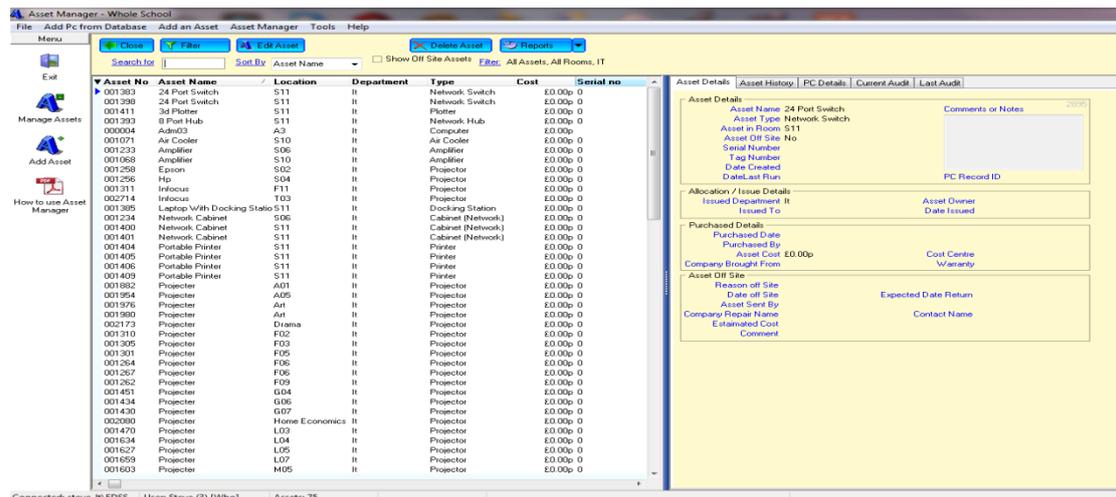


How to use Asset Manager



Asset Manager is a program to manage your department Assets, this program will allow to keep a record of your assets in Rooms etc., you can enter the data from the program or export the data to a csv file then do your changes and the data can be reloaded back into the program and update the database.

When you run the program, it will know which department you are in and will only show the assets for your department



To add Assets:

For a single asset click the “Add Asset” button,

Add Asset\Bar Code

Add a New Number
Enter an Asset number or click Automatic to get the next number

Asset\Bar Code Number

Type in the asset number and click “Save”

If the asset number is already in use a message will appear informing you of this.

This screen will now appear

The screenshot shows a web application window titled "Hermes Asset". The main heading is "Add or Edit Asset Details" with a sub-instruction: "Enter the details for this Asset then click the save button". A blue 'A' icon is in the top right corner. The form is divided into three sections: "Asset Details", "Allocation / Issue Details", and "Purchase Details".

Asset Details: Includes fields for "Asset Number \ Bar Code" (000131), "1213", and "History". Below these are "Linked Asset Number", "Asset Name", "Make / Model", "Asset Type", "Asset in Room (Location)", "Serial Number", "Tag Number", and "Asset Colour". There are three "Edit" icons (pencil) next to "Make / Model", "Asset Type", and "Asset in Room (Location)". A checkbox "Is Asset Off Site" is also present.

Allocation / Issue Details: Includes "Issued to Department", "Asset Issued to", and "Date Issued" dropdown menus.

Purchase Details: Includes "Asset Purchase Date", "Asset Purchased By", "Asset Cost", "Cost Centre Code", "Company Brought From", and "Warranty" fields. There are two "Edit" icons next to "Cost Centre Code" and "Company Brought From".

At the bottom, there are "Save", "Help", and "Close" buttons. The status bar shows "Connected: Helpdesk\E\ User: Lmchale (0) [Science]" and the date/time "20/07/2012 08:02:20".

if the information you require is not in the drop down box then click the “Edit”  Button next the drop down box, and add some information into the drop down box

Enter in the asset details and click “Save” your asset will now be added to the database

To add multi Asset you can still use the “Add Asset” button as above or use a CSV file to create them.

Create a CSV Spread sheet with the following columns and add your information to it and then the data can be imported into the database

	A	B	C	D	E	F	G	H	I	J	K	L
1	Itemname	Deleted	Qty	Location	ItemType	Purcdate	AssetNumber	Offsite	Department	RecordID	Cost	SerialNumber
2	Amplifier	0	1	S10	Amplifier		1068	No	IT	204	0	0
3	Scanner	0	1	S10	Scanner		1069	No	IT	837	0	0
4	Air Cooler	0	1	S10	Air Cooler		1071	No	IT	173	0	0
5	STJL 02	0	1	IT Office	Laptop		1089	No	IT	92	0	

Column A: Asset name.

Column B: If you want to delete an Asset then put a 1 here if it is a new Asset then put a 0 in this column.

Column C: Always put a 1 here.

Column D: The Room Name or where the asset is.

Column E: The Type of Asset, e.g. if you have lots of tables with draws or trays then you will call this a Table, then when you search for any Tables a list of all the tables you have will show, even if they have tray or draws or slots that sort of thing.

Column F: The Date you purchased the asset, if you don't know the date then leave it blank.

Column G: The Asset number of the asset which is a sticker on the asset with a 6 digit number on it.

Column H: If the Asset is off site type in Yes if the asset is on Site then type in No

Column I: Your department Name here, if you put any other department then you will not see the assets once you import the data.

Column J: if the asset is a New one then leave this blank, otherwise the Database record ID will be here on an asset which is already in the database.

Column K: This is the cost of this Asset.

Column L: This is for the serial number of the Asset if you have one.

Once you have entered your asset, send the csv to your IT team who will import the data for you, it will take seconds to do.

To do some changes find your asset in the program then either click the “Edit Asset” button or double click the Asset, this screen will appear.

Hermes Asset

Add or Edit Asset Details
Enter the details for this Asset then click the save button

Asset Details

Asset Number \ Bar Code **001383** 155 History

Linked Asset Number

Asset Name

Make / Model

Asset Type

Asset in Room (Location)

Serial Number

Tag Number

Asset Colour

Is Asset Off Site

Allocation / Issue Details

Issued to Department

Asset Issued to

Date Issued

Purchase Details

Asset Purchase Date

Asset Purchased By

Asset Cost

Cost Centre Code

Company Brought From

Warranty

Save Add Add Data Help Close

Connected: Helpdesk\Ec User: Steve (3) [IT] 19/07/2012 13:52:48

Change the data by typing in the changes or by using the drop down boxes, if the information you require is not in the drop down box then click the “Edit” Button next the drop down box, and add some information into the drop down box
Once finished click the “Save” button to save you asset.

To Export your data to do changes click the Reports button, then choose Export, then Export to Excel
A CSV file will created from here you can edit your asset data, delete old one or create new ones.

Any questions or comments then please let me know.

Thank You

Steve Riley