

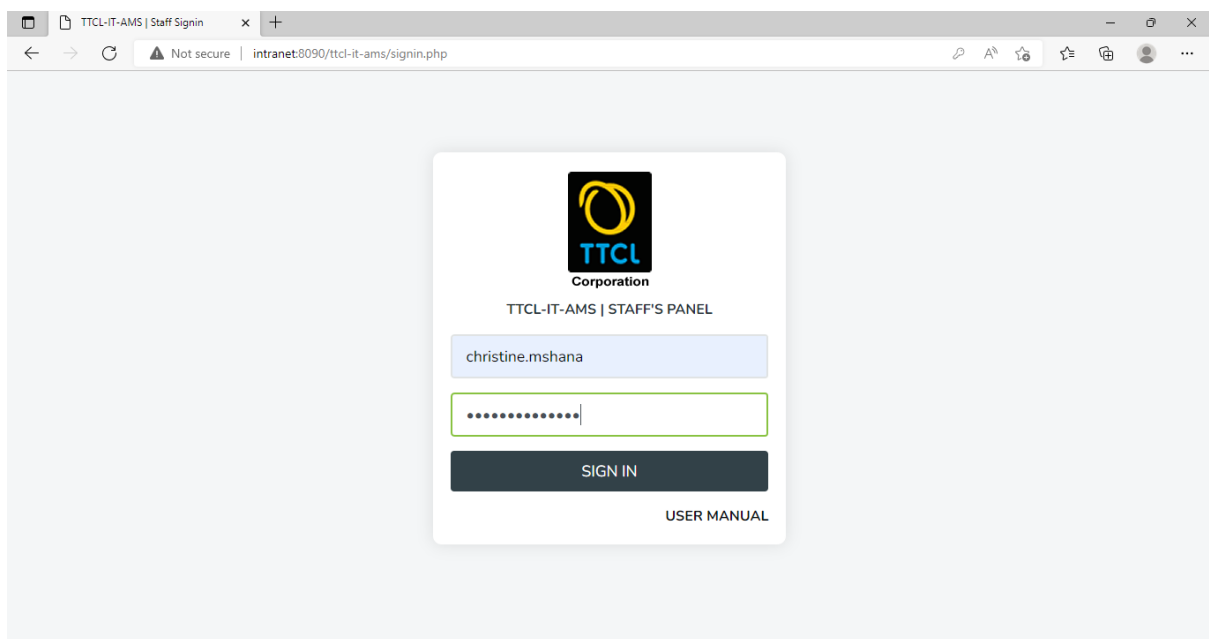
USER MANUAL

TTCL IT ASSETS MANAGEMENT SYSTEM

INTRODUCTION:

It is the system created to help staffs to apply for the new IT device, handing over and moving the device from one person to another whenever necessary or required.

You can find this system through <http://intranet:8090/ttcl-it-ams> then the sign in form will appear, where you will be needed to put your active directory credentials that is username and password as shown on the figure below.



NOTE

The compatible browsers for this system are **Google Chrome**, **Mozilla Firefox** and **Microsoft Edge**.

This system has three interfaces;

- Staff interface
- IT Support interface
- Managers interface

STAFF INTERFACE

This interface which has three modules;

- Task to do
- Handover
- Movement

See the figure below.

The screenshot shows a web browser window with the URL `intranet:8090/ttcl-it-ams/request-form.php`. The page title is "TTCL-IT-AMS | Request form". The interface is for the "IT ASSETS MANAGEMENT SYSTEM" and is accessed by user "christine.mshana".

STAFFS INTERFACE

- Task to do
- Handover
- Movement

UTILITIES

- Version 1.1.0
- Support
- Log out

THURSDAY, AUGUST 18, 2022

Application form

IT Computer request form

1. Applicant's Details.

First name	Second name	Last name
<input type="text" value="Christine"/>	<input type="text" value="Bright"/>	<input type="text" value="Mshana"/>
Staff PF number	Designation	Department
<input type="text" value="90737"/>	<input type="text" value="HUMAN RESOURCE OFFICER II"/>	<input type="text" value="Human Resources"/>
Office building location	Region	Direct Manager
<input type="text" value="Head Quarter (HQ)"/>	<input type="text" value="HQ"/>	<input type="text" value="Manager HR Management"/>

2. Device Requested.

Asset type	Quantity
<input type="text" value="Select.."/>	<input type="text" value="eg. 1"/>

3. Reason.

Reason for request

Submit

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TASK TO DO MODULES

Under task to do there are four pages included which are;

- **Request form:** The form which staff can use to apply for the device and the page is the default page which open first after staff sign in.
- **Request status:** The page by which the staff views the progress of his application.
- **Acceptance form:** This is where the staff attach the acceptance form.
- **Allocation devices:** This is the page which has the allocated devices

REQUEST FORM

Under request form, staff request any device depending on device type and quantity as well as the reason for the request. See the figure below.

The screenshot shows a web browser window with the URL `intranet:8090/ttcl-it-ams/request-form.php`. The page title is "TTCL-IT-AMS | Request form". The interface includes a sidebar menu on the left with options: "Task to do", "Request form", "Requests status", "Attach acceptance form", "Allocated devices", "Handover", "Movement", "UTILITIES", "Version", "Support", and "Log out". The main content area is titled "Application form" and contains the "IT Computer request form". The form is divided into three sections: 1. Applicant's Details, 2. Device Requested, and 3. Reason. Section 1 includes fields for First name (Christine), Second name (Bright), Last name (Mshana), Staff PF number (90737), Designation (HUMAN RESOURCE OFFICER II), Department (Human Resources), Office building location (Head Quarter (HQ)), Region (HQ), and Direct Manager (Manager HR Management). Section 2 includes fields for Asset type (Select) and Quantity (eg. 1). Section 3 includes a field for Reason for request (Select). A "Submit" button is located at the bottom right of the form. The footer of the page reads "Copyright © 2022 TTCL | All Rights Reserved".

After request submission, a notification will prompt to show “Your request has been sent successfully.”

See the figure below.

Application form

IT Computer request form

✓ Your request has been sent successfully.

1. Applicant's Details.

First name: Christine, Second name: Bright, Last name: Mshana

Staff PF number: 90737, Designation: HUMAN RESOURCE OFFICER II, Department: Human Resources

Office building location: Head Quarter (HQ), Region: HQ, Direct Manager: Manager HR Management

2. Device Requested.

Asset type: Select, Quantity: 1

3. Reason.

Reason for request: Select

Submit

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After staff requested device, the request sent to the direct manager for the approval. The staff can view status of his application request via “**Requests status**” as the figure below shows.

Device request's status of staff

Copy CSV Excel PDF Print

Search:

SN	Date Of Application	First Name	Middle Name	Last Name	Quantity	Device Type	Direct Manager	IT Support Supervisor	IT Manager	Comments
1		Christine	Bright	Mshana	1	Desktop	Approved	Verified	Approved	Completed
2	18-08-2022 08:24:25	Christine	Bright	Mshana	1	Laptop	Not approved	Not verified	Not approved	No action

Showing 1 to 2 of 2 entries

Previous 1 Next

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MANAGERS INTERFACE

In this interface, there is manager interface which has same module with the staff interface modules and the added managers interface module as follows;

- i. Managing request

MANAGING REQUEST

In this section, there are two modules; that are;

- View departmental requests.
- View staff's requests status

VIEW DEPARTMENTAL REQUESTS

This is the interface by which the direct manager will be able to view the request from the staffs of his department, and either approve to make the request move to IT Support Supervisor or reject the requests.

The screenshot displays the 'Direct manager' interface for 'TTCL-IT-AMS'. The browser address bar shows 'intranet:8090/ttcl-it-ams/view-department-requests.php'. The user is logged in as 'henry.mtahiko'. The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- STAFFS INTERFACE**
 - Task to do
 - Handover
 - Movement
- MANAGERS INTERFACE**
 - Managing request (selected)
 - View department requests
 - View staff's request status
- UTILITIES**
 - Version 1.1.0
 - Support
 - Log out

Main Content Area:

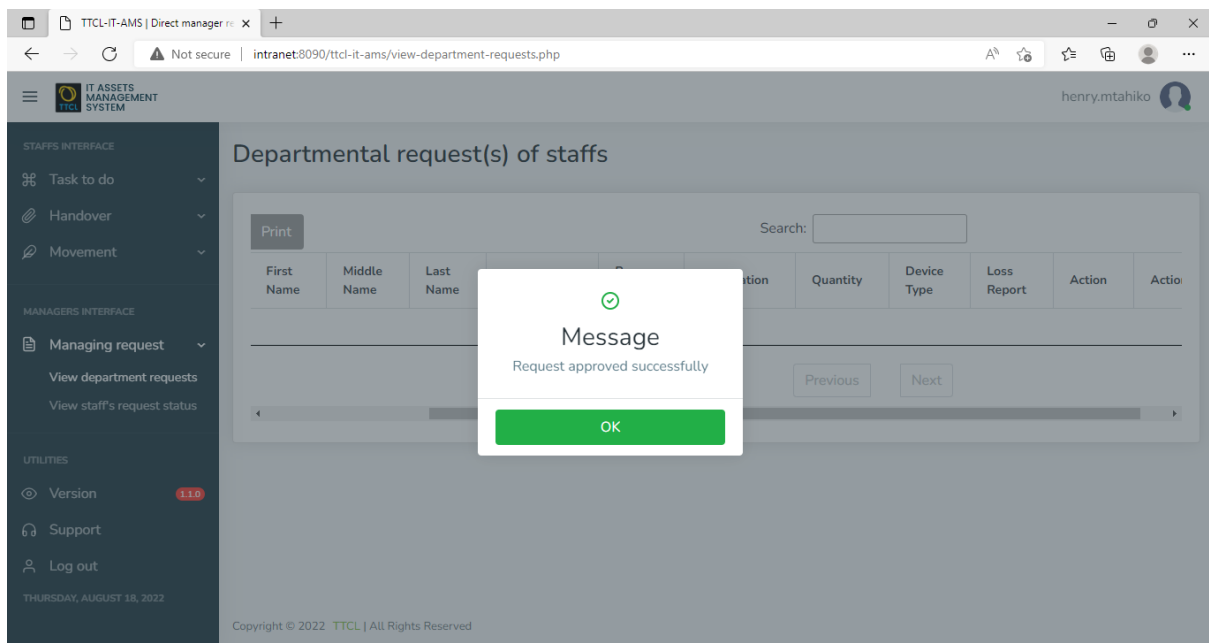
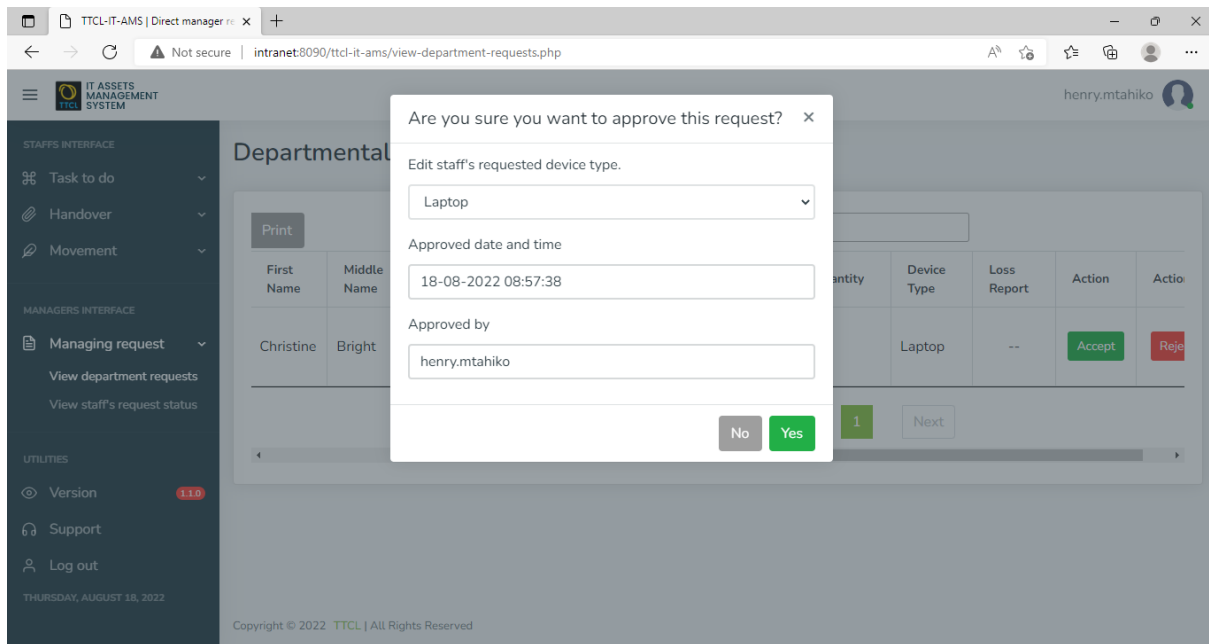
Departmental request(s) of staffs

Print [Search:]

First Name	Middle Name	Last Name	Designation	Reason For	Justification	Quantity	Device Type	Loss Report	Action	Action
Christine	Bright	Mshana	HUMAN RESOURCE OFFICER II	New employee		1	Laptop	--	Accept	Reje

Navigation: Previous 1 Next

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After approval from direct manager, the request is sent to IT Support Supervisor for verification.

The IT Support Supervisor will verify all requests that are met with the terms and conditions and write justification or otherwise reject them.

TTCL-IT-AMS | IT Support Supervisor

Not secure | intranet:8090/ttcl-it-ams/view-staffs-requests.php

IT ASSETS MANAGEMENT SYSTEM

mdeka.mgonela

Dashboard

STAFFS INTERFACE

Task to do

Handover

Movement

IT SUPPORT INTERFACE

Support requests

View all staff's requests

View all staff's allocation requests

View staff's acceptance form

View allocation lists

View handover requests

View movement requests

Finalize movement requests

IT Support Supervisor requests from all staffs

int

Search:

First Name	Middle Name	Last Name	Designation	Reason For	Justification	Quantity	Device Type	Loss Report	Action	Action
Christine	Bright	Mshana	HUMAN RESOURCE OFFICER II	New employee	-	1	Laptop	-	Verify	Reject

Previous1Next

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TTCL-IT-AMS | IT Support Supervisor

Not secure | intranet:8090/ttcl-it-ams/view-staffs-requests.php

IT ASSETS MANAGEMENT SYSTEM

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Dashboard

STAFFS INTERFACE

Task to do

Handover

Movement

IT SUPPORT INTERFACE

Support requests

View all staff's requests

View all staff's allocation requests

View staff's acceptance form

View allocation lists

View handover requests

View movement requests

Finalize movement requests

IT Support Supervisor requests from all staffs

int

Search:

First Name	Middle Name	Last Name	Designation	Reason For	Justification	Quantity	Device Type	Loss Report	Action	Action
Christine	Bright	Mshana	HUMAN RESOURCE OFFICER II	New employee	-	1	Laptop	-	Verify	Reject

Previous1Next

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Are you sure you want to verify this request?

Verifying justification

Okay

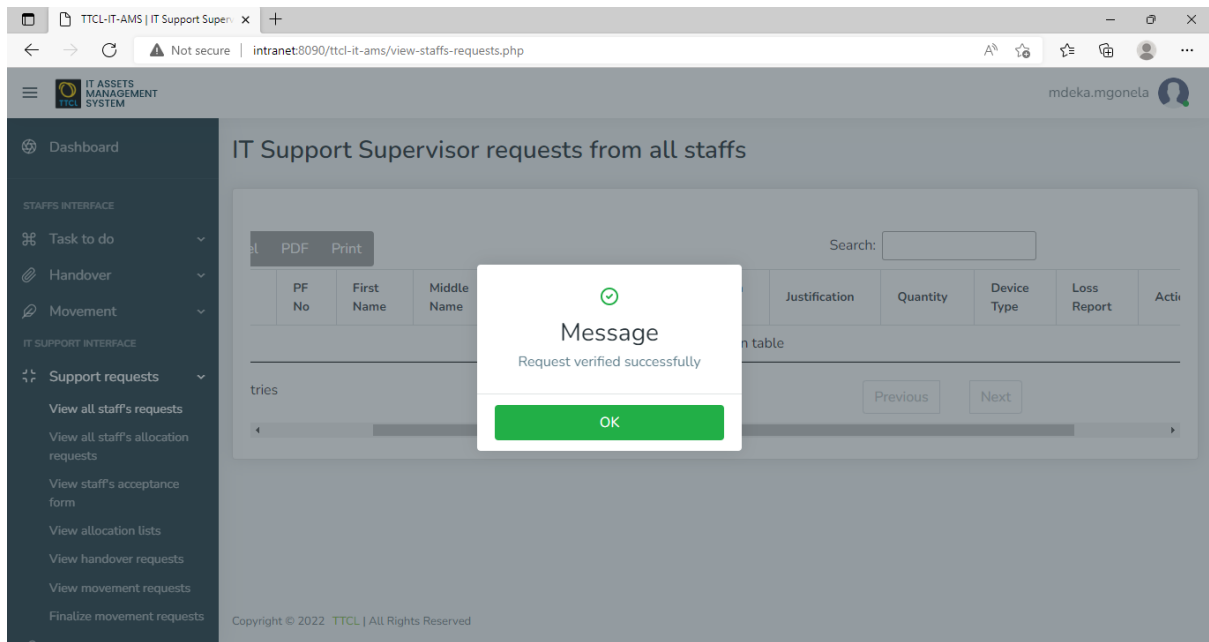
Verified date and time

18-08-2022 09:01:59

Verified by

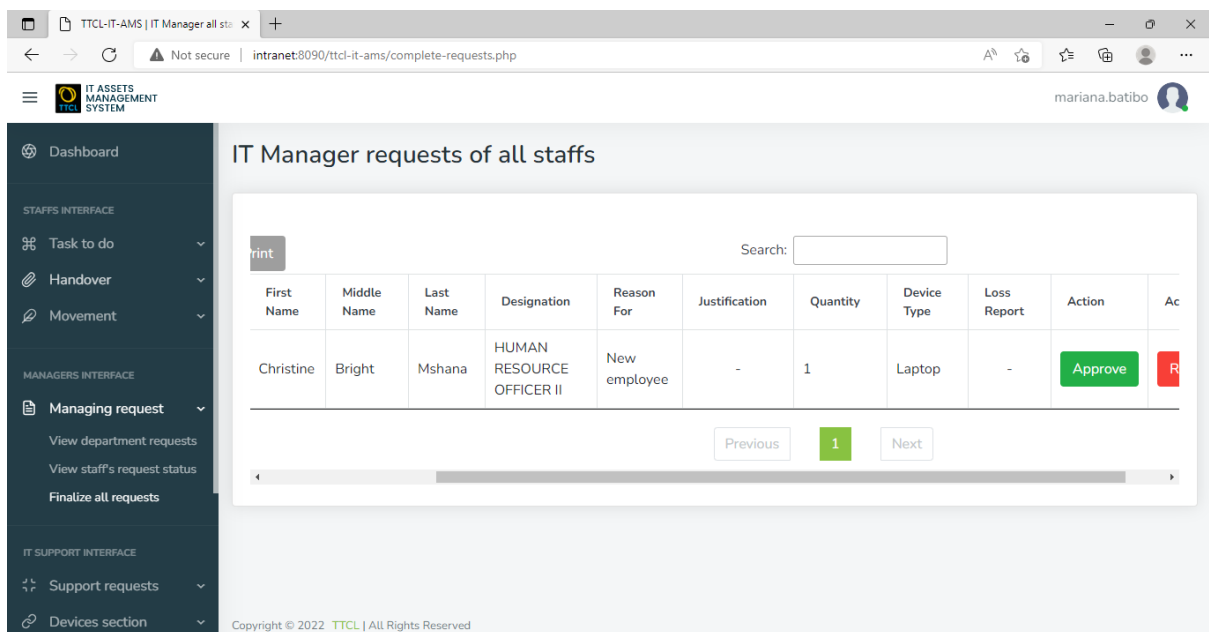
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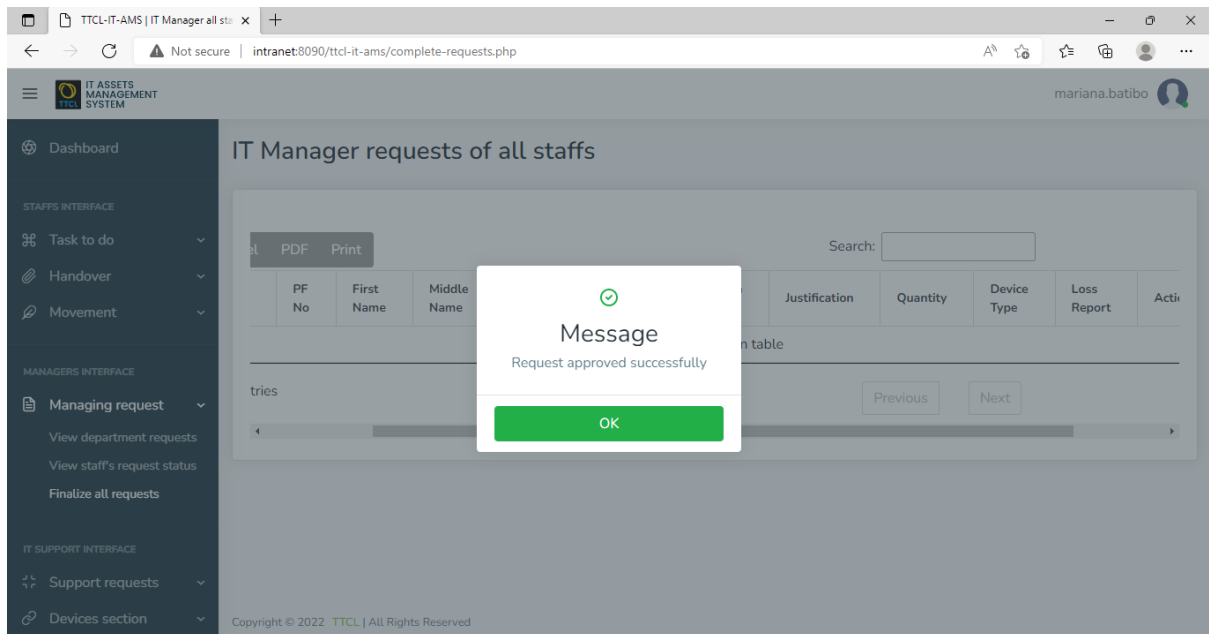
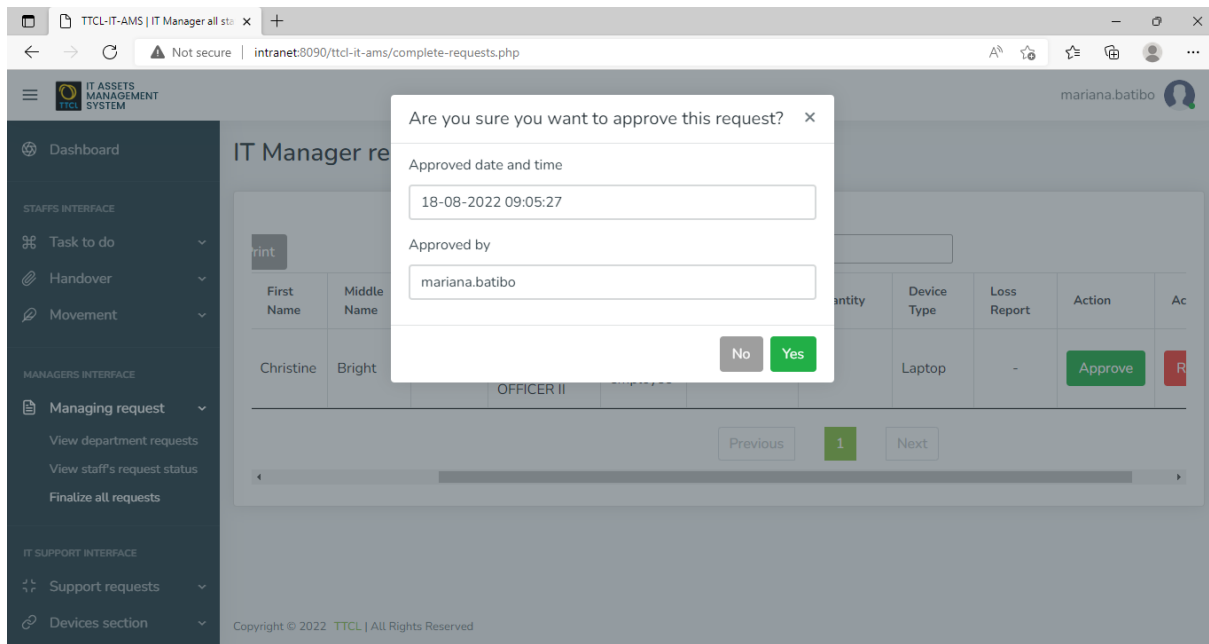
NoYes



After the requests verified by IT Support Supervisor, then the requests sent to Manager of Information Solution and Services.

Then Manager of ISS check them through **Managing requests >>Finalize all requests** and either approve or reject them.





After approval of requests by **Manager of Information Solution and Services**, then the requests sent back to **IT Support Supervisor** for allocation through **View all staff's allocation requests** module under **Support requests** section.

TTCL-IT-AMS | IT Support Supervisor

Not secure | intranet:8090/ttcl-it-ams/view-staffs-allocation-requests.php

IT ASSETS MANAGEMENT SYSTEM

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All allocation requests from staffs

Excel PDF Print

Search:

First Name	Middle Name	Last Name	Department	Designation	Reason	Justification	Quantity	Device Type	Workstation
Christine	Bright	Mshana	Manager HR Management	HUMAN RESOURCE OFFICER II	New employee		1	Laptop	Head Quarter (HQ)

entries

Previous 1 Next

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The IT Support Supervisor allocate device requested through **Allocate** button. Then the pop-up model will appear with all details concern with the device, specifications and software installed.

TTCL-IT-AMS | IT Support Supervisor

Not secure | intranet:8090/ttcl-it-ams/view-staffs-allocation-requests.php

IT ASSETS MANAGEMENT SYSTEM

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All allocation

Allocation Session

System components

Device type: Laptop

Serial number: XYZEZ

Status: Working IT Asset Type: Laptop

Manufactured Year: 2012 MAC Address: 129:8:0:7:12:71

SYSTEM UNIT

Brand: Dell Model: DELL OPTILEX PRO 908

RAM Size: Storage type: Capacity:

Allocate

TTCL-IT-AMS | IT Support Super x +

Not secure | intranet:8090/ttcl-it-ams/view-staffs-allocation-requests.php

TTCLHQHRLTOOO1

Other devices

Flash disk 8GB, Bag

Documents

- ☒ User manual
- ☒ Accepted user policy
- ☒ User responsibility
- ☒ How to guide

Allocated date and time

18-08-2022 09:10:41

Allocated by

mdeka.mgonela

No Yes

IT ASSETS MANAGEMENT SYSTEM

Dashboard

STAFFS INTERFACE

- Task to do
- Handover
- Movement

IT SUPPORT INTERFACE

- Support requests
 - View all staff's requests
 - View all staff's allocation requests
 - View staff's acceptance form
 - View allocation lists
 - View handover requests
 - View movement requests
 - Finalize movement requests

All allocation requests from staffs

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TTCL-IT-AMS | IT Support Super x +

Not secure | intranet:8090/ttcl-it-ams/view-staffs-allocation-requests.php

IT ASSETS MANAGEMENT SYSTEM

Dashboard

STAFFS INTERFACE

- Task to do
- Handover
- Movement

IT SUPPORT INTERFACE

- Support requests
 - View all staff's requests
 - View all staff's allocation requests
 - View staff's acceptance form
 - View allocation lists
 - View handover requests
 - View movement requests
 - Finalize movement requests

All allocation requests from staffs

Device has been allocated to staff successfully.

Copy CSV Excel PDF Print

Search:

SN	PF No	First Name	Middle Name	Last Name	Department	Designation	Reason	Justification	Quantity	Device Type
No data available in table										

Showing 0 to 0 of 0 entries

Previous Next

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After the allocation the user has to confirm the allocation by attaching the scanned acceptance form.

ACCEPTANCE FORM

The staff must attach the required acceptance form to show the justification that he/she has received the allocated device. See the figure below.

The screenshot shows a web browser window with the URL `intranet:8090/ttcl-it-ams/acceptance-form.php`. The page title is "Attach your acceptance form". On the left is a sidebar menu for "STAFFS INTERFACE" with options: Task to do, Request form, Requests status, Attach acceptance form, Allocated devices, Handover, Movement, UTILITIES, Version (1.1.0), Support, and Log out. The main content area has a search bar and a table of IT assets. The table has columns: IT Asset Type, Serial No, Brand, Model, Processor Speed, RAM, Storage, Capacity, Status, Comment, and Action. One row is visible for a Dell OptiFlex Pro 9080 laptop. A "Confirm" button is in the Action column. Below the table are "Previous", "1", and "Next" buttons. The footer says "Copyright © 2022 TTCL | All Rights Reserved".

IT Asset Type	Serial No	Brand	Model	Processor Speed	RAM	Storage	Capacity	Status	Comment	Action
Laptop	XYZEZ	Dell	DELL OPTIFLEX PRO 9080	1.7 GHZ	16 GB	HDD	1 TB	Working	--	<button>Confirm</button>

After clicking the “**Confirm**” button, the pop-up model appears that require the user to attach the scanned acceptance form.

This screenshot shows the same interface as the previous one, but with a modal dialog box open. The dialog title is "I confirm that, I have received a device". It contains the text "Please attach scanned computer system acceptance form. (png/jpg/pdf min. 2MB)". There is a "Choose File" button followed by the text "myAccept.pdf". At the bottom of the dialog are "No" and "Yes" buttons. The background interface is dimmed.

TTCL-IT-AMS | Acceptance form x

Not secure | intranet:8090/ttcl-it-ams/acceptance-form.php

IT ASSETS MANAGEMENT SYSTEM

christine.mshana

Attach your acceptance form

Acceptance form has been sent successfully.

Copy CSV Excel PDF Print

Search:

SN.	PF No.	First Name	Middle Name	Last Name	Quantity	IT Asset Type	Serial No	Brand	Model	Processor Speed	RAM
No data available in table											

Showing 0 to 0 of 0 entries

Previous Next

THURSDAY, AUGUST 18, 2022

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Then, the request is then sent back automatically to IT Support Supervisor to view the attached acceptance form and confirm.

TTCL-IT-AMS | View acceptance x

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IT ASSETS MANAGEMENT SYSTEM

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IT Acceptance form requests ready for approval

Copy CSV Excel PDF Print

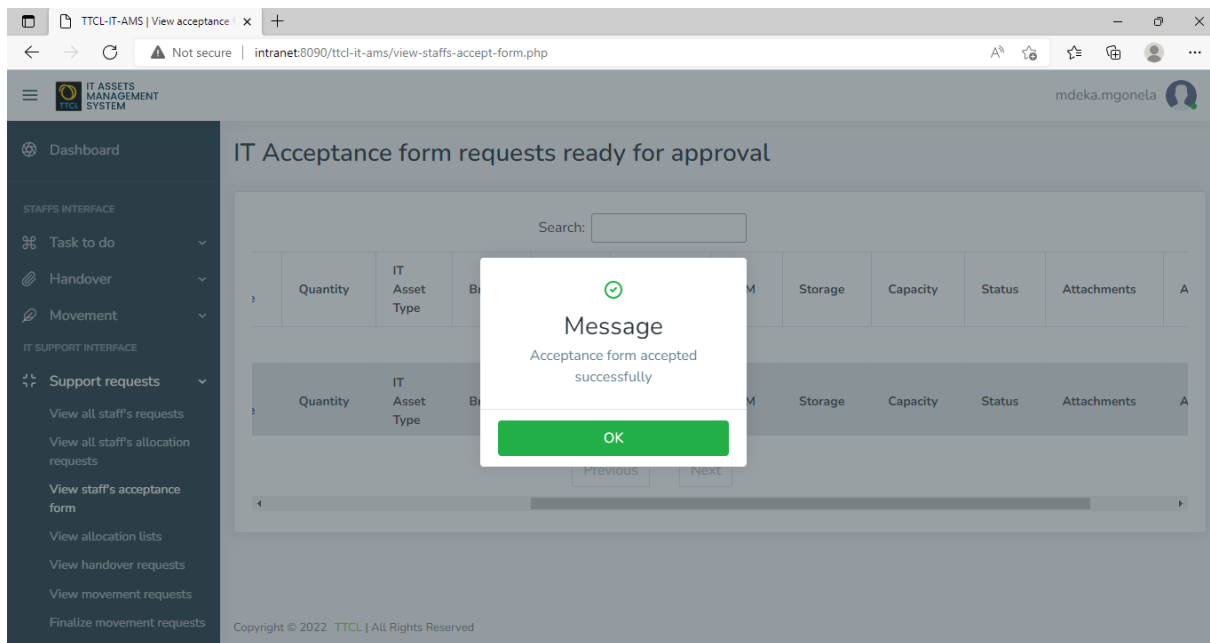
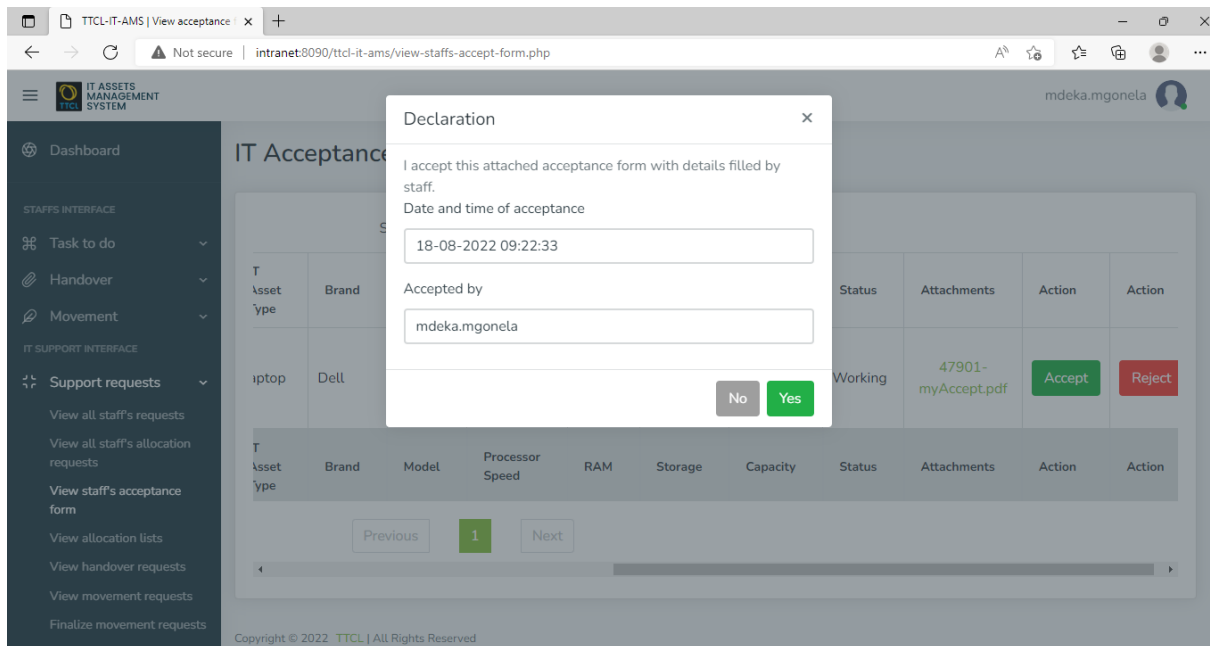
Search:

SN	Date Of Application	PF No.	First Name	Middle Name	Last Name	Quantity	IT Asset Type	Brand	Model	Processor Speed	F
1	18-08-2022 08:54:58	90737	Christine	Bright	Mshana	1	Laptop	Dell	DELL OPTILEX PRO 9080	1.7 GHZ	1t

Showing 1 to 1 of 1 entries

Previous 1 Next

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Thus, by doing so, the allocation will be completed.

Then the user goes to the **Task to do** section and click **Allocated devices** and see the devices that has been allocated with.

TTCL-IT-AMS | Staff allocated devices

Not secure | intranet:8090/ttcl-it-ams/allocated-devices.php

christine.mshana

List of device(s) you allocated

Copy CSV Excel PDF Print

Search:

SN	First Name	Middle Name	Last Name	Quantity	Asset Type	Serial No	Brand	Model	Processor Speed	RAM	Storage
1	Christine	Bright	Mshana	1	Laptop	XYZEZ	Dell	DELL OPTILEX PRO 9080	1.7 GHZ	16 GB	HDD

Showing 1 to 1 of 1 entries

Previous 1 Next

THURSDAY, AUGUST 18, 2022

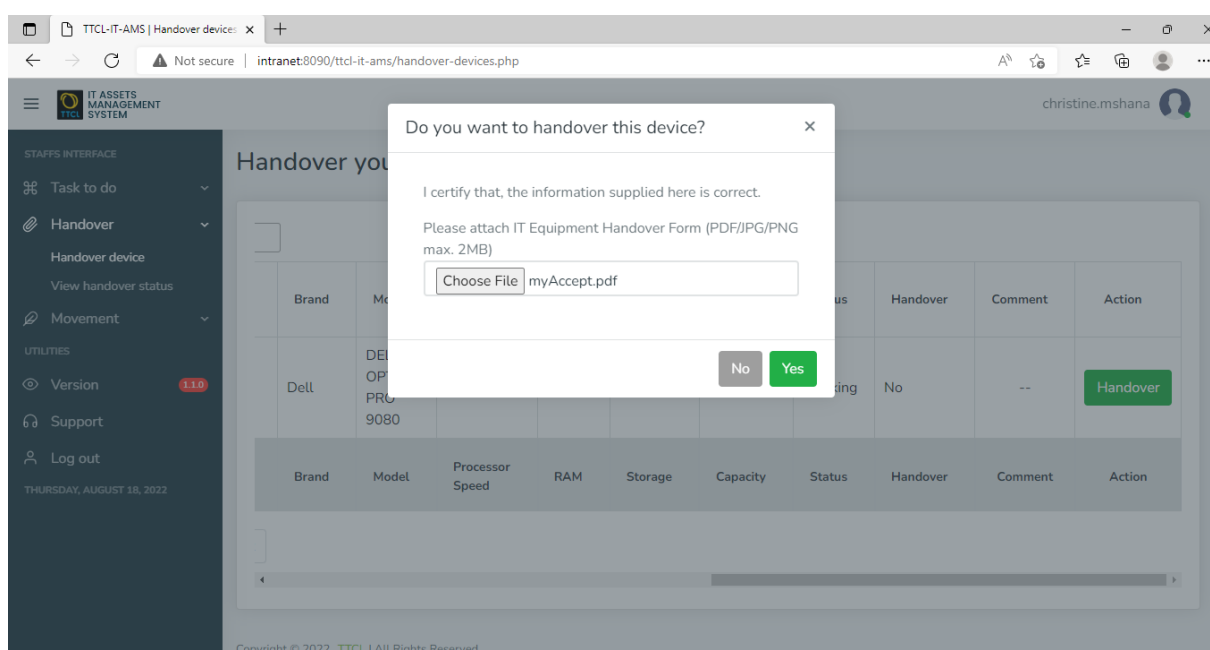
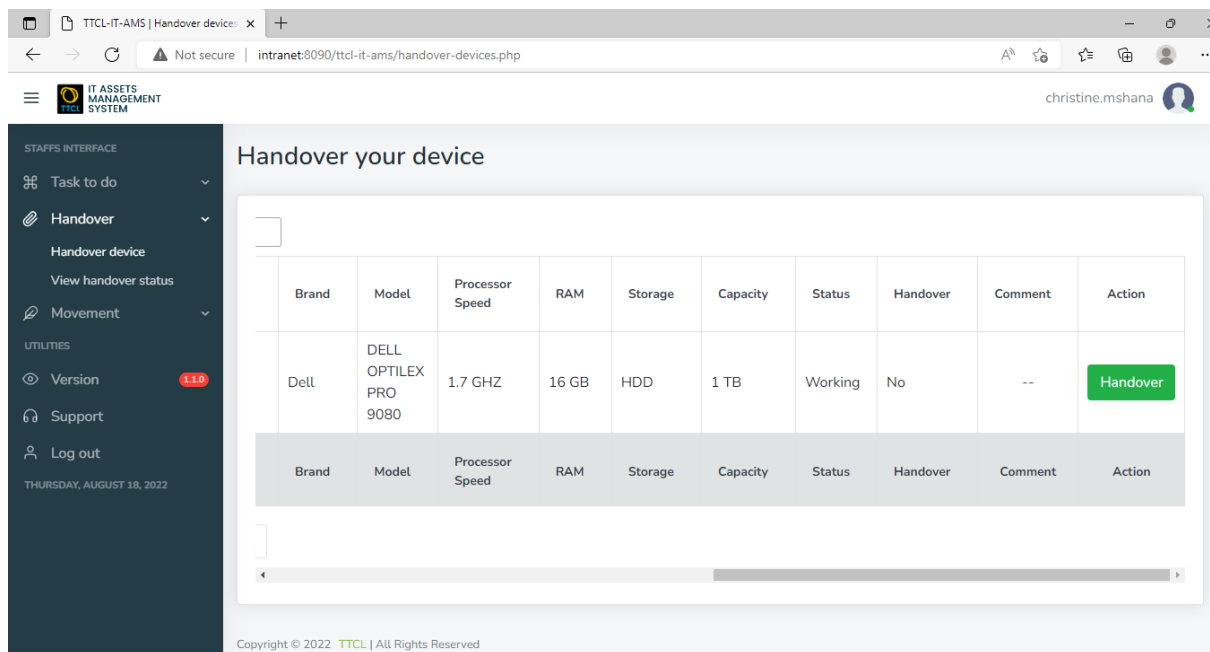
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HANDOVER

This is process by which the staff returns the device to IT Support supervisor. The process may happen due to the following reasons:

- Retirement
- Resigning
- Beyond repair

The user attaches the scanned handover form to request made in the system under **Handover device** section in **Handover** module. See the figure below.



TTCL-IT-AMS | Handover devices x +

Not secure | intranet:8090/ttcl-it-ams/handover-devices.php

IT ASSETS MANAGEMENT SYSTEM christine.mshana

Handover your device

✓ Handover request has been sent successfully.

Copy CSV Excel PDF Print Search:

SN	PF No	First Name	Middle Name	Last Name	Department	Designation	Region	Serial No.	Quantity	IT Asset Type
No data available in										

Showing 0 to 0 of 0 entries

Previous Next

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Then IT Support Supervisor will receive the handover request from staff and either verify or reject it.

TTCL-IT-AMS | Handover device x +

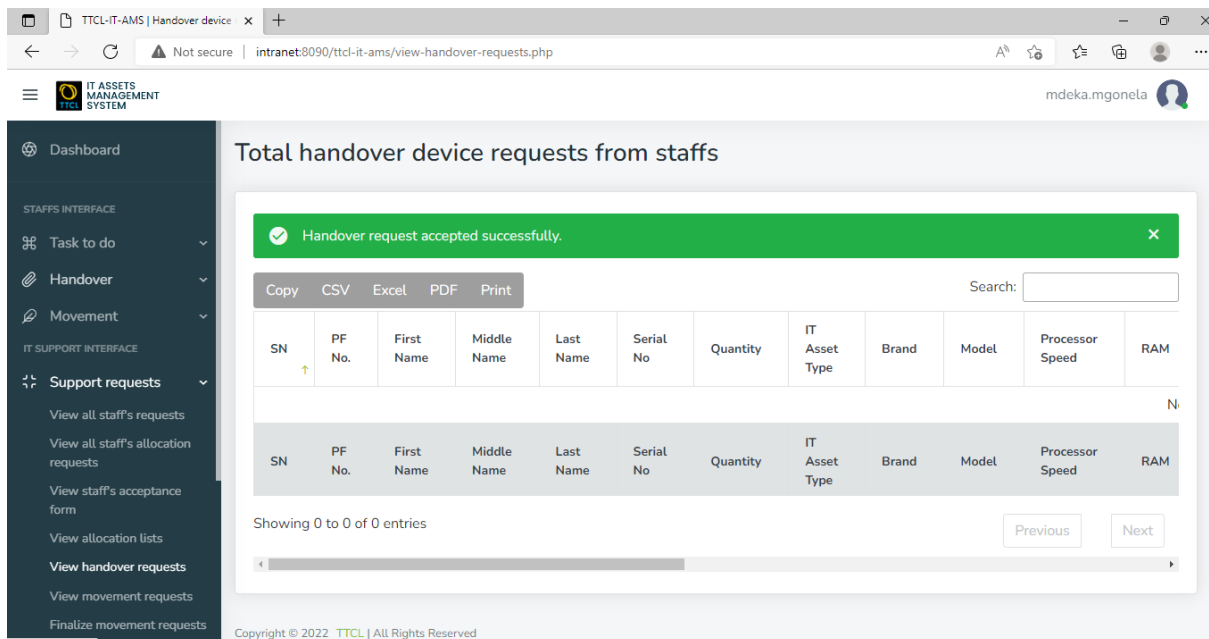
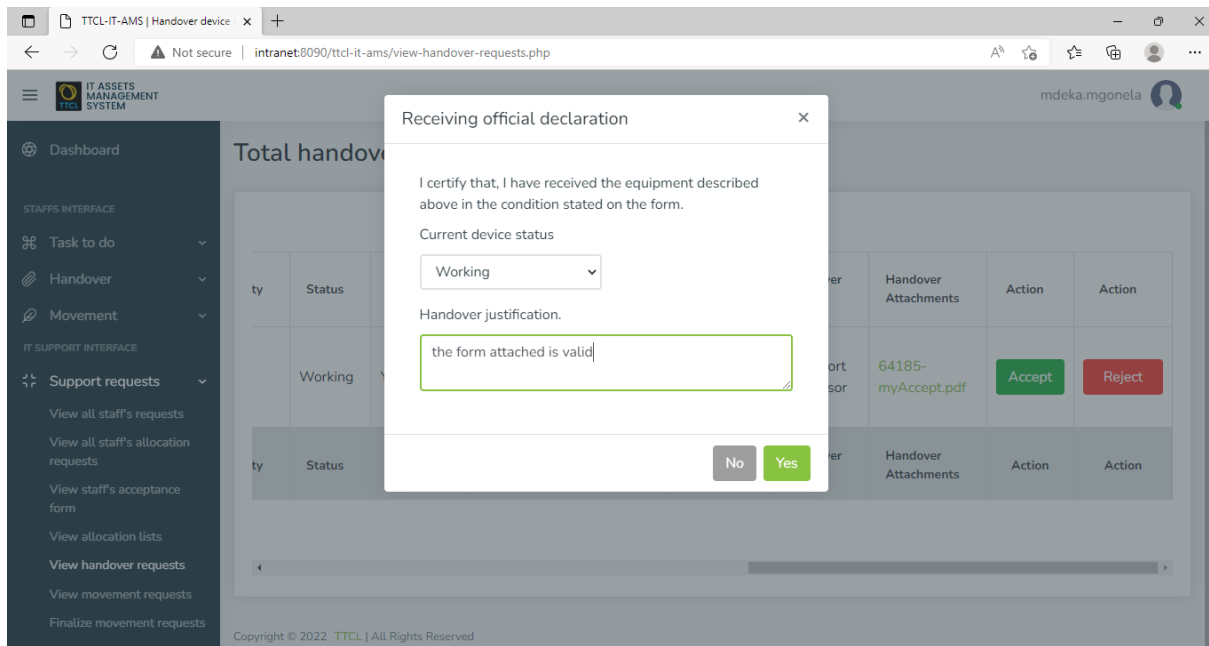
Not secure | intranet:8090/ttcl-it-ams/view-handover-requests.php

IT ASSETS MANAGEMENT SYSTEM mdeka.mgonela

Total handover device requests from staffs

ty	Status	Allocated	Handover	Handover Date	Handover From	Handover To	Handover Attachments	Action	Action
	Working	Yes	Yes	18-08-2022 12:48:57	Christine Bright Mshana	IT Support Supervisor	64185-myAccept.pdf	Accept	Reject

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After accepting it, the handover process is over. When the process is done the device becomes unallocated and it can be viewed by the IT Support Supervisor. But if IT Support Supervisor reject the handover process the staff will start handover process again.

NB: During the process, staff can be able to see step by step of his handover process by clicking the “**View handover status**” under the section.

MOVEMENT MODULE

This is the module which enable user to move the device from one staff to another. The staff makes a request by clicking the section **Movement** section and then click the **Request device movement form** see the figure below.

Request for device movement

tity	IT Asset Type	Brand	Model	Processor Speed	RAM	Storage	Capacity	Status	Movement	Action
	Laptop	HP	EJ345676	3.6GH	16	SSD	256 GB	Working	No	<button>Movement</button>

Next

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I certify that the information supplied below is correct

PF number

Select...

Attach systems movement form (png/jpg/pdf max. 2MB)

Choose File No file chosen

No Yes

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Then the user attaches the scanned **IT System Movement Form** and submit for confirmation. Then the IT support supervisor confirm the scanned system movement form attached. See the figure below.

IT ASSETS
MANAGEMENT
SYSTEM

STAFFS INTERFACE

Task to do

Handover

Movement

Request device movement

View movement status

Device movement confirmation

UTILITIES

Version 1.1.0

Support

Log out

TUESDAY, JULY 05, 2022

Request for device movement

PF number

90737

First name

Christine

Middle name

Bright

Last name

Mshana

Department

Human Resources

Region

HQ

Attach systems movement form (png/jpg/pdf max. 2MB)

Choose File

No file chosen

No

Yes

Capacity	Status	Movement	Action
5 GB	Working	No	Movement
Capacity	Status	Movement	Action

augustine.khicheny

I certify that the information supplied below is correct

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IT ASSETS
MANAGEMENT
SYSTEM

STAFFS INTERFACE

Task to do

Handover

Movement

Request device movement

View movement status

Device movement confirmation

UTILITIES

Version 1.1.0

Support

Log out

TUESDAY, JULY 05, 2022

Request for device movement

Device movement request has been sent successfully.

Copy CSV Excel PDF Print

Search:

SN	PF No	First Name	Middle Name	Last Name	Department	Designation	Region	Serial No.	Quantity	IT Asset Type	
No data available in table											

Showing 0 to 0 of 0 entries

Previous

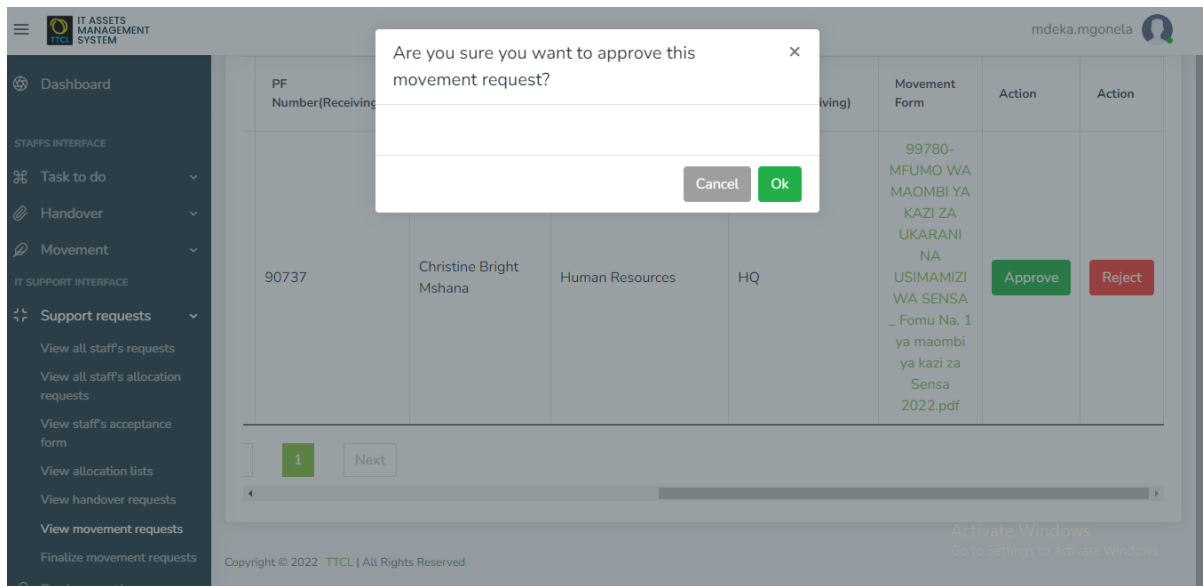
Next

Activate Windows

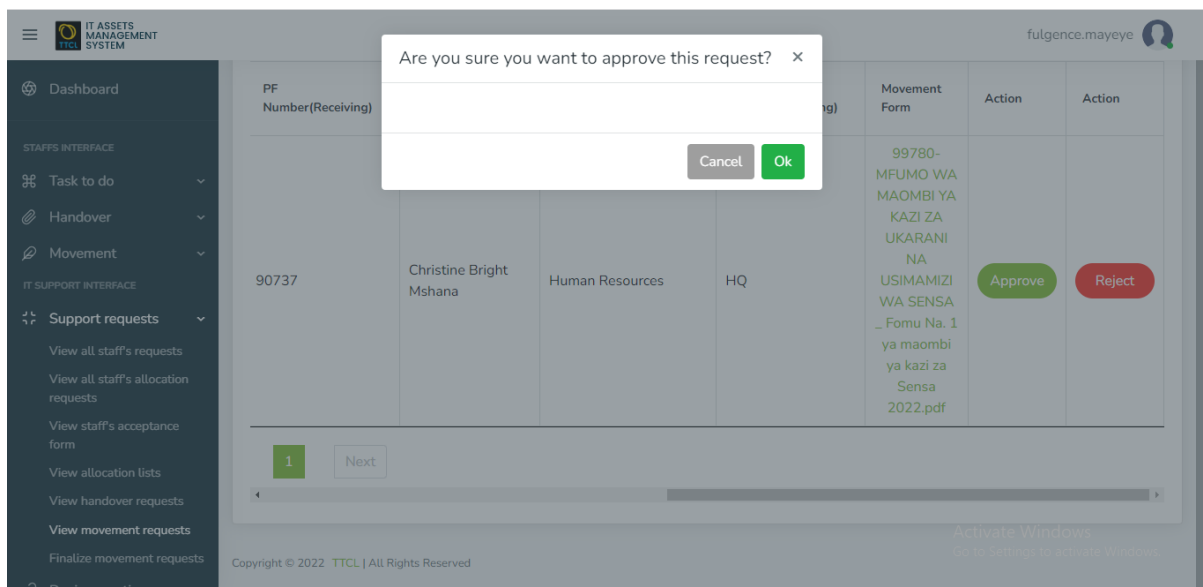
Go to Settings to activate Windows.

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The request is then received by IT support supervisor for approval. As it shown below.



The request approved by IT support supervisor is then sent to the resource planner for approval.



IT ASSETS MANAGEMENT SYSTEM

fulgence.mayeye

Dashboard

STAFFS INTERFACE

Task to do

Handover

Movement

IT SUPPORT INTERFACE

Support requests

Devices section

Maintenance section

UTILITIES

Version 1.1.9

Support

Log out

Total device movement requests from staffs

Movement request approved successfully.

Copy CSV Excel PDF Print

Search:

SN	PF No	Full Name(Current)	Department	Duty Station	Serial No	Device Type	Move Request Date	PF Number(Receiving)	Full Name(Rece
No data available in table									

Showing 0 to 0 of 0 entries

Previous Next

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Activate Windows
Go to Settings to activate Windows.

The request is then sent back to IT support supervisor for confirmation.

Dashboard

STAFFS INTERFACE

Task to do

Handover

Movement

IT SUPPORT INTERFACE

Support requests

View all staff's requests

View all staff's allocation requests

View staff's acceptance form

View allocation lists

View handover requests

View movement requests

Finalize movement requests

Finalize device movement from all staffs

Movement request accepted successful.

Show 10 entries

Search:

SN	PF No	Full Name(New User)	Department	Duty Station	Serial No	Device Type	Move Request Date	PF Number(Current)	Full Name(Current)
No data available in table									

Showing 0 to 0 of 0 entries

Previous Next

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Activate Windows
Go to Settings to activate Windows.

END