

MALAI MALAR

Asset Management

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# 

# INTRODUCTION

Bluebase Software Services Private Limited, a Chennai based Software Technology Company, an Associate Company of Quadsel Systems Private Limited, providing Software Products and Services

# VISION

We create products that add values to people’s everyday lives

# VALUES

* We build tailor made Software Products/Solutions to best fit Enterprise needs
* Capability on Business Intelligence and Data Analytics Solutions
* Light-Weight, Easy-to-use and Scalability are the core principles followed in all our Developments
* We promote Open Source Technologies and lower the Total Cost of Ownership
* Capability to build mobile applications on Android and iOS Platforms

# ASSOCIATED WITH QUADSEL SYSTEMS PRIVATE LIMITED

* Quadsel Systems Private Limited is a Recognized Leader in designing and implementing comprehensive IT Infrastructure solutions for customers across multiple verticals in India
* Over 20 years in the industry serving customers with cutting edge technologies
* Process driven company with ISO 9001:2008 certification
* HP Enterprise Group Gold Partner, HP Service One Partner since HP’s entry into India. Microsoft Gold Partner, VMware Enterprise Partner, Dell Enterprise Partner.

# 

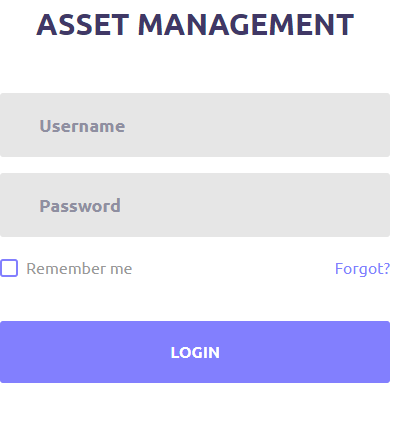
# OBJECTIVE

Asset Management system tracks organization’s IT assets by item, category, location etc.

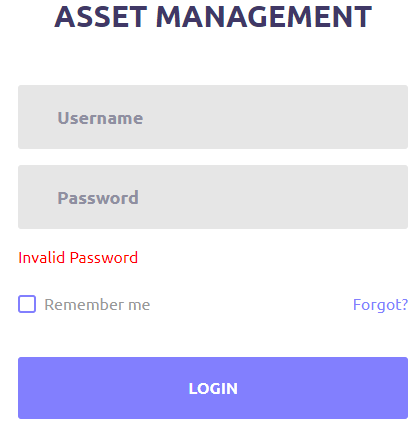
Track complete inventory details of hardware.

# Login

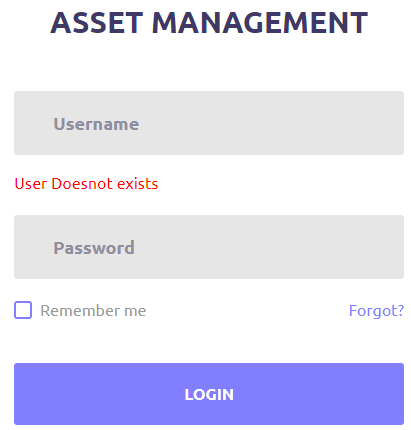
All users have a username and password to login to the system. Enter username and password and click sign in button to login.



If we enter Wrong Password, warning message is displayed as,

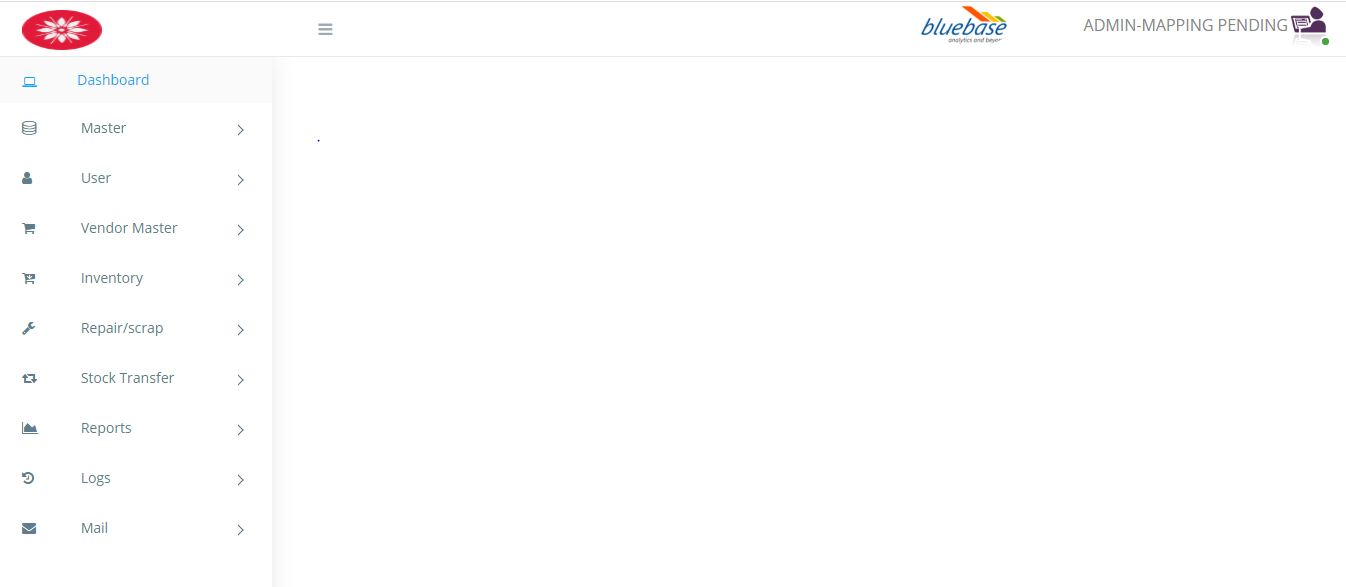


When entered User Name is blank or incorrect, following is displayed.



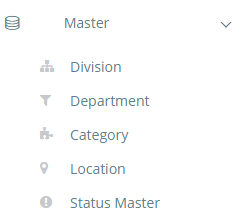
## Dashboard

Dashboard contains list of menus based on user group such as Masters, Report, Internal policies and Settings,



## Master

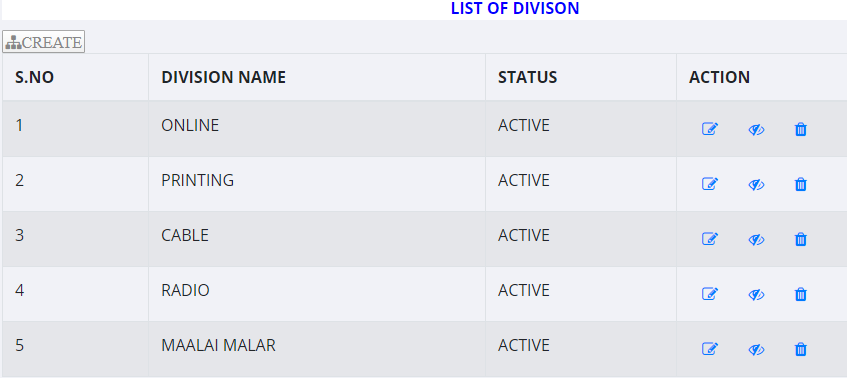
Clicking on **Master** will display list of masters available in Asset management. Drag the side bar to view all masters.



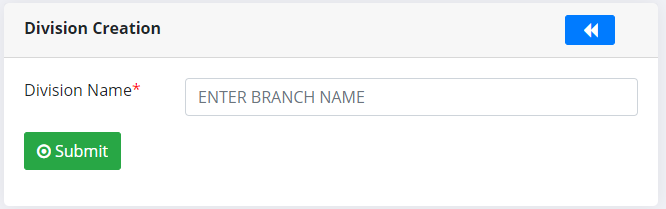
### Category Master

Go to Menu >> Master >> Division master

List of asset categories and their details like Division name, Status which are created before is listed.



To create new division, click 



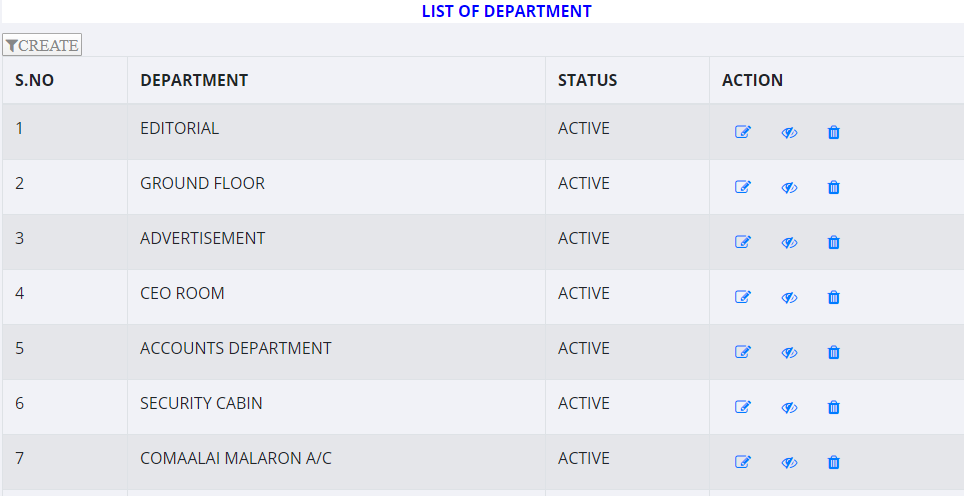
Enter the Division name

To modify the existing Division, click

Change the required field content and click 

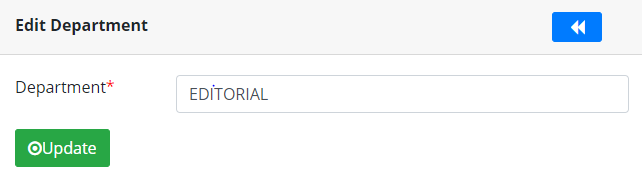
Go to Menu >> Master >> Department Master

Vendor details like Department created earlier are displayed.





To create new vendor details, click



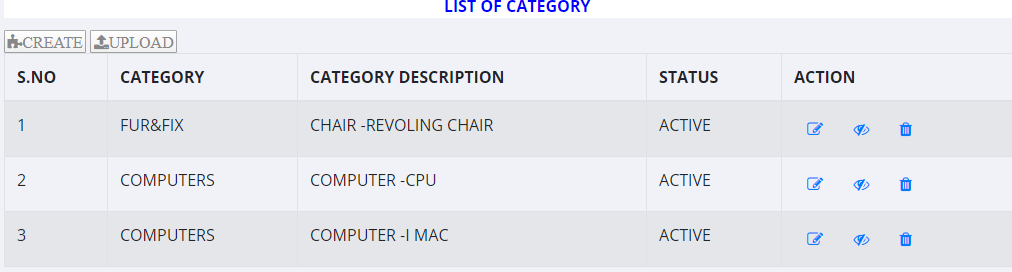
Vendor code is automatically generated. Enter Department

Change the required field content and click 

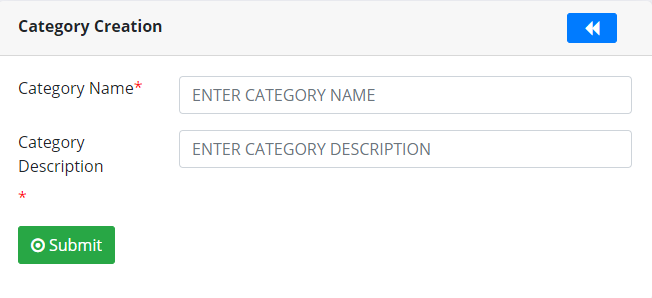
### Category Master

Go to Menu >> Master >> Category Master

Category master details created before are displayed.

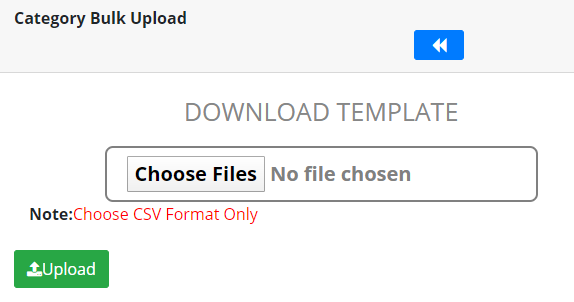


Click to create new configuration. Category is create. Enter Category name, Description and click



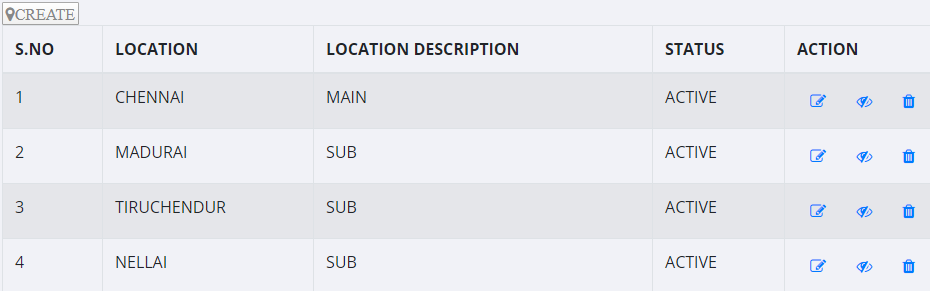
To click Upload

Fill the excel field and choose file you upload and click the upload.

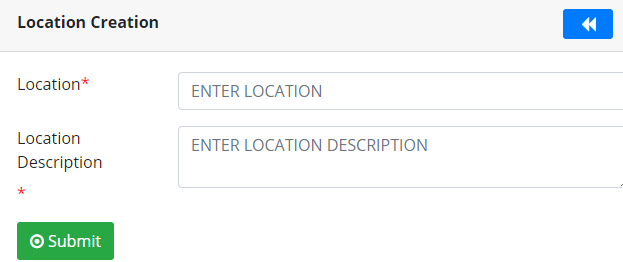


### Location Master

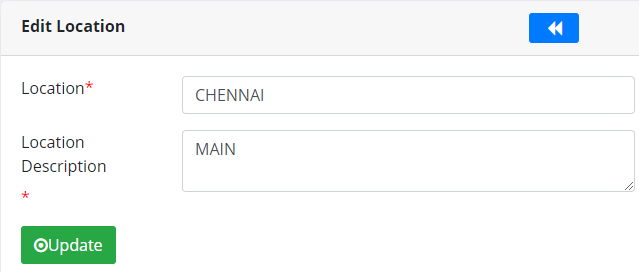
Go to Menu >> Master >> Location Master

Location details such as Location and Location description created previously are displayed.

Click to create new Location.



Edit Location:

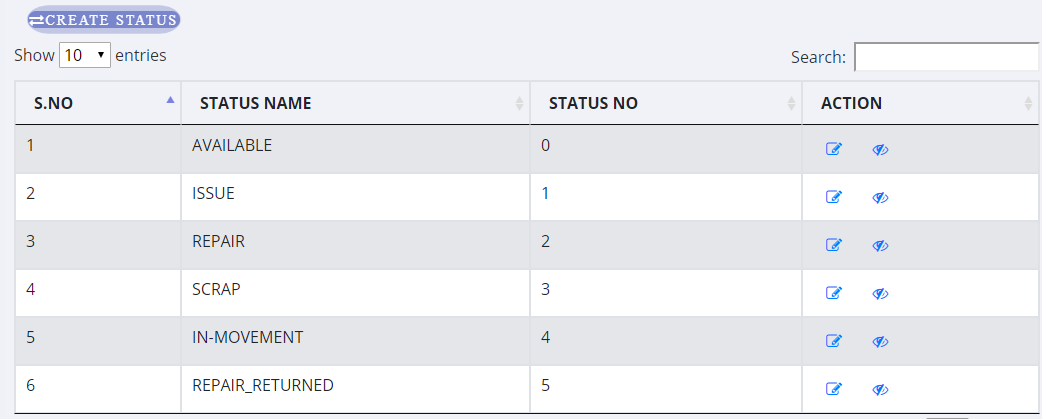


### 

### Status Master

Go to Menu >> Master >> Status Master

All status available are listed here with status name.

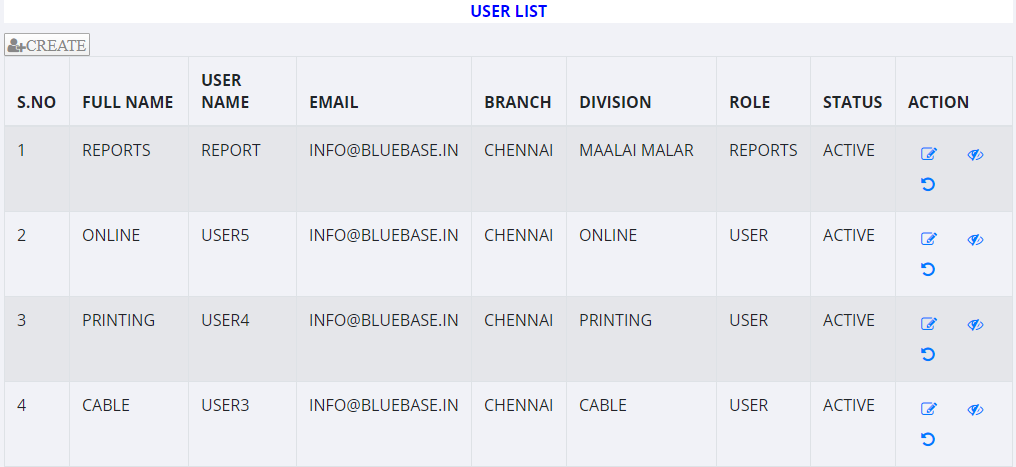


Click to change or modify existing extension.

### User Master

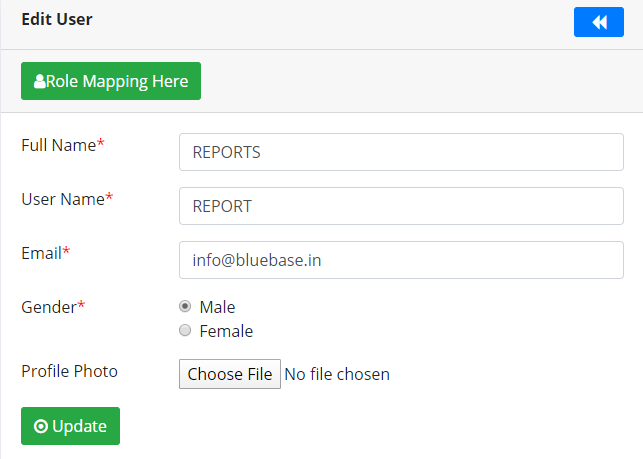
Go to Menu >> User >> User Master

All User master are saved here.



Click  to add new user.

Click pencil to edit user details.

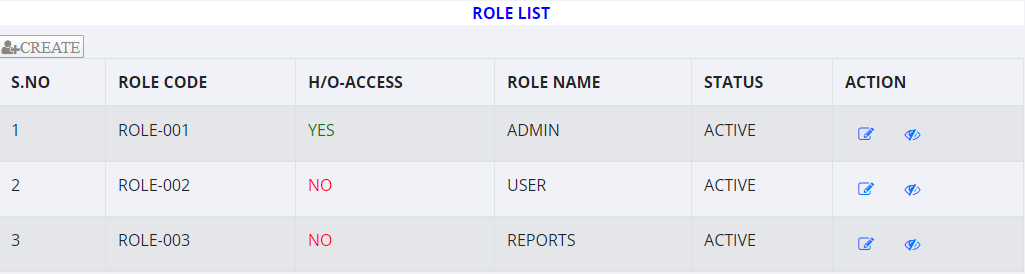


Change the required field content and click 

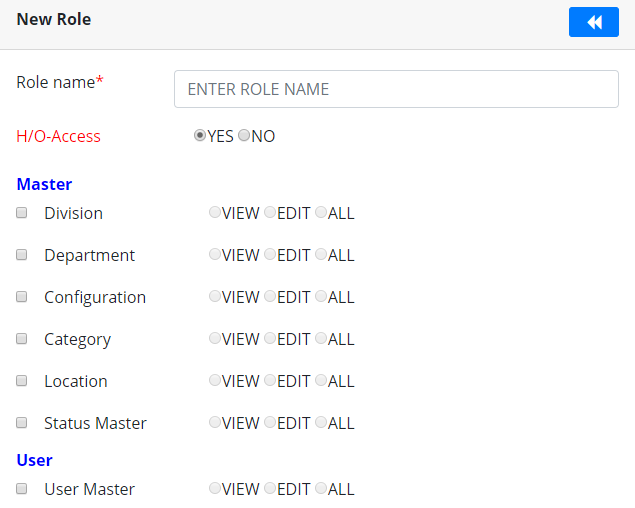
### Role Master

Go to Menu >> Master >> Role Master

All Role Master are saved here.



Click  to add new Extension.



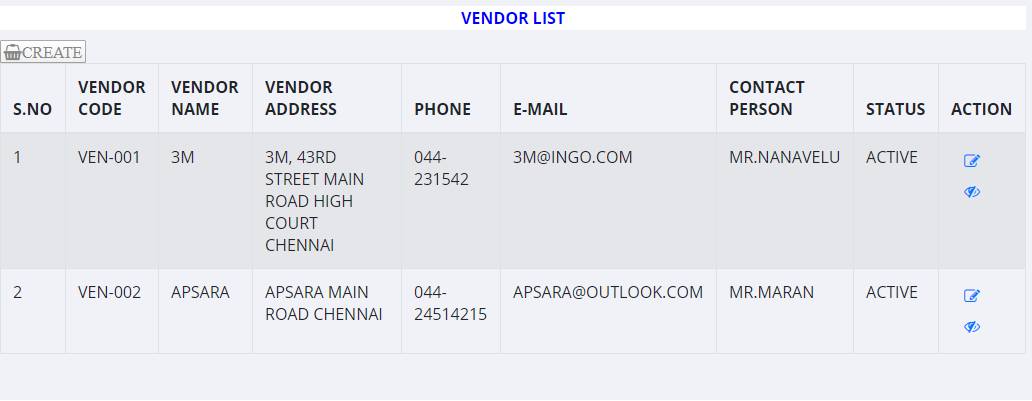
Click to change or modify existing IP Location.

Change the required field content and click 

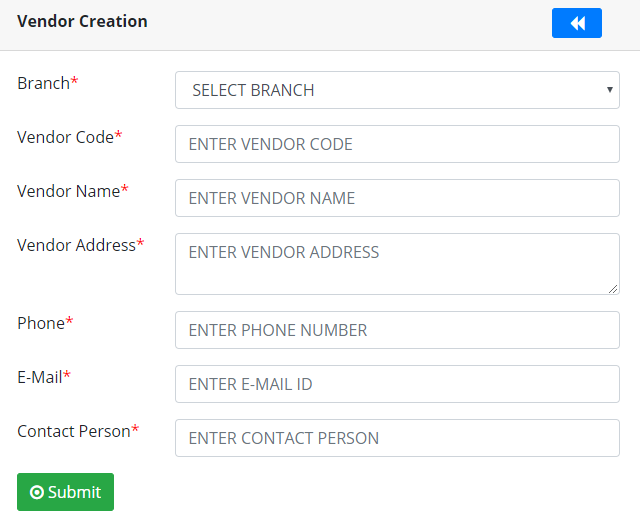
### Vendor Master

Go to Menu >> Master >> Vendor Master

Vendor name are listed



Click  to new .



Enter the vendor, Description and click 

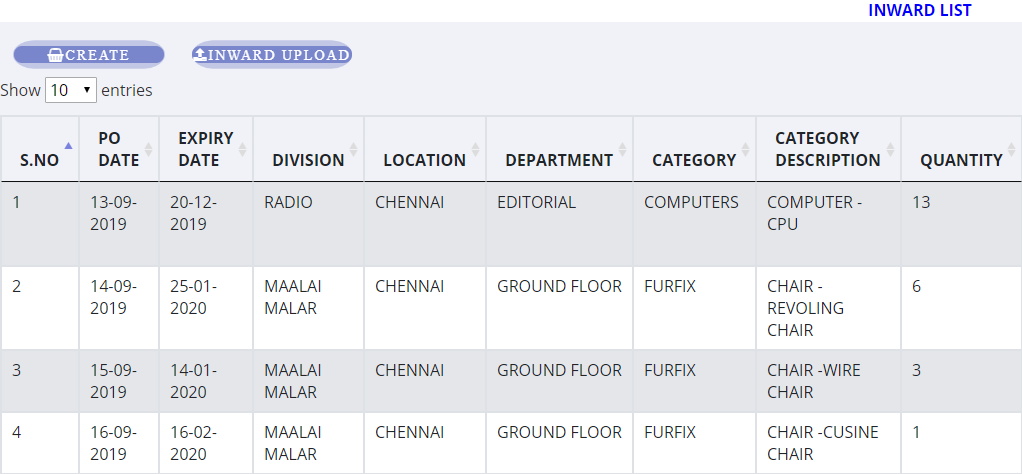
Click to change or modify existing vendor master.

Change the required field content and click 

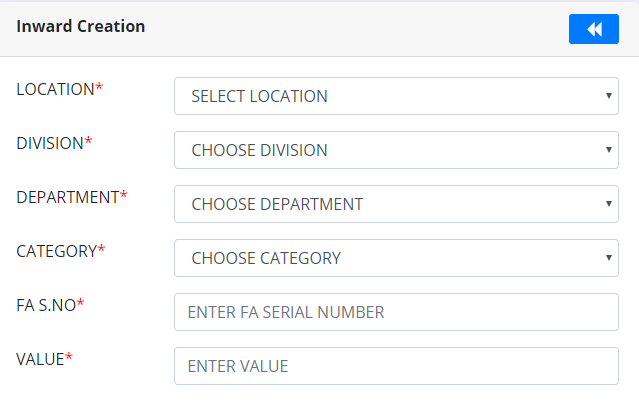
### Inventory Master

Go to Menu >> Inward >> Inward Master

Inward listed

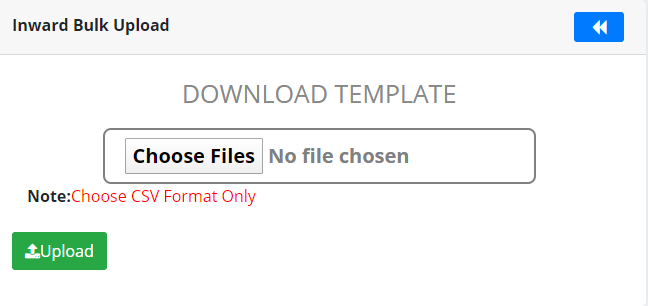


Click  to new .



Enter the vendor, Description and click 

Click  to upload bulk data.



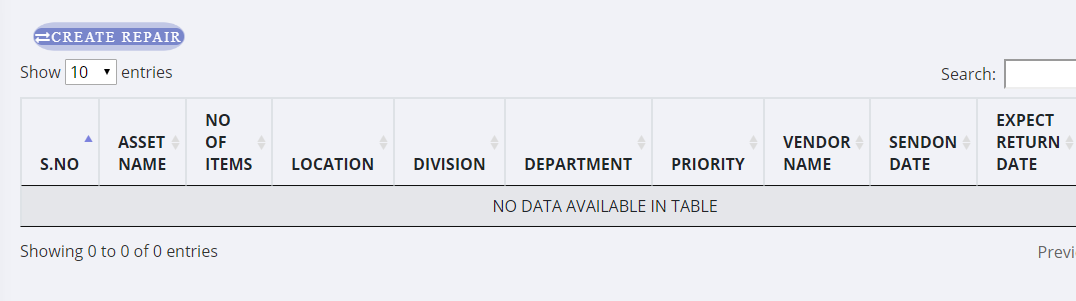
Click Upload and save large data.

## 

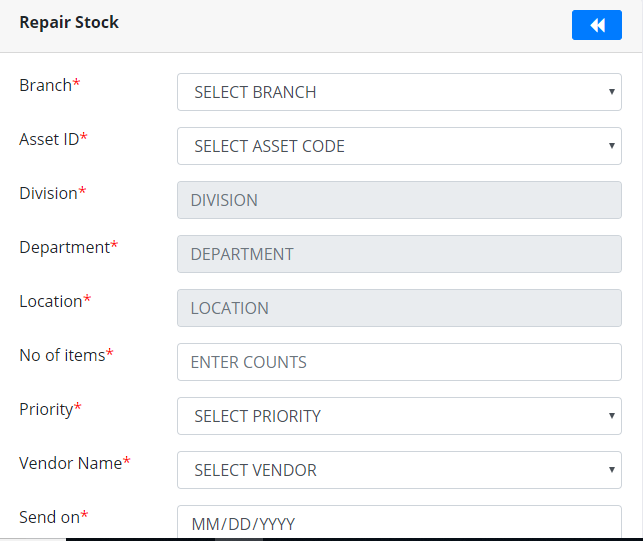
### Repair & Scrap

Go to Menu >> Repair

Repair the Non Asset Item

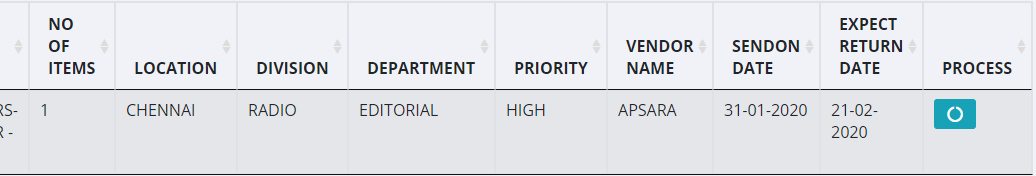


Click  to new .

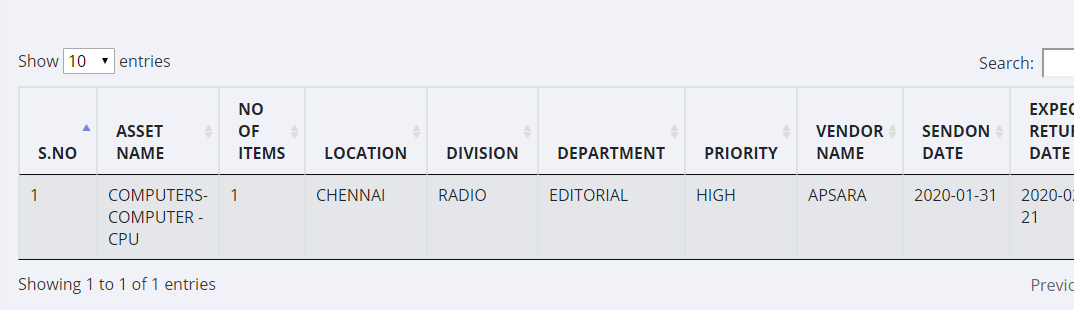


Enter the vendor, Description and click 

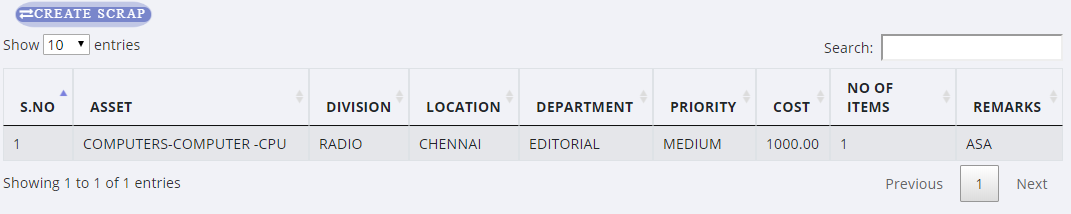
Click  to Restore the repair items.

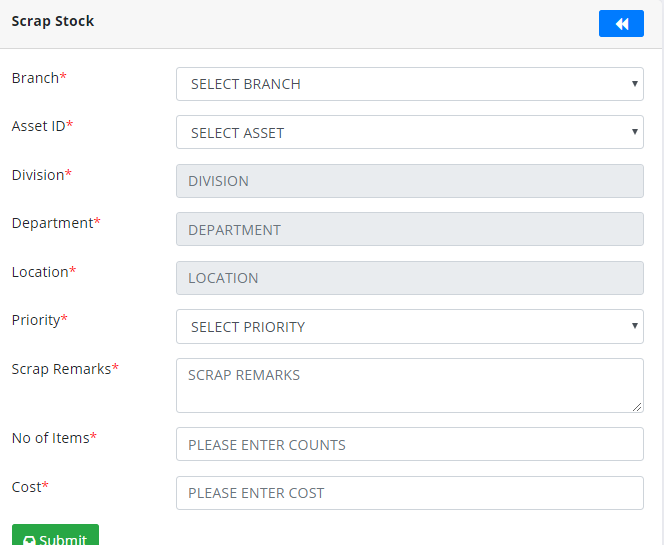


## Repair Report



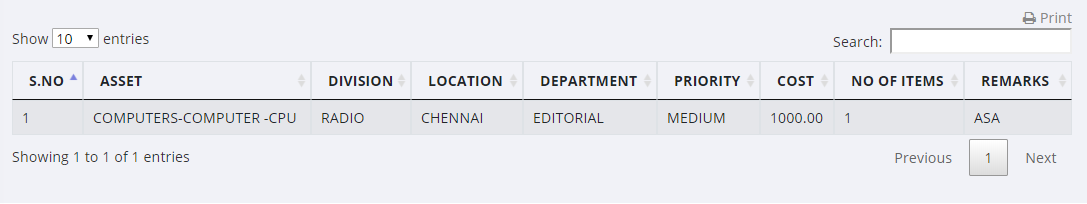
Go to Menu >> Scrap

Click Create to make an item scarp



Click  to create scrap Item

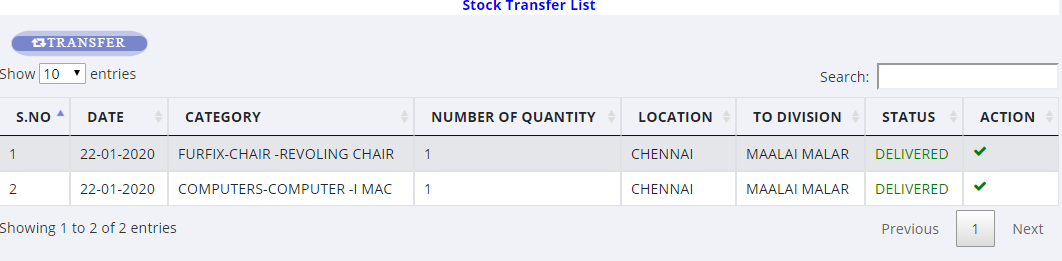
Go to Menu >> Scrap Report



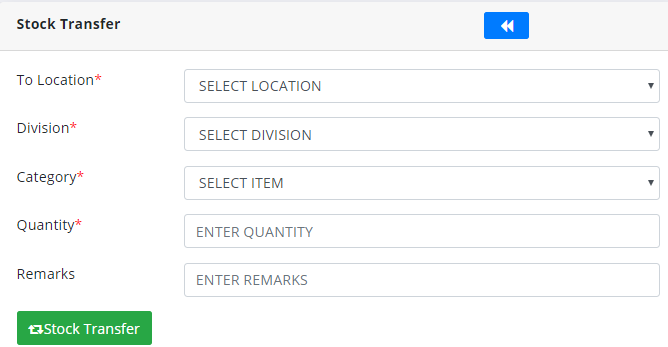
### Stock Transfer

Go to Menu >> Stock Transfer

To Transfer the stock from One division to another division.



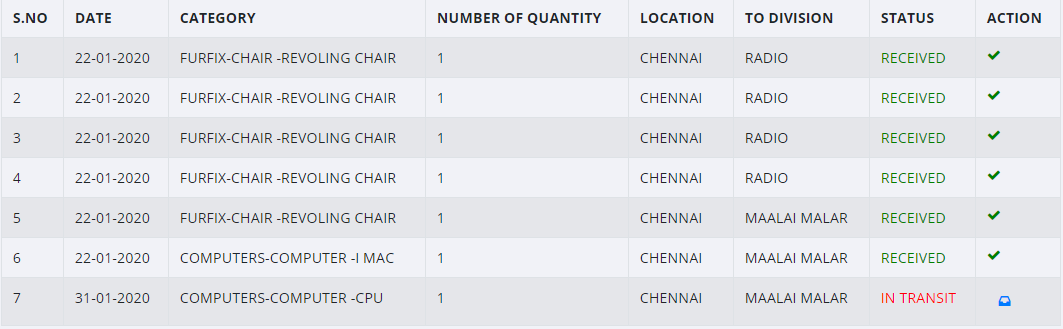
Click  to create an transfer item



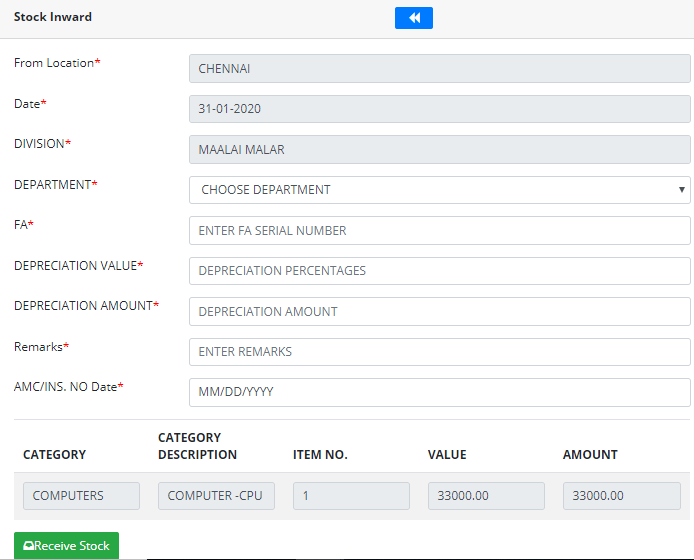
Click Stock Transfer to move an non asset item

### Stock Inward

Go to Menu >> Stock Inward



Click  button to take an inward

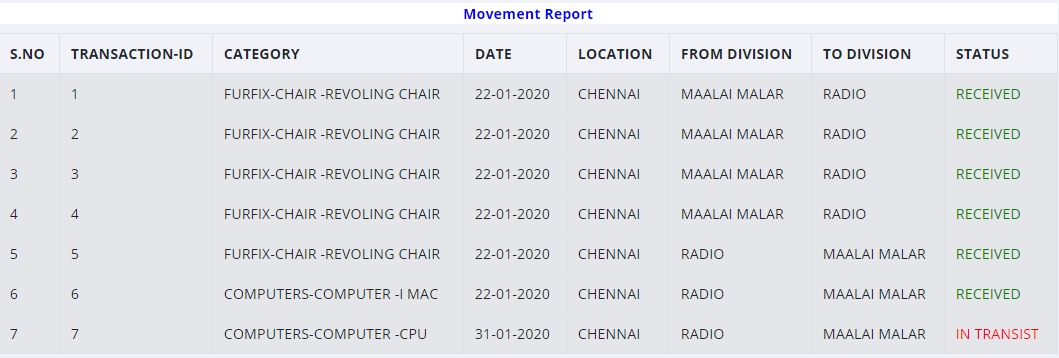


Click  to take an inward inside an division.

### Movement Report

Go to Menu >> Movement Report

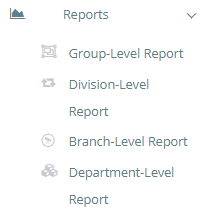
To see the movement report of items.



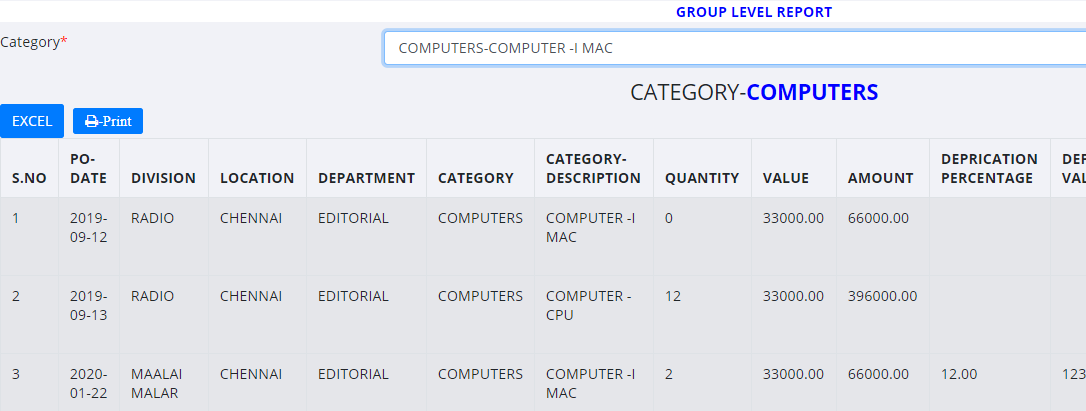
### Reports

Go to Menu >> Reports

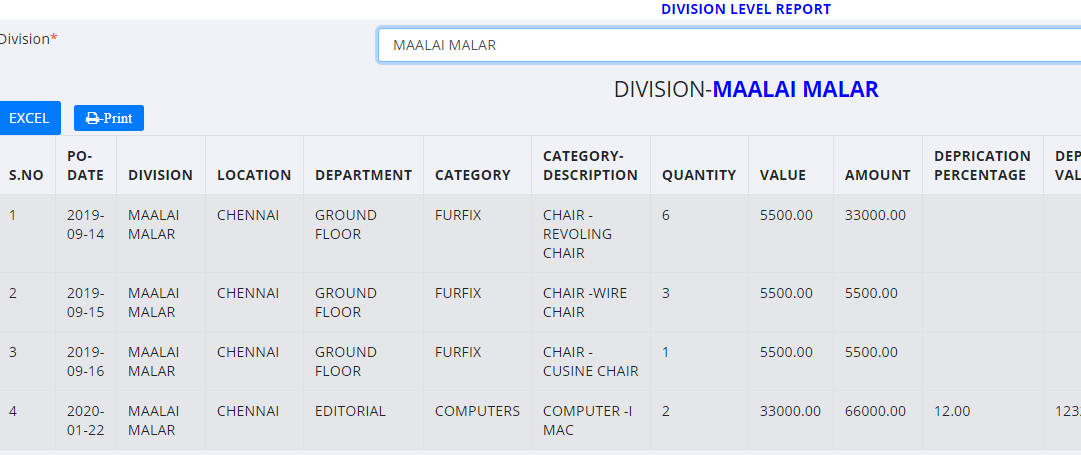
List of reports available in stock as a whole can be viewed.



Group Level Reports:



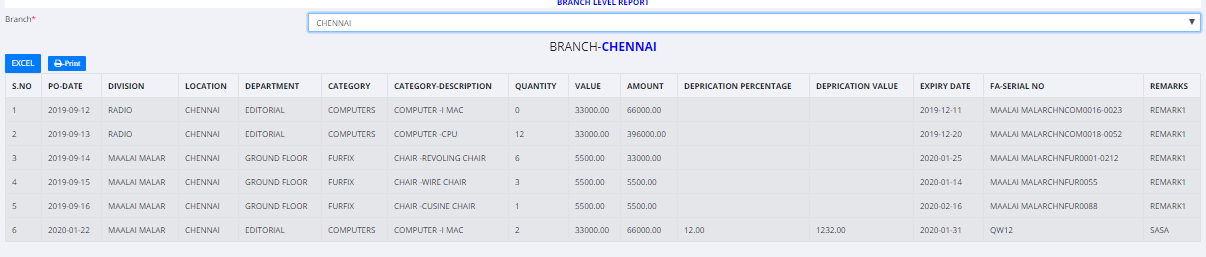
Division Level Report



Choose Division to get stock details.

Branch Level Reports:

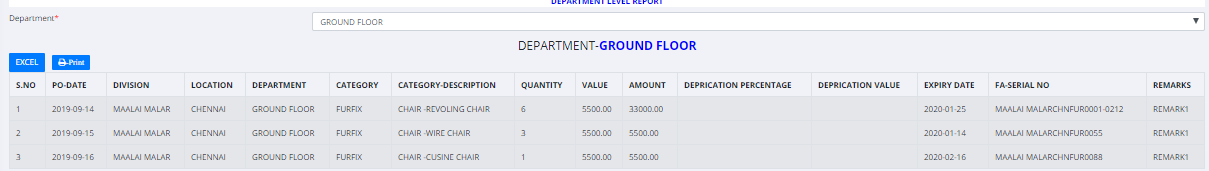
Using Branch level Report show the branch based reports, to choose an branch



Department Level Reports:

To choose an department to get the reports:

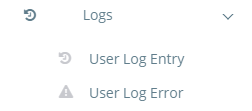
They have number of departments will be available.



### Logs

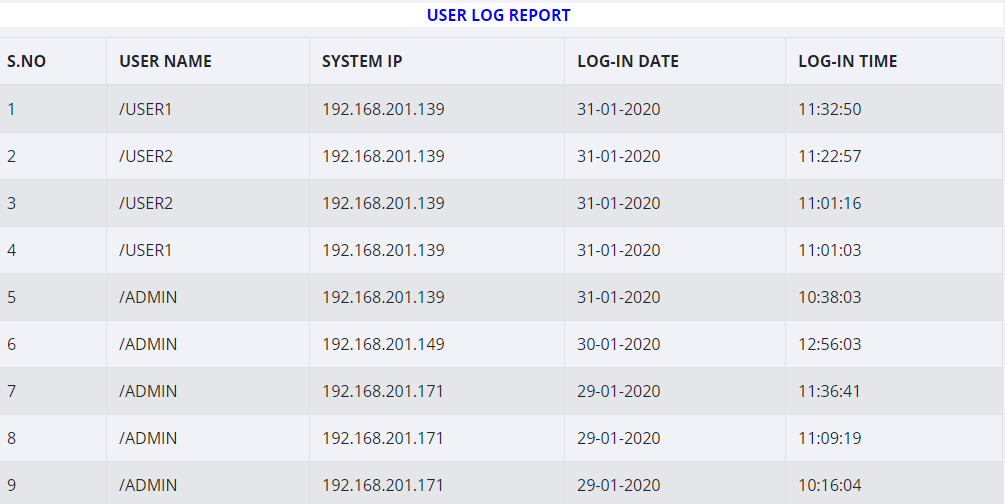
Go to Menu >> Logs

Its show list of user log will be there in the applications.



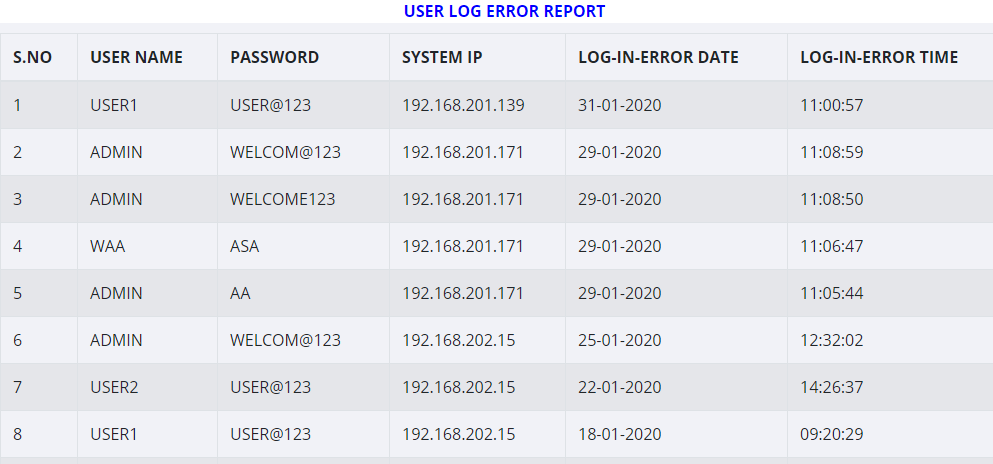
### Logs

Go to Menu >> Logs >> User Log Entry



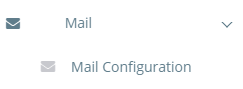
Go to Menu >> Logs >> User Log Error

User login wrong credentials entry details, with time and ip address.

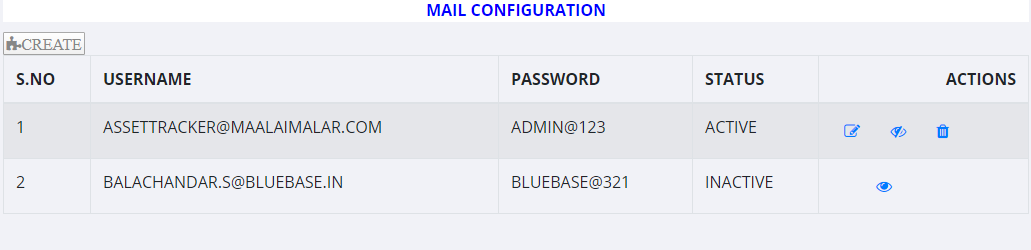


### Mail

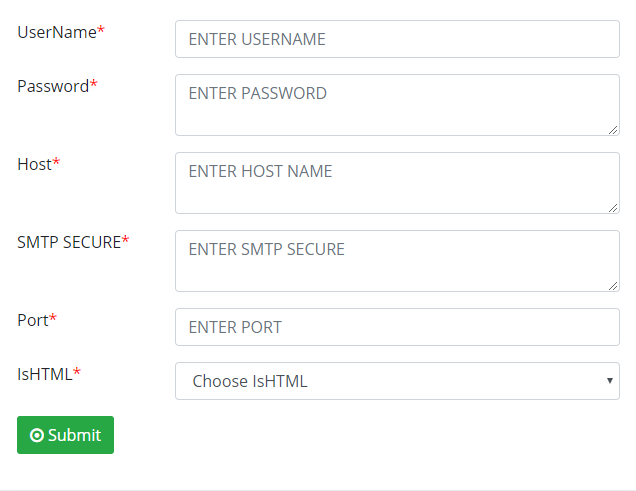
Go to Menu >> Mail



Mail configuration need to send a report to particular person to expiry about the asset items.



Click Create to configure a mails.



Important !

Mail Username , Password , Host name, Smtp Secure , Port , IShtml will be give.

Click Submit button it will configure with mail page.