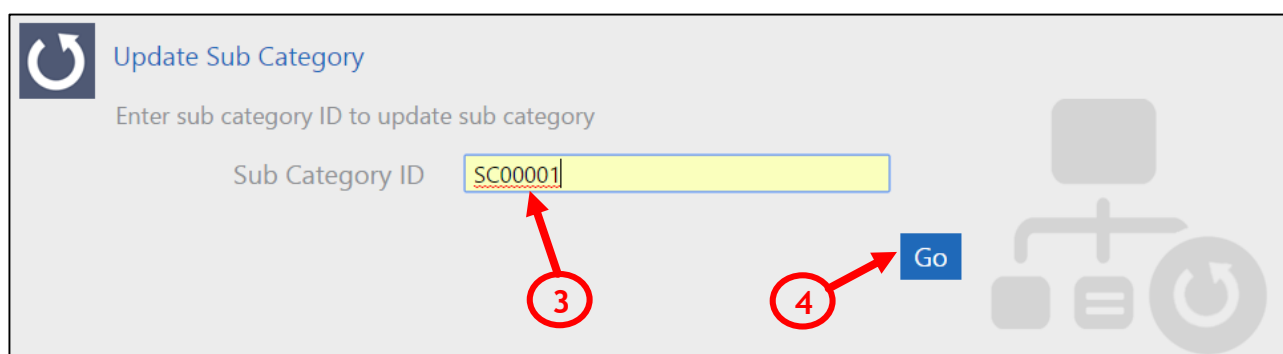
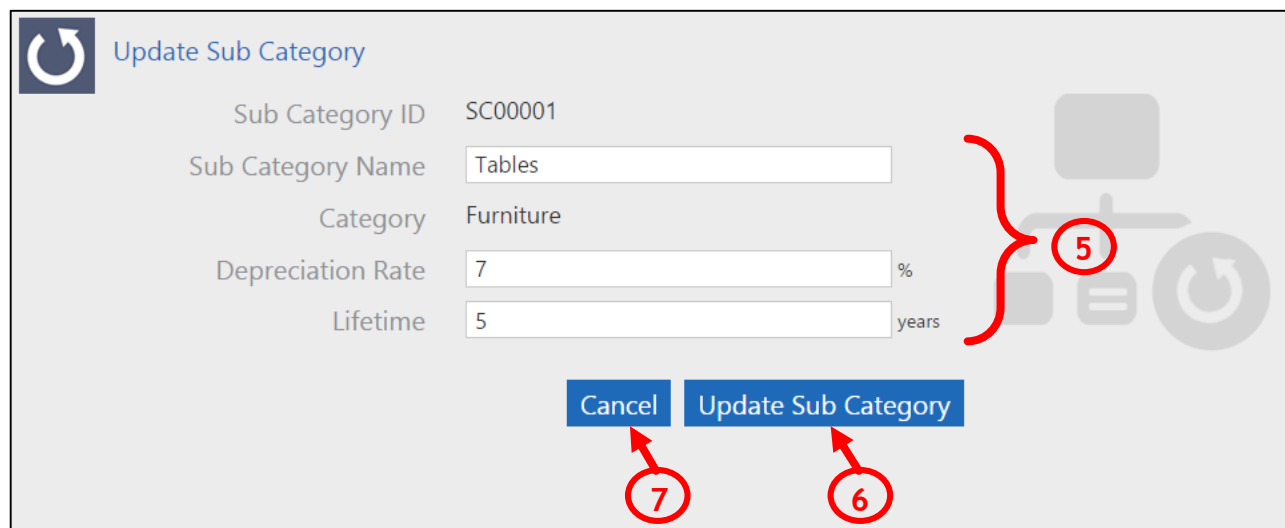


Figure 5.7

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



The screenshot shows a form titled "Update Sub Category" with a refresh icon. The form contains the following fields:

Sub Category ID	SC00001
Sub Category Name	<input type="text" value="Tables"/>
Category	Furniture
Depreciation Rate	<input type="text" value="7"/> %
Lifetime	<input type="text" value="5"/> years

At the bottom, there are two buttons: "Cancel" and "Update Sub Category". A red bracket on the right side of the form is labeled with a circled "5". A red arrow points to the "Cancel" button with a circled "7", and another red arrow points to the "Update Sub Category" button with a circled "6".

Figure 5.8

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

8. Click the close button.

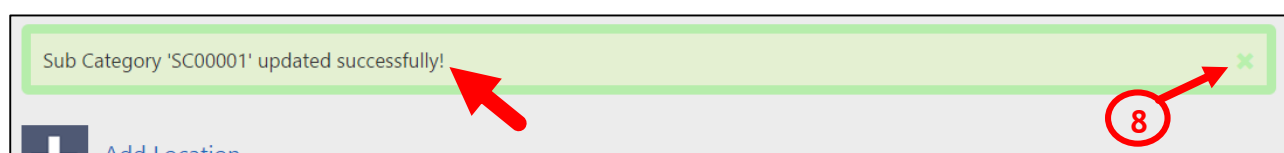


Figure 5.9

6. Asset Management

Asset Management function will only be available for the General Users of FixAMz, who have ‘Asset Manager’ access level or ‘Asset Manager and Report Generator’ access level. Home page of an Asset Manager is shown below. Here you can add new fixed assets to the system, search for the fixed assets belongs to NWSDB in an advanced way, transfer fixed assets, upgrade fixed asset values and dispose fixed assets from the system.

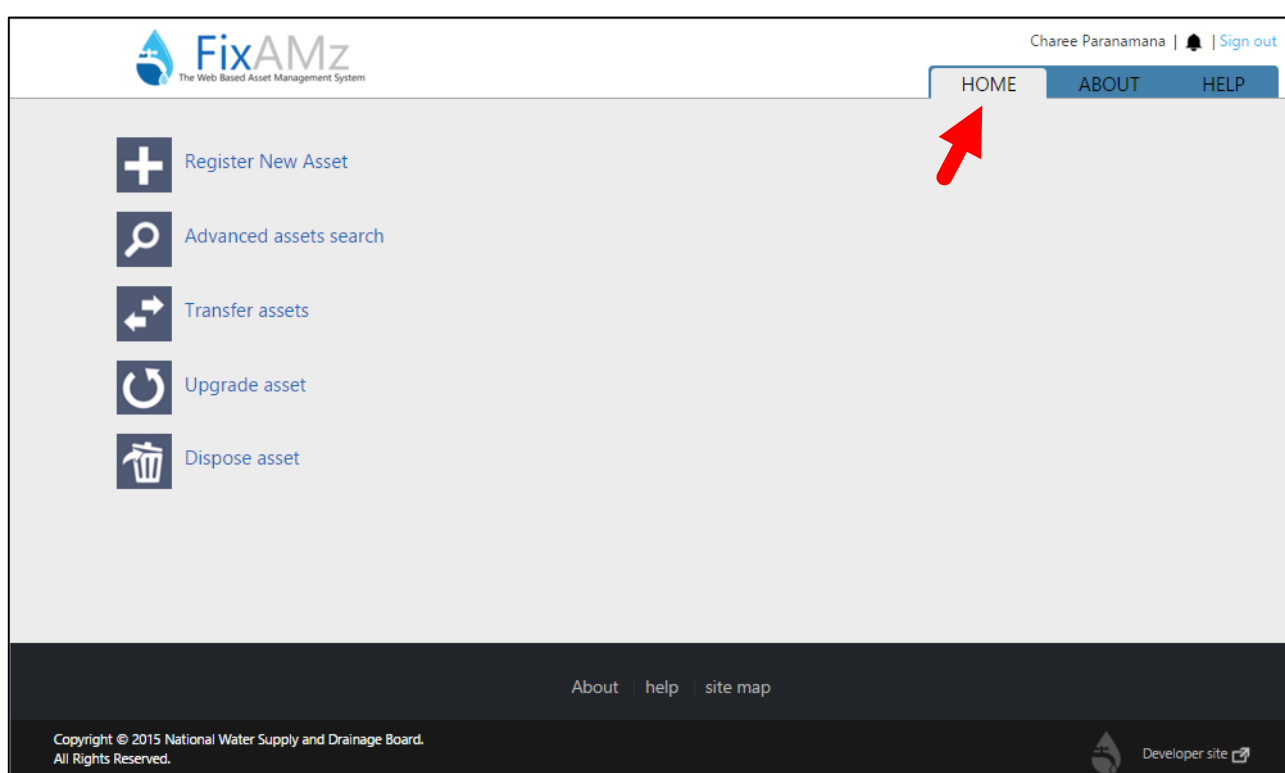


Figure 6.0

i. Register New Asset

1. Click **Register New Asset**.

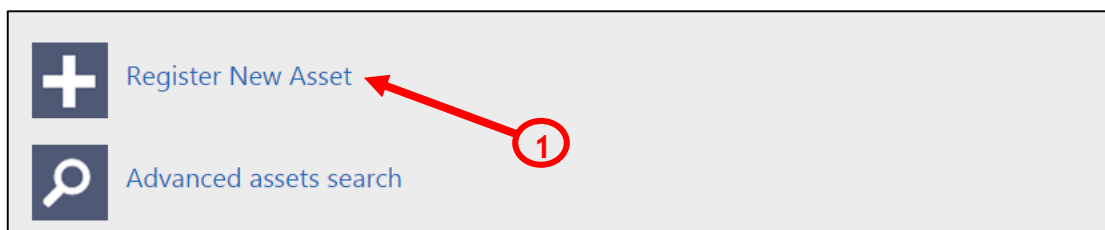


Figure 6.1

2. Fill the details.

Figure 6.2

NOTE:

- Fixed asset name can contain only letters (a-z) and numbers (0-9). The fixed asset name should start with a letter.
- A category must be selected first, to select a sub category in it.
- Value and Salvage Value should contain only numeric values (like 6000 or 6000.00)
- Value of the fixed asset should be more than Rs.5000.00
- Asset ID, Cost Center Name and Person to recommend is provided by the system.

3. Click **Send for recommendation**.
 4. Otherwise click **Cancel** to stop adding the asset to the system.
- If the details are entered correctly, you will get a message as shown below.
5. Click the close button.

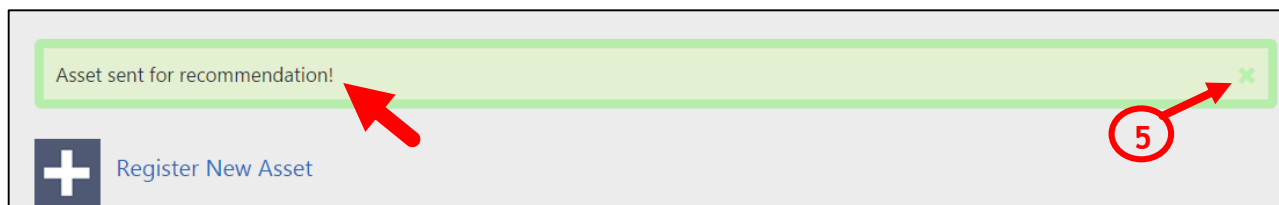


Figure 6.3

a) Recommending New Asset Registration

- Each Cost Center has a responsible personnel for recommending the fixed assets. The fixed asset details will be sent to that person.
- The person responsible for recommending fixed assets will get a notification as shown below.

1. Click the notification icon.

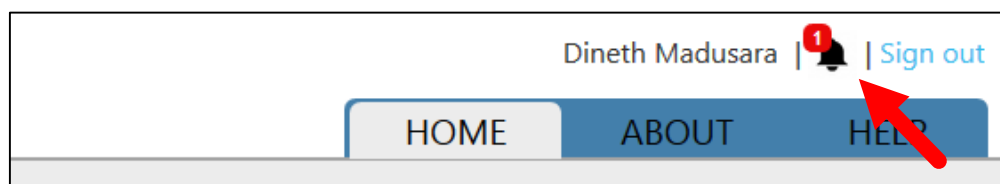


Figure 6.4

2. Click the notification.

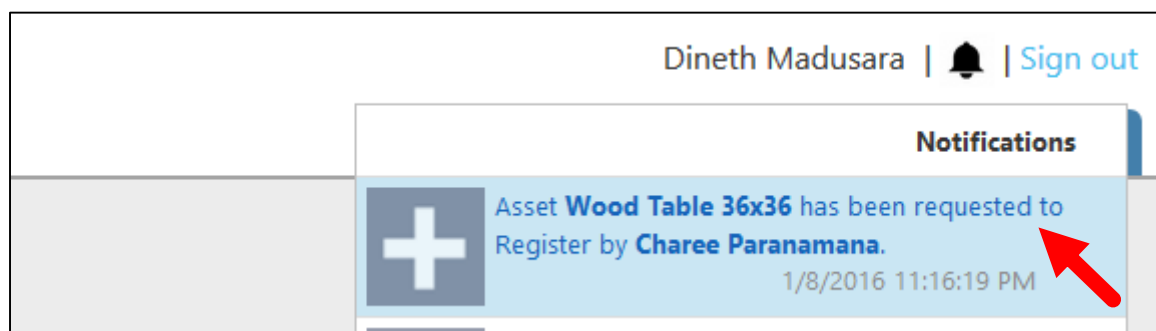


Figure 6.5

- Then the details of the new asset will be displayed.
3. Click **Send for approve**. (To see the approval process, refer 6 (i) (c).)
 4. Otherwise click **Cancel** to send the asset details for re-checking process. (To see the re-checking process, refer 6 (i) (b).)

Register New Asset - Recommend

Asset ID	NWSDB/CC002/A0000005
Name	Wood Table 36x36
Category	Furniture
Subcategory	Tables
Value (LKR)	6400
Salvage Value (LKR)	130
Owner	Tom Cruise
Location	Head Office

Cancel Send for approve

Figure 6.6

b) Re-checking New Asset Registration

- If the person responsible for recommending new fixed assets click **Cancel** button, a notification will be sent to the person who entered the details of the new fixed asset, as shown below.

1. Click the notification icon.

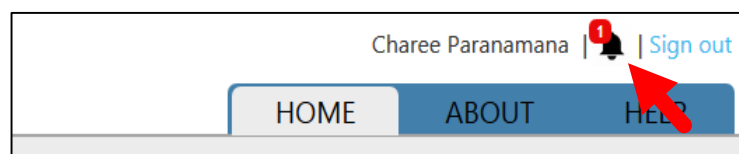


Figure 6.7

2. Click the notification.

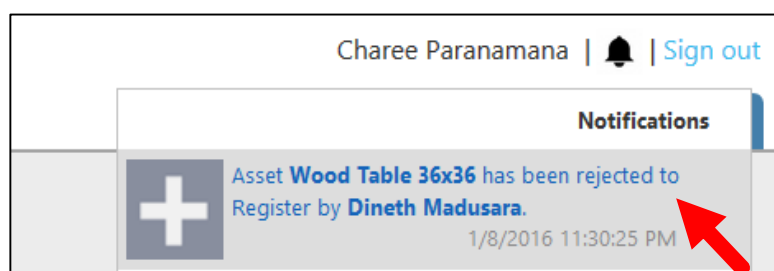


Figure 6.8

3. Edit the details.
4. Click **Send for recommendation**.
5. Otherwise click **Cancel**.

Register New Asset - Rejected

Asset ID: NWSDB/CC002/A0000004

Name: HP Inkjet

Category: Computer Accessories

Subcategory: -- Select a sub category--

Value (LKR): 9400

Salvage Value (LKR): 130

Location: Kegalle

Owner: Tom Cruize

Buttons: Cancel, Send for recommendation

Figure 6.9

c) Approving New Asset Registration

- Each Cost Center has a responsible personnel for approving the fixed asset registration. The fixed asset details will be sent to that person.
- The personnel responsible for approving fixed assets will get a notification as shown below.

1. Click the notification icon.

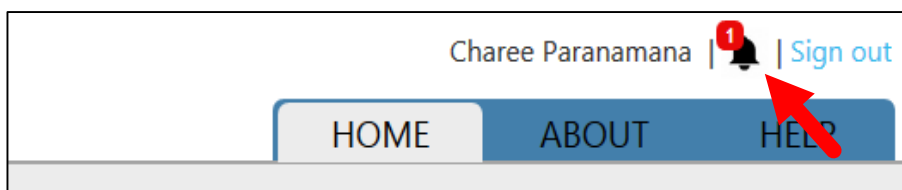


Figure 7.0

2. Click the notification.

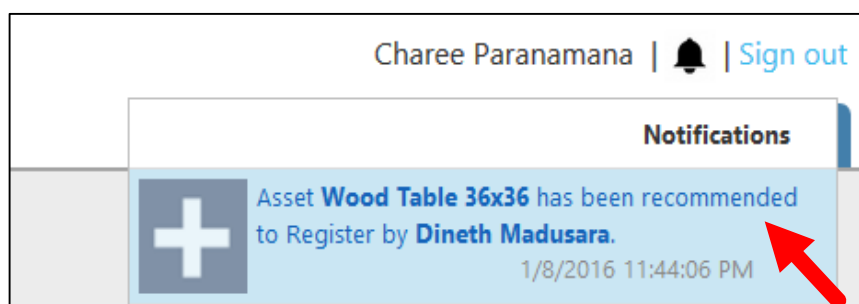
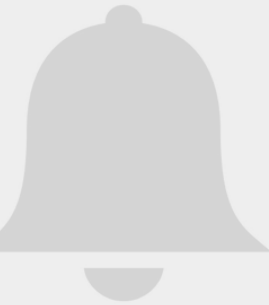


Figure 7.1

3. Click **Approve**.
4. Otherwise click **Back**. You will be redirected to the home page.

Register New Asset - Approve

Asset ID	NWSDB/CC002/A0000006
Name	Wood Table 36x36
Category	Furniture
Subcategory	Tables
Value (LKR)	6320
Salvage Value (LKR)	110
Owner	Sandy Perera
Location	Head Office



Back Approve

Red arrows with circled numbers point to the buttons: arrow 4 points to 'Back' and arrow 3 points to 'Approve'.

Figure 7.2

ii. Advanced Asset Search

1. Click **Advanced Asset Search**.

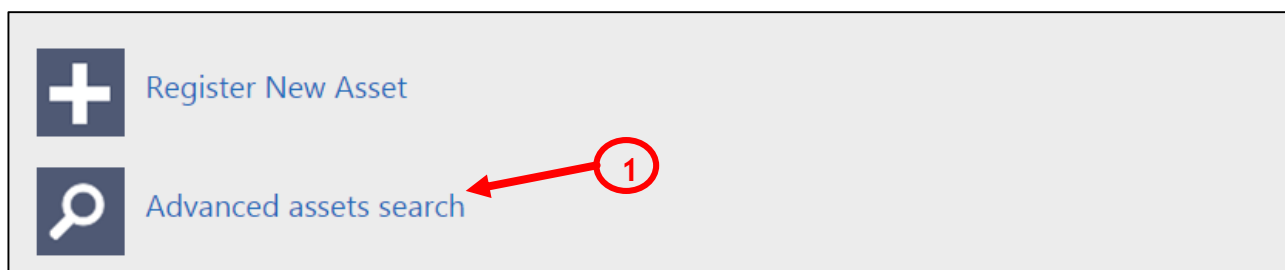


Figure 7.3

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

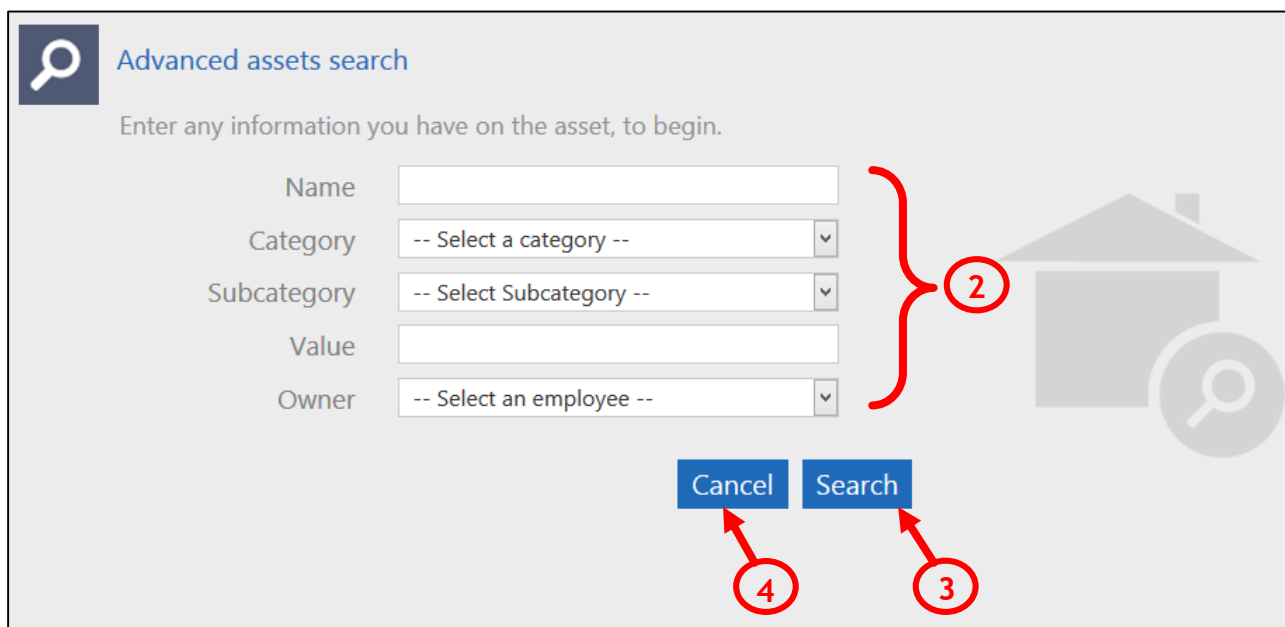
A screenshot of the 'Advanced assets search' form. The form has a title 'Advanced assets search' and a subtitle 'Enter any information you have on the asset, to begin.' Below this are five input fields: 'Name' (text), 'Category' (dropdown), 'Subcategory' (dropdown), 'Value' (text), and 'Owner' (dropdown). To the right of these fields is a large, faint background image of a house with a magnifying glass over it. A red bracket groups the 'Category' and 'Subcategory' dropdowns, with a circled '2' next to it. At the bottom of the form are two buttons: 'Cancel' and 'Search'. A red arrow points from a circled '4' to the 'Cancel' button, and another red arrow points from a circled '3' to the 'Search' button.

Figure 7.4

- For example, if you select the Furniture category you will get details of the relevant fixed assets under the Furniture category. In this example, the fixed assets under the cost center you belong to will only be displayed.
- If you have entered valid information, you will get results as shown in Figure 7.5.
- Otherwise, you will get a notification as shown in Figure 7.6.

5. Click the close button.

1 results found for Cost Center **Finance**, Category **Furniture**

Advanced assets search
Enter any information you have on the asset, to begin.

Name:
 Category:
 Subcategory:
 Value:
 Owner:

Asset ID	Name	Value	Category	Sub Category	Owner	Location	Approved Date
NWSD/CC002/A0000006	Wood Table 36x36	6320.00 (LKR)	Furniture	Tables	Sandy Perera	Head Office	1/8/2016 12:00:00 AM

Figure 7.5

No results found for Cost Center **Finance**, Category **Computer Accessories**

Advanced assets search
Enter any information you have on the asset, to begin.

Name:
 Category:

Figure 7.6

iii. Transfer Assets

1. Click **Transfer assets**.

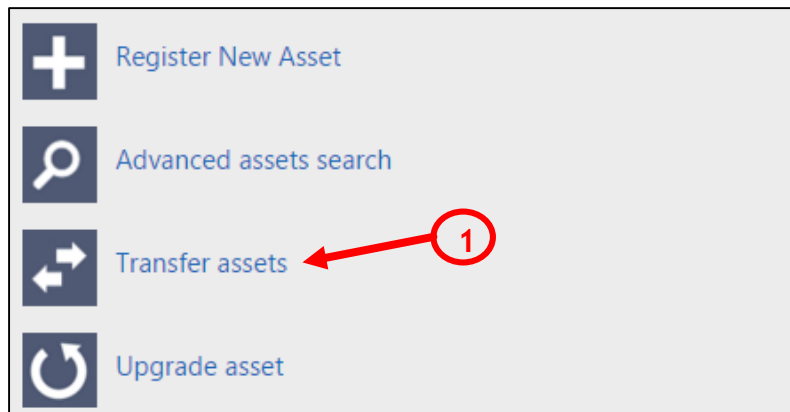


Figure 7.7

2. Enter **Asset ID**.

NOTE:

- To transfer an asset, first you should get the Asset ID of that asset. If you don't know, you can search the Asset ID from the Advanced Asset Search function which is explained in 6 (ii).
- System will provide the first 2 parts of the Asset ID as shown in the following image. You have to enter the last part of the Asset ID (e.g. A0000002)

3. Click **Go**.

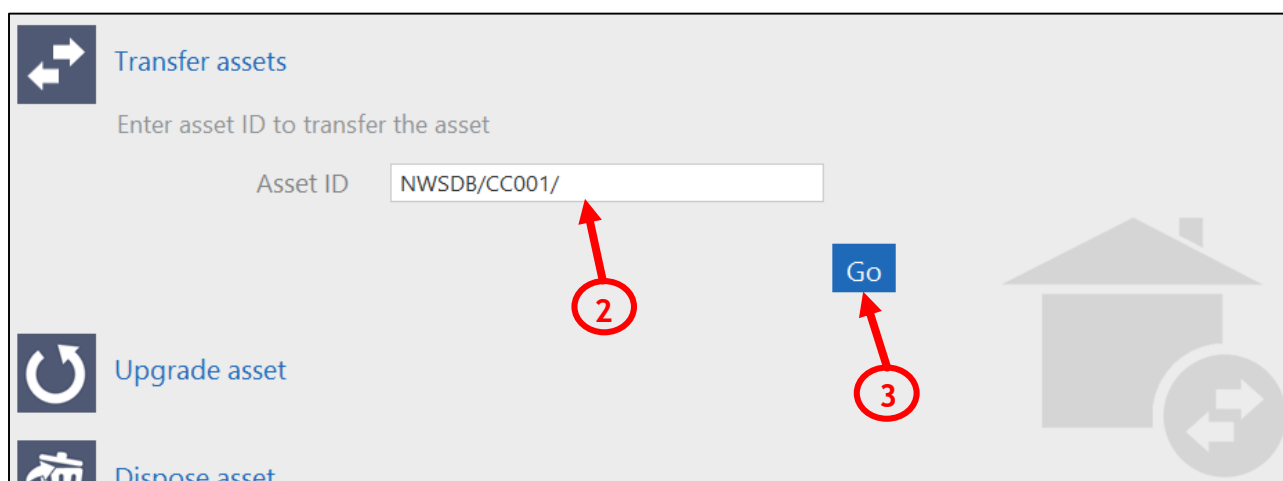


Figure 7.8

4. Update the fields.
5. Then click **Send for recommendation** button.
6. Otherwise you can cancel the process by clicking **Cancel** button.

Transfer assets

You can update the owner or the location of the asset.

Name	Wood Table 36x36
Category	Furniture
Sub category	Tables
Value	6320 LKR
Cost Center	Finance
Location	Head Office
Owner	Sandy Perera
Person to recommend	Dineth Madusara

Cancel **Send for recommendation**

Upgrade asset

Figure 7.9

- If the asset transferring is successfully sent for recommendation, you will get a message as shown below.

7. Click the close button.

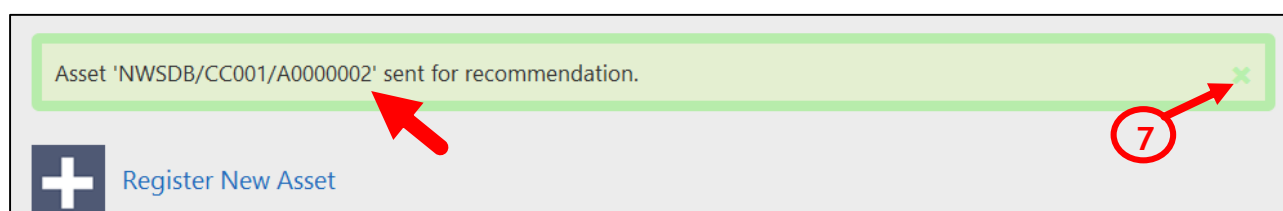


Figure 8.0

a) Recommending Asset Transferring

- Each Cost Center has a responsible personnel for recommending the transferring of fixed assets. The fixed asset details will be sent to that personnel.
- That person will get a notification as shown below.

1. Click the notification icon.

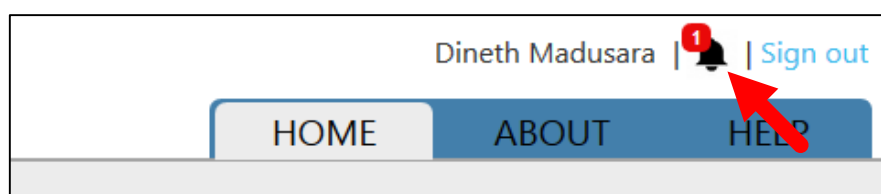


Figure 8.1

2. Click the notification.

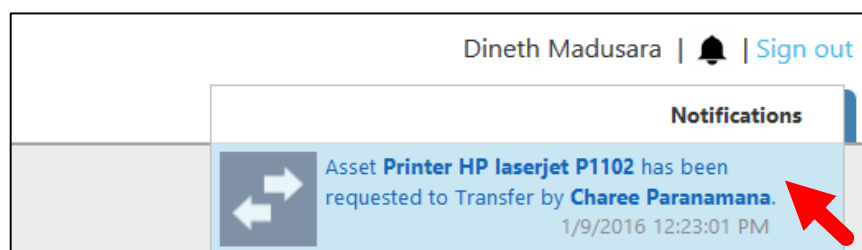


Figure 8.2

- The details of the fixed asset which should be transferred will be displayed.
3. Click **Send for approve**. (To see the approval process, refer 6 (iii) (c).)
 4. Otherwise click **Cancel** to send the asset details for re-checking process. (To see the re-checking process, refer 6 (iii) (b).)

Transfer Asset - Recommend

Asset ID	NWSDB/CC002/A0000007
Name	Printer HP laserjet P1102
Category	Computer Accessories
Subcategory	Printer
Value (LKR)	12100
Salvage Value (LKR)	450
Owner	Sandra Perera
Location	Head Office
New location	Head Office
New owner	Sandra Perera

Cancel Send for approve

Figure 8.3 shows the 'Transfer Asset - Recommend' form. The form displays asset details for 'Printer HP laserjet P1102'. At the bottom, there are two buttons: 'Cancel' (labeled with a red circle 4) and 'Send for approve' (labeled with a red circle 3). A large bell icon is visible on the right side of the form.

Figure 8.3

b) Re-checking Asset Transferring

- If the person responsible for recommending, click **Cancel** button, a notification will be sent to the person who entered the details for asset transferring, as shown below.

- Click the notification icon.

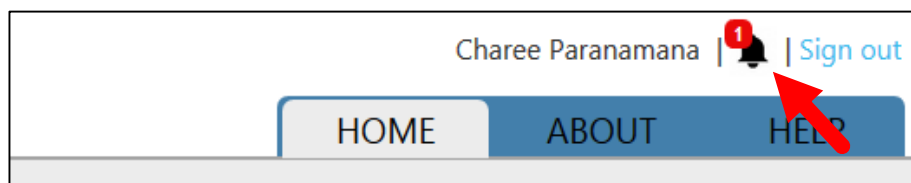


Figure 8.4

- Click the notification.

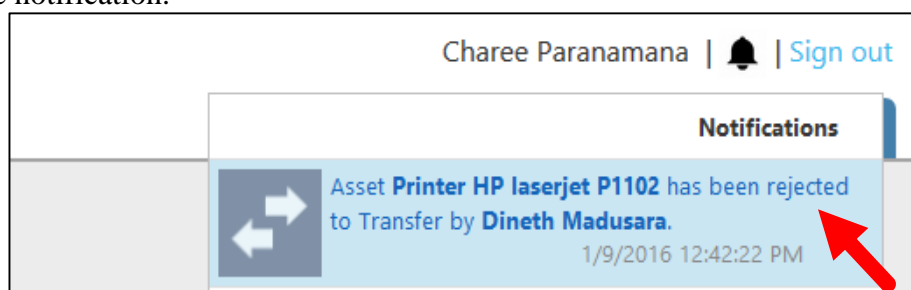


Figure 8.5

- The details of the asset will be displayed.

- Click **Edit** to edit the details again.

- Otherwise click **Back**.

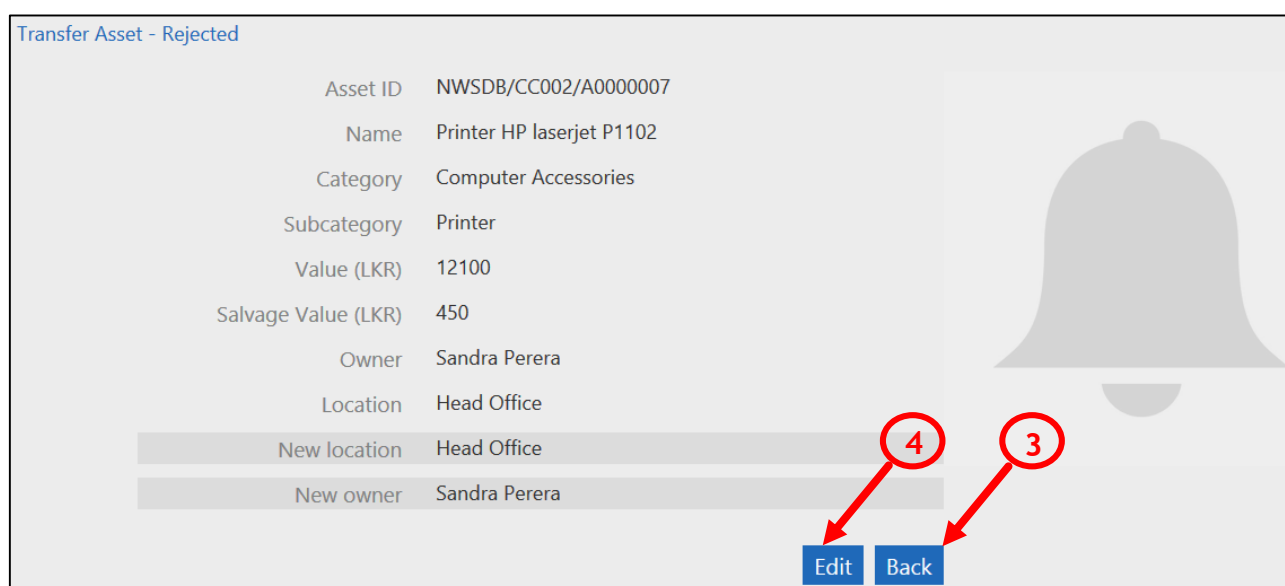


Figure 8.6

c) Approving Asset Transferring

- Each Cost Center has a responsible personnel for approving the fixed asset transferring. The fixed asset details will be sent to that person.
- The personnel responsible for approving fixed assets will get a notification as shown below.

1. Click the notification icon.

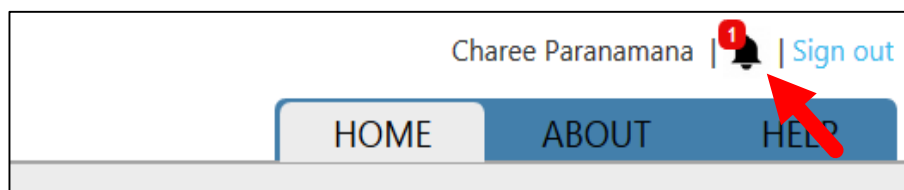


Figure 8.7

2. Click the notification.

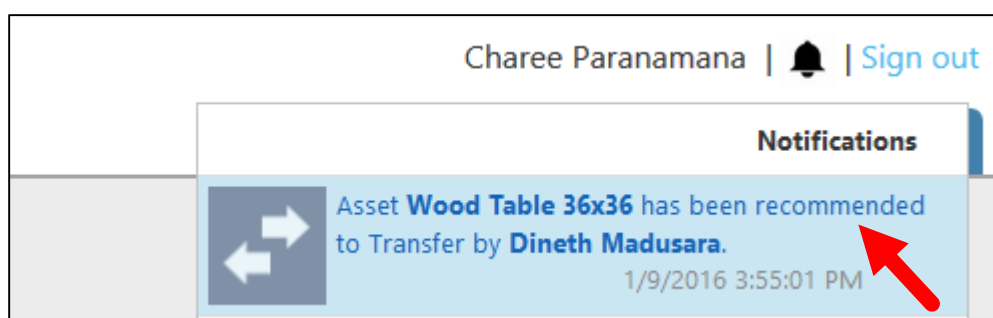


Figure 8.8

3. Click **Approve**.

4. Otherwise click **Back**. You will be redirected to the home page.

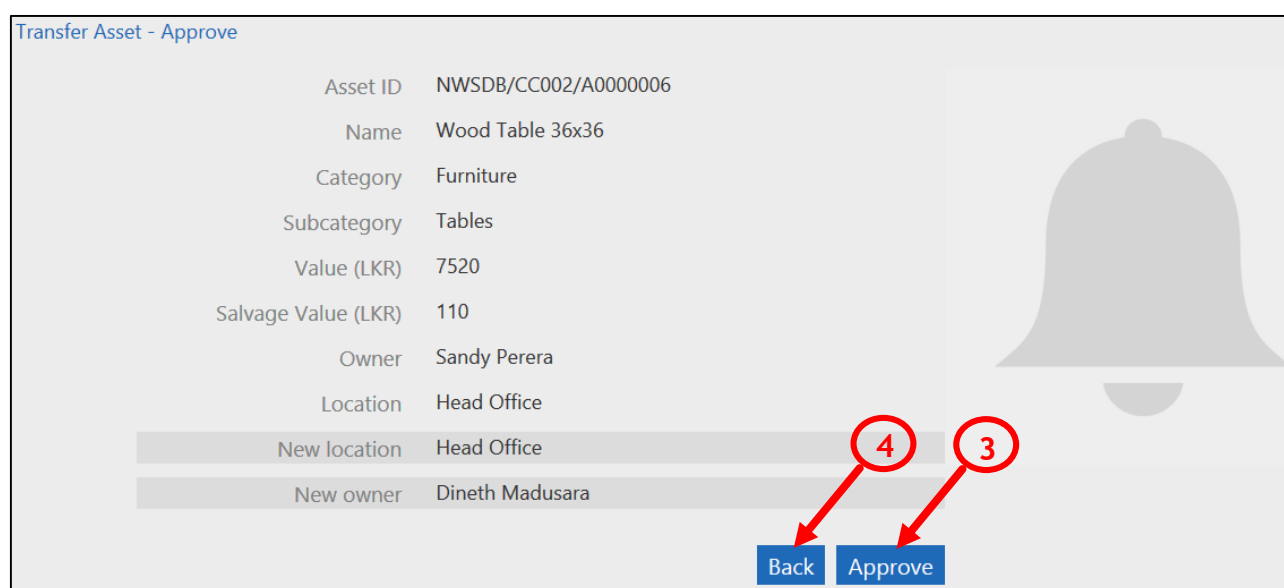


Figure 8.9

iv. Upgrade Assets

1. Click **Transfer assets**.

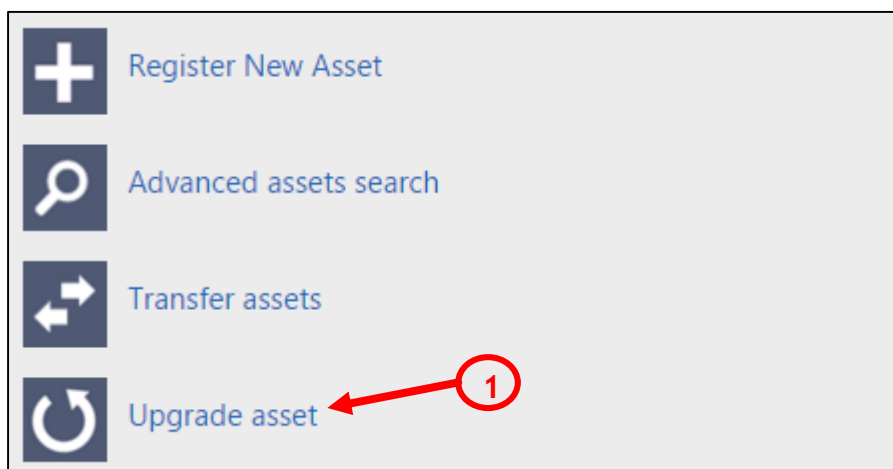


Figure 9.0

2. Enter **Asset ID**.

NOTE:

- To upgrade an asset, first you should get the Asset ID of that asset. If you don't know, you can search the Asset ID from the Advanced Asset Search function which is explained in 6 (ii).
- System will provide the first 2 parts of the Asset ID as shown in the following image. You have to enter the last part of the Asset ID (e.g. A0000002)

3. Click **Go**.



Figure 9.1

4. Update the fields.
5. Then click **Send for recommendation** button.
6. Otherwise you can cancel the process by clicking **Cancel** button.

Upgrade asset

Name: Wood Table 36x36

Category: Furniture

Sub category: Tables

Owner: Sandy Perera

Value(LKR): 6320

Upgrade cost:

Description:

Person to recommend: Dineth Madusara

Cancel **Send for recommendation**

Dispose asset

Figure 9.2

- If the asset details are successfully sent for recommendation, you will get a message as shown below.

7. Click the close button.

Asset 'NWSDB/CC001/A0000002' sent for recommendation.

Register New Asset

Figure 9.3

a) Recommending Asset Upgrading

- Each Cost Center has a responsible personnel for recommending the upgrading of fixed assets. The fixed asset details will be sent to that personnel.
- That person will get a notification as shown below.

1. Click the notification icon.

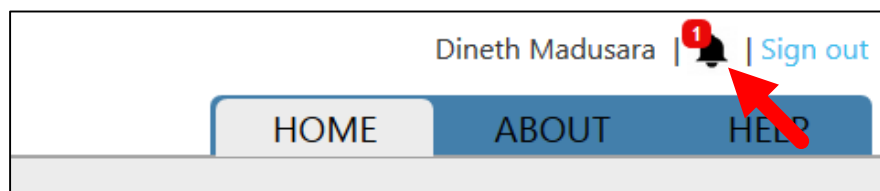


Figure 9.4

2. Click the notification.

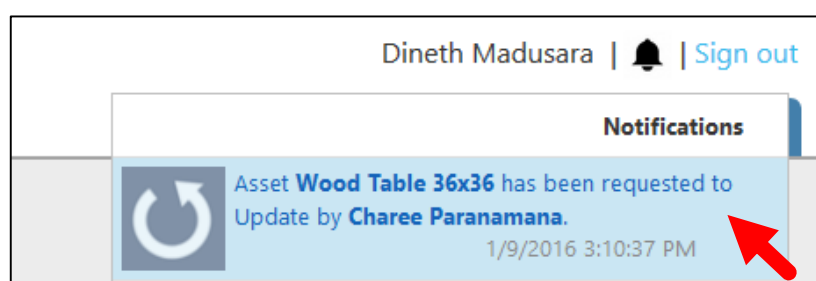


Figure 9.5

- The details of the fixed asset which should be upgraded will be displayed.
3. Click **Send for approve**. (To see the approval process, refer 6 (iv) (c).)
 4. Otherwise click **Cancel** to send the asset details for re-checking process. (To see the re-checking process, refer 6 (iv) (b).)

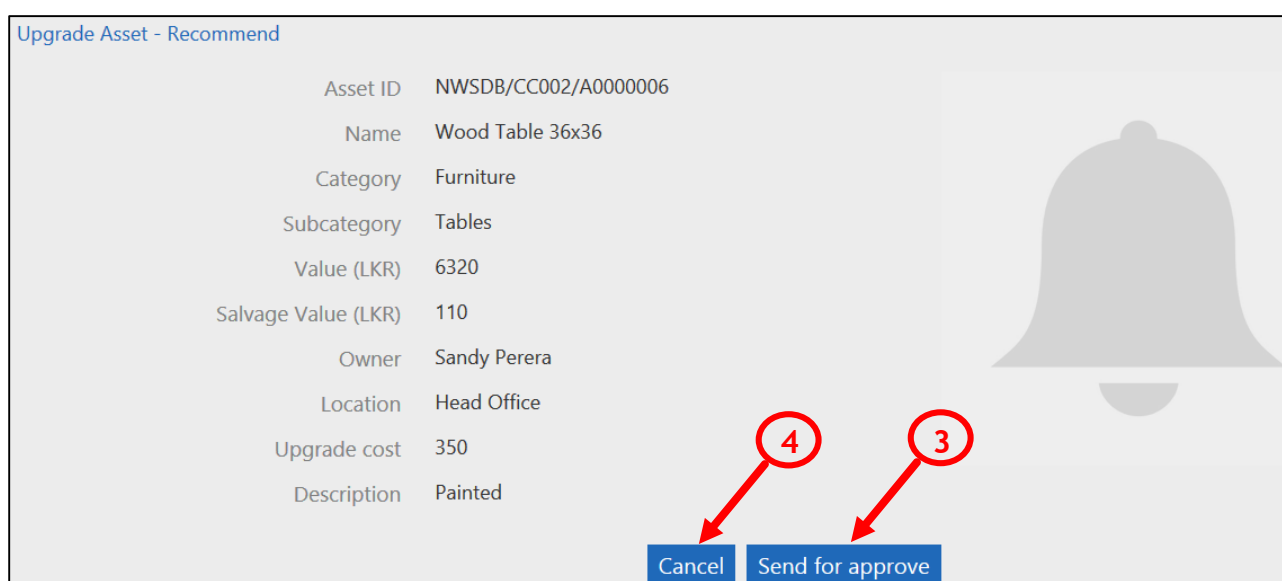


Figure 9.6

b) Re-checking Asset Upgrading

- If the person responsible for recommending, click **Cancel** button, a notification will be sent to the person who entered the details for asset upgrading, as shown below.

1. Click the notification icon.

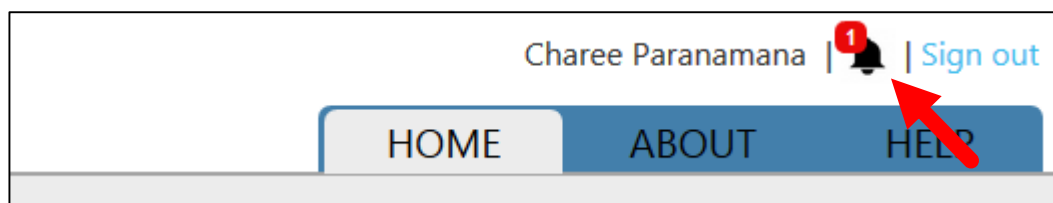


Figure 9.7

2. Click the notification.

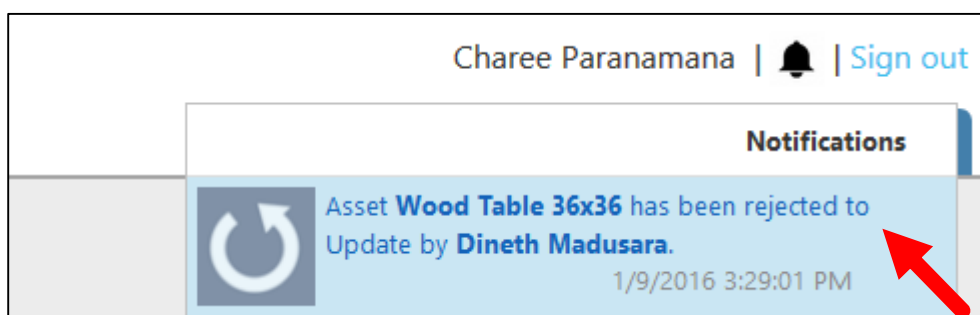


Figure 9.8

- The details of the asset will be displayed.

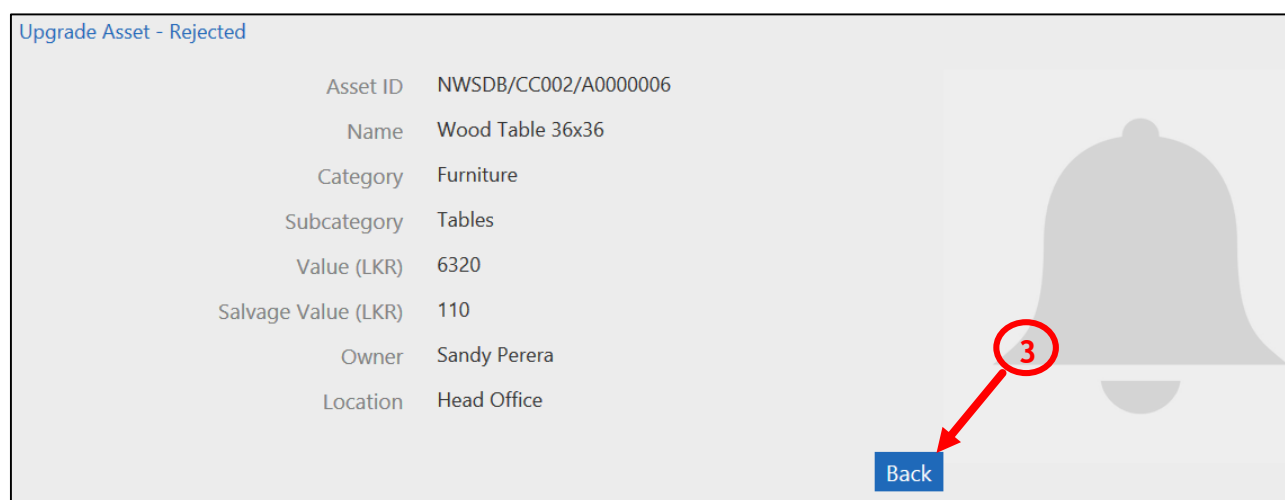


Figure 9.9

c) Approving Asset Upgrading

- Each Cost Center has a responsible personnel for approving the fixed asset upgrading. The fixed asset details will be sent to that person.
- The personnel responsible for approving fixed assets will get a notification as shown below.

1. Click the notification icon.

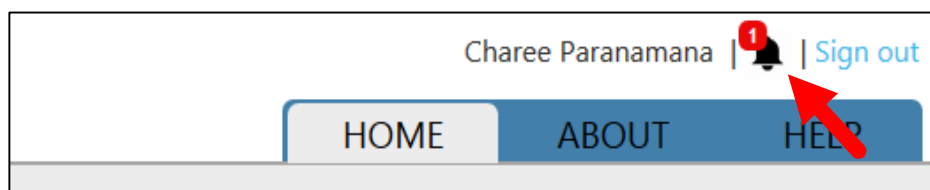


Figure 10.0

2. Click the notification.

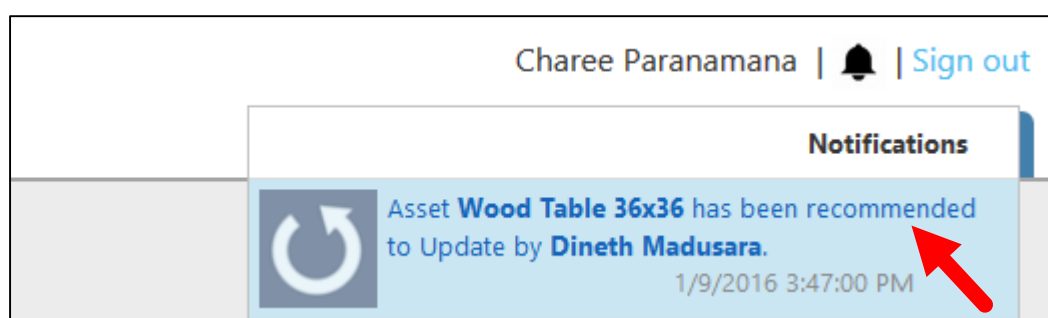


Figure 10.1

3. Click **Approve**.
4. Otherwise click **Back**. You will be redirected to the home page.

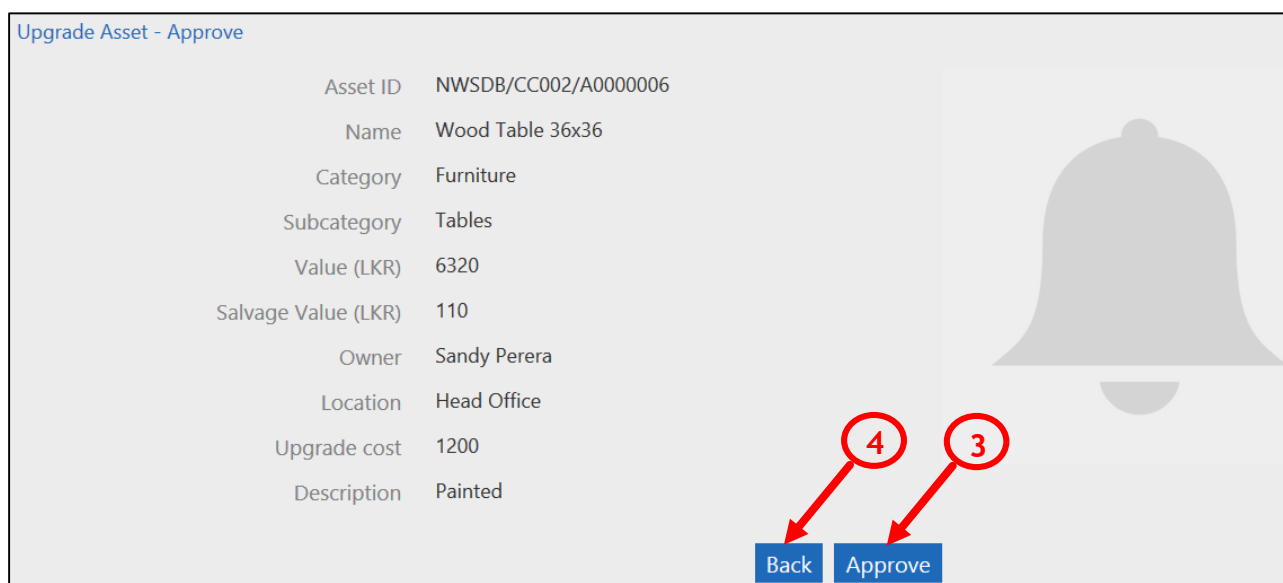


Figure 10.2

v. Dispose Assets

1. Click **Dispose assets**.



Figure 10.3

2. Enter **Asset ID**.

NOTE:

- To upgrade an asset, first you should get the Asset ID of that asset. If you don't know, you can search the Asset ID from the Advanced Asset Search function which is explained in 6 (ii).
- System will provide the first 2 parts of the Asset ID as shown in the following image. You have to enter the last part of the Asset ID (e.g. A0000002)

3. Click **Go**.

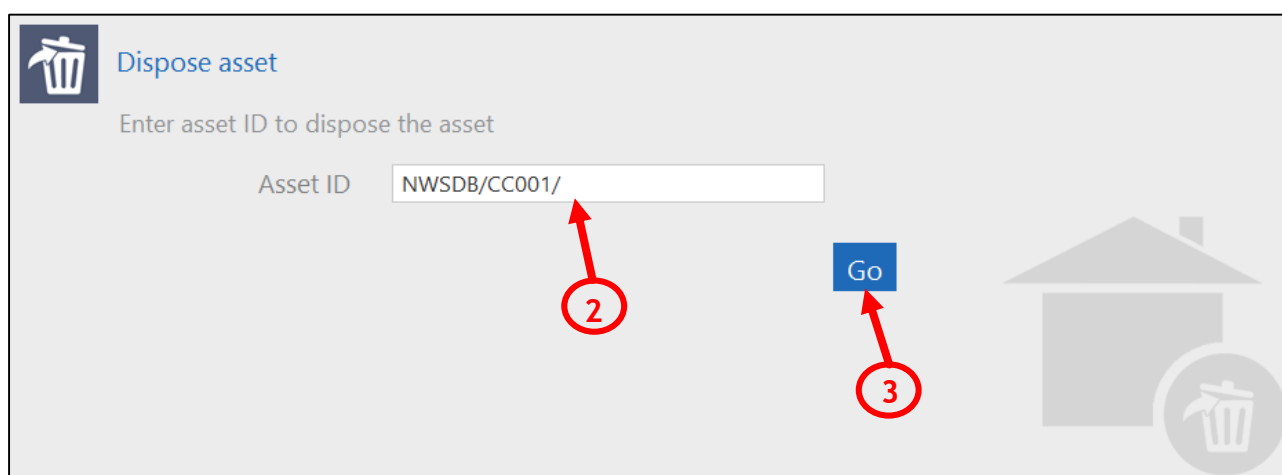


Figure 10.4

4. Write a description mentioning the reason for disposing the fixed asset.
5. Then click **Send for recommendation** button.
6. Otherwise you can cancel the process by clicking **Cancel** button.

Dispose asset

AssetID: NWSDB/CC001/A0000002

Name: HP Inkjet

Category: Computer Accessories

Sub category: Printer

Location: Thelawala

Owner: Vihanga Liyanage

Value: 9600 LKR

Description:

Person to recommend: Thisara Salgado

Cancel **Send for recommendation**

Figure 10.5

- If the asset disposing is successfully sent for recommendation, you will get a message as shown below.

7. Click the close button.

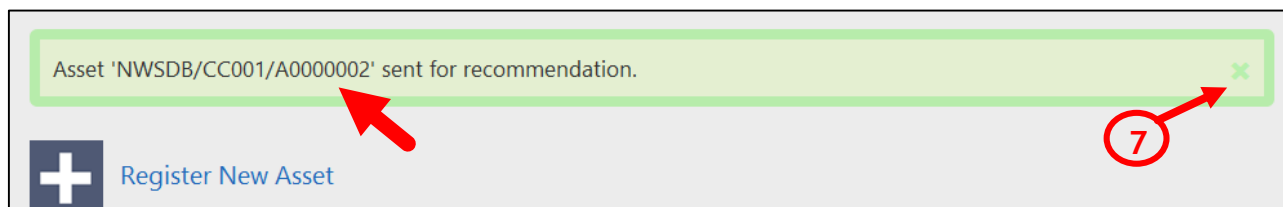


Figure 10.6

a) Recommending Asset Disposing

- Each Cost Center has a responsible personnel for recommending the disposing of fixed assets. The fixed asset details will be sent to that personnel.
- That person will get a notification as shown below.

1. Click the notification icon.

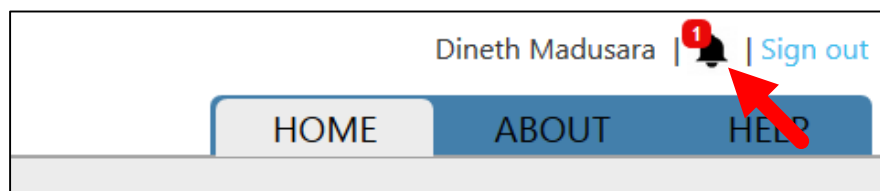


Figure 10.7

2. Click the notification.

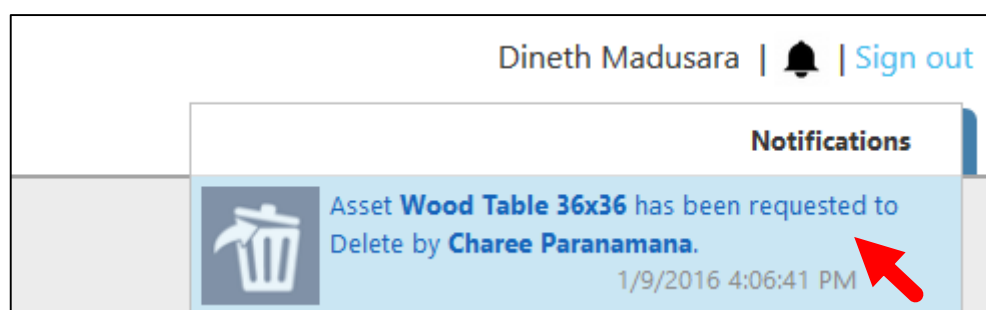


Figure 10.8

- The details of the fixed asset which should be disposed will be displayed.
3. Click **Send for approve**. (To see the approval process, refer 6 (v) (c).)
 4. Otherwise click **Cancel** to send the asset details for re-checking process. (To see the re-checking process, refer 6 (v) (b).)

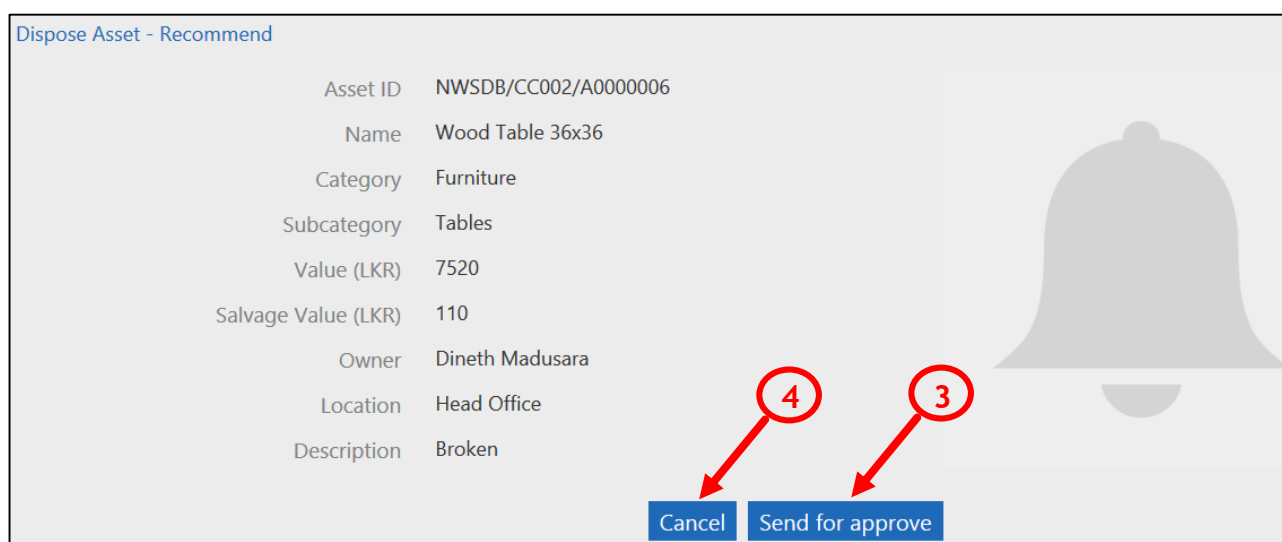


Figure 10.9

b) Re-checking Asset Disposing

- If the person responsible for recommending, click **Cancel** button, a notification will be sent to the person who entered the details for asset disposing, as shown below.

3. Click the notification icon.

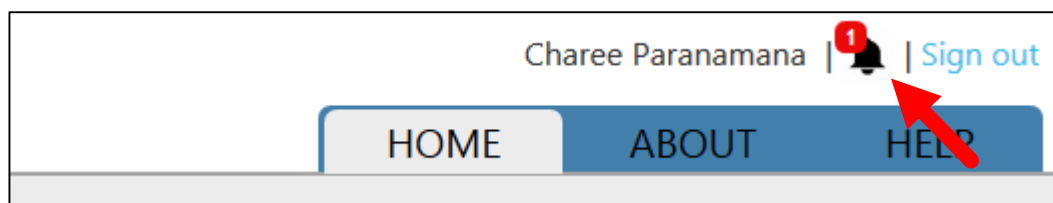


Figure 11.0

4. Click the notification.

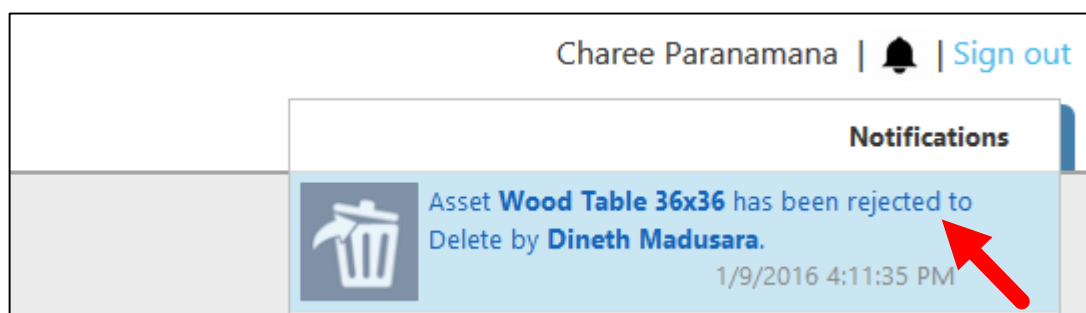


Figure 11.1

- The details of the asset will be displayed.

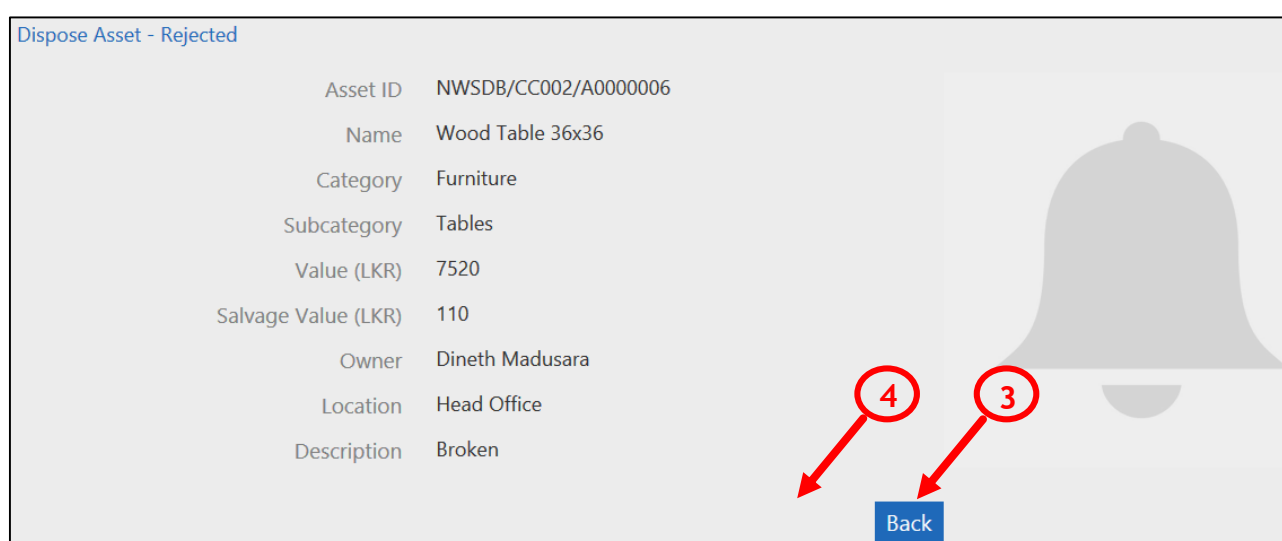


Figure 11.2

c) Approving Asset Disposing

- Each Cost Center has a responsible personnel for approving the fixed asset disposing. The fixed asset details will be sent to that person.
- The personnel responsible for approving fixed assets will get a notification as shown below.

1. Click the notification icon.

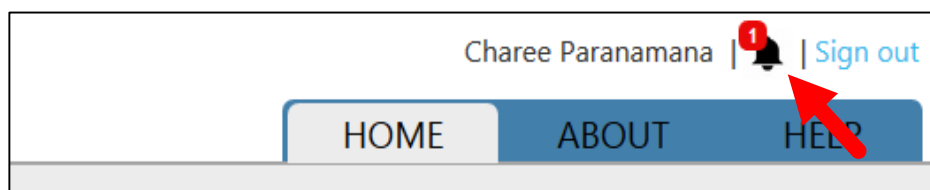


Figure 11.3

2. Click the notification.

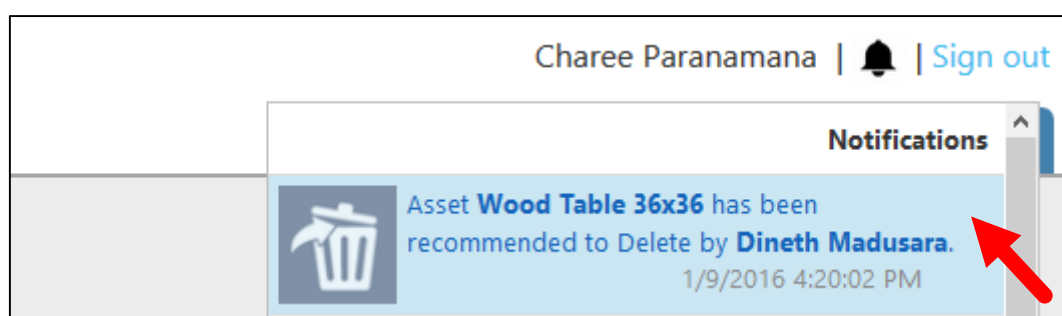


Figure 11.4

3. Click **Approve**.

4. Otherwise click **Back**. You will be redirected to the home page.

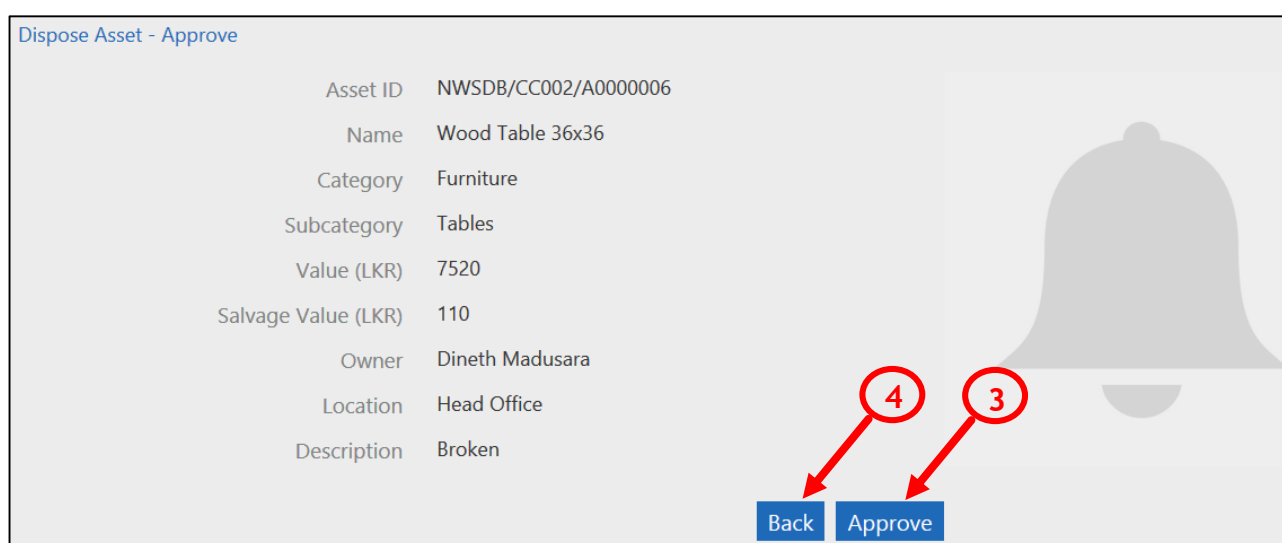


Figure 11.5

7. Report Generation

Report Generation function will only be available for the General Users of FixAMz, who have ‘Report Generator’ access level or ‘Asset Manager and Report Generator’ access level. Home page of a Report Generator is shown below. Here you can generate reports such as Finance Reports, General Reports, Asset Transfer Reports, Asset Upgrade Reports, and Asset Dispose Reports.

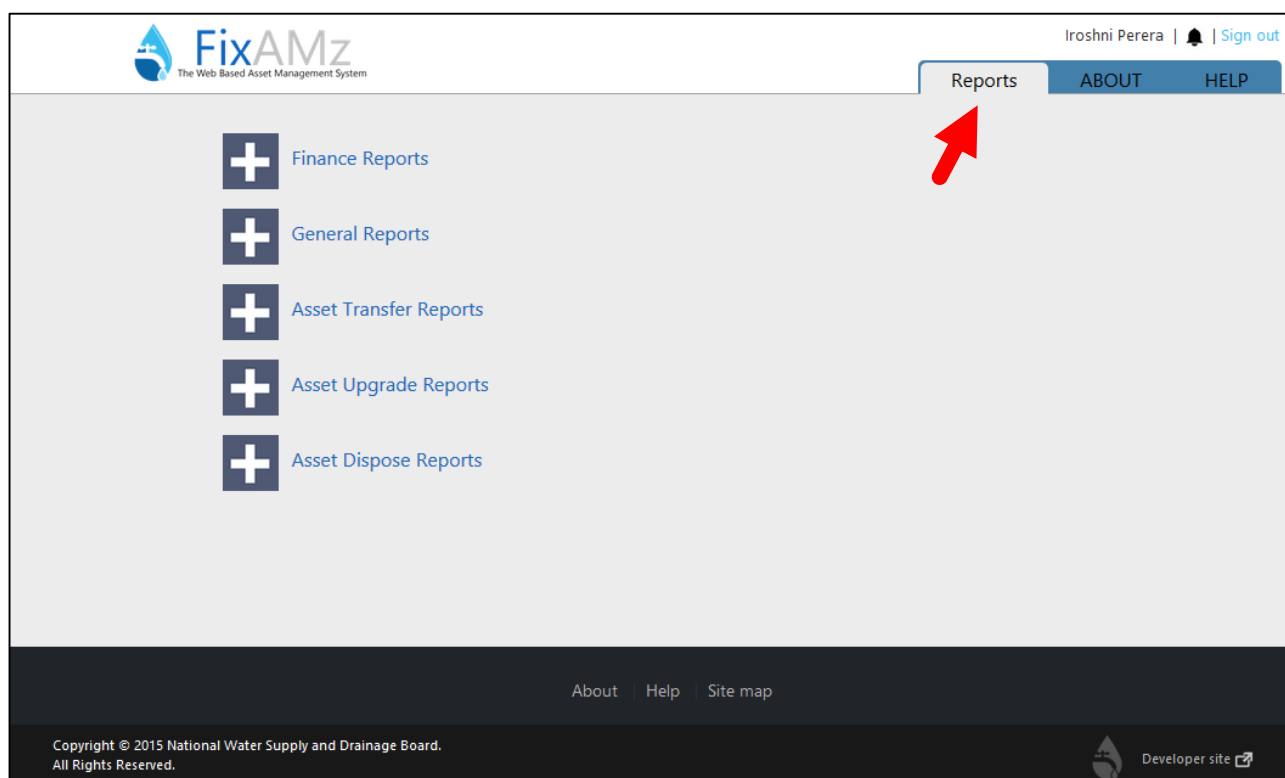


Figure 11.6

8. Other Pages

i. Home Page for Administrator

This is only available for the Administrators of FixAMz. Under the ‘Home’ tab, you will be able to view all users, categories, sub categories and cost centers.

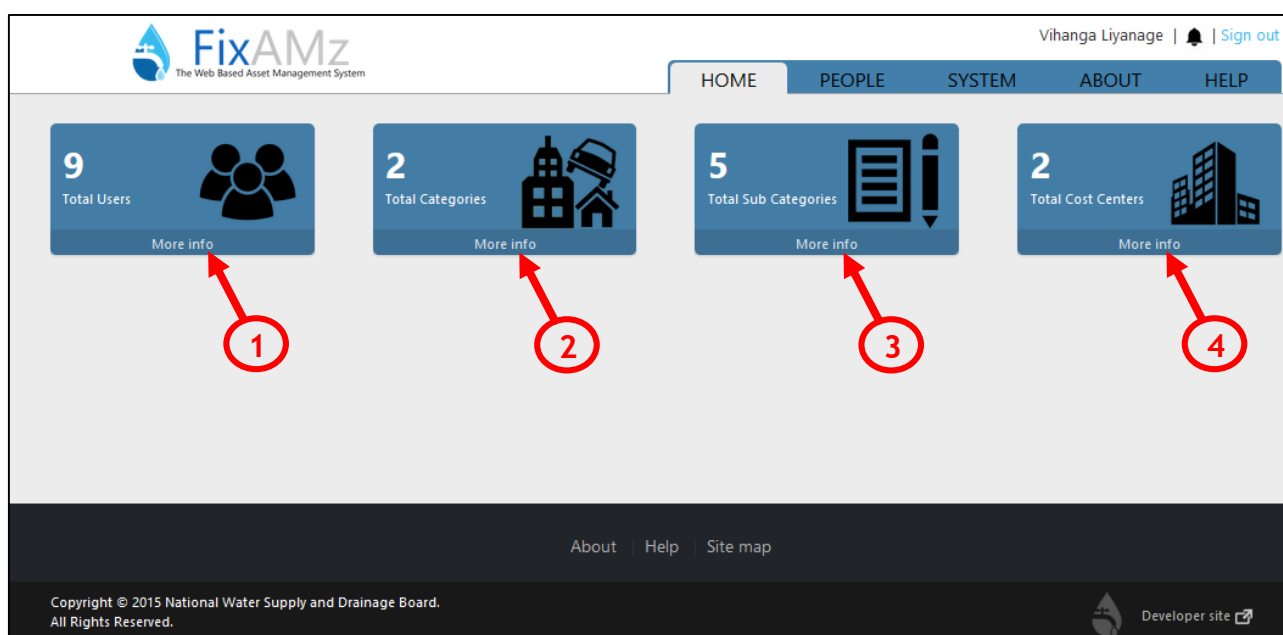


Figure 11.7

1. Click to view Users
2. Click to view Categories
3. Click to view Sub Categories
4. Click to view Cost Centers

ii. About Us Page

All the system users are able to visit this page. Click About tab or link in the footer.

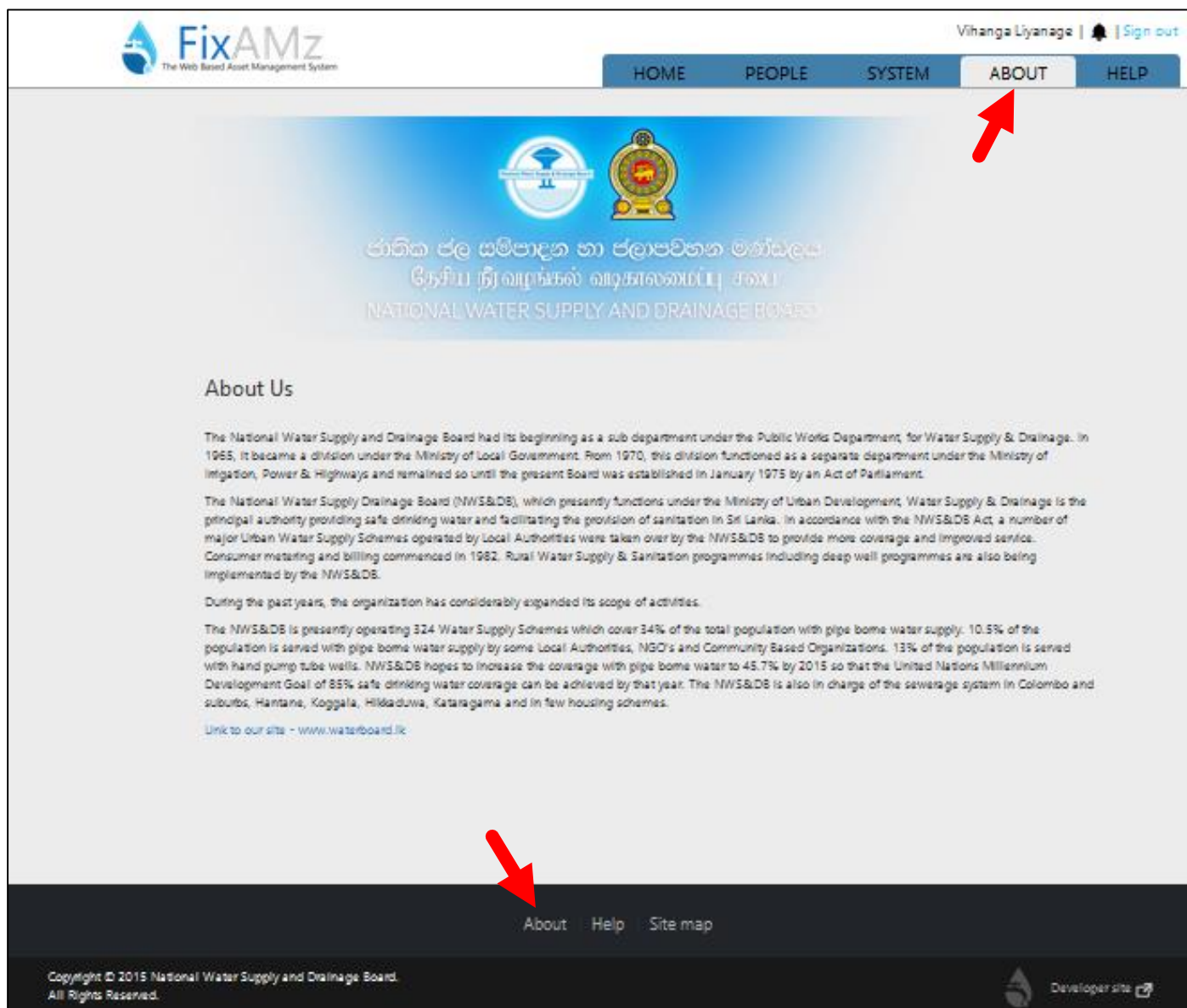


Figure 11.8

iii. Help Page

All the system users are able to visit this page. You will get the User Manual of FixAMz.

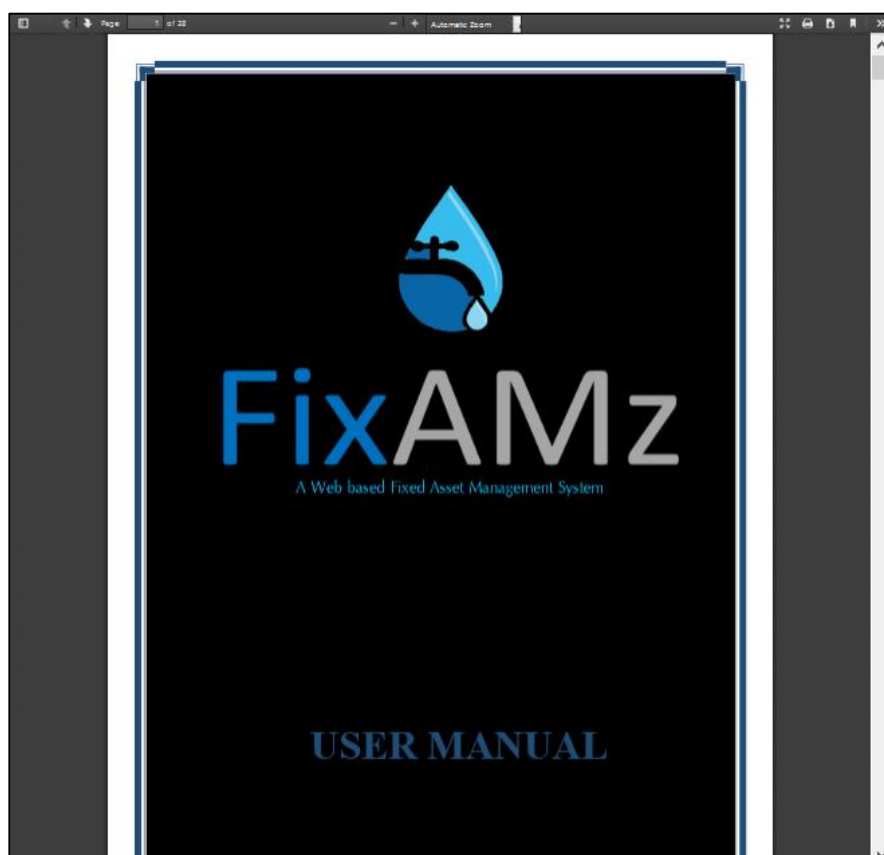


Figure 11.9

- Click Help tab or link in the footer.

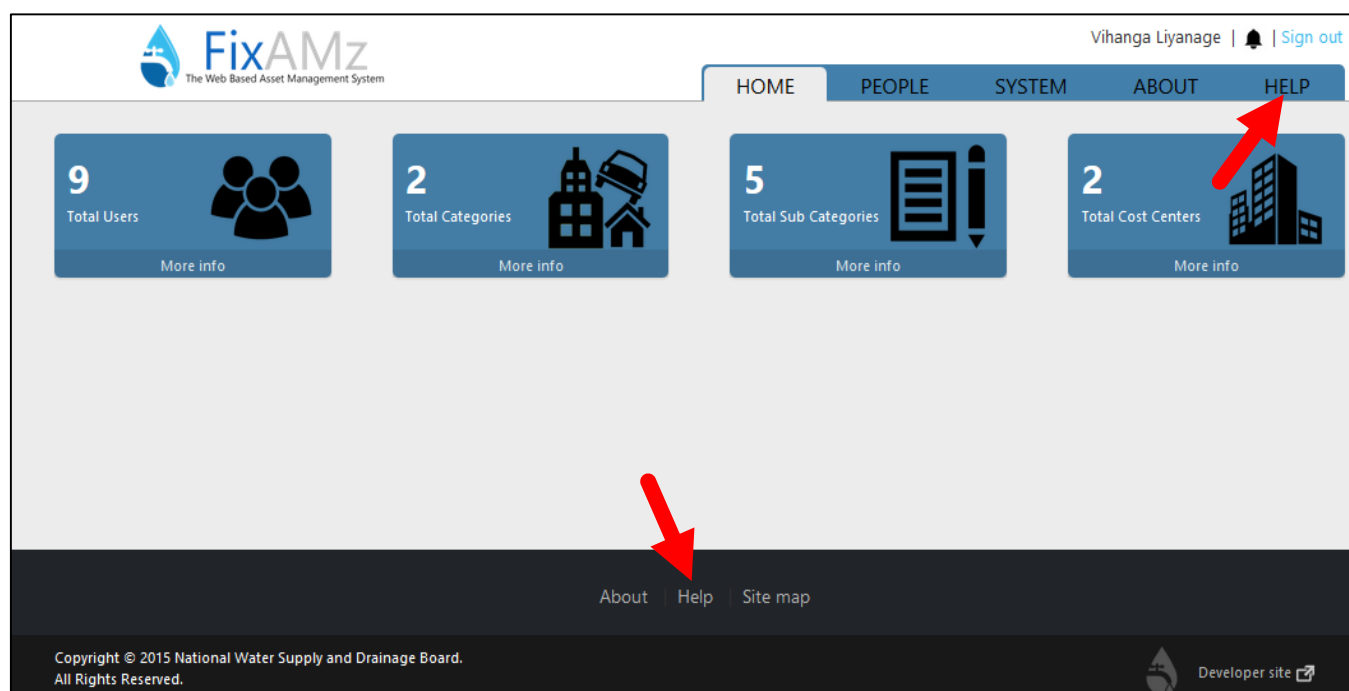


Figure 12.0

iv. Sitemap for Administrator

This is only available for the Administrators of FixAMz.

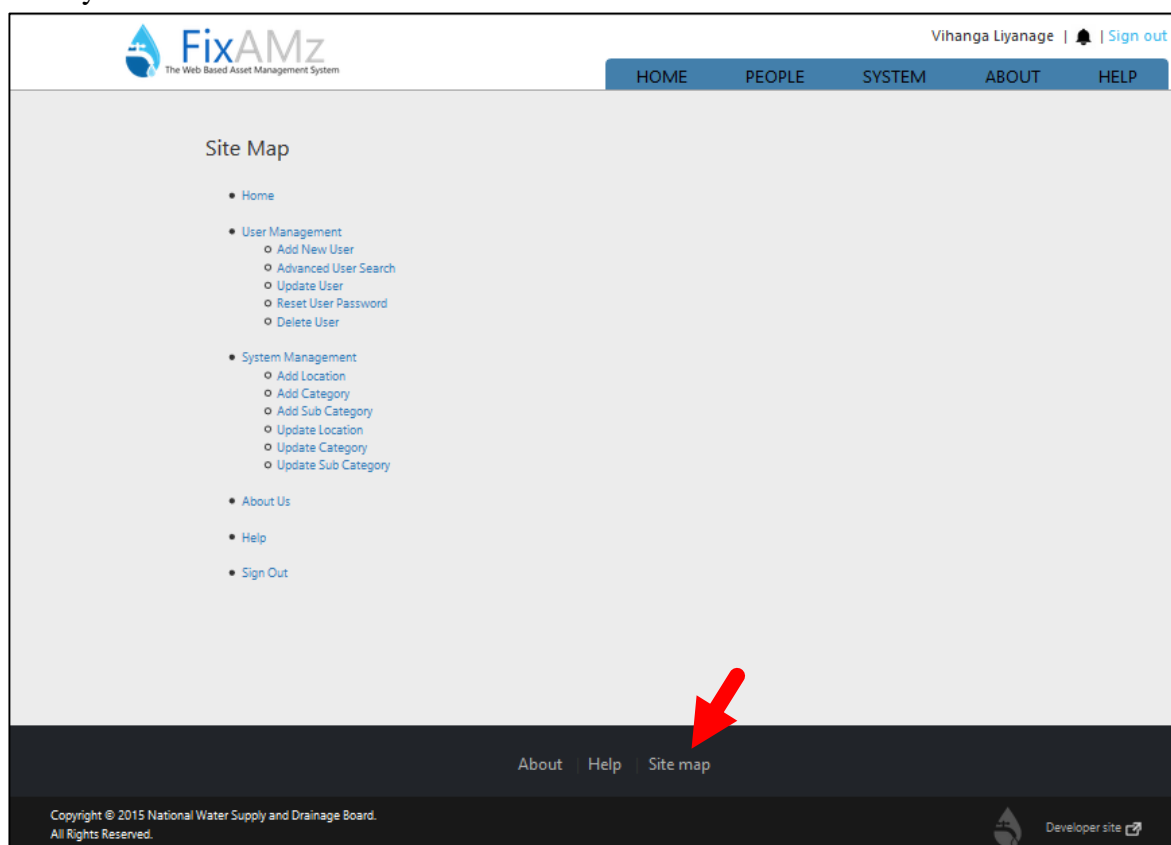


Figure 12.1

v. Sitemap for Asset Manager

This is only available for the Asset Managers of FixAMz.

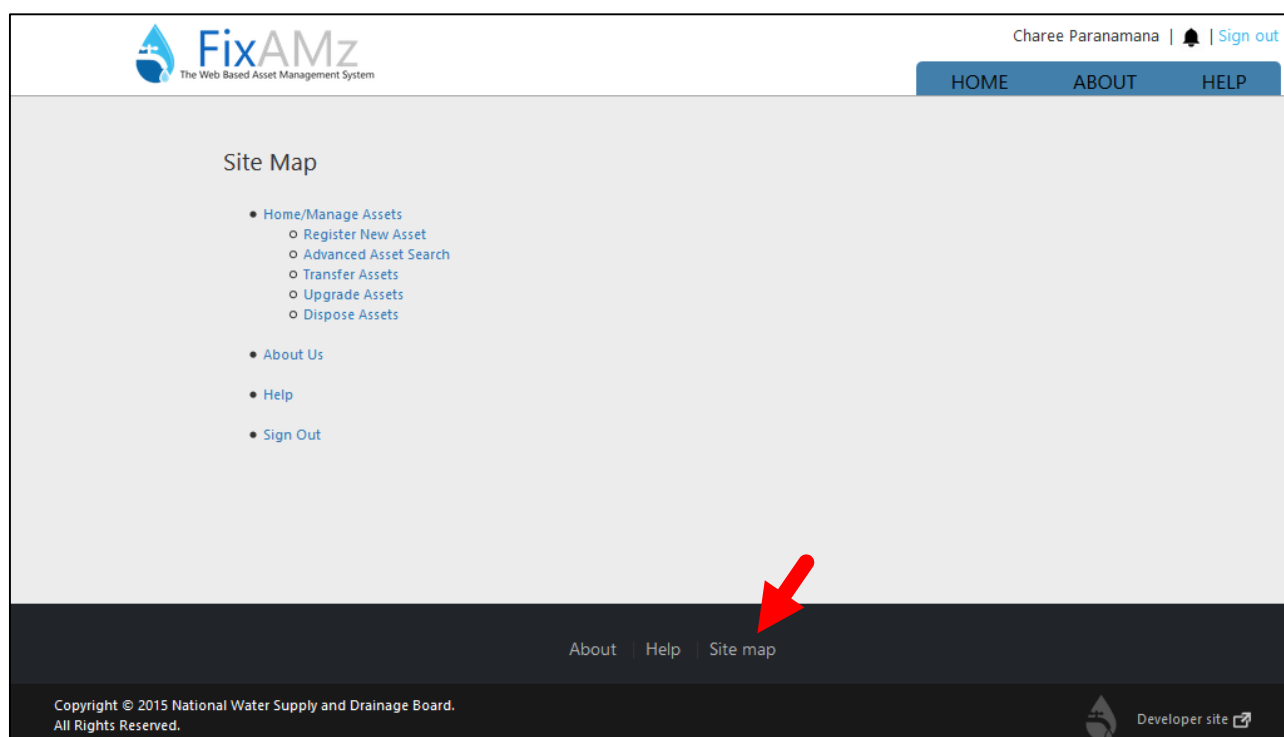


Figure 12.2