



ASSETTRACK MANAGEMENT SYSTEM

USER MANUAL

(STAFF PORTAL)

Ver 2.5

24 July 2024

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Account Activation

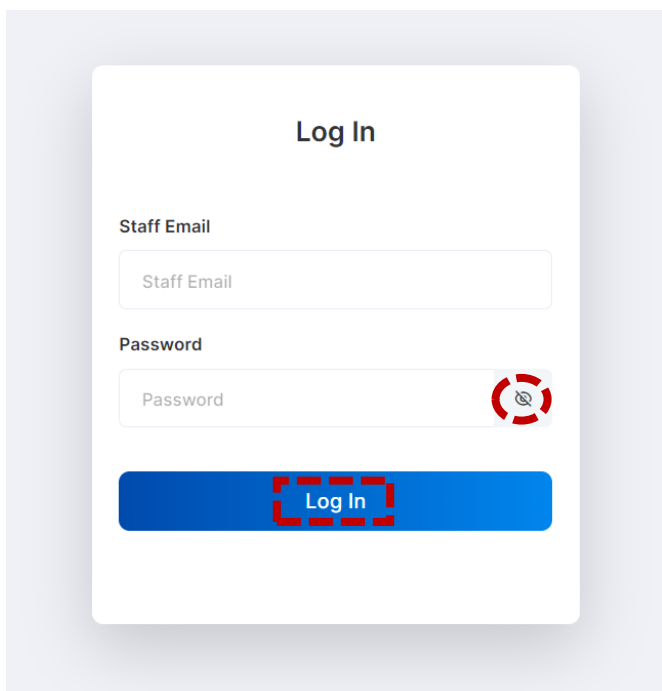
Staff and Heads of Department (HOD) must be registered by the administrator to access the system. Please contact the administrator for account credential information before attempting to enter the system. The default password for new users is:

Table 1. 1 : Default Credential Formats

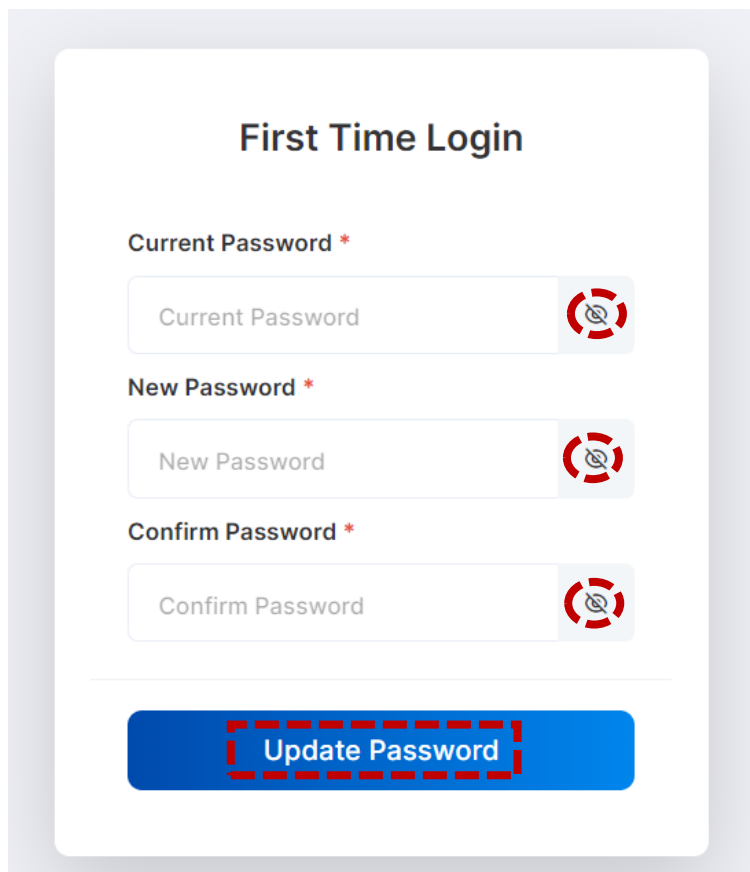
Email	:	<i>To be given by administrator</i>
Password	:	abcd1234

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




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

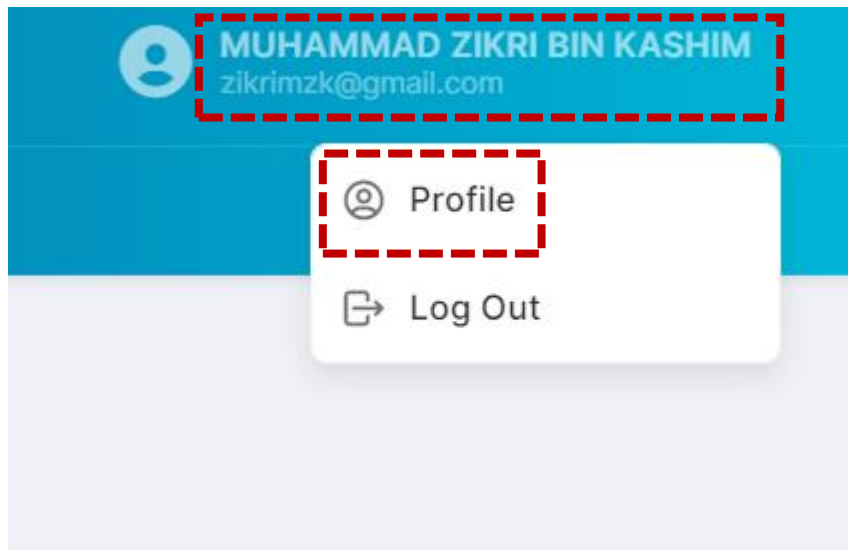
Password

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 'My Profile' update form. The form is white with a light blue border. It contains several input fields: 'Staff No.' with value 'A2400', 'Full Name *' with value 'MUHAMMAD ZIKRI BIN KASHIM', 'Phone No. *' with value '01113097495', 'Email *' with value 'zikrimzk@gmail.com', 'Company' with value 'Ames Hotel Sdn Bhd', and 'Department' with value 'Information Technology'. A red dashed rectangle highlights the 'Full Name', 'Phone No.', and 'Email' fields. At the bottom right, there is a 'Save Changes' button with a checkmark icon, also highlighted with a red dashed rectangle.

B. Update password

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

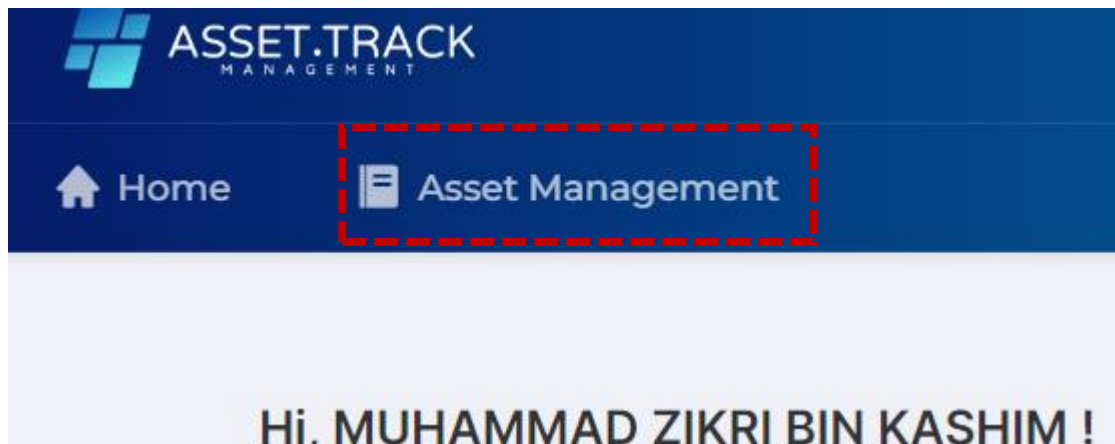
Alert : (*) – is required, need to be filled.



The screenshot shows a web form for updating a password. It contains three input fields, each with a label and a red asterisk indicating it is required. The first field is labeled 'Current Password', the second 'New Password', and the third 'Confirm Password'. Each field has a placeholder text matching its label and a small eye icon on the right side to toggle visibility. At the bottom right of the form, there is a button labeled 'Update Password' with a blue checkmark icon. The button is highlighted with a red dashed rectangular border.

Asset Management Module

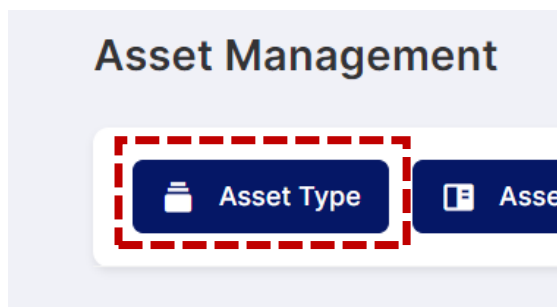
1. Click **Asset Management** link in the navigation bar.



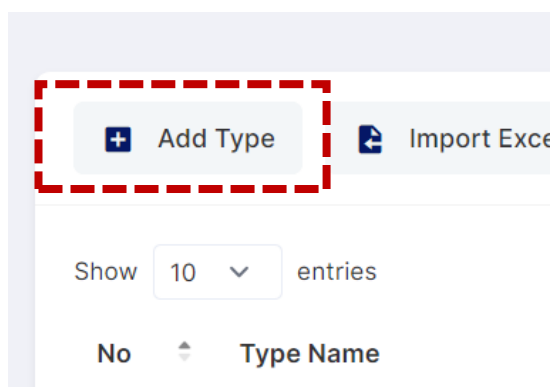
Note : All the steps outlined below must be followed before a user can make any asset declaration within the system.

A. Add asset type

1. Click **Asset Type** button.

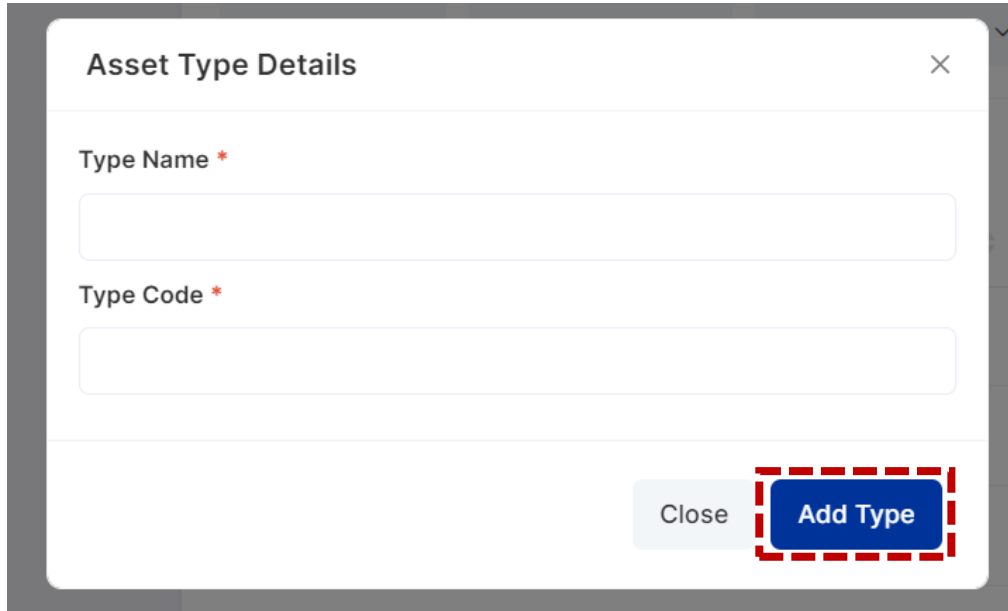


2. In asset type management page, click **Add Type** button.



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

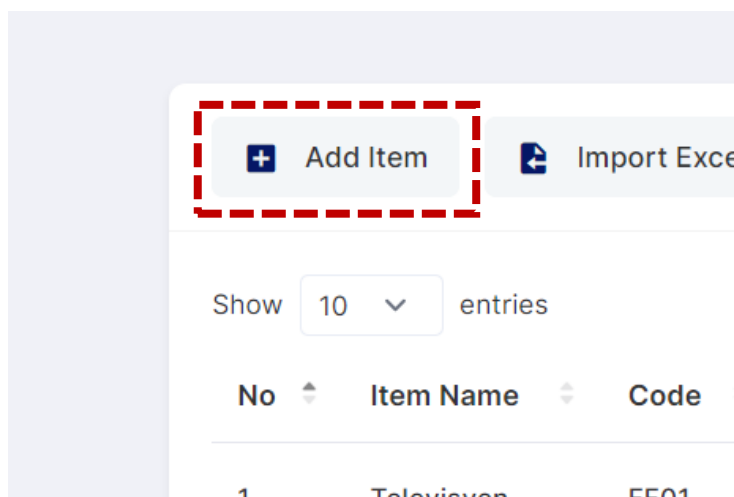
Save Changes

C. Add asset item

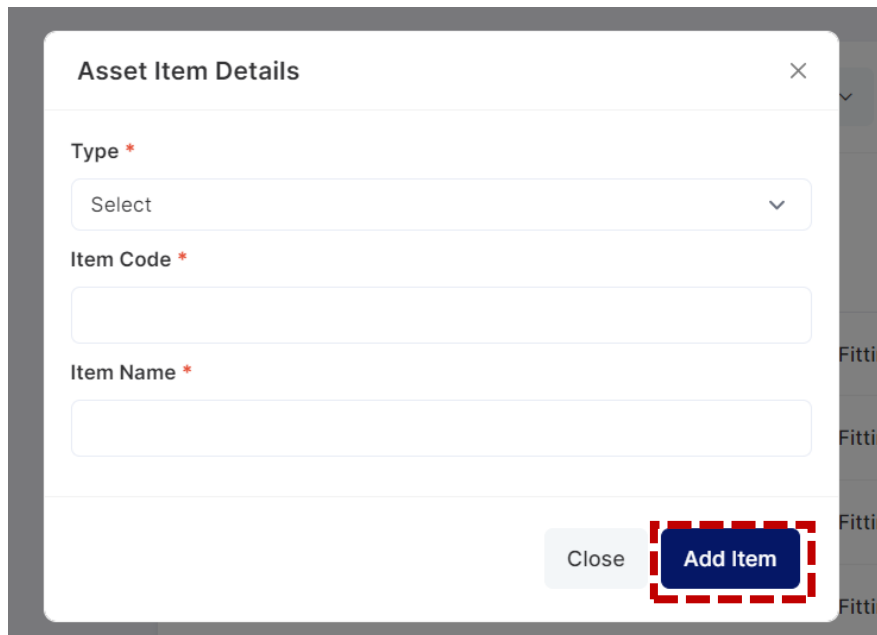
1. Click **Asset Item** button.



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:

- 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.



At the bottom right, there are two buttons: a light blue 'Close' button and a dark blue 'Add Item' button, which is highlighted with a red dashed border.

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

D. Update asset item

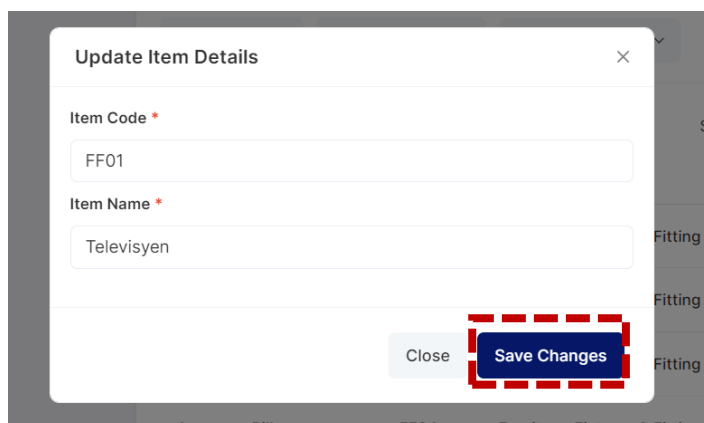
1. Click on the **pen icon** for the selected asset item.

Show entries Search:

No	Item Name	Code	Type	Total Asset(s)	Action
1	Televiisye	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:

- Item Code ***: A text input field containing 'FF01'.
- Item Name ***: A text input field containing 'Televiisye'.

At the bottom right, there are two buttons: a light blue 'Close' button and a dark blue 'Save Changes' button, which is 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

Brand
Leave (-) if empty


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.
5. Staff and Heads of Department (HOD) do not have access to edit or update assets. Contact the administrator for any corrections or changes.

F. 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 **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)

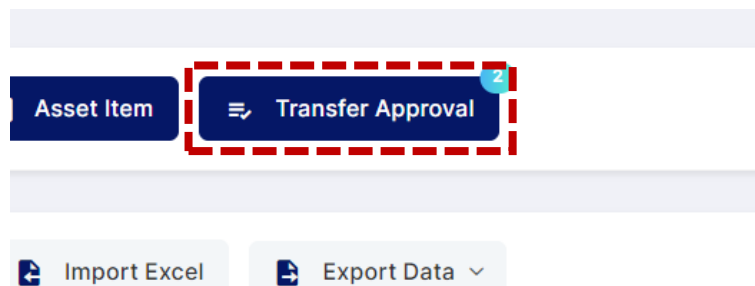
Area *

Meeting Room Floor - (ME)

Approve & Verify Transfer

G. Asset Transfer Approval

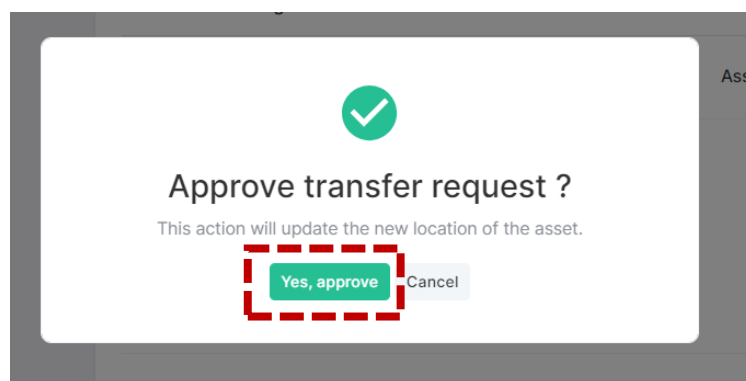
1. Click **Transfer Approval** button



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 functionality.

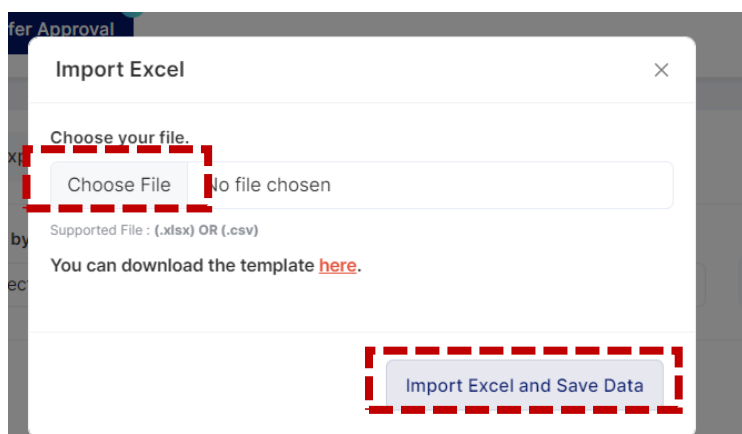
1. Click **Import Excel** button.



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.

[illegible]

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



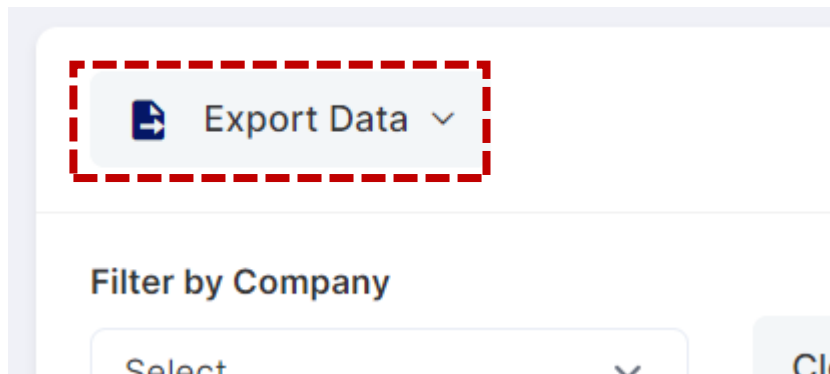
Note:

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.*

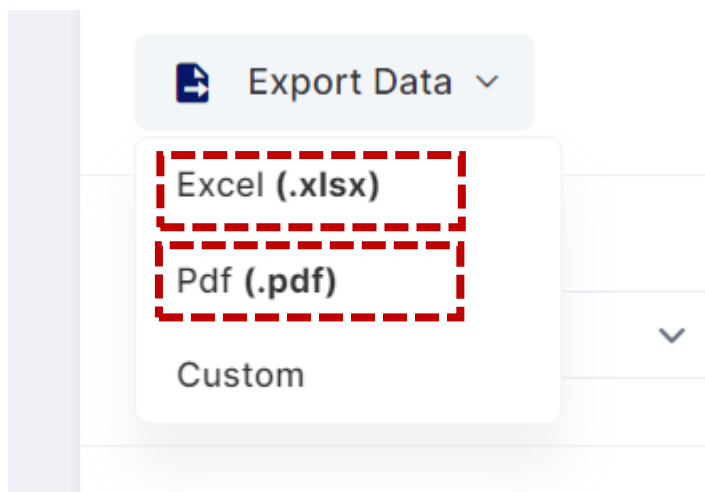
B. Export data

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.

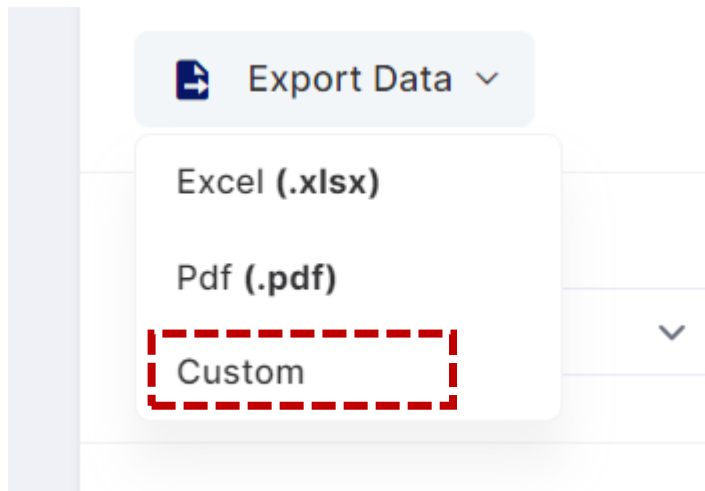


2. Choose the export option whether **Excel OR Pdf**



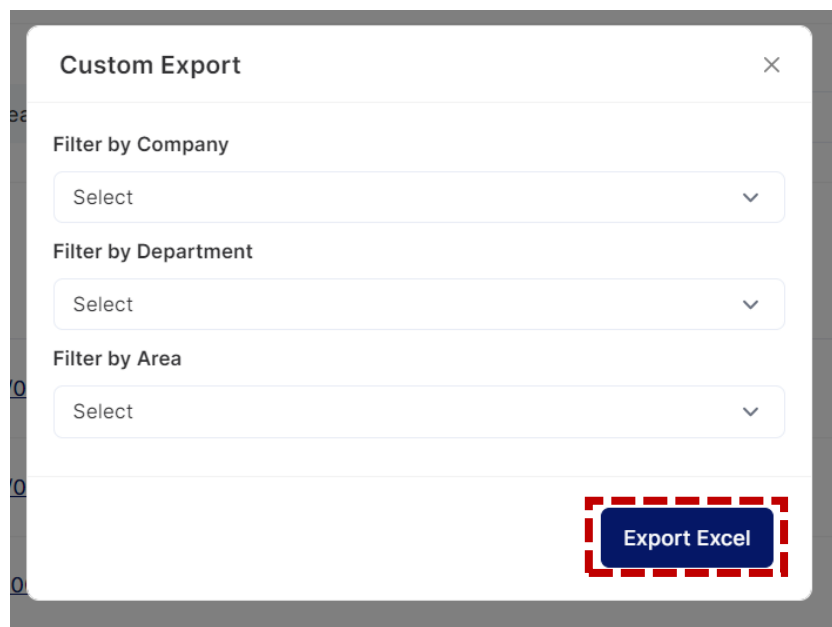
C. Export custom asset data (Asset Module ONLY)

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	AMSB/ITLB/FF01/0124/0001	Televisyen	-
2	AMSB/ITLB/FF01/0124/0002	Televisyen	-
3	AMSB/ITEX/FF01/1123/0003	Televisyen	-

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

OR

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

