



# Fixed Asset Management System Standard Operating Procedures

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### 1. Introduction

- 1.1. Purpose
  - This SOP outlines the procedures for using the desktop version of the asset management software to search, scan, update, and view assets.
- 1.2. Scope
  - Applicable to all users responsible for managing assets using the desktop application.
- 1.3. Terms and Definitions
  - 1.3.1. Asset Tag: A unique identifier assigned to each asset.
  - 1.3.2. **FAMS (Fixed Asset Management System)**: Software used to manage, track, and maintain fixed assets throughout their lifecycle.
  - 1.3.3. Container Scan: This feature is located only under the Dashboard menu.It allows users to scan multiple assets at once, within a folder.
  - 1.3.4. **Quick Scan**: This feature is located only under the Dashboard menu. It allows users to scan multiple assets at once, within a folder.
  - 1.3.5. Location Folder: Term used for Location Code of school/division.
  - 1.3.6. **Room Folder**: Term used for where assets are stored in school/division.
  - 1.3.7. **Kebab Menu**: Term for the three dots menu in the software.
  - 1.3.8. Mass Update: This feature enables users to update multiple assets at once.
  - 1.3.9. **Columns**: This feature enables users to filter out the inventory fields they want to view on the Assets page.

- 2. System Requirements
  - 2.1. Supported Operating Systems
    - 2.1.1. Windows
    - 2.1.2. Mac OS
  - 2.2. Minimum Hardware Requirements
    - 2.2.1. Smartphone
    - 2.2.2. Tablet
    - 2.2.3. Laptop
    - 2.2.4. Desktop
  - 2.3. Network Requirements
    - 2.3.1. Wi-Fi
    - 2.3.2. Mobile Data
    - 2.3.3. Mi-Fi
- 3. Setup & User Login
  - 3.1. Logging Into the App
    - 3.1.1. FAMS Support Website
      - Click on the "Access FAMS Here" button.

F, G	AMS DOE	Access FAMS Here			English 🗸			
Home	Guides & Procedures	Demonstration Videos	Services	FAQs	Survey	About		
	How	can we h	elp y	ou?				

- Users will be brought to the login/signup page.

Version Usersion Password Carrt access account? Reset Password		
Clogin Clogin Password Login Cogn Can't access account? Reset Password		
Password  LOGIN Can't access account? Reset Password	<b>∧</b> Login	
Password LOGIN Can't access account? Reset Password		
LOGIN Can't access account? Reset Password	Password	
Can't access account? Reset Password	LOGIN	
	Can't access account? Reset Password	

- Enter username and password.
- Users will have the option to enable password recovery on their browser. (Optional)
- 3.1.2. Alternative Option for Logging In
  - Users can also head straight to the FAMS website by following this URL:

https://guampak.assetvue.com/login

- 4. Navigation and User Interface
  - 4.1. FAMS Header
    - 4.1.1. Dashboard:
      - This page contains a list on the left side of the page, displaying all location folders. Users are able to create, edit, and delete location and room folders here. Additionally, this section includes the container scan feature.

/V FAMS Dashboard Assets Users Reports	QUICK SCAN	•
GUAMPAK 5726 Goderr, 97780 ascet: Search Q		
Create New Folder		
D 16der, 10 anets		
200 73 folders, 814 assets		
D 201 7 folder, 92 aucts		
202 90 folder: 960 assets		
CD 203 4 foders, 22 assets		
204 66 folders, 424 assets		
C 205 21 folder, 134 accets		
206 70 folders 928 accets		
207 85 folders, 679 assets		
208 22 folders, 134 assets		
C 209 6 Góders, 18 assets		

- 4.1.2. Folders and Details:
  - Select the desired location folder to view all the room folders with that location, and details about this location.

N FAMS Dashboard Asse	ets Users Reports								
GUAMPAK 5726 folders, 97780 assets Search Q	← 200 73 folders, 8 Dashboard > 200								CONTAINER SCAN
+ Create New Folder									Details
000 1 folder, 10 assets									200
200 73 folders, 814 assets	1-1	1-11	1-12	1-13	1-17	1-18	1-19	1-2	Created By GUAadmin
201 7 folders, 92 assets									Last Modified GUAadmin
D 202 98 folders, 960 assets									Last Modified 5/5/2023, 11:52:55 PM
203 4 folders, 22 assets	1-20	1-21	1-22	1-23	1-24	1-25	1-26	1-27	Assets 814
204 68 folders, 424 assets		_							Base Contained 0
205 21 folders, 134 assets									Sub-contained Non-mounted
206 70 folders, 928 assets									Inventory State
207 85 folders, 679 assets									Staging 0 Development
208									814 In Storage
209 6 folders, 18 assets	2-10	2-11	2-12	2-14	2-15	2-16	2-17	2-18	Assets Production Bit Decommissionset

- Users are able to view all change/history details, current count of assets,

and the current inventory state of the assets in this location.

- 4.1.3. Container Scan:
  - Select **CONTAINER SCAN**, it will be located on top of the details section on the right side of the page.
  - After selecting the feature, a new menu will appear on the side of the page.
     It will show all assets that are expected to be scanned, displaying information if an asset is found, new to that location, or has been moved from/to that location. Press the blue STOP option after scanning has been finished.



0 tags scanned 🛛 🗙	
Stop scanning to view or edit asset details	
814 expected 0 moved 0 new 0 found	
<b>02153</b> 02153	
<b>02165</b> 02165	
<b>02166</b> 02166	
<b>02167</b> 02167	
<b>02168</b> 02168	
<b>02169</b> 02169	
<b>02170</b> 02170	
<b>02171</b> 02171	
<b>02172</b> 02172	
02173 стор	

- Afterwards, a new menu will appear showing all the details of the scan. This includes finding out what assets are: missing, have been moved, are new to this room, and have been found. Users can view and filter all the column fields (see **4.1.2.3**). Users are also able to do a mass update from this page (see **4.1.2.4**).

/V Fam	5 Dashboard Assets	Users Reports								
Container Scan Results 814 missing 0 moved 0 new 0 found 200										
	LAST INV DATE	Last Modified Last Scanned	Asset Name Tag Num							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02153 02153							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02165 02165							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02166 02166							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02167 02167							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02168 02168							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02169 02169							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02170 02170							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02171 02171							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02172 02172							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02173 02173							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02174 02174							
🗆 Mi	04-10-2024	4/20/2024, 12:44:36 AM	02176 02176							
		A /00/000A 10:AA:26								

#### 4.1.4. Delete Folders:

# (CAUTION - Restricted to Admin Functions Only. Not Available to All Users.)

- To delete a folder, open a location or room folder that is to be deleted.

Select the trash can icon next to the **CONTAINER SCAN** option on the right side of the page. A menu will prompt to select **YES** or **NO**.

		← Delete Folder
Search     Search     Zoo	→	Are you sure you want to delete the folder '200'?

 Users can also access this feature from the list of folders on the left side of the page. Just hover over the folder and select the kebab menu. An option will appear to either Edit or Delete the folder.



4.1.5. Edit Folder Names:

## (CAUTION - Restricted to Admin Functions Only. Not Available to All Users.)

To edit a folder's name, open a location or room folder that is to be edited.
 Select the pencil icon next to the CONTAINER SCAN option on the right side of the page. A menu will appear, giving the option to edit the name of the folder.

			← Edit I	Folder	BLOG A	BLDG B	THINN 3 LOT
	Search	٩	Name 000				
Î	> Details		Path /				
	200					CANCEL	SAVE

 Users can also access this feature from the list of folders on the left side of the page. Just hover over the folder and select the kebab menu. An option will appear to either Edit or Delete the folder.



#### 4.1.6. Create Folders/Assets:

# (CAUTION - Restricted to Admin Functions Only. Not Available to All Users.)

- To create a folder or asset, select the feature located on top of the details

#### 

 Users can also access this feature from the list of folders on the left side of the page. Just hover over the folder and select the kebab menu. An option will appear to either Edit or Delete the folder.



### page.

# 4.1.7. Assets:

- This page allows all users to view and create assets. It also enables users to modify, edit, and delete asset information and details. Additionally, users can import and export large amounts of assets via .csv files within this section.
- 4.1.7.1. Select View:
  - This feature allows users to create a predefined view of the Assets section through the column fields. *For example*, a user can filter out the folder path field to display only assets found within /473 (Simon Sanchez High School).

<b>/</b> V	FAMS Dashboard	Assets Users Reports								
Man select	Manage Assets select view SAVE AS									
	Asset Name	Serial Number	Tag Number Q	Alternate Tag Number Q	Description Q					
	00000	NXGK4AA02582103FE06600	29160		ACER N16W1 LAPTOP					
	00001	NXGK4AA0258210411B6600	29184		ACER N16W1 LAPTOP					
	00002	1718001322	26627		OASIS WATER COOLER					
	00003	1718001320	26625		OASIS WATER COOLER					
	00004	A903FBAY7A-404492	26781		Casio Digital Projector					

/V	FAMS	Dashboard	Assets	Users	Reports						
Man select	Manage Assets select view ~ SAVE AS										
_								Alternate Tag		-	
	Asset Nan	ne Q	Serial Nu	mber	Q	Tag Number	Q	Number	Q	Description	Q
	00000		NXGK4AA	.02582103F	E06600	29160				ACER N16W1 LAPTOP	
	00001		NXGK4AA	.025821041	186600	29184				ACER N16W1 LAPTOP	

- Users can then save this view pressing the blue SAVE AS option.

4.1.7.2. Refresh and Auto-Refresh:

- These two options allow the user to refresh the asset page either manually (left option) or automatically (right option). The auto-refresh option is a timed feature that refreshes the asset page every 5 seconds.

			N		R
	C ⊗ ■			Ŧ	EXPORT
<b>ર</b> ]	Asset Class	Manufacturer Q	Model Name	۹	Asset Typ
	Base	ACER	N16W1		gdoe Eq

# 4.1.7.3. Columns:

- This feature allows the user to filter out what column fields are

desired for display.

				C	UICK SCAN			R
	G	$\otimes$		ଡ) (୧	D CREATE		•	EXPORT
٤.	Asset Class	-	Mar	nufacturer	٩	Model Name	٩	Asset Typ

- To view all available fields, click on the three blue column blocks.

		QUICK SCAN		E
	c⊗	Search Q		EXPORT
	DISPOSAL CODE	SHOW ALL 14/109 HIDE ALL	r Path	CUSI
Q		ADDITIONAL DESCRIPTION		
			C205	SSHS
		Model Description		SAN(
	MI	Additional Notes	4208	SHS :
(ING	RT RETIREMENT/DISF	LAST INV DATE	GSA	IES II ELEN
		✓ Last Modified		OCPI
(ING	RT RETIREMENT/DISF	✓ Last Scanned	USEPA	PAGC
ING	RT RETIREMENT/DISF	Asset Name	WHSE	RPM  PROF

Select the desired fields that are to be viewed on the asset page.

# 4.1.7.4. Mass Update:

- Users can update multiple assets at once. Select the box on the left to open the **Mass Update Panel**. Make the desired changes in the mass update panel.

/\	FAMS Dasi	board	Assets Users Reports											AN R
Mai selec	age Assets							с		୯	CREATE	🛓 імро	RT Ŧ EXPORT	Mass Update Panel
۰	Asset Name	٩	Serial Number	Tag Number	Alternate Tag Number Q	Description Q	Folder Path		Parent Asset	٩	Asset Class		Manufacturer Q	LAST INV DATE mm/dd/yyyy
	00000		NXGK4AA02582103FE06600	29160		ACER N16W1 LAPTOP	/473/C205				Base		ACER	CONDITION Select
	00001		NXGK4AA025821041186600	29184		ACER N16W1 LAPTOP	/474/4208				Base		ACER	DISPOSAL CODE Empty -
	00002		1718001322	26627		OASIS WATER COOLER	/309/GSA				Base		OASIS	DEPARTMENT Select

- 4.1.7.5. Create:
  - Select the **CREATE** option and input all required information to create a new asset.

		QUICK SCA	N	R
	C 🛇	III 🕑 🕣 CREAT		EXPORT
٤.	Asset Class	Manufacturer Q	Model Name Q	Asset Typ
	Base	ACER	N16W1	gdoe Eq
	Base	ACER	N16W1	gdoe eq

4.1.7.6. Import:

					•		R
	c	0 1	• ©	⊕ CREATE		Ŧ	EXPORT
٤.	Asset Class	-	Manufacture	 م	Model Name	٩	Asset Typ
	Base		ACER		N16W1		gdoe eqi

4.1.7.7. Export:

- Select the **EXPORT** option to create a .csv file of assets displayed.

			N	R
	C 🛇			EXPORT
٤	Asset Class	Manufacturer Q	Model Name Q	Asset Typ
	Base	ACER	N16W1	gdoe eq

# 4.1.7.8. Asset Details:

- Select the name of the desired asset to view all of its details.

/ <b>V</b>	FAMS Dashboard	Assets Users Re	ports		
Man select	age Assets view ~ SAVE AS				
	LAST INV DATE	Last Modified	Last Scanned	Asset Name	Tag Number
	01-09-2024	5/15/2024, 10:48:46 AM	4/22/2024, 1:56:33 PM		29160
	02-06-2024	3/26/2024, 11:13:05 PM	4/22/2024, 1:56:27 PM	00001	29184
	04-22-2024	5/10/2024, 1:00:21 AM	4/22/2024, 1:55:57 PM	00002	26627
	04-12-2024	4/20/2024, 12:44:36 AM		00003	26625

- A new page will load, containing the ASSET INFO, SCAN

# HISTORY, ATTACHMENTS, and ASSET HISTORY.

- Users will have the option to either clone the asset, delete the asset,

or edit all of its information.

00000 Verified     0 contained assets     0 ashboard > 473 > C205 > 00000		CONTAINER SCAN	<b>•</b>	1
ASSET INFO SCAN HISTORY ATTACHMENTS ASSET HISTORY				
Basic Info				
Asset Name 00000	Model ACER - N16W1 - GDOE EQUIPMENT - Base			
Placement Folder	Parent Folder /473/C205			
Serial Number NXGK4AA02582103FE06600				
Description ACER N16W1 LAPTOP				
Requires Tag Number No				
Tag Number 29160	Alternate Tag Number -			
Inventory State Production	Verification Status Verified			
Third Party Id -				

# 4.1.8. Reports

- This page allows the user to export predefined reports.

REPORTS Export Report	
Export Report	
GDOE Adjustment/Refinement Report	
Assets Scanned In The Last Day	
Assets Scanned In The Last 7 Days	
Missing Report	
Theft Report	

# 4.1.9. Quick Scan

- Select the **Quick Scan** feature.

		QUICK SCAN		E
c 🛇		C 🕀 CREATE		
DISPOSAL CODE	٩	DEPARTMENT	Folder Path	CUS1
		820 CURRICULUM & INSTRUCTION	/473/C205	SSHS SAN(
MI MISSING		820 CURRICULUM & INSTRUCTION	/474/4208	SHSI:

- Point the scanner and scan each asset tag in succession.
- Complete the scan by pressing the **STOP** option. A page will then load showing all the assets scanned.

	×	
c 🛇 💻	STOP	
	0 tags scanned	
	Stop scanning to view or edit asset details	

# 4.1.10. Profile Menu

- To view a user's profile, click on the icon located at the top right of the

website header.

				QUICK SCAN	
с	$\otimes$	•••	ଓ	⊕ CREATE	

- Here the user can change their profile password, sign out, and change the desktop theme.

			-	GUAMPAK X
		C () =		E
Q,	CONDITION Q	DISPOSAL CODE		Eian Quintanilla eian.quintanilla@guampak.com
				View Profile
				Change Password
				⇒ Sign Out
				LICENSE
				THEME
			620JCURRICU INSTRUCTION	

- Click on the View Profile option to display all the information regarding the user's account. It is important to select the correct time zone to ensure accuracy of timestamp activity recordings.

and the second sec	
← Edit User Profile	
First Name	Last Name
Eian	Quintanilla
Email	Username
eian.quintanilla@guampak.com	eian.quintanilla@guampak.com
Scanner	Time Zone
Wedge	(UTC+10:00) Guam, Port Moresby 🔹
	CANCEL

- 5. Asset Management Features
  - 5.1. How to Search for an Asset
    - Go to the Asset Page on the header toolbar
    - Select the search bar under "Tag Number"
    - Input or scan desired barcode

/ <b>V</b>	FAMS Dashboard	Assets Users Reg	ports		
Man select	age Assets view ~ SAVE AS				
	LAST INV DATE	Last Modified	Last Scanned	Asset Name	Tag Number 29160 X
	01-09-2024	5/15/2024, 10:48:46 AM	4/22/2024, 1:56:33 PM	00000	29160
Rows pe	er page: 100 ▼				

- 5.2. How to Scan an Asset
  - Select the Scan option. Refer to the Appendix for scanner information.
  - Point the scanner directly at the asset tag. (Nautiz X2 scanner will make an audible sound upon a successful scan.)
- 5.3. How to Make Changes to an Asset
  - Select edit icon when hovering cursor over asset.

			С		<b></b> ©	⊕ CREATE		Ŧ	EXPORT
Description Q	Folder Path	Parent Asset	Asset Class	•	Manufacture	ar Q	Model Name	٩	Asset Typ
ACER N16W1 LAPTOP	/473/C205		Base		ACER		N16W1		

- Make desired changes to assets by selecting an arrow or typing in new

information into the text bar.

← Edit Asset			
Asset Name 00000 Placement		Model ACER · N16W1 · GDOE EQUIPMENT · Base	
Folder Serial Number	• ]	C205 •	
NXGK4AA02582103FE06600 Description ACER N16W1 LAPTOP	<b>[II]</b>		
Requires Tag Number		Alternato Tag Number	
29160	Įnč		

- 6. Troubleshooting and Support
  - 6.1. Contacting Support
    - Email or call the GDOE-FAMS team. See 8.1-8.3 for contact information.
  - 6.2. Software Updates and Troubleshooting
    - Periodically, software updates may cause certain functions not to work properly.
       In this instance, users will need to sign out of their profile and then log back in. If issues persist, contact support immediately.
    - Should there be experiences with slow software function responses, refreshing the page or logging in again may help troubleshoot intermittent connectivity issues.
- 7. Best Practices
  - 7.1. Regular Data Synchronization
    - Frequently sync data with the server connection.
  - 7.2. Battery Management
    - Charge devices daily to manufacturer's specifications, overnight charging is not recommended in order to preserve battery life.
  - 7.3. Backup Procedures
    - Property Management Office is recommended to regularly back up inventory data from Munis into FAMS software.

- 8. Contact Information for Support
  - Go to <u>www.gdoefams.com</u> 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

#### 9. Appendix

### 9.1. Nautiz X2 Diagram



# 9.2. 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

