



# Fixed Asset Management System Standard Operating Procedures

## Table Of Contents

---

<b>1. Introduction</b>	<b>4</b>
1.1. Purpose	4
1.2. Scope	4
1.3. Terms and Definitions	4
<b>2. System Requirements</b>	<b>4</b>
2.1. Supported Desktop Operating Systems	4
2.2. Minimum Hardware Requirements	5
2.3. Network Requirements	5
<b>3. Setup &amp; User Login</b>	<b>5</b>
3.1. Logging Into the App	5
3.1.1. FAMS Support Website	5
3.1.2. Alternative Option for Logging In	6
<b>4. Navigation and User Interface</b>	<b>6</b>
4.1. FAMS Header	6
4.1.1. Dashboard	6
4.1.2. Folders and Details	7
4.1.3. Container Scan	8
4.1.4. Delete Folders	10
4.1.5. Edit Folder Names	11
4.1.6. Create Folders/Assets	12
4.1.7. Assets	13
4.1.7.1. Select View	13
4.1.7.2. Refresh and Auto-Refresh	14
4.1.7.3. Columns	15
4.1.7.4. Mass Update	16
4.1.7.5. Create	16
4.1.7.6. Import	17
4.1.7.7. Export	17
4.1.7.8. Asset Details	18
4.1.8. Reports	19
4.1.9. Quick Scan	20
4.1.10. Profile Menu	21
<b>5. Asset Management Features</b>	<b>22</b>
5.1. How to Search for an Asset	22
5.2. How to Scan an Asset	23

5.3. How to Make Changes to an Asset	23
<b>6. Troubleshooting and Support</b>	<b>24</b>
6.1. Contacting Support	24
6.2. Software Updates and Troubleshooting	24
<b>7. Best Practices</b>	<b>24</b>
7.1. Regular Data Synchronization	24
7.2. Battery Management	24
7.3. Backup Procedures	24
<b>8. Contact Information for Support</b>	<b>25</b>
<b>9. Appendix</b>	<b>25</b>
9.1. Nautiz X2 Diagram	25
9.2. TaoTronics TT-BS012 Wireless Scanner Diagram	25

## 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

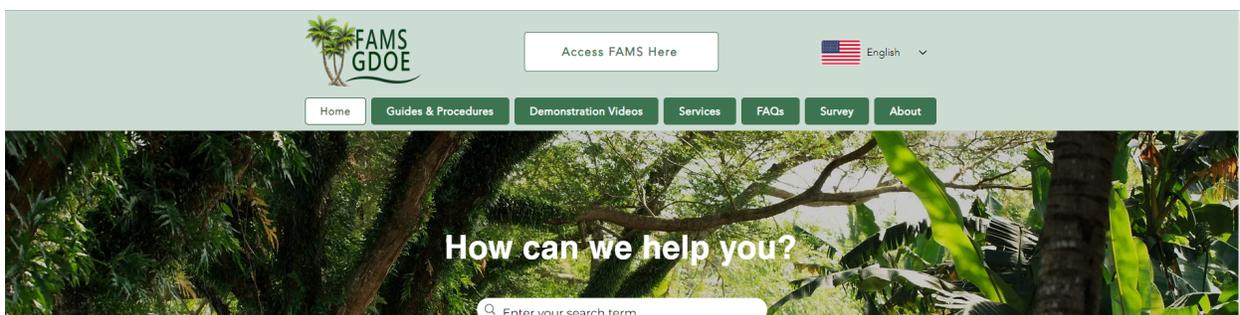
---

## 3. Setup & User Login

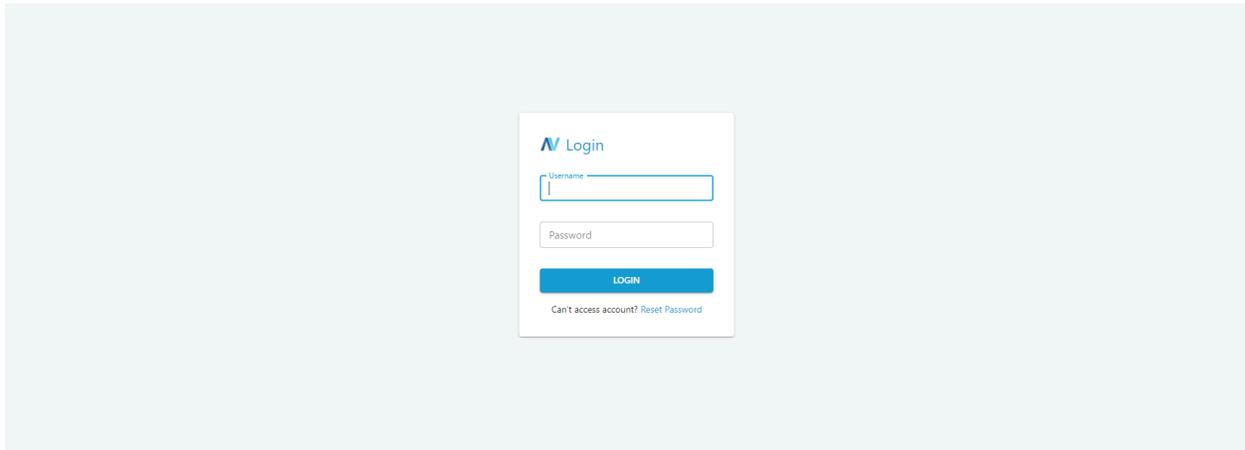
### 3.1. Logging Into the App

#### 3.1.1. FAMS Support Website

- Click on the **“Access FAMS Here”** button.



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



- 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>

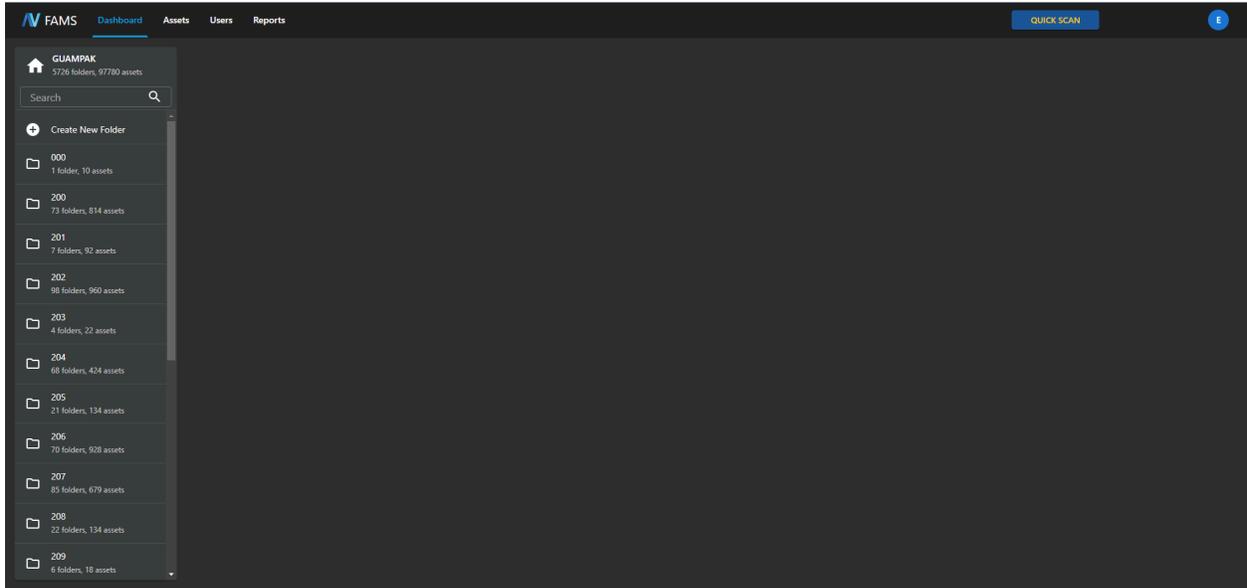
---

## 4. Navigation and User Interface

### 4.1. FAMS Header

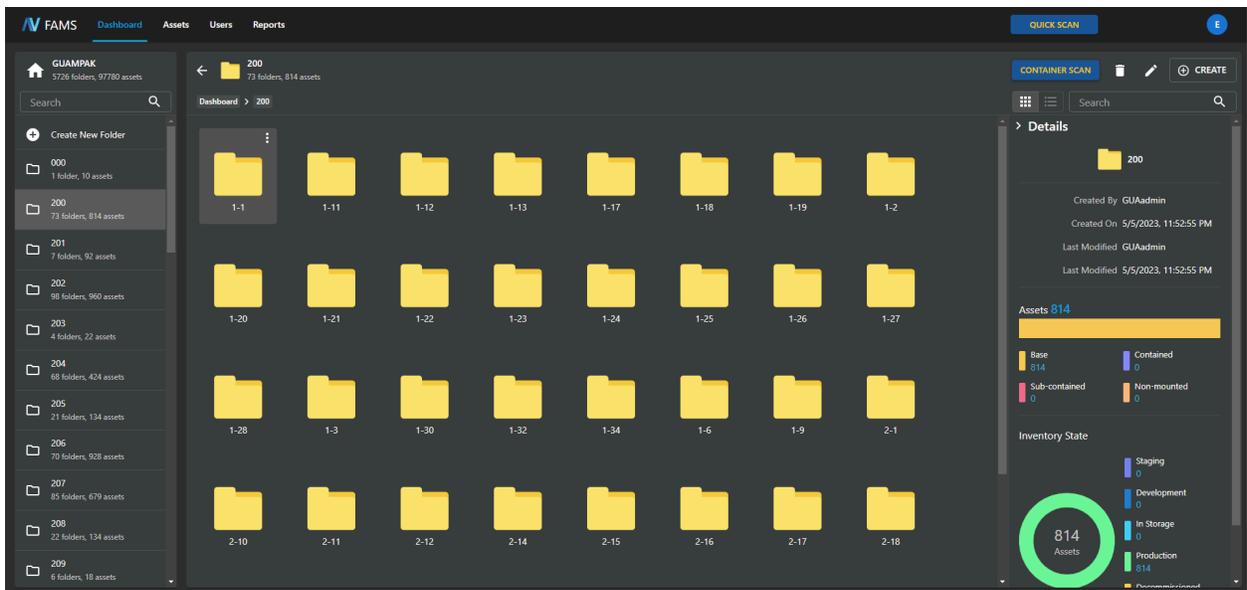
#### 4.1.1. Dashboard:

- 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.



#### 4.1.2. Folders and Details:

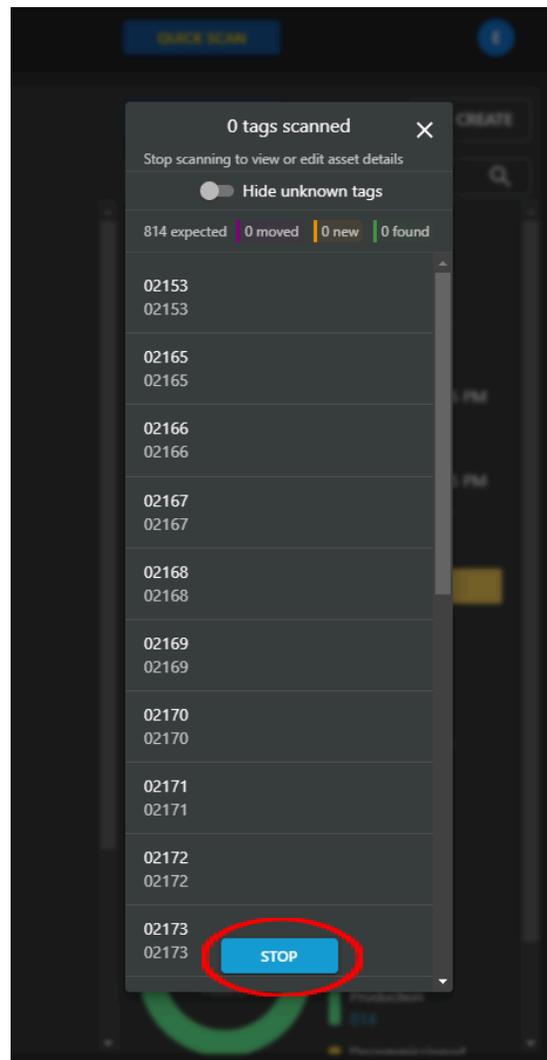
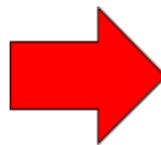
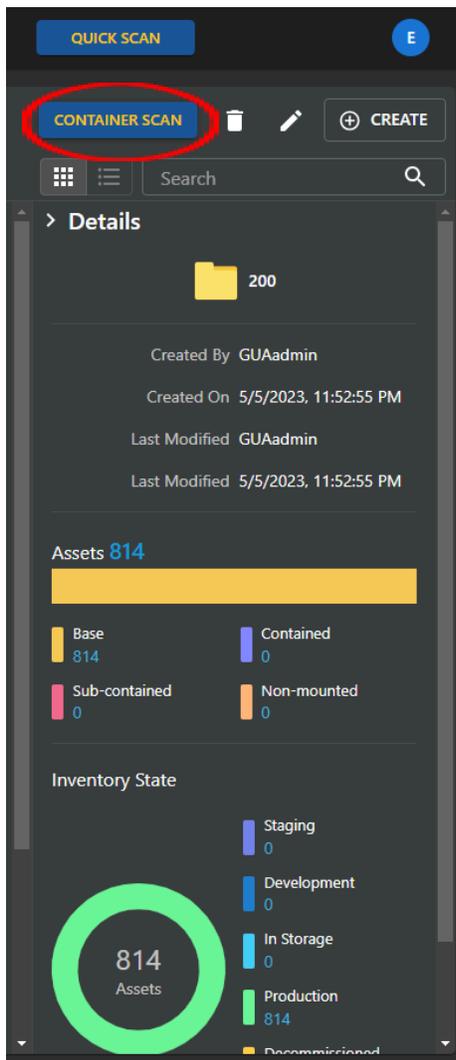
- Select the desired location folder to view all the room folders with that location, and details about this location.



- 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.



- 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).

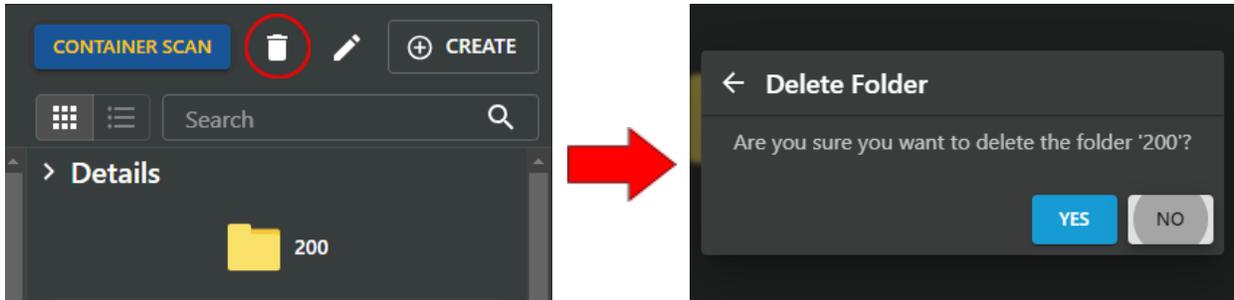
The screenshot displays the 'Container Scan Results' interface in the FAMS system. At the top, there is a navigation bar with 'FAMS' logo and menu items: 'Dashboard', 'Assets', 'Users', and 'Reports'. Below the navigation, the page title 'Container Scan Results' is followed by a summary bar showing '814 missing', '0 moved', '0 new', and '0 found' assets. A sub-header '200' is visible. The main content is a table with the following columns: a selection checkbox, 'LAST INV DATE' with a search icon, 'Last Modified' with a calendar icon, 'Last Scanned' with a calendar icon, 'Asset Name' with a search icon, and 'Tag Number'. The table lists 14 rows of assets, all with a status of 'Mi' (Missing) and a last inventory date of '04-10-2024'. The 'Last Modified' and 'Last Scanned' dates for all entries are '4/20/2024, 12:44:36 AM'. The 'Asset Name' and 'Tag Number' columns contain sequential values from 02153 to 02176.

<input type="checkbox"/>		LAST INV DATE	Last Modified	Last Scanned	Asset Name	Tag Number
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02153	02153
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02165	02165
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02166	02166
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02167	02167
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02168	02168
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02169	02169
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02170	02170
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02171	02171
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02172	02172
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02173	02173
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02174	02174
<input type="checkbox"/>	Mi	04-10-2024	4/20/2024, 12:44:36 AM		02176	02176

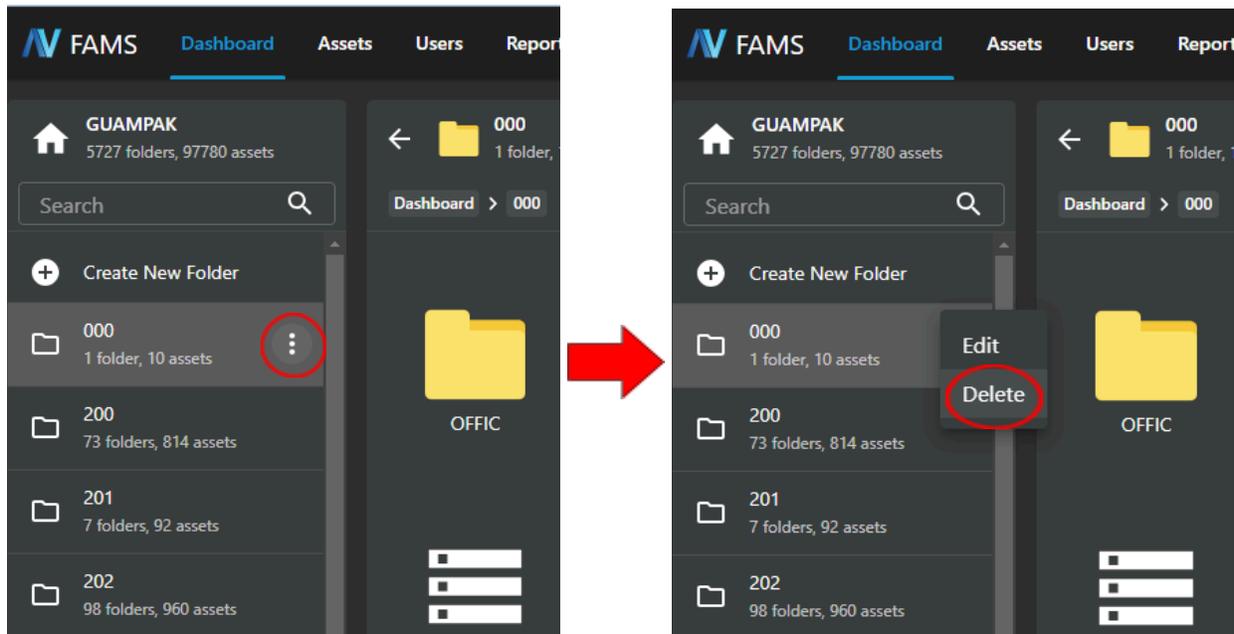
#### 4.1.4. Delete Folders:

**(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**.



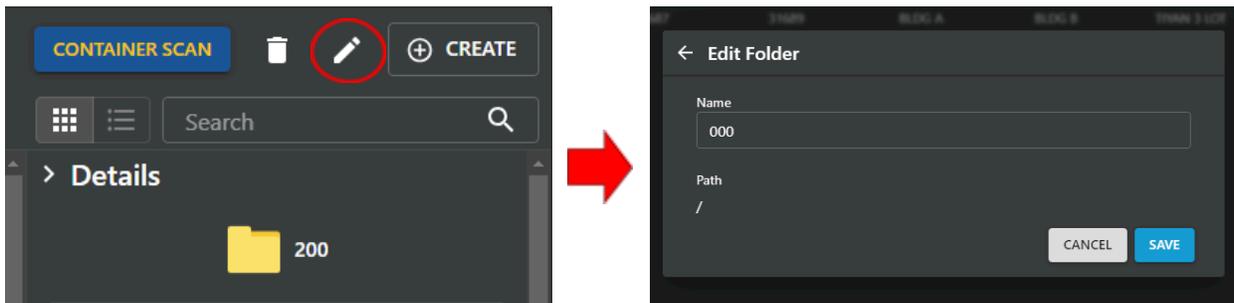
- Users can also access this feature from the list of folders on the left side of the page. Just hover over the folder and select the **kebab menu**. An option will appear to either **Edit** or **Delete** the folder.



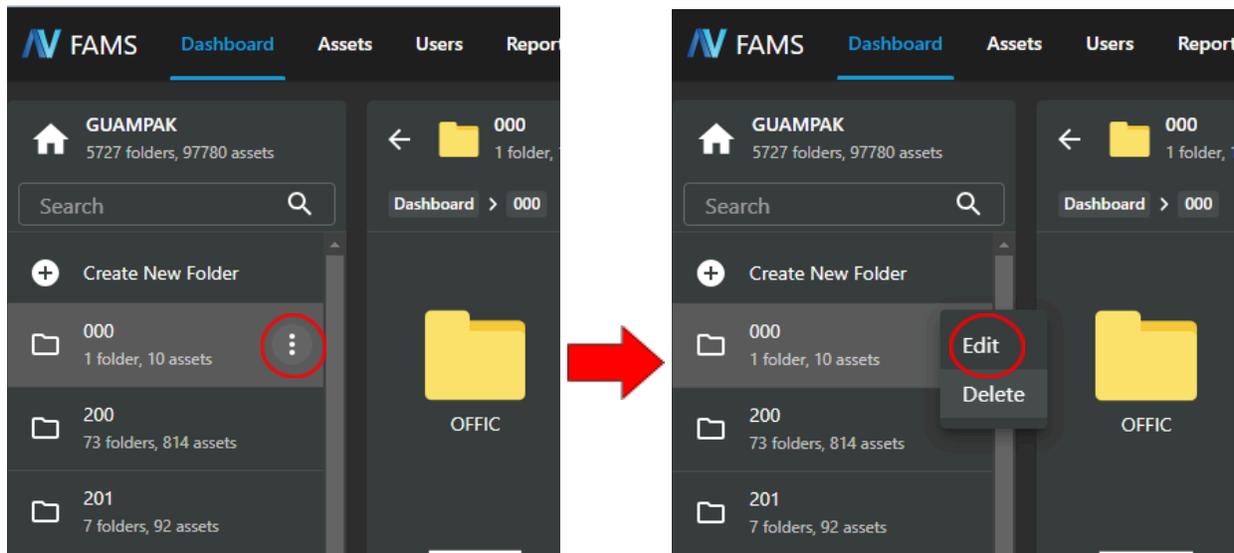
#### 4.1.5. Edit Folder Names:

**(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.



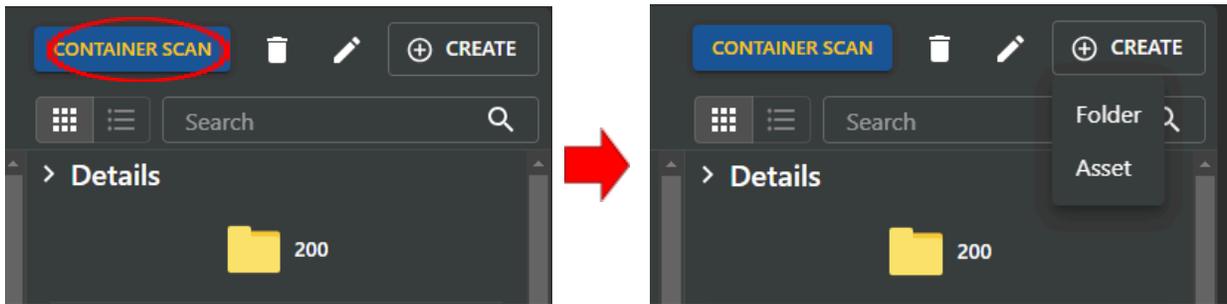
- Users can also access this feature from the list of folders on the left side of the page. Just hover over the folder and select the **kebab menu**. An option will appear to either **Edit** or **Delete** the folder.



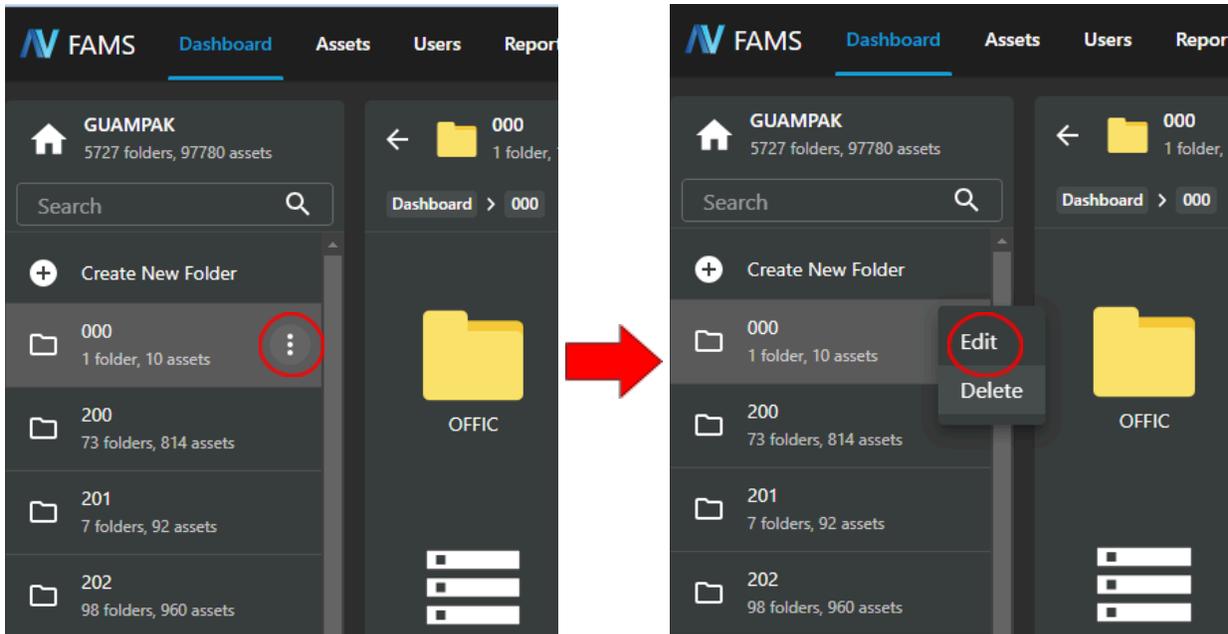
4.1.6. Create Folders/Assets:

***(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 page.



- 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.

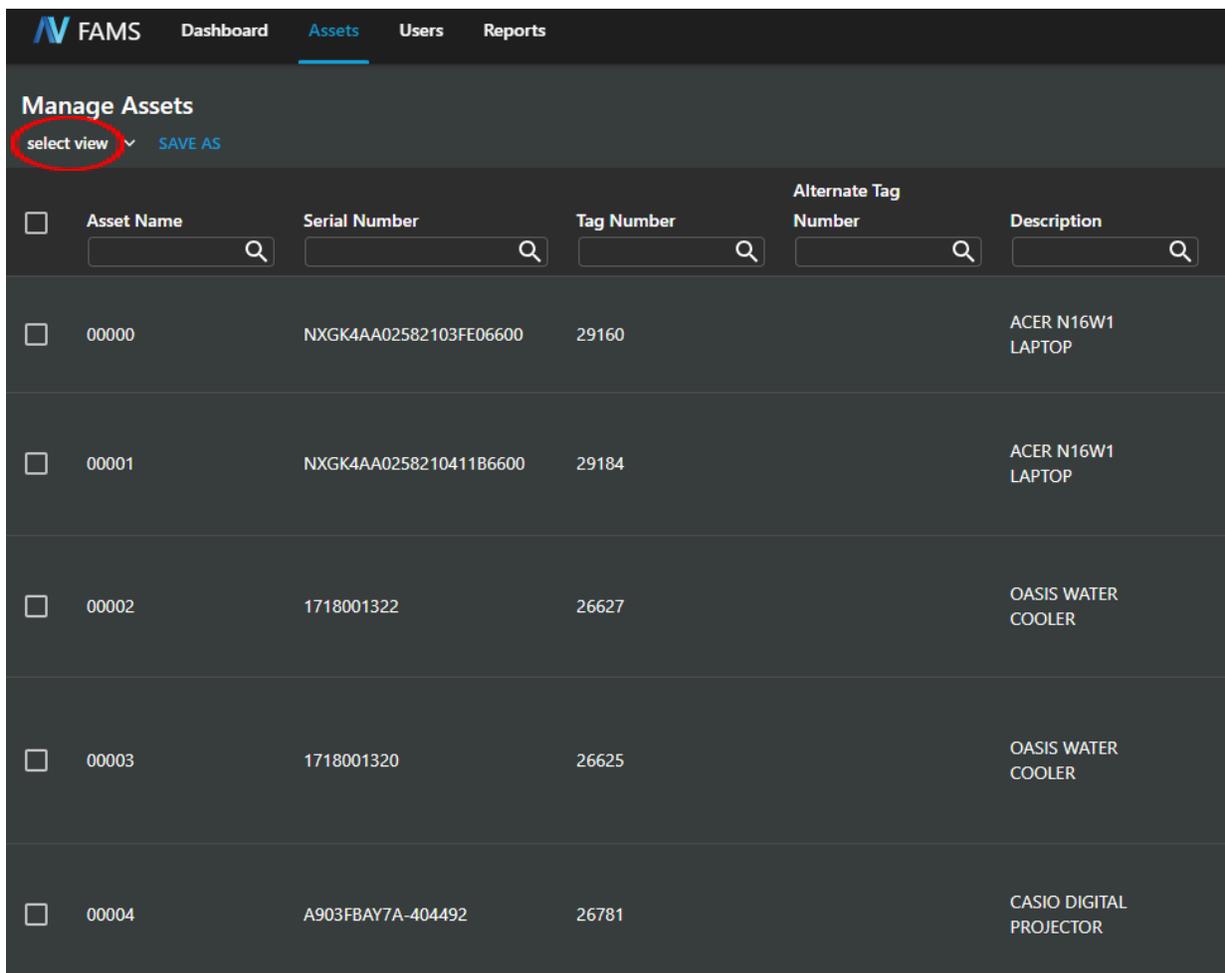


4.1.7. Assets:

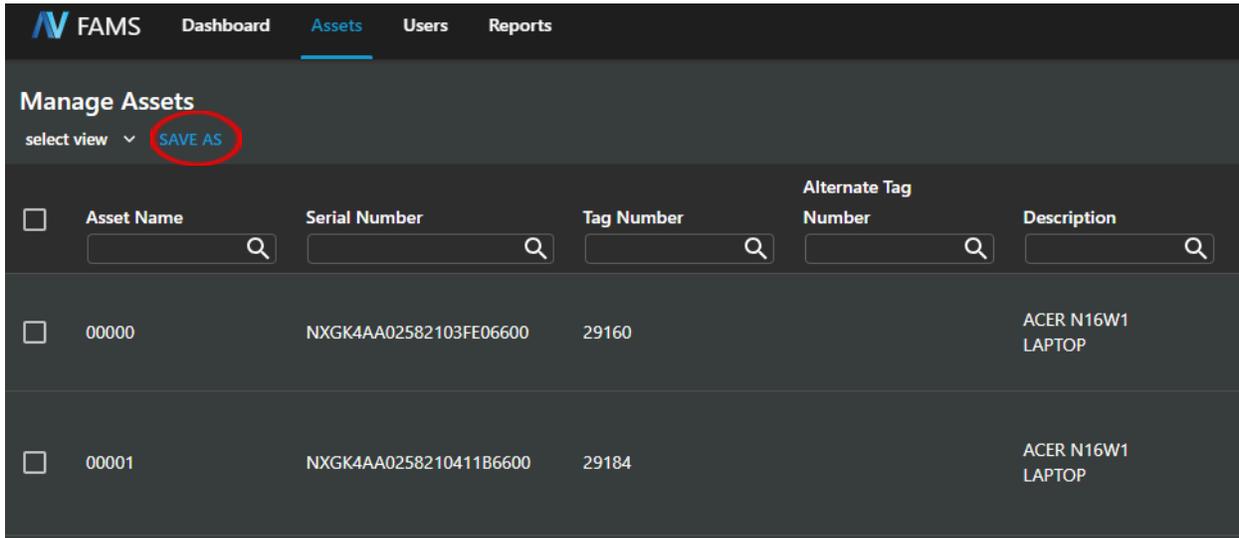
- This page allows all users to view and create assets. It also enables users to modify, edit, and delete asset information and details. Additionally, users can import and export large amounts of assets via .csv files within this section.

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).

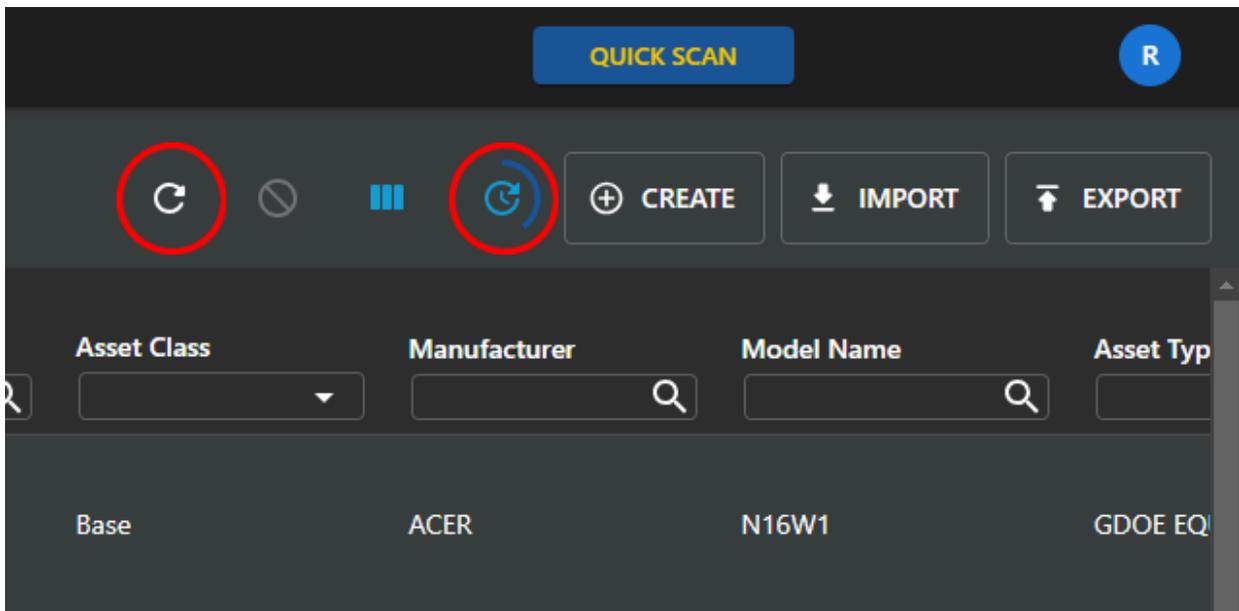


- Users can then save this view pressing the blue **SAVE AS** option.



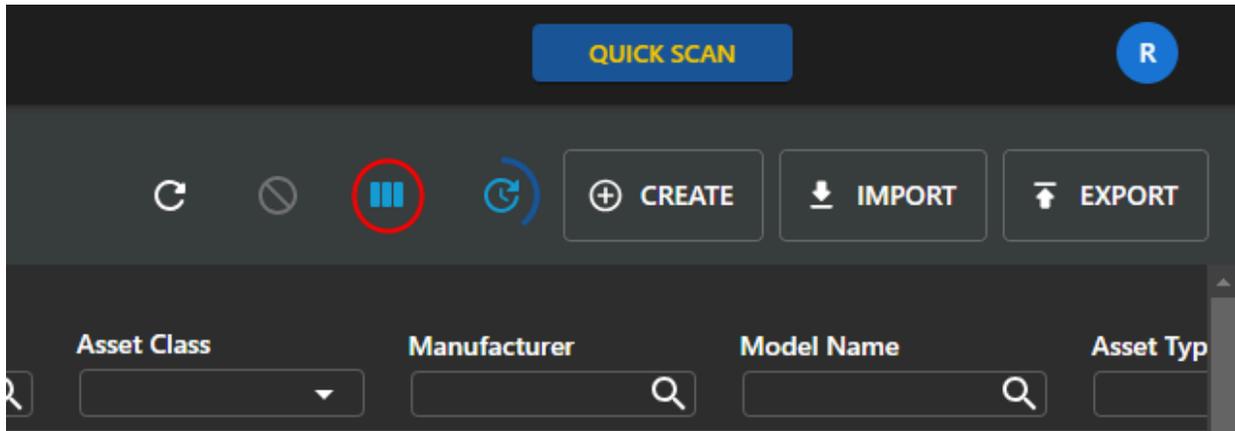
#### 4.1.7.2. Refresh and Auto-Refresh:

- 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.

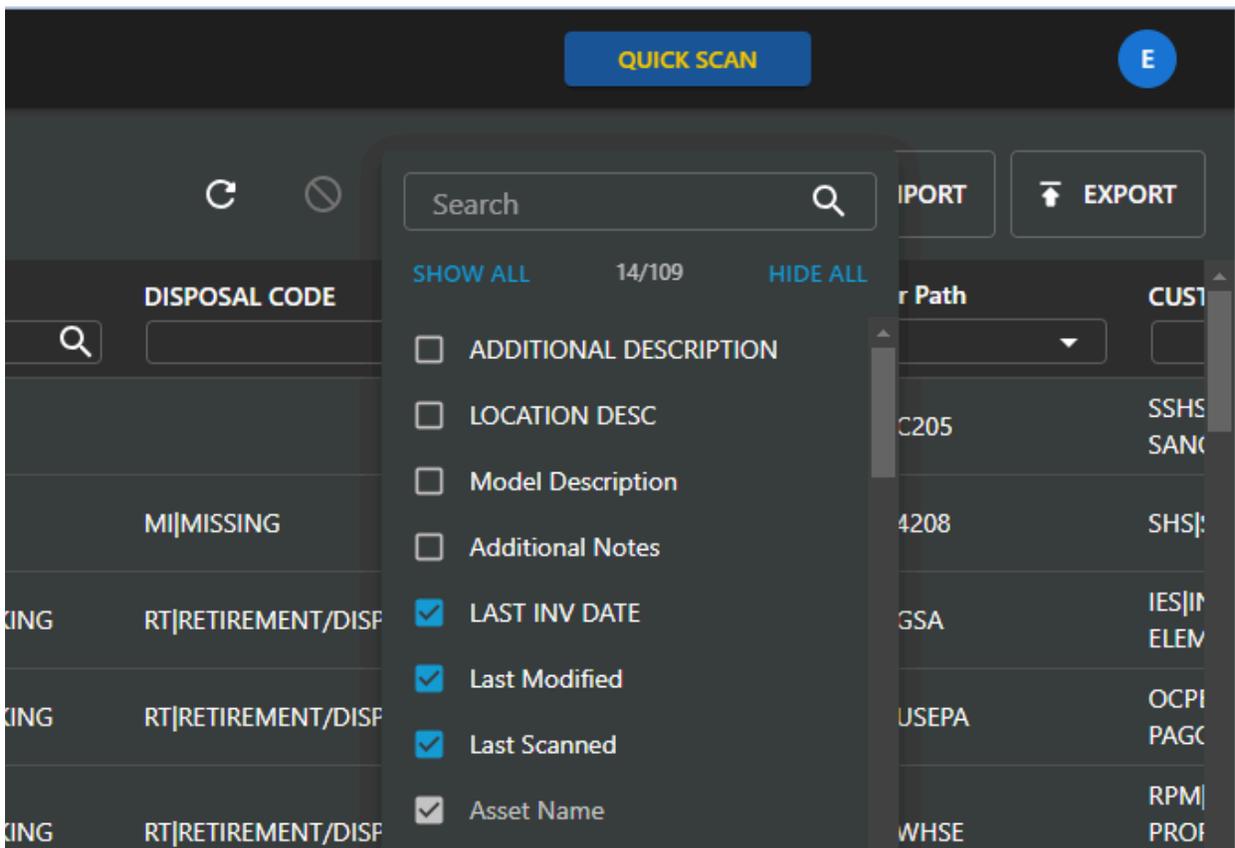


#### 4.1.7.3. Columns:

- This feature allows the user to filter out what column fields are desired for display.

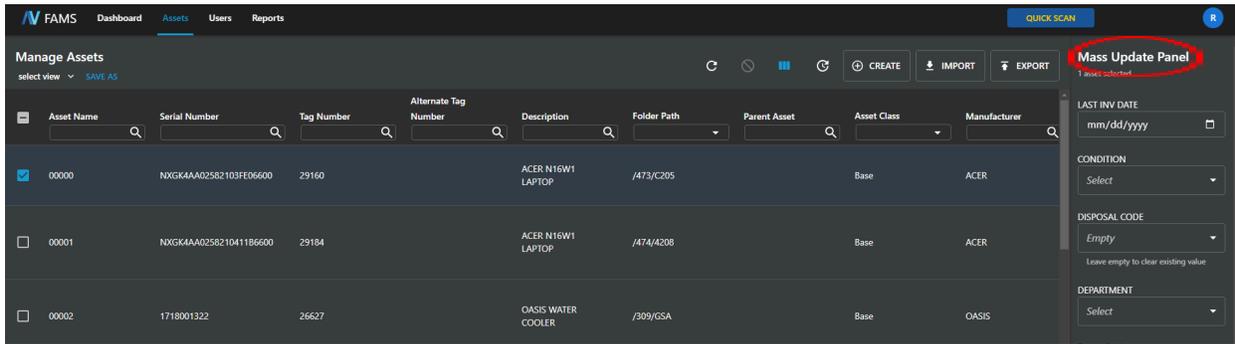


- To view all available fields, click on the three blue column blocks. Select the desired fields that are to be viewed on the asset page.



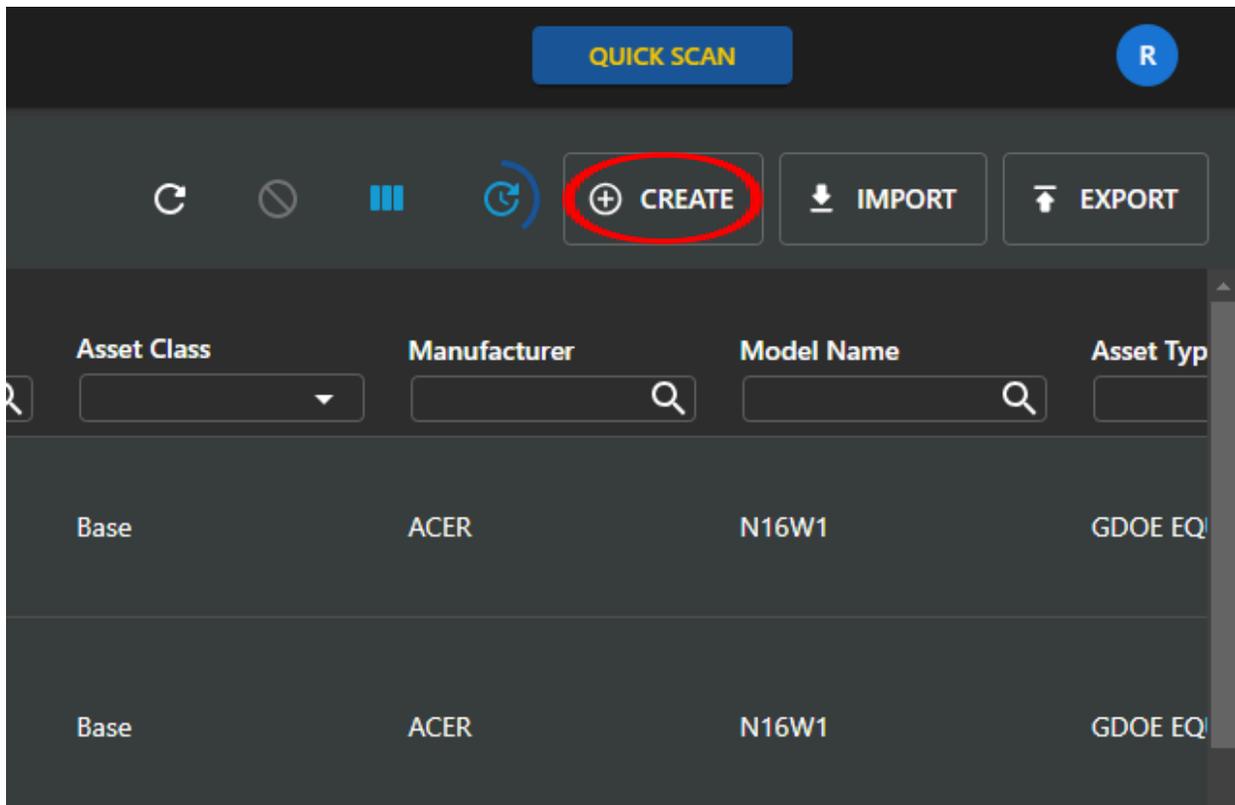
#### 4.1.7.4. Mass Update:

- 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.



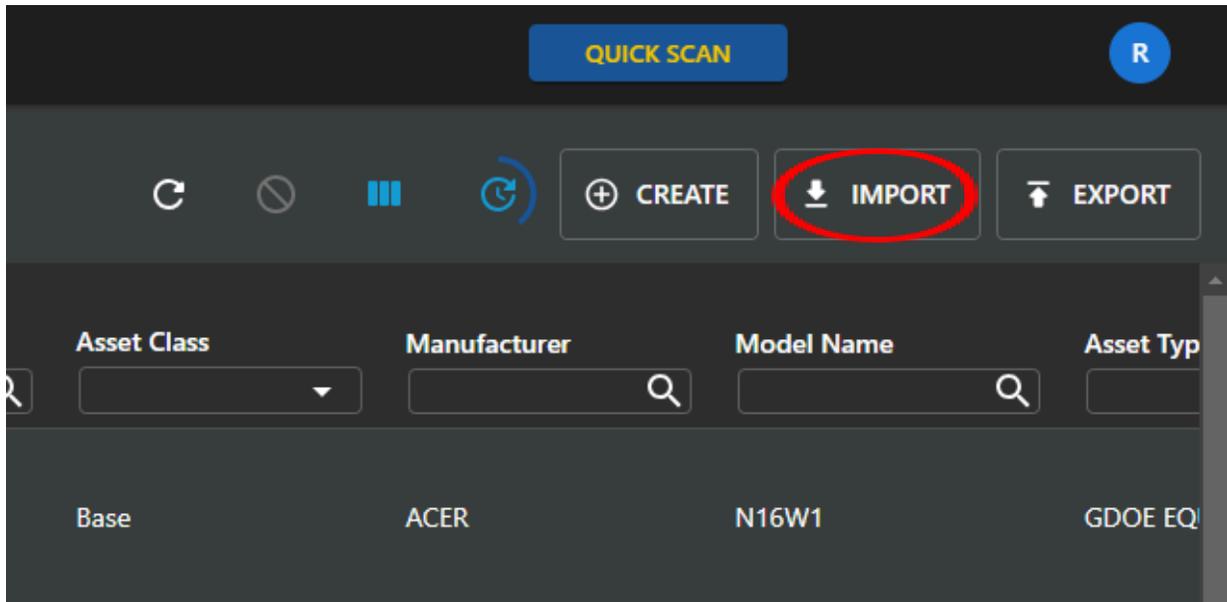
#### 4.1.7.5. Create:

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



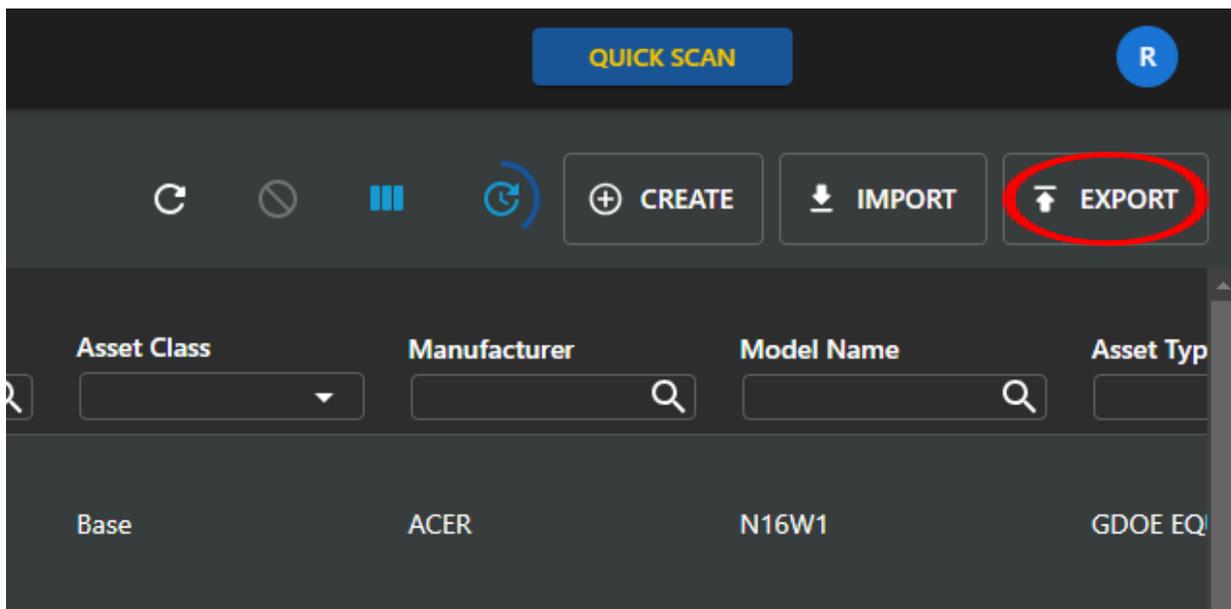
4.1.7.6. Import:

- Select the **IMPORT** to import data via a csv. spreadsheet.



4.1.7.7. Export:

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



4.1.7.8. Asset Details:

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

<input type="checkbox"/>	LAST INV DATE	Last Modified	Last Scanned	Asset Name	Tag Number
<input type="checkbox"/>	01-09-2024	5/15/2024, 10:48:46 AM	4/22/2024, 1:56:33 PM	00000	29160
<input type="checkbox"/>	02-06-2024	3/26/2024, 11:13:05 PM	4/22/2024, 1:56:27 PM	00001	29184
<input type="checkbox"/>	04-22-2024	5/10/2024, 1:00:21 AM	4/22/2024, 1:55:57 PM	00002	26627
<input type="checkbox"/>	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.

Basic Info	
Asset Name	Model
00000	ACER · N16W1 · GDOE EQUIPMENT · Base
Placement Folder	Parent Folder
	/473/C205
Serial Number	
NXGK4AA02582103FE06600	
Description	
ACER N16W1 LAPTOP	
Requires Tag Number	
No	
Tag Number	Alternate Tag Number
29160	-
Inventory State	Verification Status
Production	Verified
Third Party Id	
-	

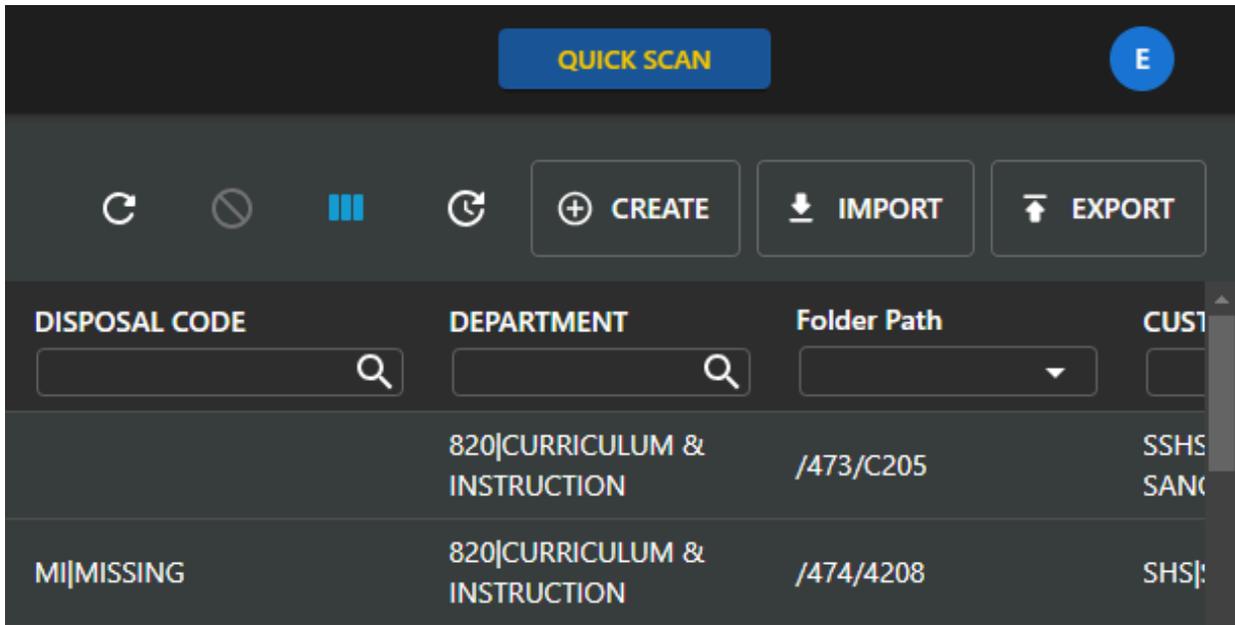
#### 4.1.8. Reports

- This page allows the user to export predefined reports.

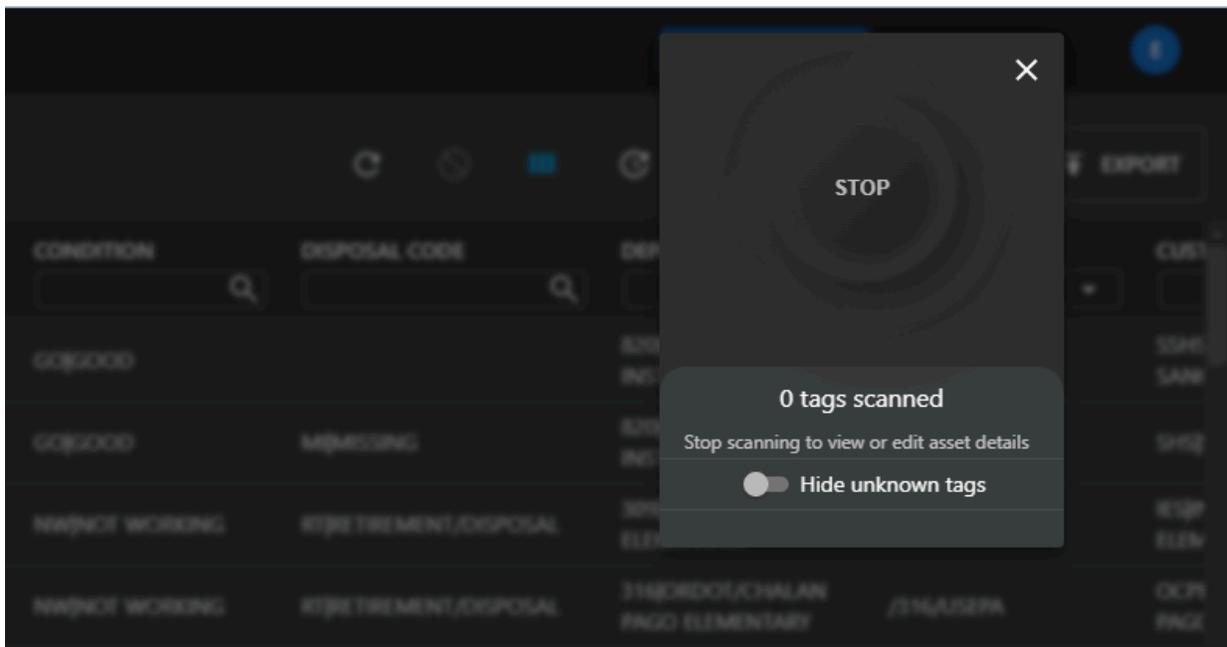


#### 4.1.9. Quick Scan

- Select the **Quick Scan** feature.

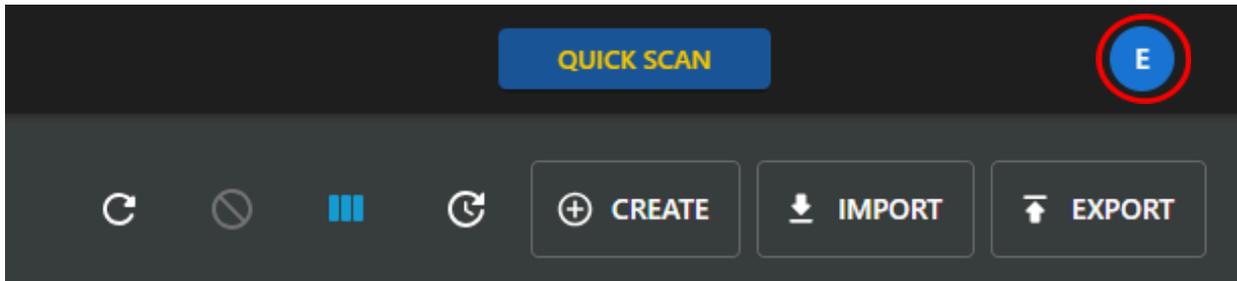


- Point the scanner and scan each asset tag in succession.
- Complete the scan by pressing the **STOP** option. A page will then load showing all the assets scanned.

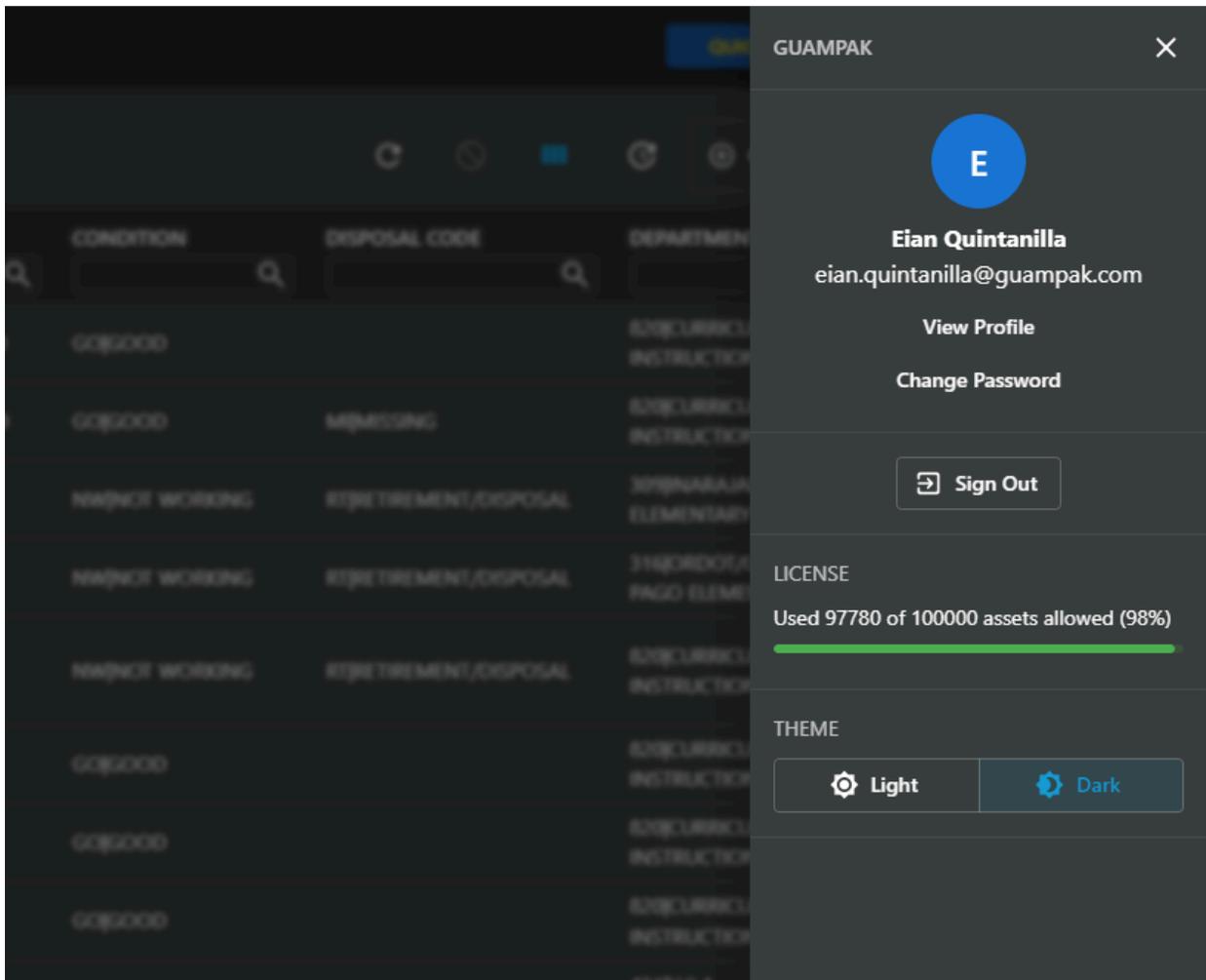


#### 4.1.10. Profile Menu

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



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



- 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.

**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 SAVE

## 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

FAMS Dashboard Assets Users Reports

### Manage Assets

select view SAVE AS

	LAST INV DATE	Last Modified	Last Scanned	Asset Name	Tag Number
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="29160"/>
<input type="checkbox"/>	01-09-2024	5/15/2024, 10:48:46 AM	4/22/2024, 1:56:33 PM	00000	29160

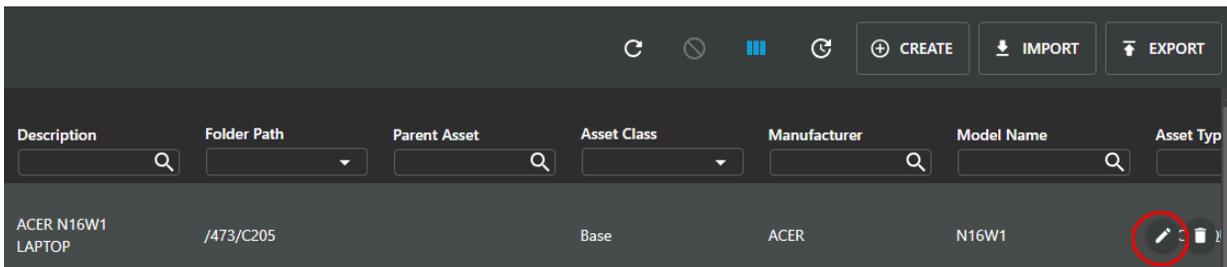
Rows per page: 100

### 5.2. How to Scan an Asset

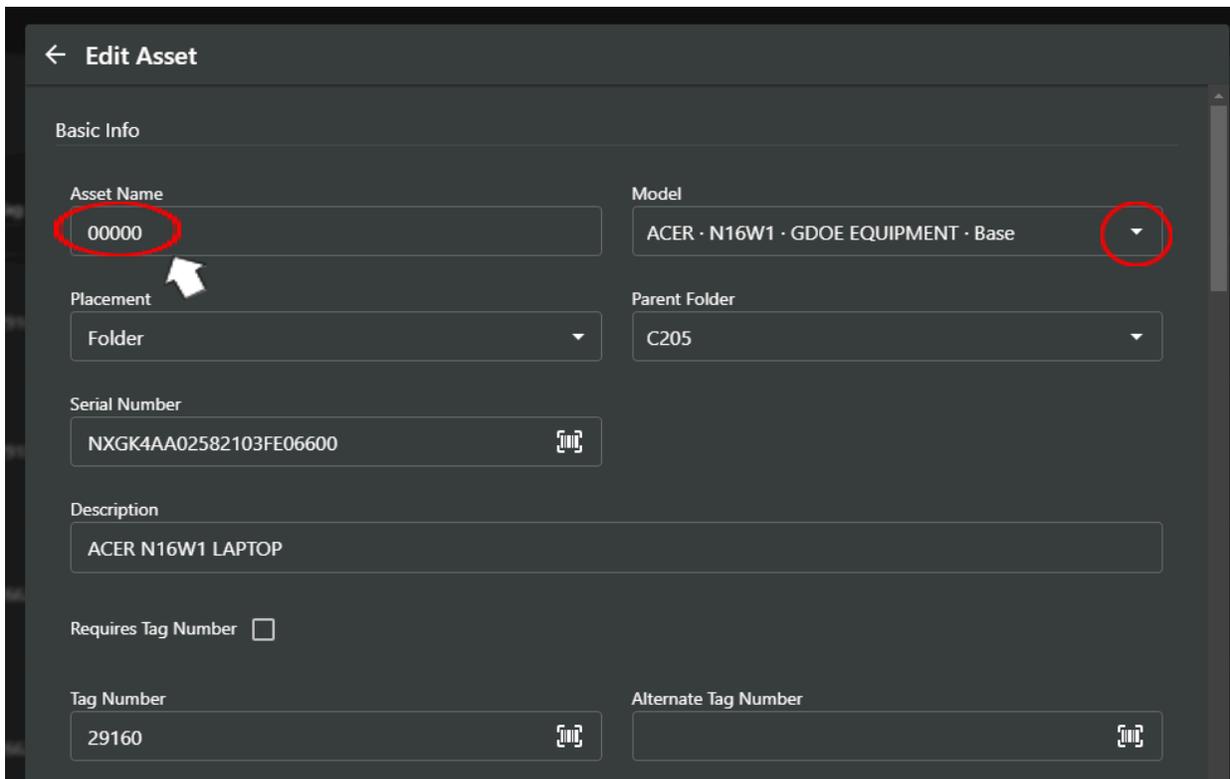
- Select the Scan option. Refer to the Appendix for scanner information.
- Point the scanner directly at the asset tag. (Nautiz X2 scanner will make an audible sound upon a successful scan.)

### 5.3. How to Make Changes to an Asset

- Select edit icon when hovering cursor over asset.



- Make desired changes to assets by selecting an arrow or typing in new information into the text bar.



## 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.

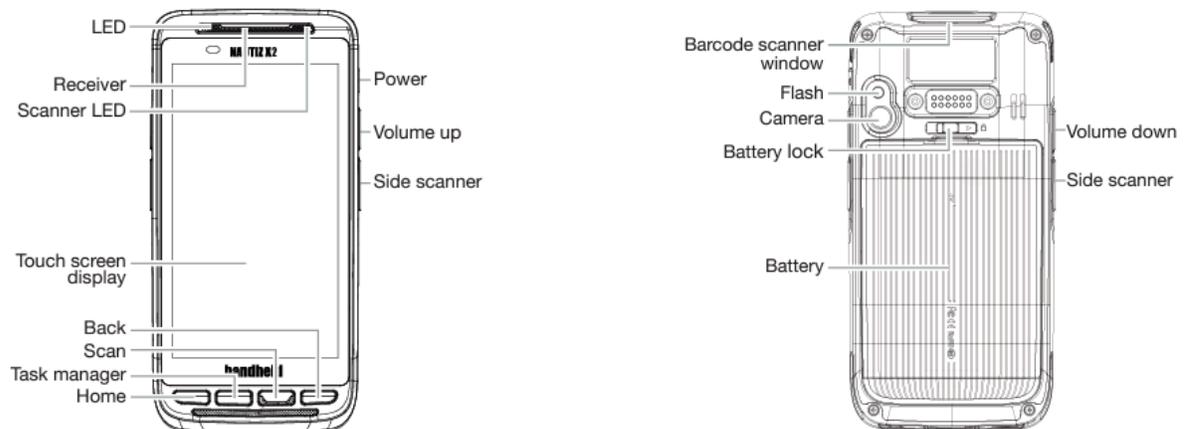
---

## 8. Contact Information for Support

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



#### Package contents

- Bar code scanner
- USB receiver
- USB Cable
- User's manual

#### System Hardware requirements

- PC/Mac with USB 2.0 port
- Windows XP/VISTA
- No software needed