

# User's Guide

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Khyber Pakhtunkhwa Asset Management System

USAID Funded GHSC-PSM, Pakistan

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## TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1. PURPOSE .....	1
1.2. DOCUMENT ORGANIZATION .....	1
<b>2. PREREQUISITES .....</b>	<b>3</b>
<b>3. SOFTWARE OVERVIEW .....</b>	<b>4</b>
3.1. APPLICATION FUNCTIONALITY.....	4
3.2. SOFTWARE ARCHITECTURE .....	4
<b>4. GETTING STARTED .....</b>	<b>5</b>
4.1. PREREQUISITES.....	5
4.2. OBTAINING ACCESS RIGHTS .....	5
4.3. LOGGING IN FOR FIRST TIME .....	5
4.4. OBTAINING ASSISTANCE.....	5
<b>5. USAGE GUIDELINES .....</b>	<b>6</b>
5.1. FIRST TIME OR RECURSIVE USE .....	6
5.2. DATA ENTRY USER.....	7
5.3. ADMINISTRATOR .....	12
5.4. STRATEGIC USER (PROVINCIAL / DISTRICT) .....	15
<b>APPENDIX A: ACRONYMS AND DEFINITIONS .....</b>	<b>18</b>

## LIST OF TABLES

Table 1: Acronyms and Definitions .....	18
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## 1. INTRODUCTION

Department of Health, Khyber Pakhtunkhwa realized the need of Asset Management System to record and track the Health department assets, starting with health-related equipment. Asset Management system will be configurable so that department of health can configure the system to cater current and future needs. System will be initially deployed at pilot districts: Charsadda, Lakki Marwat, Mohmand and Swat and later on will be rolled out in other districts. The core objectives are transparency, data visibility and base data for future procurement planning. This document is for end users on how to use the system.

### 1.1. Purpose

System has Configuration Management Module, Asset Module, analytics / dashboard module and alerts / notifications module. Configuration Management Module includes but not limited to Asset Master data, statuses, organization, categories, etc., and admin users should be able to tailor system with configuration management module to the maximum.

Dynamic search to track and view asset details. Role based access control to allow users to access data as per their allowed access. System is for Department of Health KP and their health facility, district staff and Provincial procurement team will use the system. As pilot, it will be implemented in Charsadda, Lakki Marwat and Swat districts and later roll out in other districts.

- System has different roles like Administrator, Strategic users, and data entry users.
- System is simple to use for all type of users.
- Medium sensitive application.
- Education level required is basic skill to operate computer.

### 1.2. Document Organization

This User's Manual provides guidance on the usage of the Khyber Pakhtunkhwa Asset Management System. The remaining sections are organized as follows:

- **Section 2. Prerequisites:** Provides details on any prerequisites in using and understanding this document.
- **Section 3. Software Overview:** Provides a brief overview of the application functionality and system architecture.
- **Section 4. Getting Started:** Provides information for all user roles on tasks required prior to accessing and using the Khyber Pakhtunkhwa Asset Management System.
- **Section 5: Usage Guidelines:** Provides instructions, tips, and suggestions on how to use the application.
- **Appendix A. Acronym List:** Lists the acronyms used within this document.

- **Appendix B. Message Table:** Provides a list of all error, validation, and other system messages a user may receive through the use of the application.

## **2. PREREQUISITES**

To understand this user manual, basic asset management knowledge is pre-requisite which includes but not limited to Asset Categories, Asset Types, etc.

End user must have basic computer skills like using the browser and navigating between different tabs, etc.

### 3. SOFTWARE OVERVIEW

#### 3.1. Application Functionality

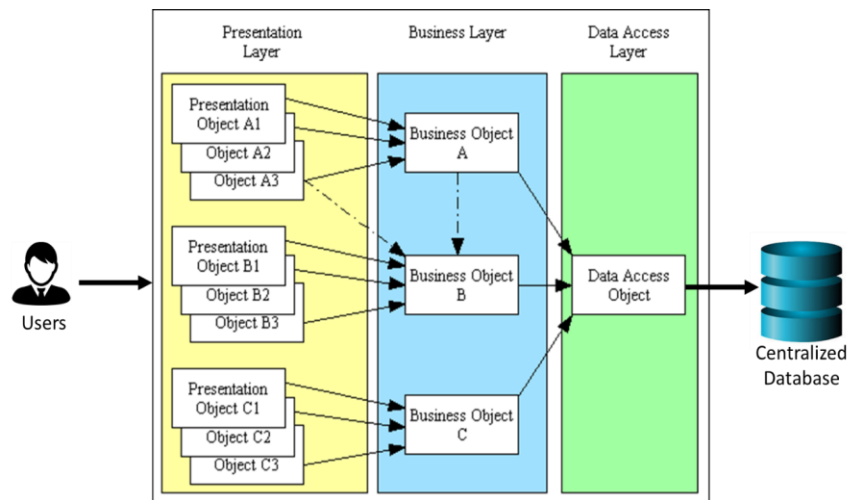
The newly developed system will have a dynamic configuration management that will manage the master data, statuses, manufacturers, and access control. In addition to the main module of asset management, two sub modules of repair maintenance and spare / accessories' maintenance have also been included in the design to ensure the smooth running of the system. System not only will meet the KP DOH requirements, but its architecture will support recording and tracking of all types of assets including but not limited to machinery, furniture, fixture, and tools. It will allow DOH to enter asset base data of each procurement cycle along with asset type, specifications, and procurement fiscal year. End users of each district and health facility will enter data against different variables like manufacturer, procurement cost, serial number, warranty, lifetime, assigned to, etc. In addition to the asset data, system has advance features to record accessories and parts attached to asset like stands, cards, and additional tubes. System will have dashboard and built-in email and SMS notifications alerts about near to end of warranty and life and service needs. The AM System is scalable to record and track assets for any set up of the public sector at national and provincial levels.

System will provide following user levels: System Administrator, Data Entry Operator and Provincial User.

With Asset Management System, manual record will be digitized for enhanced data visibility for evidence-based decision making.

#### 3.2. Software Architecture

Application is based of web architecture. Application data is stored at centralized database for real time data input and visibility. It has three layers for data security, ease of use and real time information.



## 4. GETTING STARTED

The user manual is designed for three type of major user roles: Administrator, Data Entry Operator and Strategic users.

### 4.1. Prerequisites

To use this system, end user must have desktop / laptop / tablet or mobile device with minimum 0.5GB usable memory and internet browser. System must have minimum 1MB internet connectivity. System must be connected while end user access the application by typing in the following URL: <http://kpkam.lmis.gov.pk>

### 4.2. Obtaining Access Rights

To obtain the login for the application, end user must contact their respective Department Health Officer or Procurement department, Khyber Pakhtunkhwa.

### 4.3. Logging in for First Time

If you are logging the first time, please make sure that your device is connected with internet. Open your web browser and type in <http://kpkam.lmis.gov.pk>, enter your login and password and press the login button. After successful login, you will see a menu at your left side. You can use your menu to access the required functionality, like accessing the data entry form or search the record, etc.



KP ASSESTS MANAGEMENT SYSTEM

Username

Password

Remember me

[Forgot your password?](#)

### 4.4. Obtaining Assistance

If you require any assistance, please do send email at [support@lmis.gov.pk](mailto:support@lmis.gov.pk) or contact your DHO or Procurement Department.



## 5. USAGE GUIDELINES

User must have the either of the following browsers to use the application.

1. Google Chrome (Windows, Mac, Linux, Android, IOS)
2. Mozilla Firefox (Windows, Mac, Linux, Android, IOS)
3. Internet Explorer 9 and above (Windows)



### Before You Begin...

It is recommended to use the application with Google Chrome or Mozilla Fire Fox. Older generations of browsers are also supported; however, their use can lead to issues with on-screen formatting and display.

### 5.1. First time or Recursive use

**Step 1:** Make sure your machine is connected to internet and have suffice bandwidth (Min 1MB up and download)

**Step 2:** Open the available web browser, in the address bar type in the following:

<http://kpkam.lmis.gov.pk>

**Step 3:** Login page will be loaded. Enter your username and password and press login button.



#### KP ASSESTS MANAGEMENT SYSTEM

Username

Password

Remember me


[Forgot your password?](#)



### Confidentiality:

Please make sure that you do not share you login and password with anyone.

**Step 4:** After successful login, application will load the menu on the left side of your interface. Menu will be as per your access rights. If you role changed due to any reason, please do inform the concerned department or contact our service desk by sending an email at [support@lmis.gov.pk](mailto:support@lmis.gov.pk)




**Password Reset**

Please regularly change your password and use combination of Alphabets, digits, and special characters. Strong passwords are more than eight characters. To reset the password, please click your username on right top, select change\e Password reset option.

## 5.2. Data Entry User

If you are a data entry user, from menu select “Asset Data Mgmt.,” and then select “Create Asset” to create new asset or “Search & Update Asset” to search for already entered asset or update its following information:

1. Asset Basic Information
2. Asset Maintenance
3. Asset Spare and Accessories

 **Assets Data Mgmt** ▾

Create Asset

Search & Update Asset

### 5.2.1 How to enter a new Asset?

From Main Menu select “Asset Data Mgmt.,” and then select “Create Asset”. Form is design section wise for ease of use.

#### Section: Basic Information

S#	Data Field	Detail	Example
1	Sys Asset#	System auto generates the Asset# and hence it is disabled for end user	
2	Category	Categories dropdown has values from A to G, as per department requirements. These dropdown values are configurable, and access of configuration is with Administrator.	A
3	Asset Name	Asset Name dropdown is connected with Category Dropdown. Once, end user selects Category of asset, Asset Name dropdown will be populated with asset names as per Category.	Air Purification System
4	Specification	Specification entered by Procurement department against Asset Name will be auto populated and hence disabled	Size: 3mm WL 200mm or better 4mm
5	Specs Year	Specification fiscal year entered by Procurement department against Asset Name will be auto populated and hence disabled	20-21
6	Asset Status	It is drop down and its values configure by	Functional

		department. End user can select the appropriate value	
7	Make / Manufacturer	It is drop down and its values configure by department. End user can select the appropriate value	Vyaire Medical Inc, USA
8	Model	End user can enter the model or year of manufacturing	2020
9	Serial Number / IMEI / Batch#	End user can enter Serial Number, IMEI or Batch# as per requirement	1098989898989
10	Expected Life / Expiry in Years	End user can enter expected life or expiry of item in number of years. System will generate alerts on the basis of this value	5
11	Warranty	End user can enter warranty in Months. System will generate alerts on the basis of this value	24

1 Asset Basic Information

<b>Sys Asset#</b>	<b>Category *</b>	<b>Asset Name *</b>
<input type="text" value="Auto GID"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
<b>Specifications</b>	<b>Specs Year</b>	<b>Asset Status</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="Functional"/>
<b>Make / Manufacturer</b>	<b>Model</b>	<b>Serial Number / IMEI / Batch#</b>
<input type="text" value="Honda"/>	<input type="text"/>	<input type="text"/>
<b>Expected Life / Expired Years</b>	<b>Warranty</b>	
<input type="text" value="5"/>	<input type="text" value="12"/> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.8em;">Months</span>	

### Section: Purchase Information

S#	Data Field	Detail	Example
1	Purchase Type	It is drop down and its values configure by department. End user can select the appropriate value	Local
2	PO Document#	End user can enter Purchase Order#	PO 103843244
3	Purchase Year	End user can enter Purchasing Year	2020
4	Funding Source	It is drop down and its values configure by department. End user can select the appropriate value	USAID
5	Supplier	It is drop down and its values configure by department. End user can select the appropriate value	PSH Suppliers Ltd
6	Scale	End user can select the Purchase Price scale, either in million or Billion	Million
7	Purchase Price	End user can enter Purchasing Price	1.2

Purchasing Information

<b>Purchase Type</b>	<b>PO# / Document #</b>	<b>Purchase Year</b>
<input type="text" value="Foreign Purchase"/>	<input type="text"/>	<input type="text" value="2021"/>
<b>Funding Source</b>	<b>Supplier</b>	<b>Scale</b>
<input type="text" value="USAID"/>	<input type="text" value="PSH Health Suppliers"/>	<input type="text" value="Select"/>
<b>Purchase Price</b>		
<input type="text"/>		

**Section: Record**

S#	Data Field	Detail	Example
1	Stock Register	End user can enter Physical Record register number. This will help to reconcile data	Rg-01-90-15
2	Location of Asset	It is drop down and its values configure by department. End user can select the appropriate value	DHQ Swat
3	Assigned to	End user can enter Designation of HR to whom asset is handed over	DG, DOH
4	GL Code	This is General Ledger Number. This will help in future interfacing with ERP – Finance and Control Module	01-000001-001
5	Depreciation	End user can enter depreciation in percentages as per classification of asset.	25%

Record

<b>Stock Register</b>	<b>Location of Asset *</b>	<b>Assigned To</b>
<input type="text"/>	<input type="text" value="KPK EPI Store"/>	<input type="text"/>
<b>GL Code</b>	<b>Depreciation</b>	
<input type="text"/>	<input type="text" value="25%"/>	

**Section: Details**

S#	Data Field	Detail	Example
1	Operation Instructions	End user can enter operational instructions	Can only work 8 hours / day
2	Detail Description	End user can enter detail description of asset	This is an old asset and donated by USAID in 2012.
3	File Attachment	PDF or word documents that come with asset can also be attached for complete record	Manual.PDF

📎
Details

Operation Instructions (if any)

Detail Description / Comments

Select file

Choose File
No file chosen

### **Section: Save / Reset**

If end user would like to save the Asset, please SAVE button, in case data is not required to be saved, press RESET button.



### **5.2.2 How to Search and Update an Asset?**

From Main Menu select “Asset Data Mgmt.,” and then select “Search & Update Asset”.

☰ **Assets Data Mgmt** ▾

Create Asset

Search & Update Asset

**Records:**

Show 10 entries
Search: 
📄

System ID (Auto)	Asset Name	Serial no	Asset Location	Action
12891525	Ventilators by USAID	0	Kohat	<span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Update</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Repair</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Accessories</span>
44657954	Autoclave Automatic 100 Liters	2147483647	KPK EPI Store	<span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Update</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Repair</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Accessories</span>
92073638	Dressing Trolley	0	KPK EPI Store	<span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Update</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Repair</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; font-size: 0.7em;">Accessories</span>

Showing 1 to 3 of 3 entries
Previous 1 Next

Screen visible to end user has the following:

1. Excel Export Option
2. Number of Records to show per screen (by default 10 records)
3. Dynamic Fuzzy Search (Search value in all available columns of the table)
4. Column Filters for Table List
5. Action Column with Update, Repair and Accessories Buttons.
  - a. **Update:** By clicking this button, end user can view same form which was used for data entry. But, in update, end user can view entered values and then can update it.

- b. **Repair:** By clicking this button, end user can view, edit, and enter new information related to repair of the asset.

S#	Data Field	Detail	Example
1	Letter# / Ref#	End user can enter Official Letter#/ Reference#	PO 1343555-21
2	Date	End user can enter or select date on which repair has been made	12/12/2020
3	Status	End user to enter status of Accessory / Part added	Functional
4	Detail Description	End user to enter details of repair	Stand welded. After this further repair won't be possible
5	Repaired by	End user can select the Supplier / Vendor	M S Supplies
6	Warranty	End user to enter number of months for which repair warranty provided	12
7	Amount	End user to enter total cost of repair	10,000
8	Quantity	End user to enter Quantity of repair	2
1	Remarks / Comments	End user can enter Remarks / Comments	This is final repair, after this new part need to be procured

✕
Repair Management ▾

PO#/Letter#/Ref# \*

Date \*

Status \*

03/29/2021

Functional ▾

Description / Details \*

Repaired by \*

Repair Warranty \*

Repair Amount \*

PSH Health Suppliers ▾

12

Months

Quantity \*

Comments / Remarks

Save

Reset

- c. **Accessories:** By clicking this button, end user can view, edit, and enter new information related to accessories of the asset.

S#	Data Field	Detail	Example
1	Letter# / Ref#	End user can enter Official Letter#/ Reference# by which Accessories are added to Asset	PO 1343555-21
2	Date	End user can enter or select date on which accessory / part has been added to asset	12/12/2020
3	Name / Description	End user to enter name or description of Accessory / part to be added in the Asset	Ventilator Stand
4	Supplied By	End user to enter supplier / vendor name who has supplied the part	M S Supplies

5	Price	End user to enter Price of Accessory / Part	5,000
6	Quantity	End user to enter number of Accessories / Parts added	50
7	Status	End user to enter status of Accessory / Part added	Functional
8	Detail Description	End user to enter details	Maximum tolerance is 55 Degree of heat

●
Accessories / Parts Management ▼

Letter#/Ref# \* Date \*

03/29/2021
📅

Name / Description \*

Supplied By \*  
PSH Health Suppliers ▼

Price \*

Quantity \*

Status \*  
Functional ▼

Detail Description / Comments

Note: You can enter maximum 300 character's.

Save
Reset

### 5.3. Administrator

Basic purpose of Administrator to configure the application to tailor it as per organization needs. This role gives more power to business owners to maintain their application without need of IT resources.

1. User Management
2. Organization
3. Manufacturer
4. Supplier
5. Category
6. Asset & Specs
7. Status
8. Purchase Type
9. Funding Source

- CMS ▼
- ☰
User Management ▼
- Organization
- Manufacturer
- Supplier
- Category
- Asset & Specs
- Status
- Purchase Type
- Funding Source

### 5.3.1 User Management

User management allows administrator to define user access roles, users and assign roles to users.

#### 5.3.1.1 Roles

In roles, administrator can create user access role by entering role name, selecting the organization level (Province, District, etc.) and selecting the appropriate role (Full, View, Insert, etc.)

<b>Role ID</b>	<b>Role Name *</b>	<b>Select Level</b>
<input type="text" value="Auto Generated"/>	<input type="text"/>	<input type="text" value="Select"/>
<b>Access</b>		
<input type="text" value="Full"/>		

#### 5.3.1.2 Users

In user role interface, administrator selects the role, assign the Login ID, Password, user's full name, email, phone number and address. User access control is as per user role assigned.

<b>User Management *</b>	<b>Login ID *</b>	<b>Password *</b>
<input type="text" value="admin"/>	<input type="text"/>	<input type="text"/>
<b>Confirm Password *</b>	<b>Full Name *</b>	<b>Email *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone no * (format: 03001234567)</b>	<b>Address</b>	
<input type="text"/>	<input type="text"/>	

### 5.3.2 Organization

To define, edit or update organization, from configuration management, choose organization. Enter the name of the organization and select the appropriate level of organization like Province, District, etc.

<b>Name</b>	<b>Select Level</b>
<input type="text"/>	<input type="text" value="Select"/>

### 5.3.3 Manufacturer

To define, edit or update Manufacturers, from configuration management, choose Manufacturers. Enter the name of the manufacturer while system will auto generate its Code.

<b>Code *</b>	<b>Name *</b>
<input type="text" value="Auto GID"/>	<input type="text"/>

### 5.3.4 Supplier

To define, edit or update Suppliers, from configuration management, choose Suppliers. Enter the name of the supplier, while system will auto generate its code. End user can provide contact name, number, email and



office address of main office and sub office, in addition to National Tax Number and General Sales Tax Number.

i Basic Info

Code Name \*

Auto GID

📁 Office Address

Contact Name Contact Phone (format: 03001234567) Contact Email

Sub Office Address

📁 Main Office Address

Contact Name 2 Contact Phone 2 (format: 03001234567) Contact Email 2

Main Office Address

i Other Info

NTN # GSTN #

### 5.3.5 Category

Administrator can define categories as per organization needs. It can be as alphabets (A, B, C, etc.) or names like Vehicles, Furniture & Fixture, Land, etc.

**Category Name \***

### 5.3.6 Asset & Specs

Administrative can enter Asset Master data by Selecting Category, entering Asset Name, Specifications and Fiscal year.

Category \* Asset Name \* Specification \*

A

Specs Year \*

FY 20-21

### 5.3.7 Status

To define, edit or update Status, from configuration management, choose status. Enter the status while system will auto generate its Code.

<b>Code *</b> Auto GID	<b>Name *</b>
---------------------------	---------------

### 5.3.8 Purchase Type

Administrator can define Purchase Type as per organization needs. It can be as Local, Foreign, Free of Cost, Funded, etc.

**Name \***

### 5.3.9 Funding Source

Administrator can define Funding Source as Department of Health, USAID, WHO, etc.

**Name \***

## 5.4. Strategic User (Provincial / District)

Strategic user are the decision makers and need reports, analytics, and dashboards to make the decision. These are also available to other users but limited to their access role like Tehsil or Health Facility. Strategic users have wider access, normally at provincial or district level.

1. Reports
  - a. Detail Report
  - b. Summary at Glance
  - c. User Detail (Logs)
2. Analytics
  - a. Business Intelligence Tool

- ☰ Reports ▾
  - Detail Report
  - Summary at Glance
  - User Detail
- ☰ Analytics ▾

### 5.4.1 Detail Report

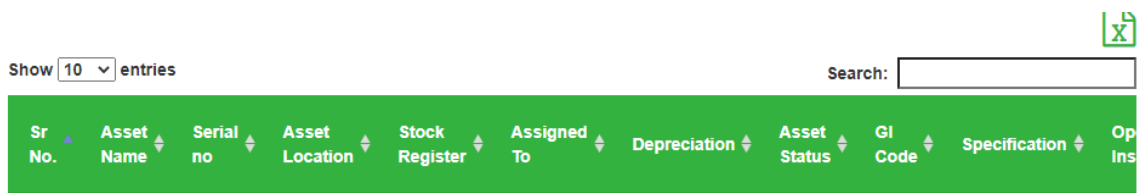
It allows user to select range of dates and type of information required from drop down:

- a. Asset Warranty Expired
- b. Repair Warranty Expired

- c. Manufacturer wise
- d. Status wise
- e. Funding Source Wise
- f. Supplier Wise
- g. Category Wise
- h. Purchase Type Wise

In output it shows all Asset related fields like Asset Category, Name, Manufacturer, Supplier, Etc. Report interface allows user for the following:

1. Export the data into MS-Excel.
2. Further filter the information by using search box.
3. Sort Ascending / Descending of all columns via column header up / down arrows.



#### **5.4.2 Summary at Glance Report**

It allows user to select range of dates and type of information required from drop down:

- a. Asset Warranty Expired
- b. Repair Warranty Expired
- c. Manufacturer wise
- d. Status wise
- e. Funding Source Wise
- f. Supplier Wise
- g. Category Wise
- h. Purchase Type Wise

In output it shows summary with the following options:

1. Export the data into MS-Excel.
2. Further filter the information by using search box.
3. Sort Ascending / Descending of all columns via column header up / down arrows.
4. Drill down to view details

#### **5.4.2 Summary at Glance Report**

6. It allows user to select range of dates and type of information required from drop down:

Show  entries Search:

Sr No.	Name	Total Assets
1	Assets	3

Showing 1 to 1 of 1 entries Previous  Next

### 5.4.3 Business Intelligence Tool

This is free hand tool to create different data views and graphs by simply placing data elements in rows, columns, intersection. It also allows to filter the data elements even it is not selected in the data. Complete video tutorial on how to use the BI tool is available on the following link:

[https://youtu.be/u3ueCS446\\_Y](https://youtu.be/u3ueCS446_Y)

**Pivot Table**

Table:  consumption

Reporting\_Year

Province	Reporting_Year	2016	2017	2018	Totals
Balochistan		3,949,127.00	3,326,754.00	1,891,990.00	9,169,871.00
Khyber Pakhtunkhwa		76,003,790.00	97,266,941.00	16,595,259.00	189,866,890.00
Punjab		154,390,385.00	172,624,289.00	76,163,381.00	403,178,055.00
Sindh		68,343,560.00	62,366,957.00	31,623,992.00	162,334,509.00
<b>Totals</b>		<b>332,686,865.00</b>	<b>335,967,941.00</b>	<b>125,614,622.00</b>	<b>794,269,428.00</b>

## APPENDIX A: ACRONYMS AND DEFINITIONS

Table 1: Acronyms and Definitions

Acronym	Definition
BI	Business Intelligence
Sys	System
Mgmt.	Management
DHO	District Health Officer
DG	Director General
KP	Khyber Pakhtunkhwa

