

## PREFACE

Since the creation of FATA secretariat, different donors especially USAID have contributed in the soft as well as hard form, to enhance the capacity of FATA Secretariat, Peshawar. In all such cases the Assets are received by Administration, Infrastructure and Administration (AI&C) Department and are distributed among departments and directorates. Although some records are maintained either in manual or semi-automated form yet it is not clear as to which department or directorate is the custodian of what assets at a given point in time. Similarly the assets purchased by the departments and directorates need to be accounted for.

With this background, AI&C department preferred the development of FATA Assets Management System (FAMS). The FAMS is the initiative of FATA Institutional Strengthening Project (FISP) – a USAID funded project implemented by AbacusConsulting. As a first step System Requirement Specification (SRS) was developed and approved by the Department. Following approval of SRS, the development of software was started. The software of FAMS, which is an on-line web based system, has been developed in the following environment.

**PHP:** PHP is a server scripting language, and is a powerful tool for making dynamic and interactive Web pages. PHP is a widely-used, free, and efficient alternative to competitors such as Microsoft's ASP.

**MySQL:** MySQL is the most popular open-source database system. MySQL is a database server, ideal for both small and large applications. MySQL compiles on a number of platforms and is free to download and use.

FAMS has been developed and implemented under ‘Training & System Development’ stream of the FISP. With the implementation of the system it is envisaged that the FAMS will assist the FS in the improved record keeping, tracking and stock taking of all their assets.

This user/operational manual describe step by step procedure to operate FAMS and provide support to the system users/operators while using the system and also forms and effective training material for On Job Training (OJT).

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## 1. An Overview of FATA Assets Management System (FAMS)

Normally the Assets in FATA secretariat are acquired through purchases, donations from the development partners and inherited.

### 1.1 Purchases

Demands from all the Departments and Directorates duly approved by the administration department, are received by the representative of the W&S (Assistant Engineer) stationed at the FS, who purchases the required items and issues to the demanding department/directorate.

### 1.2 Donations by the Projects

Normally the equipment is donated by the Projects through Admin Department, who then distributes to other Departments/ Directorates. However in some cases the equipment has been directly given to the Directorates without the involvement/knowledge of AI&C Department. The information of all such equipment is available in the shape of issue vouchers.

### 1.3 Stocks Inherited

The assets taken over from FDC need to be entered in the FAMS.

### 1.4 System Capabilities

The FAMS provides support to the complete life cycle of Assets Management.

### FATA Assets Management Life Cycle



## 2. Initiation and Acquisition

This step covers the following activities

### 2.1 Setup Entries

This refers to providing the fixed information to the system from which the required information is selected using drop down instead of typing in every time. This information is in the following areas.

- Departments
- Directorates
- Fields Offices
- Designations
- Room Numbers
- Categories of Assets
- Assets Manufacturers
- Assets Models
- Development Partners
- Projects
- Suppliers
- Acquisition sources
- Store keepers of Departments / Directorates / Field Officers

### 2.2 Users Authorization

Three layers of users with different authorities to use the system are defined here. These are

- **Administrator** – The overall in charge of the system with all the authorities. There will be only one administrator in the FATA secretariat responsible for FAMS operations.
- **Editors** – This second level user is the in charge of each Department, Directorate or Field Office. He will have access to the information of his respective area with limited authority.
- **Viewers** – The third level of users are those who can only view the information and have no authority to perform any other function in the system.

Each type of user will have his own User Name and Password to access the System. Each user will also have the capability to change his Password whenever he wishes to do so.

## 2.3 Acquisition of Assets

Add all the newly acquired Assets in the System. Tags for each item of the Asset are printed. This Tag number becomes the permanent Identification of each item used for subsequent processing in the System.

### 2.3.1 Inventory

This process includes Issue, Accept, Return and Re-issue of the Assets functions among the Departments, Directorates, Field Offices and Designations.

### 2.3.2 Maintenance

The Maintenance (Repair) functions performed on the Assets are recorded against each Asset. This step includes the recording of the following Status against the Items involved in Maintenance.

- **Out of Order.** This status is marked against the asset which is reported not functioning.
- **Sent for Repairs.** As soon as the asset is sent for repairs, this status is posted against the Asset along with the date sent for repairs and short description of the problem faced.
- **Received Repaired Asset.** This status is marked against Assets after that is repaired and received back.
- **Declared not Repairable (Beyond Repairs).** When an Asset is declared not repairable by the Repairing Agency, this status is marked against the Asset. This Asset is then recommended for Disposal action by the competent authority.

### 2.3.3 Disposal

Assets are recommended for Disposal in the following conditions.

- When the Asset is declared Beyond Repairs.
- When the Asset has completed its useful life.
- When the asset has reached the minimum Depreciated Value.

All such Assets are reported to the system Administrator through Alerts via Dashboard. The Administrator reports these Items to the Management for the appropriate action which could be one the following:

- Extend the life of the Asset based on the condition of the Asset.
- Reevaluate the minimum depreciated value.
- Approve Disposal either through 'Right off' or through 'Auction' recommending the minimum acceptable value.

#### 2.3.4 Tracking

This very useful function allows the User to track any Asset from its induction to disposal depicting all the events in between.

#### 2.3.5 Reports / Analysis

The essence of any Computerized System is its capability of producing Alerts, Analysis and Reports. The FAMS provides the following Reports, Alerts, statistics and Reports:

##### 2.3.5.1 Decision Support Statistics (DSS)

DSS is for the Management and includes the following:

- Assets under repair over 1 month
- Assets repaired more than 3 times in an year
- Assets in stock (not issued)
- Assets in need of Repair
- Assets completed useful life

##### 2.3.5.2 Normal / Periodic Reports

Under the Reports option the following reports are provided:

- **Stock Register.** This is the mandatory requirement and is provided in the approved format.
- **Stock Taking Listing.** Helps in physical stock taking which again is a mandatory requirement.
- **Assets by Main Categories.**
- **Custom Repots** Provides users with opportunities to print countless reports to fulfill their unique requirements.



### 3. System Requirements

In order to use the FAMS the following requirements must be met

#### 3.1 Server

##### 3.1.1 Software

Either of Windows or linux based server.

- Apache : 2.2.11 (Win32) - 2.2.52 (Linux) or Microsoft IIS 7
- PHP : 5.3.0 +
- MySql : 5.0.4 + (mysqli Supported)

##### 3.1.2 Hardware

- Quad core, 2.5 GHz Intel® Xeon Processor
- 8 MB cache
- 8 GB RAM
- 160 GB HDD
- 10 TB/month
- Free Domain Name
- 1 Dedicated IP

#### 3.2 Client

Browser: Mozilla Firefox, chrome and Internet access

### 4. Installation/ Deployment of Software

This application has been installed on Intranet, accessible only VPN.

## 5. Operational Manual

The application is compatible with latest versions of Mozilla Firefox, Chrome. The User will open his browser - say Mozilla Firefox. He will type application URL.

<http://IP/login.php>

Server will return a login page as below.



User will type his username and password. This login page is same for application Administrator, Department's Editors and viewers, Directorate's Editors and viewers, Field Office's Editors and viewers. System will automatically recognize user type from user name.

We assume that user has typed Administrator username and password, and submitted form, if these credentials will be correct, system will login this user and user will see home page /dashboard. Very same page will open for Editors and viewers, but with less menu options and actions.

## 5.1 Dashboard

Users will see following screen after successful login.

Note: “User management” menu will only be available to Administrator.

The dashboard interface includes a top navigation bar with the system name and user role. A vertical sidebar on the left provides access to various system functions. The central area displays a circular diagram that categorizes asset statuses into four main groups: Statistics of Issued Assets, Repair and Maintenance Status, Pre-Disposal Status, and Disposals. Each group contains specific status labels. A small circular diagram at the bottom left illustrates the asset lifecycle from acquisition to disposal. The footer contains logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AbacusConsulting.

From dashboard, user will be able to navigate into the system as per his desire and requirement. Major function's highlights are available in form of alerts to user like

- Statistics of issued Assets
  - Issued
  - Accepted
  - Returned
- Repaired and maintenance status
  - Our for repair
  - Repaired
  - Not repairable
- Pre disposal status

- Depreciated
- Running out of life
- Not repairable
- Disposals
  - Request for disposal
  - Under disposal
  - Disposed off

## 5.2 Issued Assets

User will click on issued alert counter, system will display list of items which are issued to different departments/directorates/field offices/designations.

The screenshot displays the 'Assets Management System' dashboard. On the left is a vertical menu with options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main area features a circular diagram divided into four quadrants: 'STATISTICS OF ISSUED ASSETS', 'REPAIR AND MAINTENANCE STATUS', 'PRE DISPOSAL STATUS', and 'DISPOSALS'. Each quadrant contains asset states with orange alert circles indicating the number of items. A legend at the bottom explains that these orange circles represent alerts that, when clicked, load a list of items in a new screen.

Category	State	Alert Count
STATISTICS OF ISSUED ASSETS	ISSUED	2
	ACCEPTED	1
	RETURNED	5
REPAIR AND MAINTENANCE STATUS	OUT FOR REPAIR	3
	REPAIRED	2
	NOT REPAIRABLE	0
PRE DISPOSAL STATUS	DEPRECIATED	4
	RUNNING OUT OF LIFE	3
	NOT REPAIRABLE	0
DISPOSALS	REQUEST FOR DISPOSAL	0
	UNDER DISPOSAL	1
	DISPOSED OFF	2

Orange circles show number of items in particular state. know as alerts. When user click on any of this alert, respective list will load in new screen

Below list will load for issued assets (all departments, directorates, field offices and designations)

The screenshot displays the 'Assets Management System' interface. On the left is a sidebar with navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. Below these is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The main content area is titled 'Issued Assets' and features a search bar and a table with the following data:

Asset Name	Tag	Serial	Category	Manufacturer	Model	Issued To	Actions
chair	00600032		Chairs	Henredon	TR413	Department : Administration, Infrastructure & Coordination Directorate : Chief Engineer Works & Services	

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes navigation buttons for 'Previous', '1', and 'Next', along with a 'Go Back' button.

At the bottom of the page, there are logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abacus Consulting.

Once Assets are successfully issued to a department, the department editor will see, “issued “ assets on his screen, he will click on “issued” alert from dashboard, list of all issued assets to this department will load. Editor will click on icon in action to either accept or return. Following screen will open when editor will click on accept/return icon.

### 5.2.1 Accept / Return Form

Assets Management System Department Level ▾

**Issue Assets**

Accept/Return \*

**Generated Tags**

Select	Tags	Status
<input checked="" type="checkbox"/>	00100035	Issued
<input checked="" type="checkbox"/>	00100034	Issued
<input checked="" type="checkbox"/>	00100033	Issued

**Manage Assets**

Asset Name

Editor will select “Accept” or “Return” from dropdown. He will select tag numbers which he wants to accept or return. Once he will complete form and submit. System will update assets status either accepted or returned for each tag. Admin will be notified on his dashboard for this activity.

### 5.3 Accepted

When user clicks on “accepted” alert from dashboard, below list will load in new screen.

The screenshot displays the 'Accepted Assets' interface. At the top, there is a blue header with the system name and a user profile 'Admin Officer'. A sidebar on the left contains navigation buttons for Dashboard, Statistics - DSS, Manage Setup Entries, User Management, Manage Assets, Reports, and Tracking. The main content area features a search bar, a table with columns for Asset Name, Tag, Serial, Category, Manufacturer, Model, Issued To, and Actions. The table contains one row for 'Asset 1'. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and a 'Go Back' button. At the bottom, there is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The footer includes logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abarus Consulting.



## 5.4 Returned

When the user clicks on "Returned" alert from dashboard, below list will load in new screen.

The screenshot displays the 'Returned Assets' section of the FATA Assets Management System. The page header shows 'Assets Management System' and the user 'Admin Officer'. The left sidebar contains navigation buttons for Dashboard, Statistics - DSS, Manage Setup Entries, User Management, Manage Assets, Reports, and Tracking. The main content area shows a table of returned assets with the following data:

Asset Name	Tag	Serial	Category	Manufacturer	Model	Issued To	Actions
Laptop - HP	00400053		Laptop	Dell	InternetBook	Department:: Administration, Infrastructure & Coordination	

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation controls: 'Previous', '1', and 'Next'. A 'Go Back' button is located at the bottom of the table area. At the bottom of the page, there is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The footer includes the USAID Pakistan logo, the text '© FATA Institutional Strengthening Project (FISP) 2013', and the Abacus Consulting logo.



## 5.5 Out for Repair

When user clicks on “out for repair” alert from dashboard, below list will load in new screen.

The screenshot shows the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. The left sidebar contains several menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area is titled 'Out for Repair Assets' and features a search bar and a table of assets. The table has the following data:

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (In PKR)	Actions
Asset 1	reference_0007		Office Equipment	IBM	Ideapad	Mon, 3rd June, 2013	50,000	
pc	00100016		Office Equipment	IBM	Ideapad	Sat, 15th June, 2013	30,000	

Below the table, it indicates 'Showing 1 to 2 of 2 entries' and provides navigation options: '← Previous', '1', and 'Next →'. A 'Go Back' button is located at the bottom of the table area. At the bottom of the page, there are logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abacus Consulting.

## 5.6 Repaired

When user clicks on repaired alert from dashboard, below list will load in new screen.

Assets Management System Admin Officer

**Repaired Assets**

10 Records per page Search:

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (in PKR)	Actions
Asset 1	reference_0003		Office Equipment	IBM	Ideapad	Mon, 3rd June, 2013	50,000	
Laptop - HP	00400020		Laptop	Dell	Internet Book	Wed, 1st May 2013	37,000	

Showing 1 to 2 of 2 entries

← Previous **1** Next →

[Go Back](#)

**Asset Lifecycle Diagram:**

```

    graph TD
      Acquisition --> Depreciation
      Depreciation --> Inventory
      Inventory --> Reporting
      Reporting --> Disposal
      Disposal --> Acquisition
  
```

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## 5.7 Not Repairable

When user clicks on “Not Repairable” alert from dashboard, below list will load in new screen. For administrator “tag” icon will not load.

The screenshot shows the 'Assets Management System' interface. The top navigation bar includes the system name and a 'Department Level' dropdown. The left sidebar contains several menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, MANAGE ASSETS, REPORTS, and Tracking. The main content area is titled 'Not Repairable Assets' and features a search bar and a table of assets. The table has columns for Asset Name, Tag, Serial, Category, Manufacturer, Model, Acquisition Date, Current Price (in PKR), and Actions. One asset is listed: Asset 1 with tag reference\_0006, category Office Equipment, manufacturer IBM, model Ideapad, acquisition date Mon, 3rd June, 2013, and current price 50,000. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation links for 'Previous', '1', and 'Next'. A 'Go Back' button is located at the bottom of the table area. At the bottom of the page, there is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, Disposal, and Acquisition. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abacus Consulting are also present.

### 5.7.1 Request for Disposal

When user clicks on “Send Request for disposal” alert on dashboard, below list will load in new screen. User will click on marked icon. System will open a form from where user can send request for disposal.

The screenshot displays the 'Assets Management System' interface. At the top, there is a blue header with the system name and a 'Department Level' dropdown. On the left, a sidebar contains navigation buttons: 'DASHBOARD', 'STATISTICS - DSS', 'MANAGE SETUP ENTRIES', 'MANAGE ASSETS', 'REPORTS', and 'Tracking'. The main content area is titled 'Not Repairable Assets' and features a search bar and a table. The table has columns for 'Asset Name', 'Tag', 'Serial', 'Category', 'Manufacturer', 'Model', 'Acquisition Date', 'Current Price (in PKR)', and 'Actions'. A single entry is shown: 'Asset 1' with tag 'reference\_0006', category 'Office Equipment', manufacturer 'IBM', model 'Ideapad', acquisition date 'Mon, 3rd June, 2013', and current price '50,000'. An orange icon with a magnifying glass and a trash can is in the 'Actions' column. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes navigation links for 'Previous', '1', and 'Next'. A 'Go Back' button is at the bottom. A circular diagram on the left shows the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The footer contains logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AbacasConsulting.

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (in PKR)	Actions
Asset 1	reference_0006		Office Equipment	IBM	Ideapad	Mon, 3rd June, 2013	50,000	

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Go Back

Send request for disposal icon.

## 5.7.2 Request for Disposal Form

User (Editors only) will fill in form, and submit request for disposal.

Assets Management System
Admin Officer

DASHBOARD

STATISTICS - DSS

MANAGE SETUP ENTRIES

USER MANAGEMENT

MANAGE ASSETS

REPORTS

Tracking

Send for Disposal
▲

Reference <small>(Letter/Voucher No.) *</small>	<input type="text" value="678543"/>	Actual Price (Per Item in PKR)	<input type="text" value="50,000"/>
Minimum Depreciated Cost (in PKR)	<input type="text" value="417"/>	Suggested Price * (in PKR)	<input type="text" value="5000"/>
Disposal Method *	<input type="text" value="-- Select Disposal Method --"/>	Ordered By *	<input type="text" value="director c&amp;w"/>

Generated Tags
▲

Select	Tags	Status
<input checked="" type="checkbox"/>	reference_0006	Requested for Disposal

Requested for Disposal Assets
▲

### Asset Details

Asset Name	<input type="text" value="Asset 1"/>
Acquisition Type	<input type="text" value="Purchased"/>
Supplier	<input type="text" value="Spectrum Computers"/>
Manufacturer	<input type="text" value="IBM"/>

## 5.8 Depreciated

When user clicks on “depreciated” alert on dashboard, below list will load in new screen.

The screenshot shows the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. The left sidebar contains several menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area is titled 'Depreciated Assets' and features a search bar and a table of assets. The table has the following columns: Asset Name, Tag, Serial, Category, Manufacturer, Model, Acquisition Date, Current Price (PKR), Expiry Date, and Minimum Depreciated Cost (PKR). A single row is displayed for an asset named 'sofa' with a tag of '00100011', category 'Office Equipment', manufacturer 'IBM', model 'Ideapad', acquisition date 'Sat, 15th June, 2013', current price of '30,000', and expiry date 'Tue, 25th June, 2013'. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and a 'Go Back' button.

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (PKR)	Expiry Date	Minimum Depreciated Cost (PKR)	Actions
sofa	00100011		Office Equipment	IBM	Ideapad	Sat, 15th June, 2013	30,000	Tue, 25th June, 2013		1

### 5.8.1 Extend Life Procedure

The screenshot displays the 'Assets Management System' interface. On the left is a sidebar with navigation buttons: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area is titled 'Depreciated Assets' and includes a search bar and a table of assets. The table has columns for Asset Name, Tag, Serial, Category, Manufacturer, Model, Acquisition Date, Current Price (PKR), Expiry Date, Minimum Depreciated Cost (PKR), and Actions. One asset is listed: 'sofa' with tag '00100011', category 'Office Equipment', manufacturer 'IBM', model 'Ideapad', acquisition date 'Sat, 15th June, 2013', current price '30,000', and expiry date 'Tue, 25th June, 2013'. An arrow points from the 'Actions' column of this row to a text box below. Below the table are pagination controls: 'Showing 1 to 1 of 1 entries', 'Previous 1 Next', and a 'Go Back' button. At the bottom left is a circular diagram with 'Acquisition', 'Depreciation', 'Inventory', and 'Reporting' stages. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AbacusConsulting are at the bottom.

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (in PKR)	Expiry Date	Minimum Depreciated Cost (in PKR)	Actions
sofa	00100011		Office Equipment	IBM	Ideapad	Sat, 15th June, 2013	30,000	Tue, 25th June, 2013		1

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Go Back

User click on this icon, system will open a form from where user can extend life of asset

User will click on “marked icon” on below screen then user will be able to perform further action i.e. Extend life.

### 5.8.2 Extend life Form

User will increase life of asset in both cases (Depreciation and running out of life). Below form will open. User will add new value in “Extend life” input and click anywhere on form, values will be saved automatically.

The screenshot displays the 'Assets Management System' interface. On the left is a navigation sidebar with buttons for DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram below the sidebar illustrates the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal.

The main content area is divided into two sections:

- Generated Tags:** A table listing asset tags, their life in years, minimum depreciated cost, status, and extend life options.
 

Tags	Life (In Years)	Minimum Depreciated Cost (In PKR)	Status	Extend Life (In Years)	Reference
00100015	20	125	Running Out of Life	<input type="text"/>	<input type="text"/>
00100017	20	125	Running Out of Life	<input type="text"/>	<input type="text"/>
00100018	20	125	Running Out of Life	<input type="text"/>	<input type="text"/>
- Running Out of Life Assets:** A section titled 'View Asset' for a specific asset. It features the 'WISH ME NOW' logo and input fields for:
  - Asset Name: pc
  - Acquisition Type: Purchased



## 5.9 Request for Disposal

User (Admin only) will receive this request and he will see below screen to make action on it, when he will click on “Request for disposal” alert on dashboard.

Assets Management System Admin Officer

DASHBOARD

STATISTICS - DSS

MANAGE SETUP ENTRIES

USER MANAGEMENT

MANAGE ASSETS

REPORTS

Tracking

Requested for Disposal Assets

10 Records per page Search: Q

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (PKR)	Actions
chair	00600034		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Go Back

Send for disposal icon

Acquisition

Disposal

Reporting

Inventory

Depreciation

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Admin will click on blue icon under action label. Below form will open, admin will fill in the form and now this asset will be moved into “under disposal”

### 5.9.1 Send for Disposal Form

Admin user will fill the below form to send this asset for disposal. Once form is successfully submitted, this asset will be removed from “request for disposal” and will be available in “Under disposal”.

**Assets Management System** Admin Officer

**Send for Disposal**

Reference (Letter/Voucher No.) \*  Actual Price (Per Item in PKR)

Minimum Depreciated Cost (in PKR)  Suggested Price \* (in PKR)

Disposal Method \*  Ordered By \*

**Generated Tags**

Select	Tags	Status
<input checked="" type="checkbox"/>	reference_0006	Requested for Disposal

**Requested for Disposal Assets**

**Asset Details**

Asset Name	Asset 1
Acquisition Type	Purchased
Supplier	Spectrum Computers
Manufacturer	IBM

## 5.10 Under Disposal

User will click on “under disposal” alert on dash board, a list of assets will open from where admin can choose an item to view its detail and moved it to disposed off.

Assets Management System Admin Officer

**DASHBOARD**

**STATISTICS - DSS**

**MANAGE SETUP ENTRIES**

**USER MANAGEMENT**

**MANAGE ASSETS**

**REPORTS**

Tracking

**Under Disposal Assets**

10 Records per page Search:

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (in PKR)	Actions
Asset 1	reference_0006		Office Equipment	IBM	Ideapad	Mon, 3rd June, 2013	50,000	

Showing 1 to 1 of 1 entries

← Previous 1 Next →



[Go Back](#)

**Acquisition**  
**Disposal**  
**Reporting**  
**Inventory**  
**Depreciation**


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### 5.10.1 Dispose off Form

User will click on details icon and below form will open, admin will fill in auction price and press dispose icon. System will move this item into “disposed off” assets list.

Tags	Bar Code	Status	Auction Price (in PKR)	Action
reference_0006	 reference 0006	Under Disposal	<input type="text"/>	

[Go Back](#)

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## 6. Menu Features

### 6.1 Statistics – DSS

These are premade reports which will help manager to make decisions.

#### 6.1.1 Assets under Repair over One Month

This will show list of assets which are sent for repair, but in system their status hasn't been updated for more than 30 days.

The screenshot displays the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. A left sidebar contains menu items: DASHBOARD, STATISTICS - DSS (highlighted), Assets under Repair over 1 Month, Assets Repaired more than 3 times in a Year, Assets in Stock (Not Issued), Assets in Need of Repair, Assets Completed Useful Life, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. Below the sidebar is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal.

The main content area shows the 'Assets under Repair over 1 Month' report. It features a search bar, a 'Records per page' dropdown set to 10, and a table with the following data:

Asset Name	Tag	Serial	Category	Manufacturer	Model
Asset 1	reference_0010		Office Equipment	IBM	Ideapad

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls: '-- Previous', '1', and 'Next --'.

At the bottom of the page, there are logos for USAID | PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AbacusConsulting.

### 6.1.2 Assets Repaired more than 3 Times in a Year

This list will show assets which had been repaired more than 3 times in last 360 days.

Assets Management System Admin Officer

**Assets Repaired more than 3 times in a Year**

10 Records per page Search:

Asset Name	Tag	Serial	Category	Manufacturer	Model
Asset 1	reference_0007		Office Equipment	IBM	Ideapad

Showing 1 to 1 of 1 entries

-- Previous 1 Next --

Print

User will click on print icon, a popup screen will open, which will show all data in simltabular form, carrying a print button. user will click on print button, and this report will beprinted.

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### 6.1.3 Assets in Stock (Not Issued)

This list will show the assets which are added in the system, but haven't been issued to any one.

The screenshot shows the 'Assets in Stock (Not Issued)' page in the Assets Management System. The page header includes the system name and the user 'Admin Officer'. The sidebar on the left contains various navigation options: Dashboard, Statistics - DSS, Assets under Repair over 1 Month, Assets Repaired more than 3 times in a Year, Assets in Stock (Not Issued), Assets in Need of Repair, Assets Completed Useful Life, Manage Setup Entries, User Management, Manage Assets, Reports, and Tracking. The main content area displays a table with the following data:

Asset Name	Tag	Serial	Category	Price (in PKR)
Asset 1	reference_0009		Office Equipment	50,000

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation controls: -- Previous, 1, Next --.

At the bottom of the page, there is a circular diagram illustrating the asset management cycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The footer includes the USAID PAKISTAN logo, the copyright notice '© FATA Institutional Strengthening Project (FISP) 2013', and the AbacusConsulting logo.

### 6.1.4 Assets in Need of Repair

List of items which are “Out of order”.

Assets Management System Admin Officer

**Assets in Need of Repair**

10 Records per page Search:

Asset Name	Tag	Serial	Category	Date	Notes	Possession
Asset 1	reference_0004		Office Equipment	28/06/2013 06:40	RAM issue	Administration, Infrastructure & Coordination Chief Engineer Works & Services
Laptop - HP	00400025		Laptop	28/06/2013 06:40		
Asset 1	reference_0008		Office Equipment	28/06/2013 06:40	system heating up	
chair	00600045		Chairs	29/06/2013 00:50	system is not working	

Showing 1 to 4 of 4 entries

← Previous 1 Next →

**Asset Lifecycle Diagram:**

```

    graph TD
      Acquisition --> Inventory
      Inventory --> Reporting
      Reporting --> Disposal
      Disposal --> Acquisition
      Inventory --> Depreciation
      Depreciation --> Reporting
  
```

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### 6.1.5 Assets Completed Useful Life

List of assets which have completed their factory proposed life.

The screenshot displays the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. The left sidebar contains various menu items: DASHBOARD, STATISTICS - DSS, Assets under Repair over 1 Month, Assets Repaired more than 3 times in a Year, Assets in Stock (Not Issued), Assets in Need of Repair, Assets Completed Useful Life, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area shows a report titled 'Assets Completed Useful Life' with a search bar and a table of assets. The table has columns for Asset Name, Tag, Serial, Category, Manufacturer, and Model. Two entries are listed, both with the name 'sofa', tag '00100011', category 'Office Equipment', manufacturer 'IBM', and model 'Ideapad'. Below the table, it indicates 'Showing 1 to 2 of 2 entries' and includes navigation buttons for 'Previous', '1', and 'Next'. At the bottom of the page, there is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AbacusConsulting are also present.

Asset Name	Tag	Serial	Category	Manufacturer	Model
sofa	00100011		Office Equipment	IBM	Ideapad
sofa	00100011		Office Equipment	IBM	Ideapad

## 6.2 Manage Setup Entries

Note: Add and edit functions are alike for all of below setup entries, with only difference, that while editing, previously added values will be available in input boxes. Edit screens are not shown below.

The screenshot displays the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. The left sidebar contains several menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, Departments, Directorates, Field Offices, Designation, Link Designation with Room, Categories of Assets, Assets Manufacturer, Assets Model, Development Partner, Project, Supplier, Acquisition Source, Store Keeper, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area is divided into two sections. The top section, titled 'Manage Suppliers', contains an 'Add Supplier' form with a 'Supplier Name' input field and 'Save' and 'Cancel' buttons. The bottom section, titled 'Suppliers', shows a table with two entries: 'NH Tech' and 'Spectrum Computers'. Each entry has three action icons: a magnifying glass (search), a pencil (edit), and a trash can (delete). The table also includes a search bar, a 'Records per page' dropdown set to '10', and pagination controls showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

## 6.2.1 Departments

Admin User will be able to add/edit departments. Individual department/directorate/Field office editor will not have this option.

The screenshot displays the 'Assets Management System' interface. The top navigation bar shows the system name and the user 'Admin Officer'. The left sidebar contains various menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, Departments, Directorates, Field Offices, Designation, Link Designation with Room, Categories of Assets, Assets Manufacturer, Assets Model, Development Partner, Project, Supplier, Acquisition Source, and Store Keeper. Below these are USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram at the bottom left illustrates the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal.

The main content area is titled 'Manage Departments'. It features an 'Add Department' form with a 'Department Name' input field and 'Save' and 'Cancel' buttons. Below the form is a table of existing departments:

Department Name	Actions
Planning & Development	[Search] [Edit] [Delete]
Finance	[Search] [Edit] [Delete]
Administration, Infrastructure & Coordination	[Search] [Edit] [Delete]
Social Sector	[Search] [Edit] [Delete]
Production & Livelihood Development	[Search] [Edit] [Delete]
Law & Order	[Search] [Edit] [Delete]

The table shows 6 entries. Below the table, there is a pagination control: 'Showing 1 to 6 of 6 entries' and 'Previous 1 Next'.

At the bottom of the page, there are logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abacus Consulting.

## 6.2.2 Directorate

Admin User will be able to add/edit directorate. Individual department will only be able add/edit directorate under its own tree.

The screenshot displays the 'Assets Management System' interface. On the left is a navigation menu with categories like 'MANAGE SETUP ENTERIES', 'USER MANAGEMENT', 'MANAGE ASSETS', and 'REPORTS'. The main content area is titled 'Manage Directorates' and contains two panels:

**Add Directorate Panel:** This panel includes a 'Department' dropdown menu (currently showing '-- Select Department --'), a 'Directorate Name' text input field, and 'Save' and 'Cancel' buttons.

**Directorates List Panel:** This panel shows a table of existing directorates. It includes a search bar and a 'Records per page' dropdown set to 10. The table has three columns: Directorate, Department, and Actions. Below the table, it indicates 'Showing 1 to 10 of 23 entries' and a pagination control with 'Previous', '1', '2', '3', and 'Next' buttons.

Directorate	Department	Actions
Chief Engineer Works & Services	Administration, Infrastructure & Coordination	[View] [Edit] [Delete]
Irrigation	Administration, Infrastructure & Coordination	[View] [Edit] [Delete]
Local Government & Rural Development	Administration, Infrastructure & Coordination	[View] [Edit] [Delete]
Sports, Culture & Youth Affairs	Administration, Infrastructure & Coordination	[View] [Edit] [Delete]
FID	Administration, Infrastructure & Coordination	[View] [Edit] [Delete]
IT Cell	Administration, Infrastructure & Coordination	[View] [Edit] [Delete]
PMJ for TARRUCI	Administration, Infrastructure & Coordination	[View] [Edit] [Delete]
Political Agents FATA DCOs FRs	Law & Order	[View] [Edit] [Delete]
FATA Disaster Management Authority	Law & Order	[View] [Edit] [Delete]
Directorate of Projects	Planning & Development	[View] [Edit] [Delete]

At the bottom of the page, there is a circular diagram showing the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Akacus Consulting are also visible.

### 6.2.3 Field Offices

Admin User will be able to add/edit all field offices. Individual department editor and directorate editor will only be able add/edit field office under its own tree.

The screenshot displays the 'Assets Management System' interface. On the left is a navigation sidebar with categories: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, Departments, Directorates, Field Offices, Designation, Link Designation with Room, Categories of Assets, Assets Manufacturer, Assets Model, Development Partner, Project, Supplier, Acquisition Source, and Store Keeper. Below these are USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. At the bottom left is a circular diagram showing the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The main content area is titled 'Manage Field Offices' and contains two sections. The top section, 'Add Field Office', has a form with 'Department' and 'Directorate' dropdown menus (both set to '-- Select Department --' and '-- Select Directorate --'), a 'Field Office Name' text input, and 'Save' and 'Cancel' buttons. The bottom section, 'Field Offices', shows a table with columns for 'Field Office', 'Directorate', 'Department', and 'Actions'. It contains one entry: 'Field Office 1' under 'Chief Engineer Works & Services' and 'Administration, Infrastructure & Coordination'. Below the table is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Field Office	Directorate	Department	Actions
Field Office 1	Chief Engineer Works & Services	Administration, Infrastructure & Coordination	[Icons for edit, delete, refresh]

## 6.2.4 Designation

Admin User will be able to add/edit all designation. Individual department editor, directorate editor and field office editor will only be able add/edit designation under its own tree.

The screenshot displays the 'Assets Management System' interface. The top navigation bar shows the system name and the user 'Admin Officer'. The left sidebar contains various menu items including 'Dashboard', 'Statistics - DSS', 'Manage Setup Entries', and a list of asset categories like 'Departments', 'Directorates', and 'Field Offices'. The main content area is titled 'Designation' and features an 'Add Designation' form. This form includes dropdown menus for 'Department', 'Directorate', and 'Field Office', and a text input for 'Designation Name'. Below the form are 'Save' and 'Cancel' buttons. Underneath the form is a table of existing designations. The table has columns for 'Designation', 'Field Office', 'Directorate', 'Department', and 'Actions'. Two entries are visible: 'Finance Officer' and 'Supervisor'. The 'Supervisor' entry is associated with 'Field Office 1', 'Chief Engineer Works & Services', and 'Administration, Infrastructure & Coordination'. The table includes search and pagination controls, showing '1' of 2 entries.

Designation	Field Office	Directorate	Department	Actions
Finance Officer			Finance	[Edit] [Delete]
Supervisor	Field Office 1	Chief Engineer Works & Services	Administration, Infrastructure & Coordination	[Edit] [Delete]

### 6.2.5 Link Designation with Room

Admin User will be able to add/edit all designation's room linking. Individual department editor, directorate editor and field office editor will only be able to add/edit room linking of designation under its own tree.

The screenshot displays the 'Assets Management System' interface. On the left is a navigation menu with categories like 'MANAGE SETUP ENTERIES', 'USER MANAGEMENT', 'MANAGE ASSETS', 'REPORTS', and 'Tracking'. The main content area is titled 'Link Designation with Room' and contains an 'Add Room' form with dropdown menus for Department, Directorate, Field Office, and Designation, and a text input for Room Number. Below the form is a table listing existing room linkings.

Room Number	Designation	Field Office	Directorate	Department	Actions
1	Supervisor	Field Office 1	Chief Engineer Works & Services	Administration, Infrastructure & Coordination	[Icons]

Showing 1 to 1 of 1 entries

## 6.2.6 Categories

Admin user, department editor, directorate editor and field office will be able to manage categories.

The screenshot displays the 'Categories of Assets' management interface. On the left is a sidebar with navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, Departments, Directorates, Field Offices, Designation, Link Designation with Room, Categories of Assets, Assets Manufacturer, Assets Model, Development Partner, Project, Supplier, Acquisition Source, Store Keeper, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area is titled 'Categories of Assets' and contains an 'Add Category' form. The form has fields for 'Main Category' (dropdown), 'Category Name' (dropdown), and 'Category Description' (text area). A dropdown menu is open for 'Category Name', showing options: --Select Parent Category--, Office Equipment, --Computers, --Laptop, --Printers, Furniture, --Chairs, ---Rocking chair, --Tables, and ---Round Table. Below the form is a table listing existing categories:

Main Category	Sub Category	Detailed Category	Actions
Furniture			[View] [Edit] [Delete]
Office Equipment			[View] [Edit] [Delete]
Furniture	Chairs		[View] [Edit] [Delete]
Furniture	Tables		[View] [Edit] [Delete]
Office Equipment	Computers		[View] [Edit] [Delete]
Office Equipment	Laptop		[View] [Edit] [Delete]
Office Equipment	Printers		[View] [Edit] [Delete]
Furniture	Chairs	Rocking chair	[View] [Edit] [Delete]
Furniture	Tables	Round Table	[View] [Edit] [Delete]

At the bottom of the table, it says 'Showing 1 to 9 of 9 entries' and includes navigation links: -- Previous, 1, Next --.

At the bottom of the page, there is a circular diagram showing the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abers Consulting are also visible.



## 6.2.7 Manufacturers

Admin user, department editor, directorate editor and field office will be able to manage manufacturers.

The screenshot displays the 'Assets Management System' interface. The top navigation bar includes the system name and the user 'Admin Officer'. The left sidebar contains various menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, Departments, Directorates, Field Offices, Designation, Link Designation with Room, Categories of Assets, Assets Manufacturer (highlighted), Assets Model, Development Partner, Project, Supplier, Acquisition Source, Store Keeper, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram at the bottom left illustrates the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal.

The main content area is divided into two sections:

- Add Manufacturer:** A form with a 'Category' dropdown menu (currently showing '-- Select Category --'), a 'Manufacturer Name' text input field, and 'Save' and 'Cancel' buttons.
- Manufacturers:** A table listing existing manufacturers with search and pagination options.

Manufacturer	Category	Actions
Hickory	Tables	[Search] [Edit] [Delete]
Henredon	Chairs	[Search] [Edit] [Delete]
Dell	Laptop	[Search] [Edit] [Delete]
HP	Computers	[Search] [Edit] [Delete]
IBM	Computers	[Search] [Edit] [Delete]

Showing 1 to 5 of 5 entries

Navigation: -- Previous | 1 | Next --

Logos at the bottom: USAID | PAKISTAN, © FATA Institutional Strengthening Project (FISP) 2013, and Abacus Consulting.

## 6.2.8 Model

Admin user, department editor, directorate editor and field office will be able to manage model.

The screenshot displays the 'Assets Management System' interface. On the left is a navigation menu with categories like 'MANAGE SETUP ENTERIES', 'USER MANAGEMENT', 'MANAGE ASSETS', and 'REPORTS'. The main content area is titled 'Assets Model' and contains two sections:

**Add Model Form:**

- Manufacturer \*:** A dropdown menu with the text "-- Select Manufacturer --".
- Model Name \*:** A text input field.
- Buttons:** "Save" and "Cancel".

**Models Table:**

The table below shows a list of existing models with their manufacturers and available actions (view, edit, delete).

Model	Manufacturer	Actions
RC362	Hickory	
TR413	Henredon	
Internet Book	Dell	
Probook 4530s	HP	
Ideapad	IBM	

Below the table, it indicates "Showing 1 to 5 of 5 entries" and includes pagination controls: "-- Previous", "1", "Next --".

At the bottom of the page, there is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abacus Consulting are also present.

## 6.2.9 Development Partner

Admin user, department editor, directorate editor and field office will be able to manage development partner.

The screenshot displays the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. A left sidebar contains a menu with categories: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The 'MANAGE SETUP ENTRIES' section is expanded to show various asset-related roles and categories, with 'Development Partner' highlighted. The main content area is titled 'Manage Development Partner' and contains two panels. The first panel, 'Add Development Partner', features a 'Name' input field and 'Save' and 'Cancel' buttons. The second panel, 'Development Partner', shows a table with one entry: 'USAID'. The table includes a search bar, a 'Records per page' dropdown set to 10, and action icons for search, edit, and delete. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation links for 'Previous' and 'Next'.

## 6.2.10 Project

Admin user, department editor, directorate editor and field office will be able to manage project.

The screenshot displays the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. The left sidebar contains a menu with categories: DASHBOARD, STATISTICS - DSS, and MANAGE SETUP ENTRIES. Under 'MANAGE SETUP ENTRIES', there are sub-menus for Departments, Directorates, Field Offices, Designation, Link Designation with Room, Categories of Assets, Assets Manufacturer, Assets Model, Development Partner, Project, Supplier, Acquisition Source, and Store Keeper. Below these are sections for USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram at the bottom left illustrates the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The main content area is titled 'Manage Projects' and features an 'Add Project' form with a dropdown for 'Development Partner' and a text input for 'Project Name'. Below the form is a table with the following data:

Project	Development Partner	Actions
FISP	USAID	[View] [Edit] [Delete]

The table shows 1 of 1 entries. At the bottom of the page, there are logos for USAID | PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Ibersa Consulting.

## 6.2.11 Supplier

Admin user, department editor, directorate editor and field office will be able to manage supplier.

The screenshot displays the 'Assets Management System' interface. On the left is a sidebar with navigation menus: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, and a list of categories including Departments, Directorates, Field Offices, Designation, Link Designation with Room, Categories of Assets, Assets Manufacturer, Assets Model, Development Partner, Project, Supplier, Acquisition Source, and Store Keeper. Below these are USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram at the bottom left illustrates the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The main content area is titled 'Manage Suppliers' and contains an 'Add Supplier' form with a 'Supplier Name' input field and 'Save' and 'Cancel' buttons. Below the form is a table of existing suppliers:

Supplier Name	Actions
NH Tech	[Search] [Edit] [Delete]
Spectrum Computers	[Search] [Edit] [Delete]

The table shows 'Showing 1 to 2 of 2 entries' and is paginated with 'Previous', '1', and 'Next' buttons. The footer includes the USAID PAKISTAN logo, the text '© FATA Institutional Strengthening Project (FISP) 2013', and the 'tharvest Consulting' logo.

## 6.2.12 Acquisition Source

Admin user, department editor, directorate editor and field office will be able to manage acquisition source.

Assets Management System Admin Officer

**Manage Acquisition Sources**

**Add Acquisition Source**

Acquisition Source Name

User will be able to add new source above , as soon as he will add a value and save, new value will load below listing box

**Acquisition Sources**

10 Records per page Search:

Acquisition Source Name	Actions
R & D	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

Previous **1** Next

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### 6.2.13 Store keeper

Admin user, department editor, directorate editor and field office will be able to manage store keeper.

The screenshot displays the 'Assets Management System' interface. The top navigation bar shows the system name and the user 'Admin Officer'. The left sidebar contains various menu items, with 'Store Keeper' highlighted under the 'MANAGE SETUP ENTERIES' section. The main content area is divided into two panels:

- Add Store Keeper:** A form with the following fields:
  - Department \* (Dropdown menu: -- Select Department --)
  - Directorate \* (Dropdown menu: -- Select Directorate --)
  - First Name \* (Text input field)
  - Last Name \* (Text input field)
  - Phone \* (Text input field)
 Below the form are 'Save' and 'Cancel' buttons.
- StoreKeepers:** A table listing existing storekeepers. The table has columns for Name, Phone, Directorate, Department, and Actions.
 

Name	Phone	Directorate	Department	Actions
Naveed Asim	3231232132	Chief Engineer Works & Services	Administration, Infrastructure & Coordination	[Icons for search, edit, delete]
Atzal Khan	03001234567	Chief Engineer Works & Services	Administration, Infrastructure & Coordination	[Icons for search, edit, delete]

 Below the table, it indicates 'Showing 1 to 2 of 2 entries' and includes pagination controls: '-- Previous', '1', and 'Next --'.

At the bottom of the page, there is a circular diagram illustrating the asset management cycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The footer contains the USAID PAKISTAN logo, the text '© FATA Institutional Strengthening Project (FISP) 2013', and the Ibaras Consulting logo.

## 6.3 User Management

Only admin will be able to manage users. This menu link will not be available to editors.

### 6.3.1 Users

Admin will click on users link, below screen will load. From upper part admin can add new users, as soon as user is added, it will be shown in below list.

The screenshot displays the 'Assets Management System' dashboard. At the top, the system name is on the left and the user 'Admin Officer' is on the right. A sidebar on the left contains the following menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT (highlighted), Users, Change Password, MANAGE ASSETS, REPORTS, and Tracking. The main content area features a circular diagram illustrating the asset lifecycle with the following categories and counts:

- STATISTICS OF ISSUED ASSETS:** ISSUED (0), ACCEPTED (1), RETURNED (5)
- REPAIR AND MAINTENANCE STATUS:** OUT FOR REPAIR (3), REPAIRED (2), NOT REPAIRABLE (0)
- PRE-DISPOSAL STATUS:** DEPRECIATED (4), RUNNING OUT OF LIFE (3), NOT REPAIRABLE (0)
- DISPOSALS:** REQUEST FOR DISPOSAL (0), UNDER DISPOSAL (1), DISPOSED OFF (2)

At the bottom left, a smaller circular diagram shows the asset lifecycle stages: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The footer includes the USAID PAKISTAN logo, the copyright notice '© FATA Institutional Strengthening Project (FISP) 2013', and the AhcrusConsulting logo.



### 6.3.2 Change password

Only admin will be able to change password upon request. There is no self-password change for any user, also forgot password feature isn't available for security reasons.

The screenshot shows the 'Assets Management System' interface. At the top right, the user is logged in as 'Admin Officer'. The left sidebar contains navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, Users, Change Password (highlighted), MANAGE ASSETS, REPORTS, and Tracking. The main content area is titled 'Change Password' and 'Edit User'. The form contains the following fields:

- User Type: Editor
- Department: Finance
- Directorate: -- Select Directorate --
- Field Office: -- Select Field Office --
- Designation: Finance Officer
- First Name: Finance
- Last Name: Department
- Email: finance@dept.com
- User Name: finance
- Password: \*\*\*\*\*
- Confirm Password: (empty)

At the bottom of the form are 'Save Changes' and 'Cancel' buttons. Below the form is a circular diagram with 'Acquisition', 'Disposal', 'Reporting', 'Inventory', and 'Depreciation' stages. The footer includes the USAID PAKISTAN logo, copyright information for FATA Institutional Strengthening Project (FISP) 2013, and the AhacesConsulting logo.

## 6.4 Manage Assets

This is core of the assets management system. To add an asset, user must ensure that all setup entries are predefined. User clicks on Manage Assets below screen opens.

The screenshot displays the 'Assets Management System' interface. At the top, there is a blue header with the system name and a user profile for 'Admin Officer'. On the left, a vertical sidebar menu contains the following items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS (highlighted in red), Add, Issue, Re-issue, View/Edit, Change of Status, REPORTS, and Tracking. The main content area features a central circular diagram illustrating the asset lifecycle, divided into four quadrants: 'STATISTICS OF ISSUED ASSETS', 'REPAIR AND MAINTENANCE STATUS', 'PRE DISPOSAL STATUS', and 'DISPOSALS'. Each quadrant contains specific asset status categories with associated counts in red circles. Below the main diagram is a smaller circular flowchart showing the stages: Acquisition, Depreciation, Inventory, Reporting, and Disposal. At the bottom of the page, there are logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Abarus Consulting.

Category	Count
ISSUED	0
ACCEPTED	1
RETURNED	5
DEPRECIATED	4
RUNNING OUT OF LIFE	3
NOT REPAIRABLE	0
OUT FOR REPAIR	3
REPAIRED	2
NOT REPAIRABLE	0
REQUEST FOR DISPOSAL	0
UNDER DISPOSAL	1
DISPOSED OFF	2

### 6.4.1 Add Asset

Admin, department editor, directorate editor and field office editor will be able to add assets. An assets added by admin or any of the editor will be viewable to him only or the admin, these assets will not be accessible to other editors.

The screenshot shows the 'Add Asset' form within the 'Assets Management System' interface. The form is titled 'Add Asset' and is located in the 'Manage Assets' section. The form contains the following fields and controls:

- Asset Name \***: Text input field.
- Asset Picture (Size: 1MB)**: File upload control with 'No file selected' and 'Choose File' buttons.
- Description (if Any)**: Text area.
- Reference (Letter/Voucher No.) \***: Text input field.
- Acquisition Date \***: Text input field.
- Price (per item in PKR) \***: Text input field.
- Life (in Years) \***: Text input field.
- Quantity (in Numbers) \***: Text input field.
- Minimum Depreciated Cost**: Text input field.
- Product Serial numbers**: Text area.
- Acquisition Type \***: Dropdown menu with the option '-- Select Acquisition Type --'.
- Category \***: Dropdown menu with the option '-- Select Category --'.
- Manufacturer \***: Dropdown menu with the option '-- Select Manufacturer --'.
- Model \***: Dropdown menu with the option '-- Select Model --'.
- Expiry Date \***: Text input field.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The interface also includes a sidebar with navigation options like 'Dashboard', 'Statistics - DSS', 'Manage Setup Entries', 'User Management', 'Manage Assets', 'Reports', and 'Tracking'. The footer of the page includes logos for USAID Pakistan, FATA Institutional Strengthening Project (FISP) 2013, and Abacus Consulting.

There are few drop downs from where user has to choose values, if desired value is available in the drop down, user must select that, in other case, user have to add respective value from setup entries and then he should fill form.

There is a drop down with sub drop downs.

Acquisition type

- Inherited
- Donated
- Purchased

### 6.4.1.1 Inherited Assets Dropdown

The screenshot displays the 'Add Asset' form within the 'Assets Management System' interface. The form is titled 'Add Asset' and is located under the 'Manage Assets' section. The interface includes a sidebar with navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram below the sidebar illustrates the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The 'Add Asset' form contains the following fields:

- Asset Name \*
- Asset Picture (Size: 1MB) with 'No file selected' and 'Choose File' buttons.
- Description (if Any)
- Reference (Letter/Voucher No.) \*
- Acquisition Date \*
- Price (per item in PKR) \*
- Life (in Years) \*
- Quantity (in Numbers) \*
- Minimum Depreciated Cost
- Product Serial numbers
- Acquisition Type \* (Dropdown menu with 'Inherited' selected)
- Inherited From \* (Dropdown menu with '-- Select Inherited From --')
- Category \* (Dropdown menu with '-- Select Category --')
- Manufacturer \* (Dropdown menu with '-- Select Manufacturer --')
- Model \* (Dropdown menu with '-- Select Model --')
- Expiry Date \*

At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page includes the USAID PAKISTAN logo, the copyright notice '© FATA Institutional Strengthening Project (FISP) 2013', and the Abacus Consulting logo.

### 6.4.1.2 Donated Acquisition Type Drop Down

User has to select development partner and project.

The screenshot displays the 'Add Asset' form within the 'Assets Management System' interface. The form is titled 'Add Asset' and is located under the 'Manage Assets' section. The form contains the following fields and controls:

- Asset Name \***: Text input field.
- Asset Picture (Size: 1MB)**: File upload control with 'No file selected' and 'Choose File' buttons.
- Description (if Any)**: Text area with a '...' icon.
- Reference (Letter/Voucher No.)\***: Text input field.
- Acquisition Date \***: Text input field.
- Price (Per Item in PKR) \***: Text input field.
- Life (in Years) \***: Text input field.
- Quantity (in Numbers) \***: Text input field.
- Minimum Depreciated Cost**: Text input field.
- Product Serial numbers**: Text area with a '...' icon.
- Acquisition Type \***: Dropdown menu with 'Donated' selected.
- Development Partner \***: Dropdown menu with '-- Select Development Partner --' selected.
- Project \***: Dropdown menu with '-- Select Project --' selected.
- Category \***: Dropdown menu with '-- Select Category --' selected.
- Manufacturer \***: Dropdown menu with '-- Select Manufacturer --' selected.
- Model \***: Dropdown menu with '-- Select Model --' selected.
- Expiry Date \***: Text input field.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The interface also includes a sidebar with navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram on the left illustrates the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. The footer contains the USAID | PAKISTAN logo, copyright information for FATA Institutional Strengthening Project (FISP) 2013, and the AbecusConsulting logo.

### 6.4.1.3 Purchased Asset drop down

User has to select supplier.

The screenshot shows the 'Add Asset' form in the FATA Assets Management System. The form is titled 'Add Asset' and is located within the 'Manage Assets' section. The form contains the following fields and controls:

- Asset Name \***: Text input field.
- Asset Picture (Size: 1MB)**: File upload control with 'No file selected' and 'Choose File' buttons.
- Description (if Any)**: Text area.
- Reference (Letter/Voucher No.)**: Text input field.
- Acquisition Date \***: Text input field.
- Price (Per Item in PKR) \***: Text input field.
- Life (in Years) \***: Text input field.
- Quantity (in Numbers) \***: Text input field.
- Minimum Depreciated Cost**: Text input field.
- Product Serial numbers**: Text area.
- Acquisition Type \***: Dropdown menu with 'Purchased' selected.
- Supplier \***: Dropdown menu with '-- Select Supplier --' selected.
- Category \***: Dropdown menu with '-- Select Category --' selected.
- Manufacturer \***: Dropdown menu with '-- Select Manufacturer --' selected.
- Model \***: Dropdown menu with '-- Select Model --' selected.
- Expiry Date \***: Text input field.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The left sidebar contains navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. A circular diagram labeled 'Tracking' shows the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal.

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## 6.4.2 Issue Asset

Admin and editors are able to issue asset as per following rules.

- Admin user can issue assets to all departments, directorates, field offices and designations.
- Each department editor can issues assets added by him to directorates, field offices and designations of this department only.
- Each directorate editor can issues assets added by him to field offices and designations of this directorate only.
- Each field office editor can issues assets added by him to field offices and designations of this field office only.

The screenshot displays the 'Assets Management System' interface. On the left is a sidebar with navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main area is titled 'Issue Asset' and contains several dropdown menus: Department (Administration, Infrastructure...), Directorate (Chief Engineer Works & Service), Field Office (Select Field Office), and Room (Select Room). Below these is a table of assets with columns for Select, Tags, and Status. The table lists three assets with tags 00100015, 00100017, and 00100018. The status for the first two is 'Out of Order' and for the third is 'Not Issuable'. Below the table are 'Issue' and 'Cancel' buttons. The second section, 'Manage Assets', shows 'Asset Details' for a PC, with fields for Asset Name, Acquisition Type (Purchased), Supplier (Spectrum Computers), Manufacturer (IBM), Model (Ideapad), Category (Computers), Reference (Letter/Voucher No.), Quantity (4), Acquisition Date (Sat, 15th June, 2013), Price (30,000), and Life (20). A 'Go Back' button is at the bottom right of this section. The footer includes logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Akseer Consulting.

### 6.4.3 Re-issue Asset

This is same as issue asset, with the difference that this feature will be used to reassign an asset to a designation. System will show previously issued details as per tag number.

The screenshot displays the 'Assets Management System' interface. On the left is a sidebar with navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main area is titled 'Issue Assets' and contains several dropdown menus: Department, Directorate, Field Office, Designation, and Room, along with a Reference text field. Below these is a table with the following data:

Select	Tags	Assigned To	Status
<input type="checkbox"/>	00100015	Department : Administration, Infrastructure & Coordination	Out of Order
<input type="checkbox"/>	00100017		Not Assigned
<input type="checkbox"/>	00100018		Item Issued
<input type="checkbox"/>	00100016		Item Issued

Below the table are 'Issue' and 'Cancel' buttons. The second section, 'Manage Assets', shows 'Asset Details' for a specific asset:

- Asset Name: PC
- Acquisition Type: Purchased
- Supplier: Spectrum Computers
- Manufacturer: IDM
- Model: Ideapad
- Category: Computers
- Reference (Letter/Voucher No.): PC
- Quantity (in Numbers): 4
- Acquisition Date: Sat, 15th June, 2013
- Price (Per Item in PKR): 30,000
- Life (in Years): 20

At the bottom of the 'Manage Assets' section is a 'Go Back' button. The footer of the page includes logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Akasas Consulting.



### 6.4.4 Change of status

Admin user and editors will be able to change status of an asset from this screen. User have to change status using status drop down and have to write comments. As soon as user will write comment and press tab or click anywhere on the form other than current focused input box, values will be saved. Green color outline will be highlighted on the changed status row.

The screenshot displays the 'Change of Status' page in the Assets Management System. The page features a sidebar on the left with navigation options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area shows a table of assets with the following columns: Asset Name, Tag, Serial, Category, Manufacturer, Model, Status, and Problem Description. The table contains 10 rows of data, including assets like 'pc', 'sofa', and 'Asset 1'. The 'Status' column has dropdown menus, and the 'Problem Description' column has text input fields. The row with 'Not Repairable' status and 'burned out' description is highlighted with a green border. The interface also includes a search bar, a 'Records per page' dropdown, and a pagination control at the bottom of the table.

Asset Name	Tag	Serial	Category	Manufacturer	Model	Status	Problem Description
pc	00100015		Computers	IBM	Ideapad	Out of Order	system not working
pc	00100018		Computers	IBM	Ideapad	-- Change Status --	
pc	00100017		Computers	IBM	Ideapad	Not Repairable	burned out
pc	00100016		Computers	IBM	Ideapad	-- Change Status --	
sofa	00100011		Computers	IBM	Ideapad	-- Change Status --	
sofa	00100011		Computers	IBM	Ideapad	Out for Repair	motherboard need replacement
sofa	00100011		Computers	IBM	Ideapad	-- Change Status --	
sofa	00100011		Computers	IBM	Ideapad	-- Change Status --	
Asset 1	reference_0009		Computers	IBM	Ideapad	-- Change Status --	
Asset 1	reference_0003		Computers	IBM	Ideapad	-- Change Status --	

## 6.5 Reports

Admin and editors will be able to generate reports.

The screenshot displays the 'Assets Management System' interface. At the top, the header shows 'Assets Management System' on the left and 'Admin Officer' on the right. The left sidebar contains a menu with the following items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, Assets by Departments & Directorates, Assets by Main Category, Stock Register, Accepted Assets, Returned Assets, Issued Assets, Custom Reports, and Tracking. The main content area features a central circular chart titled 'STATISTICS OF ISSUED ASSETS'. The chart is divided into four quadrants: 'STATISTICS OF ISSUED ASSETS' (top-left, green), 'REPAIR AND MAINTENANCE STATUS' (top-right, blue), 'PRE-DISPOSAL STATUS' (bottom-left, blue), and 'DISPOSALS' (bottom-right, green). Each quadrant contains several asset status categories with corresponding counts in red circles. Below the chart is a circular flow diagram with 'Acquisition' at the top, 'Inventory' at the bottom, 'Reporting' on the left, and 'Disposal' on the right, with arrows indicating a clockwise cycle. At the bottom of the page, there are logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and Aharus Consulting.

Category	Count
ISSUED	0
ACCEPTED	1
RETURNED	5
DEPRECIATED	4
RUNNING OUT OF LIFE	3
NOT REPAIRABLE	0
OUT FOR REPAIR	3
REPAIRED	2
NOT REPAIRABLE	0
REQUEST FOR DISPOSAL	0
UNDER DISPOSAL	1
DISPOSED OFF	2

### 6.5.1 Assets by Department and Directorate

This is report which is also known as stock taking. User has to select either of department, directorate, field office, designation.

The screenshot displays the 'Assets Management System' interface. On the left is a navigation menu with options: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTERIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The 'REPORTS' section is expanded, showing 'Assets by Departments & Directorates' as the selected report. The main content area is titled 'Assets by Departments & Directorates' and contains several dropdown menus for filtering: Department, Directorate, Field Office, Designation, and Room. Below these are 'Submit' and 'Cancel' buttons. A text box explains: 'User will set criteria from above drop downs and click on submit button. New values will load in below box.' Below the filters is a 'Details' section with a table:

Category Name	Count
Laptop	6
Office Equipment	15

A 'PRINT' icon is circled in the top right corner of the 'Details' section. A text box below explains: 'User can print reports , if he will click on PRINT icon'. At the bottom of the page, there is a circular diagram showing the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AkaracConsulting are visible at the bottom.

### 6.5.2 Assets by main category

User will click on “Assets by main category”. He will be show below screen; he will fill in form and will get desired report.

The screenshot displays the 'Assets by Main Category' report in the FATA Assets Management System. The interface includes a sidebar with navigation options such as Dashboard, Statistics - DSS, Manage Setup Entries, User Management, Manage Assets, Reports, Assets by Departments & Directorates, Assets by Main Category, Stock Register, Accepted Assets, Returned Assets, Issued Assets, Custom Reports, and Tracking. The main area shows a filter form for Department, Field Office, Room, Directorate, Designation, and Category. Below the filter is a table for 'Laptop' with 6 records, and another table for 'Office Equipment' with 15 records. Each table includes columns for Asset Name, Tag, Price (in PKR), and Particulars.

**Assets by Main Category**

Department: -- Select Department --      Directorate: -- Select Directorate --  
 Field Office: -- Select Field Office --      Designation: -- Select Designation --  
 Room: -- Select Room --      Category: -- Select Category --

Submit    Cancel

**Details Against Laptop**

Asset Name	Tag	Price (in PKR)	Particulars
Laptop - HP	00400023	37,000	RAM 2GB HDD- 160GB Combo Drive 3d Graphic Card
Asset 1	reference_0001	50,000	
Asset 1	reference_0007	50,000	
Asset 1	reference_0007	50,000	
Asset 1	reference_0007	50,000	
Asset 1	reference_0006	50,000	
Asset 1	reference_0004	50,000	
Asset 1	reference_0001	50,000	

Showing 1 to 9 of 9 entries  
 -- Previous    1    Next --

Go Back

**Office Equipment**      15

**Details Against Office Equipment**

Asset Name	Tag	Price (in PKR)	Particulars
Laptop - HP	00400023	37,000	RAM 2GB HDD- 160GB Combo Drive 3d Graphic Card
Asset 1	reference_0001	50,000	
Asset 1	reference_0007	50,000	
Asset 1	reference_0007	50,000	
Asset 1	reference_0007	50,000	
Asset 1	reference_0007	50,000	
Asset 1	reference_0006	50,000	
Asset 1	reference_0004	50,000	
Asset 1	reference_0001	50,000	

Showing 1 to 9 of 9 entries  
 -- Previous    1    Next --

Go Back

### 6.5.3 Stock register

This report is legal requirement of FATA secretariat. User will click on “Stock register” link and will get following screen. List of categories will load

The screenshot shows the 'Categories' page in the Assets Management System. The sidebar on the left contains the following menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, Assets by Departments & Directorates, Assets by Main Category, Stock Register, Accepted Assets, Returned Assets, Issued Assets, Custom Reports, and Tracking. The main content area is titled 'Categories' and features a search bar and a 'Records per page' dropdown set to 10. Below this is a table with the following data:

Main Category	Sub Category	Detailed Category	Actions
Furniture			
Office Equipment			
Furniture	Chairs		
Furniture	Tables		
Office Equipment	Computers		
Office Equipment	Laptop		
Office Equipment	Printers		
Furniture	Chairs	Rocking chair	
Furniture	Tables	Round Table	

At the bottom of the table area, it says 'Showing 1 to 9 of 9 entries' and includes navigation buttons for 'Previous', '1', and 'Next'.

At the bottom of the page, there is a circular diagram showing the asset management cycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AbacusConsulting are also visible.

### 6.5.3.1 Stock register category details

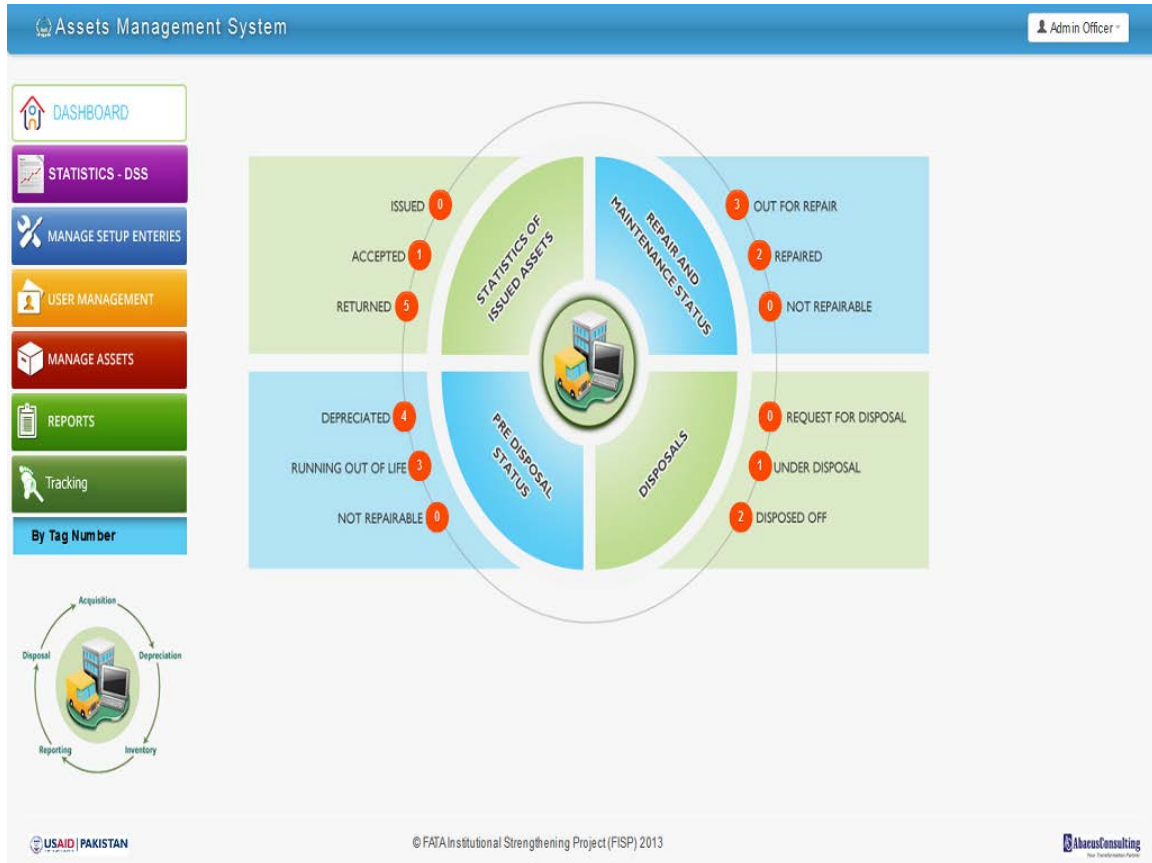
User will click on any category to get details about it.

The screenshot displays the 'Assets Management System' interface. The top navigation bar includes the system name and a user profile for 'Admin Officer'. A left sidebar contains menu items: DASHBOARD, STATISTICS - DSS, MANAGE SETUP ENTRIES, USER MANAGEMENT, MANAGE ASSETS, REPORTS, and Tracking. The main content area is titled 'Stock Register W.R.T Category' and shows 'Item Details W.R.T Chairs Category'. It features a table with columns for Date, Reference, Price (in PKR), Received, Issued, Balance, Department, Directorate, Field Office, and Room. A single entry is shown for the date 29/06/2013 with reference 45566(2346). Below the table, it indicates 'Showing 1 to 1 of 1 entries' with navigation buttons for 'Previous', '1', and 'Next'. A 'Go Back' button is located at the bottom of the main content area. At the bottom of the page, there is a circular diagram illustrating the asset lifecycle: Acquisition, Depreciation, Inventory, Reporting, and Disposal. Logos for USAID PAKISTAN, FATA Institutional Strengthening Project (FISP) 2013, and AbacusConsulting are visible at the bottom.

Date	Reference	Price (in PKR)	Received	Issued	Balance	Department	Directorate	Field Office	Room
29/06/2013	45566(2346)	400	20	2	18	Administration, Infrastructure & Coordination	Chief Engineer Works & Services		

## 6.6 Tracking

Asset history can be tracked from this menu. User will click on “By Tag”, he will get list of assets available in system



Assets Management System
Admin Officer

DASHBOARD

STATISTICS - DSS

MANAGE SETUP ENTRIES

USER MANAGEMENT

MANAGE ASSETS

REPORTS

Tracking

Asset History
↑

10 Records per page
Search:

Asset Name	Tag	Serial	Category	Manufacturer	Model	Acquisition Date	Current Price (in PKR)	Actions
chair	00600048		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600041		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600035		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600045		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600047		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600040		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600033		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600034		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600046		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	
chair	00600039		Chairs	Henredon	TR413	Mon, 4th February, 2013	400	


Showing 1 to 10 of 50 entries

← Previous
1
2
3
4
5
Next →



Assets Management System
Admin Officer

- [DASHBOARD](#)
- [STATISTICS - DSS](#)
- [MANAGE SETUP ENTRIES](#)
- [USER MANAGEMENT](#)
- [MANAGE ASSETS](#)
- [REPORTS](#)
- [Tracking](#)



View Asset History (Accepted)

### Asset Creation

Reference	reference
Tag	reference_0002
Serial	
Price (Per Item in PKR)	50,000
<b>Background Information</b>	Inserted By: Admin Officer Inserted On: Tuesday, 4th of June, 2013 10:55:19 PM Updated By: Department Level Updated On: Tuesday, 4th of June, 2013 11:03:45 PM

### Assignment History

Reference	issue_reference
Department	Administration, Infrastructure & Coordination
Directorate	Chief Engineer Works & Services
FieldOffice	Field Office 1
Designation	Supervisor
Room	1
<b>Background Information</b>	Inserted By: Admin Officer Inserted On: Tuesday, 4th of June, 2013 10:56:32 PM Updated By: Admin Officer Updated On: Tuesday, 4th of June, 2013 10:56:32 PM

### Status Change History

Status	Accepted
<b>Background Information</b>	Inserted By: Department Level Inserted On: Tuesday, 4th of June, 2013 11:03:45 PM Updated By: Department Level Updated On: Tuesday, 4th of June, 2013 11:03:45 PM

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