

# **ASSET TRACKING SYSTEM**

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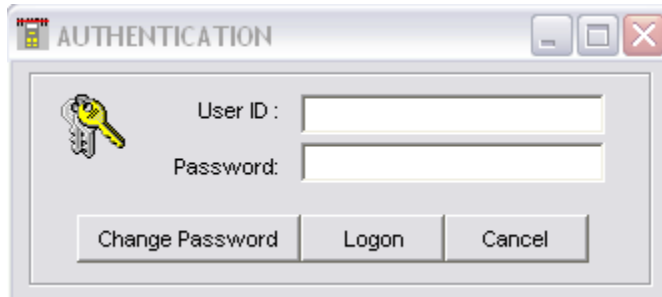
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## 1. Start Up

To start up the system, click **Start-> Program -> Fixed Asset Tracking System** or click the icon on the desktop. The System will prompt the following screen



- Enter your pre-assigned User id and password. Click **'Cancel'** button to quit from the application.
- Click **'OK'** button.

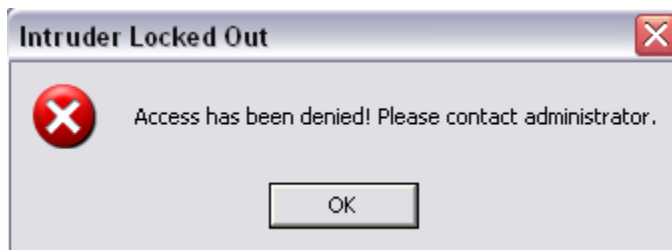
Upon clicking **'OK'** button, the different Error, Informative screens that occur.

- If the user id and password is invalid, the system will prompt you the following screen:

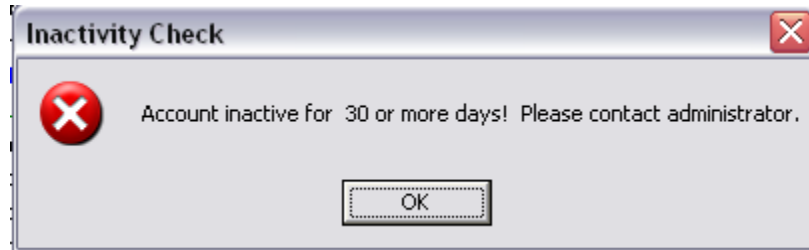


Note: No of attempts to the system is set to 3 trials.

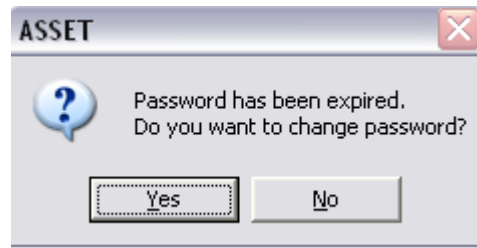
For the 4<sup>th</sup> trial, the system will prompt an Intruder Locked Out Screen.



- Click **'OK'** button, the system will show **'Authentication'** Screen to key-in the correct User ID and Password.
- If the system is not been active for more than 30 days, the system will prompt an Inactivity Check.



- If the password has expired (exceed more than 90 days), the system will prompt:



- Click **'Yes'** button to change the password or **'No'** button to quit the application.
- Upon click on the **'OK'** button, the system will prompt you to enter the new and confirmed password:



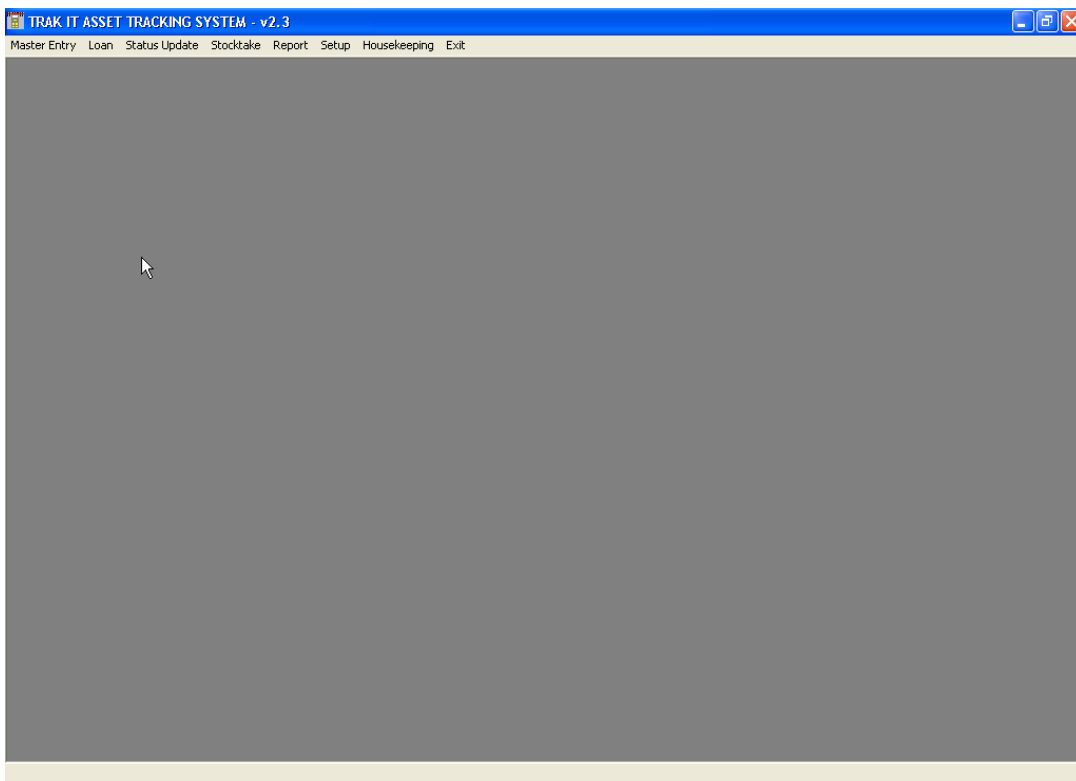
- Key-in the New and Confirmed password. Click on **'OK'** button to save the new password and the system will check if the new password is not similar to last 3 old passwords.
- The system will only prompt the following screen if the new password is same as the last 3 old passwords.



- However, if the new password is accepted by the system, the system will prompt.



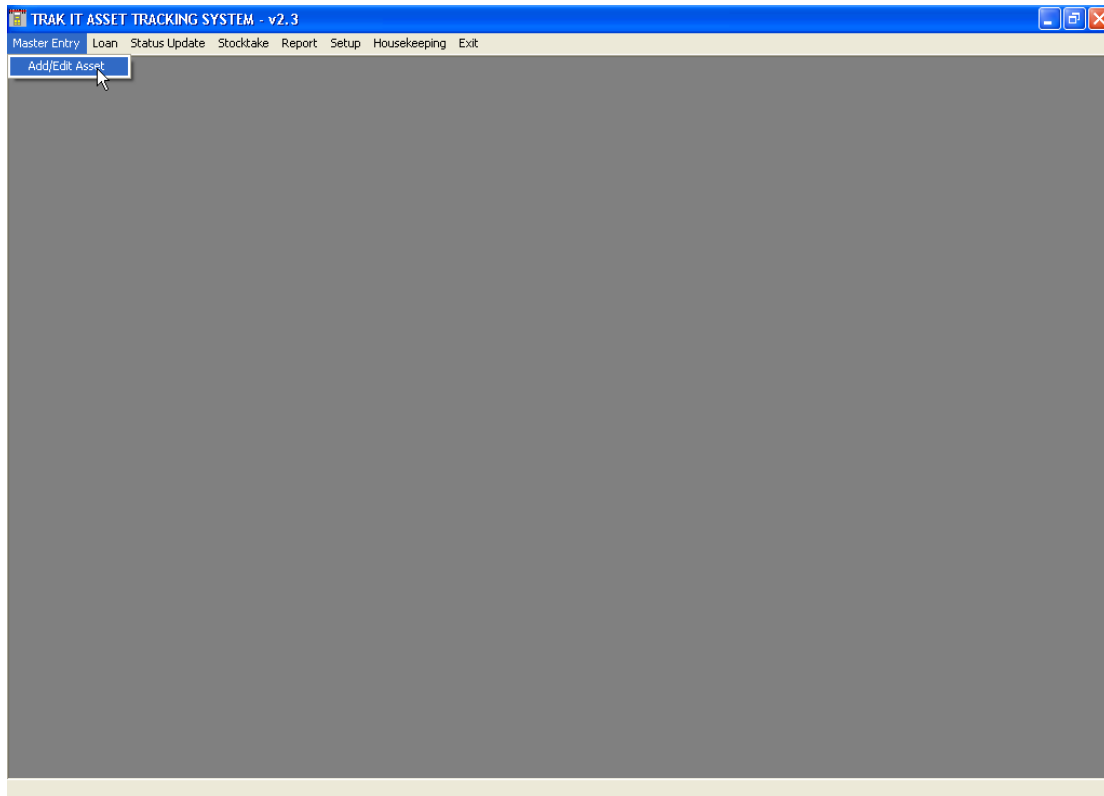
- Click 'OK' button to access to the Main Menu of the system.



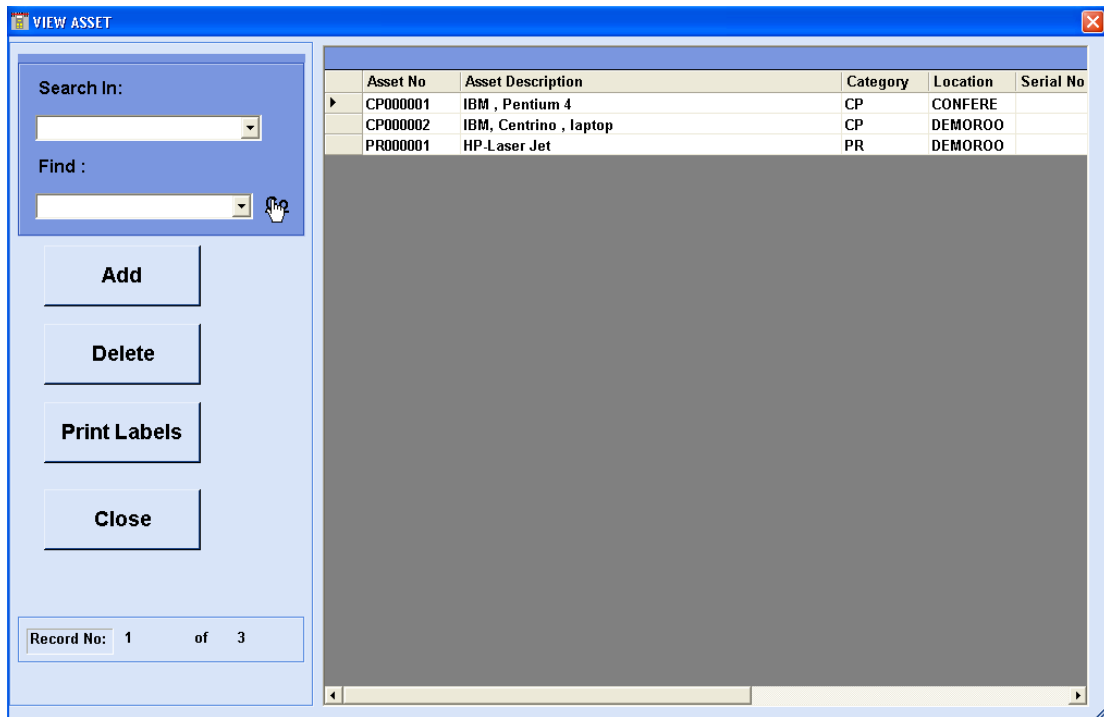
## 2. Master Entry

### 2.1. Add/Edit Asset

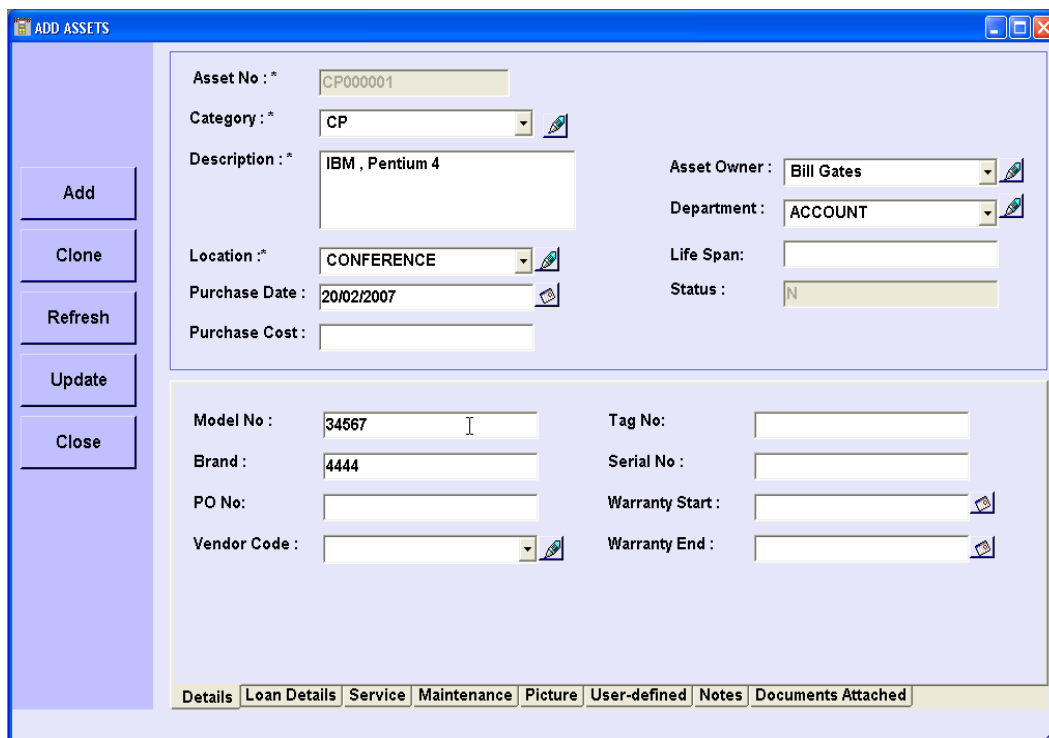
Proceed to click **Master Entry – Add/Edit Asset**; the system will prompt the following screen.



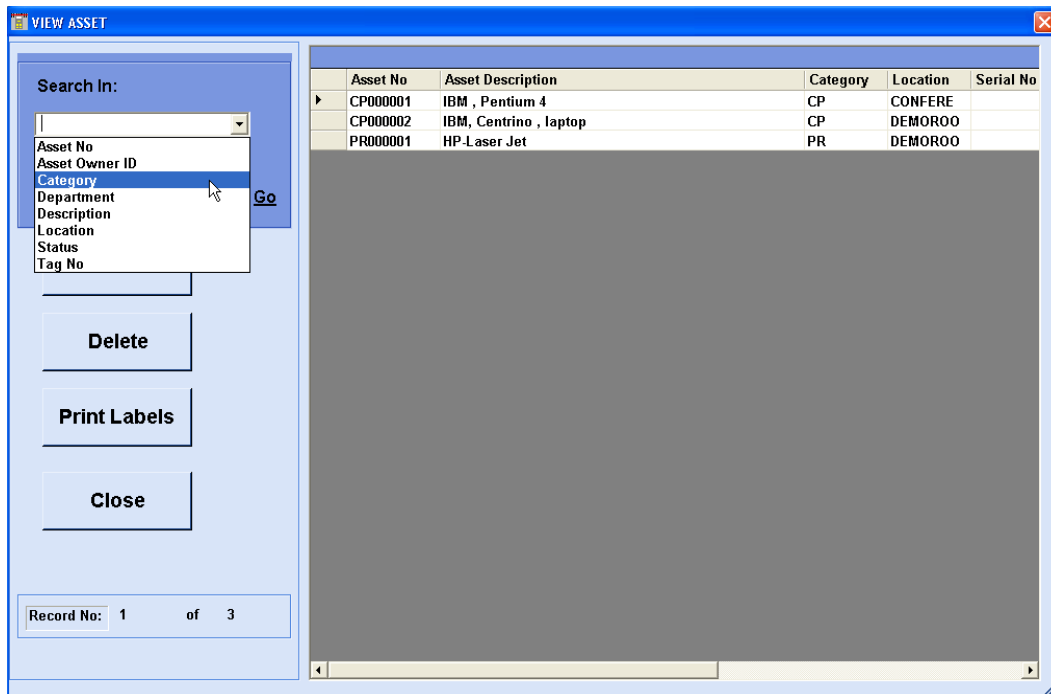
The system will display the View Asset Screen.



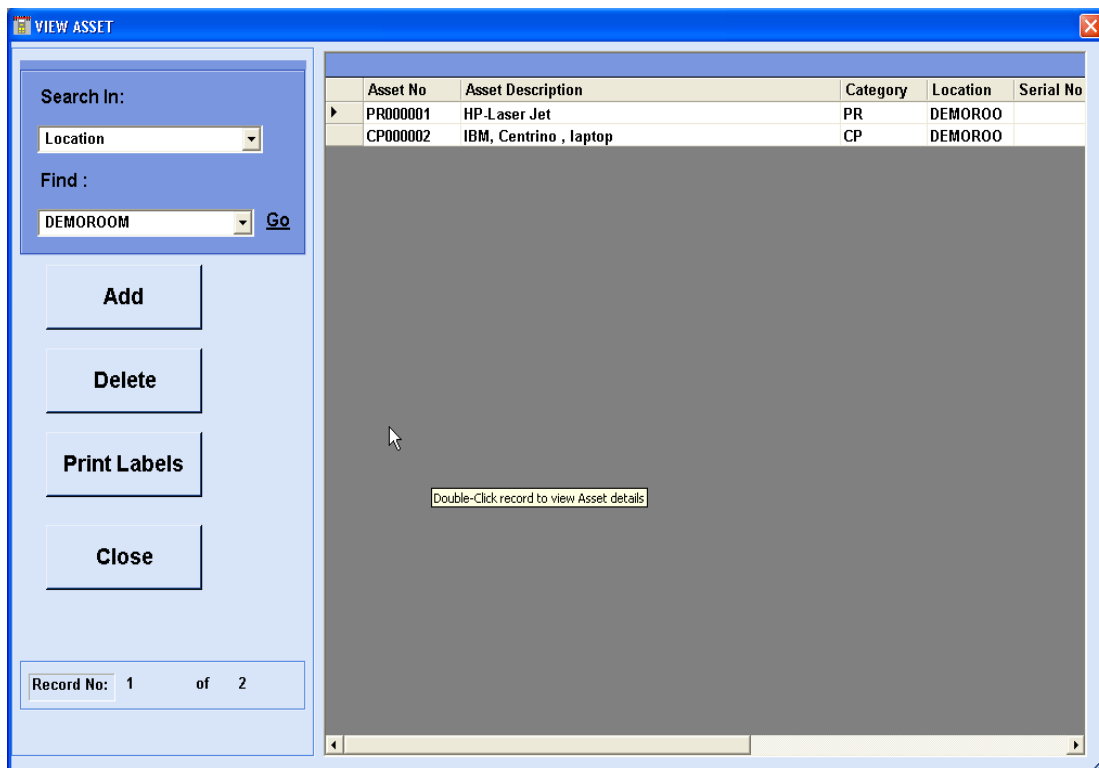
- View Asset could view all the assets present in the system, in the form of grid.
- Add, Delete, Print labels of Assets - options
- Search option is present to filter the assets as per the user's requirement.
- Highlight and Double-click on to the record to view the complete detail of the Asset as displayed in the below screen.



**Search Option**

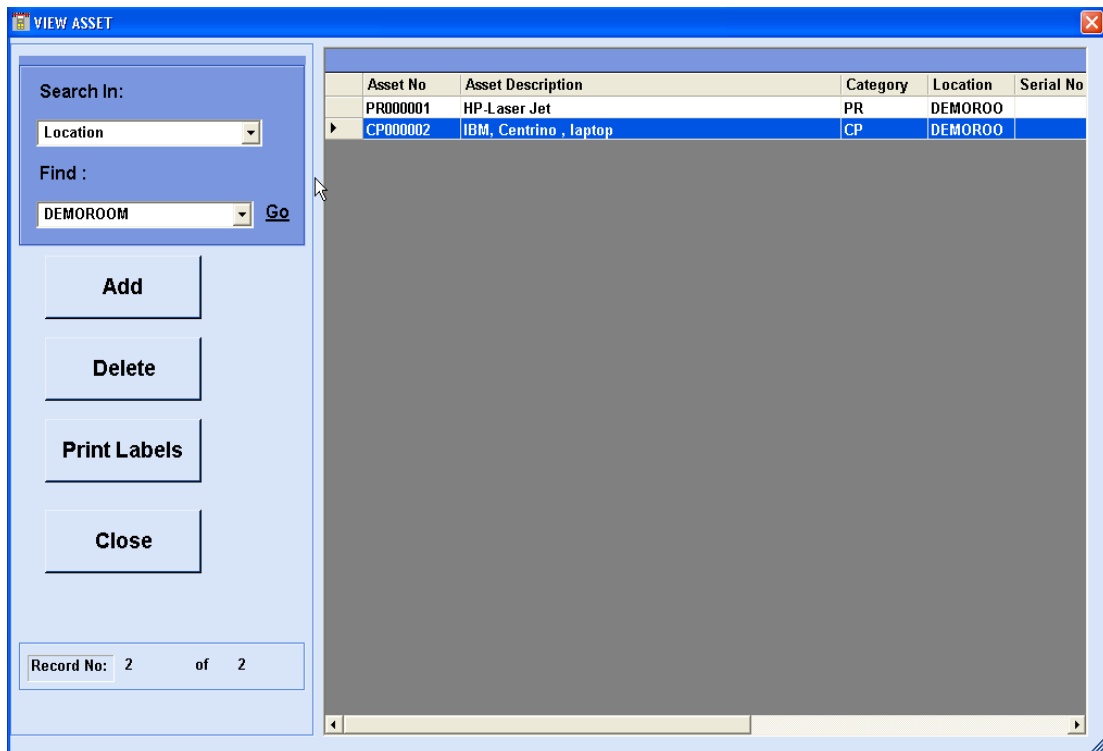


- Click on ‘**Search in**’ drop-down, select required Search-in field
- Select required data from the ‘**Find**’ drop-down box.
- Click on to ‘**Go**’ button to find the assets.
- Once ‘**Go**’ button is clicked the system will filter all the assets as per the search criteria as shown in the below screen.

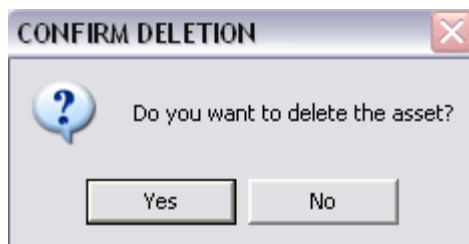




## Delete Option



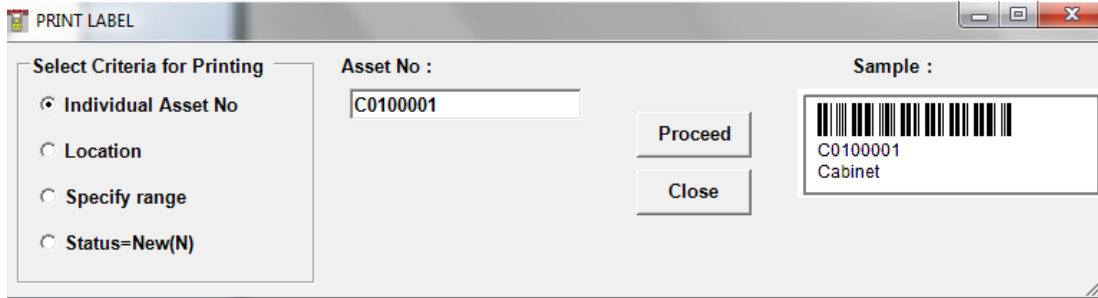
- Highlight the row to be deleted. Click on to **'Delete'** button. The system will display a Confirm deletion prompt as shown below.



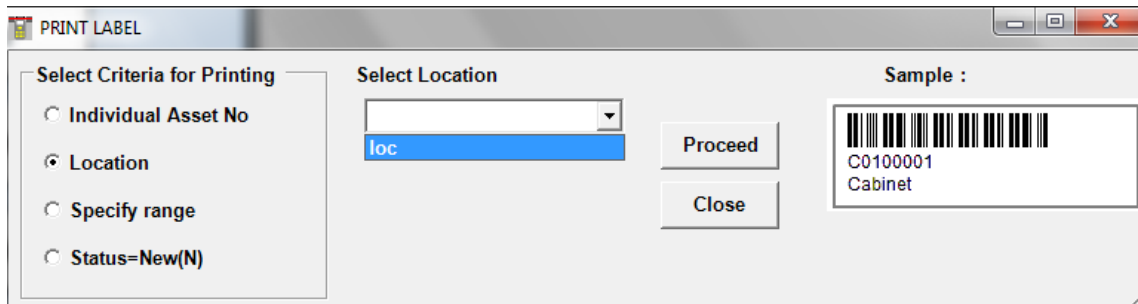
- Click **'Yes'** button to confirm and **'No'** button exit from the operation.

## Print Option

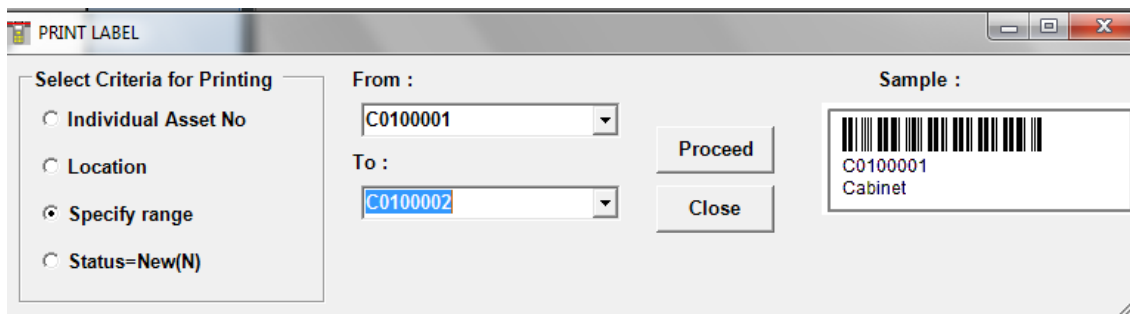
Click **'Print labels'** button, the system will prompt the below screen.



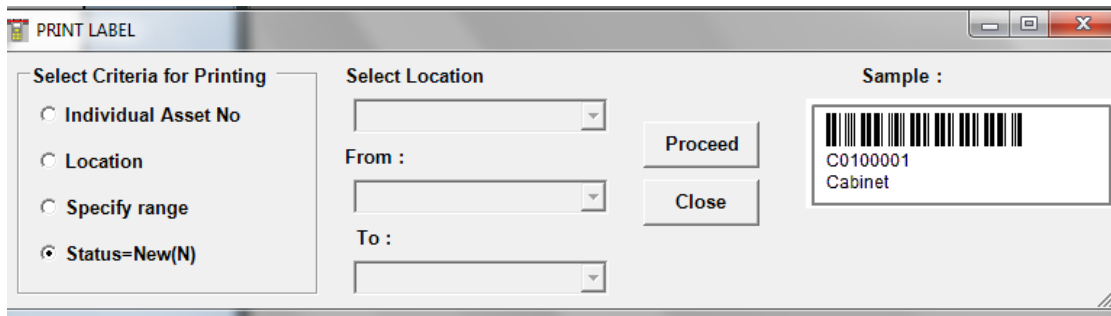
- Printing of asset labels by Individual Asset No, Location, Specify range, and Status criteria's.
- Select the Individual Asset No; click on to **'Proceed'** button to print the asset, which is focused in the View Asset Screen.
- Select **'Location'** option button, then select the location from the drop-down as shown in the below screen.



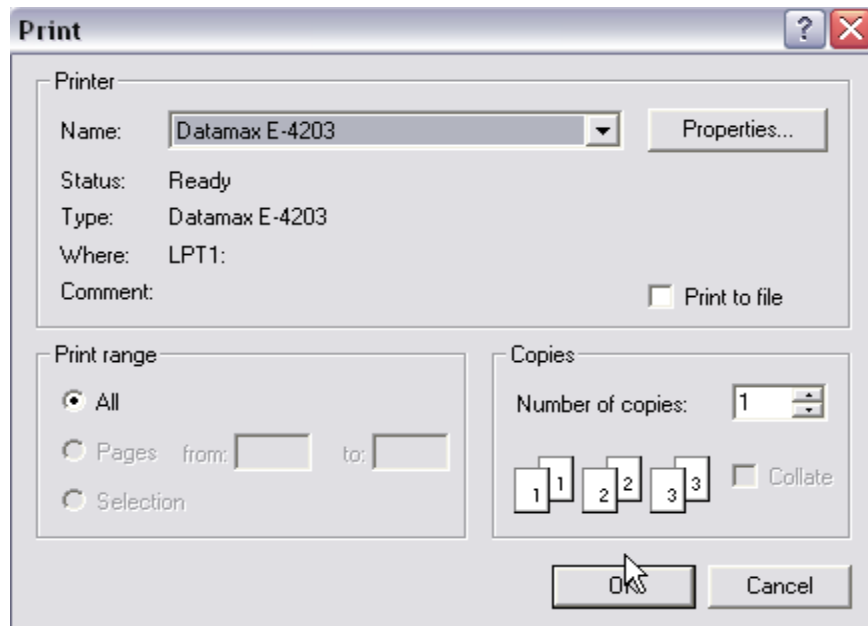
- Click on to **'Proceed'** button to print all the assets in the selected location.
- Select **'Specify range'** option button, then select the From and To asset No as shown in the below screen.



- Click **'Proceed'** button to print all the assets in that specified range.
- Select Status-New (N) option as shown in the below screen



- Click '**Proceed**' button to print all the assets with status = New.
- Once '**Proceed**' button is clicked, the system will prompt Print screen to choose the printer as shown below.



- Click '**OK**' button to print the labels.

**Add Option**

Click on '**Add**' button on the View Asset Screen the system will display the following screen Add Asset Screen, which is used to Add new Assets to the Asset tracking system.

The screenshot shows the 'ADD ASSETS' window with the following fields:

- Asset No. : \*
- Category : \*
- Description : \*
- Location : \*
- Purchase Date :
- Purchase Cost :
- Asset Owner :
- Department :
- Life Span : 0
- Status :
- Model No. :
- Brand :
- PO No. :
- Vendor Code :
- Tag No. :
- Serial No. :
- Warranty Start :
- Warranty End :

Buttons on the left: Add, Clone, Refresh, Update, Close.

Bottom tabs: Details, Service, Maintenance, Loan Details, Notes, Picture, User-defined.

- Select the Category from the drop-down box; the Asset tracking system will generate the Asset No automatically

The screenshot shows the 'ADD ASSETS' window with the following data entered:

- Asset No. : CP000002
- Category : CP
- Description : IBM, Centrino, laptop
- Location : DEMOROOM
- Purchase Date :
- Purchase Cost :
- Asset Owner : Mittal
- Department :
- Life Span :
- Status : N
- Model No. :
- Brand :
- PO No. :
- Vendor Code :
- Tag No. :
- Serial No. :
- Warranty Start :
- Warranty End :

Buttons on the left: Add, Clone, Refresh, Update, Close.

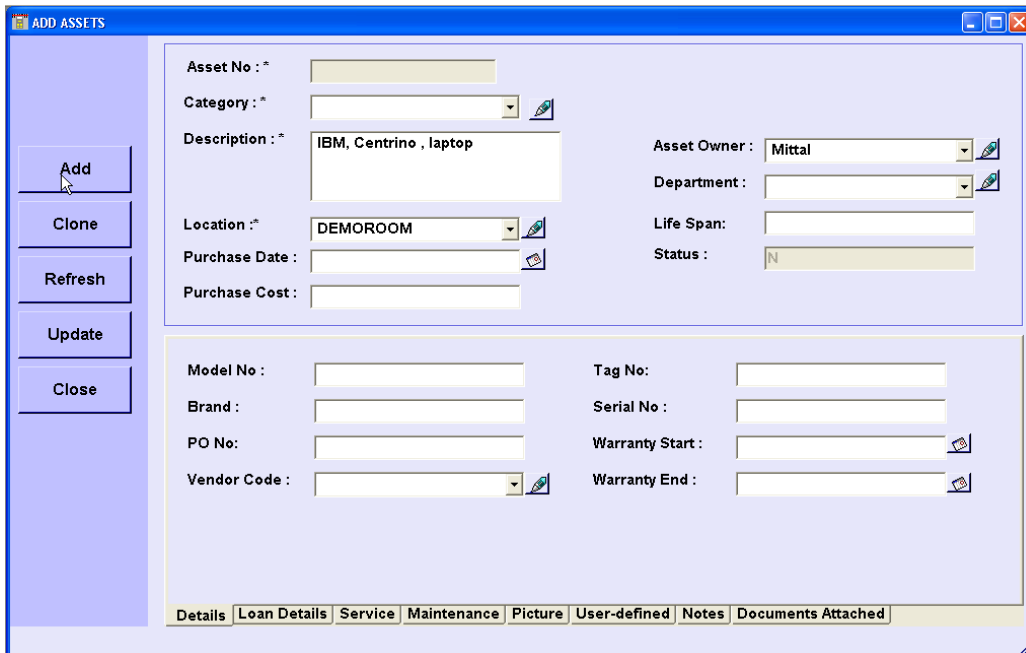
Bottom tabs: Details, Loan Details, Service, Maintenance, Picture, User-defined, Notes, Documents Attached.

- The data entry field “**Status**” represents status of the asset.
  - “N”---- represents New Asset.
  - “C”---- represents condemn Asset.
  - “T”---- represents Transferred Asset
  - “I” ----Check-In
  - “O” ---Check Out
  - “S”--- Service
- All the fields with an asterisk (\*) beside the field name are compulsory fields and rest of the fields is optional fields.
- If any of the compulsory fields is felt blank the system prompts with a message as the following screen below.



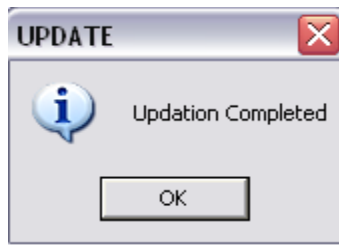
**Clone Option**

Click ‘**Clone**’ button, the system will copy all the data to create a new asset as shown below.



- Select the New Category, the system will generate the new Asset No as displayed in the below screen

- Click on to **'Update'** button to save the record to the database. Once the data is saved to the database the system will prompt Update message as shown below.

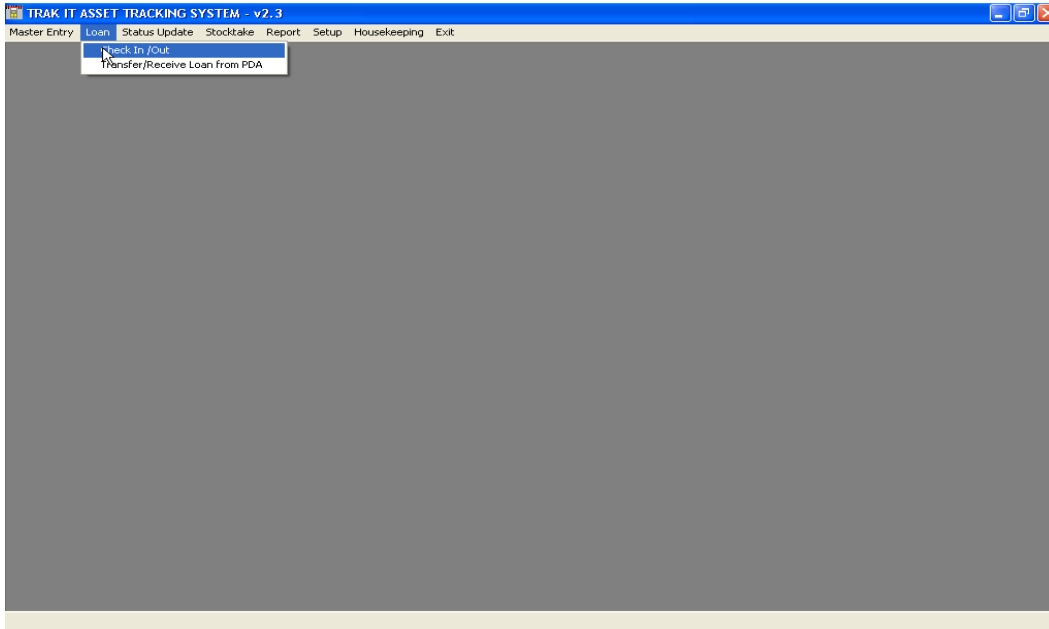


- Click **'OK'** button acknowledge the message.

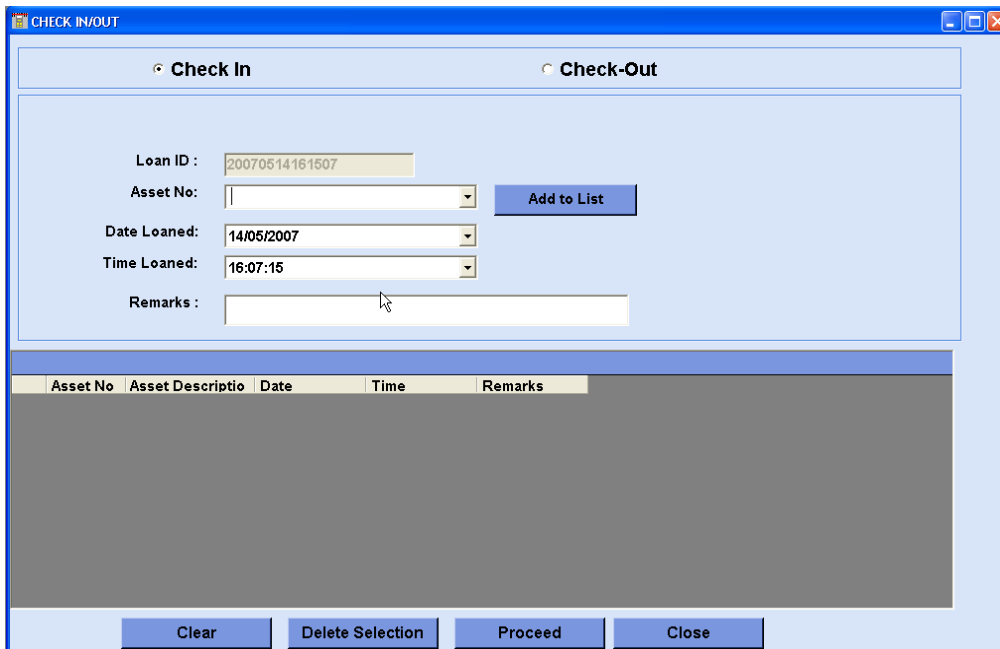
### 3. Loan

#### 3.1. Check In/Out

Proceed to click **Loan – check In/Out**

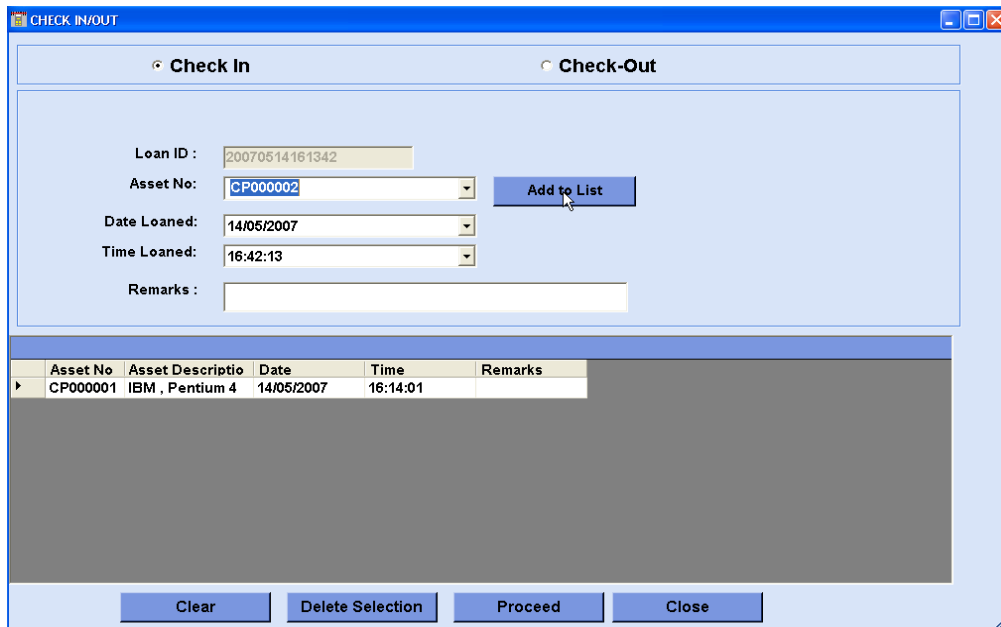


- The system will display the below screen.



**3.1.1. Check-In**

- Select the **'Check In'** radio button, then Scan the Asset No using the scanner or choose the asset no from the drop-down list, key-in the remarks, click to **'Add to List'** button, the system will add to the grid as shown below.



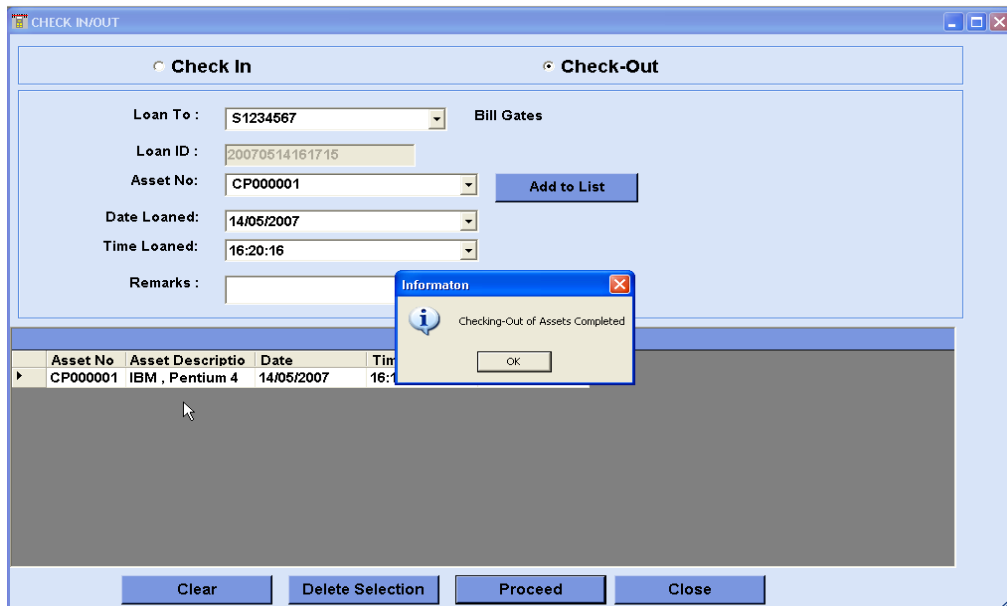
- Click **'Proceed'** button, to Check-in the assets
- Once the checking in is completed, the system will prompt an acknowledgement message as shown below.
- The status of Asset is set to "I" – Check-in



**3.1.2. Check-Out**

- Select the **'Check Out'** radio button, then Scan the Asset User ID using the scanner or choose the Loan to from the drop-down list, the system will display the User Name.
- Scan the Asset No using the scanner or choose the Asset No from the drop-down list key-in the remarks
- Click to **'Add to List'** button, the system will add to the grid.
- Click on to **'Proceed'** button to check out/ loan the asset to Asset User.
- The status of Asset is set to "O" – Check-out



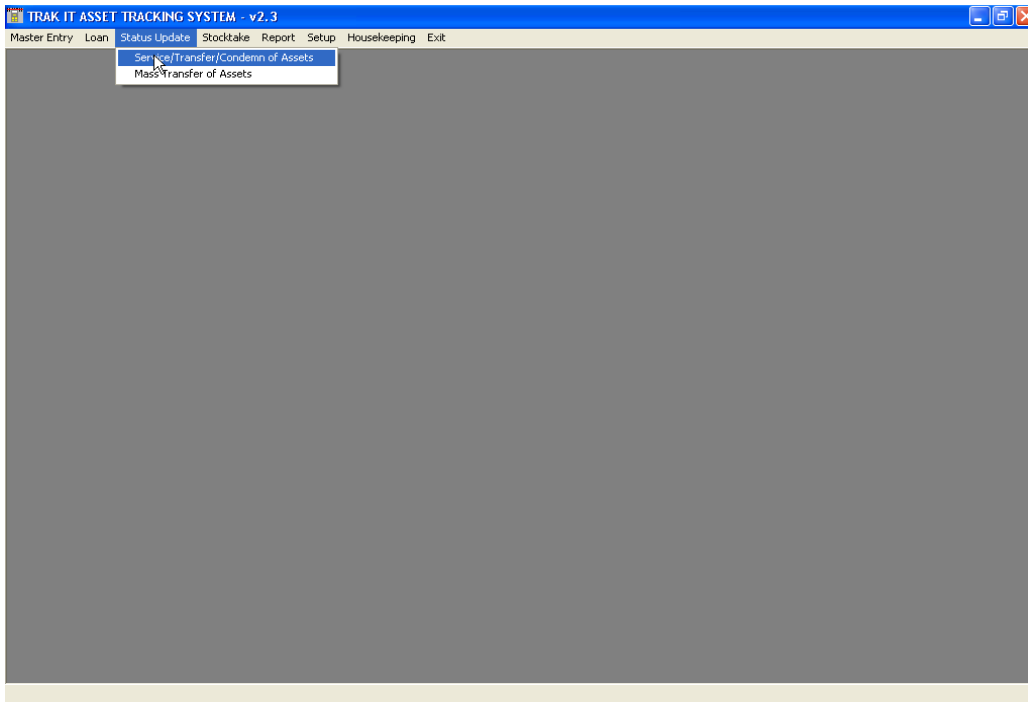


- Once the checking in is completed, the system will prompt an acknowledgement message as shown above screen.

## 4. Status Update

### 4.1. Service/Transfer/Condemn of Assets

Proceed to click **Status Update – Service/Transfer/Condemn of Assets**



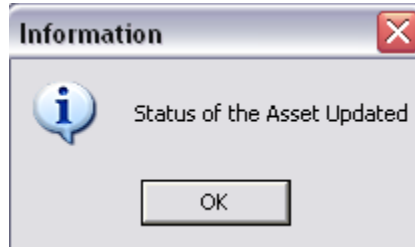
- The system will display the below screen.

#### 4.1.1. Service

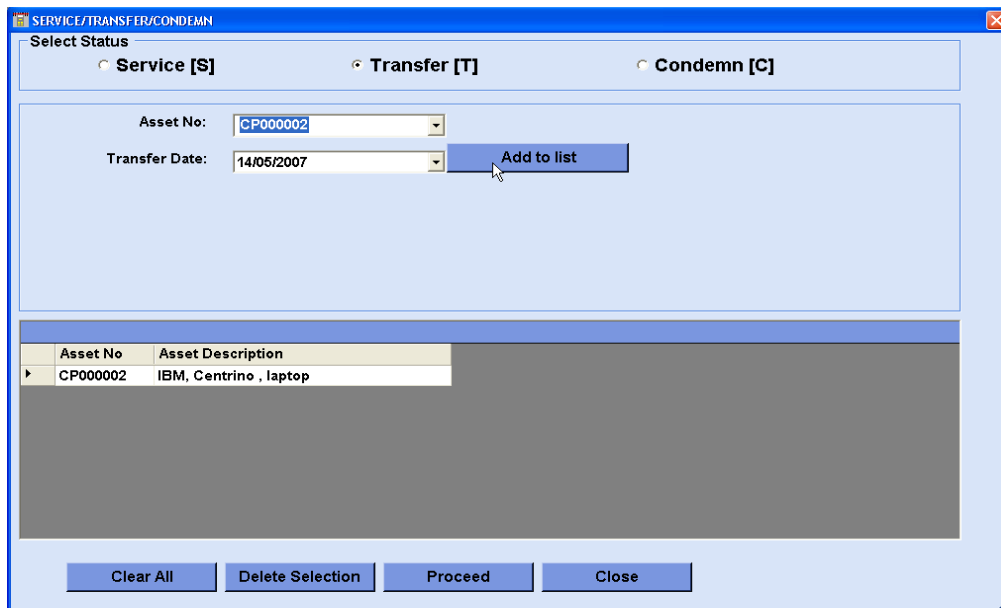
Asset No	Asset Description	Receive Date	Service Cost	Service Vendor	Remarks
CP000002	IBM, Centrino , laptop	14/05/2007	1000	IBM	

- Choose **'Service'** option button
- Scan Asset No using the keyboard wedge scanner or Select the Asset No from the drop-down list.

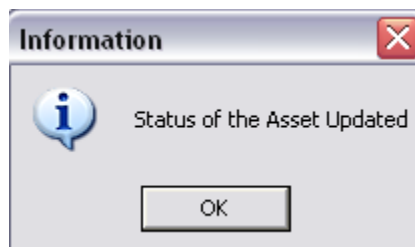
- Key-in the Service Cost, Select Vendor code from the list.
- Key-in the remarks.
- Click on to **'Add to list'** button, the system will add the asset details to the grid
- Click on to **'Proceed'** button, the system will set the status of the Asset as "S" – service and prompts an acknowledge message



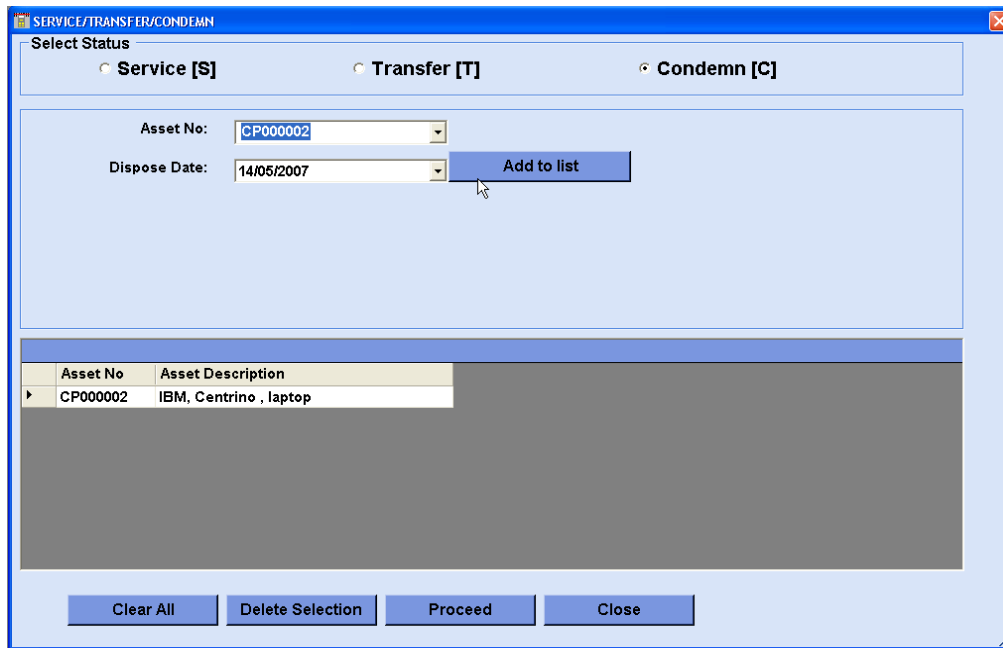
#### 4.1.2. Transfer



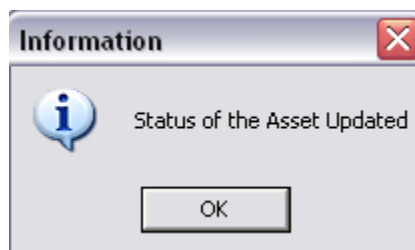
- Choose **'Transfer'** option button
- Scan Asset No using the keyboard wedge scanner or Select the Asset No from the drop-down list.
- Click on to **'Add to list'** button, the system will add the asset details to the grid
- Click on to **'Proceed'** button, the system will set the status of the Asset as "T" – Transfer and prompts an acknowledge message



4.1.3. Condemn

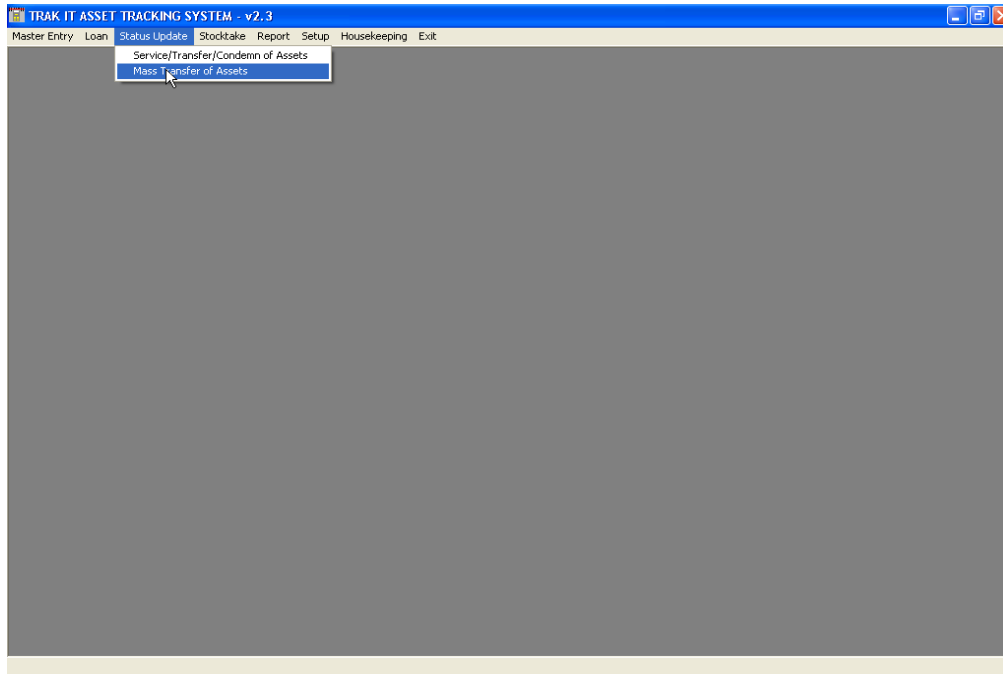


- Choose Condemn option button
- Scan Asset No. using the keyboard wedge scanner or Select the Asset No from the drop-down list.
- Click on to 'Add to list' button, the system will add the asset details to the grid
- Click on to 'Proceed' button, the system will set the status of the Asset as "C" – Condemn and prompts an acknowledge message



## 4.2. Mass Transfer of Assets

Proceed to click **Status Update – Mass Transfer of Assets**.



- The system will display the screen below.

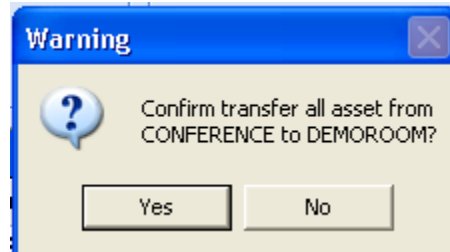
### 4.2.1. Location to another Location

The screenshot shows the 'TRANSFER ASSET' dialog box. It has a title bar and standard window controls. The main content area is divided into several sections:

- SELECT THE OPTION:** Contains three radio buttons:
  - Location to another location
  - Owner to another Owner
  - Department to another department
- OLD INFORMATION:** A dropdown menu for 'Location' with 'CONFERENCE' selected.
- NEW INFORMATION:** A dropdown menu for 'Location' with 'DEMOROOM' selected.
- Data Table:** A table with columns: Asset\_N, Asset\_D, Departm, Asset\_O, Location, Status.
 

Asset_N	Asset_D	Departm	Asset_O	Location	Status
CP00000	IBM , Pe	ACCOUN	S123456	CONFER	O
*					
- Buttons:** 'Clear All', 'Delete Selection', 'Proceed', and 'Close'.

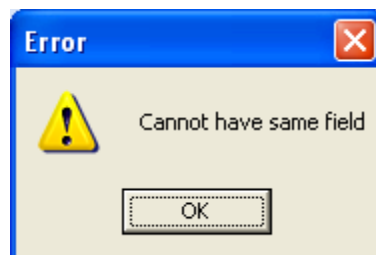
- Choose '**Location to another location**' option button
- Select location in the Old Information group, the system will display all the assets in the selected location.
- Select location in the New Information group
- Click on to '**Proceed**' button, the system will prompt a message to confirm.



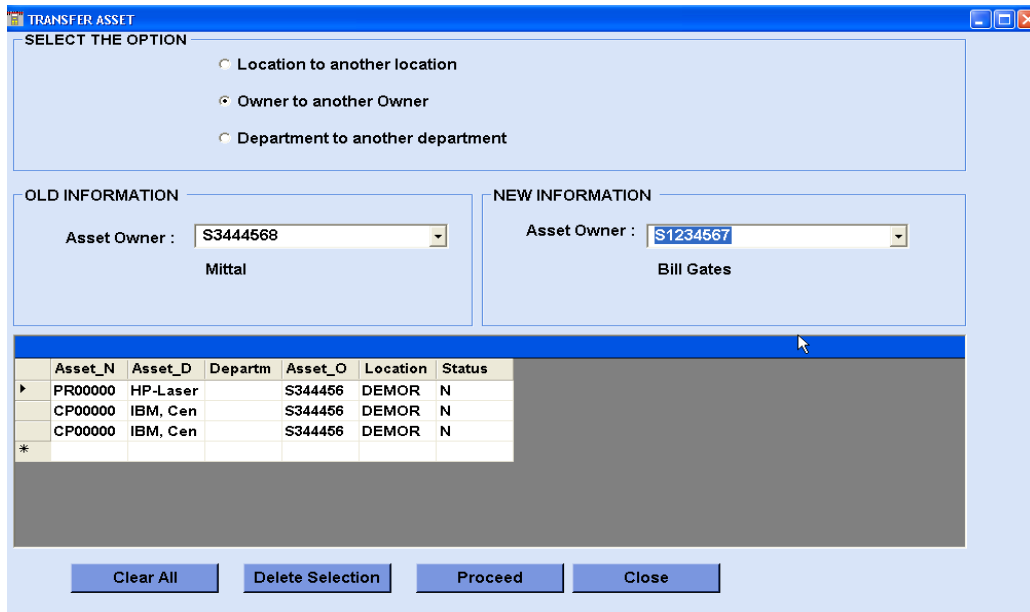
- Click '**No**' to quit the operation
- Click '**Yes**' button confirm transferring the Asset from one location to another location, the system will display informative screen as below.



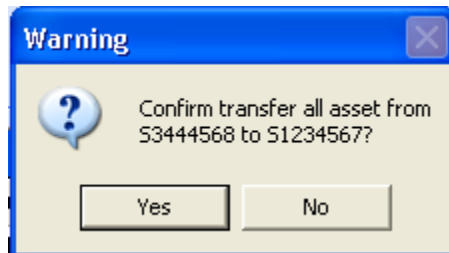
- The system will not allow for same location. If choose same location, the system will prompt a message



4.2.2. Owner to another Owner



- Choose **Owner to another Owner** option button
- Select Owner in the Old Information group, the system will display all the assets owned by the selected Owner.
- Select Owner n in the New Information group
- Click on to **'Proceed'** button, the system will prompt a message to confirm.



- Click **'No'** to quit the operation
- Click **'Yes'** button confirm transferring the Asset from one owner to another owner, the system will display informative screen as below.



- The system will not allow for same owner. If choose same owner, the system will prompt a message

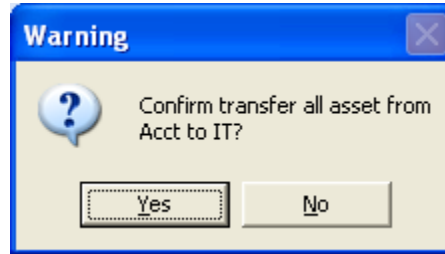


### 4.2.3. Department to another Department

Asset_N	Asset_D	Departm	Asset_O	Location	Status
CPT0000	HP Office	Acct	ET	IT	S
PRT0000	HP Laser	Acct	ET	Acct	E
*					

- Choose **'Department to another Department'** option button
- Select Department in the Old Information group, the system will display all the assets owned by the selected Department.
- Select Department n in the New Information group
- Click on to **'Proceed'** button, the system will prompt a message to confirm.

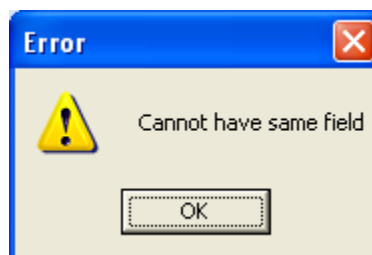




- Click '**No**' to quit the operation
- Click '**Yes**' button confirm transferring the Asset from one department to another department, the system will display informative screen as below.



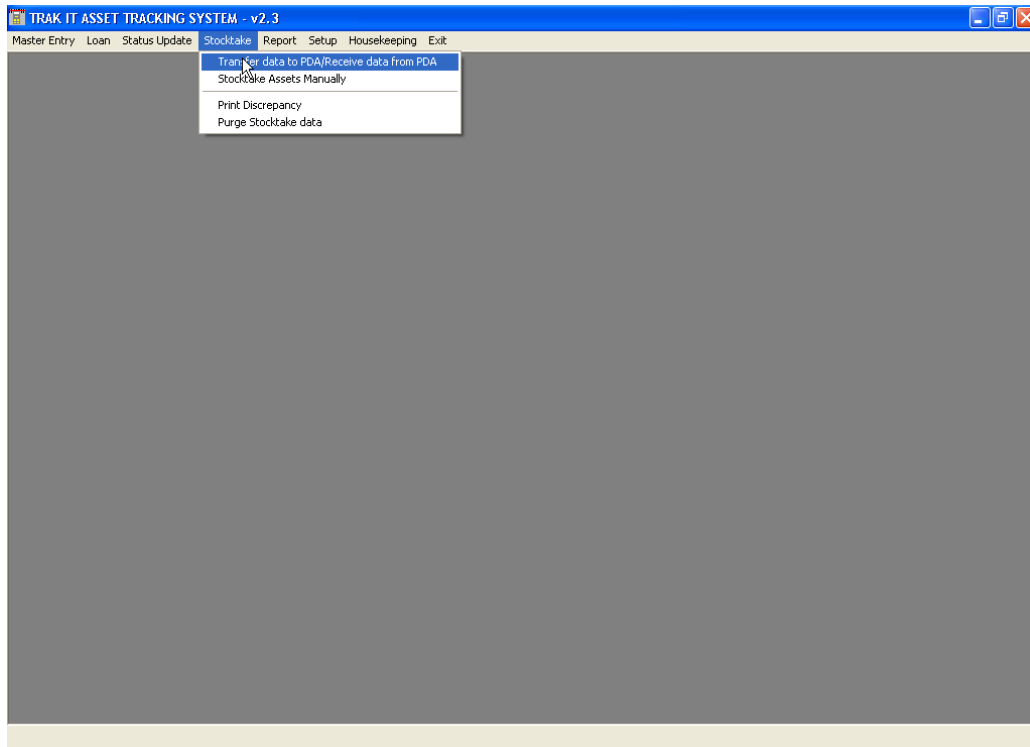
- The system will not allow for same department. If choose same department, the system will prompt a message



## 5. Stocktake

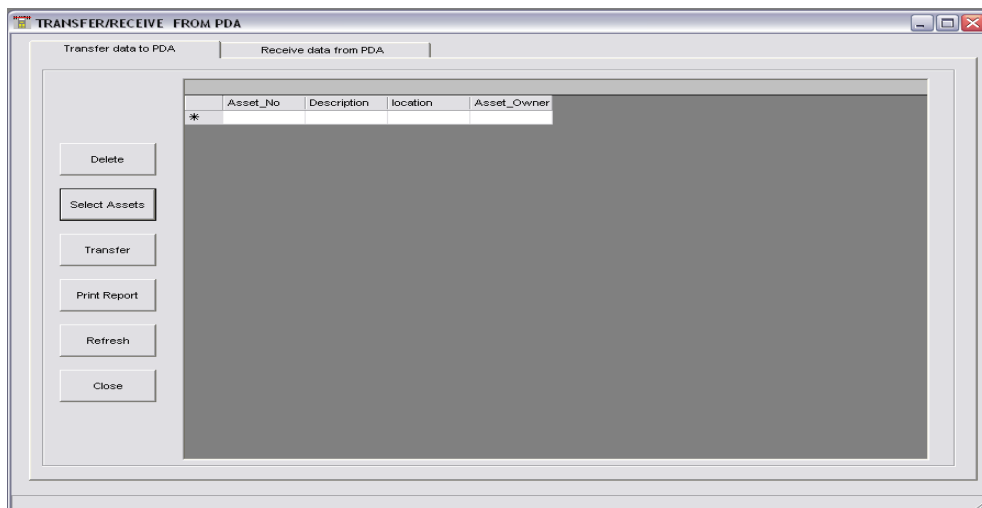
### 5.1. Transfer data to PDA/Receive data from PDA

Proceed to click **Stocktake– Transfer data to PDA/Receive data from PDA**

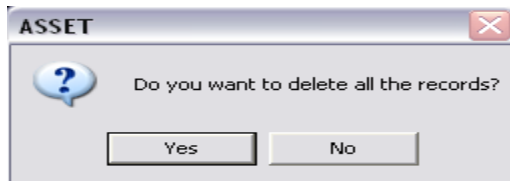


The system will display the below screen.

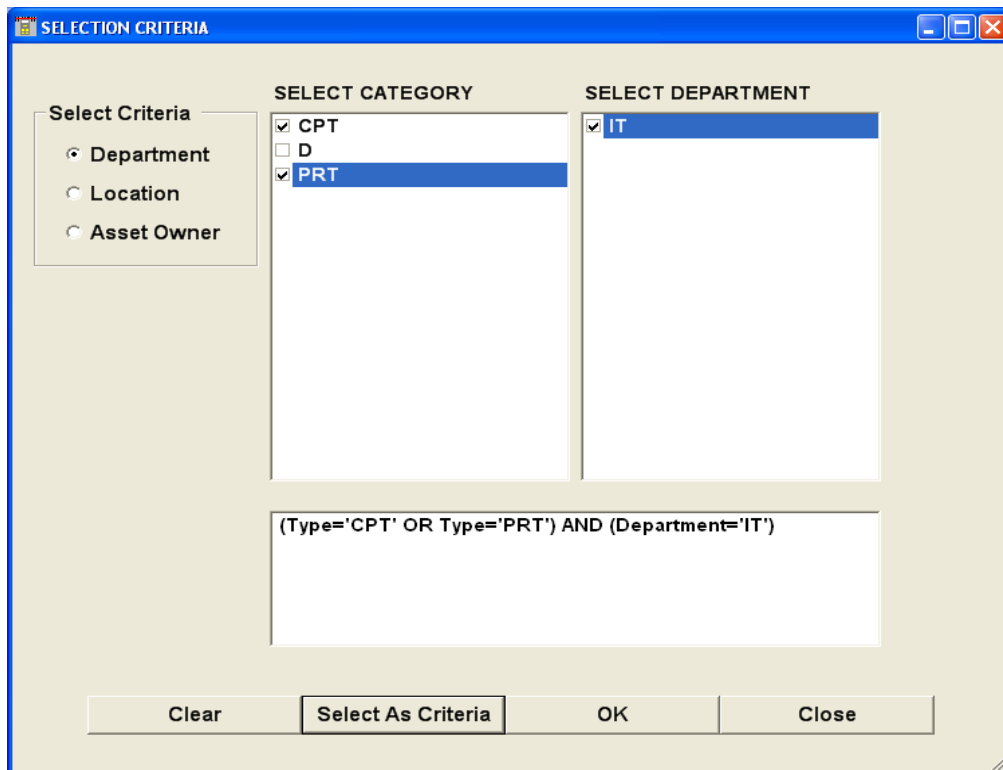
#### 5.1.1. Transfer data to PDA



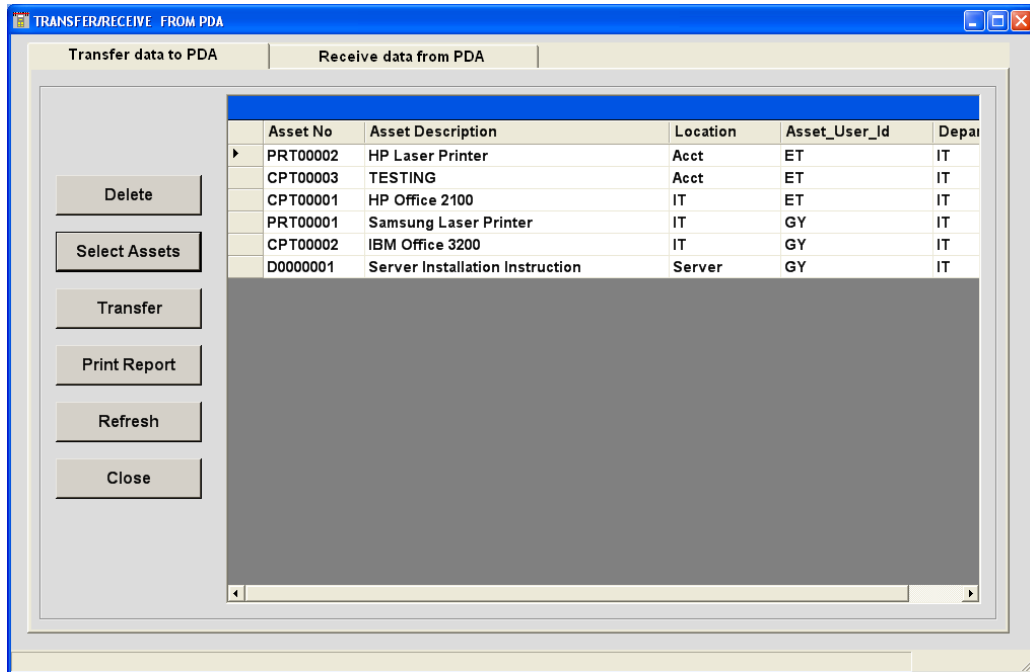
- Click on to the tab Transfer data to PDA
- Click on to **'Delete'** button to delete all the previous transferred data to PDA.
- The system will prompt the below screen.




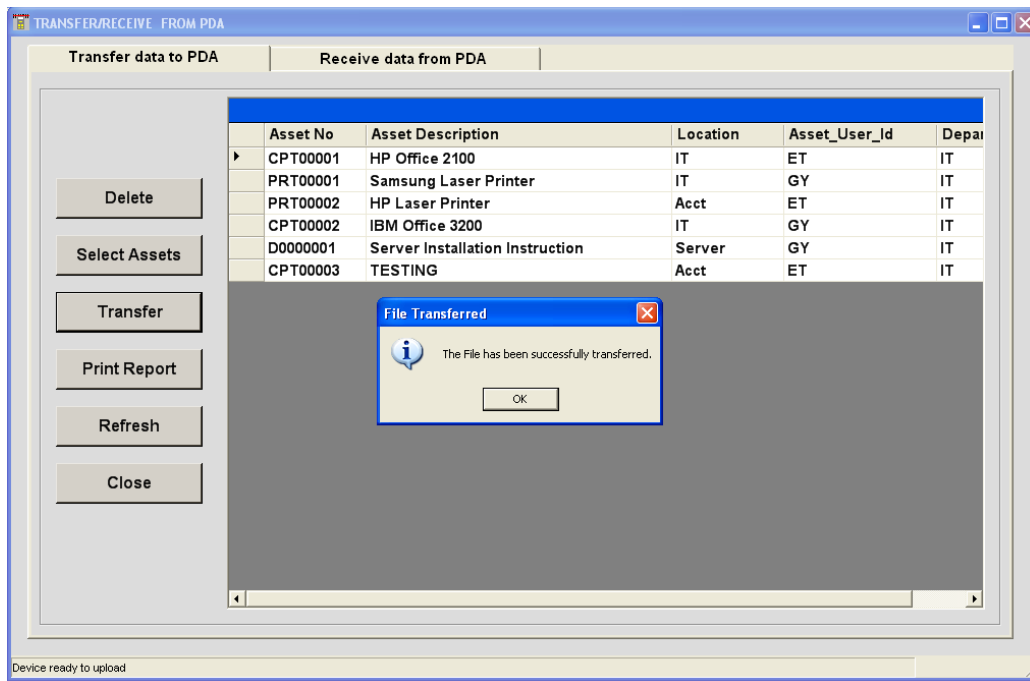
- Choose Department to another Department option button
- Click **'No'** button to exit the operation.
- Click on to **'Select Assets'** button the system will display the below screen.



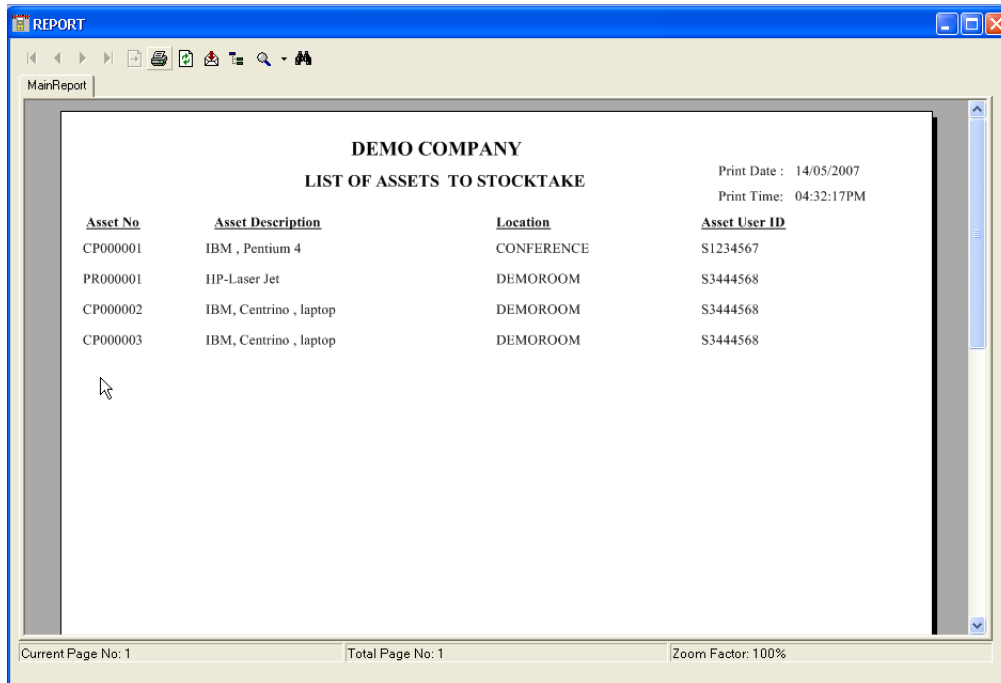
- Choose Location, Department, Asset Owner, Category or status to filter the assets as per the users' requirement.
- Select the required check-list details by ticking the data, which is on the right hand side.
- Once the check-list is ticked, need to press **'Select As Criteria'** button.
- Selected location will be viewed at the selected location box.
- Click **'OK'** button to filter the assets
- Click **'Refresh'** button to show all the filtered assets as displayed in the below screen.



- Before clicking on to **'Transfer'** button.
- Make sure the USB cable from the PC is connected to your PDA/HHT and the Sync icon  at the Windows Task Bar stay in green.
- Click **'Transfer'** button, the system will transfer the selected data from the PC to PDA.
- Once the transfer is complete, the system will prompt an informative message as shown below.

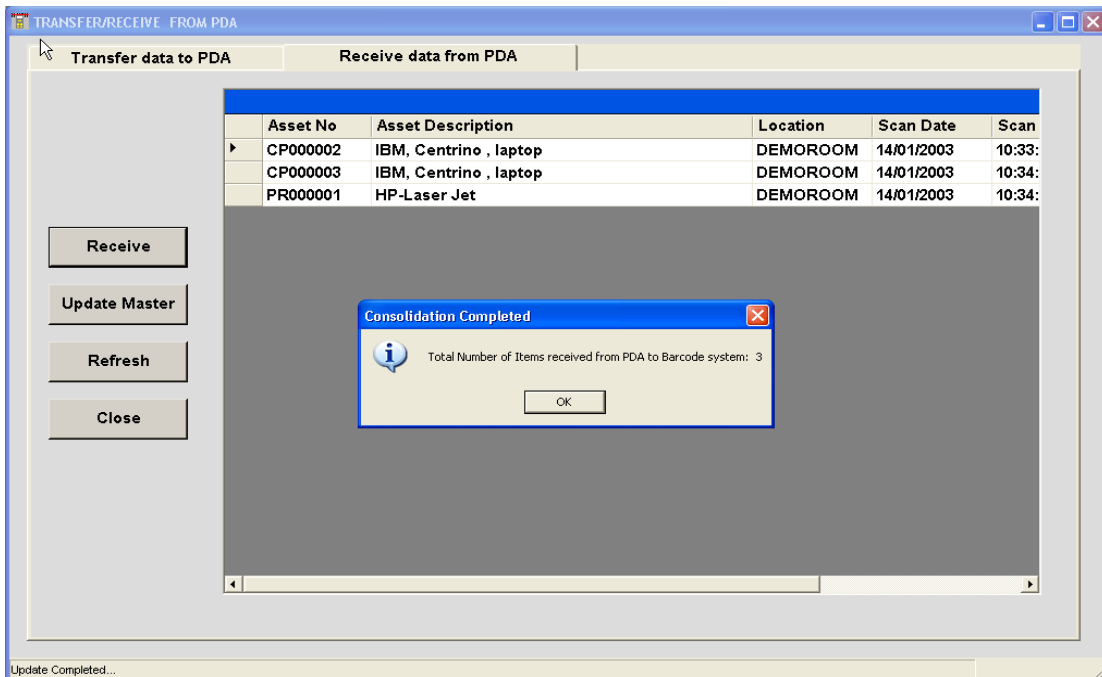



Click on to 'Print Report' button to preview & print the list of assets transferred to the PDA.

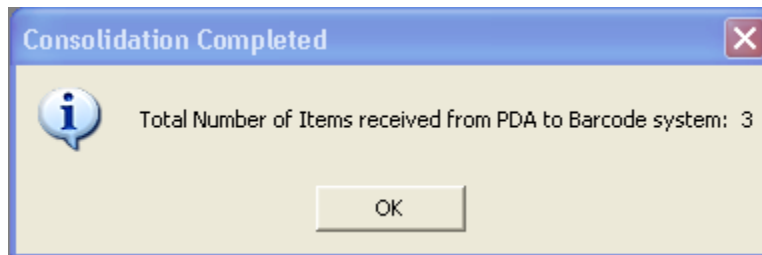


### 5.1.2. Receive data from PDA

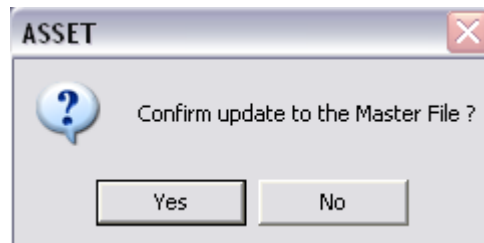
Click on to Receive data from PDA tab to receive data from the PDA.



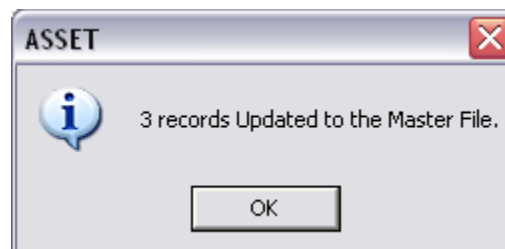
- Once stock take is completed using the PDA. Transfer the data from PDA to the PC.
- Before clicking on the 'Receive' button
- Make sure the USB cable from the PC is connected to your PDA/HHT and the Sync icon  at the Windows Task Bar stay in green.
- Click on to '**Receive**' button, the system will transfer the stock take data from the PDA to PC.
- Once the PC receives all the data, prompt informative message with number of records transferred as displayed in the below message screen.



- Click on to '**Update Master**' button to Update the stock take location to the master database.
- The system will prompt a confirm message.

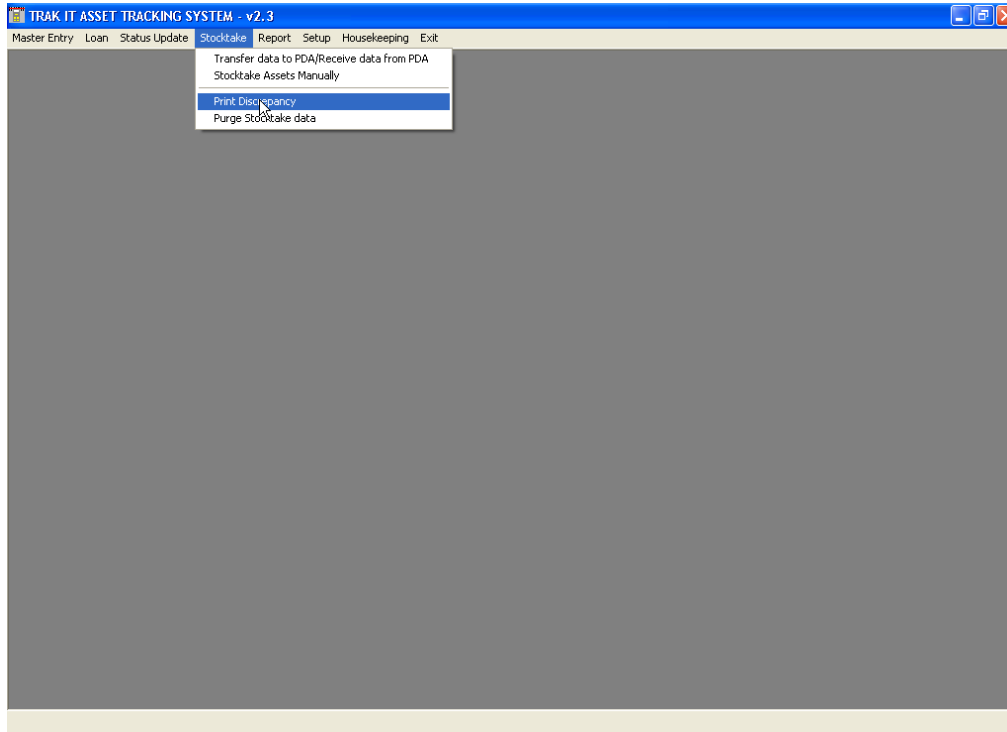


- Click '**Yes**' button to update location to the master location
- Click '**No**' button to exit the operation.
- Once the system updates the master, it will prompt an informative message as shown below.

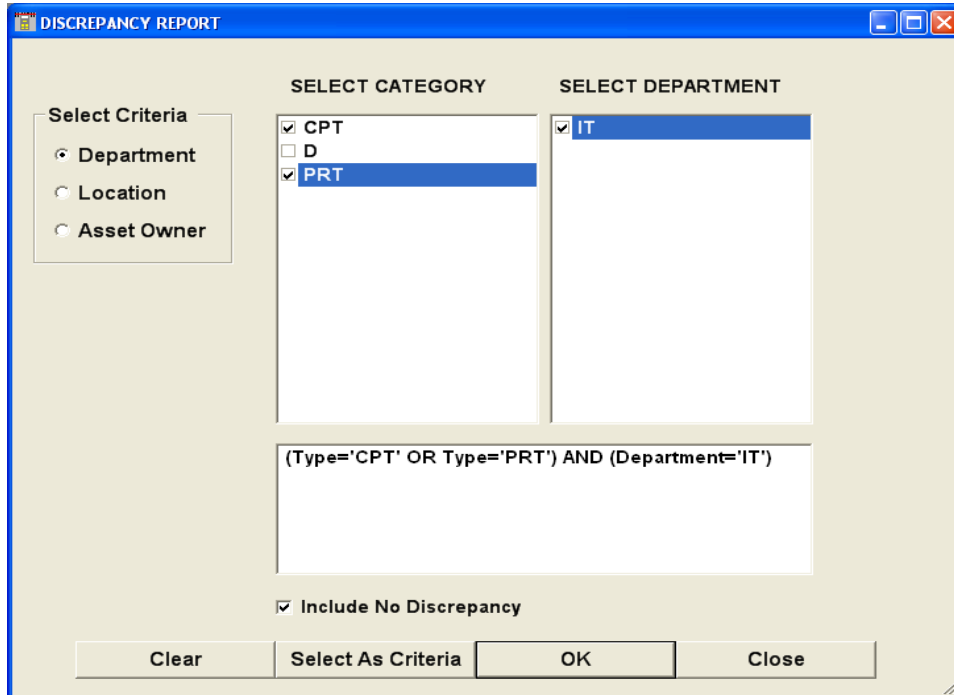


## 5.2. Print Discrepancy

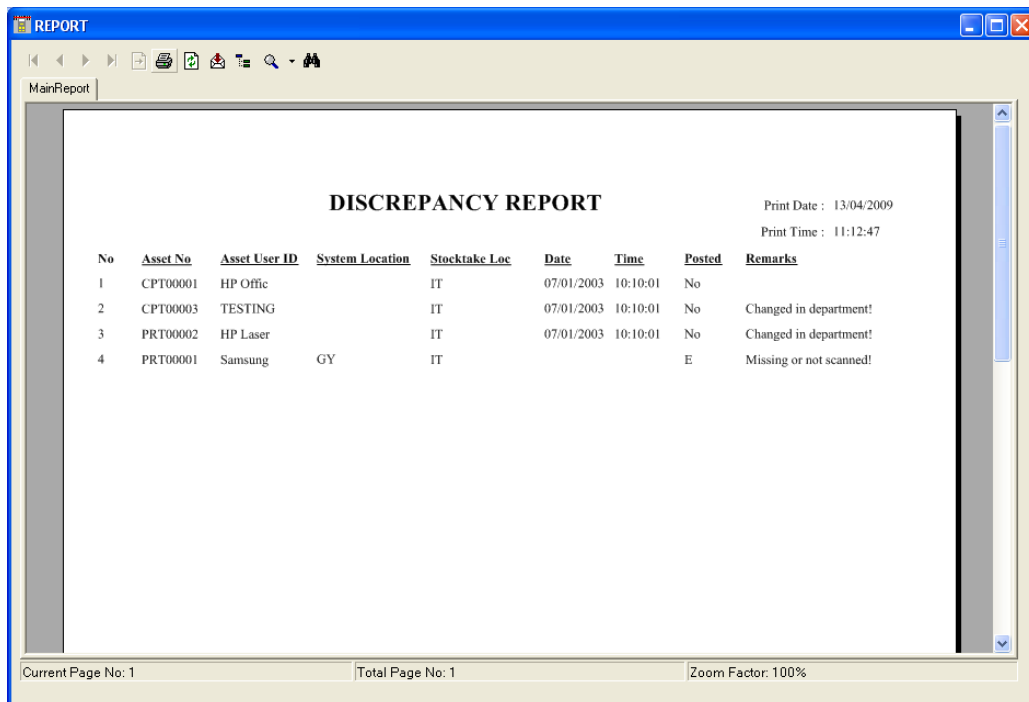
Proceed to click **Stocktake --- Print Discrepancy**



The system will display the following screen.



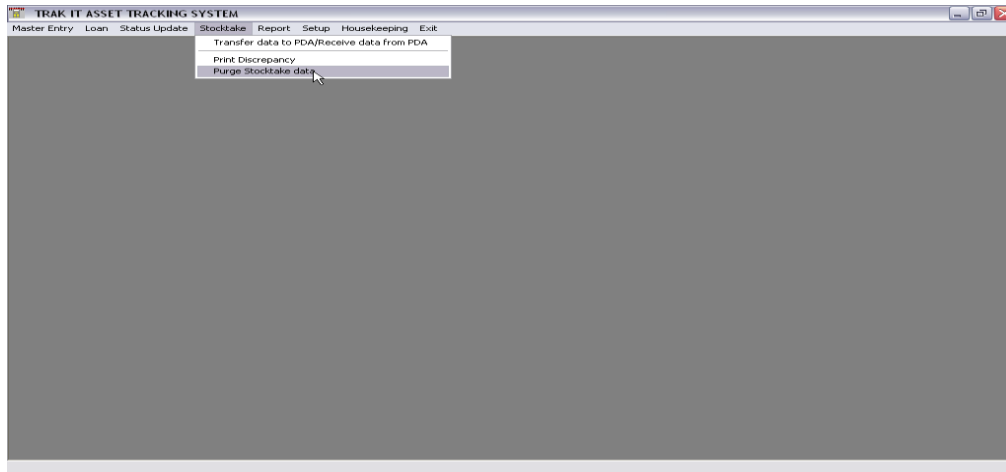
- If no of the criteria is selected, the system will display report comparing the stock take data with the master database
- The user is allowed to select criteria Location, Department, Asset Owner, Category option button.
- Select the required check-list details by ticking the data, which is on the right hand side.
- Once the check-list is ticked, need to press **'Select As Criteria'** button.
- Click on to **'Include No Discrepancy'** check box
- Click **'OK'** button to preview and print the discrepancy report.



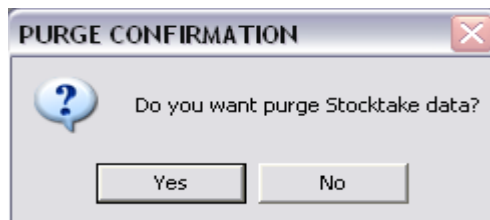


### 5.3. Purge Stocktake Data

Proceed to click **Stocktake --- Purge stock take data**



- The system will prompt the following below screen.



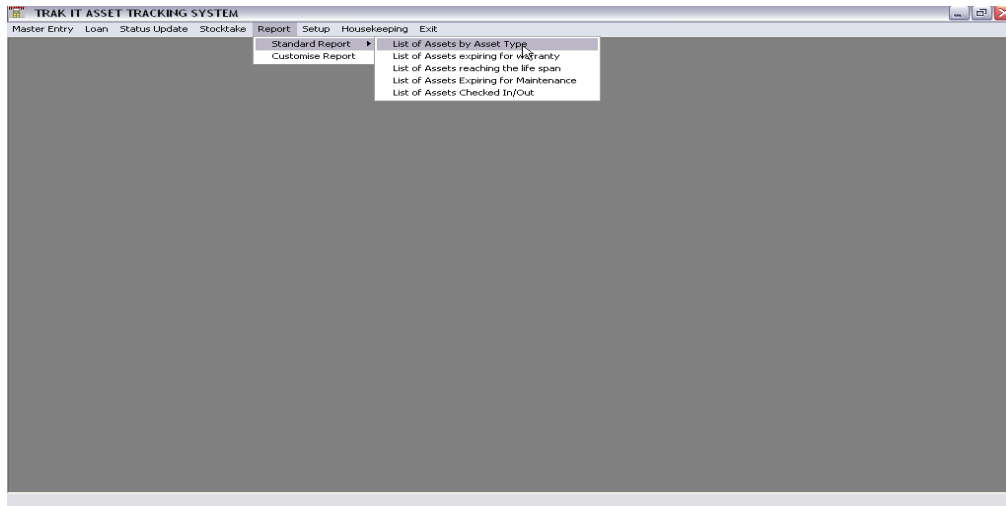
- Click '**Yes**' button the system will purge all the stock take data, which was received from the PDA.
- Click '**No**' button to exit the operation.

## 6. Report

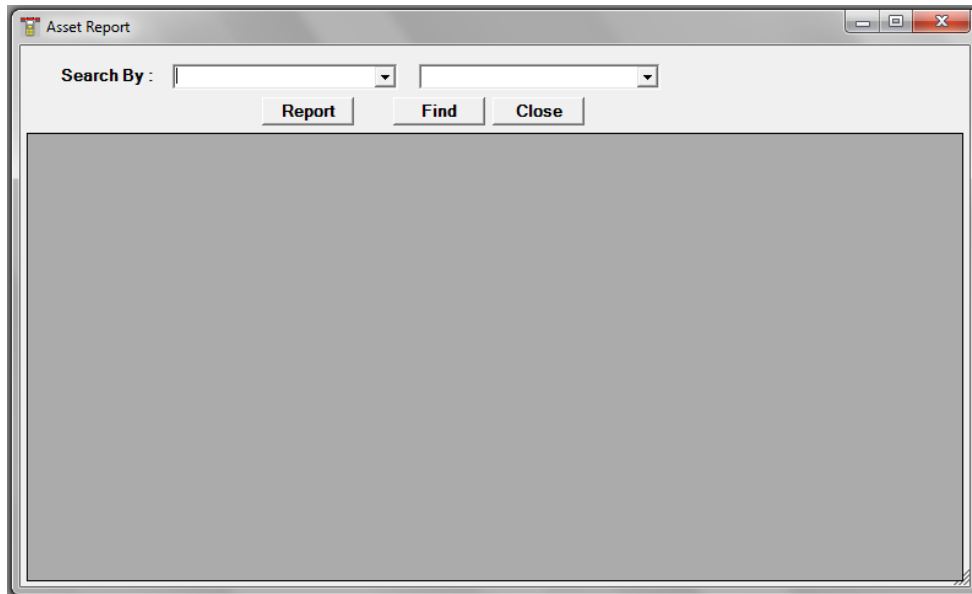
### 6.1. Standard Report

#### 6.1.1. List of Assets by Asset Type

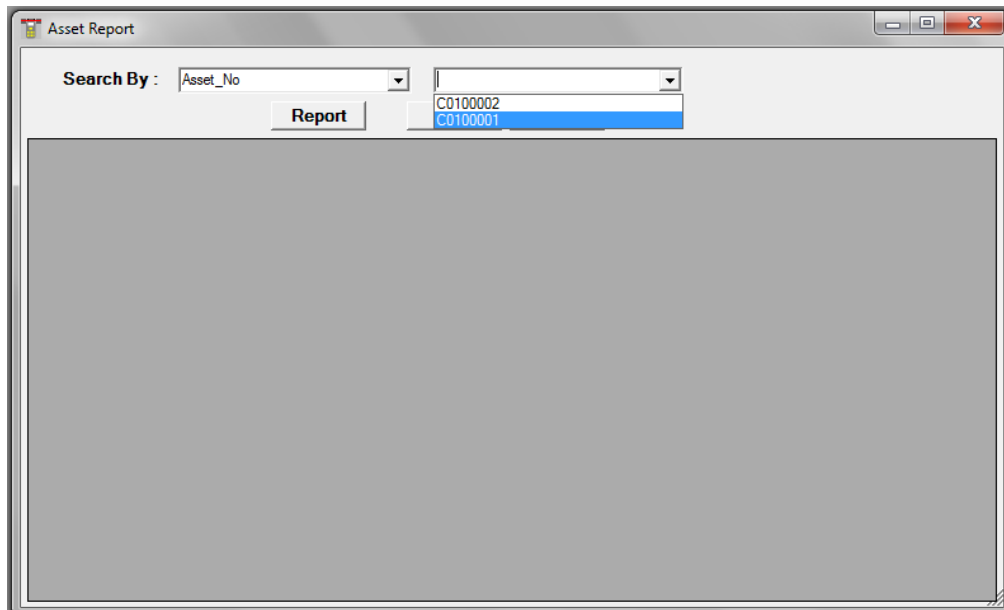
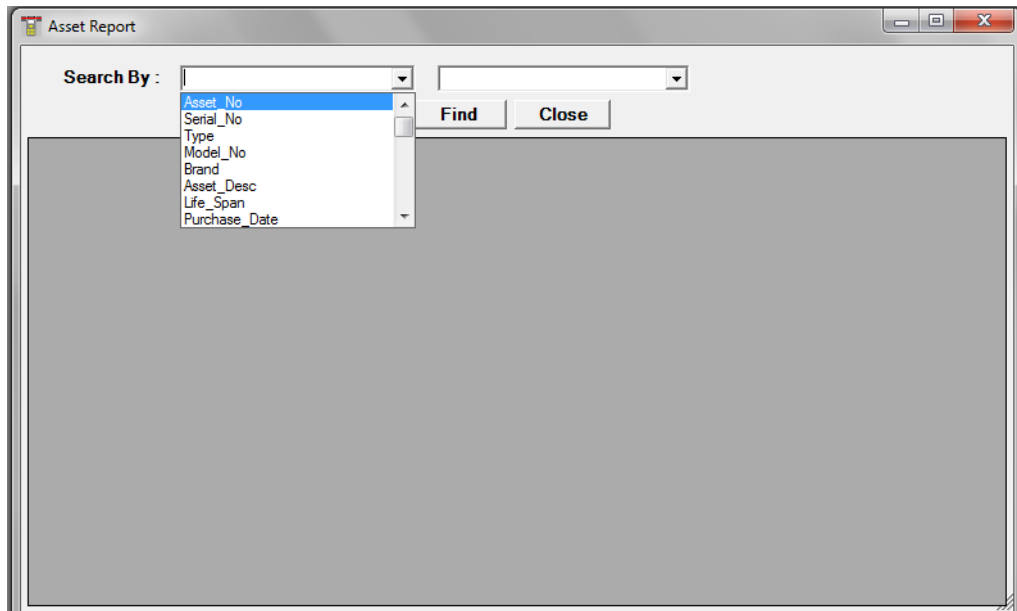
Proceed to click **Standard Report-- List of Assets by Asset type**



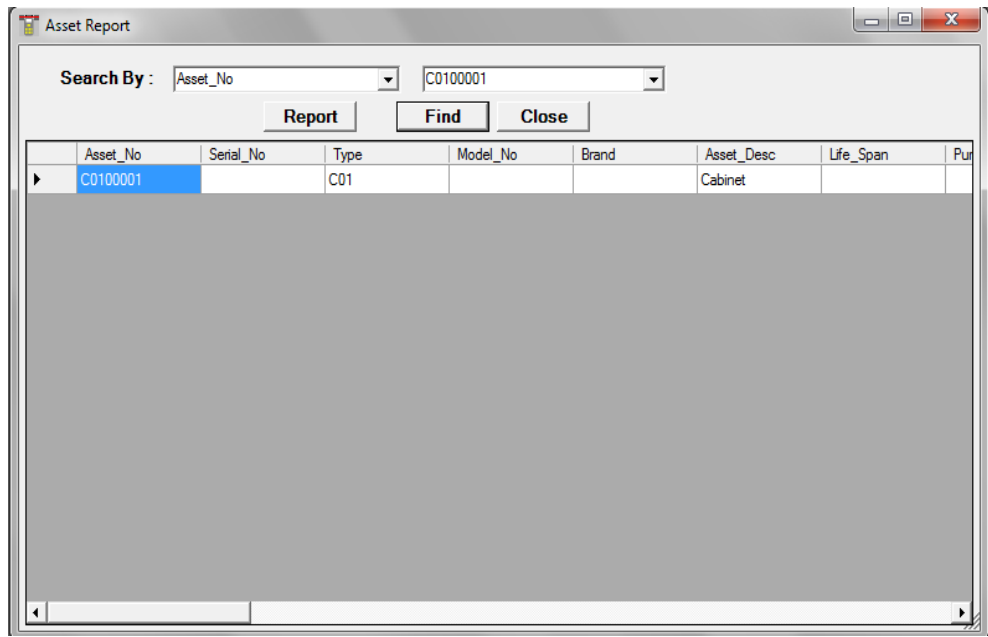
The system will prompt the following screen



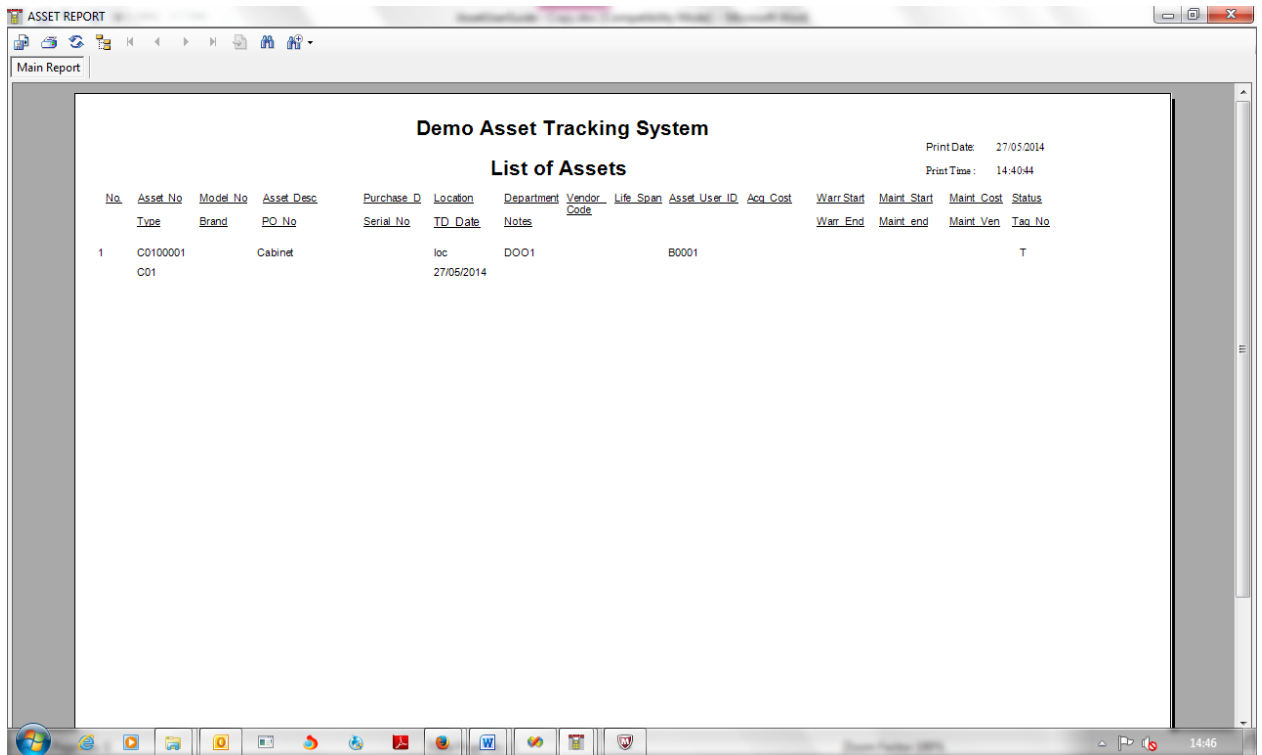
- User can do filtering by selection of “Search By” combobox for particular item .
- After selection in “Search By”, data will bind to next combobox by accordingly.



- Click on to “find” button to show the data by selection.

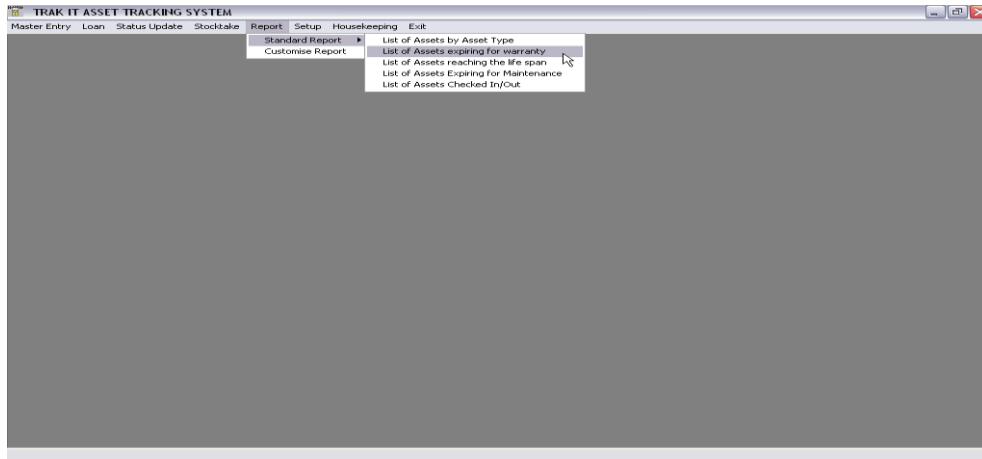


- Click on to “Report” button to see the report.

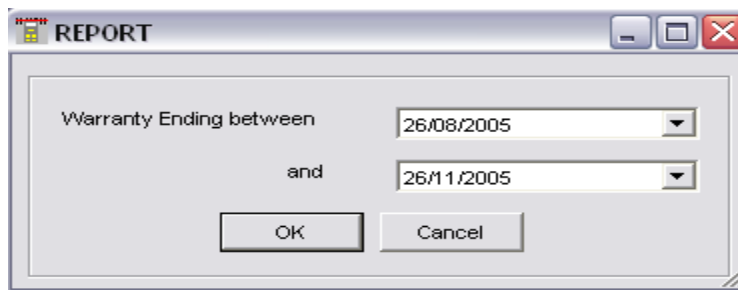


### 6.1.2. List of Assets expiring for warranty

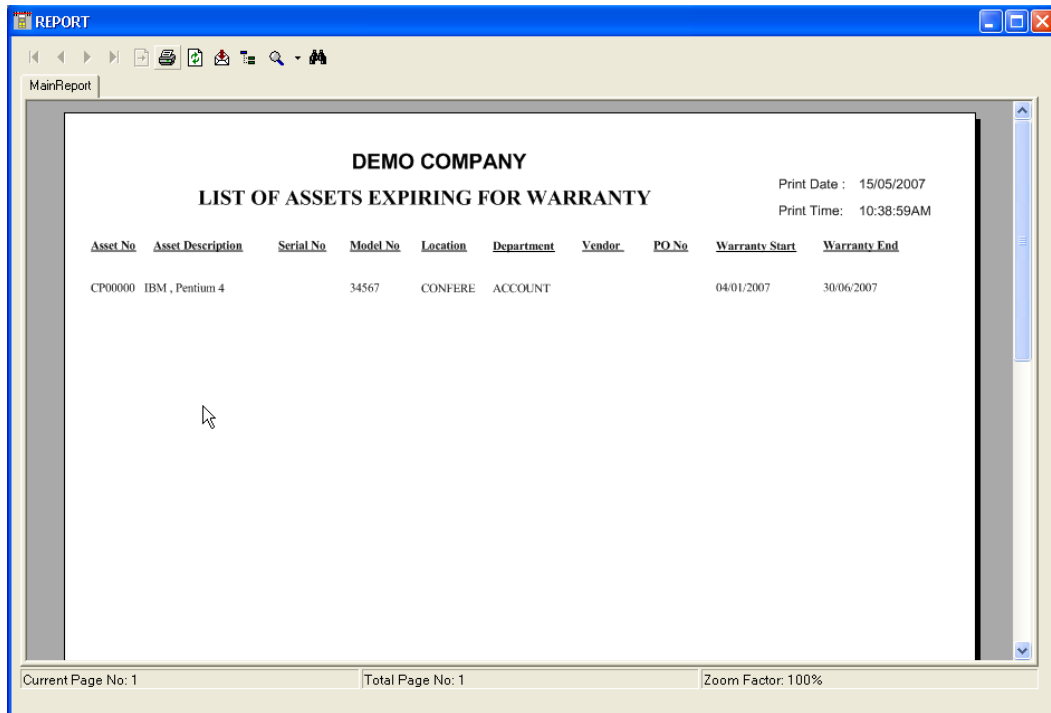
Proceed to click **Standard Report -- List of Assets expiring for warranty**



The system will display the following screen.

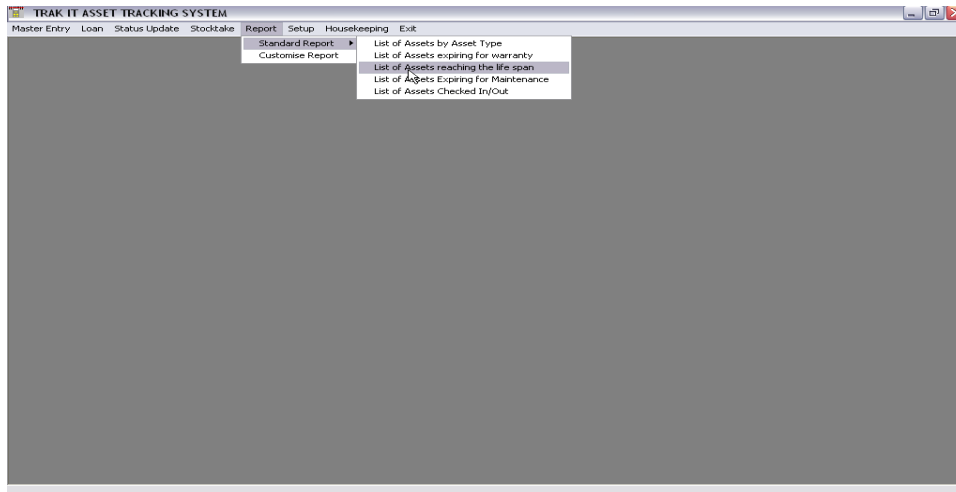


- Select the Warranty Ending dates
- Click on to **'OK'** button to view the list of assets expiring for warranty as shown below

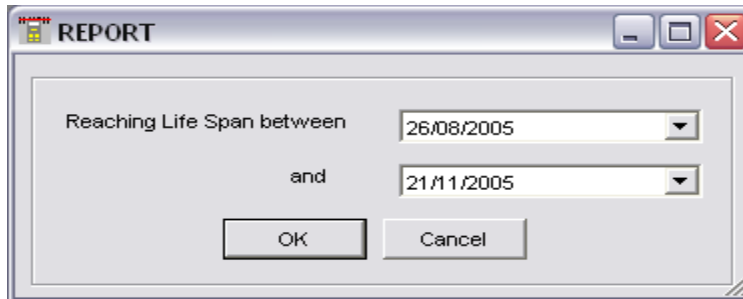


### 6.1.3. List of Assets reaching the life span

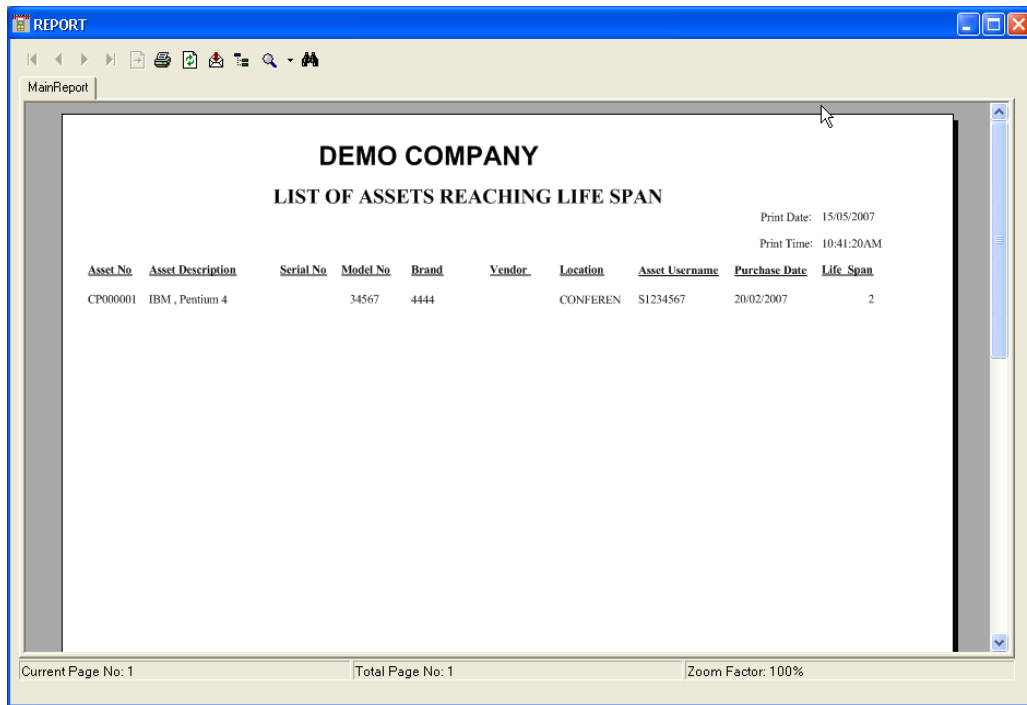
Proceed to click **Standard Report -- List of Assets reaching the life span**



The system will display the following screen.

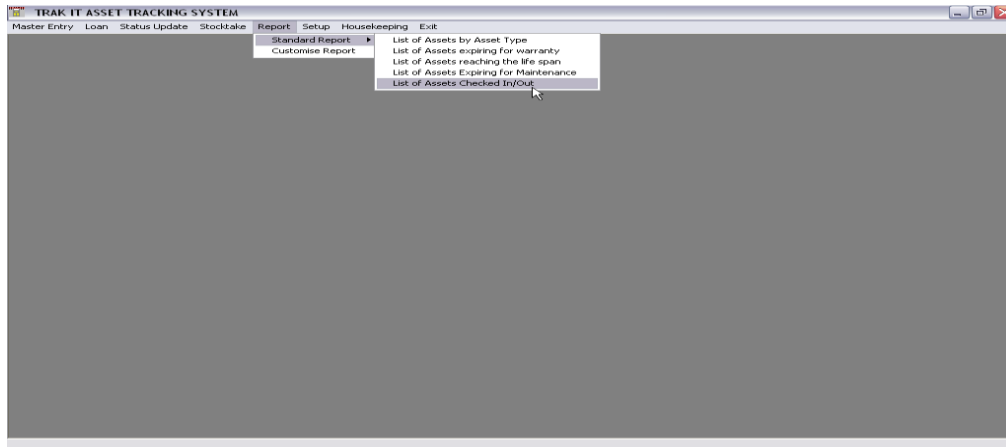


- Select the dates
- Click on to 'OK' button to view the list of assets reaching the life span as shown below

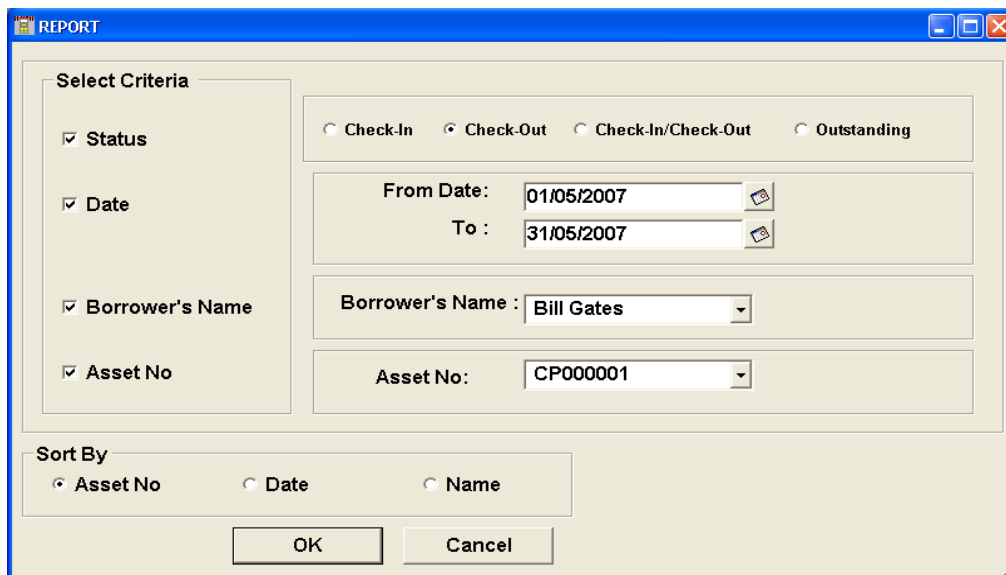


### 6.1.4. List of Assets Checked In/Out

Proceed to click **Standard Report -- List of Assets checked In/Out**

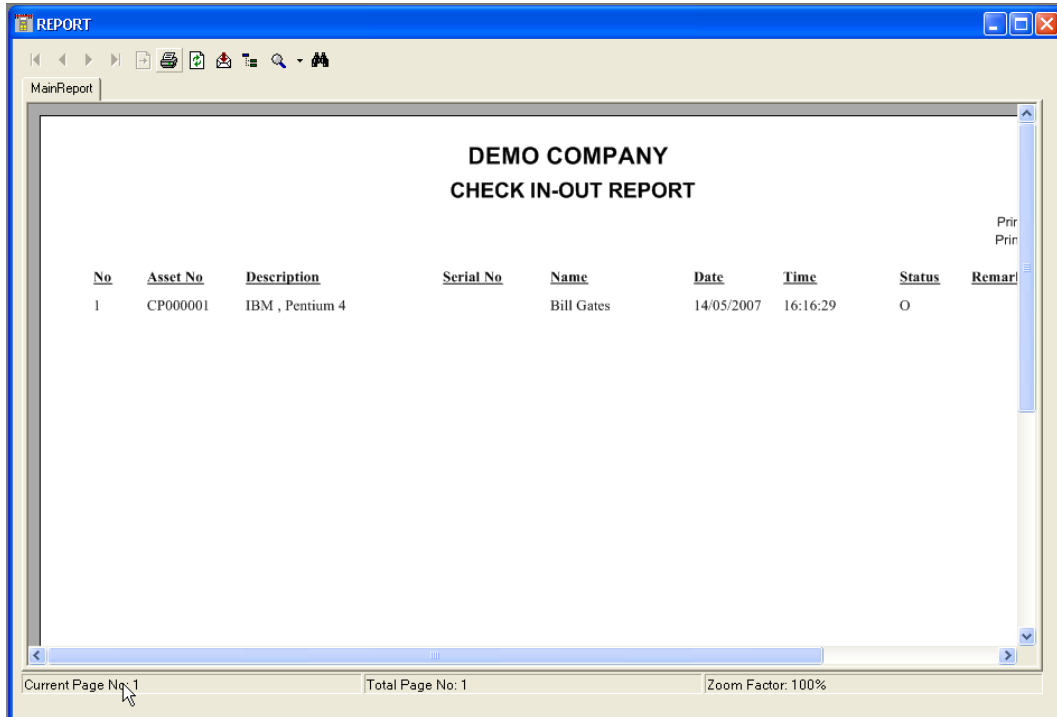


The System will prompt the following screen.



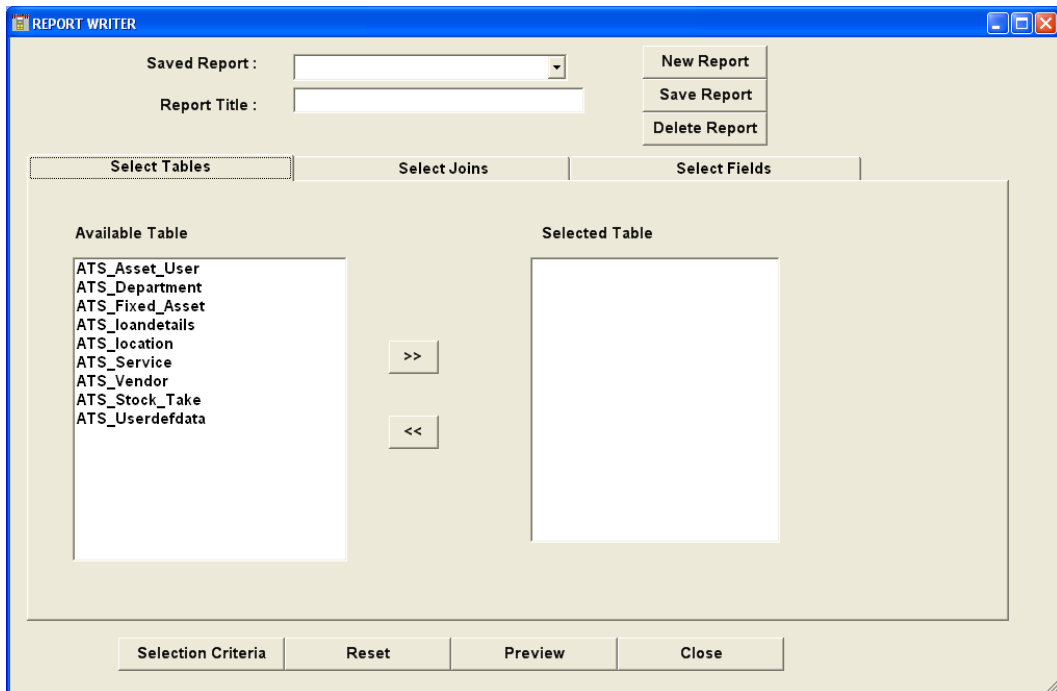
- Choose the criteria and click on to 'OK' button.
- Click on to 'OK' button to view the list of assets checked In/Out as shown below





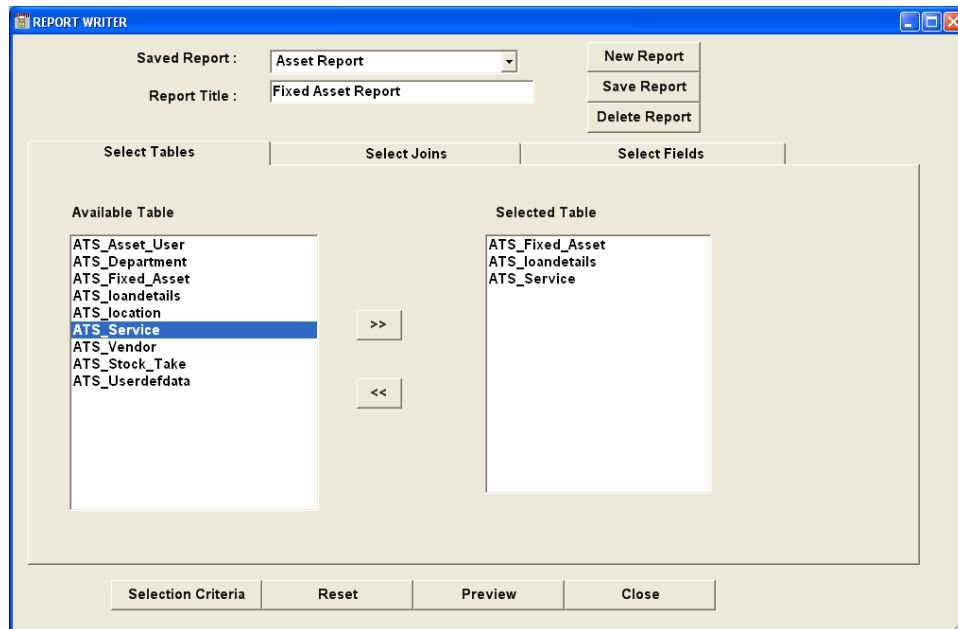
## 6.2. Customized Report

Proceed to click **Customized report**; the system will display the following screen

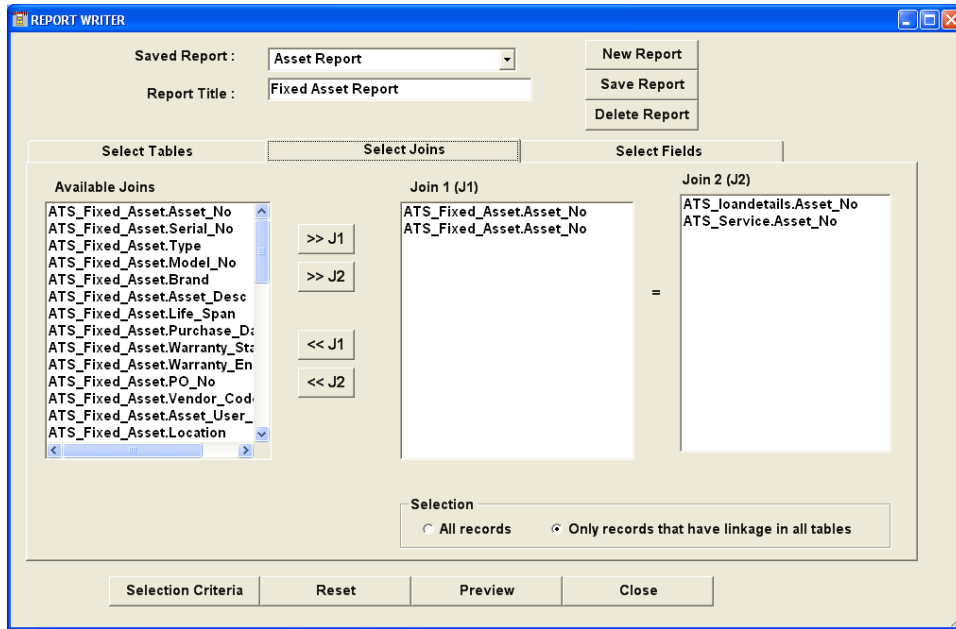


- Click on to **'New Report'** to create a new report
- Key-in the Saved report, report title

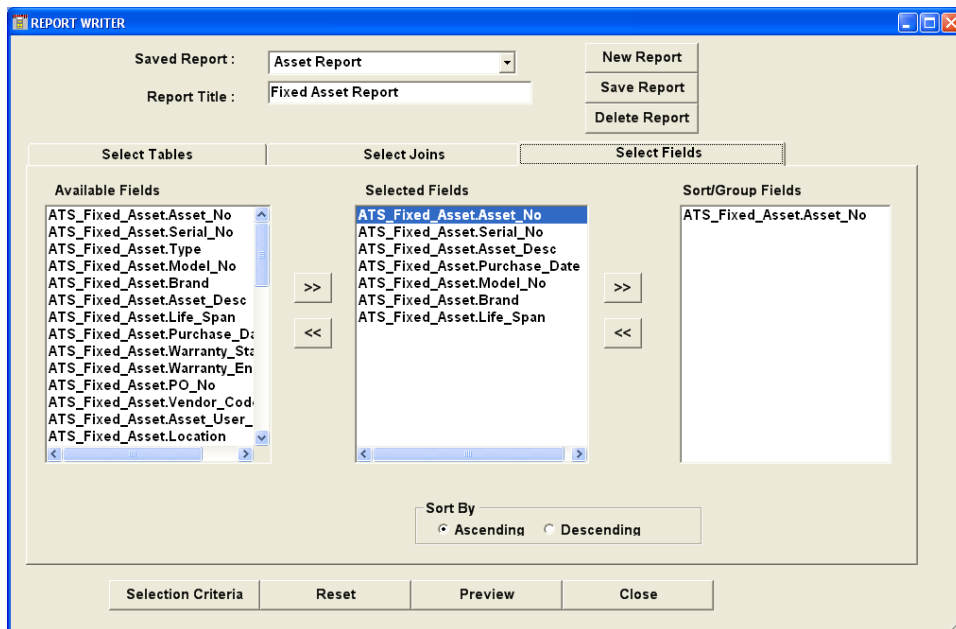
- Highlight required tables in the '**Available tables**' box and click on >> button
- The system will display the table name in the '**Selected Table**' as shown in the below screen.
- To delete the table name in the '**Selected table**', highlight the table name in the Selected table box and click on to << button.



- Click on to '**Select Joins**' Tab, the system will display the entire available joins from the tables selected.
- Highlight required joins in the '**Available Joins**' box and click on >> **J1**
- Highlight required joins in the '**Available Joins**' box and click on >> **J2**
- The system will display the join name in the '**Join 1 (J1)**' and '**Join 2 (J2)**' as shown in the below screen.
- To delete the join name in the '**Join 1 (J1)**', highlight the join name in the Join 1 (J1) box and click on to << **J1** button.
- To delete the join name in the '**Join 2 (J2)**', highlight the join name in the Join 1 (J1) box and click on to << **J2** button.

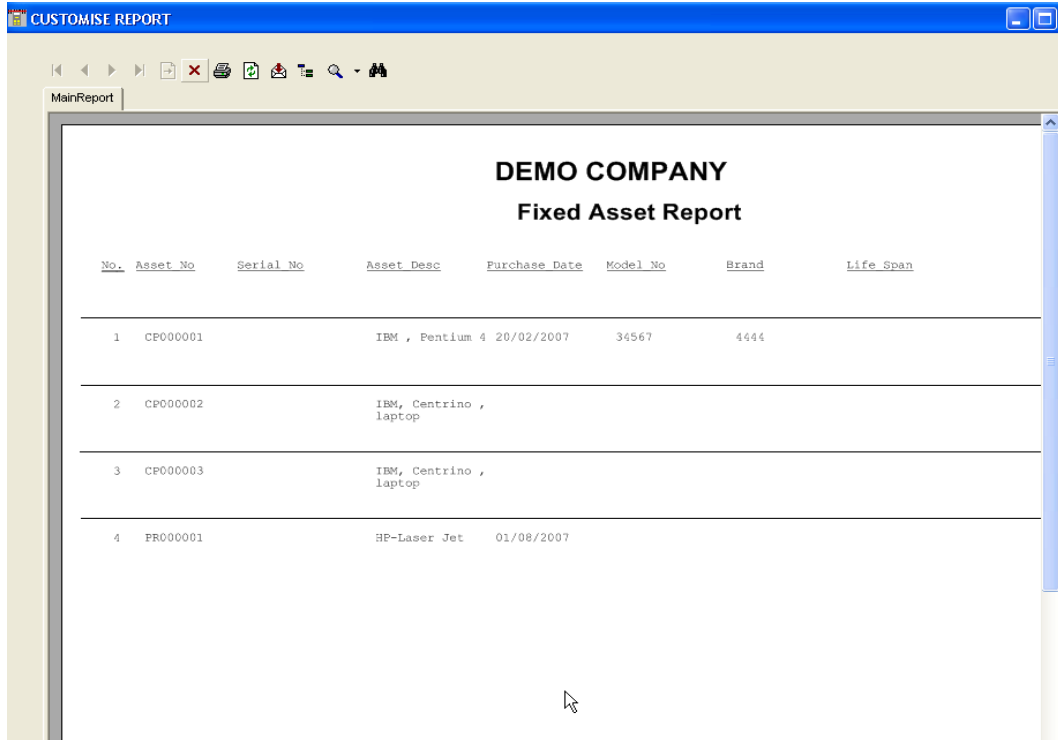


- Click on to **'Select Field'** Tab, the system will display the entire field name from the tables selected.

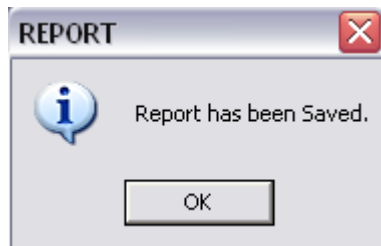


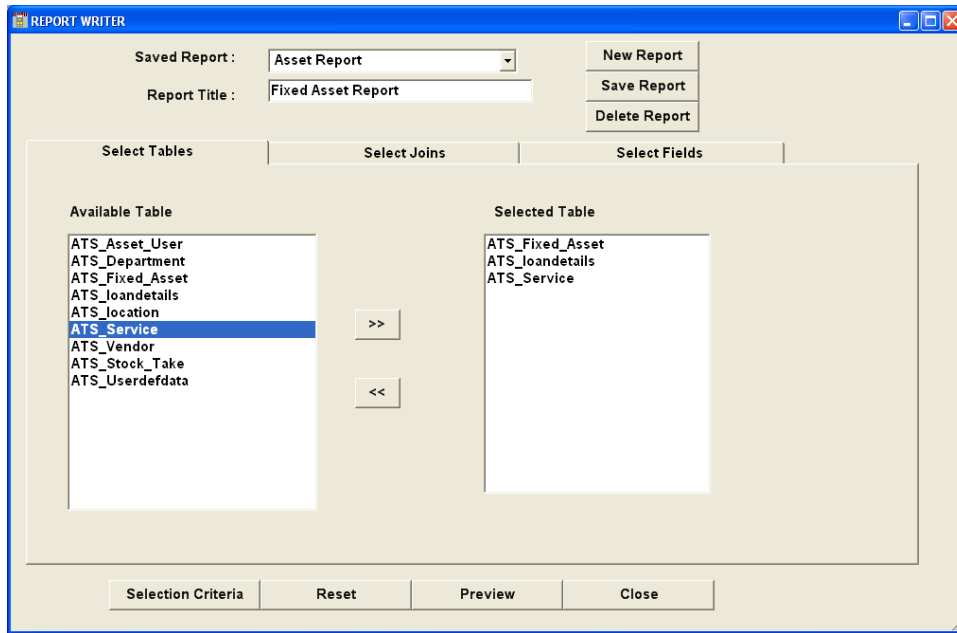
- Highlight required available field and click on to >> button
- The system will display the field name in the **'Selected Fields'** box.

- Highlight required selected field and click on to >> button
- The system will display the field name in the **'Sort/Group fields'**
- Click on to **'Preview'** button to view the report

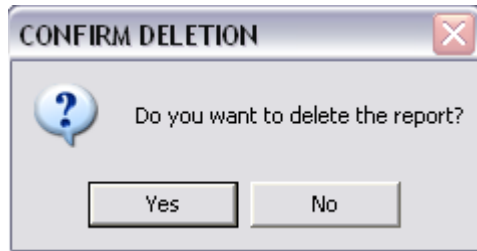


- Click on to **'Saved report'** button to save the report format.
- The system will prompt informative message.

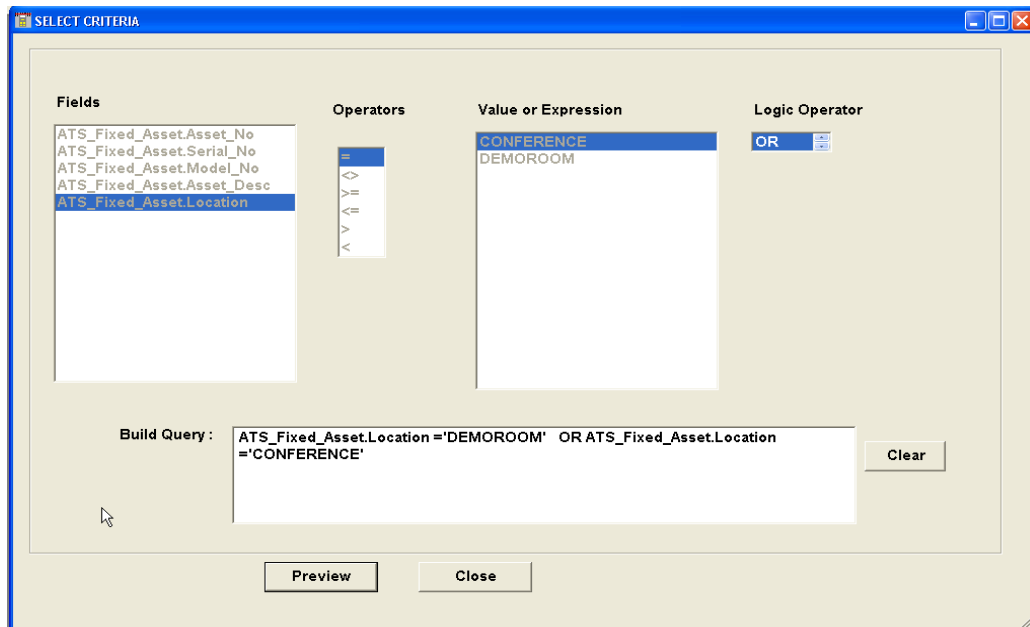




- Select the report to be deleted and click on to **'Delete Report'** the system will prompt a Confirm deletion screen.



- Click on to **'Yes'** button to delete the report
- Click **'No'** button to exit the operation
- Click on to **'Selection Criteria'** button to select the criteria for the saved report.
- The system will display the following screen



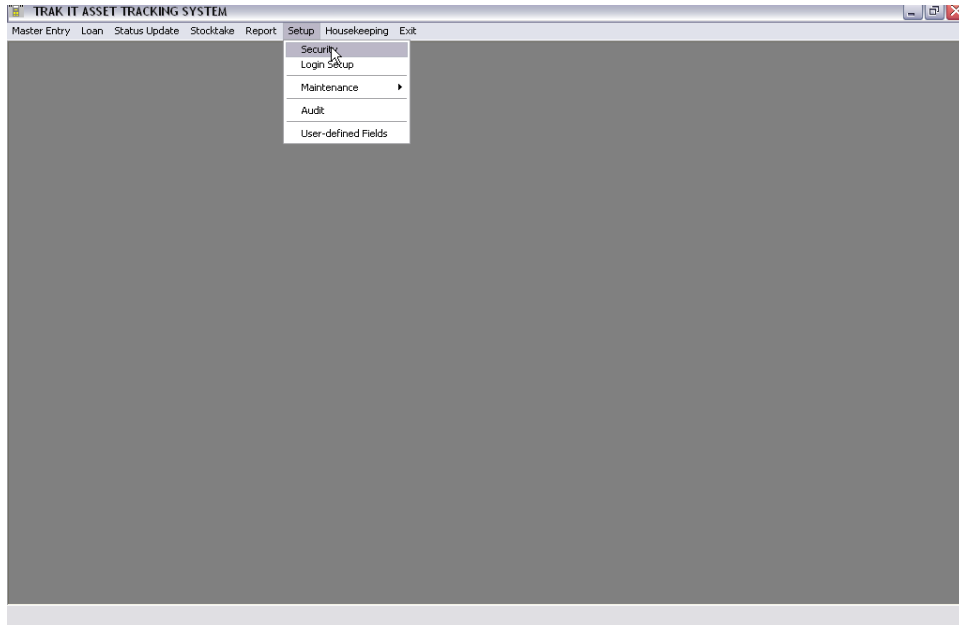
- Double-Click Field, then double-click operator, followed by double-click Value or Expression
- Once the fields, operator and value is double-clicked, the system build query and display in the **'Build query'** box as shown below in the screen
- Logic operator is used for more then filter option which is combined by **'OR'** or **'AND'** logic operator
- Click on to **'Preview'** button to view the report according to the selection criteria.



## 7. Setup

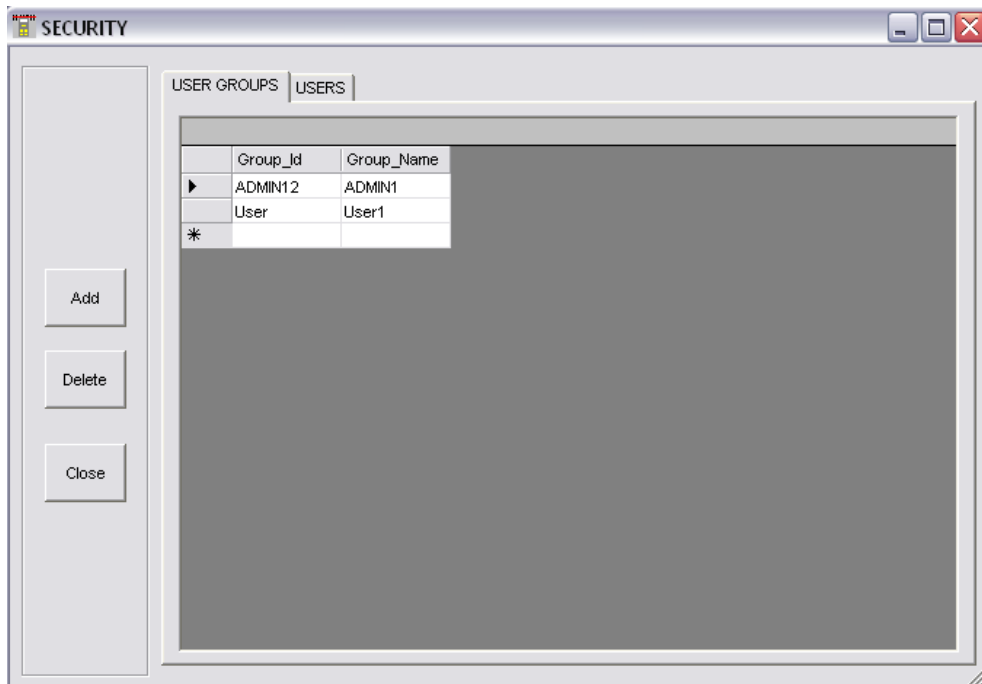
### 7.1. Security

Proceed to click **Setup – Security report;**

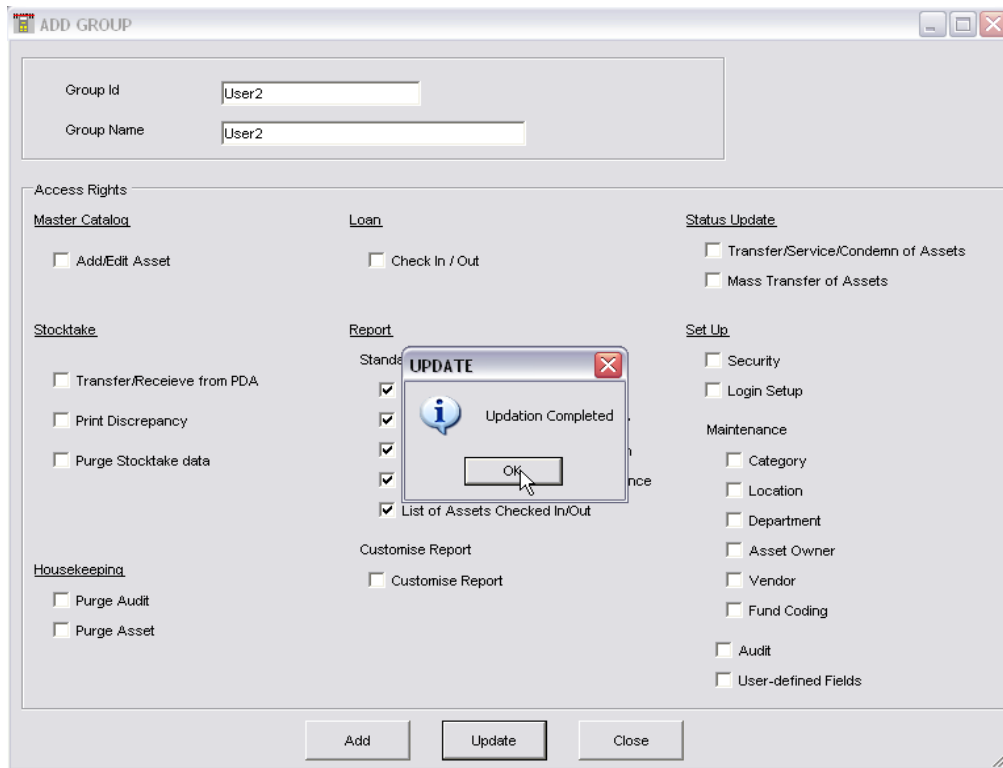


The system will display the following screen

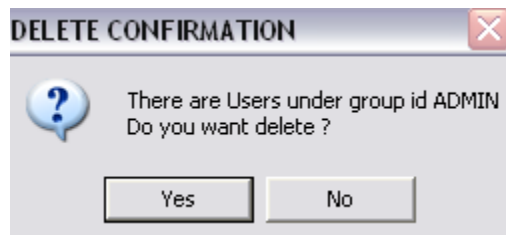
#### 7.1.1. User Groups



- Click on to **'Add'** button, the system will display the screen below
- Key-in the Group ID and Group Name
- Select the Access rights by clicking on to the check-box which is the menu items
- Click on to **'Update'** button, the system will save to the database



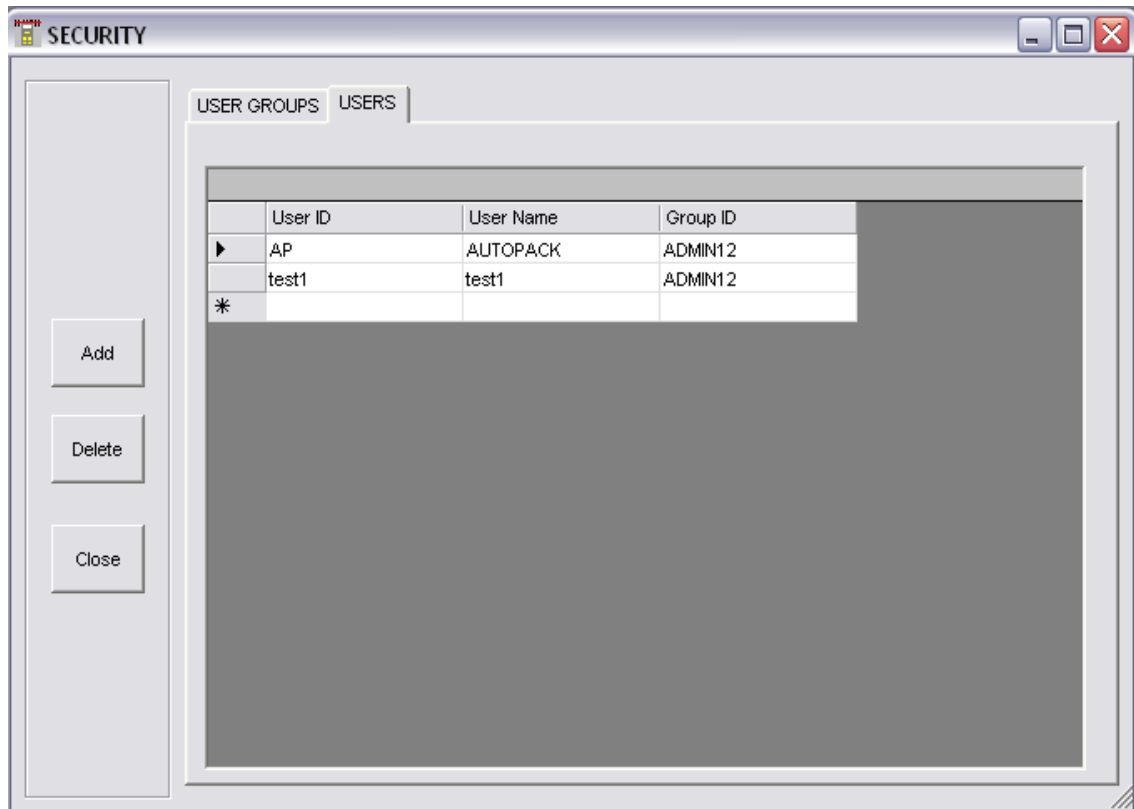
- Click on to **'Delete'** button in the Security screen, if the group ID has users under this, then system will prompt the below message



- Click **'Yes'** button to delete group Id with all the users under this group
- Click **'No'** button to exit the operation



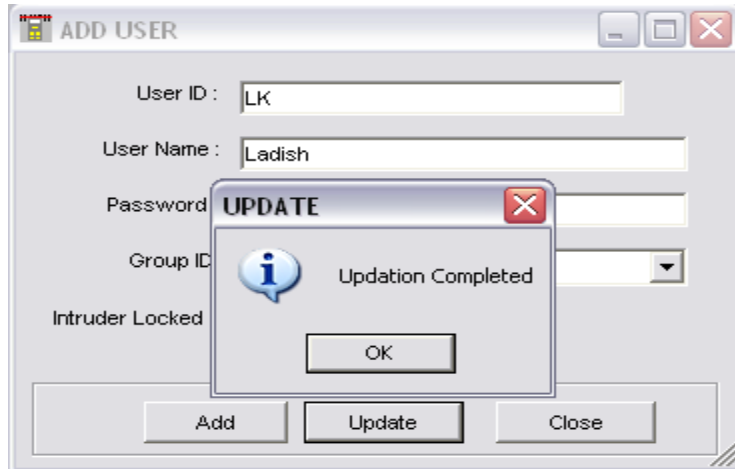
7.1.2. Users



- Double-click on to the record to edit the data
- Click on to 'Add' button, the system will display the Add User Screen



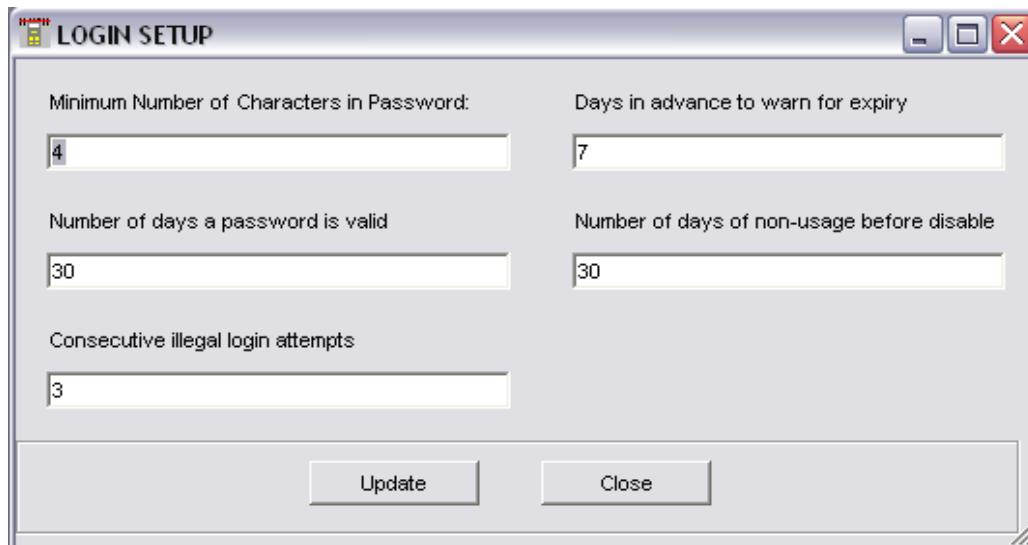
- Key-in the User ID, Username, Password and select the Group ID
- Minimum length of the password is 4 which is defined in the User-defined screen
- Click on to 'Update' button to save to database and display as show below.



- Click 'OK' acknowledge the message.

## 7.2. Login Setup

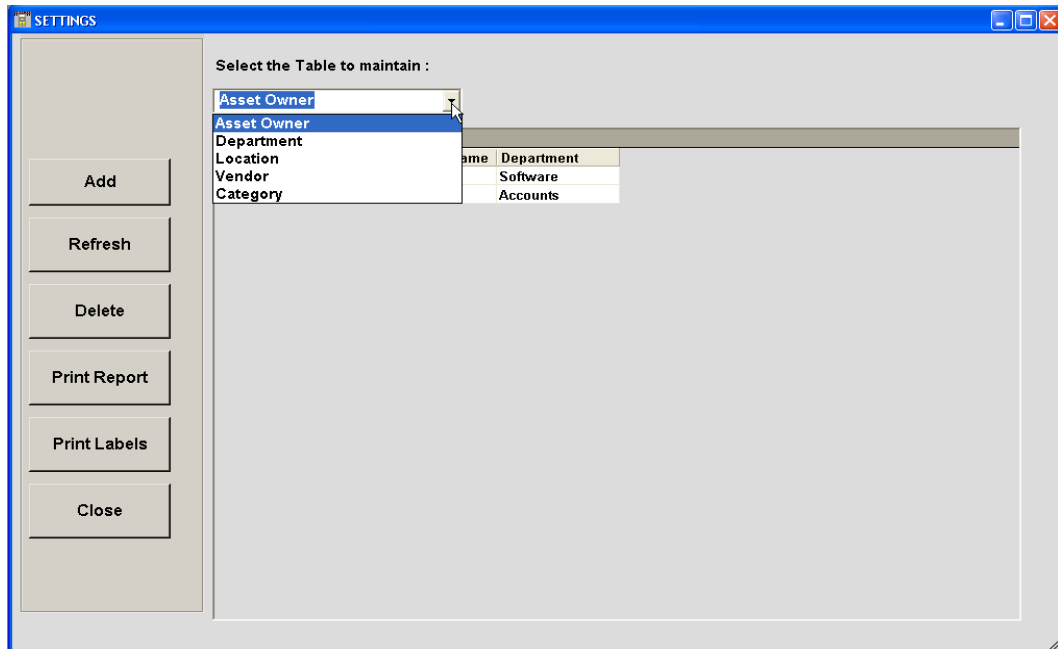
Proceed to click **Setup – login Setup**, the system will prompt the following screen



- The administrator is allowed to key-in all the details
- Click on to '**Update**' button to save the login setup

### 7.3. Maintenance

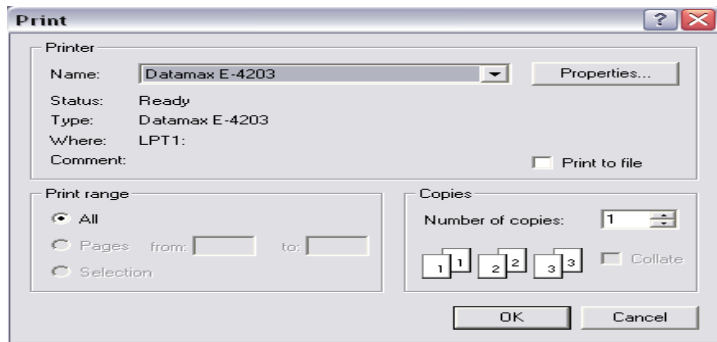
Proceed to click **Maintenance—Asset Owner**; the system will prompt the following screen



- The drop-down list has all the maintenance table
- User is allowed to choose the maintenance table like Asset Owner, department, location, Vendor, Category
- Once the User selects the table, the grid will display that particular table data
- Highlight record and click on to **'Delete'** button to delete the record
- Click on to **'Add'** button, the system will display the following screen



- Key-in the Asset Owner Id and Asset Owner Name
- Click on to **'Update'** button to save to the database
- Click on to **'Print labels'** button to print the individual Asset Owner and location labels
- The system will prompt a Print screen, select the **'Datamax E-4203'** printer



- Click on to 'OK' button to print the labels for location and Asset Owner.

#### 7.4. Audit

Proceed to click **Setup – Audit**; the system will prompt the following screen



- Choose the reporting criteria, select the Date option button and then select the range of date or single date by selecting same date in the From and To date.
- Or Select the Type, Asset No, or System User option buttons and then selecting the respective data from the drop-down list.
- Click on to 'Proceed' button, the system will display the following screen.

The screenshot shows a window titled "VIEW AUDIT" with a table containing the following data:

User ID	Date	Time	Asset	In_Out
ap	21/11/2005	11:00:45		
ap	21/11/2005	11:05:06		
ap	21/11/2005	11:09:59		
ap	21/11/2005	11:10:18		
ap	21/11/2005	11:11:48	3A100069	
ap	21/11/2005	11:12:11		
ap	21/11/2005	11:27:18	3A100003	I
ap	21/11/2005	11:27:18	3A100003	I
ap	21/11/2005	11:28:39	3A100001	O
ap	21/11/2005	11:48:29	3A100002	O
ap	21/11/2005	11:50:12	3A100003	O
ap	21/11/2005	11:53:14	3A100005	O
ap	21/11/2005	11:58:52	3A100006	O
ap	21/11/2005	11:59:24	3A100006	O
ap	21/11/2005	12:00:36	3A100001	I
ap	21/11/2005	12:01:34	3A100002	I
ap	21/11/2005	12:01:52	3A100001	O
ap	21/11/2005	12:04:16	3A100002	O
ap	21/11/2005	01:40:47	4A100572	O
ap	21/11/2005	01:40:47	4O100678	
ap	21/11/2005	01:42:34	4O100084	
ap	21/11/2005	01:42:34	4O100025	
ap	21/11/2005	01:42:34	4O100054	
ap	21/11/2005	01:42:34	4L100151	
ap	21/11/2005	01:42:34	4D100300	

- Click on to 'Print' button to preview and print the Audit trail report

The screenshot shows a window titled "REPORT" displaying a formatted "AUDIT REPORT". The report includes the following information:

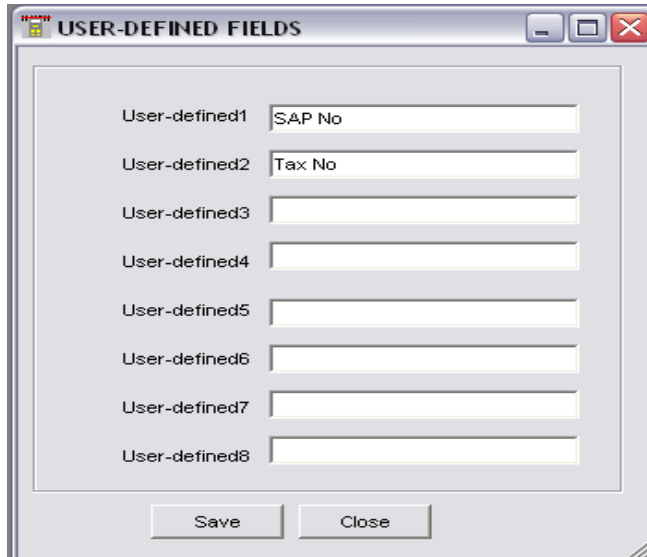
Print Date : 21/11/2005  
Print Time : 16:57:43

User ID	Date	Time	Asset No	In Out	Usage
ap	21/11/2005	11:00:45			AssetAdd/Add
ap	21/11/2005	11:05:06			AssetAdd/Add
ap	21/11/2005	11:09:59			AssetAdd/Add
ap	21/11/2005	11:10:18			AssetAdd/Add
ap	21/11/2005	11:11:48	3A100069		AssetAdd/Update
ap	21/11/2005	11:12:11			AssetAdd/Add
ap	21/11/2005	11:27:18	3A100003	I	loanout/Check-In
ap	21/11/2005	11:27:18	3A100003	I	loanout/Check-In
ap	21/11/2005	11:28:39	3A100001	O	loanout/Check-Out
ap	21/11/2005	11:48:29	3A100002	O	loanout/Check-Out
ap	21/11/2005	11:50:12	3A100003	O	loanout/Check-Out
ap	21/11/2005	11:53:14	3A100005	O	ChKInOut/Service
ap	21/11/2005	11:58:52	3A100006	O	ChKInOut/Transfer
ap	21/11/2005	11:59:24	3A100006	O	ChKInOut/Transfer

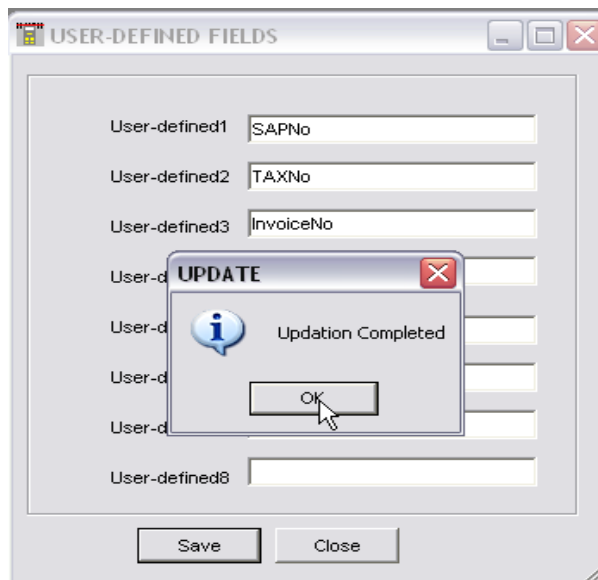
Current Page No: 1      Total Page No: 1+      Zoom Factor: 100%

### 7.5. User-defined fields

Proceed to click **Setup – User-defined fields**; the system will prompt the following screen



- The administrator is allowed define the field names. Make Sure there is no space between characters
- Key-in the required field name and click on to **'Save'** button
- The system will prompt Informative message as in below screen.



The above User-defined will be reflected in the **'Add Assets'** Screen in the User-defined tab as shown below.

The screenshot shows the 'ADD ASSETS' window with the following data entered:

- Asset No.: CP000001
- Category: CP
- Description: IBM, Pentium 4
- Location: CONFERENCE
- Purchase Date: 20/02/2007
- Purchase Cost: (empty)
- Asset Owner: Bill Gates
- Department: ACCOUNT
- Life Span: (empty)
- Status: (radio button selected)

Buttons on the left: Add, Clone, Refresh, Update, Close.

Bottom tabs: Details, Loan Details, Service, Maintenance, Picture, User-defined, Notes, Documents Attached.

## 8. Housekeeping

### 8.1. Purge Audit

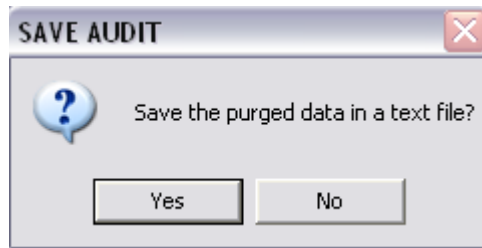
Proceed to click **Housekeeping – Purge Audit**; the system will prompt the following screen

The screenshot shows the 'PURGE AUDIT' dialog box with the following data:

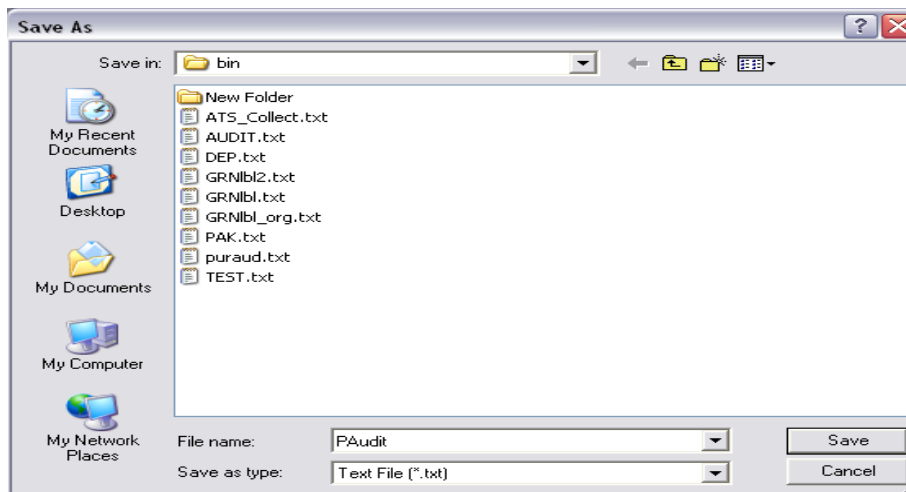
- Purge records Until: 21/11/2005

Buttons: Proceed, Close.

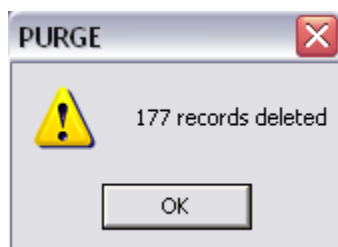
- Select the date
- Click on to **'Proceed'** button to purge all the audit records until that particular date.
- The system will prompt a Save Audit screen



- Click **'No'** button to exit from the operation.
- Click on to **'Yes'** button to save the records in a text file. The system will prompt a Save as screen, User has to key-in a file name.



- Click on to **'Save'** button, to save audit records in the text file and then deletes the record.
- The System prompts an informative screen

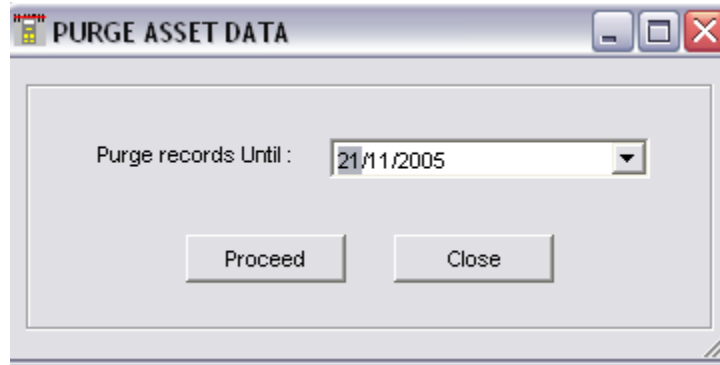


- Click **'OK'** to acknowledge the message

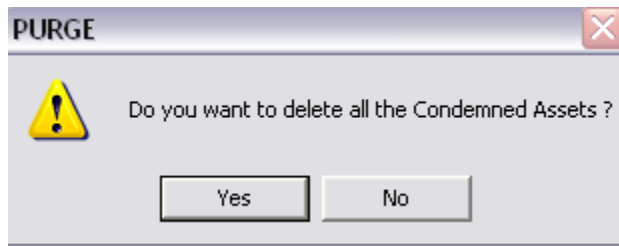


## 8.2. Purge Asset

Proceed to click **Housekeeping – Purge Asset**; the system will prompt the following screen



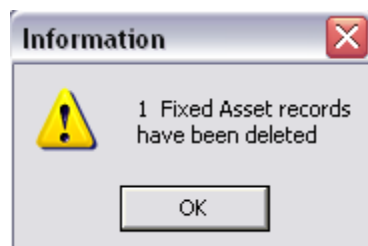
- Select the date
- Click on to **'Proceed'** button to purge all the audit records until that particular date
- The System will prompt the following message



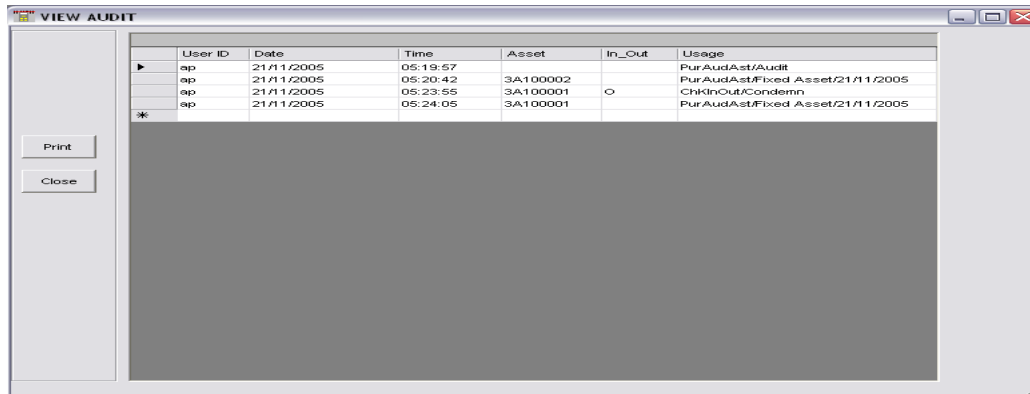
- Click on to **'Yes'** button to delete all the condemn assets
- Click **'No'** button to exit the operation
- If the system does not have any records, it will prompt the below message.



- Once the Asset data is deleted the system will prompt the informative message as shown below.



- The purged fixed data will be reflected in the View Audit screen : Eg PurAudASt/FixedAsset/21/11/2005 --- and asset No 3A100001



## 9. Exit

Click Exit in the Menu to quit from the application.

\*\*\*\*\*