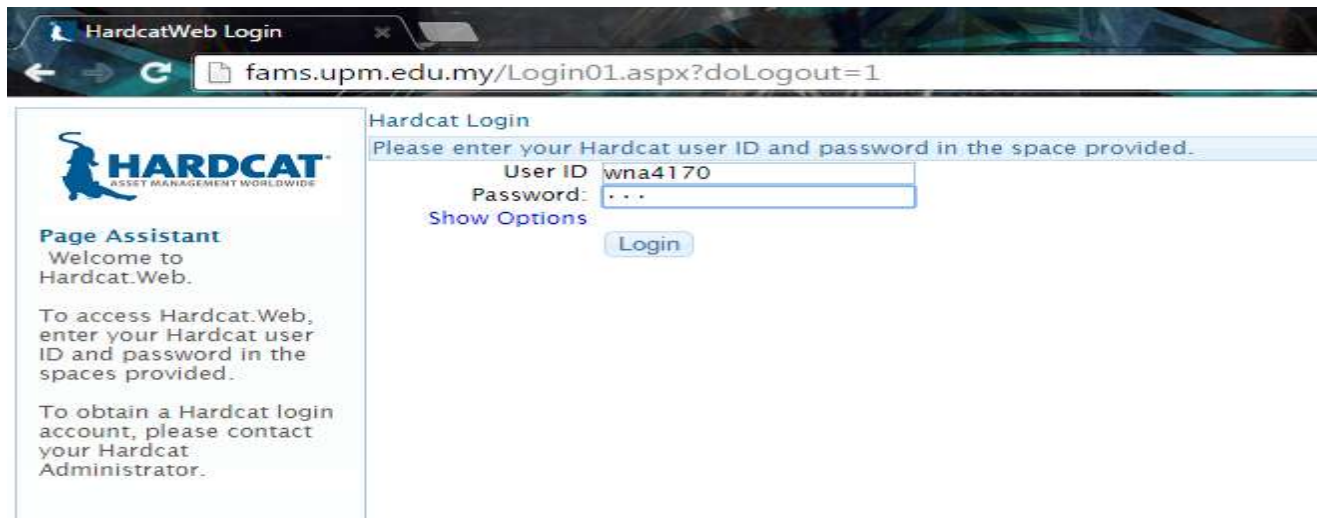


ARAHAN KERJA KEMASKINI MAKLUMAT ASET SISTEM FAMS 4.3

Tujuan Arahkan Kerja ini adalah untuk menerangkan tatacara mengemaskini rekod aset yang dibeli bagi mewujudkan pangkalan data yang lengkap dan tepat.

1. Login user id dan password



Hardcat Login

Please enter your Hardcat user ID and password in the space provided.

User ID: wna4170

Password: ...

Show Options

Login

HARDCAT
ASSET MANAGEMENT WORLDWIDE

Page Assistant
Welcome to Hardcat.Web.

To access Hardcat.Web, enter your Hardcat user ID and password in the spaces provided.

To obtain a Hardcat login account, please contact your Hardcat Administrator.

2. Kemaskini maklumat aset

2.1 Pembelian melalui pesanan belian :

- Pilih Cost Center Code - Contain – cth: 0032 (User hanya boleh view dan edit pusat kos masing-masing sahaja.)
- Klik Add Field - Pilih P/O Number – Contain – cth: 000022



NA6009 MAT NOH BIN NOR

Hardcat Business Intelligence | Asset Management | Work Order Management

All searches

Add Field | Clear All | Apply

Cost Centre Code | Contains | 0032

Code | Contains |

Options

- Create an Asset
- Move an Asset
- Issue Items
- Return Items

Page Assistant

This list displays all assets in the system.

To navigate the list, choose the navigation buttons at the top-right of the list.

To optionally restrict the contents of the list, select a filter/order by field, then enter your filter string.

The filter string may contain wildcards, '*' and '?'.

Description	Location	Asset Type	Status
KERETA PROTON PERDANA 2.0 'BCK 5885'	Pejabat Bendahari 1	A34101 Kenderaan Penumpang Termasuk Van& Bas& Kere	Disposed
PROTON PERDANA 2.0 (A) V6 METALLIC - 'BCK 1765'	Pejabat Bendahari 2	A34101 Kenderaan Penumpang Termasuk Van& Bas& Kere	Register
PROTON PERDANA 2.0(A)V6 'BCK 1761'	Pejabat Bendahari 2	A34101 Kenderaan Penumpang Termasuk Van& Bas& Kere	Disposed
AVIO	Seksvn		

- c) Klik Add Fiels – Pilih Supplier Code –Equal – (search id supplier cth. UN000028).
seperti rajah di bawah;

The screenshot shows the HARDCAT Asset Management interface. The top navigation bar includes 'Hardcat Business Intelligence', 'Asset Management', and 'Work Order Management'. The user is logged in as 'NA6009 MAT NOH BIN NOR'. The search criteria are set to 'All searches' with the following filters:

- Cost Centre Code: Contains 0032
- P/O Number: Contains 000022
- Supplier Code: Contains UN000028

The 'Options' menu is open, showing various search fields. The 'Supplier Code' field is highlighted. The main table displays a list of assets with the following columns: Code, Barcode, Description, Location, Asset Type, and Status.

Code	Barcode	Description	Location	Asset Type	Status
0038		MEMBINA DAN MENGEKAT SEBUAH RUMAH B		A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
0039		MEMBINA PONDOK GETAH		A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Register Asset
0040		MEMBINA SEBUAH GENERATOR ROOM DI BANGUNAN S.TANAH,		A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
S00000041	S00000041	MEMBINA & MENGEKAT SEBUAH RUMAH BACI KERJA		A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
		GERAI-GERAI EKSPLO.		A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
		MEMBINA GENERATOR		A32101 Bangunan	

- d) Klik Apply, (Senarai aset akan tertera).

The screenshot shows the HARDCAT Asset Management interface after applying the search filters. The search criteria are:

- Cost Centre Code: Contains 0032
- P/O Number: Contains 000022
- Supplier Code: Contains UN000028

The 'Show active assets only' checkbox is checked. The main table displays a list of assets with the following columns: Code, Barcode, Description, Location, Asset Type, and Status.

Code	Barcode	Description	Location	Asset Type	Status
S00614358	SIA273756	PORTABLE TABLE BOOTH	Seksyen Pengurusan Dana Wakaf Ilmu	P27801 INVENTORI	Register Asset
S00614359	SIA273757	FOLDABLE CHAIR LOCATION : SEKSYEN PENGURUSAN DANA	Seksyen Pengurusan Dana Wakaf Ilmu	P27801 INVENTORI	Register Asset
S00614360	SIA273758	FOLDABLE CHAIR LOCATION : SEKSYEN PENGURUSAN DANA	Seksyen Pengurusan dan Pentadbiran Wakaf	P27801 INVENTORI	Register Asset
S00614361	SIA273759	FOLDABLE CHAIR LOCATION : SEKSYEN PENGURUSAN DANA	Seksyen Pengurusan dan Pentadbiran Wakaf	P27801 INVENTORI	Register Asset

e) Klik Edit

The screenshot shows the Hardcat Asset Management interface. On the left, there are navigation options: 'Options' (Create an Asset, Move an Asset, Issue Items, Return Items, Export to CSV) and 'Page Assistant' (This list displays all assets in the system. To navigate the list, choose the navigation buttons at the top-right of the list. To optionally restrict the contents of the list, select a filter/order by field, then enter your filter string. The filter string may contain wildcards, '*' and '?').

The main area displays a table of assets with columns: Code, Barcode, Description, Location, Asset Type, and Status. The first asset is highlighted, and a context menu is open over it, with the 'Edit' button circled in red.

Code	Barcode	Description	Location	Asset Type	Status
000614358	SIA273756	PORTABLE TABLE BOOTH	Pejabat Bendahari 2	P27801 INVENTORI	Ready Asset
000614357	SIA273757	FOLDABLE CHAIR LOCATION : SEKSYEN PENGURUSAN DANA	Seksyen Pengurusan Dana Wakaf Ilmu	P27801 INVENTORI	Ready Asset
000614360	SIA273758	FOLDABLE CHAIR LOCATION : SEKSYEN PENGURUSAN DANA	Seksyen Pengurusan dan Pertadbiran Wakaf	P27801 INVENTORI	Ready Asset
000614361	SIA273759	FOLDABLE CHAIR LOCATION : SEKSYEN PENGURUSAN DANA	Seksyen Pengurusan dan Pertadbiran Wakaf	P27801 INVENTORI	Ready Asset

f) Kemaskini maklumat

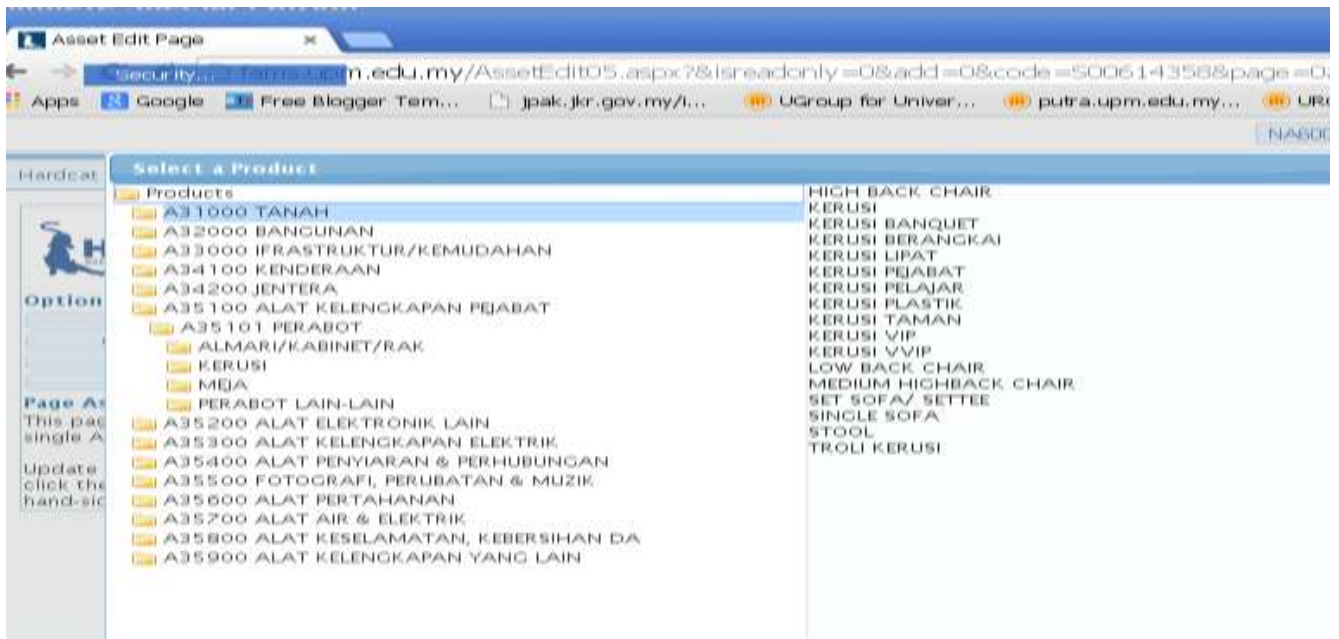
i) **Barcode**

ii) **Serial number** (sekiranya ada)

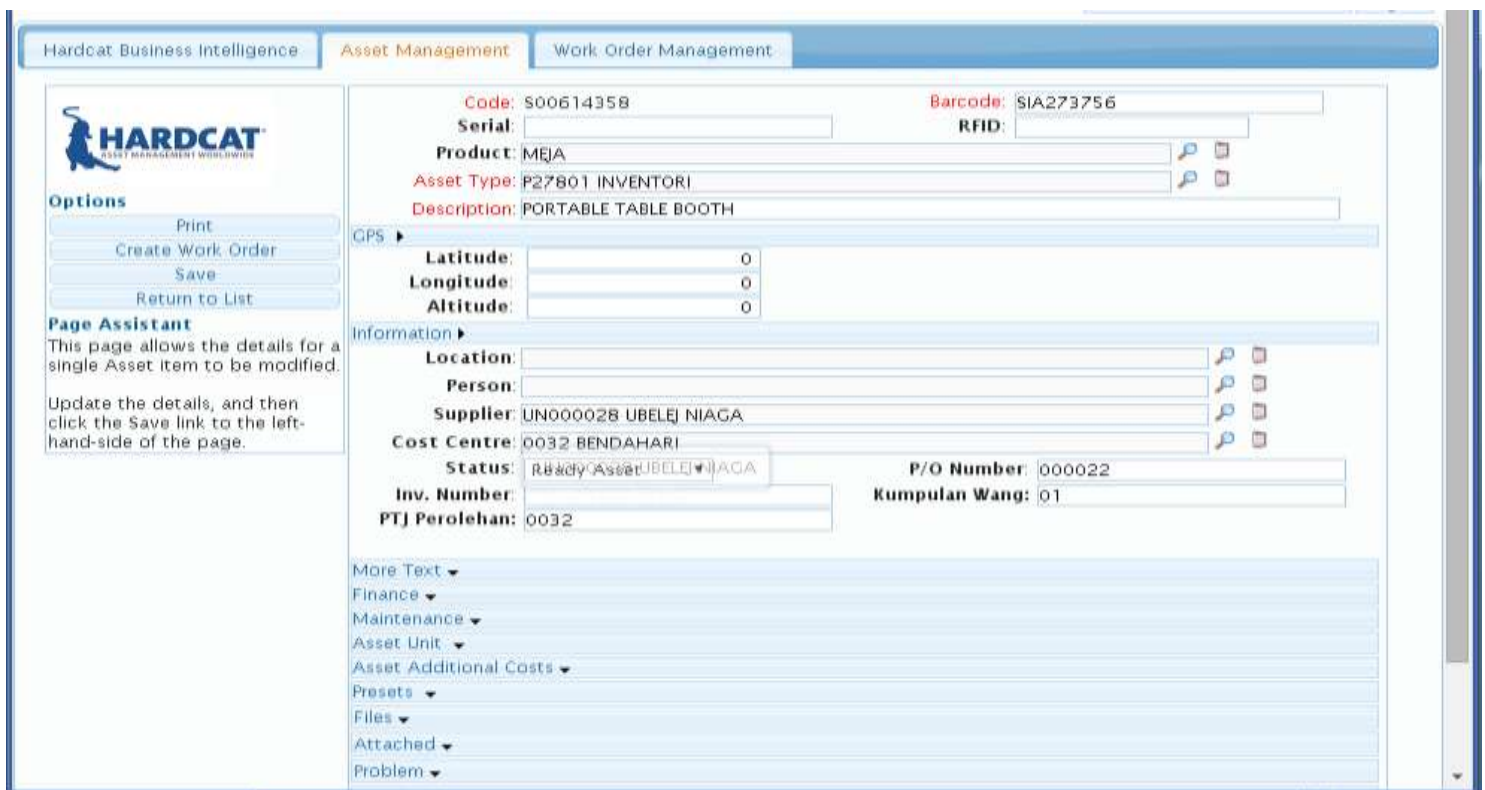
The screenshot shows the 'Asset Edit Page' in the Hardcat system. The page displays the details for asset code 000614358. The 'Product' field is highlighted in red. The 'Barcode' field is also highlighted in red. The 'Description' field contains 'PORTABLE TABLE BOOTH'. The 'Asset Type' is 'P27801 INVENTORI'. The 'Latitude', 'Longitude', and 'Altitude' fields are empty. The 'Page Assistant' on the left indicates that this page allows the details for a single Asset Item to be modified.

Code: 000614358 Barcode: 000614358
Serial: RFID:
Product:
Asset Type: P27801 INVENTORI
Description: PORTABLE TABLE BOOTH
Latitude:
Longitude:
Altitude:
Information
More Text
Finance
Maintenance
Asset Unit
Asset Additional Costs
Presets
Files
Attached
Problem
Work Order
Asset Audit History
HardcatWeb Version: 4.30 Build 051 Copyright © 2015, Hardcat Pty. Ltd. All rights reserved.
www.hardcat.com

iii) **Product** (klik diruangan kosong dan pilih product yang sesuai)



- iv) **Location** - Klik information - klik diruangan kosong dan pilih lokasi aset tersebut berada.



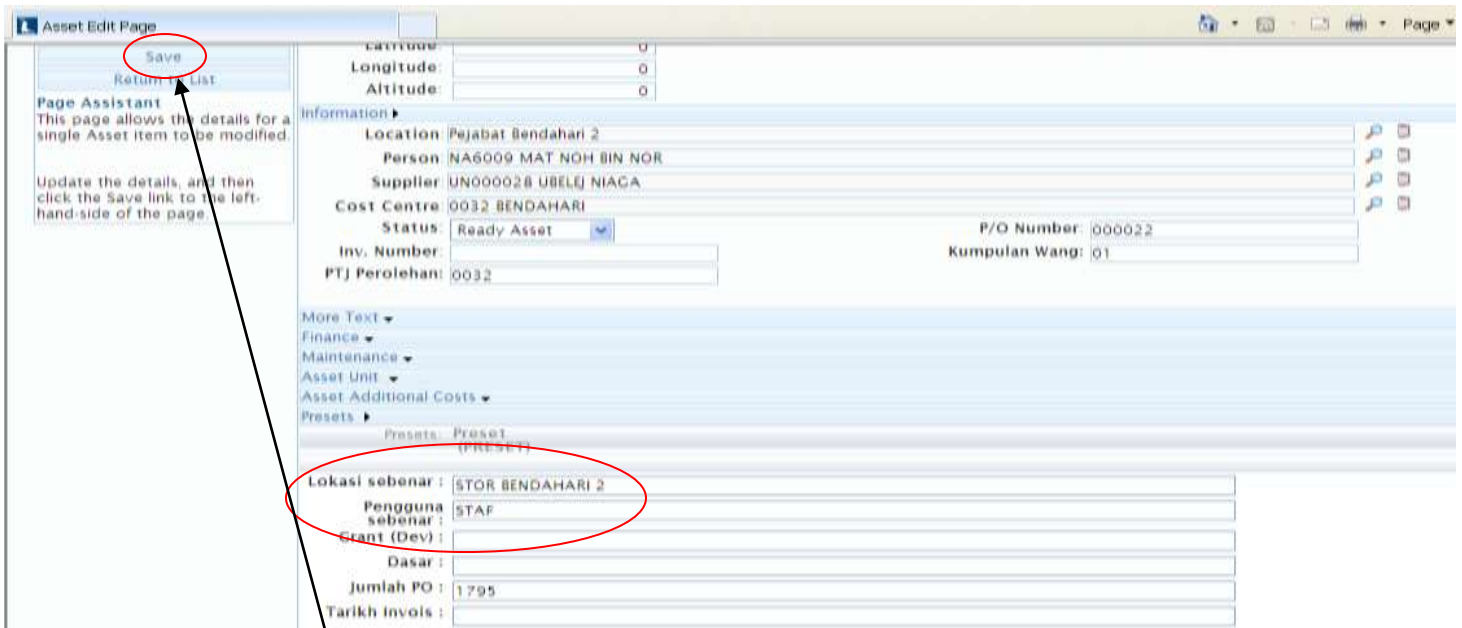
- v) **Person** – Klik diruangan kosong dan pilih pengguna aset tersebut . Taip seperti contoh di bawah untuk membuat carian – Klik pada nama tersebut.

The screenshot shows the 'Asset Management' section of the HARDCAT system. The asset details include:
Code: S00614358, Barcode: SIA273756, RFID: [blank]
Product: MEJA, Asset Type: P27801 INVENTORI, Description: PORTABLE TABLE BOOTH
GPS: Latitude: 0, Longitude: 0, Altitude: 0
Information: Location: [blank], Person: [blank] (circled in red), Supplier: UN000028 UBELE NIAGA
Cost Centre: 0032 BENDAHARI, Status: Ready Asset UBELE NIAGA, P/O Number: 000022
Inv. Number: [blank], Kumpulan Wang: 01
PTJ Perolehan: 0032
Additional fields include More Text, Finance, Maintenance, Asset Unit, Asset Additional Costs, Presets, Files, Attached, and Problem.

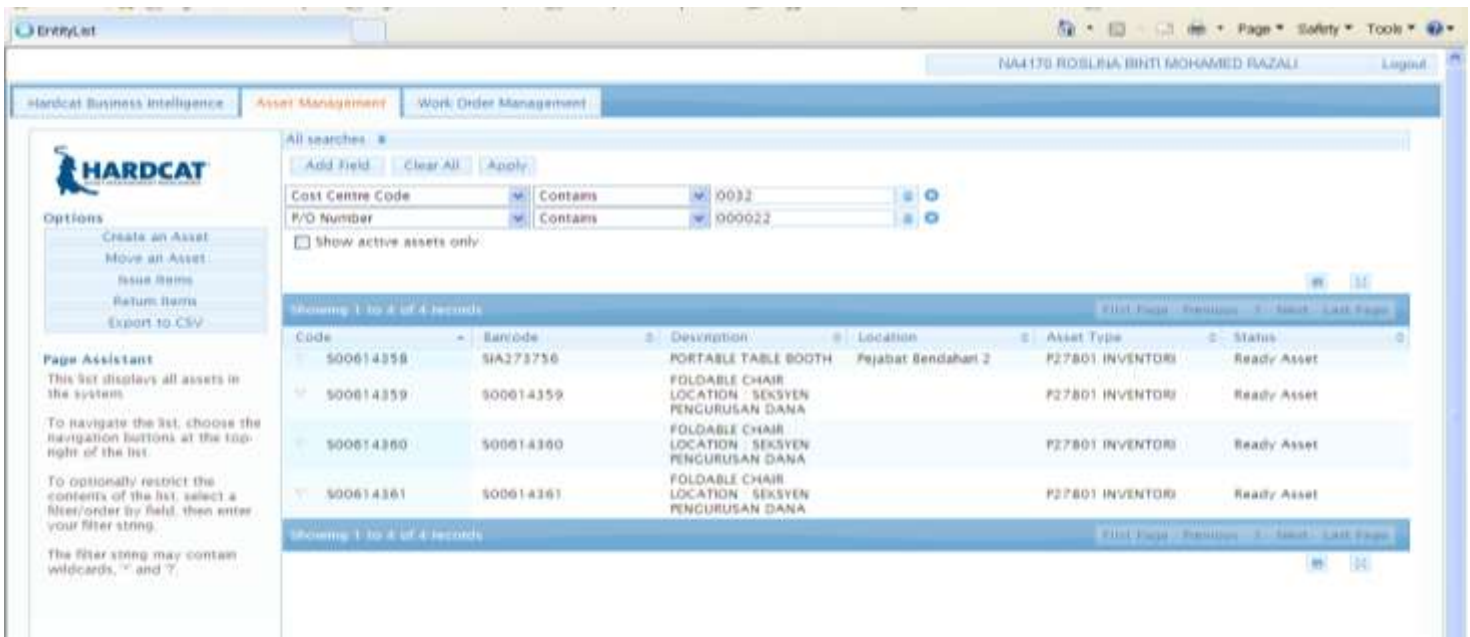
The 'Select a Person' dialog box is open, showing a list of people and a search filter. The filter field contains 'A04142' and is circled in red. The list includes:
People
TEMP
UPM KAMPUS BINTULU
UPM KAMPUS SERDANG
WORK ORDER
A04142 NURULMAN BIN IBRAHIM

Filter *A04142* [trash icon] [Apply] Description [dropdown] [checked] Folders [checkbox] :

- vi) **Lokasi Sebenar** –Klik Preset – taip maklumat lokasi sebenar , cth.: Pejabat Am Bendahari 2
- vii) **Pengguna Sebenar** – taip maklumat pengguna sebenar, cth.: Staf



- g) Klik Save dan seterusnya ulang langkah (e) yang sama dan teruskan update untuk item aset yang lain.



2.2 Pembelian aset tanpa pesanan belian;

Hantar butiran aset dengan mengemukakan borang **SOK/KEW/DF024/AST** (Daftar Aset Tanpa pesanan Belian) dan salinan invoice / salinan resit ke Seksyen Pengurusan Aset Bendahari.

- a) Terima ID Aset dari Seksyen Pengurusan Aset.
- b) Login FAMS.
- c) Membuat carian ; Pilih Code - matches exactly - *cth*: S00614667.

The screenshot displays the HARDCAT Asset Management interface. At the top, the user is logged in as NAA170 ROSLINA BINTI MOHAMED RAZALI. The main navigation bar includes 'Hardcat Business Intelligence', 'Asset Management', and 'Work Order Management'. On the left, there are 'Options' (Create an Asset, Move an Asset, Issue Items, Return Items, Export to CSV) and a 'Page Assistant' section. The central search area shows 'All searches' with a search filter set to 'Matches Exactly' and the value 'S00614667'. The 'Apply' button is circled in red. Below the search bar is a table of assets with columns for Code, Description, Location, and Status. The table contains several rows of asset data.

Code	Description	Location	Status
0002	MEMBINA DAN MENGECAT SEBUAH RUMAH B	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
0038	MEMBINA PONDOK GETAH	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Register Asset
0039	MEMBINA SEBUAH GENERATOR ROOM DI BANGUNAN S.TANAH,	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
0040	MEMBINA & MENGECAT SEBUAH RUMAH BACI KERJA	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
0041	GERAI-CERAI EKSPLO	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
0042	MEMBINA GENERATOR HOUSE 60 KVA UTK. PENETASAN DI	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Register Asset
S00000043	MEMBINA SEBUAH SURAU DI UNIT HAIDROPNIK GENTING	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Disposed
S00000044	MEMBAIKI KEROSAKAN KOLEJ KEDIAMAN PERTAMA	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Register Asset
S00000045	REF JL. 84/4/85	A32101 Bangunan Kediaman Termasuk Berek& Asrama Da	Register Asset

- d) Klik Apply.

e) Klik Edit – Seterusnya kemaskini maklumat aset seperti di langkah 2.1.

The screenshot shows the HARDCAT Asset Management interface. The top navigation bar includes 'Hardcat Business Intelligence', 'Asset Management', and 'Work Order Management'. The user is logged in as 'NA4170 ROSLINA BINTI MOHAMED RAZALI'. The main area displays a search filter for 'Code' with the value '00614667' and a 'Show active assets only' checkbox. Below the search, a table lists assets with columns for Code, Barcode, Description, Location, Asset Type, and Status. The first asset is selected, and its 'Edit' button is circled in red. The left sidebar contains 'Options' (Create an Asset, Move an Asset, Issue Items, Return Items, Export to CSV) and a 'Page Assistant' section.

Code	Barcode	Description	Location	Asset Type	Status
00614667	HC264305	AIRCOND AC50N 1hp MODEL AWM 09CN AMLBE		A35300 ALAT KELENGKAPAN ELEKTRIK	Register Asset

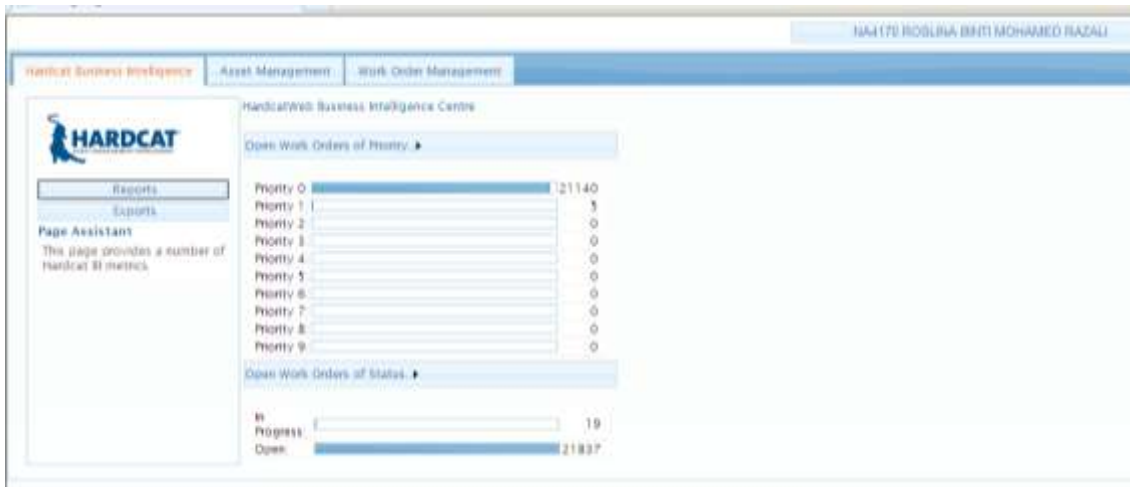
The screenshot shows the HARDCAT Asset Edit Page. The top navigation bar is the same as in the previous screenshot. The main area displays the details for the selected asset: Code: 00614667, Barcode: HC264305, Serial: 2052241219900, RFID: [empty], Product: [empty], Asset Type: A35300 ALAT KELENGKAPAN ELEKTRIK, and Description: AIRCOND AC50N 1hp MODEL AWM 09CN AMLBE. Below this, there are fields for GPS (Latitude, Longitude, Altitude) and a list of tabs for additional information: Information, More Text, Finance, Maintenance, Asset Unit, Asset Additional Costs, Presets, Files, Attached, Problem, Work Order, and Asset Audit History. The left sidebar contains 'Options' (Print, Create Work Order, Save, Return to List) and a 'Page Assistant' section.

f) Kemaskini maklumat aset, rujuk pada kemaskini **pembelian ikut pesanan belian**

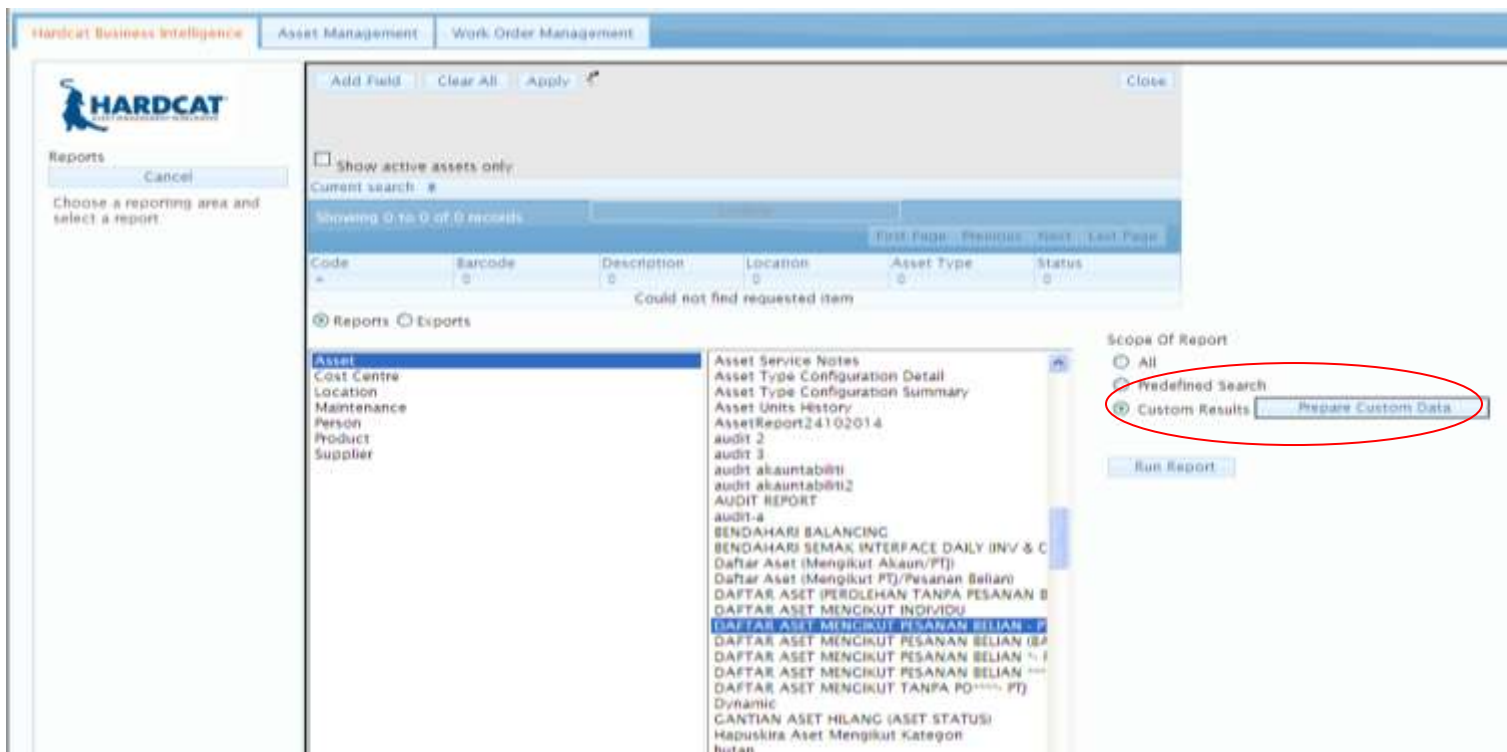
3. Cetak Laporan

3.1 Laporan samada DAFTAR ASET MELALUI PESANAN BELIAN atau DAFTAR ASET TANPA PESANAN BELIAN ;

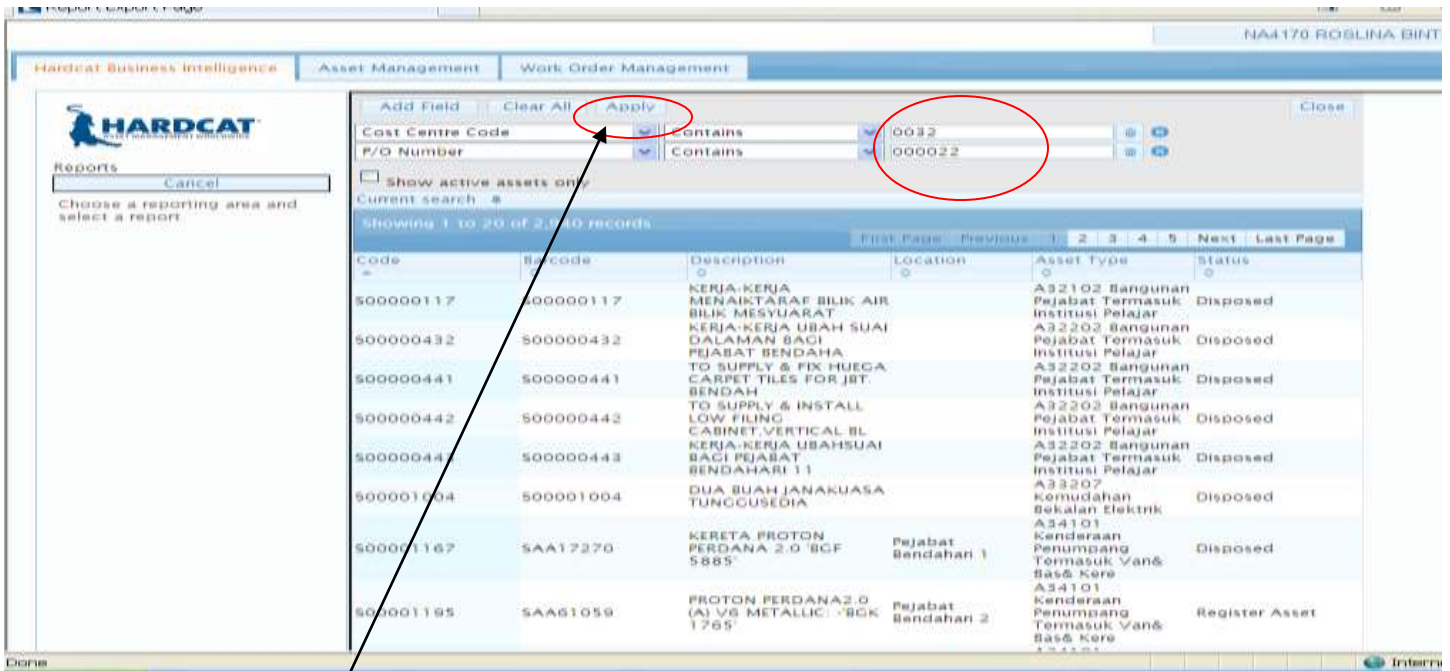
a) Klik tab Business Intelligence – Report .



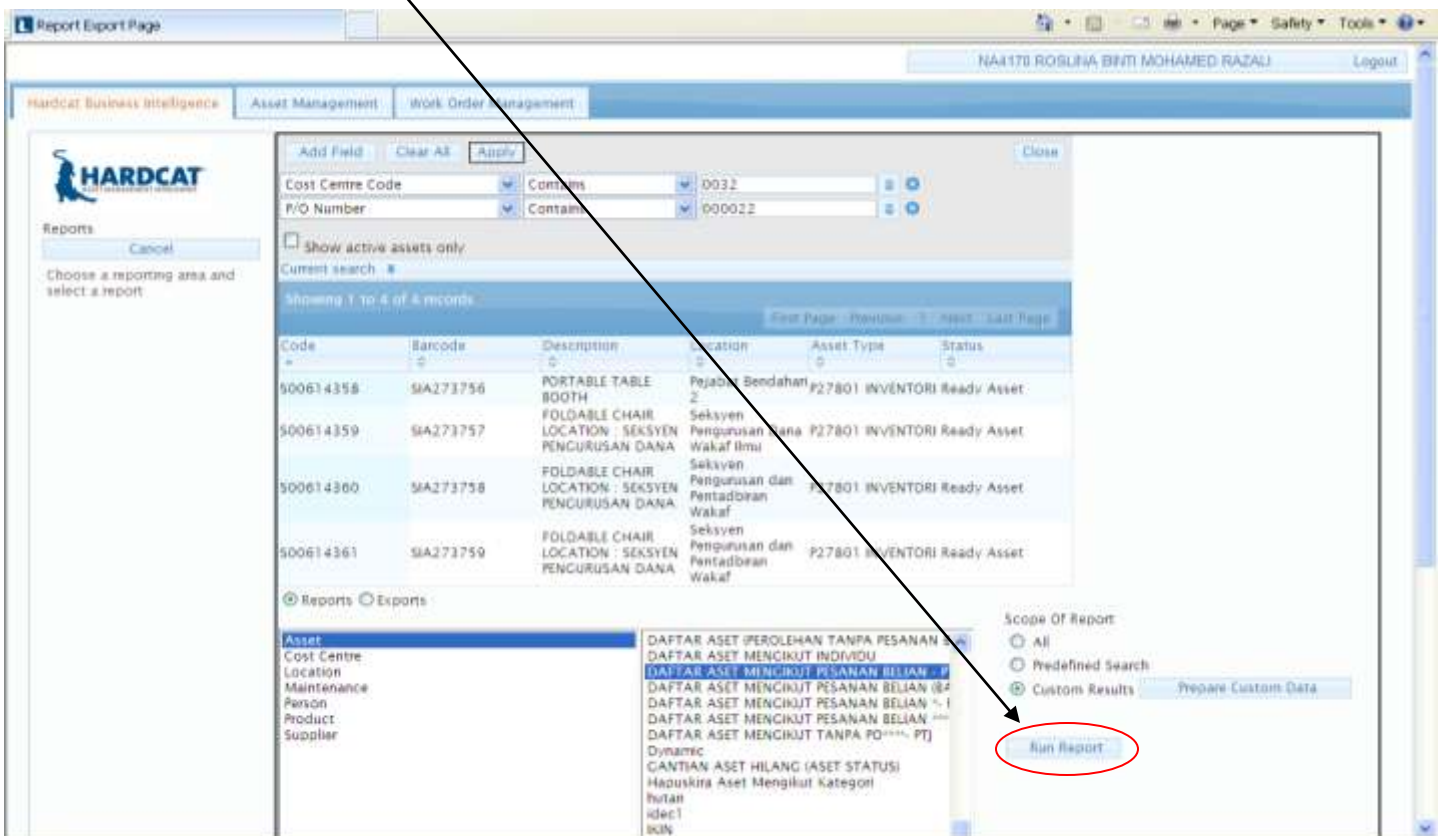
b) Pilih Asset – pilih jenis report (DAFTAR ASET MENGIKUT PESANAN BELIAN atau DAFTAR ASET PEROLEHAN TANPA PESANAN BELIAN) Klik custom results – prepare custom data.



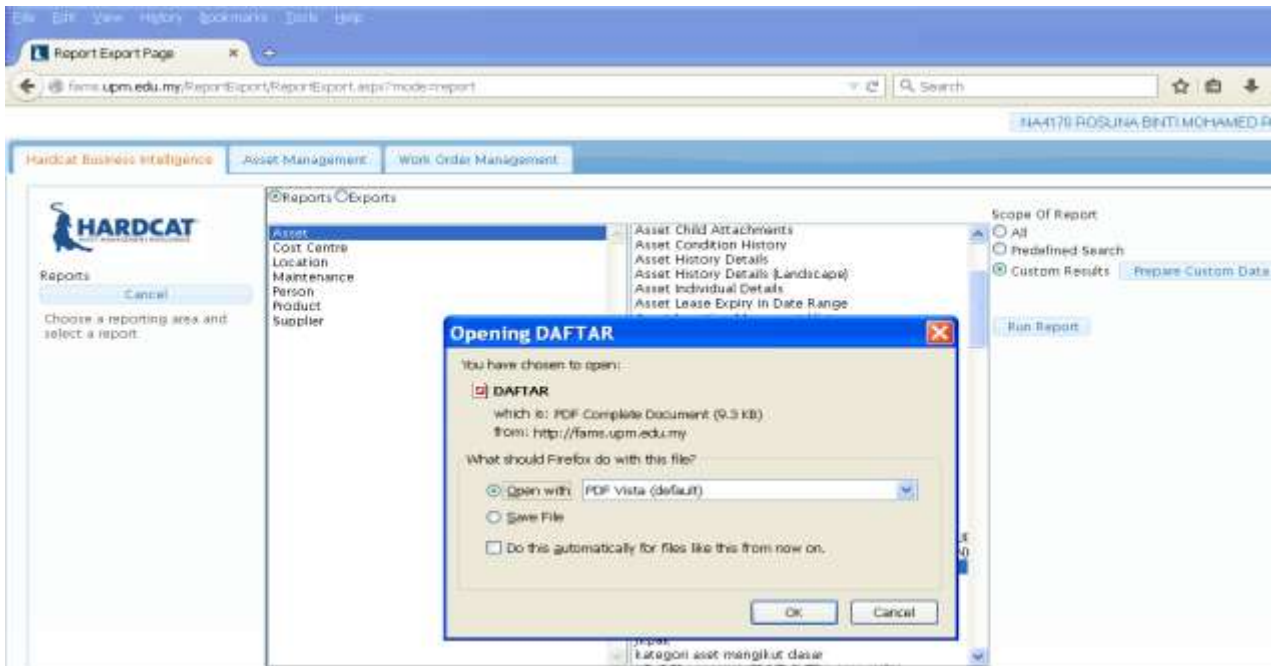
- c) Buat carian semula mengikut PO / ID Aset (pembelian tanpa PO) yang di update; Klik Cost Center - Contain – cth: 0032.
- d) Klik add field - Pilih P/O Number Contain – cth:000022 Seperti rajah di bawah.



- e) Klik Apply
- f) Klik Run Report



g) Seterusnya open - view dan print report tersebut.



4. Pengesahan Daftar Aset

- 4.1 Daftar ini hendaklah disahkan oleh Ketua Jabatan dan dikepikan sekali dengan dokumen pembayaran.
- 4.2 Bagi memastikan daftar aset yang dikemaskini adalah betul, Pegawai aset hendaklah membuat salinan daftar tersebut dan ditandatangani oleh pemilik aset tersebut dan difailkan