



User Manual

Medical Asset Management System

Developed for

Medical Education & Research Department (MERD)

Government of Assam

Designed by



National Informatics Centre

Assam State Centre, Guwahati

Department of Information Technology Ministry of Electronics & Information Technology (MeitY)

Government of India

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ABOUT THE DOCUMENT

Managing assets in a medical institution can be a relentless task when relying on traditional pen and paper methods. Hence to well organized and speed up the asset management processes, an online system has been proposed. Medical Asset Management System (MED-AMS) is a comprehensive solution designed for the Medical Education and Research Department (MERD), Govt. of Assam to streamline the asset management processes for medical institutions. MED-AMS automates and centralizes the management of medical equipment, supplies, and other assets, allowing for improved accuracy, efficiency, and transparency. With MED-AMS, medical institutes can keep track of their assets from procurement to disposal, ensuring proper maintenance and utilization. By using MED-AMS, medical institutions can increase the longevity of their assets, reduce costs, and improve the quality of healthcare services provided to patients. This innovative web portal aims to provide efficient and timely asset management, offering a transparent, user-friendly, and intuitive interface. The application ensures the security of the department's data, allowing access only through proper authentication, thereby facilitating easy data maintenance from anywhere and at any time.

Abbreviations

NIC.....	National Informatics Centre
MeiTY.....	Ministry of Electronics and Information Technology
IA.....	Institute Admin
DU.....	Department User
SA.....	State Administrator
MED-AMS.....	Medical Asset Management System
MERD.....	Medical Education and Research Department

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1. Introduction

The Asset management processes are the section under the Asset Management System Portal for the Medical Education and Research Department (MERD), Govt. of Assam. This section is responsible for taking care of all the assets under a particular Institution.

1.1. Intended Users

This user manual has been prepared for the users of Asset management system software. It has been assumed that the user has basic working knowledge of computer as well as internet browsing experience.

1.2. Purpose

The purpose of this document is to provide an interface between the users and the application software. It will help users to understand various features of the application and will enable them to operate the software. The objective of the system is to provide an online system for management of assets of Medical Education and Research Department (MERD), Government of Assam.

2. System Requirements to run this Application software

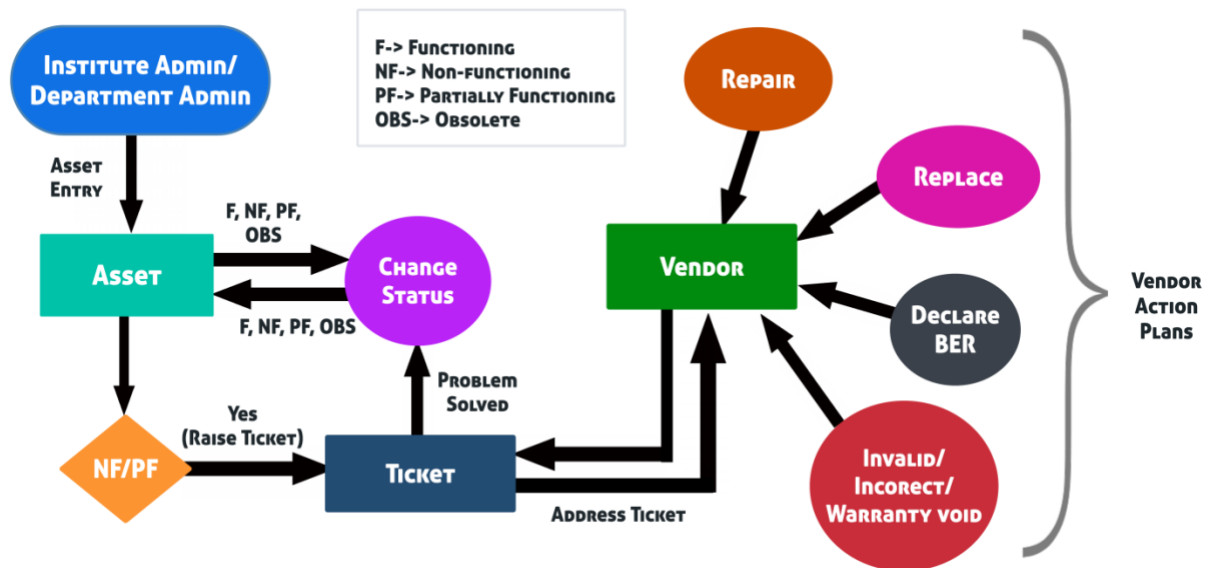
The system will run on any client machine equipped with internet connectivity with the help of any of the JavaScript enabled browser installed in the system (Google Chrome or Microsoft Edge is preferable).

3. Product Features

The important features of management processes are as under:

- ❖ It is an integrated application system, based on web technology which primarily aims at management of assets by the Institute Admin, Department User from anywhere within any time period. This will lead to the speedy and error-free management of Assets.
- ❖ It facilitates easy and quick asset registration, ensuring efficient asset management. Also the working status of assets can be updated in real-time, reflecting their current condition and facilitating prompt decision-making.
- ❖ Provides a mechanism to monitor the current and real-time functionality status of assets at a glance. It gives a clear picture on a daily basis, enabling necessary actions for smooth service provision in medical institutions.
- ❖ A ticketing system ensures that issues with assets are addressed systematically, involving all parties and ensuring resolution satisfaction.
- ❖ Automatic online data transmission between different levels of users is facilitated by the proposed system. Users are granted access based on their roles, ensuring appropriate data security and privacy.
- ❖ Separate views for asset details, and maintenance history, allowing users to access relevant information quickly.
- ❖ The system includes features such as, searching, filtering and pagination, enabling users to find specific assets based on relevant criteria and to navigate through large asset lists efficiently.
- ❖ The system manages major and minor assets separately, enabling focused management based on asset categorization with viewing and printing asset reports, facilitating documentation and record-keeping.

4. Project Work-flow



Asset Management Workflow

5. Guidelines for Users

Guidelines for Institute-Admin, Department-User and Vendor are as follows:

- ❖ If the Institution wants to onboard into this system they have to register first.
- ❖ Only after the Institution registration has been approved by the administrator, the institution can log in using their assigned User ID and Password sent through email.
- ❖ After the Vendor registration is completed, it will undergo review and approval by the administrator. Once the registration is approved, the Vendor will receive an email. At this point, the vendor can log in using their User ID and Password.
- ❖ There are four working status of assets namely, Functioning, Partially-functioning, Non-functioning and Obsolete. The asset can be in any of the status mentioned.
- ❖ Ticket can be raised for Partially-functioning and Non-functioning assets only.
- ❖ The asset working status can be updated at any time.

6. Asset Management Module and Operating Instructions (Step by Step Instructions for Online Management of Assets)

These pages guide the Users for online management of assets.

6.1. Website landing Page

In order to access the system from an internet browser, open your internet browser and type: <https://medicalassets.assam.gov.in>, in the address bar and press enter. The following web page will open:



This is the general interface of the system. The available links on this page are:

- ❖ About Us
- ❖ On boarding
- ❖ Login
- ❖ Vendor
- ❖ FAQ
- ❖ Help
- ❖ Contact Us
- ❖ Website policies
- ❖ Terms and Conditions/Disclaimer
- ❖ Sitemap

6.2. Registration & Login

Before starting the registration process, please ensure that the Institute/Vendor have the following for registration:

- A valid mobile number.
- A valid Email Id.

Please keep in mind that the basic information that has entered at the time of registration cannot be edited.

6.2.1. Institution

To register an institution, Click on the "Onboarding" menu item in the top navigation bar. Then select "New Health Institute" from the dropdown menu as shown in the screen below:



Fill out the registration form with the necessary information for the institution and submit. The registration will undergo review and approval by the administrator.

Onboarding Form			
Medical Institution (Details)			
Name*	Short Name	District*	Address*
--select--		--select--	
Principal (Details)			
Initials*	First Name*	Middle Name(optional)	Last Name(optional)
--select--			
Phone number*	Alternative Phone no.*	Email id*	Photo(optional)
			Browse... No f...ted.
Medical Institute Admin (Details)			
<input type="checkbox"/> Please check if the Medical Institute Admin's Detail is same as Principal's Details			
Initials*	First Name*	Middle Name(optional)	Last Name(optional)
--select--			
Phone number*	Email id*	Designation*	
<input type="button" value="Back"/>		<input type="button" value="Submit"/>	

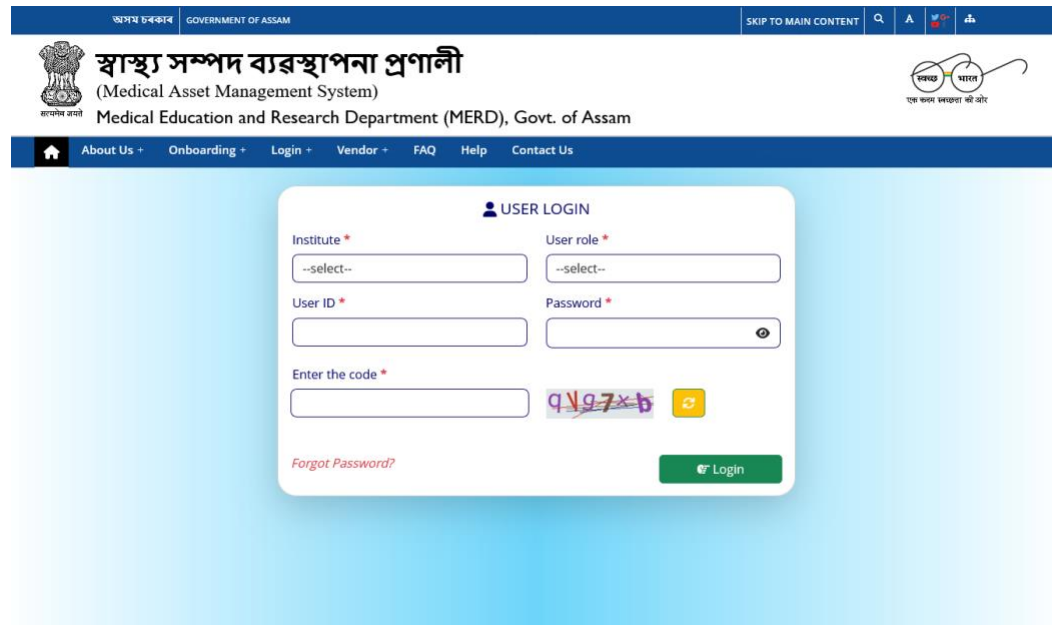
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Once the registration is approved, the institution will receive email with user id and password.

To login click on the "Login" menu item in the top navigation bar. Then select "Medical College/Department User" from the dropdown menu as shown below:



At this point, the institution can log in using their assigned User ID and Password sent through email. Just select the Institute and Role then enter the details to login.



6.2.2. Vendor

To register into the system Click on the "Vendor" menu item in the top navigation bar. Then select "Vendor Registration" from the dropdown menu as shown in the screen below:



Fill out and submit the registration form with the necessary information for the vendor. The registration will undergo review and approval by the administrator.

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Once the registration is approved, the vendor will receive notification & they can log in using their User ID and Password. To access the system follow the steps given.



The Vendor Login Form is shown in the screen below:

