



Logon and Asset Module

LOGON

To logon to the Asset Management System please go to www.assetworks.com/login.

Make sure the database name (AL) and service (Asset Management) are entered.



Make **INVENTORY** a breeze...

Learn more about AssetWorks' Scan & Validate software to simplify the **INVENTORY** process.

Customer Login

Database

Service

[Need help signing in?](#)

Click Sign In or Enter

AMS Logon and Assets

Then enter your user name and password. Enter or click sign in.



Sign-In

<u>Username</u>	<input type="text" value="auditor2"/>
<u>Password</u>	<input type="password" value="*****"/>

Forgot your [username](#) or [password](#)?

ASSETS

The home page will look like this:

Quick Search	
Asset Number	<input type="text"/> Search
Transfer Number	<input type="text"/> Search

User Info	
User	<input type="text" value="auditor2"/>
Name	<input type="text" value="AUDITOR2 AUDITOR2"/>
Customer	<input type="text" value="AL"/>
Version	<input type="text" value="8.13.3.22.1152"/>
<input type="button" value="Change Password"/>	

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To change your password, click the "Change Password" link.



[Home](#) | [Assets](#) | [Contacts](#) | [Transfers](#) | [Disposals](#) | [Reports](#)

[Welcome](#)

Change Password

Username

Old Password *

New Password *

Confirm New Password *

Password Rules

Must be at least 6 characters long.

Must not include any spaces.

row(s) 1 - 2 of 2

AUDITOR2 / AL

Type in your Old Password, type in a new password, then confirm new password by retyping. Click in the Save box to save your changes.

Assets

If you notice that when you go to Assets Tab, there are three tabs: Quick Search, Advanced Search, and Create. You can type in the asset number and Search. Quick Search is a listing of all department assets; look up a certain asset, or look up an asset by description. Advanced Search allows you to search by bar code number or any other variables listed in the drop down box. Create takes you to the add assets screen.

You can do a quick search by Asset Number or by Transfer Number by typing the number in the appropriate box, then click Search. The Asset Status will default to Not Inactive. This will give you a list of all assets as long as the status is not inactive. If you are searching for an asset number that is Inactive, or In Transfer, you will need to change the Asset Status from Not Inactive to All from the drop down box.

If you are searching for an SD1 (Transfer or Disposal) then select the appropriate tab, key in the SD1 number (Transfer Number, Surplus Number, Disposal Number) and Search/Enter.

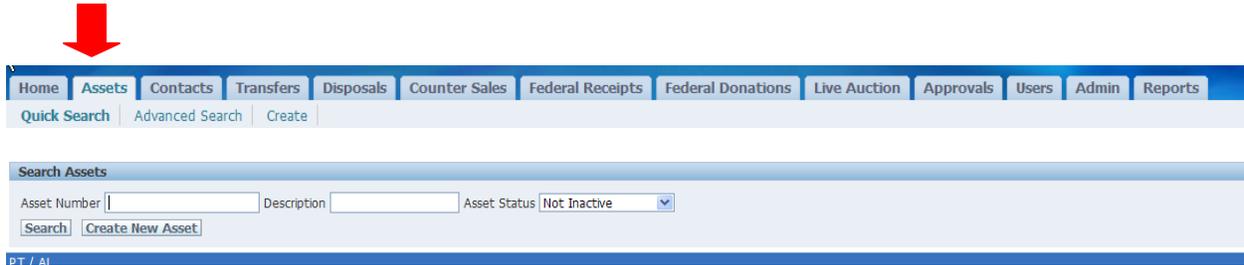
You will see the first 10 assets but you can click Next to see the next 10 assets. You can also download the file. It will download as a csv file. You can then open the file and Save As, Name it and for File Type select Excel Workbook. To change the number of rowsts to view on the screen, under Edit Report (to the left), select Page, change the number of rows to view per page, then select View. Your report will now display the number of rows you selected.

The screenshot shows a web application interface for asset management. At the top, there is a navigation bar with tabs for Home, Assets, Contacts, Transfers, Disposals, and Reports. Below this, there are three sub-tabs: Quick Search, Advanced Search, and Create. The main heading is "Search Assets". There are three input fields: "Asset Number", "Description", and "Asset Status". At the bottom left, it says "AUDITOR2 / AL".

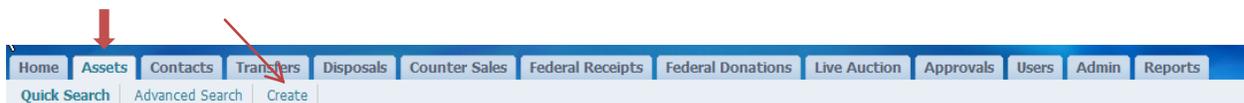
AMS Logon and Assets

New Assets

To enter (create) a new asset, click on the Assets tab at the top of the screen. The default will be Search Assets. Click on Create. For Vehicles, you must select Vehicle under Asset Type in order for the correct Class Codes to be available to select. All other assets are entered as Asset under Asset Type.



To add assets click on Assets – Create



AMS Logon and Assets

The screen below will appear:

Asset Type: Asset

Asset Insert

Cancel Save & View Save & Same Save & New

Asset Number *
Bar Code *
Class *
Manufacturer
Model
Model Year
Serial Number
Color
Department * 07 - State Auditor's Office (07)
Description

-- Summary --
Person Responsible *
County *
Building *
Room *
Location Notes
Notes
Condition Good
Activity *
Operational Unit
BS SubCode

-- Acquisition --
Accounting Date * 10/10/2011
Accounting Cost *
Accounting Method * Purchased
Finance Object
Agency Fund
State Fund *
Invoice Number
PO Number

-- Depreciation --
Depreciation Method STRAIGHT-LINE
Agency Est. Life

-- Equipment Info --
Vehicle Tag
Miles/Hours
Maintenance Service
Warranty Expiration Date

-- Surplus Use Only --
Surplus Location * N/A
Quantity * 1
UoM * EA
Service Charge

Cancel Save & View Save & Same Save & New

Remember, if you are entering a vehicle you will need to select Vehicle for Asset Type from the drop down menu.

Asset Type: Asset
Asset
Vehicle

Asset Insert Vehicle

Cancel Save & View Save & Same Save & New

Asset Number *
Bar Code *
Class *
Accounting Date * 10/10/2011
Accounting Cost *

You can start entering information about the asset/vehicle. Only the fields with an * are required but you can enter any other field information. It is always best to enter as much information as possible. If you have more assets to enter, click Save & Same. If finished entering all new assets/vehicles click Save & View.

*****NOTE:** Be consistent in how you enter the description of items and also in how you enter the name of the Person Responsible. This helps when you are searching for all assets with a similar description, or all assets assigned to one person.

AMS Logon and Assets

We now have a specific Class Code for Sensitive items that are under \$500 but are required to be entered into the system – all computers, laptops, servers, netbooks, notebooks, iPads, and external hard drives. That Class Code is “SENSITIVE – 1609”. These items will require a blue bar code.

New Asset – Sensitive Code

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[Quick Search](#)
[Advanced Search](#)
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Asset Type

Asset Type

Asset Insert

Asset Number *	<input type="text" value="07-099111"/>	-- Acquisition --	
Bar Code *	<input type="text" value="07099111"/>	Accounting Date *	<input type="text" value="06/18/2012"/>
Class *	<input type="text" value="SENSITIVE - 1609"/>	Accounting Cbst *	<input type="text" value="489.23"/>
Manufacturer	<input type="text" value="HP"/>	Accounting Method *	<input type="text" value="Purchased"/>
Model	<input type="text" value="EliteBook"/>	Finance Object	<input type="text"/>
Model Year	<input type="text" value="2012"/>	Agency Fund	<input type="text" value="Agency Fund"/>
Serial Number	<input type="text" value="42Y S98376V0000SM02"/>	State Fund *	<input type="text" value="0100"/>
Color	<input type="text" value="Gray"/>	Invoice Number	<input type="text" value="AU01115"/>
Department *	<input type="text" value="07 - State Auditor's Office (07)"/>	PO Number	<input type="text" value="3489992"/>
Description	<input type="text" value="Laptop"/>	-- Depreciation --	
-- Summary --		Depreciation Method	<input type="text" value="STRAIGHT-LINE"/>
Person Responsible *	<input type="text" value="Sue Jones"/>	Agency Est. Life	<input type="text"/>
County *	<input type="text" value="MONTGOMERY"/>	-- Equipment Info --	

Changes to and Upgrades to Assets

Some changes, such as Person Responsible, County, Building, etc. can be made simply by pulling up the asset, make the correction, then Save Asset. Fields/Boxes that can be changed are white; fields/boxes that cannot be changed, such as the asset number, have a gray or blue background. Some fields/boxes have an envelope next to them. You can click on the envelope to request a change be made, such as the asset number, original acquisition cost, or original acquisition date. When you click on the envelope, it brings up a new window, put in the new information you need to be changed, and click the Submit button. The system automatically generates an e-mail to the Auditor's Office, once we approve the change, you should receive an e-mail stating your change request has been completed, and the new changes are saved in the system.

To add an upgrade to an asset, click the '+' next to Accounting. Click 'Create New Accounting Entry'. A new screen will appear. Enter the additional information, select Upgrade, then Save. Click Save Asset, and you will see the Net Book Value changed to reflect the upgrade added to asset. However, the Original Acquisition Cost stayed the same.