



# **ASSETTRACK MANAGEMENT SYSTEM**

## **USER MANUAL**

(ADMIN PORTAL)

**Ver 2.5**

**24 July 2024**

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## Account Activation

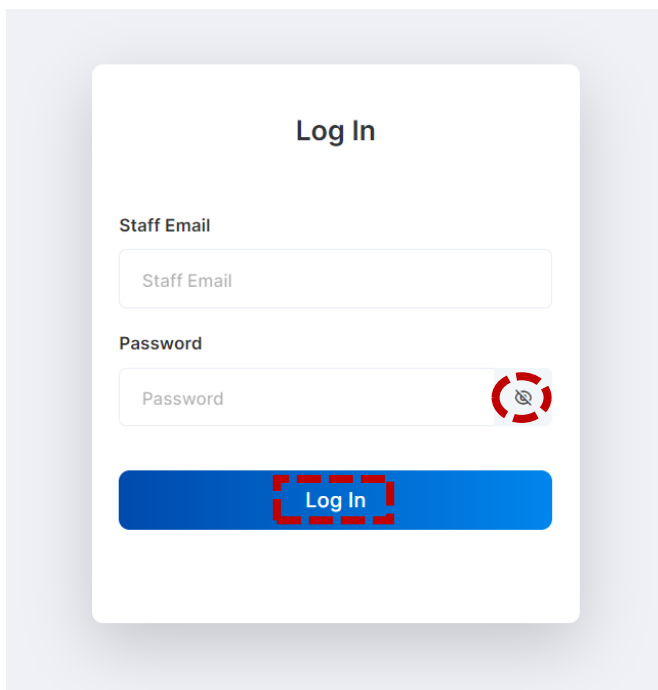
An administrator must be registered by another administrator to gain access to the system. Please contact the administrator for account credential information before attempting to access the system. The default password for new users is:

**Table 1. 1** : Default Credential Formats

<b>Email</b>	:	<i>To be given by administrator</i>
<b>Password</b>	:	abcd1234

### A. First time log in

1. Log in using given credentials (iasset.ames.my/login/index) :
  - (a) Enter **email address**
  - (b) Enter **password** – *click eye icon to unhide the password*
  - (c) Click **Log In** button



Log In

Staff Email

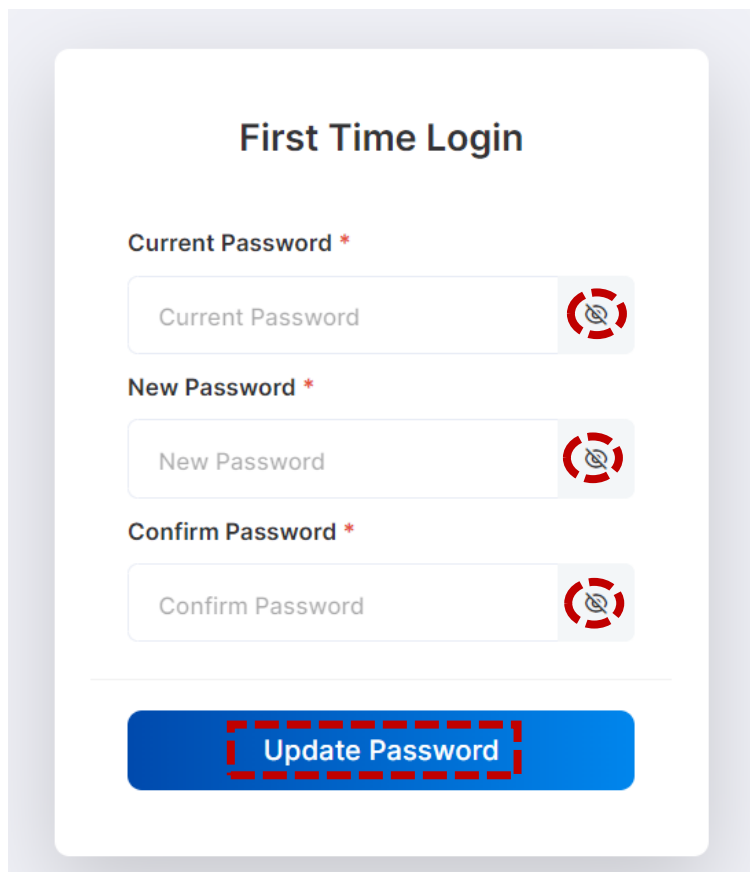
Staff Email

Password

Password

Log In


2. User will be redirected to first time login page where user needs to update their password upon log in.
  - (a) Enter **current password** (abcd1234) – *click eye icon to unhide the password*
  - (b) Enter **new password** – *click eye icon to unhide the password*
  - (c) Enter **confirm password** – *click eye icon to unhide the password*
  - (d) Click **Update Password** button




The image shows a 'First Time Login' form. It has a title 'First Time Login' at the top. Below the title are three password input fields, each with a label and a red eye icon to toggle visibility. The labels are 'Current Password \*', 'New Password \*', and 'Confirm Password \*'. The input fields contain placeholder text: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom of the form is a blue button with the text 'Update Password'. The button has a red dashed border.

**First Time Login**


**Current Password \***

Current Password 

**New Password \***

New Password 

**Confirm Password \***

Confirm Password 

**Update Password**


3. Log in to the portal (iasset.ames.my/login/index)
  - (a) Enter **email address**
  - (b) Enter **password** – *click eye icon to unhide the password*
  - (c) Click **Log In** button

✓ Your password successfully changed.  
Please login using your new credentials. ✕

### Log In

Staff Email

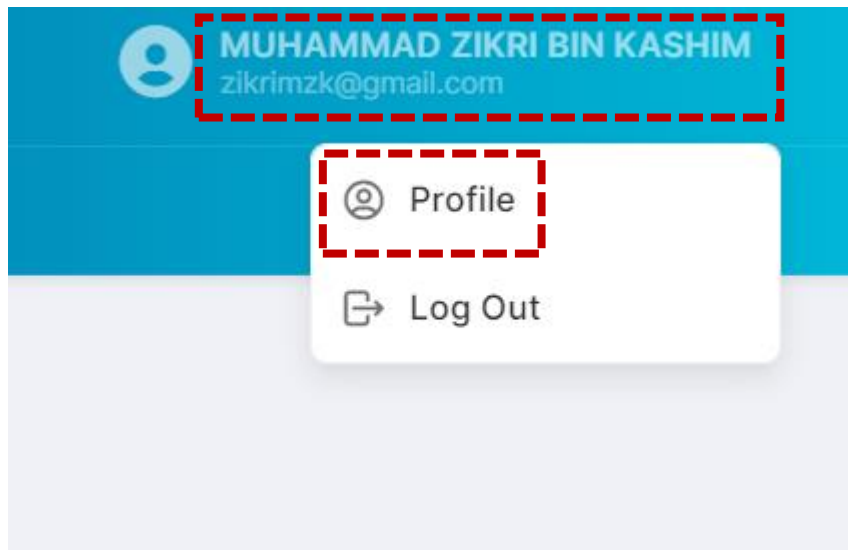
Password

**Log In**

## My Profile

1. Click on your **name** on navigation bar.
2. Then click **profile** button.



### A. Update Personal Details

- (a) Update **name** (if needed)
- (b) Update **phone number** (if needed)
- (c) Update **email address** (if needed)
- (d) Click **Save Changes** button


**Alert : (\*) – is required, need to be filled.**

A screenshot of the 'Update Personal Details' form. The form is white with a light blue border. It contains several input fields with labels above them: 'Staff No.' (A2400), 'Full Name \*' (MUHAMMAD ZIKRI BIN KASHIM), 'Phone No. \*' (01113097495), 'Email \*' (zikrimzk@gmail.com), 'Company' (Ames Hotel Sdn Bhd), and 'Department' (Information Technology). The labels for 'Full Name \*', 'Phone No. \*', and 'Email \*' are in red. The input fields for 'Full Name', 'Phone No.', and 'Email' are highlighted with yellow dashed rectangles. At the bottom right of the form, there is a 'Save Changes' button with a blue checkmark icon, highlighted with a red dashed rectangle.

## B. Update Password

- (a) Enter **current password** – click eye icon to unhide the password
- (b) Enter **new password** – click eye icon to unhide the password
- (c) Enter **confirm password** – click eye icon to unhide the password
- (d) Click **Update Password** button

**Alert : (\*) – is required, need to be filled.**



Current Password \*

Current Password

New Password \*

New Password

Confirm Password \*

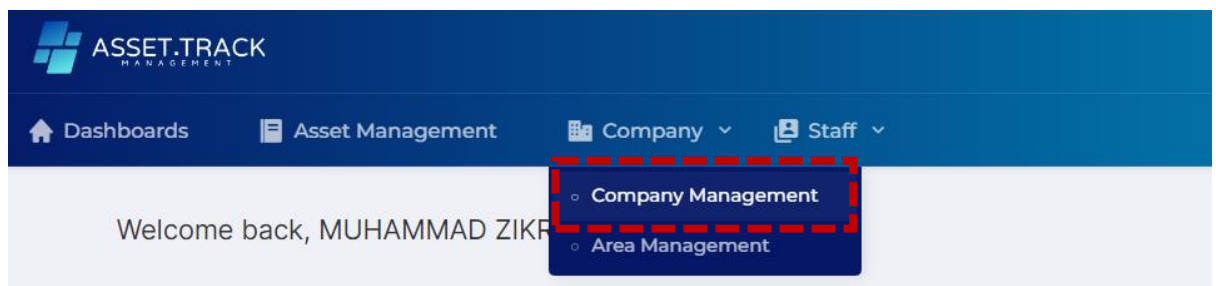
Confirm Password

Update Password



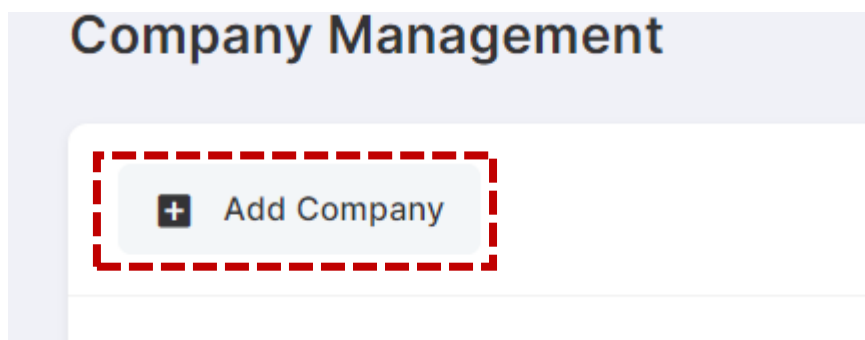
# Company Management Module

1. Click **Company Management** link in the navigation bar.



## A. Add company

1. Click **Add Company** button.





2. In the form,
  - (a) Enter all the (\*) required field.
  - (b) Click **Add Company** button

The screenshot shows the 'Company Details' form. The form contains the following fields: 'Company Name \*', 'Code \*', 'Registration No', 'Phone No \*', 'Email \*', and 'Address'. The 'Add Company' button at the bottom right is highlighted with a red dashed box. The 'Close' button is also visible next to it.

## B. Update company


1. Click on the **pen icon** for the selected company.

Search:

Registration No	Action
-	<div>   </div>

Previous **1** Next

2. In the company update form page, update the company details.
3. Click **Save Changes** button to proceed.

Name	Code	Registration No
<input type="text" value="Ames Hotel Sdn Bhd"/>	<input type="text" value="AMSB"/>	<input type="text" value="-"/>
Email	Phone No	
<input type="text" value="xxxxx@assettrack.com.my"/>	<input type="text" value="06-232512X"/>	
Address		
<input type="text" value="-"/>		
<div>  Save Changes         </div>		

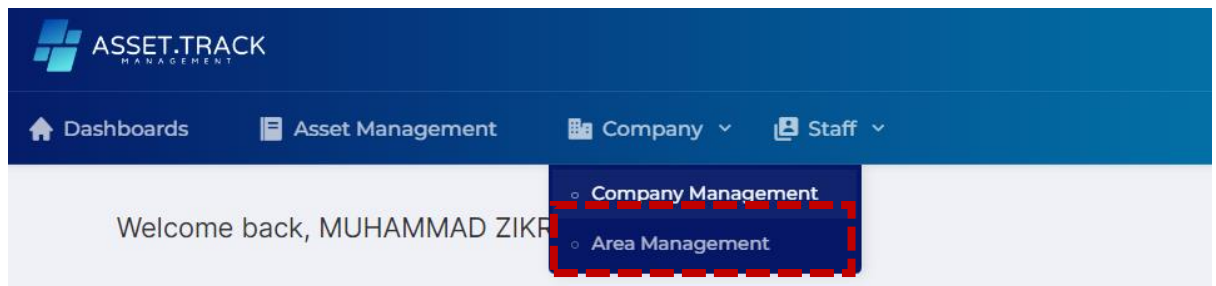
## C. Remove company

*Note: The system does not allow the deletion of a company that has declared assets. The delete function only works when the company has no declared assets and no registered staff. The system adheres to strict rules in this section to ensure all data is properly handled and to prevent any data loss.*

1. Click on the **dustbin icon** button for the selected company.
2. A confirmation modal will be prompted, click **Delete now** button to continue.

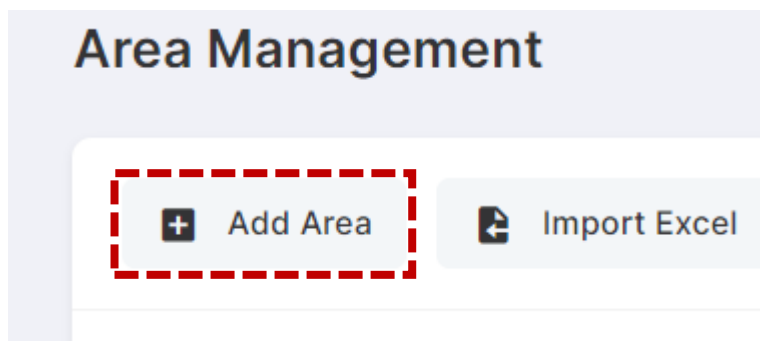
## Area Management Module

1. Click **Area Management** link in the navigation bar.



### A. Add area

1. Click **Add Area** button.





2. In the form,
  - (a) Enter all the (\*) required field.
  - (b) Click **Add Area** button.

The screenshot shows the 'Area Details' form. It has a title bar 'Area Details' with a close button. Below the title bar, there are three input fields: 'Area Name \*', 'Area Code \*', and 'Company \*'. Each field has a red asterisk indicating it is required. The 'Company' field is a dropdown menu with 'Select' as the current selection. At the bottom right of the form, there are two buttons: 'Close' and 'Add Area'. The 'Add Area' button is highlighted with a red dashed box.

## B. Update area

1. Click on the **pen icon** for the selected area.

Search	
Company	Action
Ames Hotel Sdn Bhd	 

2. In the area update form, update the area details.
3. Click **Save Changes** button to proceed.

Update Area

Area Name \*

Lobby

Area Code \*

LB

Company \*

Ames Hotel Sdn Bhd

Close

Save Changes

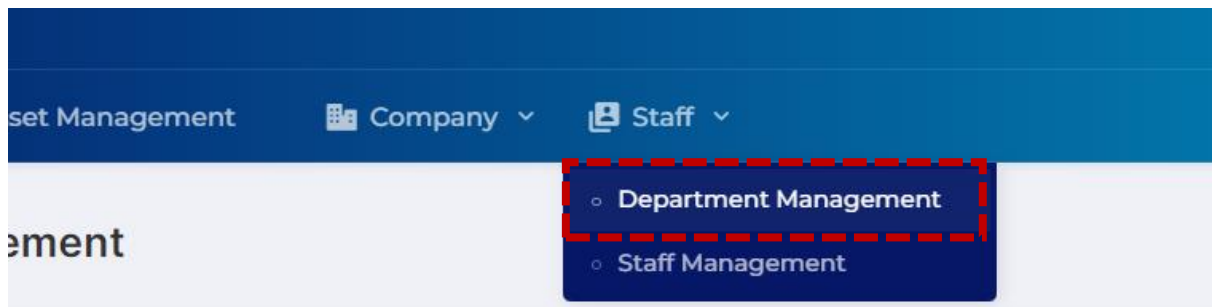
## C. Remove area

*Note: The system does not allow the deletion of area that has declared assets. The delete function only works when the area has no declared assets. The system adheres to strict rules in this section to ensure all data is properly handled and to prevent any data loss.*

1. Click on the **dustbin icon** button for the selected area.
2. A confirmation modal will be prompted, click **Delete now** button to continue.

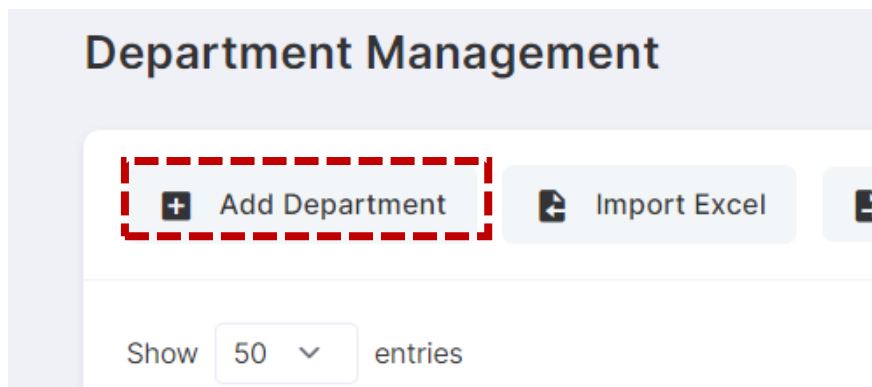
## Department Management Module

1. Click **Department Management** link in the navigation bar.



### A. Add department

1. Click **Add Department** button.







2. In the form,
  - (a) Enter all the (\*) required field.
  - (b) Click **Add Department** button.

The screenshot shows the 'Department Details' form. It has two input fields: 'Department Name \*' and 'Department Code \*'. At the bottom right, there is a 'Close' button and an 'Add Department' button (highlighted with a red dashed box).

## B. Update department

1. Click on the **pen icon** for the selected department.

Code	Action
IT	 
FO	 

2. In the department update form, update the department details.
3. Click **Save Changes** button to proceed.

Export Data

### Update Department

Department Name \*

Department Code \*

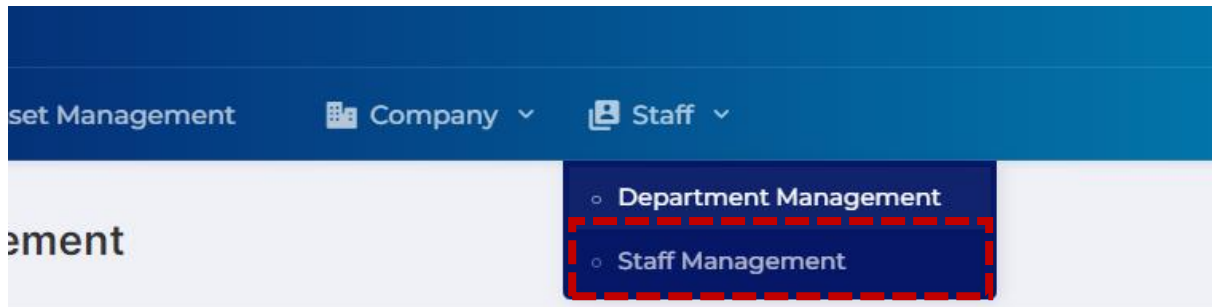
## C. Remove department

*Note: The system does not allow the deletion of department that has declared assets. The delete function only works when the department has no declared assets and no registered staff. The system adheres to strict rules in this section to ensure all data is properly handled and to prevent any data loss.*

1. Click on the **dustbin icon** button for the selected department.
2. A confirmation modal will be prompted, click **Delete now** button to continue.

## Staff Management Module

1. Click **Staff Management** link in the navigation bar.



### A. Add staff

1. Click **Add Staff** button.
2. In the form,
  - (a) Enter all the (\*) required field.
  - (b) Click **Add Staff** button.





 A screenshot of the 'Staff Details' form, which is a modal window with a title bar and a close button. The form contains several input fields and dropdown menus, all marked with an asterisk (\*) to indicate they are required. The fields are: 'Staff No', 'Full Name', 'Phone No', 'Email', 'Role', 'Status', 'Company', 'Department', 'Password', and 'Confirm Password'. The 'Password' and 'Confirm Password' fields have a default value of 'abcd1234' shown in small text above them. At the bottom right of the form, there are two buttons: 'Close' and 'Add Staff'. The 'Add Staff' button is highlighted with a red dashed rectangular border.

#### Note:

1. The default password for users will be **abcd1234**.
2. Please carefully specify the user role to prevent any unauthorized access.
3. The default status of users will be "Not Activated." Users need to activate their accounts themselves. Once the activation process is complete, the staff account will be activated.

## B. Update staff

1. Click on the **pen icon** for the selected staff.

Department	Role	Status	Action
Information Technology	Admin	Active	 
Information Technology	Staff	Active	 

2. In the staff update form, update the staff details.
3. Click **Save Changes** button to proceed.

Update Staff Details

Staff No \*

1200

Full Name \*

Admin

Phone No \*

01113097495

Email \*

admin01@assettrack.my

Role \*

Admin

Status \*

Active

Company \*

Ames Hotel Sdn Bhd

Department \*

Information Technology

Admin Force Reset Password (AFRP)

(Alert: Click only when the user forget the password !)

Force Reset Password

Close





Save Changes



## C. Admin Force Reset Password (AFRP)

*Note: Make sure to use this function whenever addressing user concerns. This function will change their original password and generate a random password for them.*

1. Click on the **pen icon** for the selected staff.

Username	Role	Status	Action
Information Technology	Admin	Active	 
Information Technology	Staff	Active	 

2. Click **Force Reset Password** button.

ADMIN

ACTIVE

Company \*


Ames Hotel Sdn Bhd

Department \*

Information Technology

Admin Force Reset Password (AFRP)

(Alert: Click only when the user forget the password !)





Close


Save Changes


3. Copy the generated password.

Asset / Staff Management

 Password reset successfully !, The reset password is: eNB0i8Cf

 Add Staff

 Import Excel

 Export Data

Filter by Company

Filter by Department

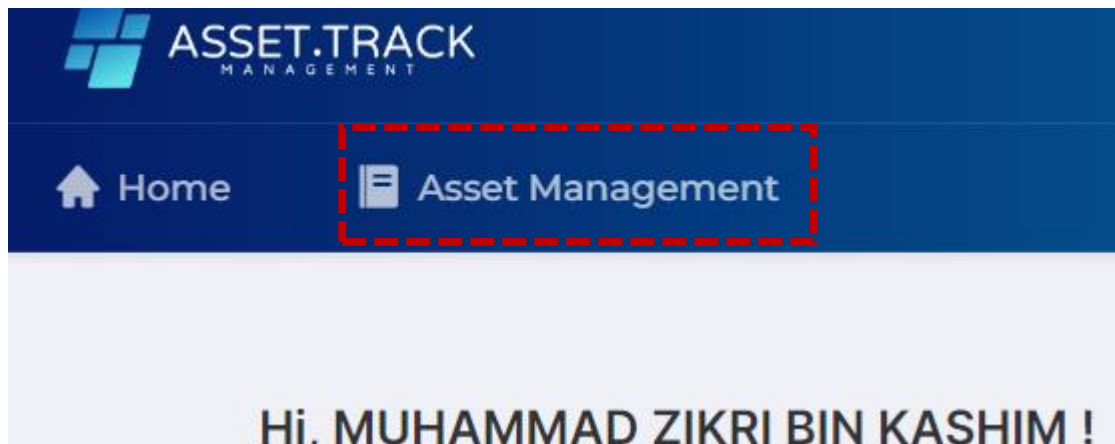
## D. Remove staff

*Note: The system will not permanently remove staff who have made at least ONE asset declaration OR asset transfer. However, the staff details will not be visible to any users within the system. The system adheres to strict rules in this section to ensure all data is properly handled and to prevent any data loss.*

1. Click on the **dustbin icon** button for the selected staff.
2. A confirmation modal will be prompted, click **Delete now** button to continue.

## Asset Management Module

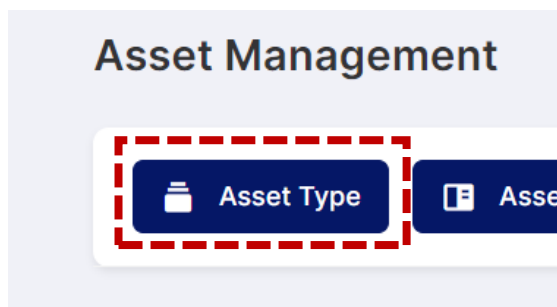
1. Click **Asset Management** link in the navigation bar.



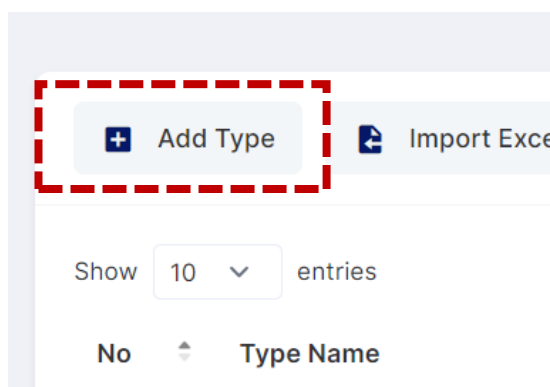
*Note : All the steps outlined below must be followed before a user can make any asset declaration within the system.*

### A. Add asset type

1. Click **Asset Type** button.

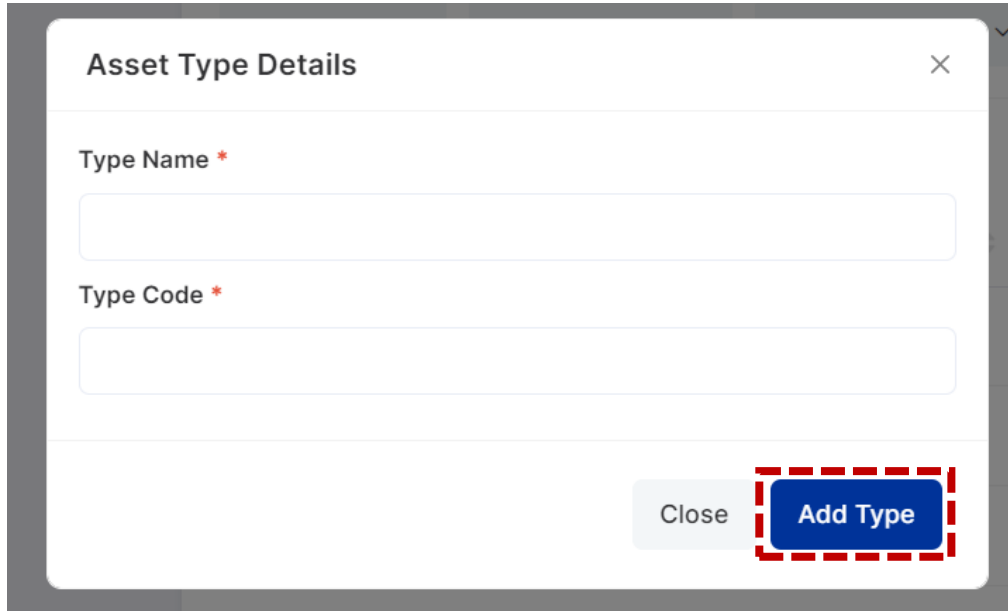


2. In asset type management page, click **Add Type** button.



3. A form will be appeared.
  - (a) Enter the **Type Name**
  - (b) Enter the **Type Code**
  - (c) Click **Add Type**

**Alert : (\*) – is required, need to be filled.**



Asset Type Details





Type Name \*

Type Code \*

Close Add Type

## B. Update asset type

1. Click on the **pen icon** for the selected asset type.

1	Kitchen Equipment	KT	0	 
2	Office Equipment	OE	0	 

2. Update the details and click **Save Changes** button.

**Alert : (\*) – is required, need to be filled.**

Update Asset Type

×

Type Name \*

Kitchen Equipment

Type Code \*

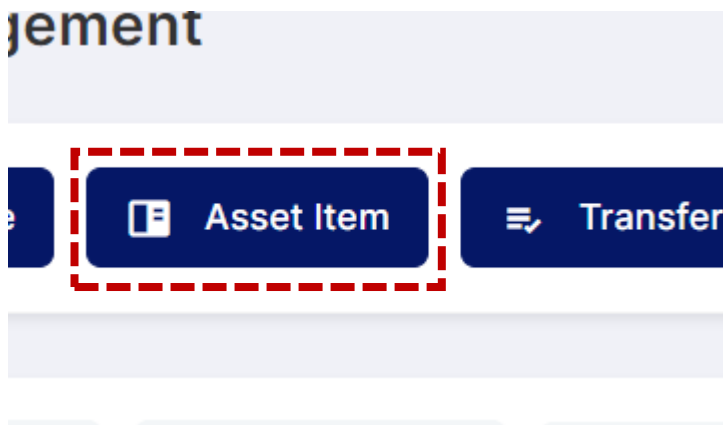
KT

Close

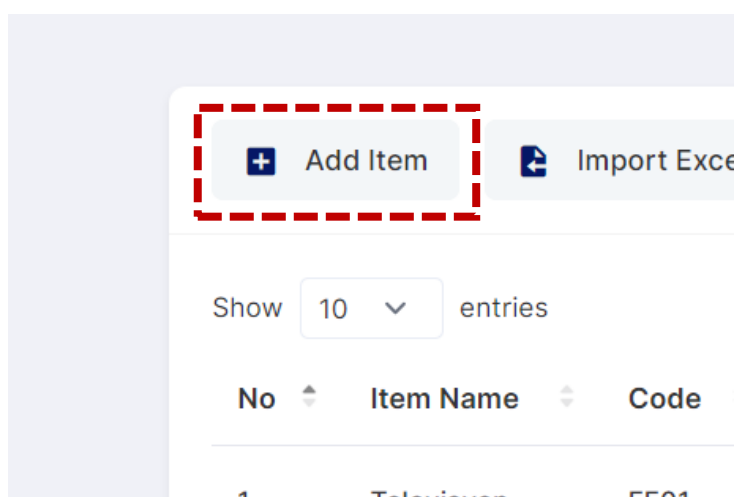
Save Changes

### C. Add asset item

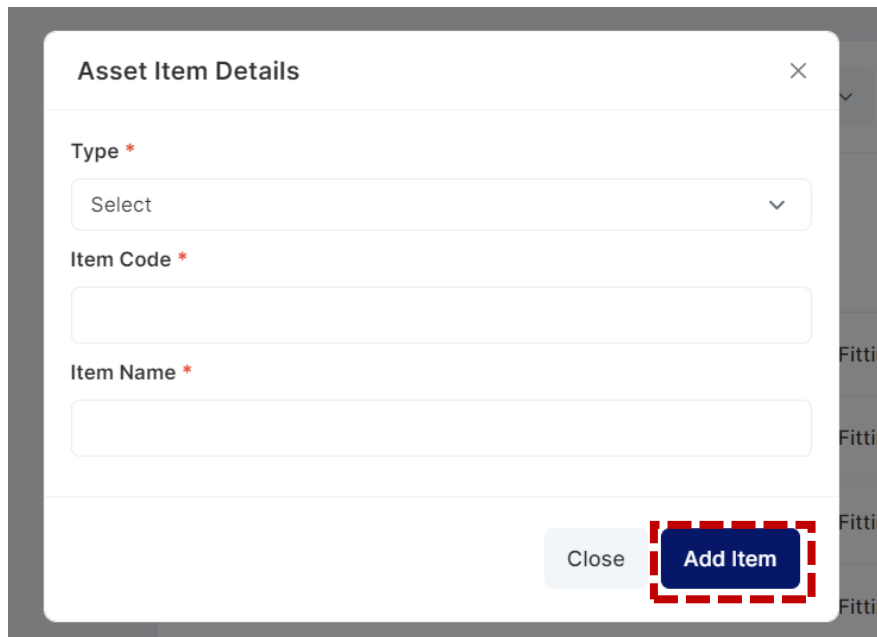
1. Click **Asset Item** button.



2. In the asset item management page, click **Add Item** button.



3. A form will be appeared.
  - (a) Select **type** (*Ensure that you add the asset type first before adding any items*).
  - (b) For **Item Code**, the code will be auto generated based on sequence.
  - (c) Enter **Item Name**
  - (d) Click **Add Item** button.



The 'Asset Item Details' form contains the following fields and buttons:



- Type \***: A dropdown menu with 'Select' as the current value.
- Item Code \***: A text input field that is read-only.
- Item Name \***: A text input field.
- Buttons**: 'Close' and 'Add Item' (highlighted with a red dashed border).

*Note: The Item Code is read-only and cannot be edited or typed manually.*

## D. Update asset item

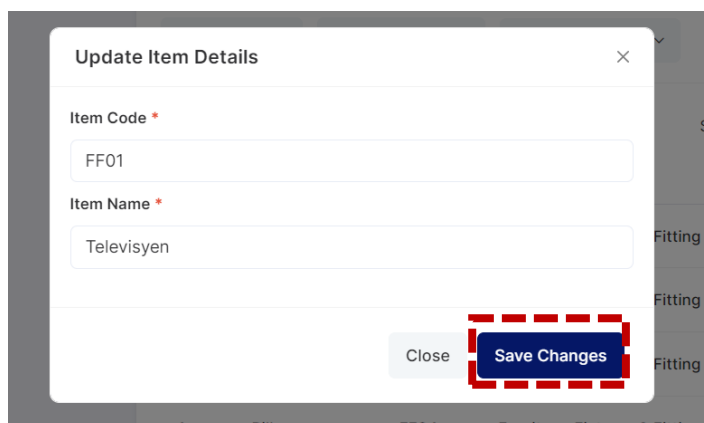
1. Click on the **pen icon** for the selected asset item.

Show  entries Search:

No	Item Name	Code	Type	Total Asset(s)	Action
1	Televisyen	FF01	Furniture, Fixtures & Fitting	8	
2	Decoder	FF02	Furniture, Fixtures & Fitting	0	

2. Update the details and click **Save Changes** button.

**Alert : (\*) – is required, need to be filled.**



The 'Update Item Details' form contains the following fields and buttons:

- Item Code \***: A text input field containing 'FF01'.
- Item Name \***: A text input field containing 'Televisyen'.
- Buttons**: 'Close' and 'Save Changes' (highlighted with a red dashed border).

*Note: Only Item name can be edit/update. Removing asset item will remove all declared asset link with the item. Delete/Remove button for this section is not provided.*

## E. Declare asset

1. Click **Declare Asset** button.
2. Fill in all the (\*) required information.
3. Click **Add Asset** button.

Asset Declaration
×

Coding & Asset Location

Code (auto-generated)

↺

Company \*

Select
▼

Department \*

Select
▼

Date of purchase \*

📅

2024-01-01

Asset Item \*

Select
▼

Area \*

Select
▼

Asset Details

Serial No
Leave (-) if empty

Cost (RM)
Enter 0 if does not have value

Status \*

Select
▼

Image

Brand
Leave (-) if empty

Market Value (RM)
Enter 0 if does not have value

Remarks
Leave (-) if empty







### Note:

1. The code is auto generated. Ensure all required information is selected for the system to generate the code.
2. For any non-required information, it is advised to leave it as either (-) or 0.
3. Adding an image is optional.
4. When the "Add Asset" button is clicked, if the system closes the form without displaying an error, it indicates that the asset was declared successfully.



## F. Update asset

1. Click on the **pen icon** for the selected asset.

Status	Action
Active	  
Active	  

2. In asset update page, check and update the asset details.
3. Click **Save Changes** button.

Status \*

Active

Remarks

-

Image

Choose File

No file chosen







No image to preview...

Save Changes

## G. Remove asset

*Note: The system will not permanently remove the asset because the generated code cannot be regenerated. Once generated, it cannot be deleted. The system adheres to strict rules for this section, and no permanent delete button is provided within the system.*

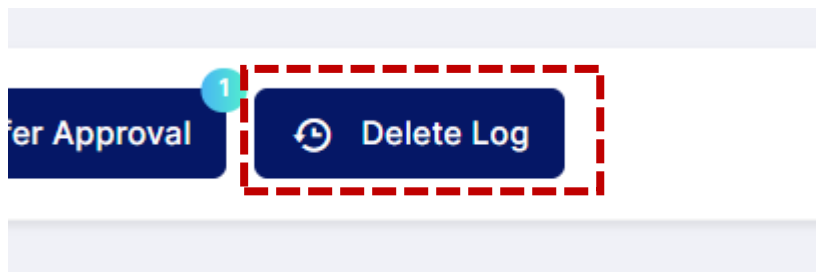
1. Click on **dustbin icon** button for selected asset to remove.

Status	Action
Active	  
Active	  

2. A confirmation modal will be prompt, click **Delete now** to continue.
3. The asset will be deleted from the list.

## H. Recover deleted asset

1. Click **Delete Log** button.



2. In delete log page, click the recover icon button.

Show

50

▼

entries

Search:

No	Coding	Item	Brand	Status	Action
1	AMSB/ITLB/FF01/0124/0002	Televisyen	-	Deleted	<div></div>

Showing 1 to 1 of 1 entries

Previous


1

Next

3. A confirmation modal will be prompt, click **Recover now** to continue.

## I. Transfer asset to other department/area

1. Click the **transfer icon** button in the selected asset.

No	Coding	Item	Brand	Status	Action
1	<a href="#">AMSB/ITLB/FF01/0124/0001</a>	Televisyen	-	Active	

2. In the asset transfer form page,

(a) Select the new **department**

OR/AND

(b) Select the new **area**

(c) Click **Approve & Verify Transfer** button

**Alert : (\*) – is required, need to be filled.**

Code

AMSB/ITLB/FF01/0124/0001

Asset Item

(FF01) - Televisyen

Department \*

Information Technology - (IT)

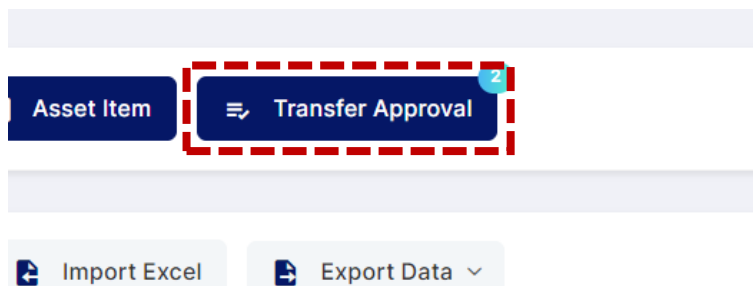
Area \*

Meeting Room Floor - (ME)

Approve & Verify Transfer

## J. Asset transfer approval

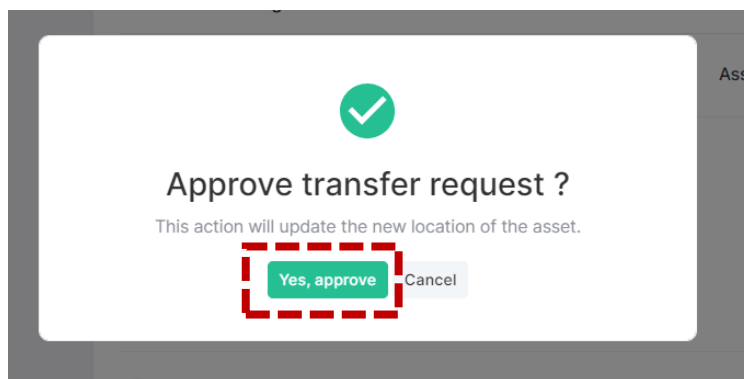
1. Click **Transfer Approval** button



2. Click **(+)** button to show more details about the transfer.
3. In action section, choose whether accept OR reject.



4. A confirmation alert will be prompt, click **Yes, approve** OR **Yes, reject**.



*Note: When a viewer makes a request, the asset cannot be transferred until it is approved or denied by the administrator or staff. All transfer data will be recorded in the transfer log.*

## Import / Export Integration

### A. Import data

*Note: This import method is applicable to all modules that support the data import function.*

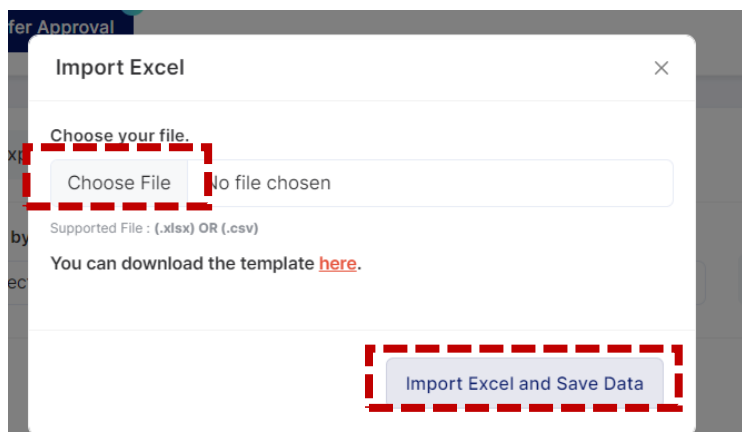
1. Click **Import Excel** button.



2. Click on [here](#) button to download the modules excel template.
3. Make sure to fill up all the information correctly. All the examples are given to guide user fill up using this method.

Item_code	asset_serialno	asset_cost	asset_marketval	asset_brand	asset_date	asset_status	comp_code	dep_code	area_code
Ex. FF01	Ex. 3498527121	5,400.00	2,300.00	Ex. Samsung	1/12/2019	Enter 'A' / 'UM' / 'B' / 'D' A (Active) UM (Under Maintenance) B (Broken) D (Dispose)	Ex. AMSB	Ex. IT	Ex. LB

4. Save the file and click **Choose File**.
5. Click **Import Excel and Save Data** button.



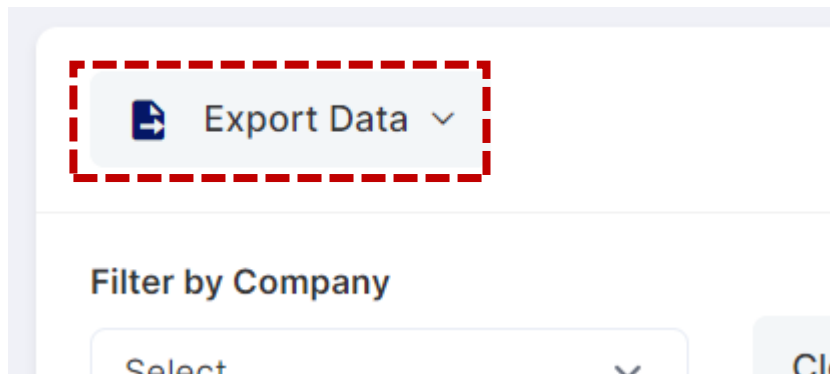
*Note:*

1. Ensure that the template formatting and header remain unchanged to prevent any errors during the import.
2. Verify that all data, such as item code, company code, department code, area code, and related linked data, are entered correctly before importing.
3. Any duplicate data will be ignored.
4. Select the correct template before importing the Excel file.

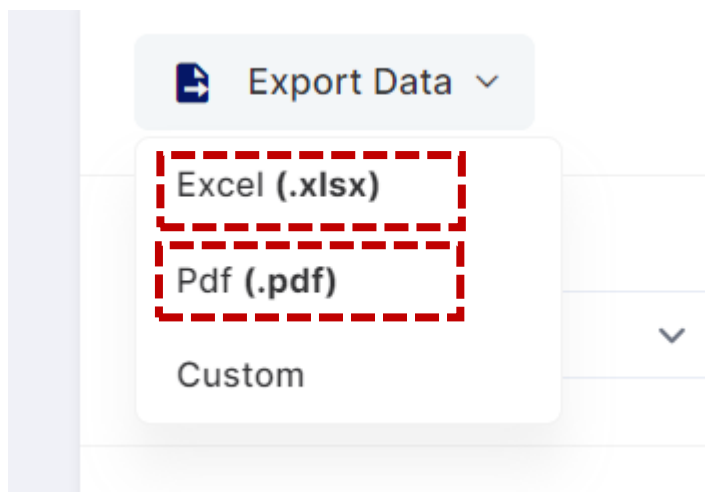
## B. Export data

*Note: This export method applies to all modules, with a consistent approach across the board. However, only the asset module includes a custom export option, while the other modules continue to support exporting in Excel or PDF formats.*

1. Click **Export Data** button.

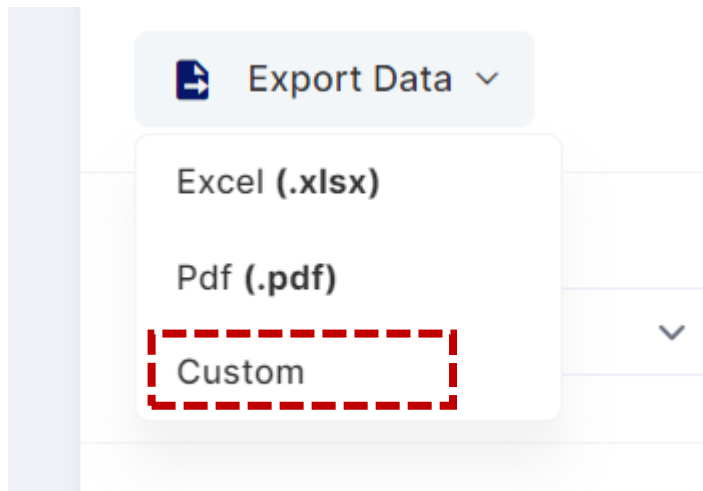


2. Choose the export option whether **Excel OR Pdf**



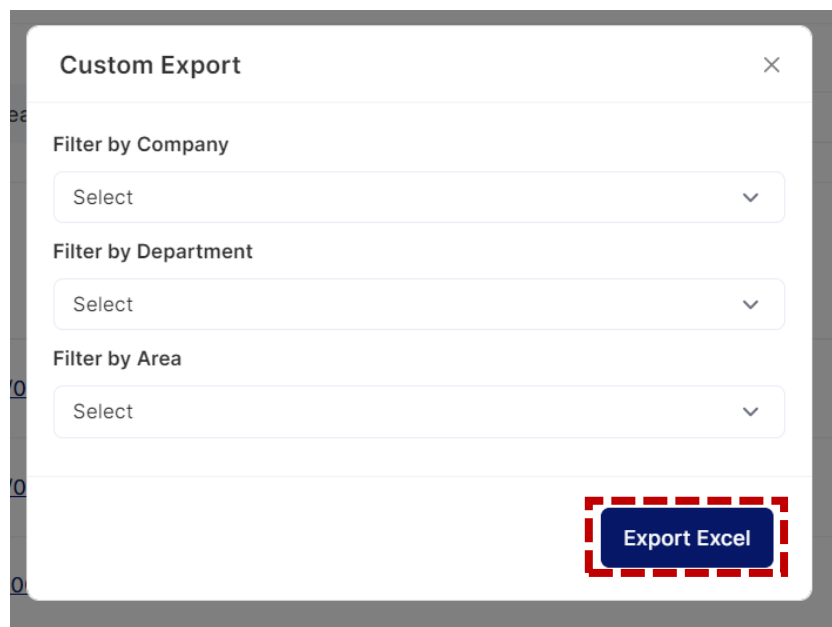
## C. Export custom asset data (Asset Module ONLY)

1. For specific export, choose **Custom**



2. Choose the selected asset data to be exported.
  - (a) Select **Company** OR / AND
  - (b) Select **Department** OR / AND
  - (c) Select **Area** OR / AND
  - (d) Click **Export Excel** button

*Note : The current system only support excel formats for the custom export.*



## Certificate and QR Code Generation

### A. Print asset certificate / QR Code

1. Click on the selected asset code link.

No	Coding	Item	Brand
1	<a href="#">AMSB/ITLB/FF01/0124/0001</a>	Televisyen	-
2	<a href="#">AMSB/ITLB/FF01/0124/0002</a>	Televisyen	-
3	<a href="#">AMSB/ITEX/FF01/1123/0003</a>	Televisyen	-

2. In the asset certificate page, click on **Print Certificate** button.

OR

3. Click on **Print QR Code** button.



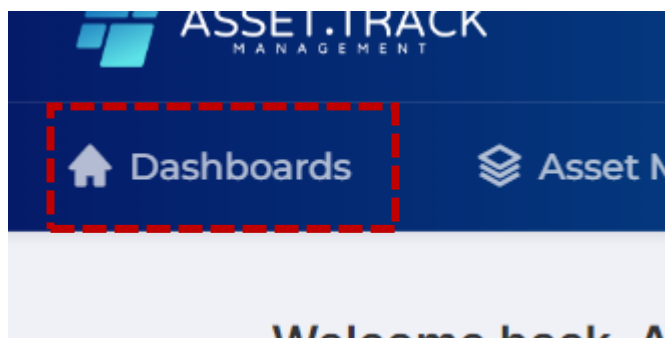


## Handle Backup

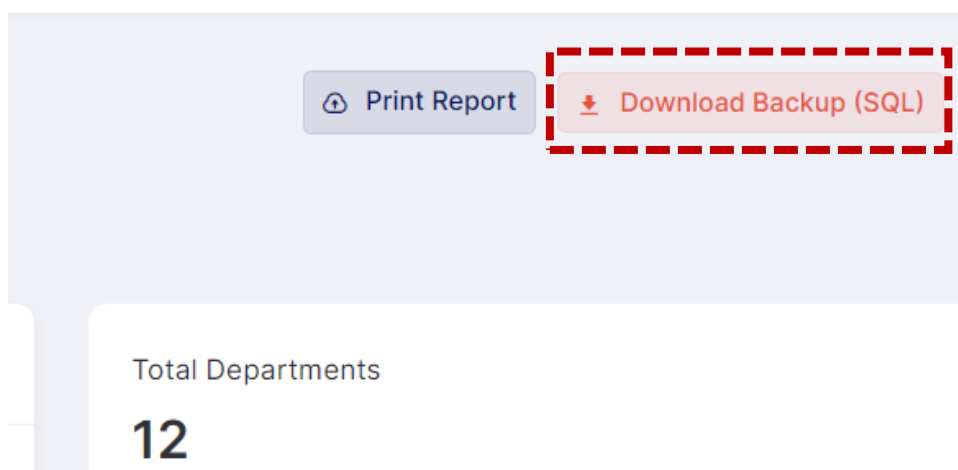
### A. Download backup (SQL)

*Note: This function is intended solely for **backup purposes**. If there is missing data in the current system, you may use this SQL statement to recover the missing data. This manual does not cover the technical aspects of using this SQL specifically. For further details, please consult the technical team or contact the developer.*

1. Click the **Dashboard** link in the navigation bar.



2. Click the **Download Backup (SQL)** button.



3. The system will automatically generate a complete SQL statement.