

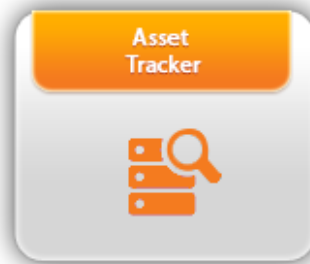
OrangeHRM Guide for Asset Tracking



All rights reserved. Published in the United States of America. This publication is protected by copyright, and permission must be obtained from the publisher prior to any prohibited reproduction, storage in retrieval system, or transmission in any form or by any means, electronic mechanical, photocopying, and recording or likewise. For more information regarding permissions to please contact us on info@orangehrm.com.

This document is an effort by the OrangeHRM Training Department.

What is OrangeHRM Asset Tracking?



*Asset Tracker enables you to manage your company assets and inventory into one complete, cost-effective, easy-to-use application that can be applied to any company no matter what industry or sector you are in. The **robust OrangeHRM Asset Tracker** include integrated Inventory Management and Preventive Maintenance features for a complete solution that helps you maximize your Return on Assets. It provides an ease-of-use and control over entering information about available assets. Our technology makes employee life easier by providing a complete asset tracking solution that will improve company operational efficiency.*

Key Benefits

- Immediate access to asset location
- Increased accountability and control
- Elimination of high error incidence in book-based tracking
- Accounted for lost and misplaced equipment
- Reduced time for physical inventory

Features

- Tracks assets by model
- Tracks whether an asset is in-stock or in-use
- Tracks Serial number/ Asset ID
- Tracks assets by category
- Tracks assets by location
- Tracks assets by employee or his/her supervisor
- Manages asset categories
- Manages asset brands
- Manages asset vendors
- Keeps asset photographs
- Generates management reports
- Assigns assets to employees
- Enables employees to return assets
- Tracks assignment history of an asset ie. Assigned date, and Returned date
- Schedules transfers to other employees/locations
- Records notes for each asset
- Easy to use, menu-driven software
- No programming required

Log-in to the system using an Administrator account.



How to Use the Asset Tracking Module:

Firstly, Admin can define and manage different brands, categories and vendors of assets in stock.

Managing Brands

The Admin can define the different brands of the company properties. Example: LG, Samsung, Dell, HP etc. You will see the screen shown on Figure 1.0

The image shows a web form titled "Add Brand". It has two input fields: "Id *" with the value "0013" and "Name *" with the value "Toshiba". Below the fields is a note "* Required field". At the bottom of the form are two buttons: a green "Save" button and a grey "Cancel" button. The footer of the form contains the text "OrangeHRM ver 3.0 © OrangeHRM Inc. 2005 - 2013 All rights reserved."

Figure 1.0

Managing Categories

The Admin can define the categories in which the company assets would be categorized under. Example: Laptops, Smartphones, Netbooks etc. The screen shown on Figure 1.1

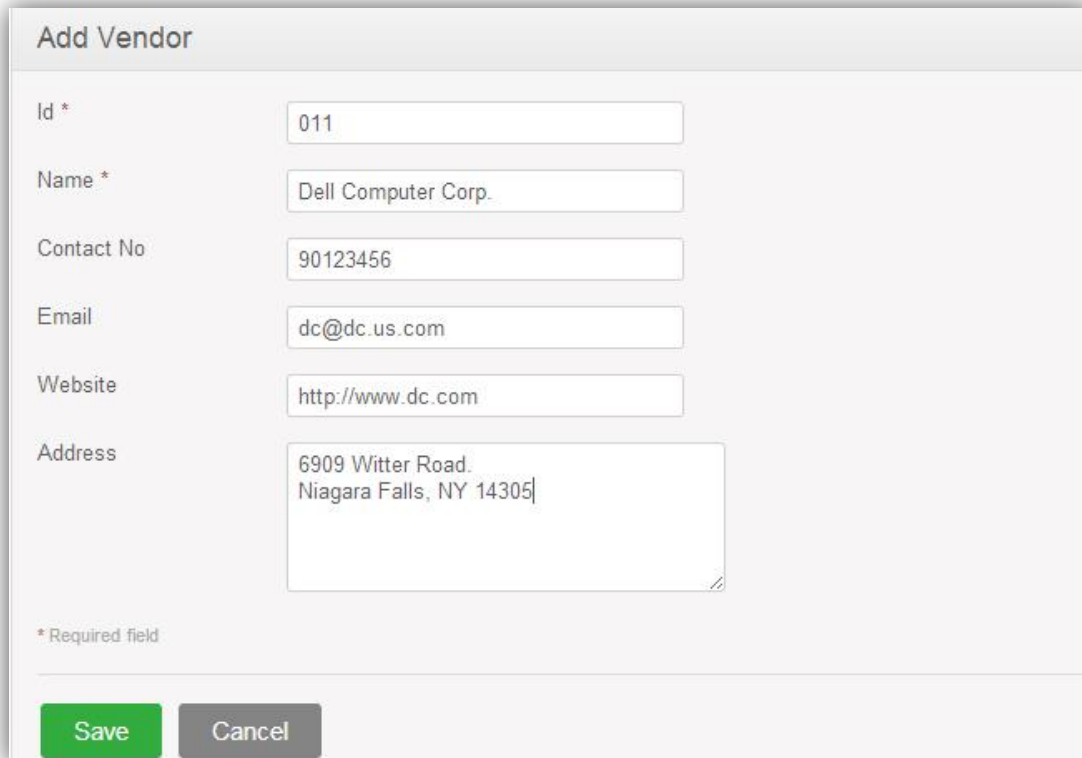


The 'Add Category' form in OrangeHRM features a title bar at the top. Below it, there are two input fields: 'Id *' with the value '011' and 'Name *' with the value 'USB Devices'. A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button. The footer of the form displays the text 'OrangeHRM ver 3.0 © OrangeHRM. 2005 - 2013 All rights reserved.'

Figure 1.1

Managing Vendors

The Admin can define different vendors where the product was purchased. The screen is shown on Figure 1.2



The 'Add Vendor' form in OrangeHRM includes a title bar and several input fields. The 'Id *' field contains '011', 'Name *' contains 'Dell Computer Corp.', 'Contact No' contains '90123456', 'Email' contains 'dc@dc.us.com', and 'Website' contains 'http://www.dc.com'. The 'Address' field is a larger text area containing '6909 Witter Road, Niagara Falls, NY 14305'. A legend shows that an asterisk (*) indicates a required field. The form concludes with a green 'Save' button and a grey 'Cancel' button. The footer text reads 'OrangeHRM ver 3.0 © OrangeHRM. 2005 - 2013 All rights reserved.'

Figure 1.2




Assigning & Viewing Assets

Not only admin can add, edit and delete assets but also he can assign assets to employee and view both assigned & unassigned assets. The screens relevant are shown on Figure 1.3 and Figure 1.4


Assigning Assets to Employees

Secondly, Admin can assign assets to employees

Asset Details

Asset Id*	<input type="text" value="00004"/>	Serial Number*	<input type="text" value="A100107"/>
Assigned To	<input type="text" value="Jonathan Richardson"/>	From	<input type="text" value="2013-03-05"/> Return
View History			
Location	<input type="text" value="HQ"/>	Description	<div>Smartphone gives you the power, all on the largest high-speed wireless network in America.</div>
Brand	<input type="text" value="Apple"/>	Vendor	<input type="text" value="American Electronic Systems"/>
Model	<input type="text" value="Apple iphone 4"/>	Category	<input type="text" value="Smartphones"/>
Acquired	<input type="text" value="2013-01-10"/> 	Warranty Starts	<input type="text" value="2013-01-10"/> 
Warranty Ends	<input type="text" value="2014-01-10"/> 		
Picture	<input type="button" value="Choose File"/> No file chosen <small>Accepts .jpg, .png, .gif up to 1MB</small>	Attachment	<input type="button" value="Choose File"/> No file chosen <small>Accepts .docx, .doc, .odt, .pdf, .rtf, .txt up to 1MB</small>

* Required field



Assigning Assets Screen - Figure 1.3

Viewing Assets of Employees

Thirdly, Admin can view both assigned (In-Use) & unassigned (In-Stock) assets of employees

Asset Id	Category	Serial Number	Model	Status	Assigned Employee	Assigned On	Warranty Ends
00001	Cameras	A100100	olympus C-700UZ	In-Use	Isaac Clark	2013-02-01	2014-01-01
00002	Cars	A100101	Toyota Camry	In-Use	Catherina Ennis	2013-03-01	2014-01-01
00003	USB Devices	A100102	kingston 3.0 G5	In-Use	Daniel Decker	2013-02-28	2014-02-14
00004	Smartphones	A100107	Apple iphone 4	In-Use	Jonathan Richardson	2013-03-05	2014-01-10
00005	Tablets	A100103	HP - Pavilion dv7	In-Stock			2014-02-18
00006	PDA devices	A100104	BlackBerry Torch 9800	In-Stock			2013-09-08
00007	Netbooks	A100105	Dell- XPS13	In-Stock			2013-11-07
00008	Pocket-sized Mobile devices	A100106	Galaxy Si90007	In-Use	Jerusha Snell	2013-01-24	2014-01-02
0014	Cars	A100108	Daihatsu Terios	In-Use	Jerusha Snell	2013-03-04	2015-02-05
0015	Smartphones	A100109	BlackBerry Torch 9800	In-Use	Moses Brown	2012-12-20	2013-11-05

OrangeHRM ver 3.0 © OrangeHRM. 2005 - 2013 All rights reserved.

Viewing Assets Screen I - Figure 1.4

Supervisors can also view assigned assets of the subordinates and assign "In-stock" assets to his/her subordinates. The screen is shown on Figure

Assigned To:
Subordinate of
Jonathan Richardson
Employee
Type for hints...

Search
Reset

Add
Delete

Click on an asset to perform actions

	Asset Id	Category	Serial Number	Model	Status	Assigned Employee	Assigned On	Warranty Ends
<input type="checkbox"/>	00001	Cameras	A100100	olympus C-700UZ	In-Use	Isaac Clark	2013-02-01	2014-01-01
<input type="checkbox"/>	0014	Cars	A100108	Daihatsu Terios	In-Use	Jerusha Snell	2013-03-04	2015-02-05
<input type="checkbox"/>	0015	Smartphones	A100109	BlackBerry Torch 9800	In-Use	Moses Brown	2012-12-20	2013-11-05

Viewing Assets Screen II - Figure 1.5

ESS users can also view all assets which are assigned to them by admin or their supervisors. The screen is shown on Figure 1.6

Asset Id	Category	Serial Number	Model	Status	Assigned Employee	Assigned On	Warranty Ends
00002	Cars	A100101	Toyota Camry	In-Use	Catherina Ennis	2013-03-01	2014-01-01
0016	Laptops	A100110	Dell- XPS13	In-Use	Catherina Ennis	2013-01-01	2014-01-01
0017	Smartphones	A100111	Apple iphone 4	In-Use	Catherina Ennis	2013-02-01	2014-02-01
0018	Cameras	A100112	olympus C-700UZ	In-Use	Catherina Ennis	2013-03-01	2014-03-01
OrangeHRM ver 3.0 © OrangeHRM. 2005 - 2013 All rights reserved.							

Viewing Assets Screen III - Figure

For more information please contact us via sales@orangehrm.com