



Fixed Asset Management System (FAMS) Standard Operating Procedures

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1. Introduction

1.1. Purpose

1.1.1. This SOP outlines the procedures for using the mobile version of the Fixed Asset Management software to search, scan, update, and view assets.

1.2. Scope

1.2.1. Applicable to all users responsible for managing assets using the Fixed Asset Management mobile application.

1.3. Definitions and Abbreviations:

1.3.1. **Asset Tag:** A unique identifier assigned to each asset, typically in the form of a barcode.

1.3.2. **Group Scan:** A feature in the FAMS mobile app that allows users to scan multiple assets in a single session.

1.3.3. **FAMS (Fixed Asset Management System):** Software used to manage, track, and maintain fixed assets throughout their lifecycle.

1.3.4. **GDOE-FAMS Admin:** The administrator in charge of user accounts, system setup, and configuration for the FAMS.

1.3.5. **Location Folder:** A folder that contains all assets within that location.

1.3.6. **Location Code:** A specific identifier assigned to a physical location, such as a building, floor, or room, used for tracking assets.

1.3.7. **Condition:** A field in the FAMS that describes the current state of an asset (e.g., new, good, fair, poor).

- 1.3.8. **Disposal Code:** A code indicating the current disposition of that asset and how it was disposed.
 - 1.3.9. **Location Memo:** Additional notes or comments about an asset's location.
 - 1.3.10. **Storage Location:** The precise place where an asset is kept, which may differ from its general location.
 - 1.3.11. **Login Procedures:** The steps required for users to authenticate and access the FAMS application.
 - 1.3.12. **Home Screen:** The main interface of the FAMS application where users can navigate to various functions and features.
 - 1.3.13. **Search Icon:** The icon on the FAMS home screen used to initiate a search for assets.
 - 1.3.14. **Barcode Scan Button:** A button on the FAMS home screen that activates the device's camera for scanning asset tags.
 - 1.3.15. **Notification Sound:** An audible alert that confirms a successful scan of an asset tag.
-

2. System Requirements

- 2.1. Supported Mobile Operating Systems:
 - 2.1.1. iOS & Android.
- 2.2. Minimum Hardware Requirements
 - 2.2.1. Smartphone with camera and internet access.
- 2.3. Network Requirements
 - 2.3.1. Stable internet connection (Wi-Fi).

3. Installation & Setup

3.1. Initial Setup and Configuration:

- 3.1.1. Email or contact GDOE-FAMS admin for assistance to set up an account.
 - 3.1.2. Obtain FAMS login credentials through GDOE-FAMS admin.
-

4. User Authentication

4.1. Login Procedures

- 4.1.1. Enter username and password on the FAMS login page
- 4.1.2. Enter under the URL: <https://guampak.assetvue.com>



Username

Password

URL

Remember me

Don't have an account? [Sign up here](#)

4.2. Password Reset and Recovery

- 4.2.1. Email or contact GDOE-FAMS admin for assistance

5. Navigation and User Interface

5.1. Overview of the Home Screen

5.1.1. Location Codes/Parent Folders

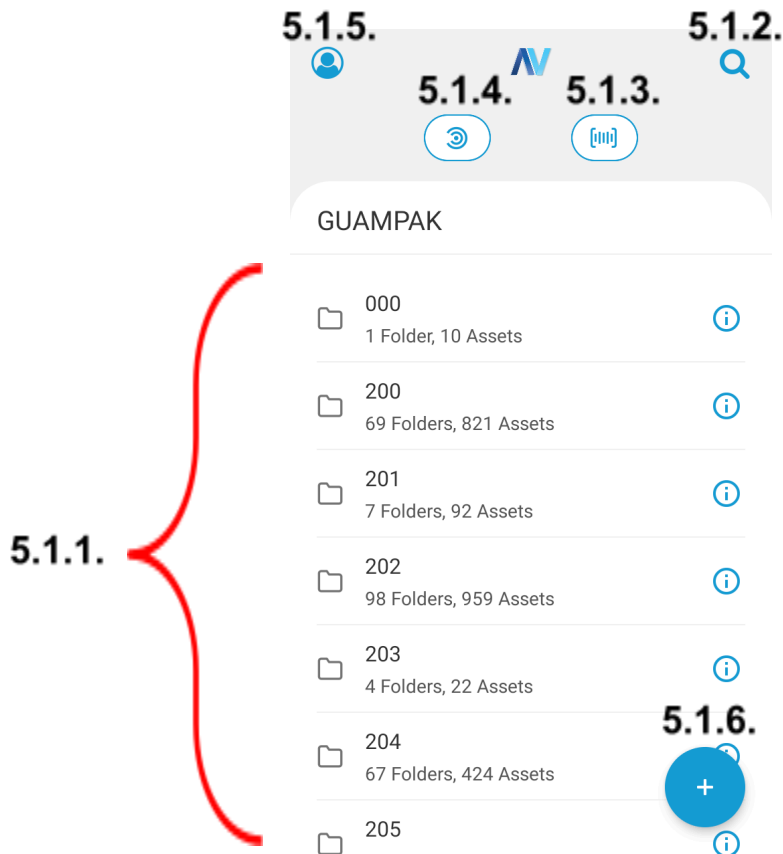
5.1.2. Search button

5.1.3. Barcode scan button

5.1.4. Group scan button

5.1.5. Profile settings button

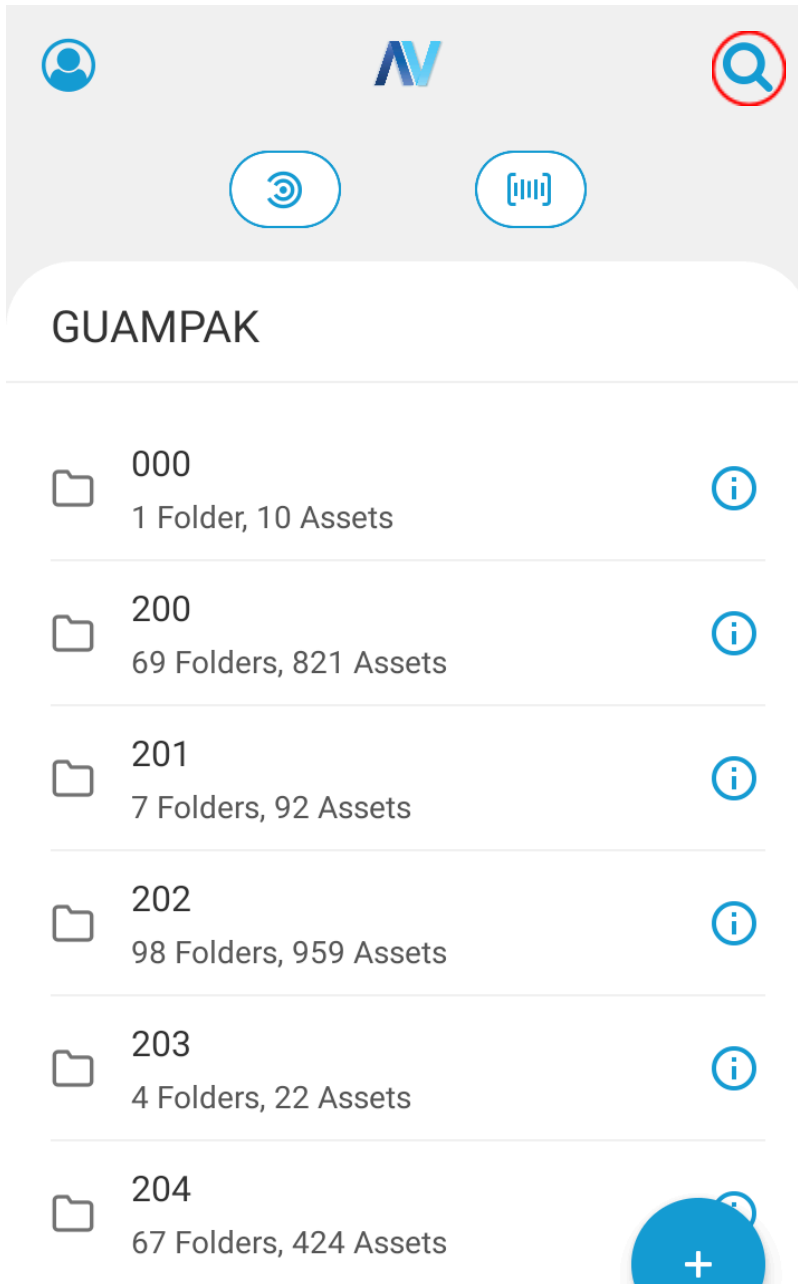
5.1.6. Add asset button



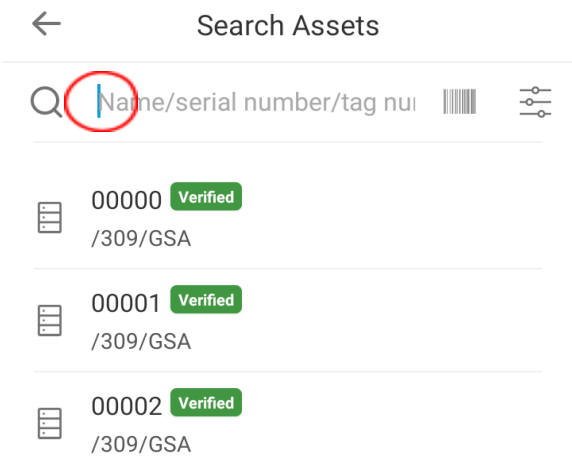
6. Asset Management Features

6.1. How to Search for an Asset

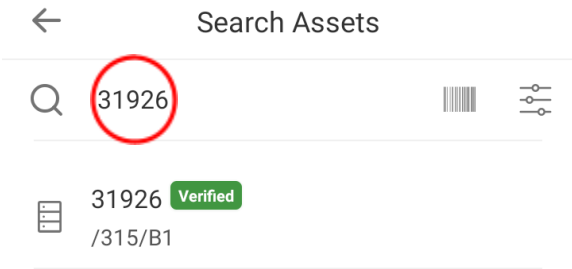
- 6.1.1. Select the Search Icon: Tap the blue magnifying glass at the top right of the home page.



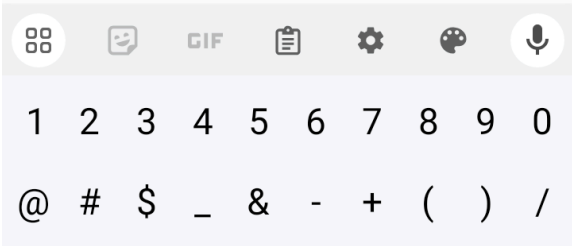
6.1.2. Select the Search Bar: Ensure the text cursor appear



6.1.3. Input or Scan the Asset Tag Number: Type the number or use the scanning feature.



1/1 items loaded



6.2. How to Scan an Asset

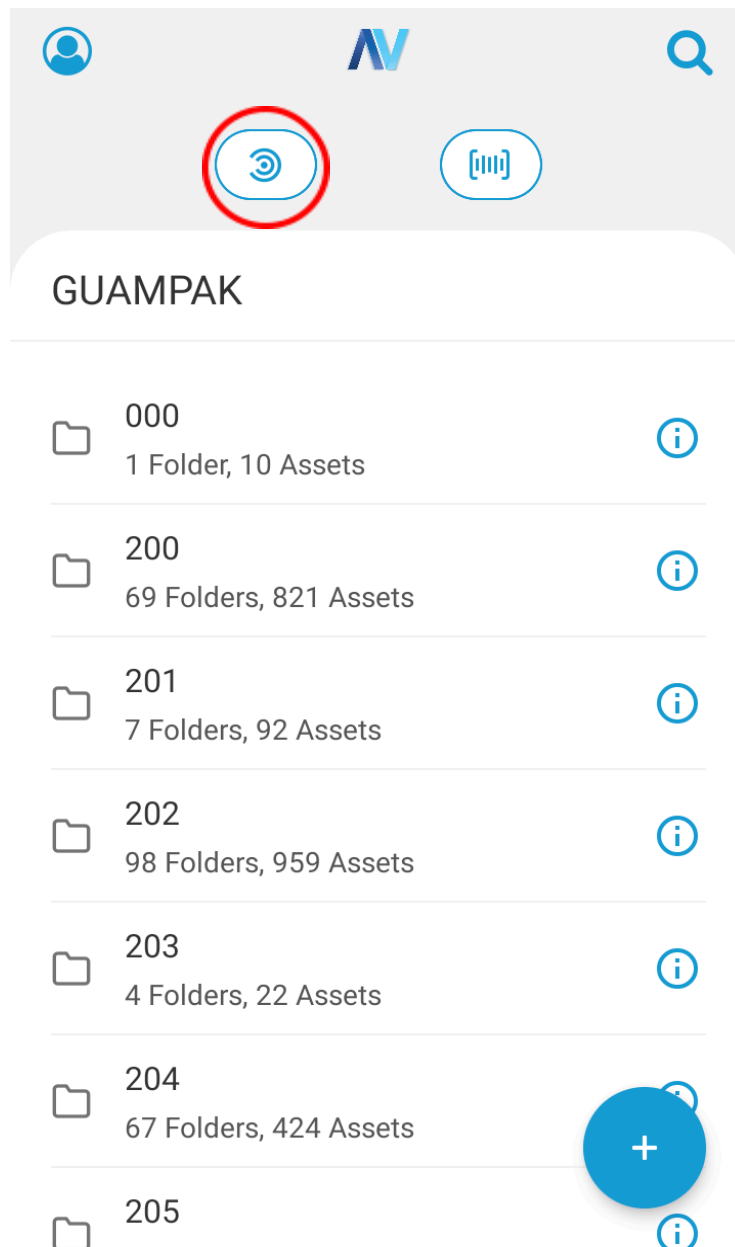
6.2.1. Select the Scan Button: Refer to Appendix for scanner info. (Scan button)

6.2.2. Point the Camera: Aim it directly at the asset tag.

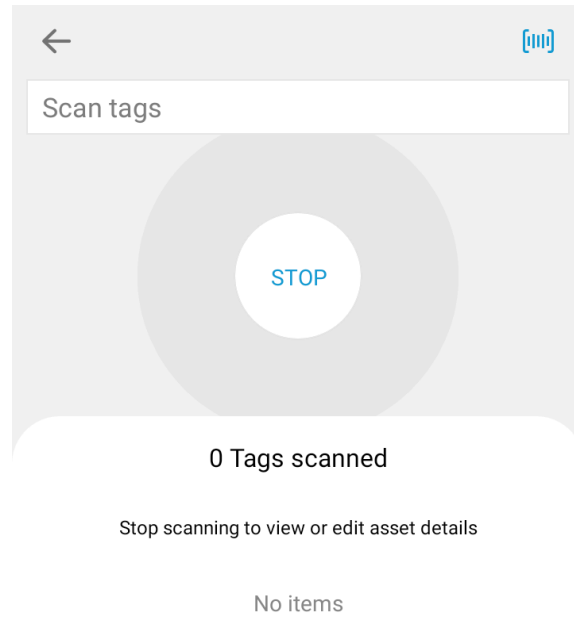
6.2.3. Wait for Notification Sound: Confirms successful scan.

6.3. How to "Group Scan"

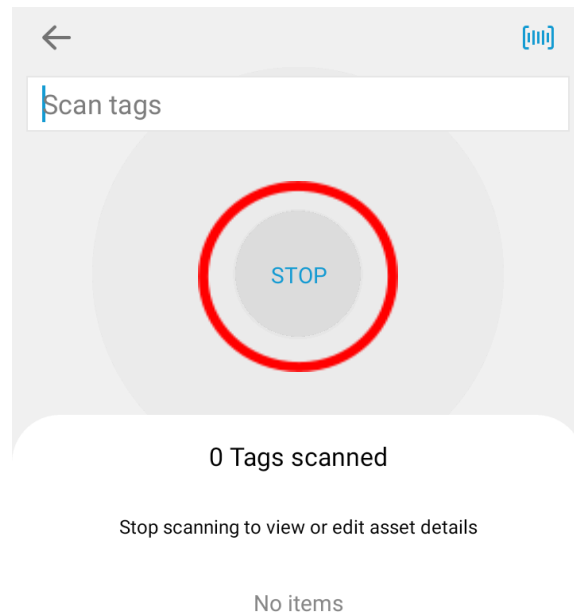
6.3.1. Select Group Scan Icon: Engage the feature to scan multiple assets.



6.3.2. Point the Camera: Scan each asset tag in succession.

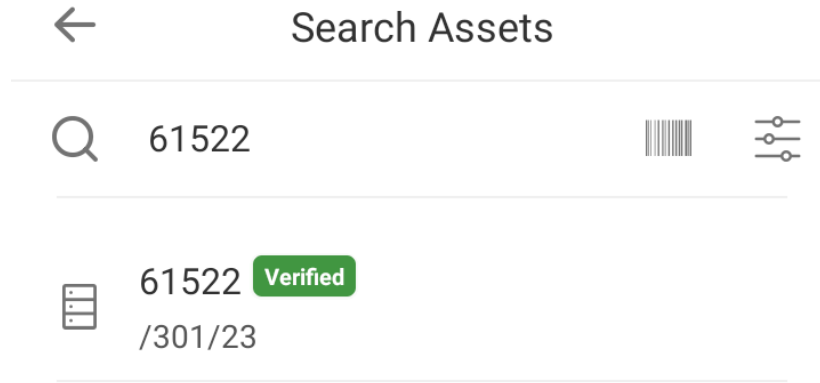


6.3.3. Complete the Scan: Press “Stop” button to finish scanning when all assets are scanned.



6.4. How to Make Changes to an Asset

6.4.1. Search for the Asset: Use the search function to find



1/1 items loaded

6.4.2. Select the Asset: Tap on the asset to open its details.

6.4.3. Change the Following Fields by Clicking on the Grey Arrow:

- Last Inventory Date
- Condition: Select “Empty” field to clear data
- Disposal Code
- Parent Folder
- Location Memo
- Storage Location
- Additional Notes

←61522⋮

Asset Basic Info

Asset Name * >

61522

Serial Number *

NXH8WAA003118254857611 >

Description

ACER CHROMEBOOK C733T >

Placement

FOLDER >

Model *

ACER · C733T · GDOE EQUIPMENT · Base >

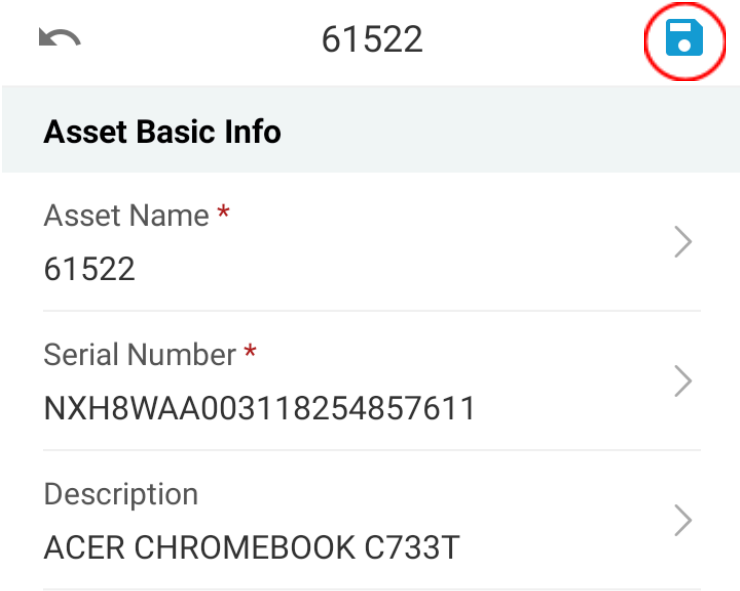
Parent Folder *

/301/23 >

Requires Tag Number

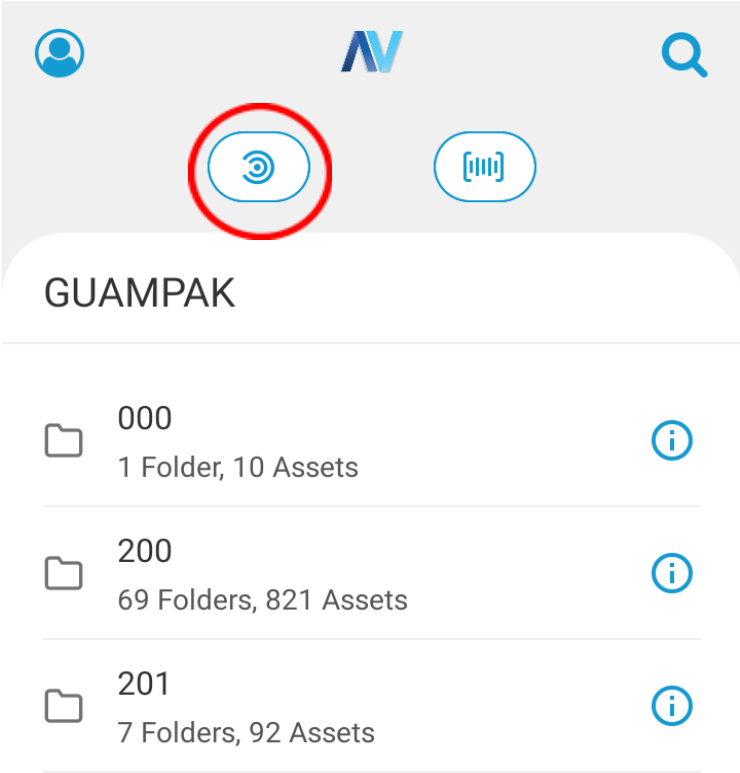
Tag Number (Primary) >

6.4.4. Save Changes: Tap the save icon (floppy disk) in the top right corner.

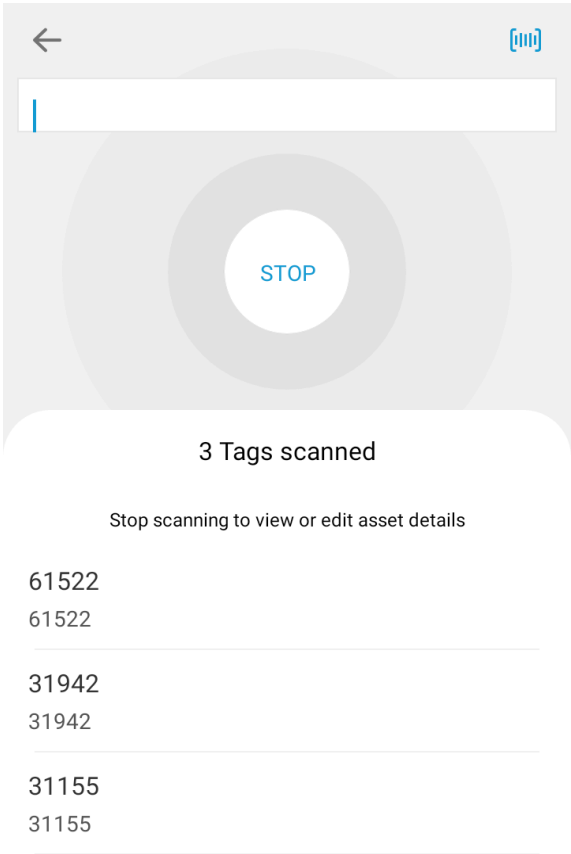


6.5. How to Make Changes to Multiple Assets at the Same Time

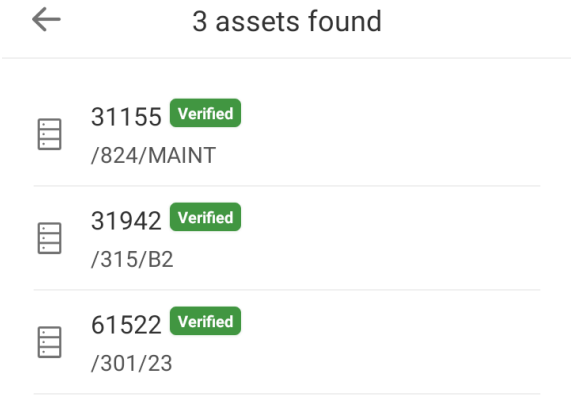
6.5.1. Select Group Scan: Initiate a group scan



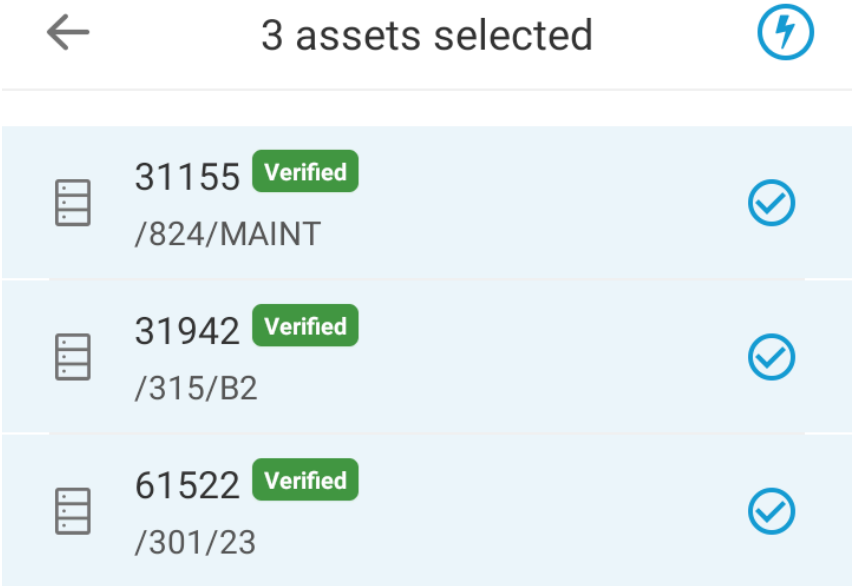
6.5.2. Scan Multiple Assets: Scan the tags of all assets to be updated.



6.5.3. Stop Scan: End the scanning process to see assets that have been searched.





6.5.4. Select Specific Assets: **Hold down** the asset and wait for the lightning bolt icon to appear.




3/3 items loaded

6.5.5. Update Fields: Select the lightning bolt icon and fill out the fields to be changed.

		3 assets selected	
<ul style="list-style-type: none">● Last Inventory Date	LAST INV DATE	>	
<ul style="list-style-type: none">● Condition	CONDITION	>	
<ul style="list-style-type: none">● Disposal Code	DISPOSAL CODE <i>(Leave empty to clear existing value)</i>	>	
<ul style="list-style-type: none">● Parent Folder	DEPARTMENT	>	
<ul style="list-style-type: none">● Location Memo	Parent Folder	>	
<ul style="list-style-type: none">● Storage Location	CUSTODIAN	>	
<ul style="list-style-type: none">● Additional Notes	LOCATION MEMO	>	
	STORG# LOC	>	

6.5.6. Save Changes: Tap the save icon in the top right corner.

← 3 assets selected 

LAST INV DATE >

CONDITION >

DISPOSAL CODE *(Leave empty to clear existing value)* >

DEPARTMENT >

Parent Folder >

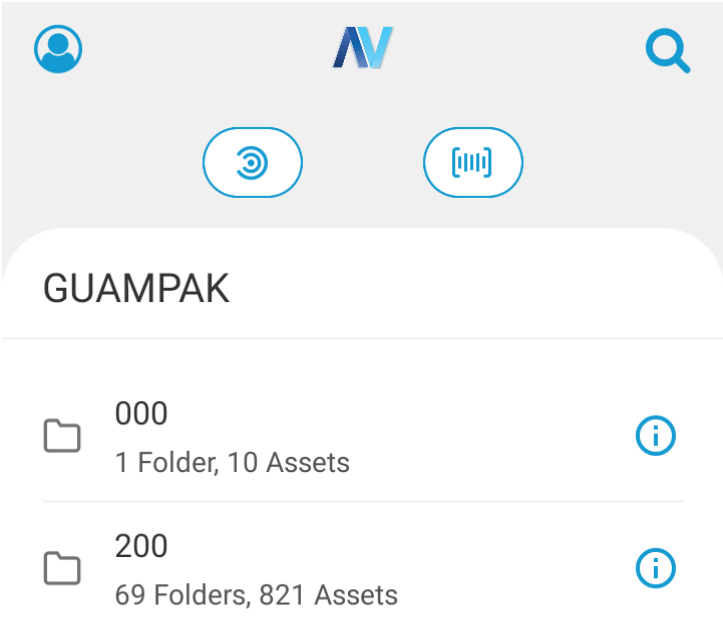
CUSTODIAN >

LOCATION MEMO >

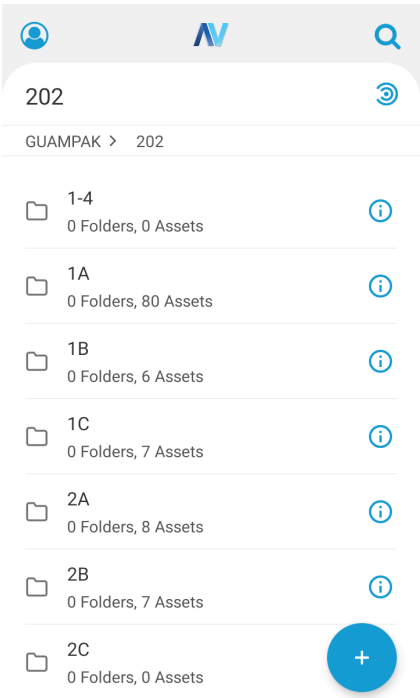
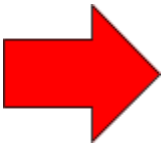
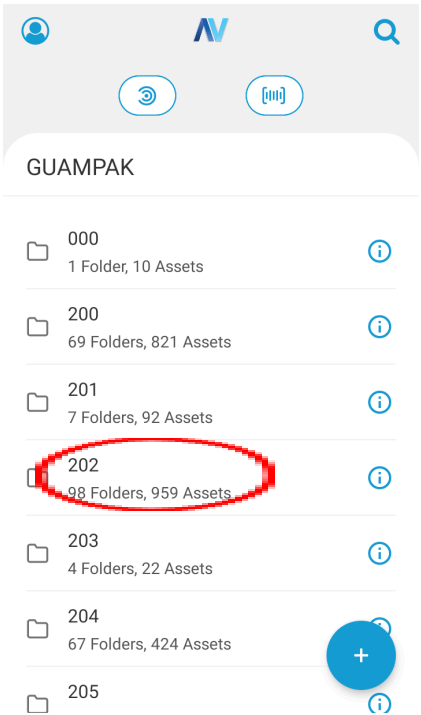
STORG# LOC >

6.6. How to See Assets Within a Location Code

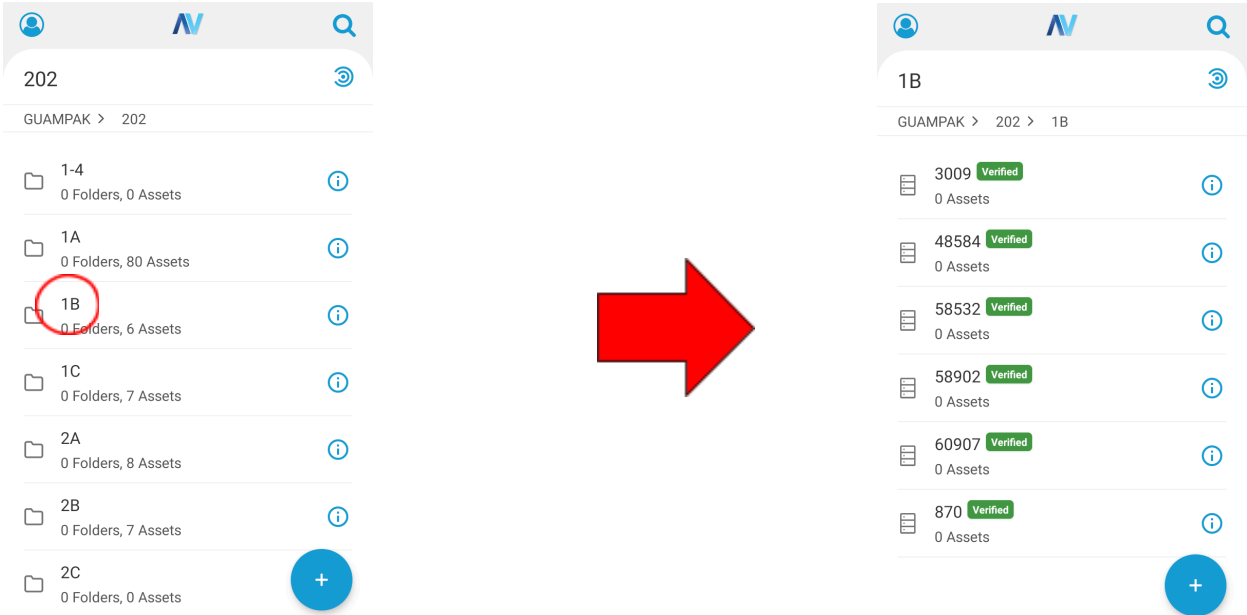
6.6.1. Go to the Main Page: Open the mobile application.



6.6.2. Select the Designated School Location Code: Navigate to the specific location.



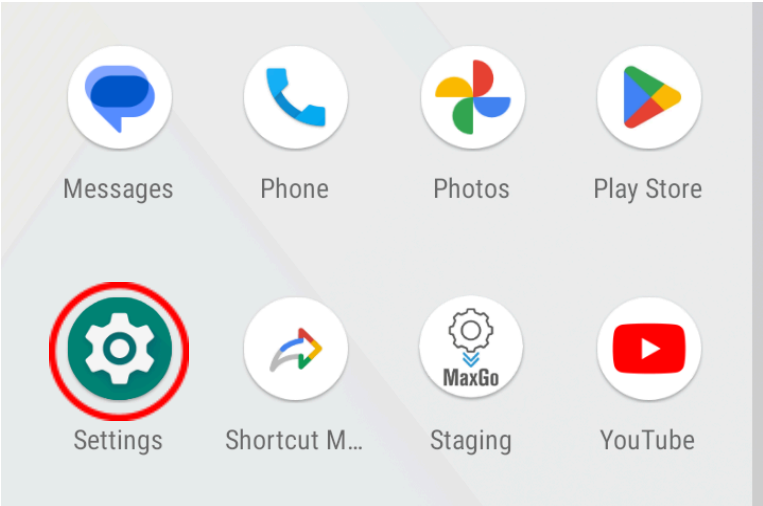
6.6.3. Select the Room: View the assets in the desired room. (Example: Room 1B)



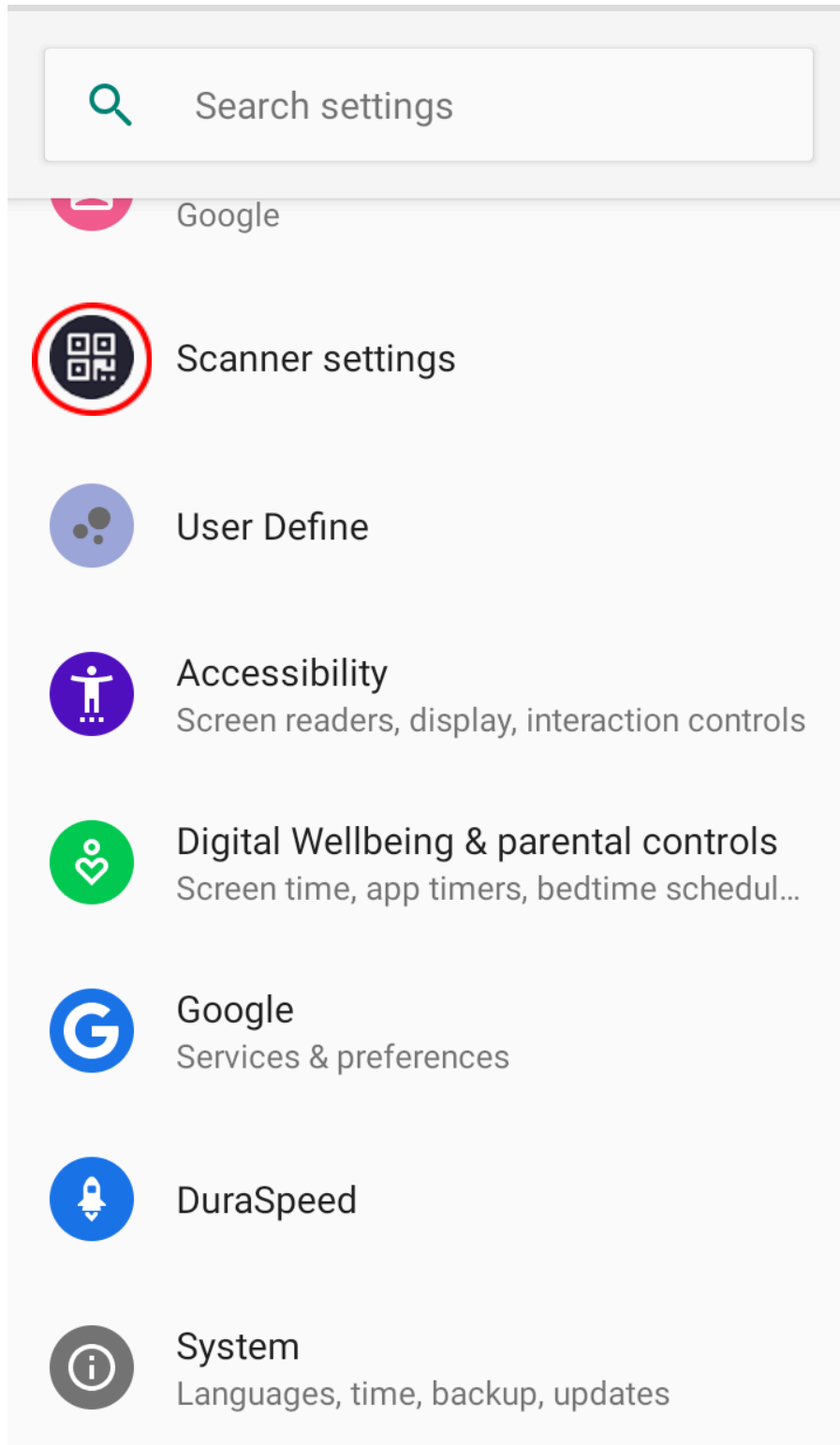
7. Notifications and Alerts

7.1. Setting Up Notifications

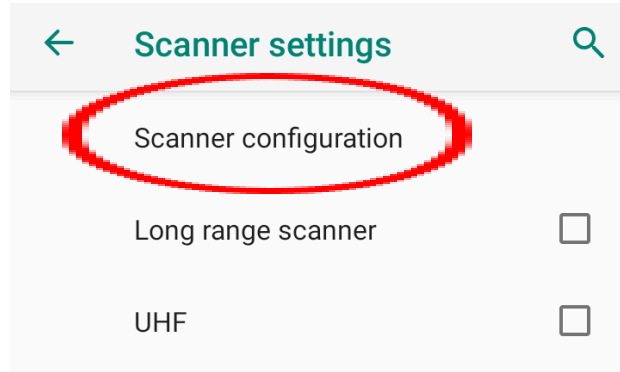
7.1.1. Access settings app



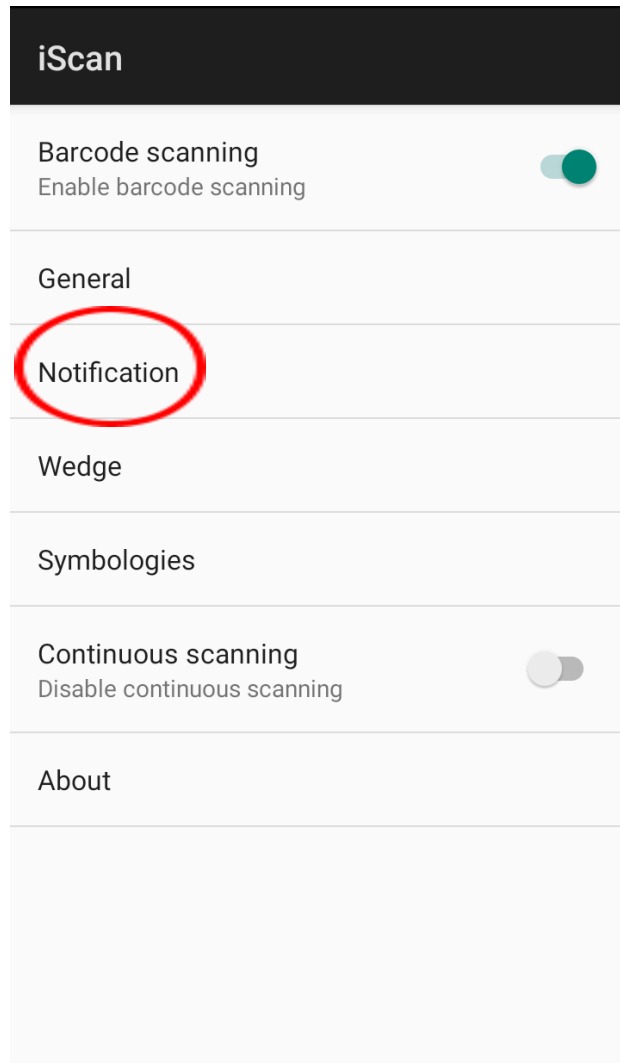
7.1.2. Select “Scanner settings”



7.1.3. Select “Scanner configuration”

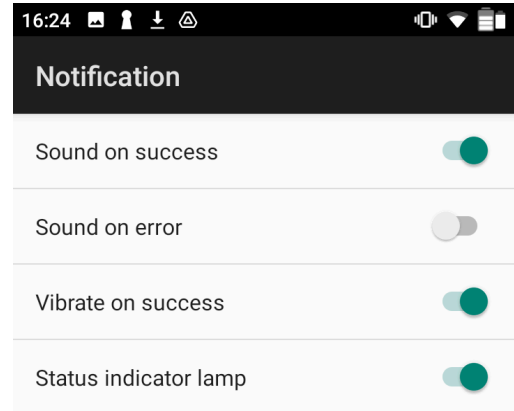


7.1.4. Select “Notification”



7.1.5. Configure the settings to the following:

- Sound on success = On
- Sound on error = Off
- Vibrate on success = On
- Status indicator lamp = On



8. Troubleshooting and Support

8.1. Contacting Support

8.1.1. Email or call the GDOE-FAMS team. See section 10 for contact info.

8.2. App Updates and Maintenance

8.2.1. Keep the app updated to the latest version.

8.3. Troubleshooting

8.3.1. Resetting devices may help resolve any issues.

9. Best Practices

9.1. Regular Data Synchronization

9.1.1. Frequently sync data with the server.

9.2. Battery Management

9.2.1. Charge phone daily, overnight charging not recommended.

9.3. Backup Procedures

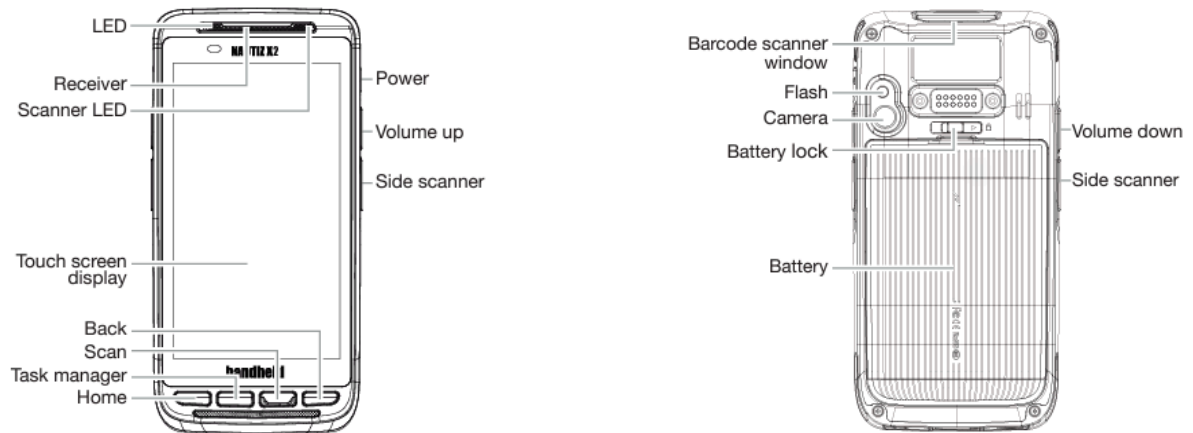
9.3.1. Regularly back up data from Munis into FAMS software.

10. Contact Information for Support

- Go to www.gdoefams.com for questions and concerns.
 - GDOE-FAMS Phone # - (671) 646-2649
 - Roben Paulino - Technical Instructor: roben.paulino@guampak.com
 - Eian Quintanilla - Technical Instructor: eian.quintanilla@guampak.com
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11. Appendix

11.1. Nautiz X2 Diagram



11.2. TaoTronics TT-BS012 Wireless Scanner Diagram

Key features

Default button assignments

- A USB Receiver
 - B LED Indicator
 - C Brand LOGO
 - D Laser Head
 - E Trigger
 - F Cover
 - G Handle: User-friendly
 - H USB Interface
- Hole: Used to separate your USB cable from the scanner

