



# **Infrastructure and Asset Management Module**



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**Topic:** Map the physical infrastructure of the University as per their usage for booking

**Prerequisite:** 1. Head Admin Role to User  
2. building/infrastructure configuration should be added with all details.

**Roles:** Hostel Admin / Head Admin

**Path:** Configuration » Institutes Rooms

**Functionality:**

1. Able to map physical infrastructure for booking

The screenshot shows a web application interface for managing room details. At the top, there is a navigation bar with buttons: Add, Edit, Block, Usage, Association, Disassociation, Make Available For Room Booking, Block Room For Event/Program, and Excel Sheet. Below this is a table titled 'Room Details'. A callout box with the text 'Click to make available infra for booking' points to the 'Make Available For Room Booking' button. The table has columns for Sr No., Room Type, Room No., Room Alias, Area (square feet), Doors, Windows, Accommodation For (Employee, Student), Occupancy Type, IP Configuration, and Event Availability. Two rows of auditoriums are visible.

Sr No.	Room Type	Room No.	Room Alias	Area (square feet)	Doors	Windows	Accommodation For		Occupancy Type	IP Configuration	Event Availability	QR Details	
							Employee	Student					
1	Auditoriums.	Main Auditorium	Main Auditorium	1000	1000	1	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		IP Configuration	Yes	QR Details
2	Auditoriums.	Pop Paul Auditorium	Pop Paul Auditorium	1000	200	1	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		IP Configuration	Yes	QR Details



**Topic:** Infrastructure booking charges

**Prerequisite:** 1. Head Admin Role to User.  
2. Infrastructure is available for booking.

**Roles:** Head Admin

**Path:** Organization » Infrastructure » Infrastructure booking charges

**Functionality:**

1. Able to allocate in charge (approval authority) for infra booking request.
2. Able to do charges configuration for infra.

In charge configuration

Cost configuration



**Topic 1:** Faculty/staff

**Prerequisite:**

1. User should be registered into JUNO Campus.
2. User should have faculty/staff role.

**Roles:** Faculty/staff

**Path:** <http://erp.himtu.ac.in/> Enter Username and Password then click on Login Button.

*user login screen:*

हिमाचल प्रदेश तकनीकी विश्वविद्यालय  
Himachal Pradesh Technical University  
कर्मणि व्यञ्ज्यते प्रज्ञा

**HIMACHAL PRADESH TECHNICAL UNIVERSITY**  
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

**University Automation System**

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Click to login Login Forgot password?



**Topic:** Request for infrastructure booking

**Prerequisite:** 1. User must be registered into JUNO Campus  
2. Infrastructure is available for booking.

**Roles:** Staff/faculty

**Path:** Requisition » resource related » Infrastructure » Infrastructure requisition

**Functionality:**

1. Able to make request for infra booking.
2. Able to check availability of infra.
3. Able to check in-process request.



<b>Booking for*:</b>	<input checked="" type="radio"/> InSTITUTE MEMBERS					
<b>From date*:</b>	<input type="text" value="Mar 26,2020"/>		<b>To Date*:</b>	<input type="text" value="Mar 27,2020"/>		
Date	Full Day	Half Day	In Hrs	Booking For	Start Time	End Time
Mar 26 2020	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Full Day	<input type="text" value="09:00 AM"/>	<input type="text" value="05:00 PM"/>
Mar 27 2020	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Full Day	<input type="text" value="09:00 AM"/>	<input type="text" value="05:00 PM"/>
<b>Booking Person's Name*:</b>	<input type="text" value="Mr. Rakesh Sharma"/>					
<b>Phone No*:</b>	<input type="text" value="9714077966"/>		<b>E-mail*:</b>	<input type="text" value="bhavyanik.c@sgjoms.in"/>		
<b>Present Address</b>	<input type="text" value="B 6, NAKODA DARSHAN APPT., OPP. GHOSHA SOCIETY, JAI AMBE NAGAR, THALTEJ TEKRA,"/>					
<b>Name of the Event*:</b>	<input type="text" value="Meeting"/>		<b>Name of</b>	<input type="text" value="Outside Organization"/>		

Select the infra booking day and time

availability calendar

MARCH 2020						
MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
* 9	10	11	* 12	* 13	14	15
16	17	18	19	* 20	21	22
23	24	25	* 26	* 27	28	29
30	31					

EVENTS FOR MARCH 12, 2020						
MON	TUE	WED	THU	FRI	SAT	SUN
Ground A (Sports / Athletics) Its Booked for Meeting by Ms. Harshitha Gururaj						
Time :09:00 AM- 05:00 PM						
						1



**Topic:** Booking approvals

**Prerequisite:** 1. User must be registered into JUNO Campus.

**Roles:** Staff/faculty

**Path:** Job tray » Infrastructure requisition acceptance

**Functionality:**

1. Able to accept Infrastructure requisition.
2. Able to reject Infrastructure requisition.
3. Able to check availability of infra.

★ INFRASTRUCTURE REQUISITION ACCEPTANCE													MAR 11, 2020 2:24:04 PM			
Pending Requisitions													Accepted Requisitions		Rejected Requisitions	
Sr No.	Name	Booking Reason	Contact No	Email	Infrastructure Name	Waiver/Parking Authority Name	Date	Payment Status	Size of audience	Check Availability	Request Action	Amount (In ₹)	Action			
1	<b>Requested For:</b> Mr. Rakesh Sharma	undefined	9714077966	bhavyank.c@gmail.com	Main Auditorium	N/A	Mar 26, 2020 To Mar 27, 2020			<a href="#">Check Availability</a>	<a href="#">Accept</a> <a href="#">Reject</a>	N/A	<a href="#">Action</a>			
2	<b>Requested For and By:</b> Mr. Bhavyank Contractor	undefined	9714077966	bhavyank.c@gmail.com	Main Auditorium	N/A	Mar 20, 2020 To Mar 20, 2020	N/A		<a href="#">Check Availability</a>	<a href="#">Accept</a> <a href="#">Reject</a>	N/A	<a href="#">Action</a>			





## *Asset management*

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## Topic 1: Admin Login

### Prerequisite:

1. User should be registered into JUNO Campus.
2. User should have stock admin role.

**Roles:** Stock admin

**Path:** <http://erp.himtu.ac.in/> Enter Username and Password then click on Login Button.

*user login screen:*

Logo of Himachal Pradesh Technical University

**HIMACHAL PRADESH TECHNICAL UNIVERSITY**  
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

**University Automation System**

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Click to login Login

[Forgot password?](#)



**Topic:** Maintaining records of all the assets

**Prerequisite:** Stock Admin Role to user

**Roles:** Stock Admin

**Path:** Stock register » Dead Stock Configuration

**Functionality:**

1. Able to add new base product type. Base products example Computers, Electronics, Furniture, etc.
2. Corresponding to each base product, ledgers or groups can be created.
3. Base Products details can be viewed. Reports for stock of each product, for e.g. Computer count and how much amount of investment on computers has been made, and what is the total current value after depreciation.
4. Able to edit registered base product type.
5. Able to set account group or account head for each base product type.
6. Able to set depreciation percentage for each base product type.
7. Able to view purchase details of each product within base-product.
8. When depreciation is applied, the depreciated amount on each base product can be viewed.

*Dead stock configuration:*

**STOCK REGISTER » DEAD STOCK CONFIGURATION** DEC 19, Duty Allocation

Policy Name:  Dead Stock Numbering Configuration

Click on **"Add Base Product Type Button"** for adding new product type.

**PRODUCT TYPES**

10 records per page Add New Base Product Search:

Sr No.	Base Product Type	Account Head	Account Group	Action
1	COMPUTER, PRINTER & SERVER		Computer/printer/networking/software	
2	ELECTRICAL EQUIPMENT		Electric Equipments	
3	FURNITURE & FIXTURE		Furniture & Fixtures	



*Add new item with depreciation value:*

**Add/Edit Products**

Products			
Product Code *	1703	Select Base Product Type	
Base Products Type *	COMPUTER,PRINTER & SERVER	Products Category	All
Products Name *	Name	Conversion Factor *	Conversion Factor
Purchase UOM *	Select	Stocking UOM *	Select
Is Depreciation applicable <input checked="" type="checkbox"/>		Depreciation ( % ) per Annum	

Enter Product Name

Enter Conversion Factor

Select Product Category

Save Close



**Topic:** Dead Stock Register

**Prerequisite:** Stock Admin Role to user

**Roles:** Stock Admin

**Path:** Stock register » Dead Stock Register

**Functionality:**

1. Dead Stock Register stores all details like Product name and details, Purchase details, Installation Date, Present Condition, Purchase Year, Supplier Name, Qty-purchased, Date, Bill No., Allocation details – location wise. The unallocated stock will be shown as stock in the store.
2. BOM – Bill of material for the product.
3. Allocation statistics – like how much of each type of product is allocated. Details on each product instance and facility to transact (issue the stock in employee/infrastructure name, transfer of stock from one employee/infrastructure to another, Write off of stock.
4. Insurance details, Warranty details, guarantee details, AMC Details of the product.
5. Transaction record for the Product, to whom all it was issued etc.
6. Current status of the product whether is issued, on-shelf, under maintenance etc.
7. If Dead stock has to be sent out of the building say to another department, or institute or to the vendor for repair, then appropriate permissions have to be taken by the authority. Stock admin or infrastructure in-charge initiates the transfer, and authority that are configured for approval need to approve it.
8. Able to see location wise list of product names under base product name.
9. Able to configure store.
10. Able to add new product item from user interface and from excel template.
11. Able to transfer item from one infrastructure to another.
12. Able to issue/return product item from one infrastructure to another.
13. Able to see location wise damage/unused product items.
14. Able to see allocation statistics – like how much of each type of product is allocated. Details on each product instance and facility to transact (issue the stock in employee/infrastructure name, transfer of stock from one employee/infrastructure to another, write off of stock.
15. Able to see transaction statistics for the product, to which all it was issued etc.



Dead stock register:

**STOCK REGISTER » DEAD STOCK REGISTER** DEC 19 Duty Allocation

Policy Name:  Infrastructure  Stores  Configure Store

Building:  Floor:  Infrastructure Name:

[Upload through excel sheet](#) ALLOCATE ITEMS TO AB/GF/001

**My Infrastructure Item(s)** | [Transfer Items](#) | [Item Under Issue/Return](#) | [Damaged or Unused Item\(s\)](#) | [Material Transfer Note](#)

**Allocated Item(s)** | [Allocation Statistics](#) | [Transaction Statistics](#)

[Add New Product Item](#) [Upload through excel sheet](#) Incharge: Pandey

Click to add new product item Click to see product details

[COMPUTER, PRINTER & SERVER](#) | [ELECTRICAL EQUIPMENT](#) | [FURNITURE & FIXTURE](#) | [MESS & KITCHEN EQUIPMENT](#)



**Topic:** Overall Maintenance details

**Prerequisite:** Stock Admin role to user

**Roles:** Stock Admin

**Path:** Work Order and Maintenance » External Maintenance Report

**Functionality:**

1. List of overall internal/external maintenance details.

WORK ORDER AND MAINTENANCE » INTERNAL MAINTENANCE REPORT										DEC 19, 2016 7:38:26
Policy		Select Policy Name								
Over All Maintenance Details		Employee Wise Maintenance								
Sr.NO.	Work Order No	Product Name	Dead Stock No.	Problem Description	Allocated To Employee	Maintenance Done on	Action Taken	Status	Maintenance Amount(In ₹ )	
1	1	SPLIT AC 1.5 TON ( ELECTRICAL EQUIPMENT )	EE/08-09 /A/4446	AC not working	Abdul Gani Chisti	19 Dec, 2016	Cleaned outdoor unit	MAINTENANCE DONE	0.00	
									Total Maintenance Exp(In ₹ ):0.00	

2. External maintenance report:

WORK ORDER AND MAINTENANCE » EXTERNAL MAINTENANCE REPORT										DEC 19, 2016 7:45:05
Policy		Select Policy Name								
Over All Maintenance Details										
Sr.NO.	Work Order No	Product Name	Dead Stock No.	Problem Description	Allocated To Employee	Maintenance Done on	Action Taken	Status	Maintenance Amount(In ₹ )	
1	2	SPLIT AC 1.5 TON ( ELECTRICAL EQUIPMENT )	T/EE/09-10 /R/4993	not working	ABC	19 Dec, 2016	Clean the AC	MAINTENANCE DONE	0.00	
									Total Maintenance Exp :0.00	



## Report

### a. Stock asset details:

STOCK REPORTS » STOCK ASSETS DETAILS DEC 20, 2016 10:31:32

Policy:  Select infrastructure

Location: Building:  Floor:  Infrastructure Name:

Product: Product Type:  Select Product:  Click to generate report Select product & click to mark physically verified Select product & click to mark unavailable

**COMPUTER, PRINTER & SERVER** Select All

View Detail	Product Image	Asset No	Product name	Model No.	Serial No.	Part No.	Installation Date	Allocated To Employee	Status
<b>LAPTOP HP 4530S</b> <span style="float: right;">Allocated Item Count:1</span>									
>	No Preview Available	T/CP/11-12/A/443	LAPTOP HP 4530S ( HP )	-	-	-	08 Sep,2011		ALLOCATED
<b>PRINTER HP LESERJET</b> <span style="float: right;">Allocated Item Count:1</span>									
>	No Preview Available	CP/08-09/A/0342	PRINTER HP LESERJET ( HP )	-	-	-	08 Sep,2009		ALLOCATED

### b. AMC details:

STOCK REPORTS » AMC REPORT DEC 20, 2016 12:04:13

Policy:

Location: Building:  Floor:  Infrastructure Name:  Click to generate report

Product: Product Type:  Select Product:  Renewal Date: From  To

**COVER UNDER A.M.C. PRODUCT ITEMS**

Sr. No.	Asset No	Product Name	A.M.C.	Renewal Date	Purchase Date	Installation Date	Location	Action
1	T/CP/11-12 /A/436	LAPTOP HP 4530S ( COMPUTER, PRINTER & SERVER )	Yes	30 Jun,2019	08 Sep,2011	05 Aug,2011	ACADEMIC BLOCK-Ground Floor AB/GF/003	Action

**LAPTOP HP 4530S**

Asset No. T/CP/11-12/A/436  
 Brand HP  
 Model No.  
 Serial No.  
 Part No.  
 Installation Date 08 Sep,2011

**PRODUCT PURCHASE DETAILS**

Date of Purchase 05 Aug,2011  
 Vendor Micropro Software Solution Pvt. Ltd.  
 Amount 0.00

**AMC DETAILS**

Amc From Date 2016-06-30  
 Amc To Date 2019-06-30  
 Amc Description product covered under warranty





c. Stock summary report:

STOCK REPORTS » STOCK SUMMARY REPORT » STOCK SUMMARY REPORT								DEC 20, 2016 12:55:19
<b>Policy</b>	Select Policy Name							
<b>Location</b>	Building: ACADEMIC BLOCK	Floor: Ground Floor	Infrastructure Name: AB/GF/001					
<b>Product:</b>	Base Product All	Product Name All	Click to generate report					
Generate Report								
<b>STOCK SUMMARY REPORT OF ALL AS ON DATE 20 Dec,2016</b>								
							Generate Pdf	ExportToExcel
Sr. no	Asset No.	Brand	Model No.	Serial No.	Part No.	User	Location	Department
1	T/CP/04-05/A/0136	NA	-	-	-	Pankaj Ramkumar Pandey	ACADEMIC BLOCK»»Ground Floor»»AB/GF/001	Administration
2	T/EE/09-10/R/4993	Voltas				Pankaj Ramkumar Pandey	ACADEMIC BLOCK»»Ground Floor»»AB/GF/001	Administration