

Training Manuals

WebASSET SL Manual



Web Asset Manager End-User Manual

This document will review the Web Asset Manager (web application) that Harford County employs for the use of its end-users to access and review their radio asset information. To access the web application, you will use your Internet Explorer browser to access the following application. Harford County Administrators will give you your credentials.

The login screen features a blue and yellow header. In the center, there are three input fields: 'Username:', 'Password:', and a 'Login' button. The MCM Lifecycle 360 Solutions logo is in the bottom left, and 'CommSHOP360°' is in the bottom right.

Log into the web application with your credentials.

Based on your login, the Administrators can assign the specific Agency and asset categories that you will be allowed to view. Also, based on your login, you will have specific permissions as to what you can view within those categories and what fields you will be allowed to edit.

Search Assets		Work Order Lookup		Welcome webtest to WebAsset Version: Using database: Harford County MD								
Search		Find	Clear	Export	80 Records							
Asset	Serial Number	Master ID	Agency		Location		Status					
			Aberdeen PD									
Category	Model	Alias	Room		Floor		Assigned To		Vehicle			
Asset	Serial Number	Master ID	Category	Model	Agency	Location	Status	Assigned To	Vehicle	Alias	Room	Floor
800M0291	500CEL1238	730001	Mobile	N/A	Aberdeen PD	Aberdeen PD	Assigned	Console		APD C2		
800M0292	500CEL1243	730000	Mobile	N/A	Aberdeen PD	Aberdeen PD	Assigned	Console		APD C1		
800M0293	500CEL1241	730002	Mobile	N/A	Aberdeen PD	Aberdeen PD	Assigned	Console		APD C3		
800SM0048	800SM0048	730307	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Assigned			ACAR250		
800SM0059	500CEQ2926	730306	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Assigned			ACAR226		
800SM0121	500CEQ2746	730309	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Assigned			ACAR240		
800SM0145	500CEQ2866	730305	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Assigned			ACAR244		
800SM0229	500CEQ2884	730301	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Assigned			ACAR238		
800SM0241	500CEQ2858	730300	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Assigned			ACAR221		
800SM0330	500CEQ2654	730308	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Assigned			ACAR221		
800SM0350	500CEQ0247	730304	Mobile	M20URS9PW1AN	Aberdeen PD	Aberdeen PD	Stock			ACAR256		
802P0061	721CEQ6016	730026	Portable	H18UCF9PW6AN	Aberdeen PD	Aberdeen PD	Assigned			A114 P		
802P0062	721CEQ6025	730027	Portable	H18UCF9PW6AN	Aberdeen PD	Aberdeen PD	Assigned	Adkins		A22 P		

On the main query page (above), you may query by the following fields:

- Asset
- Serial Number
- Master ID (Radio ID)
- Category
- Model
- Location
- Status
- Assigned To
- Vehicle
- Alias
- Room
- Floor

You may enter the information you are looking for and Click the “Find” button and/or use the pull-downs for the fields that have them (Agency, Div/Loc, Status, Category, Model). Once you’ve entered the query you are looking for, click “Find” and the data will be retrieved.

You may also use the % character in front of information you’re looking for as this is a wildcard to find anything that has what you’re looking for on the end. (Example: %CDW0473) in the serial number field will find all assets with a serial number that has CDW0473 at the end of the string.

If you put the % in front and at the end of your string (Example: %smith%) it will return anything with ‘smith’ in the entire string.

The data queried will be retrieved in a grid format (sample below). The individual fields can be sorted in ascending or descending order (toggle), by clicking the field label boxes. You may also click and drag the individual columns in the grid to create your own order. They will not be saved for future sessions.

Asset ▲	Serial Number	Master ID	Category	Model	Agency	Location	Status	Assigned To	Vehicle	Building	Room	Alias
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The fields available within the grid for sorting are:

- Asset
- Serial Number
- Category
- Model
- Agency
- Location
- Status
- Building
- Room
- Alias

- Assign to
- Vehicle
- Master ID

If you wish to drill into a particular record, simply “double-click” the record you want and it will be retrieved and displayed in record format.

Search Assets | Work Order Lookup

Welcome webtest to WebAsset Version:
Using database: Harford County MD

Edit Asset

Asset 800SM0121	Status Assigned	Agency Aberdeen PD
Serial Number 500CEQ2746	Class Radio	Location Aberdeen PD
Model M20URS9PW1AN	Category Mobile	Assigned To
Manufacturer Motorola	Not Used	Vehicle
Inventory	Template	Alias ACAR240
Description XTL 5000 W5	Date In Service <M/d/yyyy> 15	Room
	Out of Service <M/d/yyyy> 15	Floor

Financial Information

Custom Fields

Save Changes | Cancel

ID | Work Order | Transfer History | Notes

System Name	System Description	Range Name	Range Description	ID	Hex
Harford 4X	Harford Co. 4X System	Aberdeen Mobiles	Aberdeen Mobiles	730309	07665

The record will be displayed and depending on your permission, you may or may not be able to edit particular fields.

FINANCIAL INFORMATION

If you click the “Financial Information” tab, you will see the following:

Financial Information

PO	Warranty
PO NUMBER	Type
Date Received <M/d/yyyy> 15	Begins <M/d/yyyy> 15
Cost	Period
Vendor	Ends 12/31/2006 15

CUSTOM FIELDS

If you click the “Custom Fields” tab, you will see additional fields pertaining to the asset category

Custom Fields

Firmware Ver.

Flashcode

FMRC ☐

Encrypted ☐

Encrypt Type

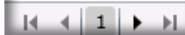
ID

The "ID" tab will show you the radio ID information.

WORK ORDER

The "Work Order" tab will show all service work orders for this asset. This data is sorted in date in – descending order. You may click the field headers to sort in ascending or descending order.

ID	Work Order	Transfer History	Notes	Recurring			
WO #	Date In	Date Out	Technician	Service Code	Status	Service Required	Action Taken
10006642	2010-09-22	2010-09-22	hnguyen	Repair	Completed	Radio is not working	Failed 01/82 . Exchanged radio . Send to depot for repair under warranty . Adjusted and Fcc checked radio . Placed on qc shelf . QC Tested Unit for Proper Operations, Radio Works at Factory Specs, Placed Unit for Spare. 10/20/2010 EP
08002490	2008-04-18	2008-04-18	eperez	Programming	Completed	Supervisor needs to be added into radio	Exchanged Radio and Programmed Unit with Supervisor. 4/18/2008 EP Diagnostics, Radio Works OK, , Performed PM, Alignment and Fcc Check. No parts Replaced in this Unit. Tested Live Monitor, Works OK, Placed Unit for QC. 5/13/2008 EP . Qc 5/14/2008 operational bench and fcc checked radio Hsn
08001094	2008-02-21	2008-02-21	rgmartinez	Issue Portable(s)	Completed	Issue portables	Programmed radio for C1 standard.

The work order display will show up to 10 records at a time and then you will be required to select the additional pages. 

You will be able to see w/o#, date in, date out, technician, service code, current status , service required and action taken. This tab shows current work in progress and historical work.

TRANSFER HISTORY

The "Transfer History" tab will show you all historical changes of the asset with regard to agency, location, assignment, ID, status, etc. The display will show you the transfer type, old value, new value, user that made the transfer, date and time of the transfer, reference and the work order if the transfer was done due to a work order.

ID	Work Order	Transfer History	Notes	Recurring		
Transfer Type	Transfer From	Transfer To	Transfer By	Transfer Date	Reference	Work Order
Agency	C2	NA	kwoodard	2012-01-25 09:21:21		12000270
Div/Loc	ISD - SH	NA - RC	kwoodard	2012-01-25 09:21:21		12000270
User	Leslie Doyal	Unassigned	kwoodard	2012-01-25 09:21:21		12000270
Status	In Service	Defective - In Shop	kwoodard	2012-01-25 09:21:21		12000270
Clone	C2-rb	Unassigned	kwoodard	2012-01-25 09:21:21		12000270

NOTES

The “Notes” tab will allow you to see all notes that have been affixed to the asset. You may add your own notes as well. You may sort by the column headers as well.

ID	Work Order	Transfer History	Notes	Recurring
User	Created Date	Created Time		
kabts	2012-01-25	13:41:28		

Changed the ID on this radio.

Save Notes Cancel

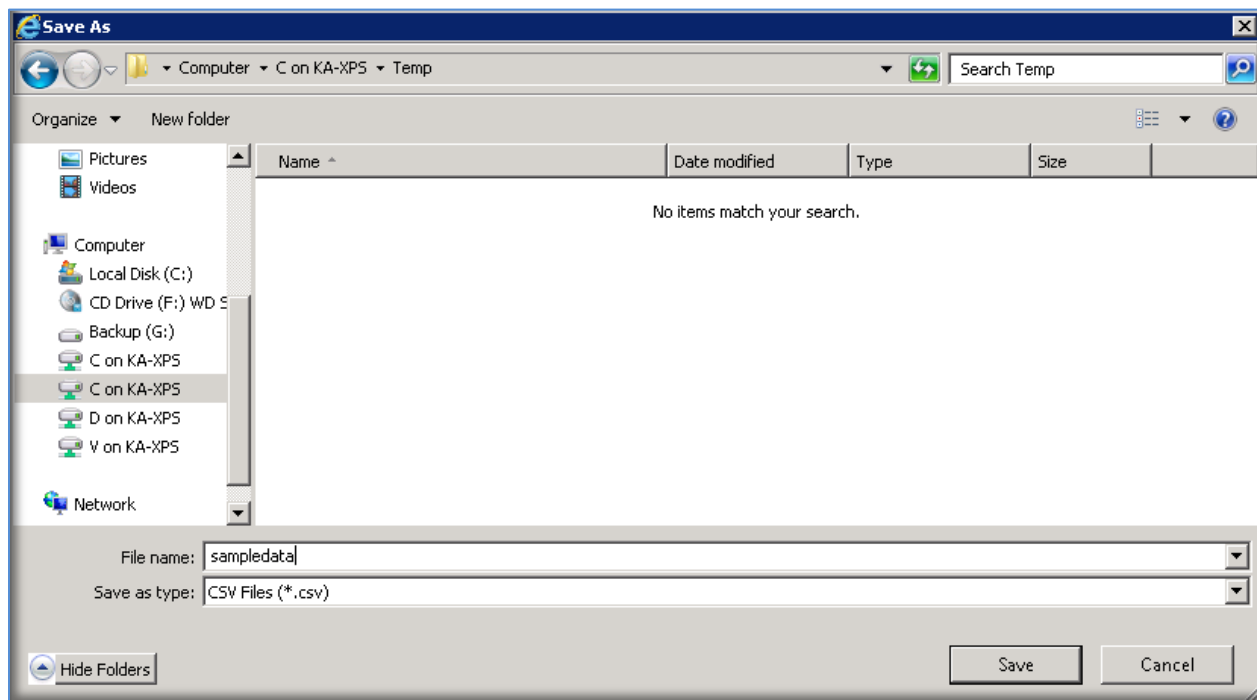
EXPORT

On the main query screen, once you query for the data you are looking for, you will see an “Export” button next to the “Find” and “Clear”. This will allow you to export the queried list of assets to a worksheet.

Find Clear Export

61 Records Found

When you click the “Export” button, you will see the typical Windows style screen that will allow you to select the drive, folder and name of the file you wish to save. Once you save the file, you will be able to open the file with Excel.



In the example above, you see that we've selected my C: drive and my \temp folder and entered the filename (sampledata) and clicked "Save". The application will then export the (csv) and can easily be opened with Excel.