Fixed Asset Management System Standard Operating Procedures

Table of Contents

Note: In between each asset is a screenshot of FAMS mobile or digital environment as a visual aid to assist in step by step process.

Standard Operating Procedures Outline

1. Enabling Nautiz X2 Mobile Computer Barcode Scanner

   1.1. Enabling Standard Barcode Scanner

      1.1.1. Open settings app on the Nautix X2 (gear icon picture).


Settings

      1.1.2. Open "Advanced features" (orange gear picture).


Advanced features

      1.1.3. Select "Barcode scanner settings" (Barcode icon).


Barcode scanner settings

      1.1.4. Select "Scanner configuration".

Scanner settings

Scanner configuration

Long range scanner   OFF
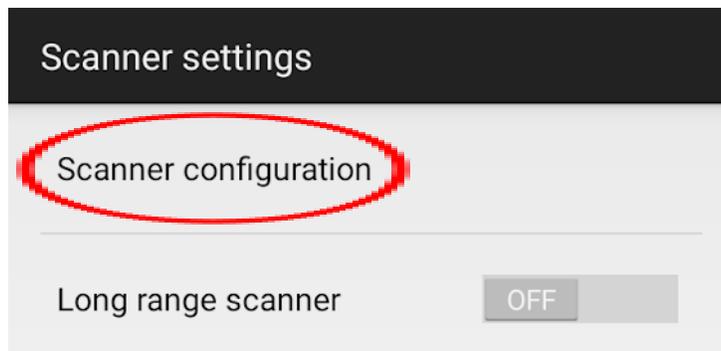
1.1.5. Turn on "Barcode scanning" toggle.
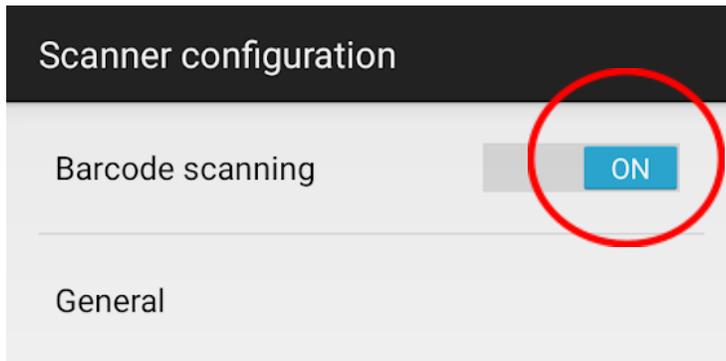
1.1.6. Exit out of advanced features.

1.1.7. Press scan button to ensure enabled scanner (see appendix C).

1.2. Enable Long Range Scanner

1.2.1. Ensure that Nautiz X2 pistol grip attachment is fully charged.

1.2.2. Attach Nautiz X2 Scanner on pistol grip.

1.2.3. Follow steps 1.1.1 - 1.1.3

1.2.4. Turn on "Long range scanner" toggle.
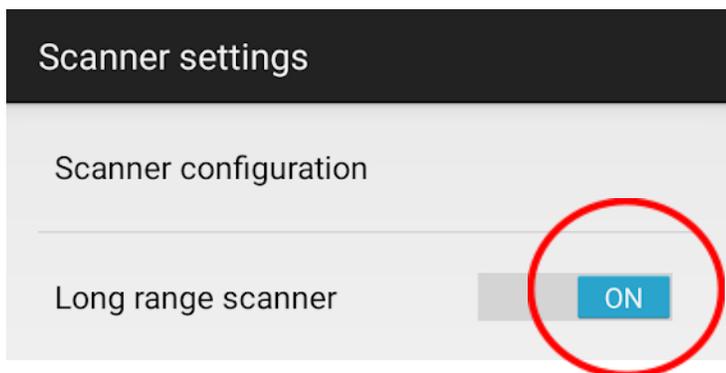
1.2.5. Exit out of advanced features.

1.2.6. Press scan button or pistol grip trigger to ensure desired scanning mode.

2. Logging Into FAMS

   2.1. Access the FAMS desktop or mobile application.
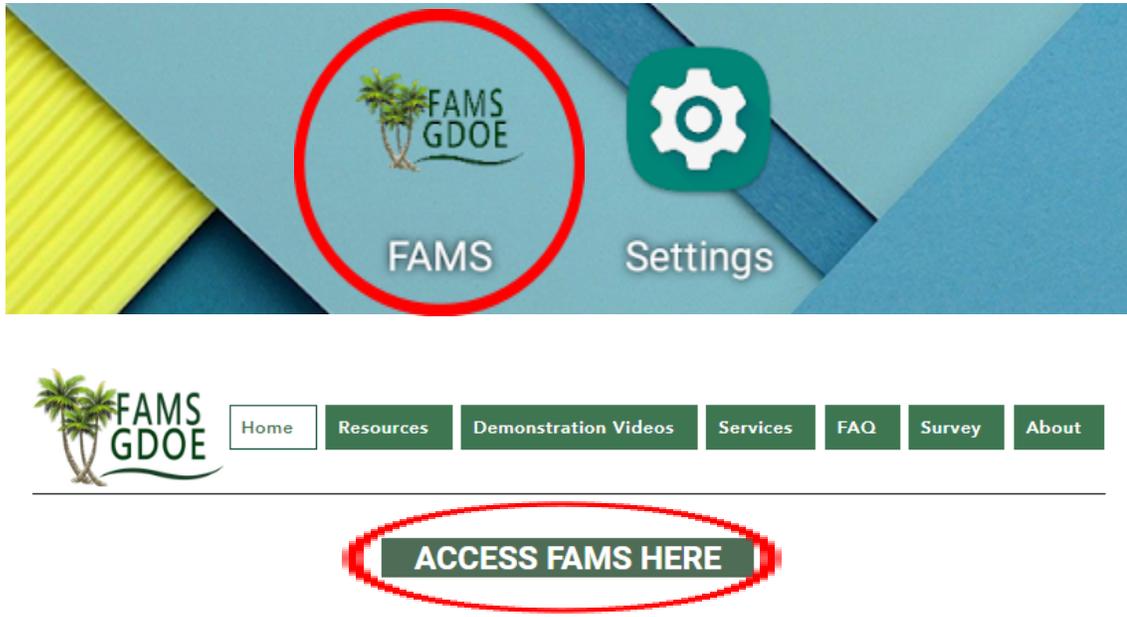
   2.2. Enter credentials

      2.2.1. Username

      2.2.2. Password

      2.2.3. SSO

   2.3. Select "**Login**"

3. Logging Out of FAMS

   3.1. Mobile Application

      3.1.1. Select the settings icon on the top left of the mobile environment.

3.1.2. Select the "**ACCOUNT**" option at the bottom of the list.
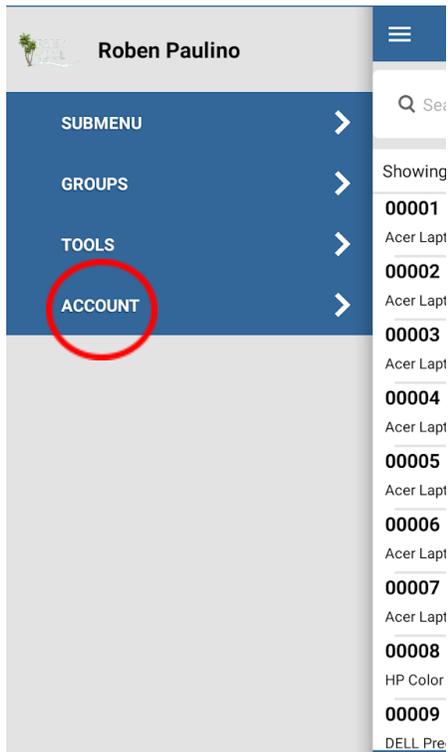
3.1.3. Select "**LOGOUT**" (Lock icon).
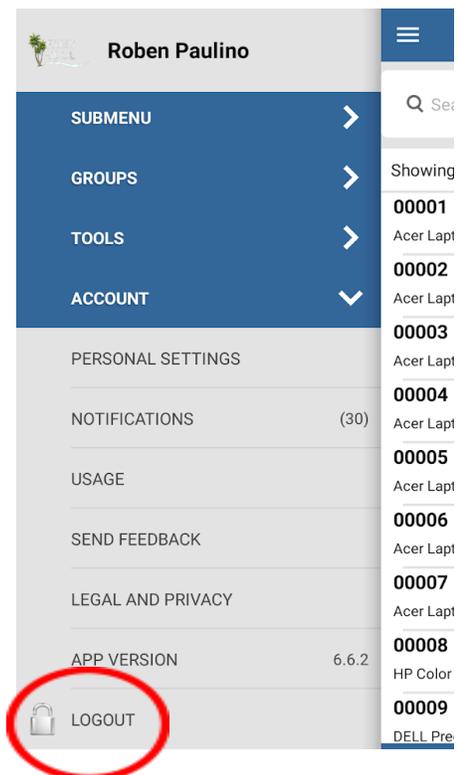
3.2. Desktop Application

    3.2.1.   Select the account button on the top right of the website (Person icon).
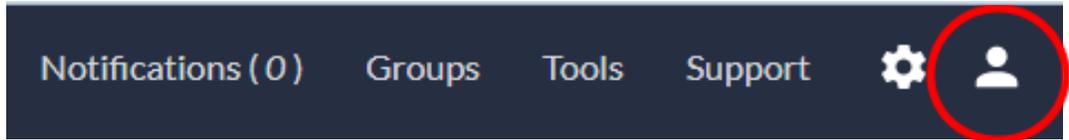
    3.2.2.   Select "**Log out**".
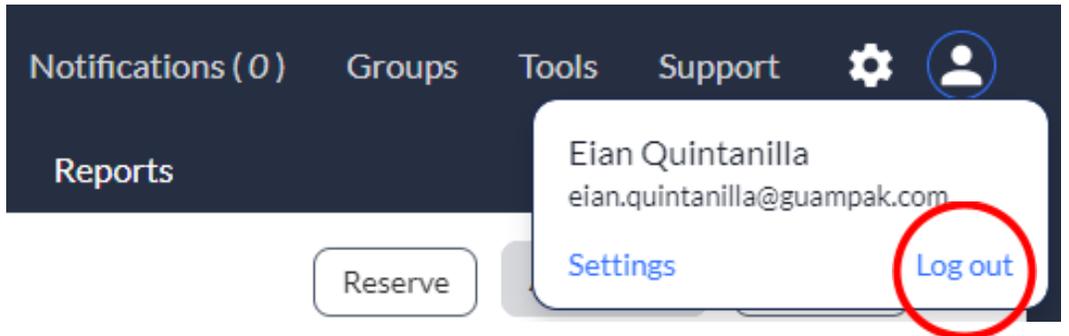
4. Searching for Assets

    4.1. Standard Search

        4.1.1.   Mobile Application

            4.1.1.1.   Open FAMS Application.

            4.1.1.2.   Enter the settings menu.
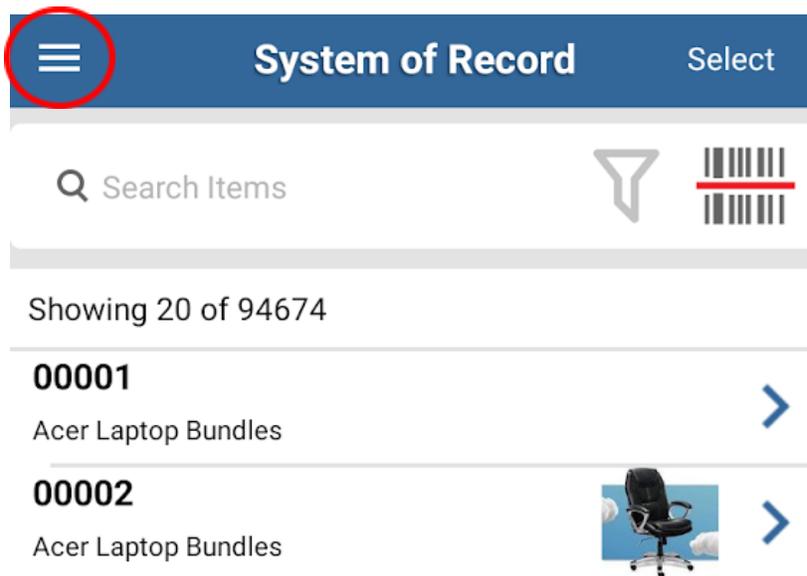
4.1.1.3.   Open the "**SUBMENU**" option.
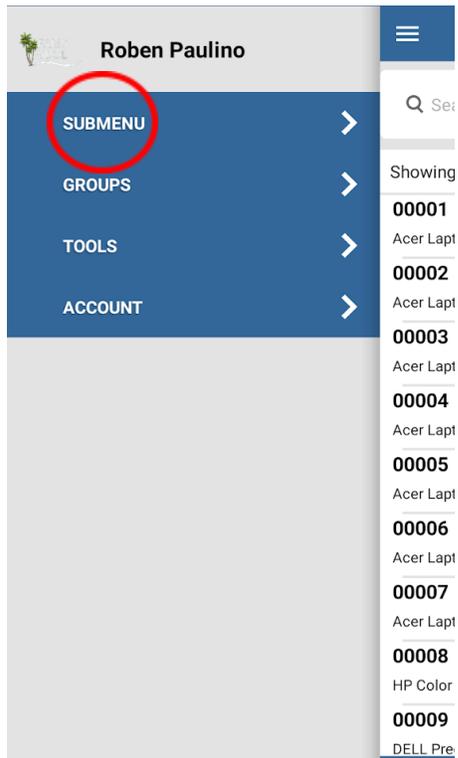
4.1.1.4.   Click/tap on the "**FIXED ASSET INVENTORY**".
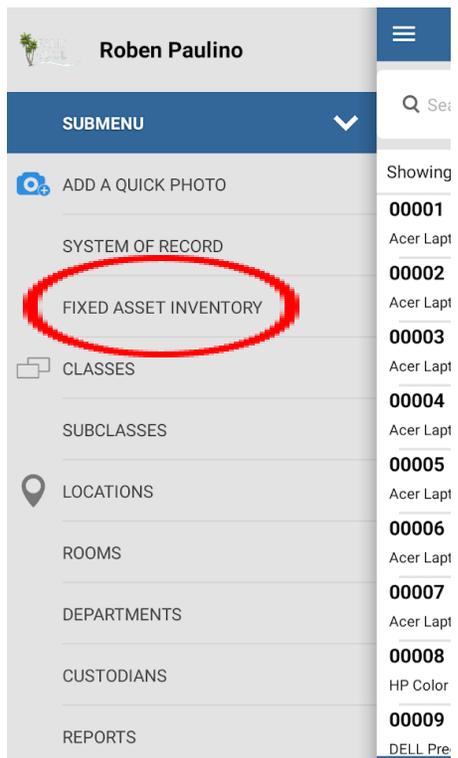
4.1.1.5.   Select the magnifying glass icon where it says "**Search Items**".
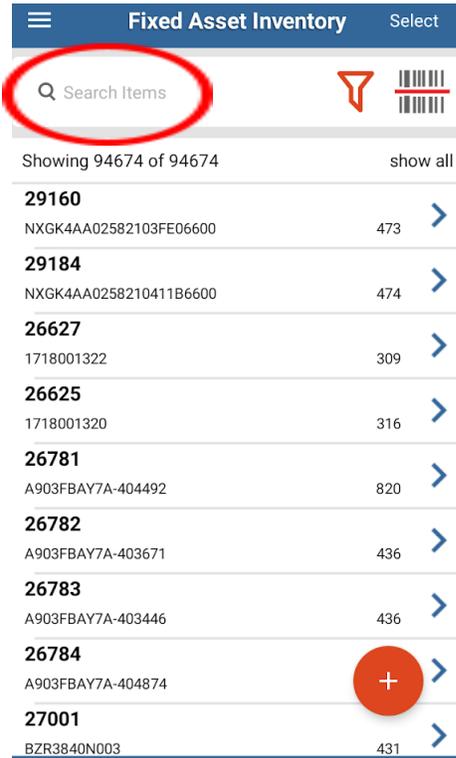
4.1.1.6.   Type the asset tag number into the search bar.
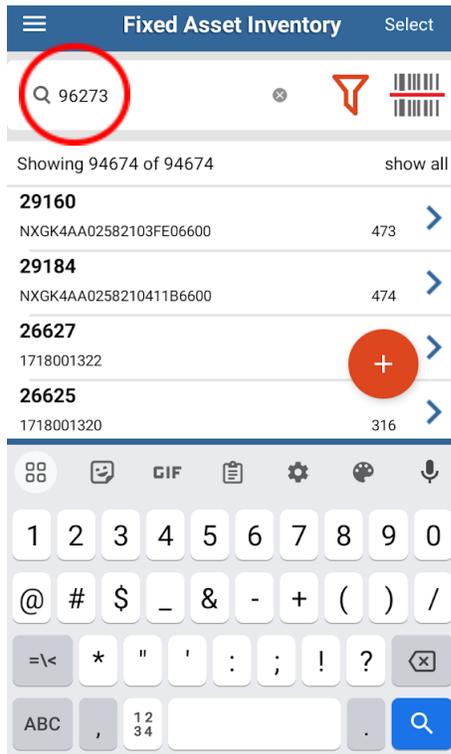
4.1.1.7.   Tap on the magnifying glass icon on the keyboard to search.

4.1.1.8.   Select the asset from the most relevant results.

4.1.2. Desktop Application

4.1.2.1.   Click on the "**Fixed Asset Inventory**" tab on the top.
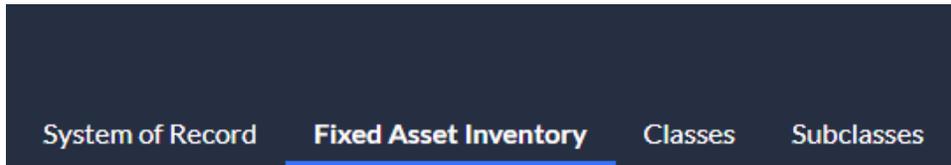
4.1.2.2.   Click on the magnifying glass icon and enter the tag/asset number of

the item you are searching for.
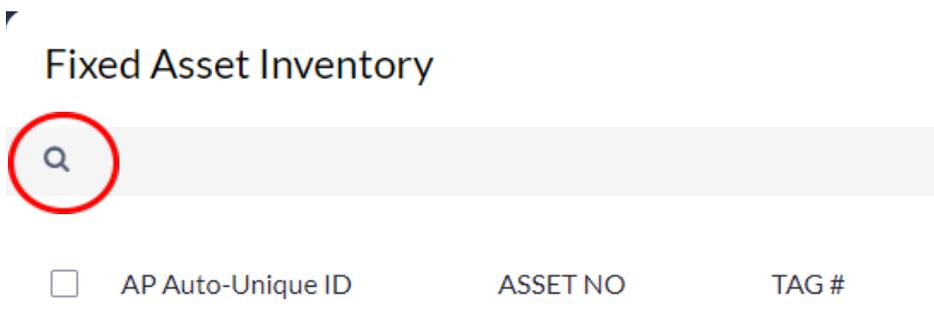
4.1.2.3.   Type into the "**Search**" bar and enter the tag number. Click on the

magnifying glass icon or press enter.
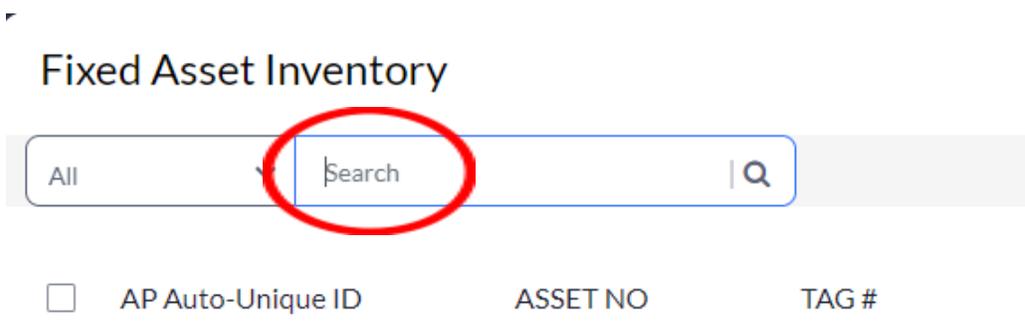
4.2. Filtered Search

    4.2.1. Mobile Application

        4.2.1.1.   Enter the asset tag number into the search bar.

        4.2.1.2.   Select the filter option (funnel icon).
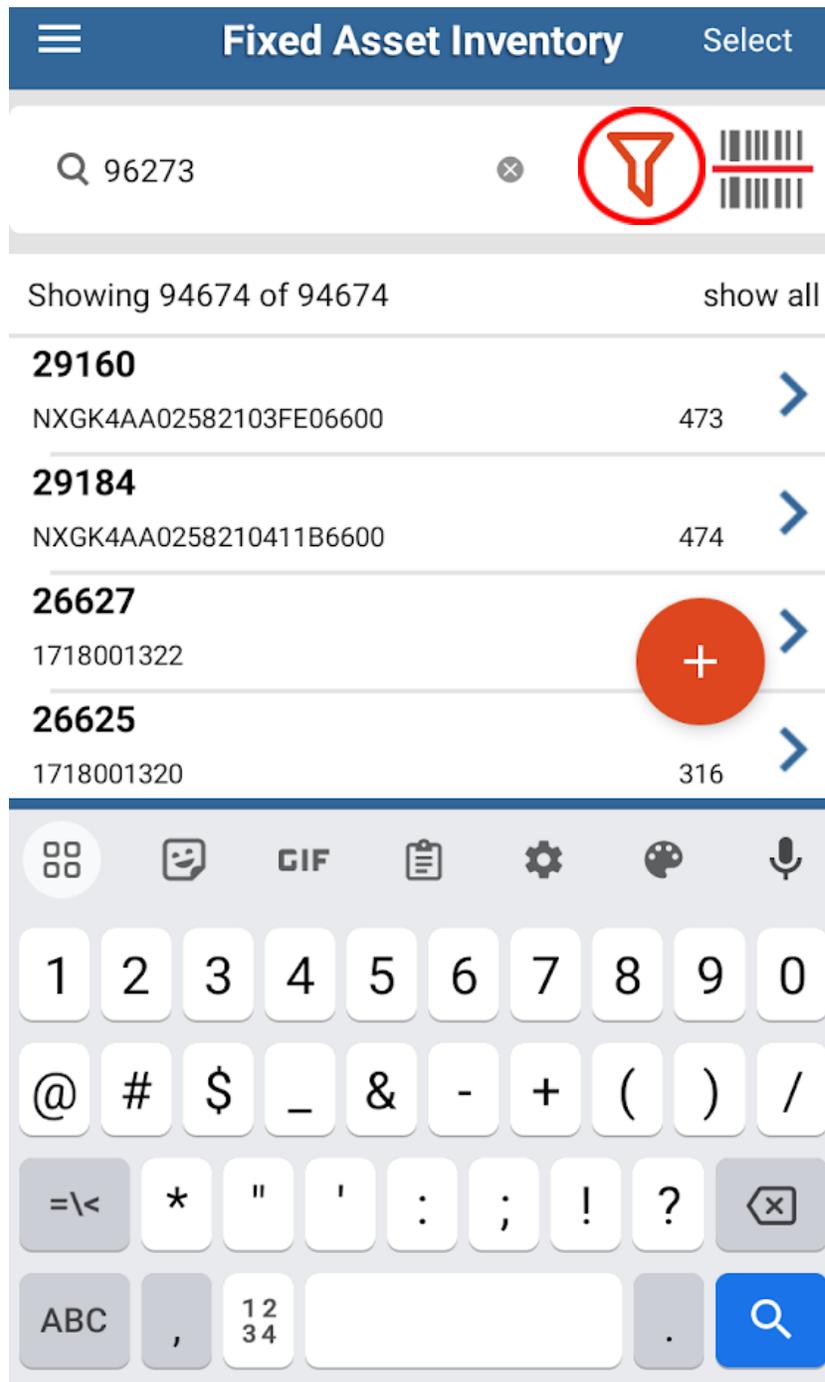
4.2.1.3.　　　　Select "**All items**" or "**Active items**" to filter. Then, select "**Search**

Field" to search by field type.
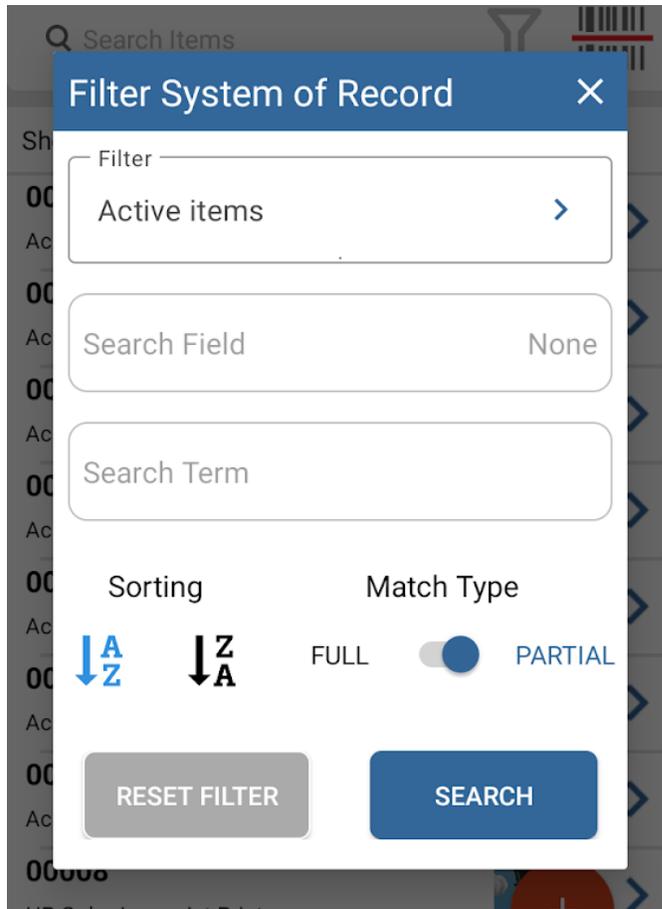
4.2.1.4.　　　Press the "**SEARCH**" button.

4.2.2.　Desktop Application

4.2.2.1.　　　Click on the magnifying glass icon and enter the tag/asset number of

the item you are searching for.
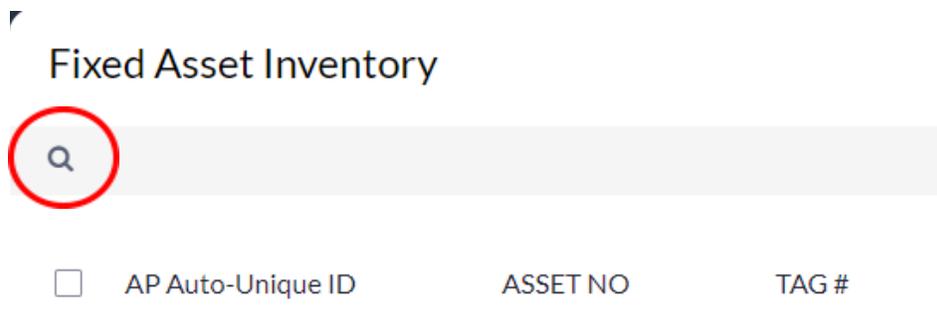
4.2.2.2.   Select the drop-down menu ("**All**" tab), and select "**TAG #**"
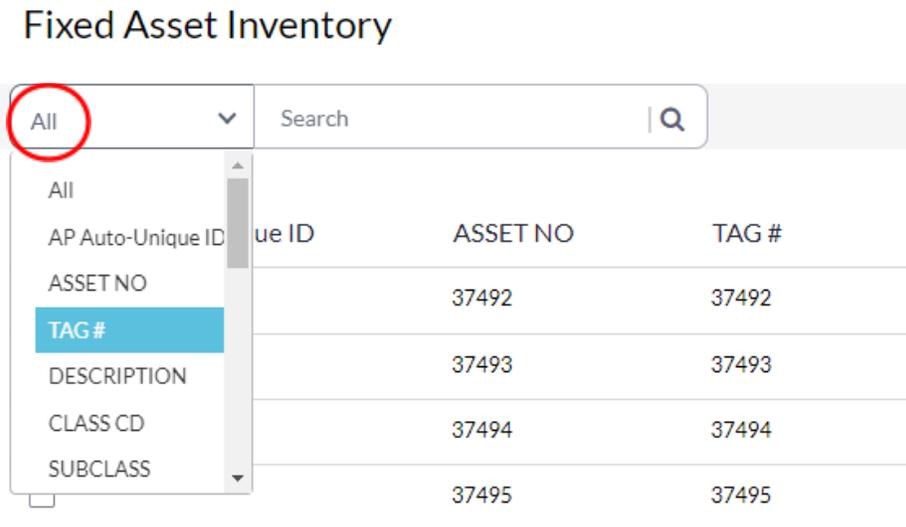
4.2.2.3.   Type in the tag number into the "**Search**", and press enter or click the
magnifying glass icon.

5. Scanning Assets in FAMS

5.1. Scanning - Only available on Nautiz X2

*Note: Long range scanning is the same process but with its mode enabled and pistol grip
attached.*

5.1.1.   Access the Fixed Asset Inventory group through the FAMS submenu.
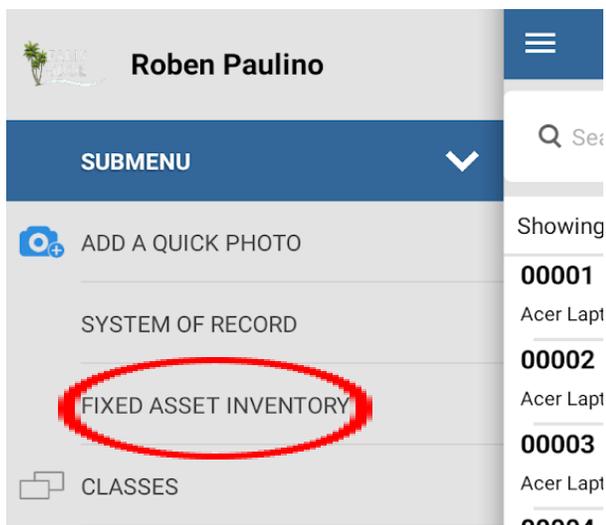
5.1.2. Select the search bar in Fixed Asset Inventory, make sure to wait for the text cursor to appear. Tap on the search bar until a blinking blue bar appears.
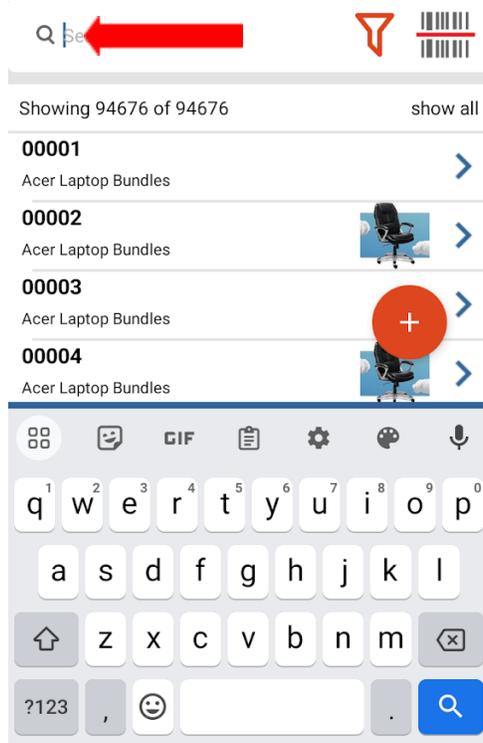
5.1.3. Select scan button (See appendix C).

5.1.4. Bring the scanning reticle within the scanning distance of the barcode.
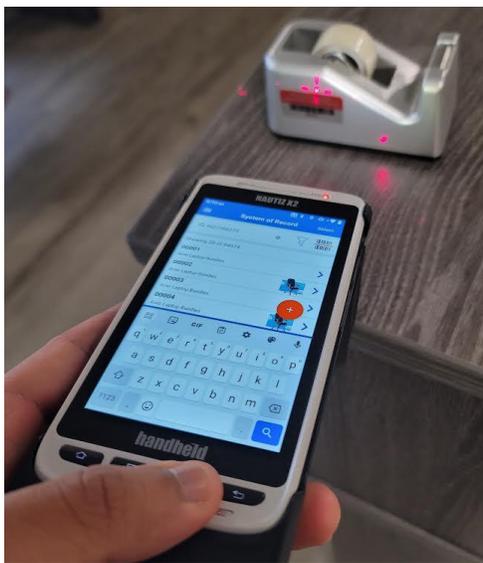
5.1.5. Wait for success notification (sound or vibration).

5.1.6. The tag number should appear on the search bar.

6. Adding Assets

   6.1. Adding less than 10 Assets

      6.1.1. Mobile Application

         6.1.1.1. Access the "**System of Record**" group through the FAMS submenu.
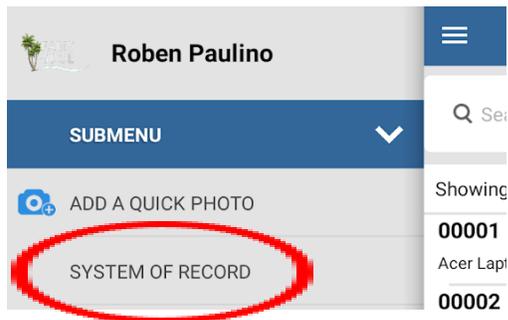
         6.1.1.2. Select "+" at the bottom right corner.
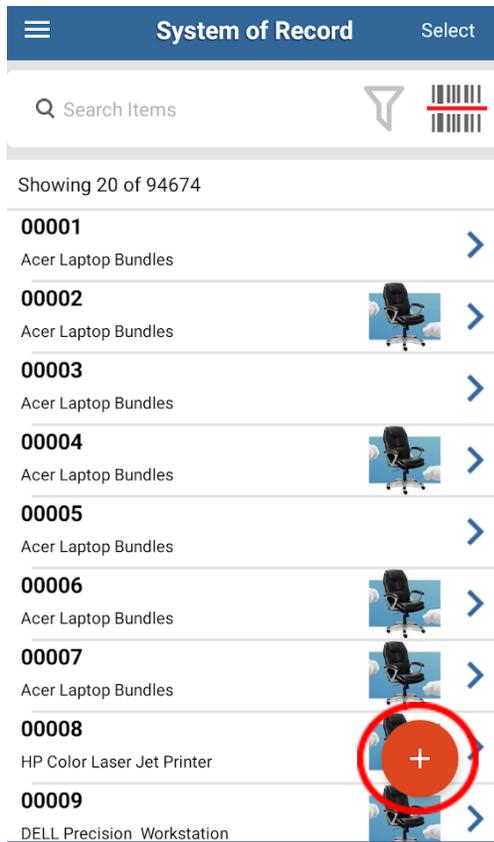
6.1.1.3.   Select "**ADD SYSTEM OF RECORD**".
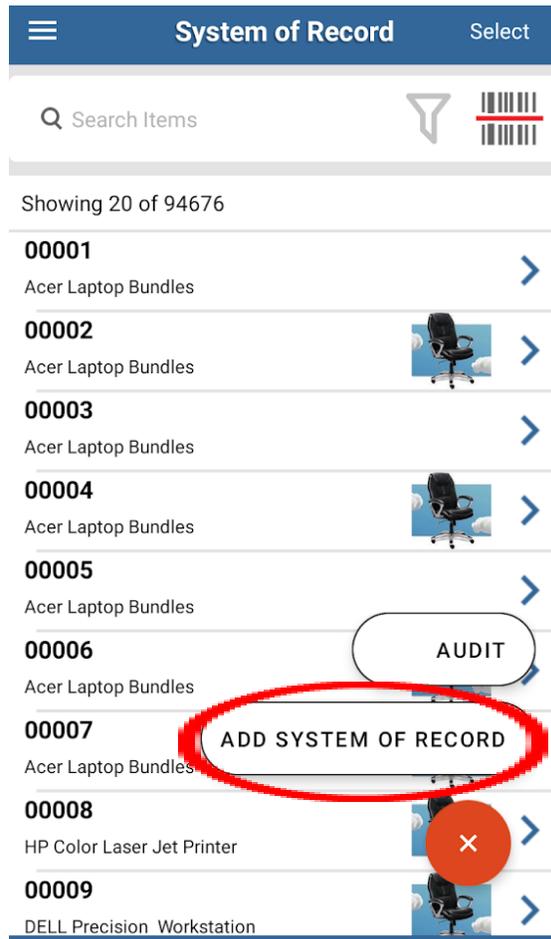
6.1.1.4.   Enter required fields (see Appendix A). Afterwards, press "**Save**" on

the top right corner of the screen.
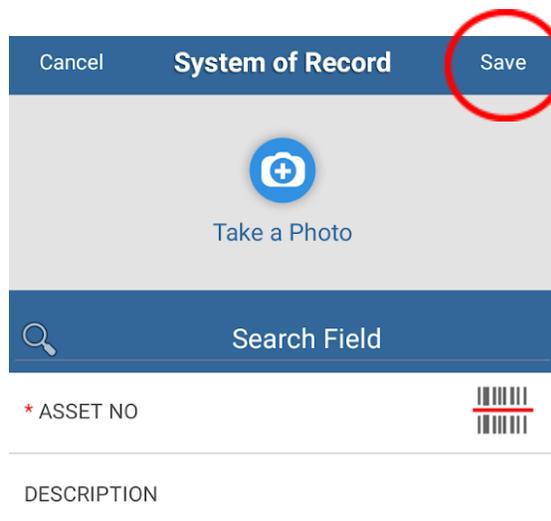
6.1.2. Desktop Application

6.1.2.1.   Access the "**System of Record**" group through the FAMS dashboard.
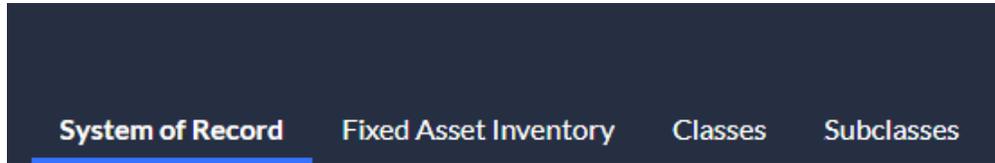
6.1.2.2.   Select "**Add New**" on the top right corner.
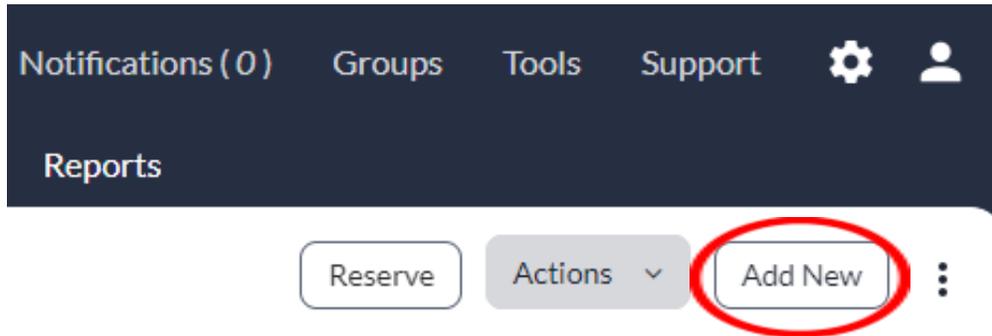
6.1.2.3.   Enter required asset details (see Appendix A).

6.1.2.4.   Select the "**Save**" button on the bottom of the screen.

6.2. Adding more than 10 Assets (Importing)

   6.2.1. Desktop Application

      6.2.1.1.   Access the "**System of Record**" group through the FAMS dashboard.

      6.2.1.2.   Click the three dot menu on the top right corner.
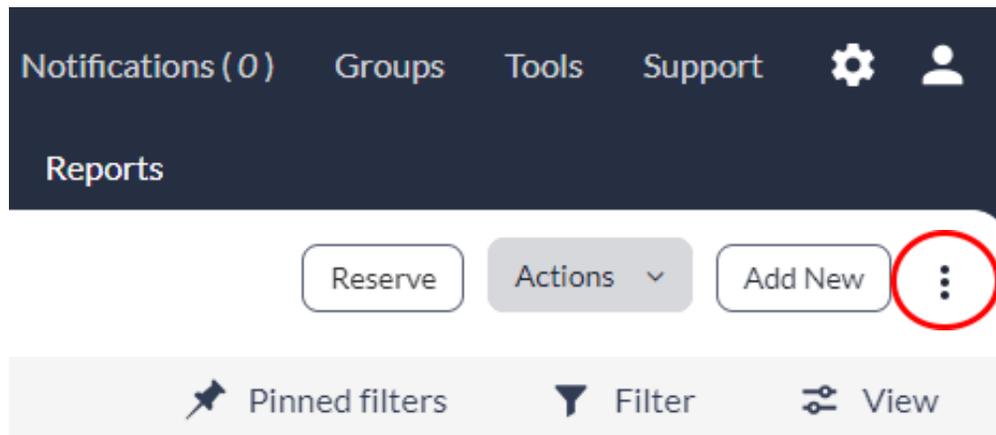
      6.2.1.3.   Select "**Import**".

6.2.1.4.   Select "**Download sample CSV**" on the top right corner.

6.2.1.5.   Fill out the CSV file spreadsheet with all required fields.

6.2.1.6.   Save spreadsheet.

6.2.1.7.   Navigate back to FAMS and select "**Import File**".
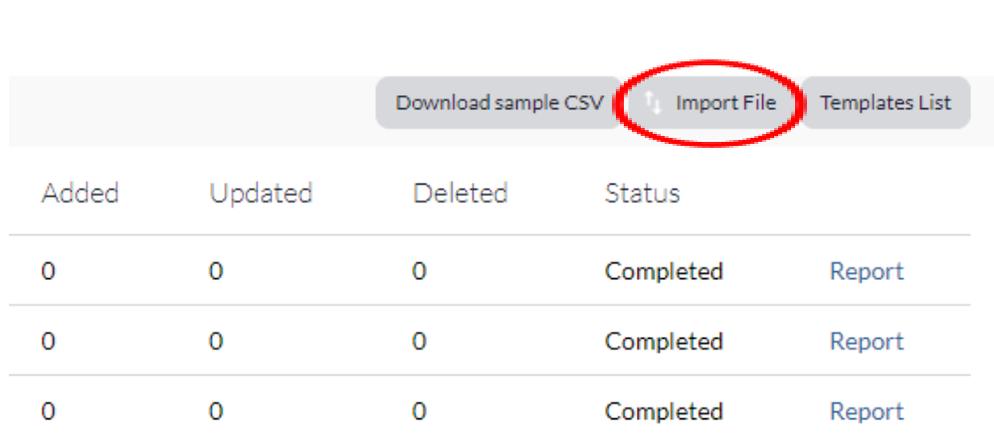
6.2.1.8.   Select "**Choose File**" and select the spreadsheet to upload.

6.2.1.9.   Select "**Upload file**".
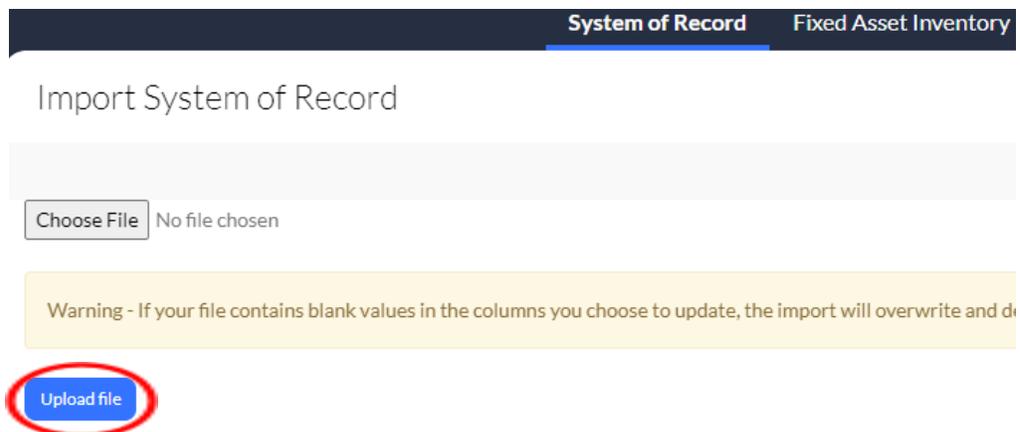
6.2.1.10.　　　Check if the column mapping is correspondent to your spreadsheet and

check for any discrepancies.

Import System of Record

Column Mapping

Asset no	ASSET NO col(1)
Additional description	ADDITIONAL DESCRIPTION col(3)
Master	MASTER col(5)
Tag #	TAG # col(7)
Class cd	CLASS CD col(9)
Commodity	COMMODITY col(11)
Location	LOCATION col(13)

6.2.1.11.　　　Scroll down and select the "**Submit**" button on the bottom of the page.

User fld 6	USER FLD 6 col(97)
Use of property	Use of property col(99)
% of federal participation	% of Federal Participation col(101)
Archived	Archived col(108)
Original cost basis (including sales tax, freight and installation)	Original Cost Basis (Including sales tax freight and installation) col(110)
Images	Images col(104)
Documents	Documents col(106)

Submit

6.2.1.12.   Click "**Review Pending Objects**" and check for any skipped assets.

Updated	Deleted	Status	
0	0	Completed	Report Review Pending Objects ⓘ
0	0	Completed	Report
0	0	Completed	Report
0	0	Completed	File is blank
0	0	Completed	Report
0	0	Completed	Report

6.2.1.13.   When verified, select "**Add All Pending System of Record**". When

prompted, select "**OK**".

	Notifications (30)	Groups	Tools	Support	⚙

Rooms   Departments   Custodians   Calendar   Reports

✕ Cancel   🗑 Delete Selected   ➕ Add Selected   🗑 Delete All Pending System of Record   ➕ Add All Pending System of Record

DESCRIPTION	STATUS	SERIAL/PARCEL	
			⋮
			⋮
			⋮
			⋮
			⋮
			⋮
			⋮

6.3. Receipt of Property Action - *Desktop Application Only*

    6.3.1. Access the "**System of Record**" group through the FAMS dashboard.

    6.3.2. Select desired asset to transfer.

    6.3.3. Fill out required information.

        6.3.3.1.   Person From

        6.3.3.2.   Person Given To

        6.3.3.3.   Location Moved To

        6.3.3.4.   Room Moved To

        6.3.3.5.   Full Name

        6.3.3.6.   Signature

        6.3.3.7.   Notes

    6.3.4. Select "**Save and Close**"

User Released By (Stamp)	eian.quintanilla@guampak.com
Date Released (Stamp)	07/10/2023
Person From	ACE TANAYAN ▾
Person Given To	AGNES A. GUERRERO ▾
Condition Code (TBD)	Please Select ▾
Full Name - Please write your Full Name, before signing below.	Eian Quintanilla
I.D. / Badge #	
(Test) Display - Person's Badge #	0 - Other
Reason For Movement	
Date Received (Manual)*	07/10/2023
User Received By (User Drop-Down)	No User ▾
Additional Remarks / Comments	
Location Moved To*	200 ▾
Room Moved To	1-1 ▾
Signature	🗑
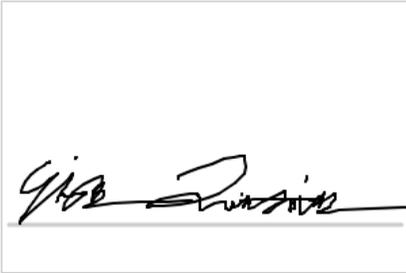
7. Editing/Updating Asset Details - *Desktop Application Only*

    7.1. Updating less than 10 Assets

        7.1.1. Access the "**System of Record**" group through the FAMS dashboard.

        7.1.2. Select the asset to change desired details.

        7.1.3. Select the pencil icon next to asset detail to edit.

            7.1.3.1.   Change text

            7.1.3.2.   Select desired dropdown menu option

        7.1.4. Select Save

    7.2. Updating more than 10 Assets

        7.2.1. Click the three dot menu on the top right corner.

   7.2.2. Select "**Import**".

   7.2.3. Select "**Download sample CSV**" on the top right corner.

        7.2.4. Fill out the CSV file with required fields and all updated information.

        7.2.5. Save CSV file to computer.

        7.2.6. Navigate back to FAMS and select "**Import File**".

            7.2.6.1.   System of Record —> Import —> Import File

        7.2.7. Select "**Choose File**" and select the spreadsheet to upload.

        7.2.8. Select "**Upload file**".

        7.2.9. Under "**Check for duplicates based on the following fields:**" select

           " **- Select Field -** "

        7.2.10. Select "**ASSET NO.**" for one field and "**TAG #**" for another.

        7.2.11. Under "**Update Objects**" section, select "**Yes**" dropdown option when asked to

           "**Update existing system of record if duplicate**:"

7.2.12. Under "**Update Objects**" section. select which fields to update.

7.2.13. Place a checkmark under the "**Column Mapping**" section for any discrepancies.

7.2.14. Select "**Submit**" at the bottom left of the page.

8. Transferring Assets - *Desktop Application Only*

   8.1. Transferring less than 10 Assets

      8.1.1. Access the "**Fixed Asset Inventory**" group through the FAMS dashboard.

      8.1.2. Select desired asset

      8.1.3. Edit Location details

         8.1.3.1.   Custodian

         8.1.3.2.   Custodian Name

         8.1.3.3.   Location

         8.1.3.4.   Location Memo

         8.1.3.5.   Room

         8.1.3.6.   Department

      8.1.4. Select save

   8.2. Transferring more than 10 Assets (Reallocation)

      8.2.1. Access the "**System of Record**" group through the FAMS dashboard.

      8.2.2. Select all assets to be transferred (checkbox on the far left of asset).

      8.2.3. Select the three dot menu on the top right corner.

      8.2.4. Select "**Reallocate**".

      8.2.5. "**Select fields you want to modify**"

         8.2.5.1.   Custodian

         8.2.5.2.   Location/Room

8.2.5.3.   Location Memo

8.2.5.4.   Department

8.2.6. Select "**Continue**"

8.3. Transfer of Property Action (Desktop)

8.3.1. Access the "**System of Record**" group through the FAMS dashboard.

8.3.2. Select desired Asset to change.

8.3.3. Section "**Actions**" option on the top right.

8.3.4. Select "**Transfer Location**".

8.3.5. Complete all required information.

8.3.5.1.   Location Moved To

8.3.5.2.   Room Moved To

8.3.5.3.   Full Name

8.3.5.4.   Signature

8.3.6. Select "**Save and Close**"

9. Report of Theft Action - *Desktop Application Only*

9.1. Access the "**System of Record**" group through the FAMS dashboard.

9.2. Select desired Asset to change.

9.3. Section "**Actions**" option on the top right.

9.4. Select "**Certificate of Loss**".

9.5. Complete all required information.

9.5.1. School / Division

9.5.2. Custody Person

9.5.3. Title

        9.5.4. Notes

        9.5.5. Employee Name

        9.5.6. Date

        9.5.7. Employee Signature

        9.5.8. Current Condition

        9.5.9. Division Head

        9.5.10. Signature of Division Head

        9.5.11. Police Officer

        9.5.12. Property Control Officer

        9.5.13. PCO Signature

   9.6. Select "**Save and Close**"

10. Viewing and Downloading Reports - *Desktop Application Only*

   10.1. Preview

        10.1.1. Access the "**Reports**" group through the FAMS dashboard.

        10.1.2. Find desired report under Group Reports (See Appendix D for full list of reports
            and report types).

        10.1.3. Select "**Preview**"

   10.2.   Select Report File Format

        10.2.1. Access the "**Reports**" group through the FAMS dashboard.

        10.2.2. Find desired report under Group Reports (See Appendix D for full list of reports
            and report types).

        10.2.3. Select "**Edit**"

        10.2.4. Select desired file format to download report.

10.3. Downloading Reports

    10.3.1. Access the "**Reports**" group through the FAMS dashboard.

    10.3.2. Find desired report under Group Reports (See Appendix D for full list of reports and report types).

    10.3.3. Select the name of your report to download the spreadsheet.

11. Archiving Assets - *Desktop Application Only*

    11.1.   Access the "**System of Record**" group through the FAMS dashboard.

    11.2.   Select the checkbox next to the asset(s) for archival.

    11.3.   On the top right corner click the three dot menu.

    11.4.   Select "**Archive/Activate**".

    11.5.   Select Archive.

    11.6.   When "**Depreciation/Inflation Stop Date**" shows up, select "**Today**".

    11.7.   Select "**Done**".

12. Deleting Assets - *Desktop Application Only*

    12.1.   Access the "**System of Record**" group through the FAMS dashboard.

    12.2.   Select the checkbox next to the asset(s) for deletion.

    12.3.   On the top right corner click the three dot menu.

    12.4.   Select "**Delete Selected**".

    12.5.   Select whether or not you want to delete the selected records or delete all records shown on screen.

    12.6.   Give a reason as to why assets are being deleted.

    12.7.   Select delete.

Appendix A – Required Fields

- ASSET #

- TAG #

- DATE PLACE IN SERVICE

- TOTAL MONTHS OF LIFE

Appendix B – Field Descriptions and Format Criteria

Field	Information
ASSET NO	Field Type: Numeric Details: - Minimum: 5 digit number; Max: 6 digit number
DESCRIPTION	Field Type: Alphanumeric Details: - Name of Asset
ADDITIONAL DESCRIPTION	Field Type: Text Details: - Other important description information
STATUS	Field Type: Drop-down menu Details: - A - Active - C - CIP - D - DISPOSED - R - RETIRED
MASTER	Field Type: Text Details: (Blank)
TYPE	Field Type: Drop-down menu Details: - G - GOVERNMENTAL - O - OTHER
TAG #	Field Type: Text; Numeric Details: - Minimum: 5 digit number; Max: 6 digit

	number
SERIAL/PARCEL	Field Type: Text; Alphanumeric Details: ● Serial Number
CLASS CD	Field Type: Alphanumeric Details: ● 2 Character value: (e.g. 10, 20, 30, SP, ED, LA)
SUB CLASS	Field Type: Numeric Details: ● Min: 1 digits; Max 3 digits
COMMODITY	Field Type: Open Text Details:
COMMODITY DESCRIPTION	Field Type: Open Text Details: (Blank)
LOCATION	Field Type: Numeric Details: (Location Code)
LOCATION DESC	Field Type: Text; Alpha Details: ● See "Location" group in FAMS
LOCATION MEMO	Field Type: Text, Alphanumeric Details: ● Location within location
DEPARTMENT	Field Type: Text; Alphanumeric Details: ● Department Code
CUSTODIAN	Field Type: Text; Alphanumeric Details: ● Department responsible
STORG LOC	Field Type: Text; Alphanumeric Details: ● Additional location information
FLOOR	Field Type: Text; Alphanumeric Details:
ROOM	Field Type: Text; Alphanumeric Details: ● Room number or subject
DATE ACQ	Field Type: DATE
ACQ COST	Field Type: Details: ● Dollar Amount
MANUFACTURER	Field Type: Text; Alphanumeric

MANUFACTURER NAME	Field Type: Text; Alphanumeric
MODEL YEAR	Field Type: Text Details: (Blank)
LIC REG#	Field Type: Text Details: (Blank)
QTY	Field Type: Text
UOM	Field Type: Text; Alphanumeric Details:
UNIT COST	Field Type: Dollar Amount
ACRES	Field Type: 0.00 in Values
SQ FT	Field Type: Numeric
CONDITION	Field Type:
ACQ METH	Field Type: US/LO/FE/30
INSTALL DATE	Field Type: Date
LAST INV DATE	Field Type: Date
EST USEFUL LIFE	Field Type: Numeric Field
LAST APPR VAL	Field Type: Currency Detail: ● Dollar Amount
SOY VAL	Field Type: Currency Detail: ● Dollar Amount
CURR BOOK VALUE	Field Type: Currency Detail: ● Dollar Amount
EST SALVAGE VAL	Field Type: Currency Detail: ● Dollar Amount
REPLACEMENT COST	Field Type: Currency Detail: ● Dollar Amount
CAPITALIZE?	Field Type: Dropdown Details: ●
TITLE HOLDER	Field Type: No Data
DISPOSAL DATE	Field Type: Date
DISPOSAL CODE	Field Type: Details: ● MI/RT/TH/PS/TG
DISPOSAL PRICE	Field Type: Currency Detail: ● Dollar Amount
SALE PRICE	Field Type: Currency

	Detail: ● Dollar Amount
OPERATING COST	Field Type: Currency Detail: ● Dollar Amount
OP COST PER (UNIT)	Field Type: Text Details: (Blank)

DEPRECIATE ?	Field Type: Drop down menu
	Details:
	    ● Y - Yes
	    ● N - No

DEPRE METH	Field Type: Dropdown menu Details: ● Numeric
FIRST PER	Field Type: 1/0
LAST YEAR	Field Type: Numeric
LAST PER	Field Type: Numeric
DEPREC PRIN	Field Type: Currency Detail: ● Dollar Amount
LTD ACCUM DEP	Field Type: Currency Detail: ● Dollar Amount
PER'S TAKE	Field Type: Numeric
SCHED REPL DATE	Field Type: Open Text Details: ● Date
CURRENT FISCAL YEAR	Field Type: YEAR
CURRENT YEAR ADDITIONS	Field Type: Currency Detail: ● Dollar Amount
CURRENT YEAR DEPR	Field Type: Currency Detail: ● Dollar Amount
RETIRED PERCENT	Field Type: Currency Detail: ● Dollar Amount
RETIRED AMOUNT	Field Type: Currency Detail: ● Dollar Amount
RETIRED DEPREC	Field Type: Currency Detail: ● Dollar Amount

DISPOSAL MEMO	Field Type: Open Text
PURCHASE MEMO	Field Type: Numeric
IMPROVEMENT MEMO	Field Type: Open Text
LEASE MEMO	Field Type: Text Details: (Blank)
LOAN MEMO	Field Type: Text Details: (Blank)
MAINT MEMO 1	Field Type: Open Text
MAINT MEM0 2	Field Type: Text Details: (Blank)
INSURANCE MEMO	Field Type: Text Details: (Blank)
INSURANCE MEMO	Field Type: Text Details: (Blank)
GL MEMO 1	Field Type: Open Text
GL MEMO 2	Field Type: Open Text
VENDOR	Field Type: Numeric
PO#	Field Type: Numeric
DOCUMENT	Field Type: Text Details: (Blank)
INVOICE	Field Type: Text Details: (Blank)
INVOICE DATE	Field Type: Date
INVOICE AMT	Field Type: Dollar Amount
PURCHASING ACCT 1	Field Type: Text Details: (Blank)
PURCHASE AMOUNT	Field Type: Text Details: (Blank)
PROJ STRING	Field Type: Text Details: (Blank)
USER FLD 1	Field Type: Open Text
Field Name in FAMS: Grant Name	Field Type: Text; Alphanumeric Details:
USER FLD 2	Field Type: Numeric
Field name in FAMS: FAIN	Field Type: Text; Alphanumeric Details:
USER FLD 3	Field Type: Alphanumeric
Field name in FAMS: CFDA	Field Type: Text; Alphanumeric Details:
USER FLD 4	Field Type: Numeric
Field Name in FAMS: Program Code	Field Type: Text; Alphanumeric Details:

USER FLD 5	Field Type: Open Text
Field Name in FAMS: Comment (remarks/comment field holder)	Field Type: Text; Alphanumeric Details:
USER FLD 6	Field Type: Text; Alphanumeric Details:
Field Name in FAMS: Title Holder	Field Type: Text; Alphanumeric Details:

Appendix C - Nautiz X2 Hardware Layout

LED

Receiver

Scanner LED

Power

Volume up

Side scanner

Touch screen
display

Back

Scan

Task manager

Home

NAUTIZ X2

handheld

Barcode scanner
window

Flash

Camera

Battery lock

Volume down

Side scanner

Battery