AEGES ®

Ver. 1.0.9

Asset Management System

Training Manual

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AEGES Asset Management System

AEGES Manual

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Easy Guide for AEGES 1.0.9

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AEGES ® Asset Management System
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WELCOME

Now you must agree with me that Asset management remains to be one of the primary concerns of organization all over the world because, Assets drive businesses, for this reason and more we created AEGES Asset Management System to help organizations organize and manage their assets.

This is a quick guide to understanding Aeges. It isn't an in depth look at every single function available within the AEGES software. My aim is to create a simple AEGES guide, that will help you to get an understanding of how you use the various features within the AEGES Dashboard to keep your asset management system updated.

If you're looking for more in-depth knowledge, there are going to be series of video tutorial on the AEGES Portal that goes into more detail for those users who just want a fast and simple guide to using the Asset Management side of AEGES.

INTRODUCTION

Asset management is a systematic process of acquiring, maintaining, enhancing, and disposing of assets in the most cost-efficient manner. It is the whole asset life circle (History) from purchase, maintenance or repairs and auditing to disposal of the asset.

Now every company or organization needs to keep track of its assets, that way its stake holders will know, what assets are available to be deployed to provide optimum returns.

AEGES is a flexible, user-friendly software system created for asset management. It is perfect for managing assets associated to Governments, Organizations or Agencies. Aeges is been designed and created by Dualnet Services Ltd. It is a web application that runs on a centralized database management solution. It has the ability to be deployed on or off-line, all depends on your choice of installation.

As well as being a fantastic asset management system, one of the huge benefits is the security and peace of mind it provides.

LOGIN

Before you can start making use of the software, you will need to have the software system installed on your computer. To login the application, look for the Aeges Icon on your computer dashboard, double click to open the application.

Fig.1   Aeges Icon
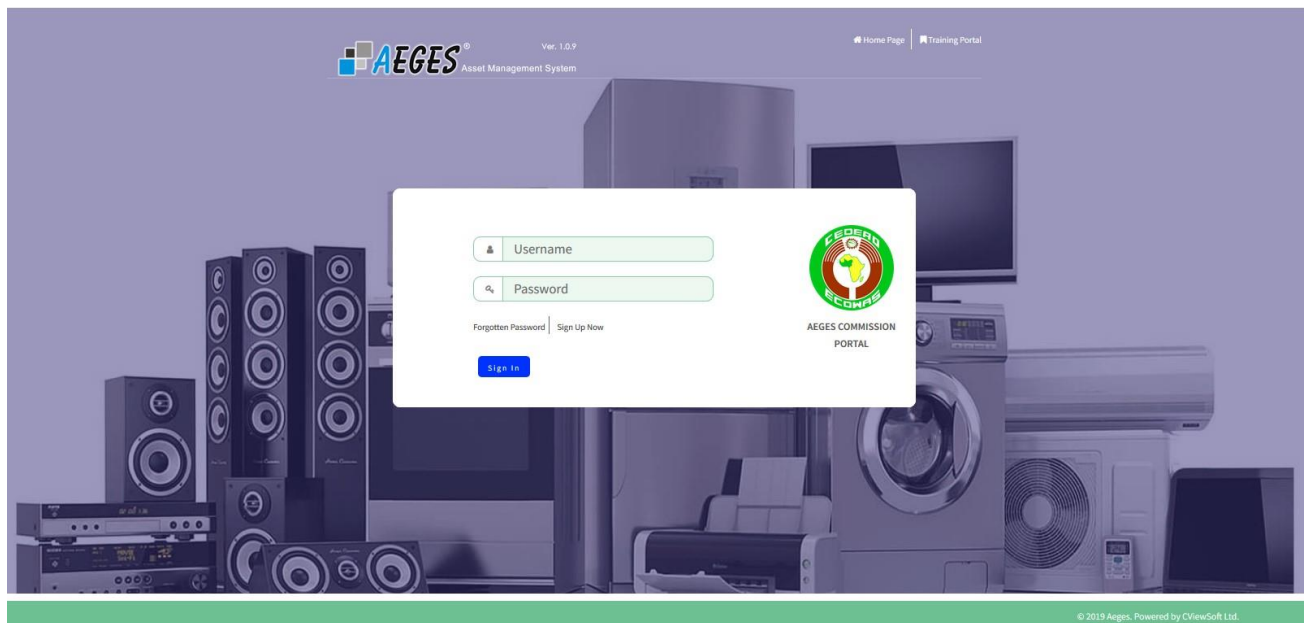
Click on the Staff Login to revel the Login Page.

Fig.2   Login Page

You must have a username and password already created, if not you would have to click on the "Sign Up Now" link shown in the Login page to create a new user name and password.

Note you would need an authority from the administrator of the asset management portal to activate your account and set your role or access level. Fill in the following

personal data Username, Password, First Name, Last Name, Phone Number, Email,

Sector, Sex, Your Passport E.t.c

Fig.3 Sign Up Page

DASHBOARD

Once you've logged in, the AEGES Dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the Aeges logo on the header area. In the example screenshot below (and throughout this documentation). This is also hyperlinked to your application's homepage. You will also see the name of the person who is currently logged in (e.g. Chuks Egonte) and his or her access level. You have the Move Back button, Sign out and Settings Button at the top right corner.
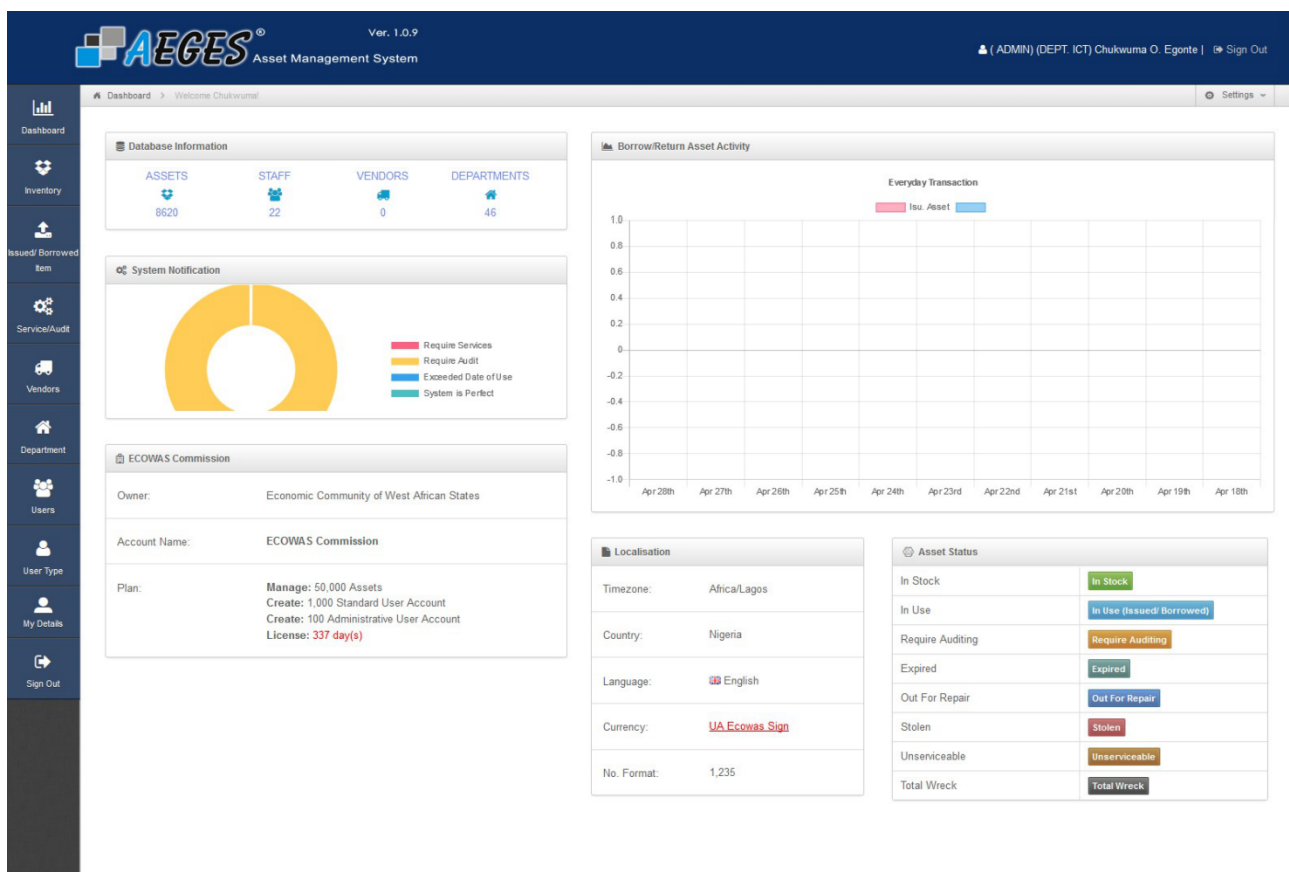
Fig.4   Dashboard Page

Dashboard Menu Options

Down the left-hand side of the Dashboard and on every page, you will see your main navigation menu. This is where you'll find all the options to update and configure and manage your application.

Each menu button has an icon and a title associated with it. Clicking on any of the menu options, depends on the particular function you would want to carry out. A list of the available functions are (Dashboard, Inventory, Issued/ Borrowed Items, Service Audit, Vendors, Departments, Users, My Details, E.t.c)
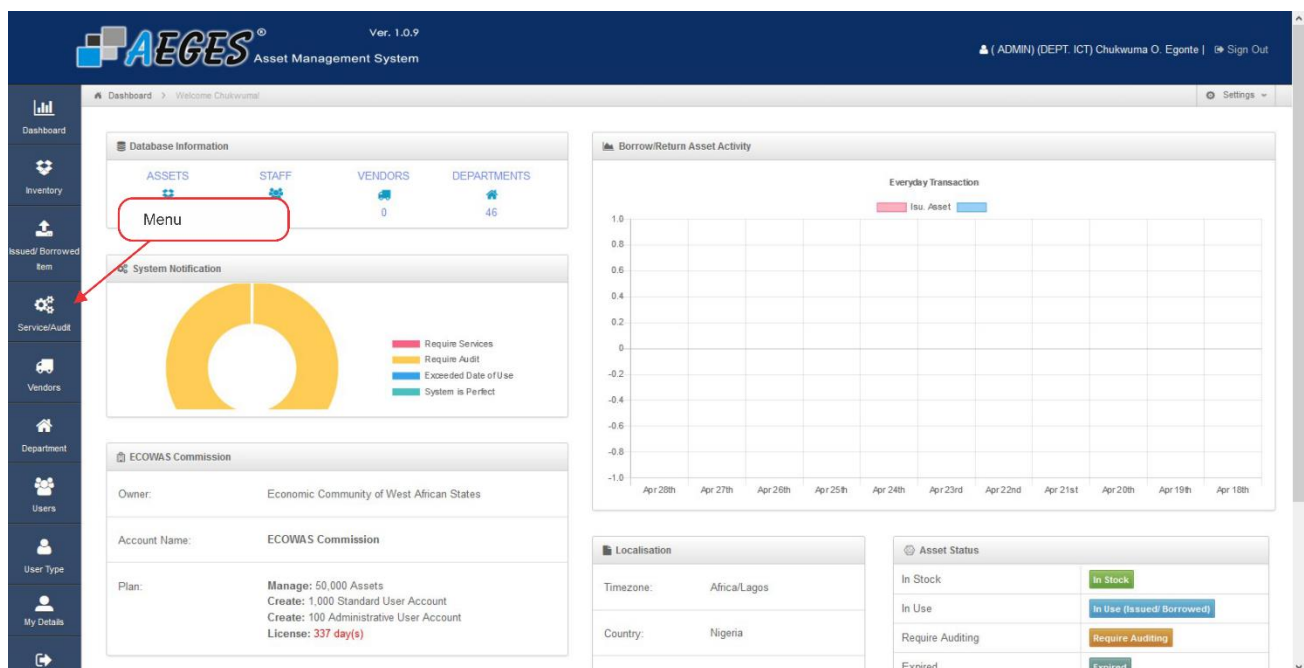
Fig.5 Showing Side Menu

Navigation Menu

The Main Navigation Menus are five (5):

1. *Dashboard:* This is the home page and it is accessible to every authorized login staff.

2. *Inventory:* This is only for staff assigned with the authority to create and manage asset records.

3. *Issued/ Borrowed Items:* Keeps a record of borrowed or Issued assets.

4. *Service Audit:* Used by authorized staff to run recurring audits on already created assets.

5. *Vendors:* Manages and stores all the details about vendors or suppliers of assets.

6. *Users:* Displays and manages all users of the application.

In the Dashboard you have a quick summary on some of the system statistics.

Database Information

This would reveal a summary on the number of Assets, Staff, Vendors and Departments the system has accumulated as at the cause of operation.

Fig.6 Database Information

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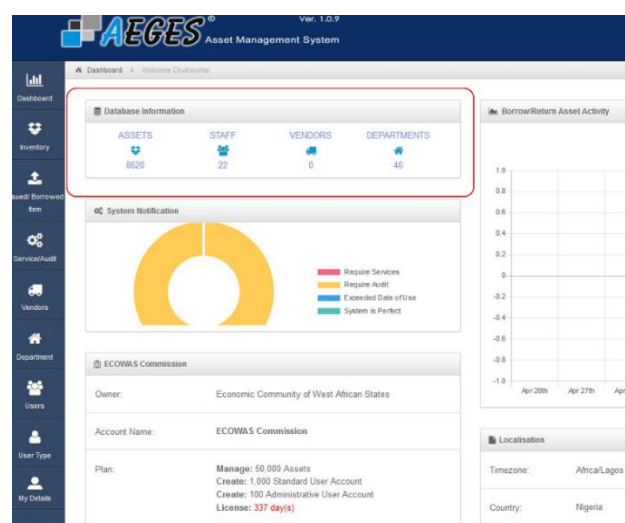
System Notification

This would display the various active alerts the system has, in form of a pie chart e.g

- ***Require Services:*** Displays the number of assets that require servicing, this is noted in color red.

- ***Require Audit:*** Displays the number of assets that require audit, this is noted in color yellow.

- ***Exceed Date of Use:*** Displays assets that were borrowed and have exceeded the return date, this is noted in color blue.

- ***System Is Perfect:*** The level of green, shows to the extent in which the system is perfect.
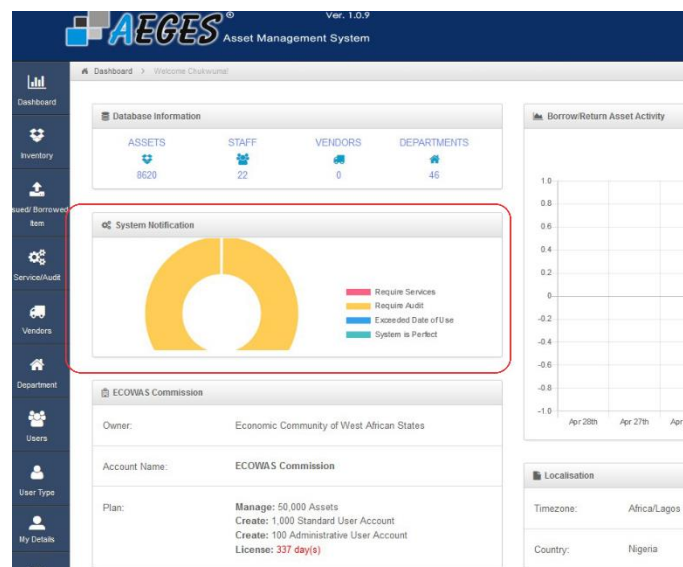
Fig.7 System Notification

Borrowed Return/ Asset Activity

This shows in a bar chart format the assets that were borrowed against returned assets.
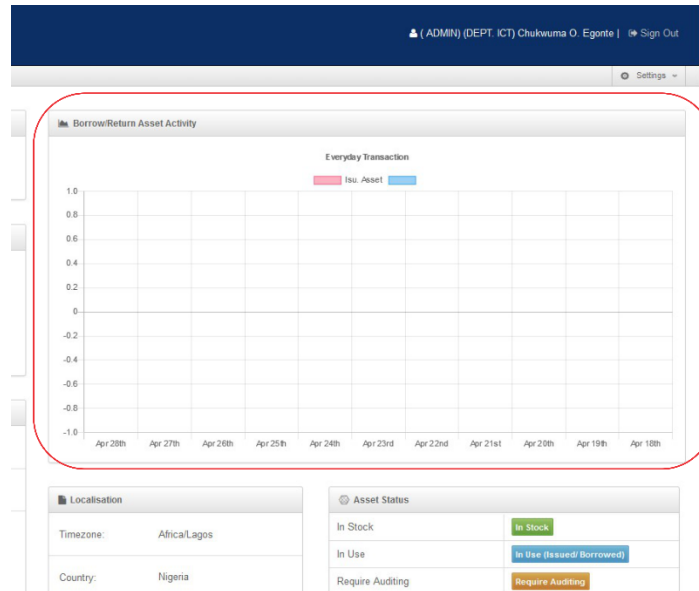
Fig.8 Borrowed Return/Asset Activity

Asset Status

This displays all the available asset icons, colors and status e.g In Stock, In Use, Require Auditing, Expired, Out for Repair, Stolen, Unserviceable and Total Wreck.

Fig.9 Asset Status

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INVENTORY

This is where bulk of the job starts from, I will show you how to create an asset, update an asset, audit an asset from the inventory, search/ sort out assets, print out reports, print out asset sheets, print out asset barcode numbers, borrow an asset and change the status of an asset.

Fig.10 Inventory Page

Conduct Asset Search

The inventory page is designed with a very flexible search column that has drop down menus. A combination of these menus will be dependent on your search targeted query. Searches could be based on the Sub Category, Site, Asset Name, Asset Status, Condition, Floor, Building, Custodian, Asset Number Type and Data Type. After selecting the menus related to your desired query, hit the search button and if the search returns successful, you will see a display of all the assets data related to your search query in the search table below.
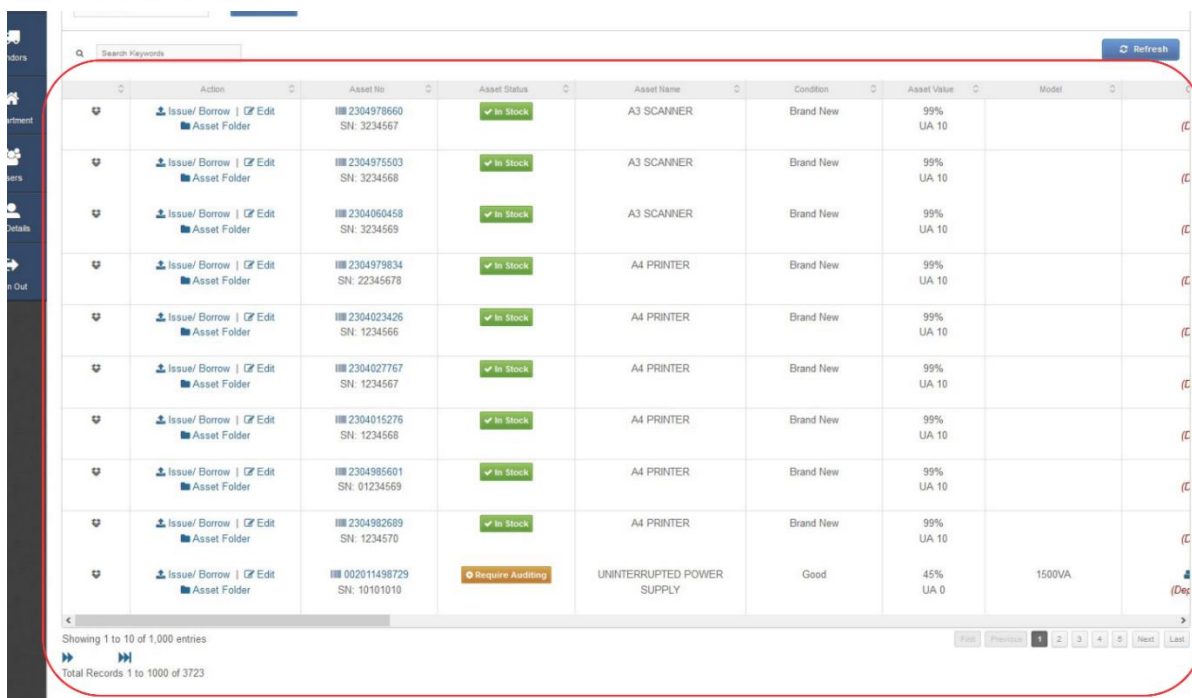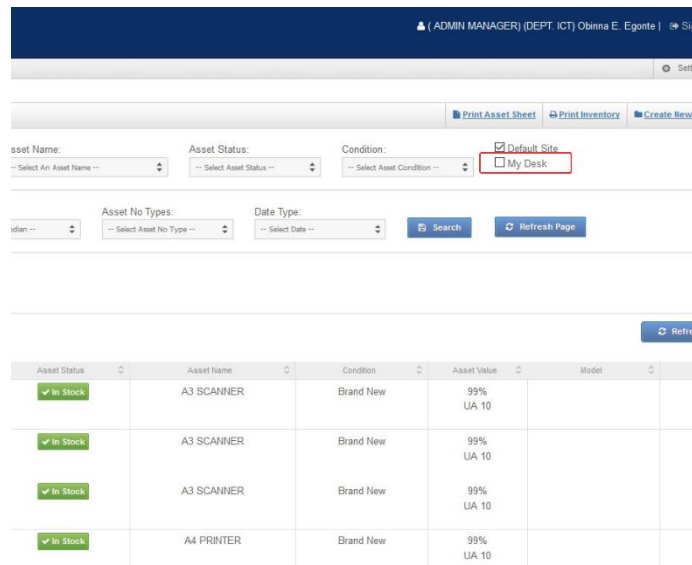
Fig.11 Asset Search

Search Table

The search table displays all successful searches from the database. The following columns are displayed on the search table "Action, Asset Number, Asset Status, Asset Name, Asset Condition, Asset Value, Model, Custodian, Registration Number, Sub Category, State, department, Room Number, Room, Floor, Building, Site, Staff Account, Vendor, Photo, Updated, Purchase Date, Purchase Price/ Estimate and Warranty Date". By default, the home search on the inventory page is configured to display the organization's Headquarters assets.
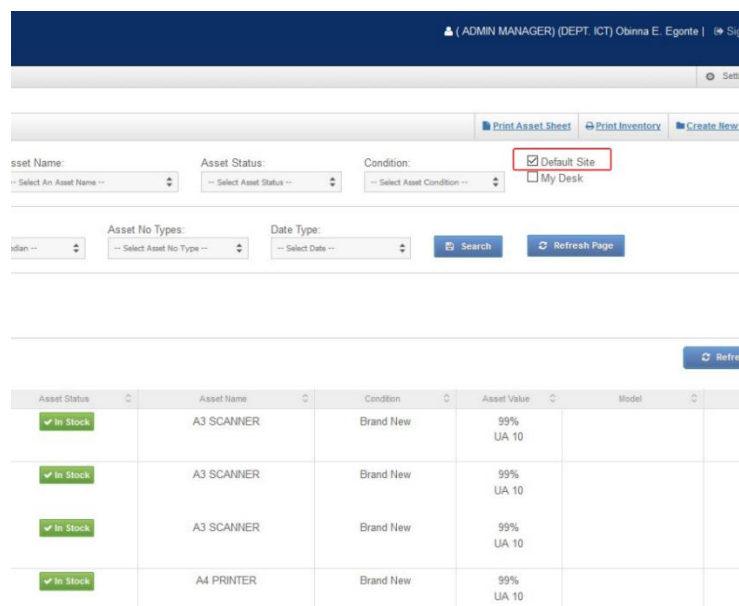
Fig.12 Search table

Disable Default Site Search

To disable the default search site just uncheck the Default Site check box. As long as the default site is still checked, all searched would be directed to the organization's Headquarters assets.

Fig.13 Default Search

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Disable My Desk Search

To disable My Desk search, just uncheck My Desk check box. As long as My Desk is still checked, all searches would be directed to only recent assets managed by me. If disabled, I would be able to view all assets managed by all the group members on the system.

Fig.14 My Desk

CREATE AN ASSET

You may be asking a very vital question "How do I create assets on Aeges?" This is very simple, before we dive into asset creation, I would want to get some points straightened out.

SAP Integration with Aeges

SAP's are numbers that are generated by the finance department and used by the procurement department to purchase asset. Now the good news is that all assets purchased by the procurement department has a unique SAP number attached to it. What about assets not purchased by the procurement department or organization? E.g Asset gotten from donations, gifts E.t.c.

There has to be a way of identifying and tagging these assets. This is where the SAP / Aeges integration comes in place.

Aeges generate a unique asset number for all assets within the organization either purchased or gotten as a gift or donation. These numbers are then integrated with the SAP numbers at the time of asset creation in Aeges.

The Benefits of this process are:

- Assets can now be searched through the Aeges system either by Aeges asset numbers or by SAP numbers.
- Note that not all assets have SAP numbers, so assets without SAP numbers are also captured In the Aeges system with having only Aeges number.
- A unique barcode sticker that displays both the Aeges and SAP numbers.
- Aeges has a proper record of the asset location, status, value, condition E.t.c

Fig.15 SAP integration with AEGES

Create a Custodian

To create a new asset click on the "Create New Asset" link at the topmost right corner. A page "Create Custodian" would appear. First! search for a custodian and if not found you have two options.

1. Click on the "ADD NEW CUSTODIAN" this is the very first option on top of the custodian dropdown menu and a popup box would pop out.

2. Click on the "Fill Form" Tab by the side of the "Custodian" tab to create a new custodian. Note that all required fields are marked with Asterix.
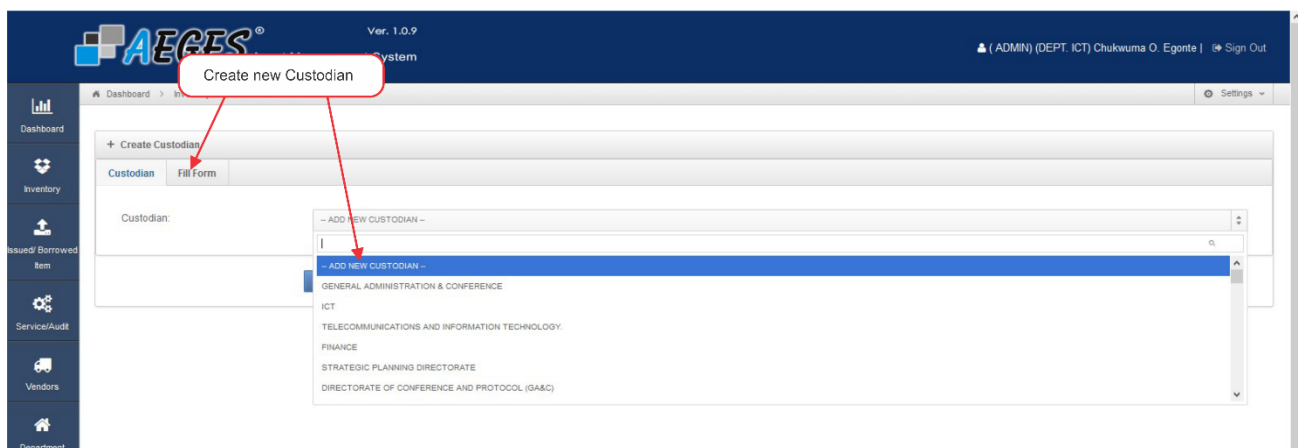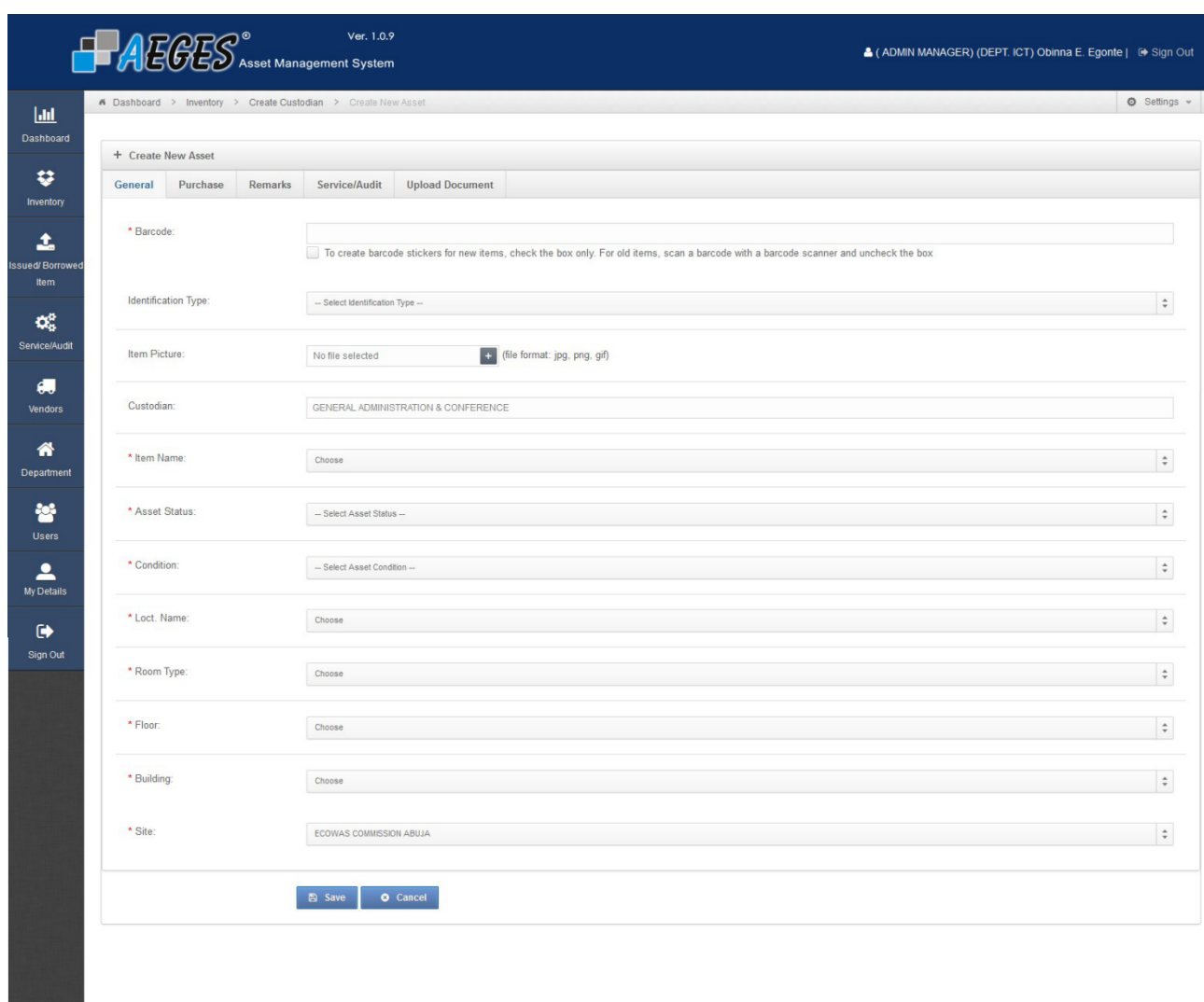

Fig.16 Create a new Custodian

This is where bulk of the job starts from, I will show you how to create an asset, update an asset, audit an asset from the inventory, search/ sort out assets, print out reports, print out asset sheets, print out asset barcode numbers, borrow an asset and change the status of an asset.

Create a New Asset

To create an asset you must first create a custodian. After which you will be confronted with the "Create New Asset" page. This page is divided in to five tabs (General, Purchase, Remarks, Service/ Audit and Upload Documents). Each and every one of these tabs will be filled based on the information gathered about the asset. We have three compulsory tabs out of the five (General, Purchase and Service/ Audit).

Fig.17 Create New Asset Page

General Tab: This tab contains general information about the asset e.g. custodian, asset name, asset condition, location e.t.c. If the asset has a SAP number or not.
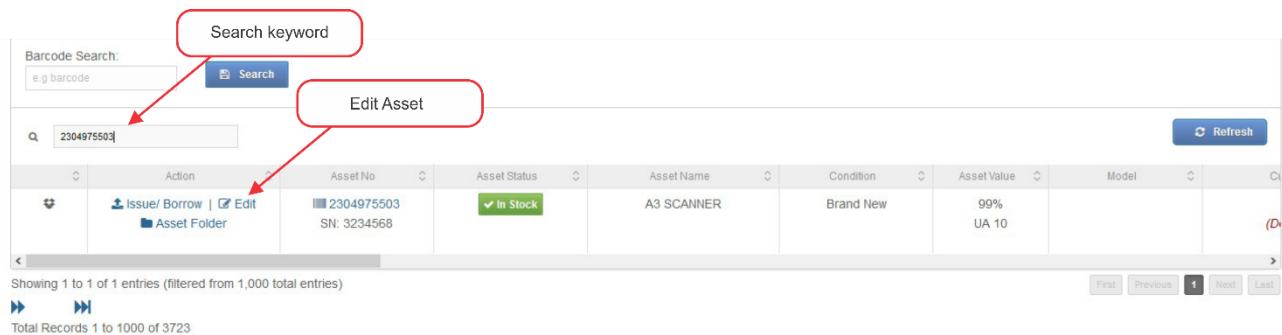
- **Barcode:** Scan the barcode number in the input box and make sure the checkbox is unchecked if the item has already been issued (not in the store). Check the box if the item is new (just arriving the store) and has a SAP number.

- **Identification Type:** This can either be Old SAP Number or New SAP Number. Select "Old SAP No." if the items to be tagged has already been issued. Select "New SAP No." if the items are new items that just arrived the store. Don't select anything if the items do not have SAP numbers.

- **SAP Number:** You can either select the SAP number from the dropdown list of SAP numbers. This is only possible if "Identification Type" is Old SAP number and input the new SAP number if "Identification Type" is New SAP number.

- **Site:** Please make extra sure the site displayed is the correct site. We do not want you uploading assets in the wrong location.

Purchase Tab: This tab contains information about the purchase asset e.g. vendor name, brand, model, registration number, purchase price/ estimates e.t.c. If the asset purchase price is not known the value ten (10) is used, it represents (10UA).

Service/ Audit Tab: The Service / Audit is used to control the number of times an asset is to be inspected by the audit staff or the number of times an equipment is to be serviced in a year.

EDITING AN ASSET

If I want to edit an asset, I would first of all search for the asset in the inventory. This can be done by typing in a search identifier e.g asset name, asset SAP number or asset Aeges number in the "search keyword". The asset will be displayed, click on the "Edit" link at the far left of the search result table to edit the asset.

Fig.18 Edit Asset
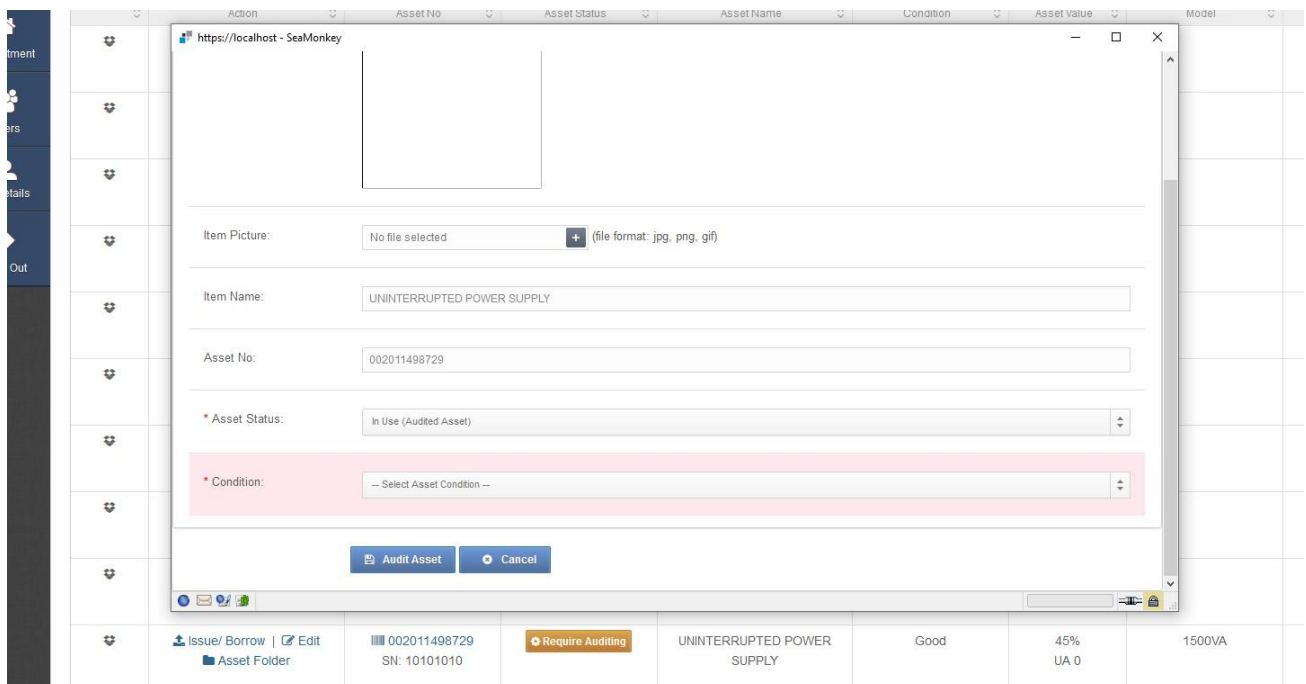
AUDITING AN ASSET

Assets that require auditing have their "Asset Status" tagged yellow "Require Auditing". Click on the yellow asset status. A popup dialog box will pop out, select the following menus.

- **Asset Status:** The asset status tells us the current status of the asset e.g In stock (Audited Asset), In use (Audited Asset), Expired, Unserviceable, Total Wreck and Stolen.

- **Asset Condition:** This tells us the current condition of the asset e.g Brand New, Fair, Good, Obsolete and Bad.

Click on the Audit Asset button to submit. Items audited will have their status reversed to the previous status before auditing.

Note: Items tagged Expired, Unserviceable, Total Wreck and Stolen can not be audited.

Fig.19 Auditing Asset

ISSUE /BORROW ASSET

Borrowed assets are assets that have been given out to be returned at a particularly time. While Issued asset are not expected back at any time soon.

To issue or borrow an asset, search for the asset in the inventory. Click on the Issue/Borrow link at the topmost left of the search table result. A popup dialog box will pop out, select the following menus.

- **Custodian:** The name of the person/ department who is receiving the allocation. If the name is not found, you can create by clicking on the "Add New Custodian" found in the custodian menu.

- **Asset Status:** The asset status tells us the current status of the asset e.g In stock (Audited Asset), In use (Audited Asset), Expired, Unserviceable, Total Wreck and Stolen.

- **Asset Condition:** This tells us the current condition of the asset e.g Brand New, Fair, Good, Obsolete and Bad.

Then click on the Issued/Borrowed Item button to submit. Items borrowed or issued will have their status changed. The system would trigger an alarm at the dashboard when an item borrowed has not been returned.
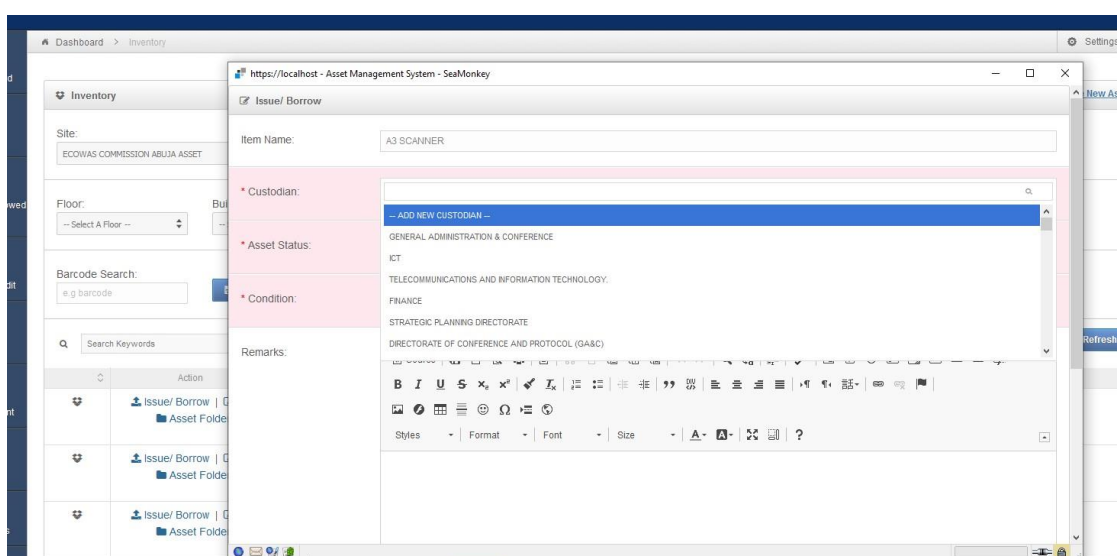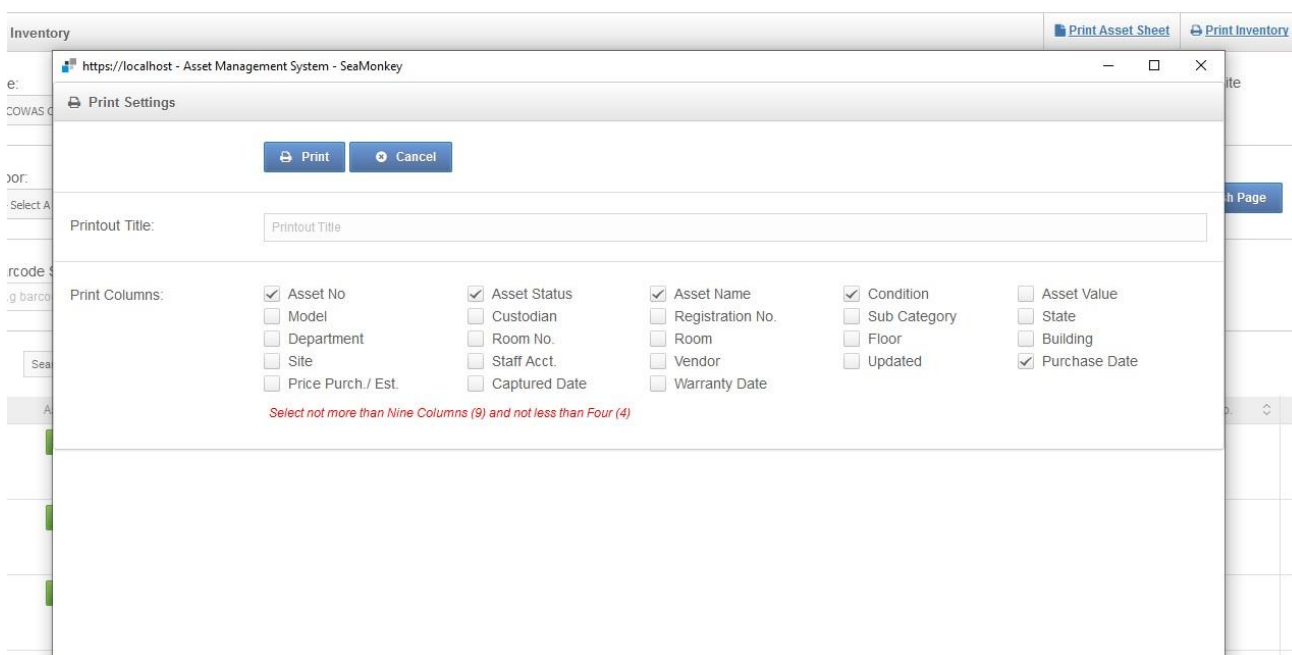

Fig.20 Issue/ Borrowed Asset

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PRINT OUT REPORTS

Report printout is very crucial for management decision making. To print out reports in Aeges, take for instance a report on all the IT equipment in ECOWAS Commission. To do this, we will have to make a search of all the IT equipment's in the Commission using the flexible search menus. Once this is displayed on the inventory result table, we can then click on the "Print Inventory" icon at the top most right of the inventory page, a popup dialog box would appear. Type in the print out Title, for this example it would be "IT equipment in ECOWAS Commission", select the columns you would like to be displayed on the report, there must not be more than nine (9) columns and not less than four (4), You then click on the Print button. A pdf printout of everything displayed on the inventory result table will be generated.

Fig.21 Report Printout

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ECONOMIC COMMUNITY OF WEST AFRICAN STATES

It Equipment In Ecowas Commission

Ecowas, Yakubu Gowon(114) Cresent, Asokoro, Abuja

www.ecowas.int

S/N	Asset No	Status	Asset Name	Condition	Asset Value	Floor	Building
1.	BC: 2304978660 AN: 3234567	In Stock	A3 SCANNER	Brand New	0% : UA 0	GROUND FLOOR	ANNEXE BLOCK B
2.	BC: 2304975503 AN: 3234568	In Stock	A3 SCANNER	Brand New	0% : UA 0	GROUND FLOOR	ANNEXE BLOCK B
3.	BC: 2304060458 AN: 3234569	In Stock	A3 SCANNER	Brand New	0% : UA 0	GROUND FLOOR	ANNEXE BLOCK B
4.	BC: 2304979834 AN: 22345678	In Stock	A4 PRINTER	Brand New	0% : UA 0	THIRD FLOOR	MAIN BUILDING
5.	BC: 2304023426 AN: 1234566	In Stock	A4 PRINTER	Brand New	0% : UA 0	THIRD FLOOR	MAIN BUILDING
6.	BC: 2304027767 AN: 1234567	In Stock	A4 PRINTER	Brand New	0% : UA 0	THIRD FLOOR	MAIN BUILDING
7.	BC: 2304015276 AN: 1234568	In Stock	A4 PRINTER	Brand New	0% : UA 0	THIRD FLOOR	MAIN BUILDING
8.	BC: 2304985601 AN: 01234569	In Stock	A4 PRINTER	Brand New	0% : UA 0	THIRD FLOOR	MAIN BUILDING
9.	BC: 2304982689 AN: 1234570	In Stock	A4 PRINTER	Brand New	0% : UA 0	THIRD FLOOR	MAIN BUILDING
10.	BC: 002011498729 AN: 10101010	Require Auditing	UNINTERRUPTED POWER SUPPLY		0% : UA 0	THIRD FLOOR	CONFERENCE BUILDING
11.	BC: 002111749601 AN: 12345678	In Use	UNINTERRUPTED POWER SUPPLY	Brand New	0% : UA 0	GROUND FLOOR	MAIN BUILDING
12.	BC: 002011475264	Require Auditing	UNINTERRUPTED POWER SUPPLY	Good	0% : UA 0	SECOND FLOOR	MAIN BUILDING
13.	BC: 002203865379	In Stock	UNINTERRUPTED POWER SUPPLY	Good	0% : UA 0	GROUND FLOOR	MAIN BUILDING
14.	BC: 002203578334	In Stock	UNINTERRUPTED	Good	0% : UA 0	GROUND FLOOR	MAIN BUILDING