

# Asset Management Program

Document Name: Asset Management Program-Screen Design Document

Version: 1.0 (2026-03-19)

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❖ **Document Info**

<b>Project Name</b>	Asset Management Program	<b>Organization</b>	-
<b>Deliverable ID</b>	Asset-Management-Program-PLAN	<b>Project Manager</b>	PlanDog Blueprint Agent
<b>First Created</b>	2026-03-19	<b>Last Updated</b>	2026-03-19
<b>Department</b>	Development Team	<b>Task</b>	System Screen Design

❖ **Document Distribution**

No.	Recipient	Copies	Remarks
1	Development Team	1	-

❖ **Document Approval**

Category	Name	Dept/Title	Date	Signature
Initial Approval	-	-	-	-

❖ **Revision History**

Version	Change Details	Change Date	Changed By	Remarks
1.0	Initial	2026-03-19	PlanDog Blueprint Agent	-

# 1. User Definitions

ID	User Name	Description	Remarks
ROLE-001	Administrator	Full system access with ability to configure system settings, manage users, and perform all asset management functions.	-
ROLE-002	Asset Manager	Manages daily asset operations including registration, maintenance scheduling, and reporting.	-
ROLE-003	Department Head	Oversees assets within their department with limited reporting capabilities.	-
ROLE-004	Employee	Standard user who can view assigned assets and submit maintenance requests.	-

## 2. Information Architecture (IA)

### System Information Architecture (IA)

Screen ID	1 Depth	2 Depth	Description	Remarks
SCR-001	Asset List	-	Asset List / /scr-001	-
SCR-002	Asset Registration Form	-	Asset Registration Form / /scr-002	-
SCR-003	Maintenance Schedule	-	Maintenance Schedule / /scr-003	-
SCR-004	Depreciation Report	-	Depreciation Report / /scr-004	-
SCR-005	Asset Disposal Form	-	Asset Disposal Form / /scr-005	-
SCR-006	User Management	-	User Management / /scr-006	-
SCR-007	Asset Dashboard	-	Asset Dashboard / /scr-007	-

### Asset List

Home > Asset Management > Asset List

1 Search by name, ID, or category
 2 All Categories ▾
 3 All Statuses ▾

4

ID	Name	Category	Status	Location	Assigned To
AST-001	Dell XPS 15 Laptop	Laptop	Active	Office 301	John Doe
AST-002	HP LaserJet Printer	Printer	Active	Office 205	IT Department
AST-003	Conference Room Proje...	Projector	Maintenance Due	Meeting Room A	Facilities
AST-004	Office Desk - Ergonomic	Furniture	Active	Office 402	Jane Smith
AST-005	Server Rack #1	Server	End of Life	Server Room	IT Department
AST-006	Cisco IP Phone 7841	Communication	Active	Office 101	Robert Johnson
AST-007	External Monitor 27"	Monitor	Active	Office 301	John Doe

Showing 1-20 of 123 items 1 2 3 ... > >>

### Item Description

#	Description
1	Search assets by name, ID, or category
2	Filter by asset category
3	Filter by asset status (active, inactive, retired)
4	Display assets with columns for ID, Name, Category, Status, Location, Assigned To

### Modification History

Date	Content
2026-03-19	Initial

### Other Notes

Main dashboard screen displaying all organizational assets in a searchable and filterable table.

### Asset Registration Asset List > Asset Registration

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**Asset Details**

**1** Asset Name \*

Asset Name is required.

**2** Category \*

**3** Purchase Date \*

**4** Purchase Cost \*

**5** Serial Number

**6** Barcode

**7** Location \*

**8** Assigned To

**9** Vendor

Item Description	
#	Description
1	Name or description of the asset
2	Select asset category from dropdown
3	Date when asset was purchased
4	Initial cost of the asset
5	Manufacturer's serial number
6	Asset barcode for tracking
7	Physical location of the asset
8	User assigned to this asset
9	Select vendor from list
Modification History	
Date	Content
2026-03-19	Initial
Other Notes	
Form for registering new assets with all necessary information including category-specific fields.	

### Maintenance Schedule Home / Asset Management / Maintenance Schedule

Add Maintenance
Edit Selected
Delete Selected
Print Schedule

All Assets ▾
All Types ▾

**1** Maintenance Calendar

◀ ▶ October 2023
Month Week

Calendar View Placeholder

**4** Upcoming Maintenance List

Date	Asset Name	Type	Description	Status
2023-10-26	Server Rack 001	Routine	Monthly server health check	Scheduled
2023-10-27	HVAC Unit B-2	Routine	Quarterly filter replacement	Scheduled
2023-10-20	Forklift FL-05	Repair	Engine oil leak inspection	Overdue
2023-10-28	Production Line 3	Emergency	Sensor calibration	Scheduled
2023-10-30	Company Vehicle CV-12	Routine	Annual service check	Scheduled
2023-11-02	3D Printer PR-03	Routine	Nozzle cleaning and calibration	Scheduled

Showing 1 to 6 of 6 items ◀ 1 ▶

#### Item Description

#	Description
1	Monthly/weekly view of scheduled maintenance
2	Filter maintenance by specific assets
3	Filter by routine, emergency, or repair maintenance
4	List of upcoming maintenance tasks with dates and assets

#### Modification History

Date	Content
2026-03-19	Initial

#### Other Notes

Calendar view of scheduled maintenance activities with ability to add, edit, and track maintenance tasks.

Document Name

Asset-Management-Program-PLAN

Screen Name

Depreciation Report

Screen ID

SCR-004

### Depreciation Report

Asset Dashboard > Depreciation Report

Period Filter: Quarterly ▼

Refresh

Export PDF

Export Excel

1

Total Assets

**150**

vs 145 last period

Total Depreciation

**\$50,000**

vs \$48,000 last period

Net Book Value

**\$450,000**

vs \$460,000 last period

2

#### Depreciation Over Time

Quarterly Depreciation Trend

4

#### Depreciation Details

Category: All Categories ▼ Department: All Departments ▼

Asset Name	Category	Purchase Cost	Depreciation Method	Period	Depreciation Amount	Accumulated Depreciation	Net Book Value
Laptop A	IT Equipment	\$1,200	Straight-line	Q1 2024	\$100	\$300	\$900
Desk B	Office Furniture	\$500	Straight-line	Q1 2024	\$25	\$75	\$425
Vehicle C	Fleet	\$30,000	Declining Balance	Q1 2024	\$1,500 <span>High</span>	\$4,500	\$25,500
Server D	IT Equipment	\$5,000	Straight-line	Q1 2024	\$250	\$750	\$4,250
Machine E	Manufacturing	\$10,000	Units of Production	Q1 2024	\$800	\$2,400	\$7,600

Showing 1 to 5 of 25 entries < 1 2 3 >

#### Item Description

#	Description
1	Total assets, total depreciation, net book value
2	Visual chart showing depreciation over time periods
3	Select reporting period (monthly, quarterly, yearly)
4	Detailed breakdown of depreciation by asset and period

#### Modification History

Date	Content
2026-03-19	Initial

#### Other Notes

Comprehensive report showing asset depreciation schedules and financial impact over time.

### Asset Disposal Form

Asset Management Program > [Asset List](#) > Asset Disposal Form

**1 Asset Selection**

ASSET-001 - Office Chair

Selected Asset: ASSET-001 - Office Chair

Purchase Cost: \$500.00

Current Book Value: \$250.00

Active

Purchase Date: 2020-01-15

Accumulated Depreciation: \$250.00

**2 Disposal Date**

2023-10-26

**3 Disposal Method**

Sale ▼

**4 Proceeds**

\$150.00

**5 Disposal Cost**

\$20.00

Calculate Gain/Loss

**Gain/Loss: -\$120.00**

**6 Approved By**

John Doe

**7 Notes**

Asset sold to XYZ Company. Condition was fair.

Cancel

Save

Item Description	
#	Description
1	Select asset to dispose
2	Date of disposal
3	Select method (sale, scrap, transfer)
4	Amount received from disposal
5	Costs associated with disposal
6	Approving manager
7	Additional notes about disposal

  

Modification History	
Date	Content
2026-03-19	Initial

  

**Other Notes**

Form for processing asset disposal including sale, scrap, or transfer.

<b>Document Name</b>	Asset-Management-Program-PLAN	<b>Screen Name</b>	User Management	<b>Screen ID</b>	SCR-006
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### User Management Home > User Management

All Roles ▾

Add User
Edit Selected
Reset Password
Export Users

	Name	Email	Role	Last Login	Status	Actions
<input type="checkbox"/>	John Doe	john.doe@example...	Administrator	2024-07-25 10:30 AM	<input type="checkbox"/>	<a href="#">View Permissions</a>
<input type="checkbox"/>	Jane Smith	jane.smith@example...	Asset Manager	2024-07-24 03:15 PM	<input type="checkbox"/>	<a href="#">View Permissions</a>
<input type="checkbox"/>	Robert Johnson	robert.j@example.com	Department Head	2024-07-23 09:00 AM	<input type="checkbox"/>	<a href="#">View Permissions</a>
<input type="checkbox"/>	Emily Davis	emily.d@example.com	Employee	2024-07-22 01:45 PM	<input type="checkbox"/>	<a href="#">View Permissions</a>
<input type="checkbox"/>	Michael Brown	michael.b@example...	Asset Manager	2024-07-21 11:00 AM	<input type="checkbox"/>	<a href="#">View Permissions</a>
<input type="checkbox"/>	Sarah Wilson	sarah.w@example.c...	Employee	2024-07-20 04:00 PM	<input type="checkbox"/>	<a href="#">View Permissions</a>

Showing 1 to 6 of 25 entries
 1
2
3
>

Item Description	
#	Description
1	Search users by name or email
2	Filter users by role
3	Display users with columns for Name, Email, Role, Last Login, Status
Modification History	
Date	Content
2026-03-19	Initial

**Other Notes**

Manage user accounts, roles, and permissions in the asset management system.

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**Asset Dashboard** Asset Management Program / Asset Dashboard

Customize View Refresh

1  
**Total Assets**  

## 1,250

Last updated: 2023-10-26

**Active Assets**  

## 1,180

94.4% of total

**Assets Due for Maintenance**  

## 45

In next 30 days

**Depreciation YTD**  

## \$125,000

As of Q3 2023

2  
**Asset Distribution by Status**  

Pie Chart Placeholder

**Asset Value by Category**  

Bar Chart Placeholder

3  
**Recent Asset Activity**

Activity Type	Asset ID	Asset Name	Date	Description
Registered	AST-001251	Server Rack 3B	2023-10-25	New asset added to inventory.
Maintained	AST-000345	Forklift FL-101	2023-10-24	Scheduled preventative maint...
Updated	AST-000789	Laptop L-205	2023-10-24	Assigned to new employee.
Disposed	AST-000112	Old Printer P-001	2023-10-23	Asset retired due to obsolesce...
Transferred	AST-000567	Projector PR-003	2023-10-22	Moved from Dept A to Dept B.
Inspected	AST-000990	HVAC Unit 2	2023-10-21	Annual safety inspection passed.

**Item Description**

#	Description
1	Total assets, Active assets, Assets due for maintenance, Depreciation YTD
2	Pie chart showing asset distribution by status
3	Recent asset transactions and modifications

**Modification History**

Date	Content
2026-03-19	Initial

**Other Notes**

Main dashboard showing key metrics and summaries for asset management overview.