



ASSETTRACK MANAGEMENT SYSTEM

USER MANUAL

(VIEWER PORTAL)

Ver 2.5

24 July 2024

Table Of Contents

Account Activation	1
A. First time log in	1
My Profile	4
A. Update personal details	4
B. Update password.....	5
Asset Management Module	6
A. Transfer asset to other department/area	6
B. Export asset data.....	7
C. Export custom asset data	8

Account Activation

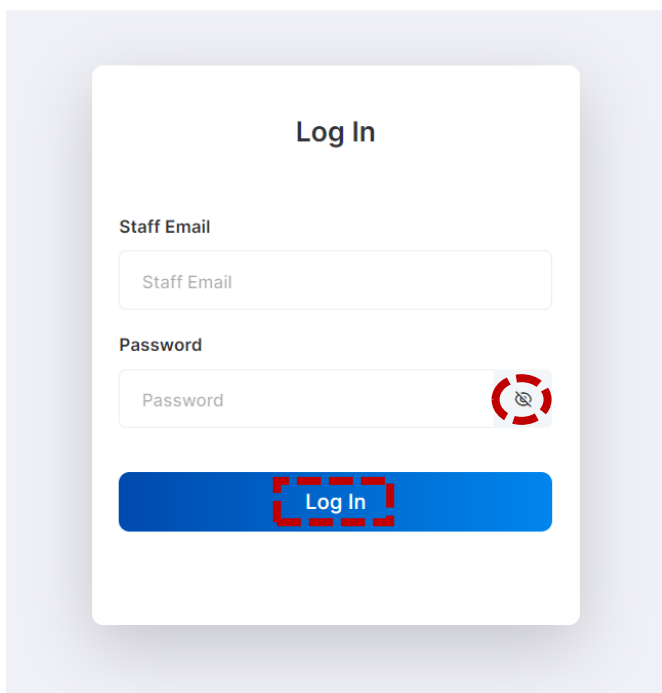
Viewer must be registered by the administrator to access the system. Please contact the administrator for account credential information before attempting to enter the system. The default password for new users is:

Table 1. 1 : Default Credential Formats

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

A. First time log in

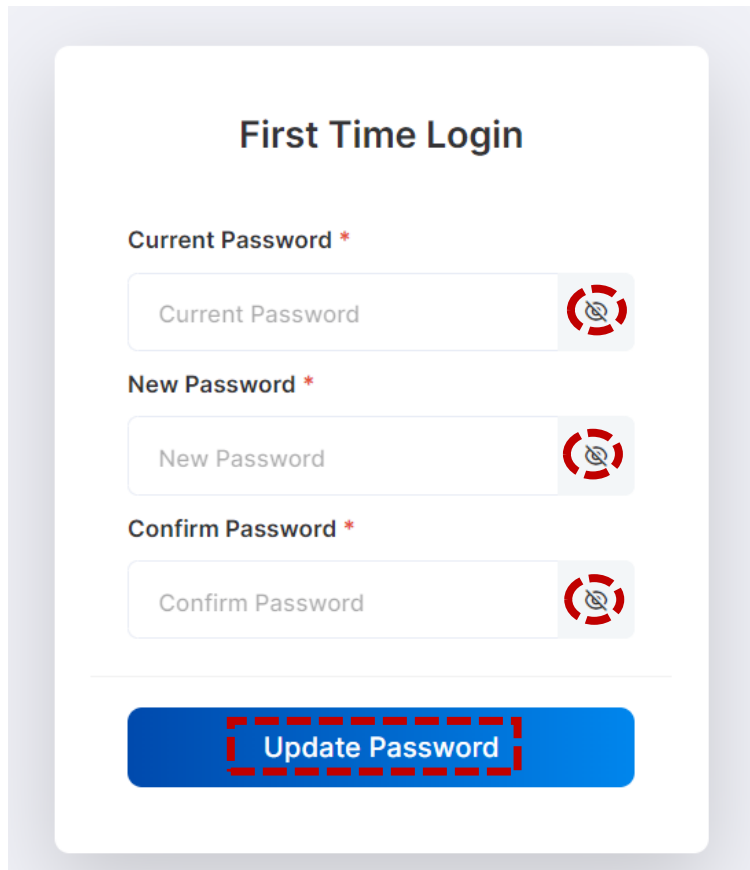
1. Log in using given credentials (iasset.ames.my/login/index) :
 - (a) Enter **email address**
 - (b) Enter **password** – *click eye icon to unhide the password*
 - (c) Click **Log In** button



The screenshot shows a 'Log In' form with the following elements:

- Log In** (Title)
- Staff Email** (Label) and a text input field containing 'Staff Email'.
- Password** (Label) and a text input field containing 'Password'.
- A red eye icon to the right of the Password input field.
- A blue **Log In** button at the bottom, which is highlighted with a red dashed box.


2. User will be redirected to first time login page where user needs to update their password upon log in
 - (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.




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'.

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

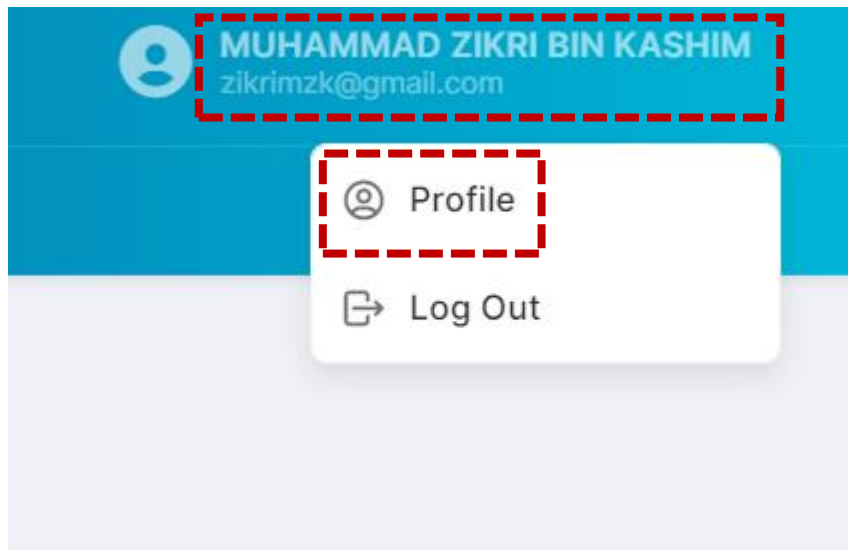
Password

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 'My Profile' update form. The form is white with a light blue border. It contains several input fields with labels: '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 'Full Name', 'Phone No.', and 'Email' fields are highlighted with yellow dashed rectangles. The 'Save Changes' button at the bottom right is 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

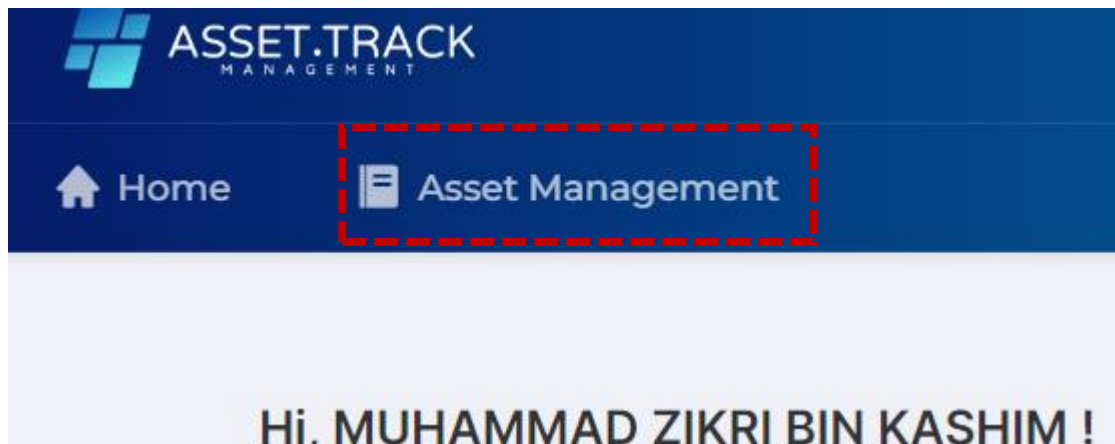
Confirm Password *

Confirm Password

Update Password


Asset Management Module

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



A. Transfer asset to other department/area

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

No	Coding	Item	Brand	Status	Action
1	AMSB/ITLB/FF01/0124/0001	Televisyen	-	Active	

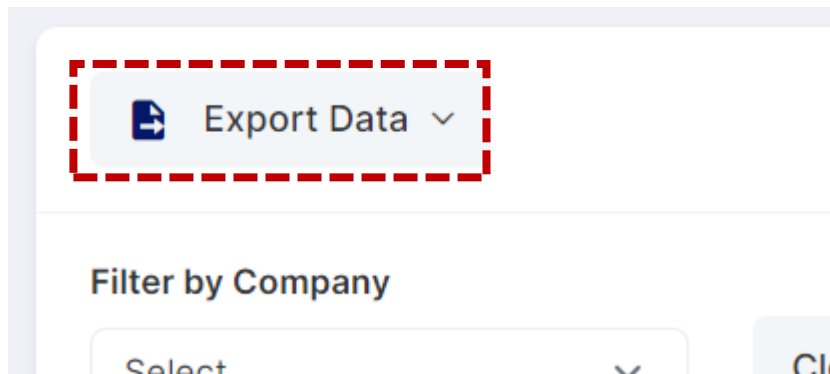
2. In the asset transfer form page,
 - (a) Select the new **department**.
OR/AND
 - (b) Select the new **area**
 - (c) Click **Request Transfer** button

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

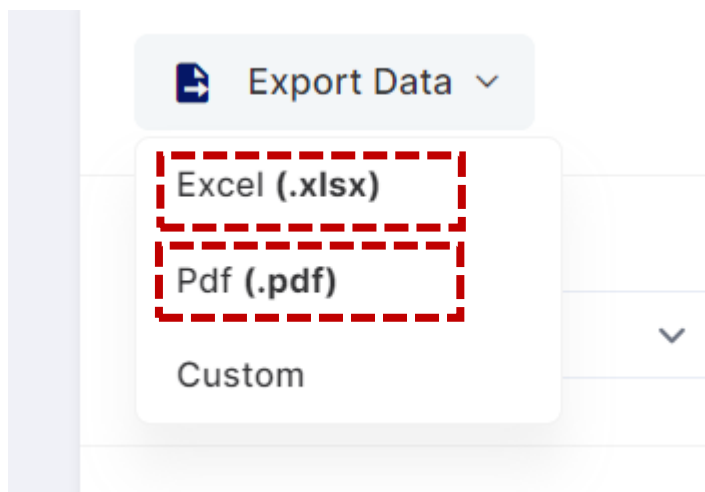
Note : Any transfer will need an approval from Administration or HOD level staff.

B. Export asset data

1. Click **Export Data** button

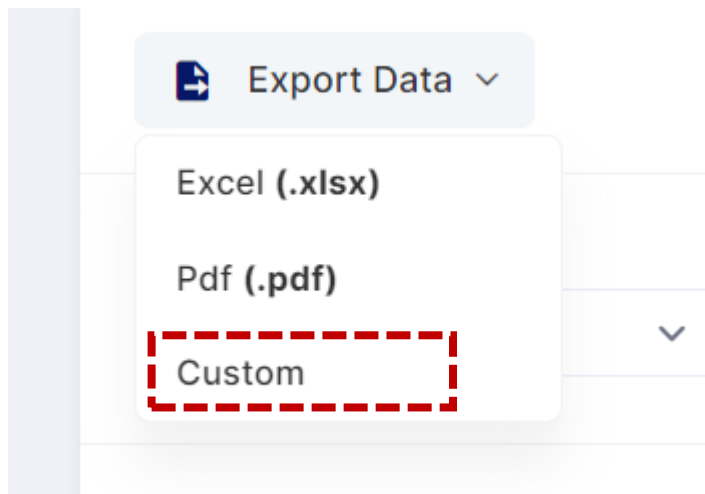


2. Choose the export option whether **Excel** OR **Pdf**



C. Export custom asset data

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.

