## HARDCAT REPORTING USER GUIDE



## **KZN PROVINCIAL TREASURY**

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Hardcat Reporting User Guide

## Table of content

<ol> <li>Introduction</li></ol>	Page	Content
<ul> <li>2. Performance Outcomes</li></ul>		1. Introduction
<ul> <li>3. User Security Options</li></ul>		2. Performance Outcomes
<ul> <li>4. Logging In to Hardcat.</li> <li>5. Hardcat Reports.</li> <li>5.1 General Reports.</li> <li>5.2 Fixed Reports.</li> <li>5.3 Custom Reports.</li> <li>6. Charts.</li> <li>6.1 Editing a Chart.</li> <li>6.2 Statistical Charts.</li> <li>6.3 Editing Statistical Charts</li> </ul>		3. User Security Options
<ul> <li>5. Hardcat Reports.</li> <li>5.1 General Reports.</li> <li>5.2 Fixed Reports.</li> <li>5.3 Custom Reports.</li> </ul> 6. Charts. <ul> <li>6.1 Editing a Chart.</li> <li>6.2 Statistical Charts.</li> <li>6.3 Editing Statistical Charts</li> </ul>		4. Logging In to Hardcat
<ul> <li>5.1 General Reports.</li> <li>5.2 Fixed Reports.</li> <li>5.3 Custom Reports.</li> </ul> 6. Charts. <ul> <li>6.1 Editing a Chart.</li> <li>6.2 Statistical Charts.</li> <li>6.3 Editing Statistical Charts</li> </ul>		5. Hardcat Reports
<ul> <li>6. Charts</li> <li>6.1 Editing a Chart</li> <li>6.2 Statistical Charts</li></ul>		5.1 General Reports 5.2 Fixed Reports 5.3 Custom Reports
0.5 Euting Statistical Charts		<ul> <li>6. Charts</li> <li>6.1 Editing a Chart</li> <li>6.2 Statistical Charts</li> <li>6.3 Editing Statistical Charts</li> </ul>

## 1. Introduction

The Hardcat system has been designed to facilitate the controlling of all assets within the Departments in accordance with the National Treasury directive, in fulfilling the provisions of the Public Finance Management Act (PFMA).

Hardcat has become a very valuable reporting tool to Management. The system allows for the retrieval of information in the form of reports which can be used for reporting purposes. On Hardcat, users are able to draw General Reports, Fixed Reports and Custom Reports on different entities.

## 2. Performance Outcomes:

Learners will be able to draw general, fixed and custom reports on the following entities:

- Assets
- Suppliers
- Locations
- Cost Centres
- People
- Products

## 3. User Security Options

Reports generated within the systems are fixed to the information that was captured. The reports give a proper indication of each function that had taken through the system. The reports also play an important role when auditing the asset management with a section. The system allows a user to login with a unique user id and password. This information can be used for audit trail purposes.

## 4. Login in to Hardcat



- Double click on the Hardcat Icon.
- System will take the user to next screen below.

**Note:** When logging onto Hardcat the user must use a unique username and password. The user names and passwords are created by the systems controller (Syscon) at each department.





• Click in User ID and enter in your allocated User ID Code.

ΟK

- Click in Password and enter in your allocated Password Code
- Click the

Hardcat Asset Management	-	٥	$\times$
File Modules Lists Reports Configuration Help			
0			

KwaZulu-	Natal P	rovincial	Freasury,	Licence: 0	4234-324	B-001, Ve	rsion: 6.1	0				
	Q	Цi	e				w	ø	8-8	Ŕ	へ 🌇 🕼 ENG	13:48 2021/02/19
			_									

Note: The New Password field will only be used to renew the password once it has expired.

## **5. HARDCAT REPORTS**

Through Hardcat you are able to draw three types of reports:

- General
- Fixed reports
- Custom reports

They can be accessed in the following way:

- 1. Click on the reports function from the tool bar.
- 2. Click on General

#### 🕴 Hardcat Asset Management

File Modules Lists Reports Configuration Help



#### 5.1 General Reports

Used for stats purposes to obtain the summary of data in the System They are available on the following selections:

#### 5.1.1 Attached Files - reports on attached files eg Departments logo

		Attached Files				
Entity Code	File Name	Size (bytes	) Created By	Date	Modified By	Date
iles LOGO	KZN-Logo-01.wmf	8146	8 SUPER	2005/07/28	SUPER	2005/07/28

**5.1.2 Base Stats** – reports that display summarized information about assets such as: total number of assets in the register, number of sold assets, total number of leased assets etc

Total number of Assets in system :	12379		
Total number of disposed Assets:	5077	Total number of People:	977
Number of current Assets rented:	0	Total number of Cost Centres:	6171
Number of current Assets leased:	0	Total number of Locations:	637
Number of current Assets owned:	7302	Total number of Suppliers:	268
Total number of current Assets:	7302	Total number of Products:	1673

Assectype	Description	Current	isposeu	IVtar
ATT 000	Hester/Vacuum /Fac	20	21	40
ATTUUU	Heater/vacuum/Fan	28	21	49
ATT003	CD/DVD/VCRs	7	6	13
ATT005	Desktops	368	642	1010
ATT006	Monitors	417	645	1062
ATT007	Notebooks/Laptops/iPad	600	744	1344
ATT008	Printers	95	168	263
ATT010	CD/DVD Reader/Writers	4	6	10
<b>ATT011</b>	Servers	52	31	83

## 5.1.3 Regions – list of regions

## 5.1.4 Standard List – list of product types

Standard Lists for KZN Provincial Government Hardcat Training						
Mandard List:	Radiotype (SD000000)					
	Code	Description				
	SF000000 SF000001	Philips JVC				

#### 5.1.5 Generate General Reports

From the main screen:

## Click Reports -> General

#### 🕴 Hardcat Asset Management



#### The screen below is displayed

General				
	~			
Attached Files Base Statistics			^	<u>V</u> iew
Regions				
Standard Lists				<u>S</u> end
				Custom
				<u>_</u>
			$\mathbf{v}$	
cope of Report				
All of Hardcat				
O Results of Last Search		Searc <u>h</u>		
O This Search				

Select the report of your choice from the list Click **View** and screen below is displayed

A	Base Statistics 63053756	5 20210219143054.pdf	- Adobe Acro	obat Reader DC (32-	bit)									-	đ	×
File	e Edit View Sign Home Tools	Base Statistic	s pm	Regions 630	5375	Sta	indard L	ists 63		Base Statis	tics 63	×	?	Ļ.	Sigr	n In
6	🗈 🕁 Թ	🖶 🔍 🔿		1 / 3	1	Θ	÷	80,7%	- L	<b>₽</b> - <b>₩</b>	ı			ð.		20
		Print file (Ctrl+P)		Base Statistics							^	S	earch 'Ex	tract Pa	ge'	
	Total number of current	ent Assets: Assets owned:	7302		Total ni Total ni	umber of	Products	:		1673		2	Expo	ort PDF		^
	Number of current.	Assets leased: Assets rented:	0		Total n Total n	umber of umber of	Location:	s. S: htres:		637		Adobe Export PDF			C	
	Total number of dispo Total number of Asse	osed Assets: ts in system:	5077 12379		Total n	umber of	People:			977		Cor or E	nvert PDF Excel Onli	Files to N	Nord	
	Asset Type	Descrinți					Cu	rrent Di	snosed	Total		Sele	ect PDF Fi	le		
	Abort Iffe											Ba	ase Stati	9143054	.pdf	×
Þ	ATT000	Heater/Va	cuum/Fan					28	21	49	Þ	Cor	wert to			
,	ATT005	Desktops	CKS					368	642	1010	,	м	licrosoft V	Vord (*.d	ocx)	~
	ATT006	Monitors						417	645	1062						
	ATT007	Notebooks	/Laptops/iPa	1				600	744	1344		Doo	cument La	inguage:		
	ATT008	Printers	1 100 0					95	168	263		Eng	llish (U.S.)	Change	2	
	ATT010	CD/DVD R	eader/Writer	S				4	6	10						
	ATT012	Servers Modeme/P	ata Carde					32	31	0.3						~
	ATT012	Scanners						645	127	772						
	ATT016	Data Cabir	nets					5	2	7						
	ATT017	Hubs/Hard	Drive/Route	r				98	83	181		C	onvert, e forms	dit and & agree	e-sign   ements	PDF
	ATT018	Calculators	s					8	71	79						
	ATT019	Cameras/	Batteries/Flas	h				27	7	34			-	- 7 D		
	ATT020	Cutting ma	chines					7	1	8			Fre	e /-Day I	mai	
	ATT021	Fax machi	nes					0	2	2						
	ATT022	Laminator				_		12	6	18	~	_	-	-1	1-21	
E		be: 🦰be Ac <mark>ia</mark> it Do	🚦 ent, 🧲	156,3 W Date 🛷	ified: 🔑 /0	2/18-83:5					ୁ <mark>ନ୍</mark> ଷ୍ପ ୍	· ^ 팁	<u>λ</u> (Φ)) ΕΝ	IG 2021	/02/19	3

From the screen above select the Printer icon to print the report.

Or alternatively,

Click on File to save the report on Adobe:

## 5.2 Fixed Reports

These reports are used to obtain information on different types of Hardcat entities. They are standard/pre-configured reports.

Fixed reports are available on the following selection:

- Assets
- Suppliers
- Locations
- Cost Centres
- People
- Products

#### 5.2.1 Fixed Reports on Assets

Reports used to obtain information on assets on the Hardcat Asset Register They are available on the following selection:

enerate Fixed Asset Report				
Asset	-			
Asset Additional Costs			_	
Asset Additional Costs by Co	st Type		_	View
Asset Additional Costs in Da	te Range			
Asset Attachments	-			Send
Asset Child Attachments				
Asset Condition History				<b>c</b> .
Asset History Details				<u>C</u> ustom
Asset History Details (Landso	ape)			
Asset Individual Details				
Asset Lease Expiry in Date Ra	inge			
Asset Location Movement Hi	story Data Damas			
Asset Maintenance Expiry in	Date Range			
Asset Movement by Location	Report			
Asset Movement by Person F	Report			
Asset Service Levels	(cport			
Asset Service Notes				
Asset Type Configuration De	tail			
Asset Type Configuration Su	mmary			
Asset Units History				
Discarded Assets				
Preset Class Configuration				
			Ť	
cope of Report				
Results of Last Search		Searc <u>h</u>		
This Search				
Use Search	IA-Risk			•

**5.2.1.1 Assets Additional Costs** – displays list of asset with additional costs type such as Part Costs, Labor Costs etc.

ai -	Æ	sset Additional Costs for KZM	N Provincial Government Hardca	t Training		
sset Code	Asset Name	Cost Type Name	Description	Date	Quantity	Cos
A000020	Ordinary Wooden Desk	Parts Cost	kdfgklgdfjklgjkl	6/6/2009	2.000	R300.0
Total Cos	ts for AA000020					R300.0
otal Additiona	al Costs					R300.0

**5.2.1.2 Asset Additional Costs by Cost Type** –list of assets with additional costs sorted by their Additional Cost Types.

All	Asset Additional Costs by	Cost Type for KZN Provincial Government	Hardcat Training		
Asset Code	Asset Name	Description	Date	Quantity	Cost
AA000020 Total 1 for P Total Costs for	Ordinary Wooden Desk 'arts Cost AA000020	kdfgklgdfiklgikl	6/6/2009	2.000	R300.00 R300.00 R300.00
AA000039 Total 1 for L: Total Costs for	2-Door Side Unit Cupboard abour Cost AA000039	Shelves	2/28/2008	3.000	R300.00 R300.00 R300.00
AA000051 Total 1 for Fi Total Costs for	Plastic Chair uel Cost AA000051	Trans	6/29/2008	3.000	R50.00 R50.00 R50.00
AA007554 Total 1 for P Total Costs for	Dell Latitude E6400 arts Cost AA007554	TV Card	3/4/2010	1.000	R500.00 R500.00 R500.00
Total Additional C	iosts				R1,150.00
Run by SHAZIM o	n 6/29/2010 at 11:19:17 AM		Hardcat 3.27 c B	luild 716 - Pag	e 1 of 1 page(s)

**5.2.1.3 Assets Additional Costs in Date Range** – list of all assets with additional costs sorted by Cost types in a specific date range.

∖sset Code	Asset Name	Description	Date	Quantity	Cos
A000020 Total 1 for Pa Total Costs for /	Ordinary Wooden Desk rts Cost AA000020	kdfgklgdfjklgjkl	6/6/2009	2.000	R300.0 R300.0 R300.0
A0000051 Total 1 for Fu Total Costs for /	Plastic Chair el Cost AA000051	Trans	6/29/2008	3.000	R50.0 R50.0 R50.0
A007554 Total 1 for Pa Total Costs for /	Dell Latitude E6400 nts Cost AA007554	TV Card	3/4/2010	1.000	R500.0 R500.0 R500.0
Total 1 for Eucl	Cost	Summary of Total Costs by Type			850 O
Total 1 for Dete	Cost				R800.0
Total 2 for Parts	COSt				
otal of 3 Additiona	al Costs between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additiona	cost al Costs between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additiona	Cost al Costs between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	Lost between 6/1/2008 and 6/29/2010				R850.0
iotal of 3 Additiona	Lost between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	Losts between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additiona	Losts between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	Cost between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	Lost between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	al Costs between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	al Costs between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	al Costs between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	al Costs between 6/1/2008 and 6/29/2010				R850.0
otal of 3 Additions	al Costs between 6/1/2008 and 6/29/2010				R650.0
otal of 3 Additions	al Costs between 6/1/2008 and 6/29/2010				R850.0

**5.2.1.4 Assets Attachments Report** – list of all assets together with their attachments (other assets attached to them).

#### Asset Attachments

Asset Code	Barcode	Asset Name	Asset Type	Preset Class
A A 000326	A A 000326	Mecer Monitor	Monitors	Monitors
Has Parts - Nu	ımber of Children: 1			
AA000332	AA000332	Mecer P4 Desktop	Desktops	Computers
A A 000332	A A 000332	Mecer P4 Desktop	Desktops	Computers
Is Part Of - Nu	mber of Parents: 1			
AA000326	AA000326	Mecer Monitor	Monitors	Monitors
A A 000542	A A 000542	Dell Monitor	Monitors	Monitors
Has Parts - Nu	ımber of Children: 1			
AA000543	AA000543	Dell GX260 Desktop	Desktops	Computers

## 5.2.1.5 Asset Child Attachments Report

Asset Code	Barcode	Asset Name	Location	Purchase Price	Current Value
A A 000326	A A 000326	Necer Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA000332	AA000332	Mecer P4 Desktop	Tender Board Room (SCM)	R1,00	R0,00
Total:				R2,00	R0,00
A A 000542	A A 000542	Dell Monitor	Annual Audit II	R1,00	R0,00
AA000543	AA000543	Dell GX260 Desktop	Annual Audit IT	R1,00	R0,00
Total:				R 2,00	R0,00
A A 000895	A A 000895	Dell Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA002772	AA002772	Dell P4 Desktop	1st Floor Strong Room Asset Mar	R5 567,54	R0,00
Total:				R5 568,54	R0,00
A A 000937	A A 000937	4-Drawer Steel Filing Cabinet	Ground Floor Dustbin Area	R1,00	R0,00
AA000936	AA000936	4-Drawer Steel Filing Cabinet	Ground Floor Dustbin Area	R1,00	R0,00
Total:				R 2,00	R0,00
A A 001122	A A 001122	IBM Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA001144	AA001144	Dell GX260 Desktop	Room 120 CFO Storeroom	R1,00	R0,00
Total:				R2,00	R0,00
A A 001132	A A 001132	Hecer Monitor	Room 120 CFO Storeroom	R1,00	R0,00
AA001136	AA001136	Mecer P4 Desktop	1st Floor Strong Room Asset Mar	R1,00	R0,00
Total:				R 2,00	R0,00
A A 001185	A A 001185	Hecer Monitor	1st Floor Strong Room Asset	R1,00	R0,00
AA001189	AA001189	Mecer P4 Desktop	G 23 Storage Area	R1,00	R0,00
Total:				R 2,00	R0,00

## 5.2.1.6 Asset Condition History

All

All	Asset Condition	on History		
Asset Code:	AA000001	Barcode No: Serial No:	AA000001	
Asset Type:	Ladders			
Description:	Steel Ladder			
	Detai	ls		
Location:	Ground Floor Dustbin Area	:		
Supplier:		1 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (		
Person:	Ngobese SJ. 63317931			
Cost Centre:	Dir : Corp Services Current - No proje	ects Curre©ondition:	Functional	
	Histor	Ŷ		
MARTHA	Condition Code changed from SYSTEM to 3		2004/12/06	13:59:38

**5.2.1.7 Asset History Details Report** – Asset Individual history details displaying information such as when was the asset created, who created it and changes that have made on it throughout its lifecycle.

All	Asset History	Details	*** CANCE	LLED ***
Asset Code:	AB728059	Barcode No: Serial No:	A B72805	9
Asset Type:	Cabinets			
Description:	4-Drawer Steel Filing Cabinet			
	Details	5		
Location:	No 45 Natalia Building	:		
Supplier:	REGENCY OFFICE FURNITURE	:		
Person:	Adams AM 63982978			
Cost Centre:	Ministry Supp*No Proj Cur*EQP<5000	Off Furn*KZN		
	History	Y		
63935414	Created, Refer Purchase Order #FE00001186		2014/07/30	14:52:30
63935414	Person Code changed from <none> to Mthethwa-</none>	Dubazane Z.62538888	2014/07/30	15:37:57
63935414	Location Code changed from 2nd Floor Natalia Bui	ilding to No 45 Registry	2014/07/30	15:38:32

## 5.2.1.8 Asset History Details (Landscape)

All		Asset History Details (Landscape)		*** CANCE	LED ***
Asset Code:	A8728059	Barcode No: Serial No:	AB728059		
Asset Type:	Cabinets				
Description:	4-Drawer Steel Filing Cabine	t			
		Details			
Location:	No 45 Natalia Building				
Supplier:	REGENCY OFFICE FURNITURE				
Person:	Adams AM 63982978				
Cost Centre:	Ministry Supp <sup>*</sup> No Proj Cur <sup>*</sup> E	QP<5000 Off Furn*KZN			
		History			
63935414	Created, Refer Purchase Order #FE0000	1186		2014/07/30	14:52:30
63935414	Person Code changed from <none> to M</none>	thethwa-Dubazane Z.62538888		2014/07/30	15:37:57
63935414	Location Code changed from 2nd Floor N	atalia Building to No 45 Registry		2014/07/30	15:38:32
63935414	Condition Code changed from < Unclassif	ied> to New		2014/07/30	15:39:11
63935414	Depreciation Status Code changed from	Depreciate to Don't Depreciate		2014/07/30	15:39:44
63935414	Purchase Date changed from 2014/07/30	to 2014/07/18		2014/07/30	15:40:19
63935414	Purchase Price changed from R0,00 to R	1 995,00		2014/07/30	15:40:50
63935414	Dep. Start Date changed from 2014/07/3	0 to 2014/07/18		2014/07/30	15:41:19
63935414	Purchase Date changed from 2014/07/18	to 2014/08/05		2014/07/31	08:46:35
63935414	Dep. Start Date changed from 2014/07/1	8 to 2014/08/05		2014/07/31	08:46:40
63935414	Scanned Barcode Audit			2015/03/24	12:16:42
63935414	Details changed			2015/03/24	12:16:42
CASS	Condition Code changed from New to Fu	nctional, via Import		2015/05/27	12:08:32
CASS	Asset Name changed from 4-Drawer Ste	el Filing Cabinet to 3-Drawer Steel Filing Cabin	et, via Import	2015/05/27	12:08:44
64758320	Attached to Child Asset #Mecer 23" Mon	itor		2015/09/01	13:35:30
64758320	Detached from Child Asset #Mecer 23" M	lonitor		2015/09/01	13:35:33
Run by 63053756 on	2021/02/19 at 15:07:12	*** CANCELLED ***	Hard	cat 6.10 Build 921 - Pag	e 1 of 28 page(s)

**5.2.1.9 Asset Individual Details Report** –displays individual asset information such as Asset Description, Location, Supplier, Custodian and Cost Centre.

Search	Ass	set Individual Details		
Asset Number:	A A 000045	Barcode No:	AA000045	
Asset Status:	Active	RFID:		
Disposal Status:	Active	Serial No:		
Finance Flag:	Owned	Depreciate Flag:	Depreciate	
Asset Type:	Chairs	Maintenance Flag:	Maintain	
Product Name:	Bar Stool Chair			
Description:	Bar Stool Chair			
		Details		
Location:	G 57 SMME/Growth Fund/Data B	ase :		
Default Location:		:		
Supplier:		Install Date:		
Person:	Hadebe S.P. 25629816	Condition:	Functional	
Cost Centre:	Supp Chain Man Current - No pr	ojects C Maintenance Ref:		
Maintenance:		Preset Class:		
Service Level:		Last Audit Date:	2020/12/17	
		Finance		
Purchase Price:	R1,00	Purchase Order:		
Other Currency:		Purchase Date:	2004/03/31	
Maintenance Cost:	R0,00	Invoice No:		

**5.2.1.10 Asset Lease Expiry in Date Range Report** – List of all leased assets with expiry date within the specified date range by locations.

All From 2009/04	4/01 to 2021/02/:	19	Asset Lease Expiry in Date Range	
Lease Reference	End Date	Barcode	Description	Serial Number
	2010/02/22	L5000128	Nokia N73	358634016180782
Sub Total for	Location LN00	0016 - G 15 (	CFO Demand Manager : 1	
	2010/08/04	L5000131	Nokia 6500 Slide	35099028786775
Sub Total for	Location LN00	0094 - Room	318A : 1	
	2010/04/26	LS000058	Nokia N81	356993013313453
Sub Total for	Location LN00	0168 - Room	618 : 1	
	2010/09/01	L5000109	Nokia 6500 Slide	354837023078105
Sub Total for	Location LN00	0266 - No 02	Drivers Waiting Room Natalia Building : 1	
	2010/06/10 2010/06/23	LS000105 LS000125	Data Card Nokia 6500 Slide	356846011804438 353077020532652
Sub Total for	Location LN00	0269 - No 05	Natalia Building : 2	
	2009/05/30 2009/08/10	LS000088 LS000138	Data Card Nokia 6230 Grey	35866100145703 35250500779664
Sub Total for	Location LN00	0292 - No 33	Natalia Building : 2	
	2010/03/27	L5000070	Data Card	358954009253788

## 5.2.1.11 Asset Location Movement History

From 2020/04/01 to 2021/02/19	Asset Location Mov	ement History	
Asset Code:	AA000003	Barcode No: Serial No:	AA000003
Asset Type:	Ladders		
Description:	Wood Ladder		
	Detai	s	
Location:	No 01 Main Entrance Natalia Building	:	
Supplier:		:	
Person:	Memela I (Private Security)		
Cost Centre:	Dir : Corp Services Current - No projects Current		

**5.2.1.12 Asset Maintenance Expiry in Date Range** – displays list of assets with maintenance expiry date falling within the specified date range.

## **5.2.1.13 Asset Movement by Cost Centre Report** – tracks asset movement by cost centre and the date and time on which those movement occurred.

Asset Code	Barcode	Description	Cost Centre From	Cost Centre To	Date	Time
AA000032	AA100032	Bar Stool Chair		Dir : Corp Services Current	- 1/31/2006	2:23:17 PN
AA000032	AA100032	Bar Stool Chair	Dir : Corp Services Current	t-Supp Chain Man Current-	12/27/2006	3:28:06 PM
A000032	AA100032	Bar Stool Chair	Supp Chain Man Current -	<ul> <li>IDir : Corp Services Current</li> </ul>	-3/16/2006	3:09:43 PM
A000033	AA100033	Steel Ladder			2/3/2005	2:01:18 PN
A000033	AA100033	Steel Ladder		Dir : Corp Services Current	- 1/31/2006	2:23:18 PM
A000034	AA100034	Swivel Fabric Chair			2/3/2005	2:01:34 PN
A000034	AA100034	Swivel Fabric Chair		Dir : Corp Services Current	- 1/31/2006	2:23:19 PM
A000035	AA100035	Steel Tender Box			2/3/2005	1:51:29 PM
A000036	AA100035	Steel Tender Box		Dir : Corp Services Current	- 1/31/2006	2:23:20 PN
A000035	AA100035	Steel Tender Box	Dir : Corp Services Current	t-Supp Chain Man Current -	12/27/2006	3:27:59 PN
A000035	AA100035	Steel Tender Box	Supp Chain Man Current -	<ul> <li>Dir : Corp Services Current</li> </ul>	-3/16/2006	3:10:29 PM
A000036	AA100036	Plastic Chair			3/30/2005	10:56:17 A
A000036	AA100036	Plastic Chair		Dir : Corp Services Current	- 1/31/2006	2:23:21 PN
AUUUU36	AA100036	Plastic Chair	Dir : Corp Services Current	t-Supp Chain Man Current -	N2/2///2008	3:46:42 PN
AUUUU36	AA100036	Plastic Unair	Supp Chain Man Current -	· rDir : Corp Services Current	-3/16/2006	2:06:08 PN
AUUUU37	AA100037	Plastic Chair			11/26/2004	4:46:26 PN
AUUUU37	AA100037	Plastic Chair	Dia 0 0 i 0	Dir : Corp Services Current	- 1/31/2006	2:23:23 PN
AUUUU37	AA100037	Plastic Unair	Dir : Corp Services Current	t-Supp Chain Man Current-	12/2/12006	3:28:13 PN
AUUUU37	AA100037	Plastic Chair	Supp Chain Man Current -	Dir : Corp Services Current	-3/16/2006	3:10:58 PK
AUUUU38	AA100038	Steel I rolley			3/30/2005	10:56:28 A
A000038	AA100038	Steel Irolley		Dir: Corp Services Current	-1/31/2000	2:23:24 PR
ADUUU38	AA100038	Steel I rolley	Dir: Corp Services Current	t-Supp Chain Man Current-	N2/2///2006	3:40:55 PN
A000038	AA100038 AA000020	Steel I folley 3 Deer Side Unit Curberrd	Supp Chain Man Current-	· IDIF: Corp Services Current	2/2000	2:00:41 PR
AUUUUU39	AA000039	2-Door Side Unit Cupboard		Dis . 0 0	2/3/2005	2:01:07 PR
A000039	AA000039	2-Door Side Unit Cupboard		Dir : Corp Services Current	2000	2:23:25 PR
A000041	AA000041	Office Arm Chair		Dir : Com Sonvioos Current	4/24/2000	2:02:10 Fit
4000041	40000041	Onice Ann Chair		Dir . Colp Seloices Callent	44050004	2.23.27 FI
A000042	AA000042	Sofa Leather Chair		Dir : Com Services Current	11/20/2004	9:90:27 PR
A000042	AA000042	Weeden Computer Dedr		Supe Chain Mae Current	M/24/2000	2.23.20 FIL
A000040	AA000040	Wooden Computer Desk		Supp chain Man conent-	44/26/2000	2.00.18 FK
A000044	AA000044	Wooden Computer Desk		Supp Chain Map Current	M/24/2004	2.55.22 PK
40000044	AA000044	Wooden Computer Desk	Supp Chain Map Current.	Mir : Corp Seprices Current	2/27/2006	2:00:22 PK
A000045	AA000045	Bar Stool Chair	oupp chain man cullent	Supp Chain Man Current -	M/21/2008	2.55.24 PM
A000045	AA000045	Bar Stool Chair	Supp Chain Man Current.	Dir : Corp Services Current	207/2008	2:00.241 M
4000045	AA000045	Bar Stool Chair	Dir : Corp Services Current	-Sunn Chain Man Current.	M2/1/2008	3:45:50 PM
4000048	AA000048	Bar Stool Chair	bill coop octorioes outletin	Supp Chain Man Current-	M/31/2008	2:55:27 PM
A000048	AA000040	Bar Stool Chair	Supp Chain Map Current -	Dir : Com Services Current	-4/11/2008	3:08:46 PM
4000046	AA000046	Bar Stool Chair	Dir : Corp Services Current	-Supp Chain Man Current-	M2/4/2008	9:41:33 AM
4000047	AA000047	Bar Stool Chair	on , corp betwees current	Sunn Chain Man Current -	M/31/2006	2:55:28 PM
A000048	AA000049	Steel Ladder		Supp Chain Man Current -	M/31/2006	2:55:29 PM

# **5.2.1.14 Asset Movement by Location Report** – asset movement by location and the date and time on which movements took place

	Darcode	Description	Location From	Location Io	Date	lime
1234	1234	Mahogany Bookcase	Room 404 Training	Room 406	5/26/2010	10:00:04 AI
AA000001	AA000001	Dell Monitor	G 23 Storage Area Av	waitin@rd Floor Handyman's (	Offic@/14/2007	12:08:56 PI
AA000003	AA000003	Wood Ladder	G 23 Storage Area Av	vaitin@rd Floor Handyman's (	0ffic@/14/2007	12:09:34 PI
A000006	AA100006	Mecer Monitor	G 25 Storage Area Of	ffice NG 22 Office Manager	11/25/2004	12:13:01 P
AA000006	AA100006	Mecer Monitor	G 22 Office Manager	G 23 Storage Area Awa	itin;11/25/2004	4:46:23 PN
AA000006	AA100006	Mecer Monitor	G 23 Storage Area Av	waitin@Annual Audit Furniture	2/12/2007	3:33:10 PM
A000006	AA100006	Mecer Monitor	Annual Audit Furnitur	re 🔰 G 24 Storage Area Offi	ce M2/14/2007	9:25:33 AN
AA000006	AA100006	Mecer Monitor	G 24 Storage Area O1	ffice M1st Floor Store Room	2/18/2008	3:12:07 PN
AA000008	AA100008	Mecer P4 Desktop	G 23 Storage Area Av	waitin(G 22 Office Manager	11/25/2004	4:46:23 PN
A000008	AA100008	Mecer P4 Desktop	G 22 Office Manager	Ground Floor Building	Man 4/11/2006	3:13:02 PN
AA000008	AA100008	Mecer P4 Desktop	Ground Floor Building	g ManG 22 Office Manager	2/14/2007	10:18:26 A
4A000009	AA100009	Rediview Server	G 23 Storage Area Av	vaitin(G 22 Office Manager	11/25/2004	4:46:24 PN
4A000009	AA100009	Rediview Server	G 22 Office Manager	Ground Floor Building	Man 4/11/2006	3:13:22 PM
4A000009	AA100009	Rediview Server	Ground Floor Building	g ManAnnual Audit Furniture	2/12/2007	1:59:46 PM
4A000009	AA100009	Rediview Server	Annual Audit Furnitur	re Room 414	12/3/2008	1:53:17 PM
AA000010	AB123456	2-Door Wooden Cupboard	G 23 Storage Area Au	waitin;G 22 Office Manager	11/25/2004	4:46:24 PM
AA000010	AB123456	2-Door Wooden Cupboard	G 22 Office Manager	Ground Floor Building	Man 4/11/2006	3:13:40 PM
AA000010	AB123456	2-Door Wooden Cupboard	Ground Floor Buildin	g ManG 22 Office Manager	2/14/2007	10:18:47 A
AA000011	AA100011	Swivel Fabric Arm Chair	G 23 Storage Area Av	waitingG 22 Office Manager	11/25/2004	4:46:24 PM
AA000011	AA100011	Swivel Fabric Arm Chair	G 22 Office Manager	Ground Floor Building	Man 4/11/2006	3:14:19 PM
AA000011	AA100011	Swivel Fabric Arm Chair	Ground Floor Buildin	g ManAnnual Audit IT	2/12/2007	2:01:24 PM
AA000011	AA100011	Swivel Fabric Arm Chair	Annual Audit IT	G 25 Storage Area Offi	ce M2/14/2007	9:59:47 AM
AA000011	AA100011	Swivel Fabric Arm Chair	G 25 Storage Area Of	ffice NG 05 SITA Storage	8/7/2008	11:06:46 A
AA000012	AA100012	Fujitech Monitor	G 23 Storage Area Av	waitin(G 22 Office Manager	11/25/2004	4:46:24 PM
AA000012	AA100012	Fujitech Monitor	G 22 Office Manager	G 23 Storage Area Awa	itin;12/13/2004	1:23:19 PM
AA000013	AA100013	LG Monitor	G 23 Storage Area Au	waitin;G 22 Office Manager	11/25/2004	4:46:24 PM
AA000013	AA100013	LG Monitor	G 22 Office Manager	Ground Floor Building	Man 4/11/2006	3:15:01 PM
AA000013	AA100013	LG Monitor	Ground Floor Building	g ManG 22 Office Manager	2/14/2007	10:19:09 A
A000014	AA100014	Swivel Fabric Chair	G 23 Storage Area Au	waitin;G 22 Office Manager	11/25/2004	4:46:24 PI
AA000014	AA100014	Swivel Fabric Chair	G 23 Storage Area Av	waitin (G 05 SITA Storage	8/7/2008	10:58:59 A
A000015	AA100015	Swivel Fabric Chair	G 23 Storage Area Av	waitin;G 22 Office Manager	11/25/2004	4:46:24 PI
AA000015	AA100015	Swivel Fabric Chair	G 22 Office Manager	G 23 Storage Area Awa	itin;12/13/2004	1:22:38 PM
AA000015	AA100015	Swivel Fabric Chair	G 23 Storage Area Av	waitin(G 22 Office Manager	2/27/2006	3:47:58 PI
A000015	AA100015	Swivel Fabric Chair	G 22 Office Manager	Ground Floor Building	Man 4/11/2006	3:17:15 PI
AA000015	AA100015	Swivel Fabric Chair	Ground Floor Building	g ManG 22 Office Manager	2/14/2007	10:19:31 /
A000015	AA100015	Swivel Fabric Chair	G 22 Office Manager	Annual Audit IT	8/21/2008	8:49:55 Al
A000015	AA100015	Swivel Fabric Chair	Annual Audit IT	G 05 SITA Storage	11/12/2008	11:52:06 A
AA000016	AA100016	Acer Celeron Desktop	G 23 Storage Area Av	waitin(G 22 Office Manager	11/25/2004	4:46:24 PI
A000016	AA100016	Acer Celeron Desktop	G 22 Office Manager	Ground Floor Building	Man 4/11/2006	3:17:50 PI
A000016	AA100016	Acer Celeron Desktop	Ground Floor Building	g ManG 22 Office Manager	2/14/2007	10:20:01 /

**5.2.1.15 Asset Movement By Person Report** – movement of assets between different custodians showing the date and time these changes occurred

Asset Code	Barcode	Description	Person From	Person To	Date	Time
AA000015	AA100015	Swivel Fabric Chair	Barnard JJ.60088494	Nel EM.60088265	3/30/2005	10:50:18 AM
A000015	AA100015	Swivel Fabric Chair	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:27:53 PM
A000015	AA100015	Swivel Fabric Chair	Hadebe BJ. 62730827	Annual Audit IT	8/21/2008	8:49:51 AM
A000015	AA100015	Swivel Fabric Chair	Annual Audit IT	Nyuswa Z Awaiting Donatio	11/12/2008	11:52:02 AI
A000016	AA100016	Acer Celeron Desktop		Barnard JJ.60088494	12/8/2004	1:35:59 PM
A000016	AA100016	Acer Celeron Desktop	Barn ard JJ.60088494		3/30/2005	10:43:35 AI
A000016	AA100016	Acer Celeron Desktop		Nel EM.60088265	7/20/2005	8:18:31 AM
A000016	AA100016	Acer Celeron Desktop	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:28:21 PM
A000018	AA100018	Fuiltech Desktop		Barnard JJ.60088494	12/8/2004	1:38:40 PM
A000018	AA100018	Fujitech Desktop	Barnard JJ.60088494	Vacant, P7830242	10/27/2005	2:05:31 PM
A000018	AA100018	Fuiitech Desktop	Vacant, P7830242	Nzuza P.18942024	7/1/2009	2:29:21 AM
A000019	AA100019	Ordinary Wooden Desk		Barnard JJ.60088494	12/8/2004	1:39:19 PM
AA000019	AA100019	Ordinary Wooden Desk	Barnard JJ.60088494	Nel EM.60088265	3/30/2005	10:44:42 A
A000019	AA100019	Ordinary Wooden Desk	Nel EM.60088265	Hadebe BJ. 62730827	2/12/2007	2:28:52 PM
A000019	AA100019	Ordinary Wooden Desk	Hadebe BJ. 62730827	Nzuza P.18942024	11/5/2007	3:57:00 PM
A000020	AA100020	Ordinary Wooden Desk		Barnard JJ.60088494	12/8/2004	1:39:36 PM
A000020	AA100020	Ordinary Wooden Desk	Barnard JJ.60088494	Nel EM.60088265	3/30/2005	10:45:01 A
A000020	AA100020	Ordinary Wooden Desk	Nel EM.60088265	Hadebe BJ, 62730827	2/12/2007	2:29:18 PM
A000020	AA100020	Ordinan/Wooden Desk	Hadebe BJ, 62730827	Nzuza P. 18942024	11/5/2007	3:57:21 PM
A000022	AA100022	Swivel Fabric Arm Chair			11/25/2004	12:13:01 P
A000022	AA100022	Swivel Fabric Arm Chair		Nel EM.60088265	3/30/2005	10:48:08 A
A000022	AA100022	Swirel Fabric Arm Chair	Nel EM.60088265	Nyuswa Z Awaiting Donatio	4/11/2006	3:19:47 PM
A000022	AA100022	Swivel Fabric Arm Chair	Nyuswa Z Awaiting Donatio	Annual Audit Furniture	2/14/2007	7:48:14 AM
A000022	AA100022	Swivel Fabric Arm Chair	Annual Audit Furniture	Nvuswa Z. Storage Area	2/14/2007	9:57:03 AM
A000023	AA100023	Swinel Fabric Arm Chair		,	11/25/2004	12:13:02 P
A000023	AA100023	Swivel Fabric Arm Chair		Nel EM.60088265	3/30/2005	10:48:28 A
A000023	AA100023	Swivel Fabric Arm Chair	Nel EM.60088265	Annual Audit IT	2/12/2007	2:30:44 PM
A000023	AA100023	Swinel Fabric Arm Chair	Annual Audit IT	Nzuza P 18942024	11/5/2007	3:58:43 PM
A000023	AA100023	Swivel Fabric Arm Chair	Nzuza P. 18942024	Nyuswa Z Awaiting Donatio	11/12/2008	11:50:28 A
A000024	AA100024	2-Door Side Unit Cupboard			11/25/2004	12:13:02 P
A000024	AA100024	2-Door Side Unit Cunhoard		Nel EM 60088265	3/30/2005	10:48:55 A
A000024	AA100024	2-Door Side Unit Cupboard	Nel EM.60088265	Hadebe BJ, 62730827	2/12/2007	2:31:17 PM
A000024	AA100024	2-Door Side Unit Cupboard	Hadebe BJ. 62730827	Nzuza P.18942024	11/5/2007	3:58:04 PM
A000024	AA100024	2-Door Side Unit Cuphoard	Nzuza P 18942024	Appual Audit IT	8/21/2008	9.10.28 AM
A000024	AA100024	2-Door Side Unit Cupboard	Annual Audit IT	Shabalala PS.60129549	3/25/2009	10:55:17 A
A000025	AA100025	Office Arm Chair		Barnard JJ.60088494	12/8/2004	1:39:51 PM
A000025	AA100025	Office Arm Chair	Barn ard .U 60088494	Nel EM 60088265	3/30/2005	10:50:35 A
A000025	AA100025	Office Arm Chair	Nel EM.60088265	Hadebe BJ, 62730827	2/12/2007	2:31:48 PM
A000025	AA100025	Office Arm Chair	Hadebe BJ 62730827	Nzuza P 18942024	11/5/2007	3:59:06 PM
A000025	AA100025	Office Arm Chair	Nzuza P. 18942024	Nyuswa Z Awaiting Donatic	8/7/2008	11:39:00 A
A000026	AA100026	Office Arm Chair		Barnard 11 60088494	12/8/2004	1-40-09 PM

## **5.2.1.16 Asset Service Levels Report –** List of assets with their respective service levels.

	[	Asset Service Levels					
Service Code	Description	Day	Begin Time	End Time	Available Time		

**5.2.1.17 Asset Service Notes Report** – list of assets with their respective service notes.

		Asset Service Notes
Asset Code	Asset Type	Notes

**5.2.1.18 Asset Type Configuration Detail Report** – list of asset types together with their respective configuration details such as Preset Class, Depreciation Class etc

			Asset Type Conf	iguration Detail	]	
Code	Description	Life (Months)				Asset Defaults
ATT000	Heater/Vacuum/Fan	0				
		P D N	Preset Class: Depreciation Class: Maintenance Class:	DC000003	Office Equipment	Depreciate Maintain
ATT003	CD/DVD/VCRs	0				
		P D N	Preset Class: Depreciation Class: Maintenance Class:	DC000001	Audio Visual Equipment	Depreciate Maintain
ATT005	Desktops	0				
		P D N	Preset Class: Depreciation Class: Maintenance Class:	DC000004	Computer Hardware Mini	Depreciate Maintain
ATT006	Monitors	0				

**5.2.1.19** Asset Type Configuration Summary Report – displays a list of Asset Types with the summary of their respective configuration such as Preset Class, Depreciation Class etc.

		Asset Type Configuration Summary	
Description Lif	fe (Months) Preset Cla	ss Depreciation Class Maintenance Class	Dep. Flag Maint. Flag
Heater/Vacuum/Fan	0	Office Equipment	Depreciate Maintain
CD/DVD/VCRs	0	Audio Visual Equipment	Depreciate Maintain
Desktops	0	Computer Hardware Minor	Depreciate Maintain
Monitors	0 Monitors	Computer Hardware Minor	Depreciate Maintain
Notebooks/Laptops/iPad	0	Computer Hardware Minor	Depreciate Maintain
Printers	0	Computer Hardware Minor	Depreciate Maintain
Multifunction Output Equ	uipm 0	Computer Hardware Minor	Depreciate Maintain
CD/DVD Reader/Writers	0	Computer Hardware Minor	Depreciate Maintain
Servers	0	Computer Hardware Major	Depreciate Maintain
Modems/Data Cards	0	Computer Hardware Minor	Depreciate Maintain
Scanners	0	Computer Hardware Minor	Depreciate Maintain
Data Cabinets	0	Computer Hardware Minor	Depreciate Maintain
Hubs/Hard Drive/Router	0	Computer Hardware Minor	Depreciate Maintain
Calculators	0	Office Equipment	Depreciate Maintain
Cameras/Batteries/Flash	0	Office Equipment	Depreciate Maintain
Cutting machines	0	Office Equipment	Depreciate Maintain
Fax machines	0	Office Equipment	Depreciate Maintain
Laminators	0	Office Equipment	Depreciate Maintain
Paper shredders	0	Office Equipment	Depreciate Maintain
Safes	0	Office Equipment	Depreciate Maintain
Franking machines	0	Office Equipment	Depreciate Maintain
Trolleys	0	Office Equipment	Depreciate Maintain
Voice recorders	0	Office Equipment	Depreciate Maintain
Specialised equipment	0	Office Equipment	Depreciate Maintain

## **5.2.1.20 Assets Units History Report** – reports which displays assets unit history.

.II		Asset Units History	*** CANCELLED ***		
Asset Number:	AB728059	Barcode No:	AB728059		
Asset Status:	Disposed	Serial No:			
Disposal Status:	Sold	Depreciate Flag:	Don't Depreciate		
Finance Flag:	Owned	Maintenance Flag:	Maintain		
Asset Type:	Cabinets				
Product Name:	4-Drawer Steel Filing Cabinet				
Description:	4-Drawer Steel Filing Cabinet				
		Asset Units			
Data	Time	Units Comm	ent		

#### 5.2.1.21 Discarded Assets

All	*** CANCELLED ***		Discarded Assets		*** CANCELLED ***		
Barcode	Serial Number	Asset Name	Location Name	Condition	Status	Reference	
Person:							
AA348465	35Y3GB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348466	FFW JFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348467	FDS KFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348468	DBS KFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348469	JQ7KFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348470	CRM01GB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348471	1Q4JFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348472	39RPL43	Dell Dock W D19 130W	Room 112 CFO	New	Active		
AA348473	6M 22023	Dell 27" Monitor	Room 112 CFO	New	Active		
AA348475	8GM KFB3	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348476	87N3G83	Dell Latitude E5510 Laptop	Room 112 CFO	New	Active		
AA348479	TH078851VM	HP Officejet Mobile	Room 112 CFO	New	Active		
Total: 12 for	Person -						
Person: Ram	samooj N.10920561						
AA000723		Swivel Fabric Arm Chair	Room 909	Functional	Active		

**5.2.1.22 Preset Class Configuration Report** – displays list of Preset Classes together with their respective preset questions.

Preset Class Configuration

set Class: Vehicles (AC	000000)	Global: No
Preset	Default Text	Standard List
000 - Colour		
001 - Engine No.		
002 - Chassis No.		
003 - Registration Number		
004 - Vin Number		
005 - Fuel Type		
006 -Date Manufactured		
Asset Types:		
ATT111	Double Cab	
ATT145	Sub Urban Vehicles	

## 5.2.1.23 Generate Fixed Reports on Assets

#### From the main screen:

#### Hardcat Asset Management



#### Select Reports -> Assets

The screen below is displayed

Generate Fixed Asset Report				>	<
Asset ~					
Asset Additional Costs Asset Additional Costs by Cost Asset Additional Costs in Date Asset Attachments Asset Child Attachments Asset Condition History Asset History Details (Landscap Asset Individual Details Asset Lease Expiry in Date Ran Asset Location Movement Hist Asset Maintenance Expiry in D Asset Movement by Cost Centr Asset Movement by Cost Centr Asset Movement by Cost Centr Asset Movement by Cost Centr Asset Movement by Decation Re Asset Service Levels Asset Service Levels Asset Type Configuration Deta Asset Type Configuration Deta Asset Units History Discarded Assets Preset Class Configuration	: Type Range De) ge ory ate Range re Report eport port iil mary		~	<u>V</u> iew <u>S</u> end <u>C</u> ustom	
Scope of Report O All of Hardcat					
<ul> <li>Results of Last Search</li> <li>This Search</li> </ul>		Searc <u>h</u>			
Use Search	IA-Risk			•	

Select the report from the list

To search all of Hardcat, select the All of Hardcat radio button from the Scope of Report section

٥

×

Generate Fixed Asset Report			×
Asset	▲	<u>V</u> iew <u>S</u> end <u>C</u> ustom	
Scope of Report  All of Hardcat  Results of Last Search  This Search			
Use Search			

To set up the scope of search, i.e. search for a specific bit of information, Select the **Result of Last Search** radio button from the **Scope of Report** Section

Generate Fixed Asset Report				×
Asset ~				
Asset Additional Costs			$\wedge$	
Asset Additional Costs by Cost	Туре			view
Asset Additional Costs in Date	Range			
Asset Attachments				Send
Asset Child Attachments				
Asset Condition History				Custom
Asset History Details				Casconin
Asset History Details (Landscap	be)			
Asset Individual Details				
Asset Location Movement Hist	ge on/			
Asset Maintenance Expiry in D	ate Range			
Asset Movement by Cost Centr	e Report			
Asset Movement by Location R	eport			
Asset Movement by Person Re	port			
Asset Service Levels				
Asset Service Notes				
Asset Type Configuration Deta	il			
Asset Type Configuration Sum	mary			
Asset Units History				
Discarded Assets				
Preset Class Configuration			5	
Scope of Report				
All of Hardcat				
Recults of Last Search		Search		
C Results of Last Search		Searc <u>n</u>		
O This Search				
<u>U</u> se Search	IA-Risk			
				<b>C</b>

Click on the Search button

Search Assets					X
Area: Assets 🗸	Load Saved Search:		🗸 🚺 🔲 *** Any Text Fie	ld V	Hide Details
Available Fields:	Match on ALL of the following:				0
Asset Type Name     Barcode	Barcode $\vee$	Is Equal to $\vee$	AB729450		
Image: Cost Centre Name       I	Match on ANY one or more of the following:         Apply       Clear current criteria         Show Search Summary       Save this search         Quick Save				
		Search Results			
Records: Displaying 1, Total 1 - Default Search			Ma	ax records for display: 1	<u>oc</u> ÷
Asset Code 🗠 Asset Na	ame Barcode	Serial Number	Asset Type Name	Location Name	C 🔨 Drop
AB729450 Mecer Desktop	AB729450	IW045Z2103	Desktops	Room 336 O/P Asset Managem As	s & Li <u>V</u> iew
					<u>E</u> dit
					<u>N</u> ew
					Сору
¢					v
Help				C	K Cancel

Click on the Clear the List, to delete the previous search results

Search Assets								×
Area: Assets	✓ Loa	d Saved Search:		· · · · · · · · · · · · · · · · · · ·	Any Tex	t Field \vee		Hide Details
Available Fields: Image: Code         P       Asset Name         P       Asset Name         P       Barcode         P       Cost Centre Name         P       Location Name         P       Purchase Date         P       Purchase Price         P       Serial Number         P       Suppler Name         Image: Serial Number       Additional Cost         Preset Class       Image: Serial Name		Match on ALL of the folic Match on ANY one or mo Apply	wing: ee of the following: Clear c <u>u</u> rrent criter	ia Show Search S	u <u>m</u> mary Save this s	earc <u>h</u> Quick Save		
Records: Displaying 1 Tota	ul 1 - Default Search			Search Results		May records for display	100	
Asset Code	△ Asset Name	Barco	de	Serial Number	Asset Type Name	Location Name	C ^	Drop
AB729450	Mecer Desktop	AB729450	IW045	Z2103	Desktops	Room 336 O/P Asset Manage	em Ass & Li	<u>V</u> iew
								<u>E</u> dit
								New
¢							> ×	copr
Help							ОК	Cancel

Select the  $\textcircled{lacebox{ }}$  to select the search criteria screen

Search Assets					×
Area: Assets	Load Saved Search: Match on ALL of the following: Match on ANY one or more of the follow Asset Code	ving: Is Equal to V	Choose	tld ∨ ħ Quick Save	Hide Details
Records: Displaying 1, Total 1 - Default Search		Search Results	M	ax records for display: 100 💠	
Asset Code 🛆 Asset Na	ame Barcode	Serial Number	Asset Type Name	Location Name C	Drop
AB729450 Mecer Desktop	AB729450	IW045Z2103	Desktops	Room 336 O/P Asset Managem Ass & Li	View
					<u>E</u> dit
					<u>N</u> ew
¢				>	<u>Copy</u>
Help				ОК	Cancel

Select the search field from the list.

KwaZulu-Natal Provincial Treasury, Licence: 04234-3248-001, Version: 6.10

if Hardcat Asset Management File Modules Lists Reports Configuration Help	-	٥	$\times$
$\mathcal{O}$			

Area: Assets	~	Load Saved Search:	V 😳 📑 🗆 *** Any Text Field 🗸	Hide Details
Available Fields:				
Asset Code	^	Match on ALL of the following:		•
Asset Name				
Asset Type Name		Match on ANY one or more of the	e following:	•
Cost Centre Name				
Location Name		Asset Code	V Is Equal to V Choose	-
Person Name		Asset Code		
Purchase Date		Asset Name		
Serial Number		Barcode		
Supplier Name		Cost Centre Name		
*** Any Text Field ***		Location Name		
Additional Cost	×	Person Name		
Preset Class		Purchase Date		
		Serial Number	Show Search Summary Save this search Quick Save	
		Supplier Name		
		*** Any Text Field ***	arch Results	
Records: Displaying 1 Total 1 -	Default Search	Additional Cost	Max records for display: 100 -	
records on physing 1, rotar 1 -	berbare search	Asset Type Code		
Asset Code 🗠	Asset Nam	Asset Type Folder Code	Serial Number Asset Type Name Location Name C 🔨	Drop
AB729450	Mecer Desktop	Asset Type Folder Name	103 Desktops Room 336 O/P Asset Managem Ass & Li	View
		Asset Type Parent Folder Name		_
		At Default Location		<u>E</u> dit
		At Default Person		New
		Condition Code		_
		Cost Centre Barcode		Сор <u>у</u>
		Cost Centre Code		
		Cost Centre Folder Code		
		Cost Centre Folder Name		
		Cost Centre Parent Folder Name		
		Created By	×	
			v	
<			×	
¢			× >	
¢			v >	Canad
< Help			ок	Cancel
< Help			) ~	Cancel
< Help			OK	Cancel

Select the weighing criteria(ie Is equal To..,Contains the Text etc)

 <sup>A</sup> へ 駅 (1) ENG 13:56 2021/02/24 - 10 

ea: Assets	~	Load Saved Sea	arch:	`	🗸 🔝 📖 🛄 *** Any Text F	Field 🗸	Hide De <u>t</u> ails
ailable Fields:							
Asset Code	^	Match on AL	LL of the following:				•
Asset Name							
Asset lype Name		Match on AN	NY one or more of the follo	wing:			•
Cost Centre Name					A 4347605		
Location Name		Barcode	~	Is Equal to 🗸	AA347655		
Person Name				Is Equal to			
Purchase Date				Is Within the range			
Serial Number				Is Outside the range			
Supplier Name				Contains the text			
*** Any Text Field ***				Does Not Contain the text			
Additional Cost	<b>v</b>						
reset Class	-						
ecords: Displaying 1, Total	1 - Default Search	Appl	ly Clear curre	nt criteria Show Search Store	Save this sea	rch Quick Save	÷
ecords: Displaying 1, Total Asset Code	1 - Default Search	Appl	ly Clear c <u>u</u> rre Barcode	Search Results	ummary Save this sea	rth Quick Save	C ^ Drop
ecords: Displaying 1, Total Asset Code B729450	1 - Default Search Asset Nan Mecer Desktop	Appl:	ly Clear curre Barcode 729450	Search Search Si Search Results Serial Number IW04522103	Save this sea	rch Quick Save Max records for display: 100 – Location Name Room 336 O/P Asset Managem Ass &	C A Drop
reset Class ecords: Displaying 1, Total Asset Code 18729450	1 - Default Search Asset Nan Mecer Desktop	App!	ly Clear c <u>u</u> rre Barcode 729450	search Results Serial Number IW045Z2103	Save this sea	ret Quick Save	C A Drop
reset Class ecords: Displaying 1, Total Asset Code B729450	Oefault Search     Asset Nan     Mecer Desktop	Appl ne AB7	ly Clear c <u>u</u> rre Barcode 729450	nt criteria Show Search Si Search Results Serial Number IW045Z2103	Save this sea	Aax records for display: 100 - Location Name Room 336 O/P Asset Managem Ass &	C C Drop U View Edit
reset Class lecords: Displaying 1, Total Asset Code \B729450	Orfault Search     Asset Nan     Mecer Desktop	Appl	ly Clear curre Barcode 729450	nt criteria Show Search Si Search Results Serial Number IW045Z2103	Save this sea	rch Quick Save	C Drop U <u>View</u> Edit New
reset Class ecords: Displaying 1, Total Asset Code B729450	Oefault Search     Asset Nam     Mecer Desktop	App!	ly Clear c <u>u</u> rre Barcode 729450	nt criteria Show Search S Search Results Serial Number IW04522103	ummary Save this sea	Aax records for display: 100- Location Name Room 336 O/P Asset Managem Ass &	← C ↑ Drop Li <u>View</u> Edit <u>New</u> Copy
ecords: Displaying 1, Total Asset Code B729450	Default Search     Asset Nan Mecer Desktop	Appl ne AB7	ly Clear c <u>u</u> rre Barcode 729450	int criteria Show Search Si Search Results Serial Number IW04522103	ummary Save this sea	reg Quick Save	C C Drop U View Edit New Copy
eset Class ecords: Displaying 1, Total Asset Code B729450	Oefauit Search     Asset Nan     Mecer Desktop	Appl ne AB7	by Clear curre Barcode 729450	nt oriteria Show Search S Search Results Serial Number IW04522103	ummary Save this sea	Aax records for display: 100- Location Name Room 336 O/P Asset Managem Ass &	C Drop Li View Edit New Copy
eset Class ecords: Displaying 1, Total Asset Code B729450	Default Search     Asset Nan     Mecer Desktop	Appl	ly Clear curre Barcode 729450	nt criteria Show Search S Search Results Serial Number IW04522103	ummary Save this sea	rch Quick Save	C Drop U View Edit New Copy
eset Class ) ecords: Displaying 1, Total Asset Code 8729450	Default Search     Asset Nan     Mecer Desktop	Appl	ly Clear curre Barcode 729450	nt oriteria Show Search S Search Results Serial Number IW04522103	ummary Save this sea	rcb Quick Save	C C Drop U View Edit New Copy
ecords: Displaying 1, Total Asset Code B729450	Default Search     Asset Nan     Mecer Desktop	Appl	by Clear curre Barcode 729450	nt criteria Show Search S Search Results Senal Number IW04522103	ummary Save this sea	rch Quick Save	C ∩ Drop <u>View</u> Edit <u>New</u> Copy
ecords: Displaying 1, Total Asset Code B729450	Oefault Search     Asset Nan     Mecer Desktop	Appl	ly Clear curre Barcode 729450	nt oriteria Show Search S Search Results Senal Number IW04522103	ummary Save this sea Asset Type Name Desktops	rcb Quick Save	C Drop Uiw Edit New Copy
reset Class ] ecords: Displaying 1, Total Asset Code 19729450	Oefault Search     Asset Nan     Mecer Desktop	Le AB7	ty Clear curre Barcode 729450	nt criteria Show Search S Search Results Search Rumber W04522103	ummary Save this sea	rch Quick Save	C ^ Drop <u>View</u> Edit <u>New</u> Copy
reset Class   lecords: Displaying 1, Total Asset Code B8729450	Default Search     Asset Nam     Mecer Desktop	Appl	ly Clear curre Barcode 727950	ent oriteria Show Search S Search Results Senal Number IW04522103	ummary	rcb Quick Save	Copy

#### 

タ<sup>Q</sup> ヘ 探 d≫ ENG 13:58 2021/02/24 **早**1

#### Complete the search field value by selecting or typing in the search value.

a: Assets	✓ Loa	ad Saved Search:		~	🖌 🚺 🛄 *** Any Te	xt Field $  imes $		Hide Detail
ilable Fields: Asset Code Asset Name Asset Type Name Barcode		Match on ALL of the f Match on ANY one or	following: r more of the followi	ing:				0
Cost Centre Name Docation Name Person Name Purchase Date Purchase Price Serial Number Supplier Name *** Any Text Field *** Additional Cost reset Class	`è <b>(</b>	Barcode Agply	Clear current	s Equal to v	AA347695 ummary Save this	seardj Quick Save		
		$\sim$	/					
				Search Results				
ecords: Displaying 1, Tot	al 1 - Default Search			Search Results		Max records for display:	100 🜩	
cords: Displaying 1, Tot Asset Code	al 1 - Default Search	В	Barcode	Search Results Serial Number	Asset Type Name	Max records for display:	100÷	Drop
cords: Displaying 1, Tot Asset Code \$729450	al 1 - Default Search           Asset Name           Mecer Desktop	AB729450	Barcode IV	Search Results Serial Number W045Z2103	Asset Type Name Desktops	Max records for display: Location Name Room 336 O/P Asset Manage	100 🗢 C ^ m Ass & Li	Drop <u>V</u> iew
cords: Displaying 1, Tot Asset Code :729450	al 1 - Default Search           Asset Name           Mecer Desktop	B AB729450	Barcode IV	Search Results Serial Number W045Z2103	Asset Type Name Desktops	Max records for display: Location Name Room 336 O/P Asset Manage	100 🜩 C ^ m Ass & Li	Drop <u>V</u> iew <u>E</u> dit
ecords: Displaying 1, Tot Asset Code 8729450	al 1 - Default Search Asset Name Mecer Desktop	B AB729450	Barcode N	Search Results Serial Number W045Z2103	Asset Type Name Desktops	Max records for display: Location Name Room 336 O/P Asset Manage	100 ÷ C ^ m Ass & Li	Drop <u>V</u> iew <u>E</u> dit <u>N</u> ew
ecords: Displaying 1, Tot Asset Code B729450	al 1 - Default Search Asset Name Mecer Desktop	AB729450	Sarcode N	Search Results Serial Number W045Z2103	Asset Type Name Desktops	Max records for display: Location Name Room 336 O/P Asset Manage	100 ÷	Drop. <u>V</u> iew <u>E</u> dit <u>N</u> ew. Copy.
cords: Displaying 1, Tot Asset Code 3729450	al 1 - Default Search	AB729450	Sarcode IV	Search Results Serial Number W04522103	Asset Type Name Desktops	Max records for display: Location Name Room 336 O/P Asset Manage	100 ÷ C ^ m Ass & Li	Drop <u>V</u> iew <u>E</u> dit. <u>N</u> ew. Copy

Click on the button.

## NB: The fields for the search can be more than one.

**Click on** to add another search field The **Search Results** screen above will be displayed Click on the **OK** button

Generate Fixed Asset Report	$\times$
Asset       ✓         Asset Additional Costs       Masset Additional Costs by Cost Type         Asset Additional Costs in Date Range       Asset Additional Costs in Date Range         Asset Additional Costs in Date Range       Send         Asset Additional Costs       Send         Asset Additional Costs in Date Range       Send         Asset Condition History       Send         Asset History Details       Custom         Asset History Details       Custom         Asset Holevalue       Custom         Asset Maintenance Expiry in Date Range       Asset Movement by Cost Centre Report         Asset Movement by Cost Centre Report       Asset Movement by Location Report         Asset Service Levels       Asset Service Notes         Asset Service Notes       Asset Type Configuration Detail         Asset Type Configuration Summary       Asset Service Notes         Asset Units History       Discarded Assets         Preset Class Configuration       V	
Scope of Report <ul> <li>All of Hardcat</li> <li>Results of Last Search</li> <li>This Search</li> <li>Use Search</li> </ul>	
Help	

The **Generate Fixed Report** screen above will be displayed Select the **Send** button to View/Print/File/mail the report

Generate Fixed Asset Report	$\times$
Asset	
Asset Additional Costs Asset Additional Costs by Cost Type Asset Additional Costs in Date Range Asset Attachments <u>S</u> end	]
Send To	×
Choose destination to 'Send To'	
<u>V</u> iew <u>P</u> rint <u>F</u> ile e <u>M</u> ail	
Title: Asset History Details for KwaZulu-Natal Provincial Treasury	
Comment: Report Tag: None	
Help	
All of Hardcat     Results of Last Search     Search	
O This Search	
Use Search	
Help Close	

## 5.2.2 Fixed Reports on Suppliers

There are available on the following selections:

- 1. Supplier Configuration Report
- 2. Supplier Individual Detail Report

**5.2.2.1 Supplier Configuration Report** – displays the Preset Class and Preset Questions associated with the supplier entity.

datter av			
Description	Preset Questions	Defaults	
Suppliers			
	000 - Bank Branch Number 004 - Account Type		
	002 - Bank Account Number		
	003 - Account Name		
Distributors			
Tester	000 - Type of Account		
Traders			
•	Description Suppliers Distributors Traders	Description Preset Questions Suppliers 000 - Bank Branch Number 001 - Account Type 002 - Bank Account Number 003 - Account Number 003 - Account Name Distributors 000 - Type of Account Traders	Description     Preset Questions     Defaults       Suppliers     000 - Bank Branch Number       001 - Account Type     002 - Bank Account Number       002 - Bank Account Number     003 - Account Number       003 - Account Name     000 - Type of Account       Traders     000 - Type of Account

**5.2.2.2 Supplier Individual Details Report** – displays supplier individual details such as : Address, Contact Details, Banking Details, Assets supplied, and the history.

All	Supplier In	ndividual Details	*** CANCELLED ***
Supplier Code:	HC00000		
Supplier Preset Class:	Suppliers		
Description:	REGENCY OFFICE FURNITURE		
Address Line 1:	P O BOX 98	City:	LUXMI
Address Line 2:	LUXMI	State:	
Address Line 3:	LUXMI	Country:	
Zip/Post Code:	3207		
Title :		Cell Phone:	0828997189
Contact Name:	Sandy Rajah	Fax Number:	033-3874920
Contact Position:		Em ail Address:	
Phone Number:	033-3873340		
Web Site:			
FTP Site:			
ZNT Number:	MAAA0107488 :		
	Preset	s: Suppliers	
Bank Branch Number	057525		
Account Type	01		
Bank Account Number	052177998		
Account Name	Regency Shopfiters		
	Assets	Associated	
Code	Nam e		Туре
AB728059	4-Drawer Steel Filing Cabinet		Cabinets
A A 0 0 1 5 3 0	2-Door Wooden Cupboard		Cupboards
AA001640	2-Door Wooden Cupboard		Cupboards
A A 0 0 1 7 0 1	Vtugela Desk 2200 x 1000		Desks
A A 0 0 1 7 0 3	Leather High Back Chairs B107		Chairs
AA001711	Office Arm Chair		Chairs
A A 0 0 1 7 1 5	Stationery Cabinet with Shelves		Cabinets

## 5.2.2.3 Generate Fixed Reports on Suppliers

From the main screen below,

Hardcat Asset Management

File Modules Lists Reports Configuration Help



#### Select **Reports** -> **Suppliers** The screen below is displayed

Concerts Fixed Supplies Barnet

	<u></u>			
Supplier Individual Details			•	<u>V</u> iew
				<u>S</u> end
				<u>C</u> ustom
			~	
All of Hardcat				
Results of Last Search     This Search		Searc <u>h</u> .		
Use Search				

Select the report of your choice from the list.

Select the scope of the search i.e. **Search All of Hardcat** or **Result of Last Search** Select the **Send** button to View/Print/File/Mail the report.

## 5.2.3 Fixed Reports on Locations

They are available on the following selections:

- 1. Location Asset Attachments & Movement History
- 2. Location Configuration Report
- 3. Location Individual Detail Report

5.2.3.1 Location Asset Attachments & Movement History

		Location Asset Attachments & Movement H	istory	*** CANCELLED ***
From 2018/0	12/01 to 2021/02/24			
Location Co	de: L2500205	Location Folder:	LN000006	
Location Pr	eset Class:			
Description	: Room 508 Budget			
Address Lir	ne 1:	City:		
Address Lir	ne 2:	State:		
Address Lir	1e 3:	Country:		
Zip/Post Co	de:			
Contact Na	me:	Cell Phone:		
Contact Po	sition:	Fax Number:		
Phone Num	ber:	Email Address:		
Web Site:				
FTP Site:				
:		:		
		Assets currently at this Location		
Barcode	Description	Serial No	Asset Type	Person Name
AB725937	L-Shaped Veneer Desk		Desks	Luthuli NE 64973565
AA004788	Office Arm Chair		Chairs	Twala J 17959381
AA004789	Executive Oak Desk		Desks	Twala J 17959381
AA347495	Office Arm Chair		Chairs	Twala J 17959381
AA347736	Office Arm Chair		Chairs	Twala J 17959381
AA004800	Octagonal Oak Conference Table		Tables/Server	Twala J 17959381
AA000160	2-Door Veneer Credenza		Credenzas/Pedenza	Twala J 17959381
AB727017	Highback Swivel & Tilt Chair		Chairs	Sihlali N.63155311
AB727015	Year Planner White Boards		Boards	Twala J 17959381
AB729765	Lenovo ThinkPad T530		Notebooks/Laptops/iPad	Mhlongo M. 61937673 LOCO CA
AB725777	2-Door Filing Cabinet		Cabinets	Twala J 17959381
AB727450	Dell Latitude E5550	3CFL262	Notebooks/Laptops/iPad	Strachan SC. LOCO CASE
Run by 6305	3756 on 2021/02/24 at 14:48:51	*** CANCELLED ***	Hardo	at 6.10 Build 921 - Page 1 of 22 page(s)

## **5.2.3.2 Location Configuration Report** – displays location preset classes together with their respective preset questions.

A11		Location Configuration	
Preset Class	Description	Preset Questions	Defaults
Run by 63053756 on 2021	/02/24 at 14:51:49		Hardcat 6.10 Build 921 - Page 1 of 1 page(s)

**5.2.3.3 Location Individual Details Report** – displays location individual details such as Location Preset Class, Assets associated with, History etc

ation Individual Details 1.0

Г

Search	Location In	dividual Details		
Location Code:	LN000113			
Location Preset Class:				
Description:	Room 336 O/P Asset Managemer	it		
Address Line 1:		City:		
Address Line 2:		State:		
Address Line 3:		Country:		
Zip/Post Code:				
Title:		Cell Phone:		
Contact Name:		Fax Number:		
Contact Position:		Em ail Address:		
Phone Number:				
Web Site:				
FTP Site:				
:				
	Assets	Associated		_
Code	Name		Туре	
AA000143	L-Shaped Veneer Desk		Desks	
AA000177	Mecer Monitor		Monitors	
AA000236	2-Door Wooden Cupboard		Cupboards	
AA000252	Mecer P4 Desktop		Desktops	
AA000308	Mecer P4 Desktop		Desktops	
AA000414	Mecer Monitor		Monitors	
AA000416	2-Door Veneer Credenza		Credenzas/Pedenza	
AA000421	L-Shaped Veneer Desk		Desks	
AA000465	Sharp EL2195L Print & Display		Calculators	
AA001016	4-Drawer Wooden Filing Cabinet		Cabinets	
AA001160	Dell Monitor		Monitors	
AA001161	Dell GX240 Desktop		Desktops	
AA001454	Dell Monitor		Monitors	
44001497	Steel Ture O File		Ture O Files	

## 5.2.3.4 Generate Fixed Reports on Locations

#### From the main screen below,



Select Reports -> Locations

The screen below is displayed:

Generate Fixed Location Report				×
· · · · · · · · · · · · · · · · · · ·				
Location ~				
Location Asset Attachments & Location Configuration	Movement History	^	View	
Location Individual Details			<u>S</u> end	
			<u>C</u> ustom	
		~		
Scope of Report				
All of Hardcat Results of Last Search	Search			
O This Search				
Use Search				
Help			Close	

Select the report from the list Select the scope of the search(ie All of Hardcat or Result of Last Search) Follow the steps outlined in section 4.3 and 2.2 above Click on the **Send** button to View/Print/File/mail the report.

#### 5.2.4 Fixed Report on Cost Centres

They are available on the following selection:

- 1. Cost Centre Configuration Report
- 2. Cost Centre Individual Details Report

**5.2.4.1 Cost Centre Configuration Report** – displays cost centre Preset Classes together with their Preset questions.

	Treser gaestions	Delauns
BAS CODES & DESCRIPTIONS		
	000 - Fund Code	559732
	001 - Fund Name	Voted Fund
	002 - Project Code	
	003 - Project Name	
	004- Objective Lode	
	005 - Objective Name	
	007 - Asset Category Description	
	009 - Regional Identifier Code	
	008 - Regional Identifier Description	
	S00- Purchase Cost GL A/o	
	S01- Depr. Expense GL A/c	
	S02- Acc. Depr. GL A/c	
	S03 - Proceeds of Sale GL A/c	
	SO4- Gain on Sale GLA/c	
	S05- Loss on Sale GL A/c	
Test March		
	SOO- Purchase Cost GL A/c	
	SO1- Depr. Expense GL A/c	
	SUZ- Acc. Depr. GL AVC	
	SO3- Proceeds of Sale OL AVC	
	S05- Loss on Sale GLAC	
1	000 200 01 02/00	
	SOO- Purchase Cost GL A/c	
	SO1- Depr. Expense GL A/o	
	S02 - Acc. Depr. GL A/c	
	S03- Proceeds of Sale GL A/c	
	SO4- Gain on Sale GL A/c	
	S05- Loss on Sale GL A/c	

**5.2.4.2 Cost Centre Individual Details** – contains Cost Centre individual details such as Preset Class, Assets associated with it etc

Search Cost Ce	ntre Individual Details	s for KZN Provincial Governi	ment Hardcat Training
Cost Ceptre Code:	CCC44771/7N	Allow A	esset Association:
cost centre code.	BAS CODES & DES	CRIPTIONS	eser Association.
Description:	Supp & Intlokd Fin 3	Svs*No Proi Cur*EQP<5000	Comp H&Svs*KZN
Address Line 1		Cibr	
Address Line 2:		State:	
Address Line 3:		Countre	
Zin/Post Code:			
Contact Name:		Cell Phone:	
Contact Position:		Fax Number:	
Phone Number		Email Address:	
Neh Site:		Emany (ddied).	
TP Site			
Resp Code:	10016732	Resp. Description:	SUPP&INTLNKD FIL
		Happing about the	001100110110
		Presets	
/urchase Cost GL A/c			
Depr Expense GL A/c			
Acc Depr GL A/c			
Records of Sale GLA/o			
Sain on Sale GLAC			
	550722		
und Name	) (atad Eur		
Project Code	48722	10	
Project Code	No Proios	A ZOTNOZAL NEX CUR	
- Toject Marrie Dhiantiwa Cada	40007799	S(STNDALNE)CU	
Dbjechte Code	1000//32 Current 2	Jatistica di Elia, Cuento esa	
Accet Category Code	40000722	a intinked Fin Systems	
Accel Category Code	5 EOP/250		ve
Asset Category Description		00.COMP HARDWARE & S	15
Negional Identifier Code	222/32 1/7N:30/11		
vegional identifier Descrip	Suon KZN: WHU	DEFROVINCE	
		Assets Associated	
ode	Name		Туре
A007267	Patch Panel & Cabi	nets	Data Cabinets
AB419590	Dell LCD Monitor		Monitors
AB678363	D Link 5 or 8 Port 10	)/100 Desktop Switch	Hubs/Hard Drive
48678364	D Link 5 or 8 Port 10	1/100 Desktop Switch	Hubs/Hard Drive
8678365	D Link 5 or 8 Port 10	1/100 Desktop Switch	Hubs/Hard Drive
8678375	HP Laser let CP151	50	Printers
NB000450	Krone Data Points		Network Points/Ungrade
NB000451	Krone Data Points		Network Points/Ungrade
NB000452	Krone Data Points		Network Points/Ungrade
NB000453	Krone Data Points		Network Points/Ungrade
	Krope Data Points		Natural Delete/Leaseds
VHIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			NATORIA E RUNSULTATANA

## 5.2.4.3 Generate Fixed Reports on Cost Centres

From the Hardcat main screen below, Select **Reports**  $\rightarrow$  **Cost Centres** 



The Generate Fixed Cost Centres Report screen below will be displayed.

Generate Fixed Cost Centre Report	×
Cost Centre 🗸	
Cost Centre Configuration	View
	<u>S</u> end
2	ustom
·	
Scope of Report	
All of Hardcat     Results of Last Search     Search	
O This Search	_
Use Search	
Help	Close

Select the report of your choice from the list Select the scope of the search(ie All of Hardcat or Result of Last Search) Follow the steps outlined in section 4.5 and 2.2 above. Click on the **Send** button to View/Print/File/mail the report.

## 5.2.5 Fixed Reports on People

They are available on the following selections:

- 1. Person Configuration Report
- 2. Persons Individual Details Report

**5.2.5.1 Person Configuration Report** – displays the People folder together with their Preset Class and Preset questions.

All	P <u>erson Con</u>	figuration for KZN Provincial Government Hardcat	Trainin	
Preset Class	Description	Preset Questions	Defaults	
T001	Treasury People	000 - Title 001 - Room Number 002 - Eloor Number		
USER	Hardcat User			

**5.2.5.2 Persons Individual Details Report** – details people's individual information such as Name, Address, Presets, and Assets associated with him/her.

Search	Person In	dividual Details	
Person Code:	62252941		
Person Preset Class:			
Description:	Bhengu P 62252941		
Location:			
Supplier:			
Cost Centre:			
Address Line 1:		City:	
Address Line 2:		State:	
Address Line 3:		Country:	
Zip/Post Code:			
Title:		Cell Phone:	
Contact Name:		Fax Number:	
Contact Position:		Em ail Address:	
Phone Number:			
Web Site:			
FTP Site:			
Persal No:	62252941 :		
	Assets	Associated	
Code	Nam e		Туре
AA000130	Wooden Trolley		Trolleys
AA001334	Steel Trolley		Trolleys
AA001350	Scriber cs 110 NC		Specialised equipment
AA001963	Post Trolley		Trolleys
AA003019	Office Arm Chair		Chairs
AA003369	Steel Trolley		Trolleys
AA004387	Swiviel Leather Arm Chair		Chairs
AA004937	Steel Coat Stand		Stands
AA004950	L-Shaped Veneer Desk		Desks
AA004952	3-Drawer Oak Veneer Pedestal		Pedestals
11004056	2-Door Wooden Cunhoard		Cuphoarde

## 5.2.5.3 Generate Fixed Reports on People

From the Hardcat main screen below,

Hardcat Asset Management

File

Modules

Lists

Reports

Configuration

Help

General...

Assets...

Cost Centres...

Locations...

Suppliers...

People...

Products...

Custom

Statistical Charts...

Refresh Statistical Charts

Select Reports  $\rightarrow$  People

The Generate Fixed Person Report screen below will be displayed:

Generate Fixed Person Report			×
Person ~	]		
Person Configuration Person Individual Details		^	<u>V</u> iew <u>S</u> end
			<u>C</u> ustom
		~	
Scope of Report			
<ul> <li>All of Hardcat</li> <li>Results of Last Search</li> <li>This Search</li> </ul>	Se	earc <u>h</u>	
<u>U</u> se Search			
Help			Close

Select the report of your choice from the list(**Person Configuration** and/ **Individual Details**) Select the scope of the search(ie All of Hardcat or Result of Last Search) Follow the steps outlined in section 4.5 and 2.2 above. Click on the **Send** button to View/Print/File/mail the report.

## 5.2.6 Fixed Reports on Products

They are available on the following selections:

- 1. Product Individual Details Report
- 2. Products

**5.2.6.1 Product Individual Details Report** – displays Product individual details such as Description and the Asset Type linked to.

Product Individual Det	ails 63053756 20210413084220.pdf - Adobe Ad	robat Reader DC (32-bit)	
Home Tools	Product Individual ×		
🖺 🕁 ዋ		/ 1677 🕨 🖑 🕞 🕀 109	% <u>*</u> 📙 *
AII		Product Individual Details	
Product Code:	123	Brand:	
Supplier:	HC000176	Buy Price:	R0,00
Alternate Supp	lier:	Sell Price:	R0,00
Supplier's Part	No:	Tax Code 1:	
Barcode:	123	Tax Code 2:	
Description:	Dell Latitude E7270		
:		:	
		Create	
Asset Type:	ATT007		
Stock Type: ▶ Warranty:	0		
On PO Delivery	: Assets or Stock canno	ot be created.	
Create Asset	Details		
S/N Required:	No		

5.2.6.2 Products Report – displays list of all Products available in the System

٠	ш
A	ш

All		Products							
Product Code	Description	Supplier P/NTax (None) (%)	Tax (None) (% )	Price	Supplier	Warranty (Months)	0 n Stk	D eliv A ss	ery S/N
123	Dell Latitude E7270	0,000	0,000	R0,00	PROSYSCOM / SILVER SOLUTIONS	3314 0	No	No	No
44545	Dezzo Visitors Chair - Black Sleigh nase	0,000	0,000	R0,00		0	No	Yes	No
456567	Oak Veneer Desk 1800X1000 Credenza /Cable Ac	0,000	0,000	R0,00		0	No	Yes	No
FIAT005	SIENA 1.6 ELX	0,000	0,000	R0,00		0	No	No	No
IS U Z 0 2 4	KB 280DT LX D/CAB	0,000	0,000	R0,00		0	No	No	No
M A G N IFIE R	M A G N IFIE R	0,000	0,000	R0,00		0	No	No	No
MERC017	E240 ELEGANCE	0,000	0,000	R0,00		0	No	No	No
OPEL016	ASTRA CLASSIC 2.0CDX	0,000	0,000	R0,00		0	No	No	No
PD000041	Electrical Heater	0,000	0,000	R0,00		0	No	No	No
PD007	CCTV-Phone monitor	0,000	0,000	R0,00		0	No	No	No
PD010	Server Cabinet	0,000	0,000	R0,00		0	No	No	No
PD011	Steel Tender Box	0,000	0,000	R0,00		0	No	No	No
PD012	Drill Press	0,000	0,000	R0,00		0	No	No	No
PD013	Fujitech Monitor	0,000	0,000	R0,00		0	No	No	No
PD015	Fujitech Desktop	0,000	0,000	R0,00		0	No	No	No
PD016	HP Scanner	0,000	0,000	R0,00		0	No	No	No
PD018	Vesta monitor	0,000	0,000	R0,00		0	No	No	No
PD020	Pedestal Freestanding	0,000	0,000	R0,00		0	No	No	No
P D 0 2 1	Master-bar Refrigerator	0,000	0,000	R0,00		0	No	No	No
PD027	3 - Drawer Oak Veneer Pedestal	0,000	0,000	R0,00		0	No	No	No
P D 0 2 9	Sharp Conpet CS-2189 Calculator	0,000	0,000	R0,00		0	No	No	No
PD031	Brother HL 1660 Printer	0,000	0,000	R0,00		0	No	No	No
P D 0 3 2	Dell P4 Desktop	0,000	0,000	R0,00		0	No	No	No
PD033	2-Door Short Wooden Cupboard	0,000	0,000	R0,00		0	No	No	No
P D 0 3 5	Samsung Syn/M 400B Monitor	0,000	0,000	R0,00		0	No	No	No
PD036	4-Drawer Pigeon Hole Shelving	0,000	0,000	R0,00		0	No	No	No
PD037	HP Notebook	0,000	0,000	R0,00		0	No	No	No
PD038	Olivetti Logos 82 Calculator	0,000	0,000	R0,00		0	No	No	No
PD039	Olivetti Logos 84 Calculator	0,000	0,000	R0,00		0	No	No	No
PD040	Sharp 800 PD Print & Display Calculator	0,000	0,000	R0,00		0	No	No	No
PD041	Sharp EL2195L Print & Display Calculator	0,000	0,000	R0,00		0	No	No	No
P D 0 4 2	Sharp EL2626H Print & Display Calculator	0,000	0,000	R0,00		0	No	No	No
P D 0 4 3	Texas TI 5640 Print & Display Calculator	0,000	0,000	R0,00		0	No	No	No

Run by 63053756 on 2021/04/13 at 08:46:32

Hardcat 6.10 Build 921 - Page 1 of 51 page(s)

## 5.2.6.3 Generate Fixed Reports on Products

From the Hardcat main screen below,



## Select Reports $\rightarrow$ Products The Generate Fixed Product Report screen below is displayed:

Generate Fixed Product Report	×
Product ~	
Product Individual Details Products <u>S</u> end <u>C</u> ustom	
· ·	
Scope of Report <ul> <li>All of Hardcat</li> <li>Results of Last Search</li> <li>This Search</li> </ul> <li>Use Search</li>	
Help	

Select the report of your choice from the list displayed Select the scope of the search(ie All of Hardcat or Result of Last Search) Follow the steps outlined in section 4.5 and 2.2 above. Click on the **Send** button to View/Print/File/mail the report.

## 5.3 Custom Reports

They are user defined reports (ie. User defines all the fields) This allows the user to design how a report is to appear.

They are available in the following selections:

- 1. Assets
- 2. Suppliers
- 3. Locations
- 4. Cost Centres
- 5. People
- 6. Products

## 5.3.1 Generate Custom Reports

From the main screen below, Select **Reports**  $\rightarrow$  **Custom** 



## Select the entity for which you are reporting on (e.g. **Assets/Suppliers or People**) The **Generate Custom Assets Report** screen below is displayed.

Description	Area	Owner	Global		
new report spec. CR000283> Test Si	khu Assets	Madiala K. 63154935	Y		10
new report spec. CR000284>	Assets	Madlala K. 63154935	Y		view
new report spec. CR000285>	Assets	Madlala K. 63154935	Y		
new report spec. CR000286>	Assets	Madlala K. 63154935	Y		<u>E</u> dit
new report spec. CR000287>	Assets	Madlala K. 63154935	Y		
new report spec. CR000384>	Assets	Dlamini SH, 62574973	Y		New
new report spec. CR000387>	Assets	Dlamini SH, 62574973	Y		
new report spec. CR000389>	Assets	Dlamini SH, 62574973	Y		Conv
new report spec. CR000411>	Assets	Dlamini SH, 62574973	Y		COPY
new report spec. CR000534>	Assets	Armstrong CD.60000066	Ŷ		
enew report spec. CR000537>	Assets	Armstrong CD.60000066	Ŷ		<u>D</u> elete
enew report spec. CR000569>	Assets	Armstrong CD.60000066	Ŷ		
new report spec. CR000705>	Assets	Kubheka M.O 9701236041087	Ŷ		Send
ajustments report	Assets	Diamini SH, 62574973	Ŷ		_
Innual Audi Report	Assets	Makhaza 5.126770687	Y.		Create DDT
Annual Audit Report	Assets	Mabaso MG 64756520	Y V		Create RF1
Annual Audit Report 2	Assets	20101 ME 02000722	r v		
Annual Audit report 5	Assets	Makbara 51 26770697	r v		
annual Audit report	Assets	Diamini SH 62574072			
Annual Report	Assets	Diamini 5 62574973	, v		
SSET DEGISTED1	Assets	Shazi MD 63053756	N		
sset Report per Directorate	Assets	Diamini SH 62574973	ÿ	$\sim$	
] Show Global Reports ] Show My Reports					
pe of Report					
All of Hardcat					
Results of Last Search	Searc <u>h</u>				
This Search					
Use Search					

The screen above, display list of all saved custom reports in the system.

To create your own report,

To access the report that has already been customized and saved;

Scroll down and select the report from the list above

To access report that was customized and saved by you as the logged on user;

Select the Show My Reports Only radio box, and uncheck the Show Global Reports box

Description	Area	Owner	Global	
ASSET REGISTER1 Assets per Directorate	Assets Assets	Shazi MP.63053756 Shazi MP.63053756	N N	<u>V</u> iew
Assets per Directorate _ Disrepair/Obsolete Assets T Fauinment	Assets Assets Assets	Shazi MP.63053756 Shazi MP.63053756 Shazi MP.63053756	N	<u>E</u> dit
MONTHLY PURCHASES MP ASSET REPORT	Assets Assets	Shazi MP.63053756 Shazi MP.63053756	NN	<u>N</u> ew
Report for Reconciliation Report for Reconciliation 2	Assets Assets	Shazi MP.63053756 Shazi MP.63053756	N N	Сору
				<u>D</u> elete
				<u>S</u> end
				Create RPT.
] Show Global Reports			*	
] Show Global Reports ] Show My Reports			v	
Show Global Reports Show My Reports oppe of Report			v	
☐ Show Global Reports ☐ Show My Reports appe of Report ● All of Hardcat	form		v	
☐ Show Global Reports ☐ Show My Reports ope of Report ● All of Hardcat ○ Results of Last Search ○ This Search	Searc <u>h</u>		~	

Select the desired report from the list of reports displayed above. Select the scope of the search(ie All of Hardcat or Result of Last Search) Follow the steps outlined in section 4.5 and 2.2 above. Click on the **Send** button to View/Print/File/mail the report.

### 5.3.2 To create a new Custom Report

From the Generate Custom Report screen above, Click on the **New** button

Custom Asset Report Definition				×
Report Name: Assets				ОК
Report Type: Assets	~	Prese <u>t</u> Class		Cancer
O <u>w</u> ner Shazi MP.63053756				Help
All Fields:		Fields in this Report:		
Additional Cost Attitude Asset Code Asset Type Code Asset Type Folder Code Asset Type Folder Name Asset Type Parent Folder Code Asset Type Parent Folder Code Asset Type Parent Folder Name At Default Location At Default Derson Barcode	0		^	
Condition Name Condition Name Cost Centre Barcode Cost Centre Folder Code Cost Centre Folder Name Cost Centre Folder Name		<u>* C</u> ustomise ▲ ▼	]	C <u>h</u> oose Font
Cost Centre Parent Folder Code Cost Centre Parent Folder Name Created By	0			A
Global Summary Only Include Disposed Assets		Subtotal on Key Change Subtotal on Both Keys New Page on Key Change		Portrait     Landscape

The **Custom Asset Report Definition** screen above is displayed.

Type in the report name in the **Report Name** field

Select the fields of your choice from the **All Fields** window on the left.

Click on the **Solution** to move the field to the **Fields in this Report** window on the right. Repeat the above steps until all required fields have been moved.

Custom Asset Report Definition			×
Report Name:     Assets       Report Type:     Assets       Owner     Shazi MP.63053756	~	Prese <u>t</u> Class	OK Cancel Help
All Fields: Disposal Status Description Disposal Value Disposal Value (Other Cur.) End Life Date Est. Disposal Value Finance Floor Code Floor Code Floor Name Ins. Val. Date Install Date Insurance Gap Insurance Value Internal Flag Invoice Number	3	Fields in this Report: Barcode Asset Name Condition Name Person Name Location Name Purchase Price Last Audit Date	
Issue Date Issue Time Last Audit Date Last Audit Time Last Audit User Id Last Audit User Name Last Change Date Last Change Time Last Changed By	<b>e</b> G	★ <u>C</u> ustomise     ▲ ▼ Sorted By:	Choose Font Page
Global Summary Only Include Disposed Assets		Subtotal on Key Change Subtotal on Both Keys New Page on Key Change	Portrait     Landscape

To change the order in which the fields are to be displayed on the report, Highlight the field you wish to move,

Click on one of the following buttons  $\checkmark$ , this will move the field either up or down. To select the field(s) to sort the report by, Select the field(s) from the **All Field** window and transfer it to the **Sorted By** field. The radio box below will be activated

Sorted By:	
Purchase Date	
🗹 Subtotal on Key Change	
Subtotal on Both Keys	
🗹 New Page on Key Change	

Select the **Subtotal on Key Changes** radio box to subtotal on each change. Select the Subtotal on Both Keys if you have selected more than one field to sort by. Select the **New Page on Key Change** to ensure that new data appears on a new page.

To format the length of the selected fields, Select the field to be formatted, and then, Click on \* <u>Customise...</u>,

The Folder Name screen below will appear

Barcode		×
Column Barcode		-
	Alianment for field	1
Field Width: 30 🔶	Left O Centered O Right	
Choose Font		
C <u>H</u> OOSE FORM	J	
Halp	OK	1
neip	Cancel	
	011	

Adjust the Field Width and Alignment as required.

## By clicking on Use Font...

Select a Font screen will appear allowing the user to change the font of the information on the report.

Lode	Description	Detail		
YSTEM	Default Font	Arial, 8 Point	~	E-44
0000	Font1	Arial Narrow, 10 Point		<u>c</u> uit
0009	Font10	Courier New, 8 Point		
0010	Font11	Futura Md BT, 8 Point, Bold		New
0011	Font12	Arial Unicode MS, 6 Point		
0012	Font13	Arial, 8 Point		
0013	Font14	@Arial Unicode MS, 8 Point		Delete
0014	Font15	Arial, 7 Point		
0015	Font16	Arial Narrow, 7 Point		
0016	Font17	Arial, 9 Point		
0017	Font18	Century, 8 Point		
0018	Font19	Trebuchet MS, 10 Point		
0019	Font20	Trebuchet MS, 8 Point		
0020	Font21	Trebuchet MS, 6 Point		
0021	Font22	Verdana, 8 Point		
0022	Font23	Verdana, 10 Point		
0023	Font24	Trebuchet MS, 9 Point		
0024	Font25	Arial, 6 Point		
0002	Font3	Arial Narrow, 9 Point	Y	

Users are also able to change the page orientation on the Custom Report Definition screen.



The following radio box's are used to get the summarized version of the data

🔲 Global	
🔲 Summary Only	
Include Disposed Assets	

Global radio box – to obtain global data

**Summary Only** radio box – to obtain the summarized version of the data. **Include Disposed Assets** radio box – to include disposed assets in the report

Custom Asset Report De	finition				$\times$
Report Name:	TEST 1				ОК
Report Type:	Assets	$\sim$	Preset Class		Cancel
O <u>w</u> ner	Shazi MP.63053756				Help
All Fields:			Fields in this Report:		
Additional Cost Altitude Asset Code Asset Type Code Asset Type Folder Code Asset Type Folder Nam Asset Type Polder Nam Asset Type Parent Fold Asset Type Parent Fold At Default Location Barcode Condition Code	e er Code er Name	0	Barcode" Asset Name" Condition Name" Person Name* Location Name* Location Name* Personse Date* Last Audit Date*		
Condition Name Cost Centre Barcode Cost Centre Folder Code Cost Centre Folder Code	de		* <u>C</u> ustomise		Choose Font
Cost Centre Parent Fol Cost Centre Parent Fol Cost Centre Parent Fol Created By	der Code der Name	0	Sorted By: Purchase Date Asset Name	_	Page
Global Global Summary Only	ssets		Subtotal on Key Change Subtotal on Both Keys New Page on Key Change		O Portrait C Landscape

Once all the fields have been selected,

Click on the **OK** button

The Generate Custom Report screen below will be displayed.

Description	Area	Owne
ASSET REGISTER1	Assets	Shazi
Assets per Directorate	Assets	Shazi
Assets per Directorate _	Assets	Shazi
Disrepair/Obsolete Assets	Assets	Shazi
IT Equipment	Assets	Shazi
MONTHLY PURCHASES	Assets	Shazi
MP ASSET REPORT	Assets	Shazi
Report for Reconciliation	Assets	Shazi
Report for Reconciliation 2	Assets	Shazi
TEST 1	Assets	Shazi

ASSET REGISTER1 Assets per Directorate	Assets Assets	Shazi MP.63053756 Shazi MP.63053756	N A	<u>V</u> iew
Assets per Directorate	Assets	Shazi MP.63053756	N	
Disrepair/Obsolete Assets	Assets	Shazi MP.63053756	N	<u>E</u> dit
IT Equipment	Assets	Shazi MP.63053756	N	
MONTHLY PURCHASES	Assets	Shazi MP.63053756	N	New
MP ASSET REPORT	Assets	Shazi MP.63053756	N	<u> </u>
Report for Reconciliation	Assets	Shazi MP.63053756	N	Comu
Report for Reconciliation 2	Assets	Shazi MP.63053756	N	сору
IESI 1	Assets	Shazi MP.63053756	N	<u>D</u> elete
				<u>S</u> end
				Create RPT
			×	
Show Global Reports				
Show My Reports				
cope of Report				
All of Hardcat				
An of HardCare     Desults of Last Coareb	Consth			
O Results of Last Search	Searc <u>n</u>	·		
<ul> <li>This Search</li> </ul>				
<u>U</u> se Search				
	Dellana			Class
Save User	Options			Close

Х

Global

To request Custom Report:

S

Select the scope of the search(ie All of Hardcat or Result of Last Search) Follow the steps outlined in section 4.5 and 2.2 above. Click on the Send button to View/Print/File/mail the report.

- **5.3.5** By selecting the user will be able to copy an existing report.
- **5.3.6** By selecting  $\stackrel{\textbf{X} \quad \text{Delete}}{\textbf{X}}$ , the user will be able to delete a report.

## 6. CHARTS

Statistical Charts may be selected from the drop down menu,

#### 🕴 Hardcat Asset Management

File Modules Lists Reports Configuration Help



The Statistical Charts screen will appear,

List of Charts		Х
Area: Assets 🗸		
Description Asset End of Life coming up in the next 6 Months Asset Quantity By Cost Centre Asset Quantity by Supplier Asset Value By Cost Centre Asset Value by Location Asset Value by Supplier Asset Value by Supplier Assets by Condition Assets by Condition Assets coming off Lease in the next 6 Months	~	Edit New Delete Run
Help		Close
Select <u>New</u> to create new chart		

Details of Chart				Х
Description: Group By:	Count records within Gro     Sum Field within Group I	∽ Dup By By	]	
<u>U</u> se Search	Type and Style: 2D Pie V Lines Joining	g Labels 🛛 🗸 🗸 🗸		
Show top:	Axis Ticks Grids	○ Monochrome		
Help			OK Cancel	

Specify the details of the Chart by completing the fields on the Detail of Chart Screen

Details of Chart		Х
Description:	TEST CHART	
Group By:	Asset Type Name © Count records within Group By O Sum Field within Group By	
Use Search	Type and Style:	
Show top:	Axis Ticks     Monochrome       Grids     Colour	
Help	OK Cancel	

Click on OK

List of Charts			Х
Area: Assets 🗸			
Description Asset End of Life coming up in the next 6 Months Asset Quantity by Cost Centre Asset Quantity by Location Asset Quantity by Supplier Asset Value By Cost Centre Asset Value by Location Asset Value by Location Asset Value by Supplier Asset Warranty end date coming up in the next 6 Months Assets by Condition Assets coming off Lease in the next 6 Months <b>TEST CHART</b>	^	Edit New Delete Run	
	~		
Help		Close	

Run

Click on The Chart below will be displayed

TEST CHART



Click on Print/Export/Copy to either print or save or copy your chart

## 6.1 Editing a Chart

<u>E</u>dit... Select the Chart Name from List of Chart Screen and click on Х List of Charts Area: Assets  $\sim$ Description Asset End of Life coming up in the next 6 Months Asset Quantity By Cost Centre Asset Quantity by Location Edit... Asset Quantity by Supplier Asset Value By Cost Centre New.. Asset Value by Location <u>D</u>elete Asset Value by Supplier Asset Warranty end date coming up in the next 6 Months Assets by Condition Assets coming off Lease in the next 6 Months TEST CHART Run Help Close

Make the desired changes on the details of the chart

Details of Chart				×
Description:	Asset Quantity by Location	1		
Group By:	Location Name		~	
	Count records within G	roup By		
	O Sum Field within Group	ву		
Use Search			•	
	Type and Style:			
	3D Pie V % Labels		~	
Show top:	Axis Ticks	OMonochrome		
10 🔶	Grids	Colour		
Help			ОК	Cancel
Click Ok then	Run			



## **6.2 STATISTICAL CHARTS**

Statistical Charts may be selected from the drop down menu,



The Statistical Charts screen will appear,

Statistical Charts		×
	₩+ <u>₩</u> ₩₽ <b>06</b> /	
Data to be Displayed: Type and Style: 2D Pie V Lines Joining Labels	Chart Title: Axis Ticks Grids OMonochrome Colour	Automatic Update Interval: 1
Help	to m > Print Export	<u>С</u> ору СІозе

By selecting the down arrow in the Data to be Displayed section of the Statistical Charts screen a drop down menu will appear allowing the user to select what type of data is required to be seen in chart form.

Data to be Displayed:
~
Asset End of Life coming up in the next 6 Mont Asset Quantity By Cost Centre Asset Quantity by Location Asset Quantity by Supplier Asset Value By Cost Centre Asset Value by Location Asset Value by Supplier Asset Value by Supplier Asset Warranty end date coming up in the next Assets by Condition Assets coming off Lease in the next 6 Months TEST CHART

Once the user has selected the data required, a chart will be displayed with the relevant information.



The Chart Title section of the screen will display the type of data chosen in the Data to be Displayed box. This title can be overwritten to suit the user's preference.

By activating the automatic update checkbox in the lower right hand section of the screen, the system updates the chart with the value and number of any assets that are added as the chart is being displayed. The interval will determine how often this update will occur.



The Show Top function will allow the user to select only certain data to be displayed in the chart, eg. Top 10 locations with the most assets.

After selecting the amount, click on the refresh button to display the new chart.

## **6.3 EDITING A STATISTICAL CHART**

Charts may be edited to suit the users requirements by using various functionalities displayed on the Statistical Charts screen.



By selecting any of the buttons on the toolbar, a Graph Control screen will be displayed where any of the functionalities may be accessed. The buttons represent a quick link to the functionality.



Allows the user to select whether a 2D or 3D chart is required.

Graph Control X
Labels System About Markers Trends Overhav Error Bar Background Legend 2D Gallery 3D Gallery <b>Styles</b> Data Titles Axis 3D Fonts Labels Off Connecting Lines Colored as Slices X Data Values Auto Arrange
OK Cancel Apply Now Help

Ē

Allows the user to select whether eg, Labels are required, connecting lines etc.

Graph Control	×
Labels Markers   Trends   Overlay 2D Gallery   3D Gallery   Style	System About   ErrorBar   Background   Legend   Seata   Titles   Axis   3D   Fonts
Graph Values Data Values X Position Z Position	Data Dimension     Points:   Sets:     11   1     Range From:   Range To:     0   0
Missing Data Exploded Slices By Value: Default V	
Bridging Line: No line	
OK Cancel .	Apply Now Help

The Data button allows the user to manipulate Graph Values, Labels, Data Dimension Legend and Data Labels.

By selecting any of the Graph Value, Label or Legend functions the following type of screen will appear allowing the user to change data and labels.

▶				
Graph Control				×
2D Gallery   3D Gallery   Sty Labels   Markers   Trends   Overlay	le Data System Error Ba	i   Titles   ar   Bar	Axis Axis A	3D Fonts
Legend Text	Position	1		
Text	0	0	0	
Size	0		۲	
< >	0	0	0	
OK Cancel	Apply No	w	Help	

Data Dimension may be changed using the up and down buttons.

Graph Control	×
Labels   Markers   Trends   Overlay 2D Gallery   3D Gallery   S	System   About   Error Bar   Background   Legend    tyle   Data   Titles   Axis   20   Fonts   Data Dimension
Data Values	Points: Sets: 5 1
Z Position	Range From: Range To:
Missing Data Exploded Slices	
By Value: Default ~	
Bridging Line: No line	
OK Cancel	Apply Now Help

Graph Control X
Labels   System   About   Markers   Trends   Overlay   Error Bar   Background   Legend    2D Gallery   3D Gallery   Style   Data   <b>Titles</b>   Axis   3D   Fonts
Graph Title
Bottom Title
Left Title
Title
Horizontal O Up O Down
Right Title
Title
Horizontal O Up O Down
OK Cancel Apply Now Help

Allows the user to change the titles on the graph

Graph Control		×
Labels Markers Trends 2D Gallery 3D 0	System   Overlay   Error Bar   iallery   Style   Data   T	About Background   Legend   itles <b>  Axis 3D   F</b> onts
Apply to Axis	Y Primary O Y Overlay	Color of Axes:
Position	Scale	Range
<ul> <li>Variable</li> </ul>	<ul> <li>Zero Origin</li> </ul>	Max 0
🔿 Left	🔿 Variable Origin	Min 0
⊖ Right	O User-Defined	Ticks 1
Tick Marks		Grids
Show 🗹	Through Axes	Show
Every 1	🖉 🕕 Inside Axes	Style 🛛 🗸
Minor 0	Outside Axes	Color
ΟΚ Γ	ancel Applu Now	Help
	Apply NOW	Tich

Allows the user to change the Axis on bar graphs.



Graph Control			×
Labels Markers   Trend 2D Gallery   <b>3D</b>	Sys s Overlay   Er <b>Gallery  </b> Style	item   rorBar   Backg Data   Titles   /	About   round   Legend    Axis   3D   Fonts   
Pie	Bar	Tape	Area
Scatter	Surface		
ОК	Cancel Ap	ply Now H	lelp

Allows the user to further enhance 3D charts.

-A
Graph Control X
Labels   System About   Markers   Trends   Overlay   Error Bar   Background   Legend   2D Gallery   3D Gallery   Style   Data   Titles   Axis   3D   Ponts
Graph Title     Other Titles
C Labels C Legend
Typeface Name: Arial ✓ Italic Bold Underline
Size Use point size: Use scaling: Smart Scale Smaller Bigger Reset
Misc Color:
OK Cancel Apply Now Help

Allows the user to change fonts within the charts.

Graph Control	×
2D Gallery   3D Gallery   Style   Data Labels   System Markers   Trends   Overlay   Error B Click to Select a Point or Set:	a Titles Axis 3D Fonts About ar Background Legend Reset All Color Pattern Symbols Symbol Size Size Size Size Symbol
Set	Ratterned
OK Cancel Apply N	ow Help

Allows the user to Highlight one specific section of the chart.

***		
Graph Control		×
2D Gallery 3D Gallery S Label   Markers <b>Trends</b> Overlay	tyle   Data   System   Error Bar	Titles Axis 3D Fonts About Background Legend
Statistical Lines		Limit Lines
All Sets		High 0
Set Number 1	Color:	Low 0
Mean		Line 🔍 🗸
Std Dev		Fill 🗌 🗸
Best Fit		Color 🕂 🗸
Curve Fit		Fill Opposite
Curve Fit		High Label:
Type Variable-Order Polyr	nomia $\sim$	
Order 2		Low Label:
Granularity <	>	
OK Cancel	Apply Now	Help

This functionality allows the user to add trend lines to the chart.



Graph Control			>
Labels Markers   Trends   2D.Gallery   3D.Ga	│ System Overlay   ErrorBar   vlleru   Stule   Data   `	About Background Leg	gend
Apply to Axis	Y Primary OY Overlay		Axes:
Position	Scale	Range	
<ul> <li>Variable</li> </ul>	Zero Origin	Max 0	
◯ Left	🔿 Variable Origin	Min 0	
⊖ Right	O User-Defined	Ticks 1	
Tick Marks		Grids	
Show	Through Axes	Show	
Every 1	🔘 Inside Axes	Style	~
Minor 0	<ul> <li>Outside Axes</li> </ul>	Color	~
OK Ca	ncel Apply Now	Help	

Allows the user to add extra axis.

tatistical Charts	X
щ®щ≣∞щ⊒₽ã ≣¥∀+ ⊌₫∥ ?Q	
Asset Quantity by Location	
1.0 <sub>T</sub>	T <sup>1.0</sup>
0.8-	-0.8
0.6+	-0.6
0.4-	-0.4
0.2	-0.2
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Zoom> 🗳 Birit 🏂 Ejsont 🚧 Cooy 📲 C	Jose <b>?</b> Help

Allows the user to change styles, markers and Y-labels

Overlay Data	/
OK Cancel Apply Reset	(1.1)

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Graph Control	×
2D Gallery   3D Gallery   Style   Data   <sup>-</sup> Labels   System Markers   Trends   Overlay   <b>Error Bar</b>	Titles   Axis   3D   Fonts     About     Background   Legend
Apply To X Error Bars Y Error Bars	
Error Source  No Error Bars Fixed Value 1 Percent Value 100 Standard Deviation Standard Error User-Defined	Plus/Minus No Plus Bar No Minus Bar User-Defined Plus Data Minus Data
OK Cancel Apply Now	Help

Allows the user to manipulate the chart further.

Graph Control	×	
2D Gallery   3D Gallery Labels   Markers   Trends   Ov	Style Data Titles Axis 3D Fonts System About erlay Error Bar <b>Background</b> Legend	
Apply To	Style	
<ul> <li>Graph Title</li> <li>Bottom Title</li> <li>Left Title</li> <li>Right Title</li> <li>Legend</li> <li>Graph</li> </ul>	No Style     Border     Text Color:     Drop Shadow     Raised     Background:     Lowered	
Graph Window Palette 128 Rainbow V Background Color V		
Backdrop None V File Browse		
OK Cancel	Apply Now Help	

Allows the user to change the object style and colour.



Graph Control	>	
Markers   Trends   2D Gallery   3D Ga Labels	Overlay Error Bar Background Legend Ilery Style Data Titles Axis 3D Fonts System About	y Error Bar Background Legend Style Data Titles Axis 3D Fonts System About
Printing Border Mono Color Landscape Full page	Export Image Image Format: WMF Compression: 12 Image Target: O Clipboard Browse File: Copy	t Image Format: WMF ession: 12 Target: 0 Clipboard Browse 0 File: Copy
Export Map File Format Client Tag Ref Strings	Graph Template Graph Template Save Data File Name Load Save	
OK Ca	ncel Apply Now Help	

Allows the user to choose how the chart will be printed and where it can be exported to.



This button allows the user to access the help function.

Q		
Graph Control	×	
Markers Trends Overlay 2D Gallery 3D Gallery Style Labels Sy	Error Bar   Background   Legend   Data Titles   Axis   3D   Fonts   Istem   About	
Copyright © 2004 Graph	lics Server Technologies	
	The Graph Control now includes new image file format support, improved font support, image compression, gradients, new mouse events and a host of other exciting new features!	
Control Version: 6.15.0000 The Graph Control is published by		
Website: http://www.graphicsserver.com Email: Support@GraphicsServer.com Sales@GraphicsServer.com	Graphics Server Technologies (USA and World) Tel: (206) 625-6900 Fax: (206) 625-9102	
OK Cancel App	ly Now Help	

This function gives is only information screen about the charts.

The type and style of a chart can also be changed by clicking on the down buttons and choosing the relevant selection.

Type and Style:		
2D	Pie	•
2D	Pie	
3D	Pie	
2D	Bar	
3D	Bar	
	1	polity.



The chart can also be changed between monochrome and colour by activating the relevant button .



By activating the zoom button on the bottom of the Statistical Charts screen, the user will be able to zoom in and out of the chart



The **Print button** will allow the user to print the chart.