HARDCAT ADMINISTRATOR USER GUIDE



KZN PROVINCIAL TREASURY

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1. Overview

Hardcat User Administration

Any user with Administration privileges can maintain Hardcat Users. An Administration User can create users, restrict access to certain areas of Hardcat, and deactivate users if necessary.

2. Hardcat Security

Hardcat has been designed to give additional levels of security over your asset management database on top of the standard Network security. Hardcat Users with Administration privileges, known as Administration Users control this.

The Administrator (amongst other things) will be responsible for setting up the following:

Security

Time out Passwords

Purchase Orders Order limits

Order description

Presets Configuration

Asset types Cost Centres preset classes Supplier preset classes Asset preset classes People preset classes Location preset classes Exporting: Locations Cost Centres Asset People Suppliers Products



3. Maintaining Hardcat Users

- From the File Menu, choose Administration, then Security.
- The left box lists all Users of Hardcat. The right box lists all Users currently logged into Hardcat, and the date and time of log in. External users are displayed in blue.
- The 'Reset' button is used to reset Users who are still showing as logged into Hardcat but are not for various reasons. See the section 'Administration User' for more details.
- You can also restrict access to Hardcat by reducing the Maximum Users. This restricts the number of concurrent users that may access Hardcat at any point in time.

File	Modules	Lists	Reports	Configuration	Help			
	Administra	tion	>	Options				
	Import		>	CatScan Secu	rity	(Θ	J 🐻 🕓
	Export		>	Change Passw	vord		 	
	Move Asse	ts		Security				
	Issue Stock			User Paths				
	Print Setup			Label Sets				
	Exit			Label Set Reso	ources			
_				Logins				
				People Roles				
				Roles				
				Rules				
				Work Groups.				
				Bulk Delete		-		
				History Delete				
				Bulk Operatio	ns	-		
				Modify Codes				
				Reports				

👫 Hardcat Asset Management

Click on File -> Administration -> Security



				Current Users	in the system		
lser Id	Person	Role	_	User Id	Date/Time	Туре	
770357 770357 574973 888722 008769 053756 119692 595176 013120 757137 758320 03060742089 012360742089 012360742089 012360742089 012360742089	Makhaza SJ 25770857 Mdletshe NS. 27318788 Mpanza MD.62464523 Dlamini SH, 62574973 Zondi ME 62888722 Mazibuko 5 63008769 Shazi MP.63053756 Makhathini T.63119692 Ngcobo ST.63595176 Knuzwayo ZN 64013120 Kubheka MW 64757137 Mabaso MG 64756320 Mthembu T.7960306742 Kubheka MW 64757137 Fenton-Wells, Steve - Hai	System Default System Default	✓iew Edit New Copy Delete		2021/04/22 09:36:30	Internal User	Res
			v	Licen	em Users MiCat Use ce Details Internal	ers are displayed in Gre External Mi	en Cat
Show A	uctive Users Only	-t-a	v	Licen	em Users MiCat Use ce Details Internal Num Licences: 5	External Mil	Cat 0 0

3.1 Creating a New User

- To create a new user, click on 'New' from the Hardcat User Administration screen.
- The "Enter a new, unique Login" screen below is displayed



sers					Current Users i	n the system		
ser Id	Person	Role			User Id	Date/Time	Type	-
770687 318788 464523 574973 388722 008769 053756 119692 595176	Makhaza S.I.26770687 Moletshe NS. 27318788 Mpanza MD.62464523 Dlamini SH, 62574973 Zondi ME 62888722 Mazibuko S 63008769 Shazi MP.63053756 Makhathini T.63505176	System Default System Default System Default System Default System Default System Default System Default System Default	^	<u>V</u> iew <u>E</u> dit <u>N</u> ew	62574973 26770687 63053756	2021/04/22 09:47:01 2021/04/22 09:50:38 2021/04/22 09:53:02	Internal User Internal User Internal User	Res
013120 757137 758320	Khuzwayo ZN 64013120 Kubheka MW 64757137	System Default System Default	Enter a new, uni	ique Login code	Х	1		
03060742089 01236041087 MIN EVEFW	Mabaso Mic B475520 Mithembu T7 960300742 Kubheka M.O 970123604 Kubheka MW 64757137 Fenton-Wells, Steve - Hai	System Default 2 System Default 5 System Default 1 System Default	New Code	e: 10000103	Cancel			v
1,0520 03060742089 0123641087 MIN EVEFW	Madusio vinio 6475320 Michembu T1 9803060742 Kubheka MM 64757137 Fenton-Wells, Stere - Ha	System Default System Default System Default System Default	New Code	e: 10000103	Cancel	m Users MiCat U	Users are displaye sers are displayed i	↓ d in Blue n Green
133500 33060742089 3336041087 MIN VVEFW	Madasa win G-YSSQU Mithemb IT 19803060742 Kubheka MU 97012564 Kubheka MW 64757137 Fenton-Welis, Stere - Ha	System Default System Default System Default System Default	New Code	e: 10000103	Cancel	m Users External MiCat U 2 Details Internal	Users are displayed i External	d in Blue n Green MiCat
133500742089 33050742089 1325041087 MIN VVEFW	Indussion to 475320 Mitchemb LT 19803000742 Kubheka MM 64757137 Fenton-Wells, Stere - Hal	System Default System Default System Default System Default	New Code	e: LOD00103	Cancel	m Users External MiCat U 2 Details Internal J m Licences: 5	Users are displayed i External	v d in Blue n Green MiCat
0.0500 0.05060742089 01236041087 MIN VEFW ✓ Show A Disabled U	Indeaso mice 4-rsozu Michemb II 196306042 Kubheka MU 947012564 Kubheka MW 64757137 Fenton-Wells, Stere - Hai	system Default System Default System Default System Default	New Code	e: LOD00103	Cancel Show Syste Licence Ni C C	m Users External MiCat U 2 Details Internal um Licences: 5 3	Users are displayed sers are displayed External 0	d in Blue n Green MiCat

- Type in the Persal Number of the new user as User Id and click on OK
- The "Details For User Screen" below will be displayed.

etails for User		2
Person	Inlock	Enforce Password Policies
User ID: 23456789	Password:	Password Never Expires Active User Multiple User
Windows Login:	Modify Password	Maximum Users: 0
Start at: Main Menu	∨ Optio <u>n</u> s	Failed Login Attempts: 0
Work Group System Default Role System Default		Internal User External User Der CatScan User
access Levels for this User		
Administration: RAD 🗸	Barcoding: RAD V	Assets: RAD V
Users: RAD V	Depreciation: RAD V	Locations: RAD V
Financial: RAD 🗸	Help Desk: RAD 🗸	Suppliers: RAD 🗸
Export: RAD V	Purchasing: RAD V	Cost Centres: RAD 🗸
Import: RAD 🗸	Maintenance: RAD V	People: RAD V
Reports: RAD V	Stock: RAD V	Products: RAD V
N = None, R	= Read only, RA = Read/Amend, RAD =	Asset Types: RAD V
Hala		
пер		Cancel



- Hardcat Users must be chosen from the List of People in Hardcat. To choose a Person click on the 'People' button and choose your new User. You may be required to create a new Person at this point.
- Enter the password. The Password can be up to nine (9) characters and is initially set by the System Administrator. The User can change this at a later stage by using the New Password function on the log on screen.
- The Active User key allows the System Administrator to deactivate a User at any stage.
- Uncheck Password Never Expires box
- Check/Tick CatScan User box if the user will be using Scanners
- Allocate Access levels as per the functions performed. Access Levels for this User allows you to restrict access to certain areas within Hardcat. There are 4 options to choose from the drop down menus:

N = None R = Read only RA = Read/AmendRAD = Read/Amend/Delete

- Users can be set up to start at different Menus in Hardcat from the Log-In Menu. From the 'Start At' field, using the drop down menu, the administrator can select the Users designated starting point.
- Click 'OK'. The new user will now appear in the list of users.
- If you are setting up several users with exactly the same access levels, you can use the Copy feature to Copy one user's details across to another new user, changing the User Name and Password as necessary.
- If you use the Copy feature to create a new user, you will be required to Edit that new user and choose the appropriate Person from the List of People.
- The System Administrator can Edit details of a user by selecting Edit. You cannot edit a User that is currently logged into Hardcat.

Details For User Options

Select the Options button from within the Details For user Screen, from here you will be able to set additional user security access levels.



Hardcat User Administration	Details for User X	×
Users	Enforce Password Policies	
User Id Per 26770687 Mai	ptions for User X	Reset
27318788 Md 62464523 Mp 62574973 Dia 62889722 Zon	Code: 62888722 Defauit Label Set:	
63053756 Sha 63119692 Mai 63595176 Ngc	Description: Zondi ME 62888722 Default Hardcat V	
64013120 Khu 64757137 Kub 64758320 Mat	Security General Depreciation Maintenance Purchasing Issue/Return Web/MiCat Charts	
9603060742089 Mth 9701236041087 Kub	Can modify Asset Preset Classes Hide Asset Type Folder Trees	
ADMIN Kub STEVEFW Fen	Can modify Cost Centre Preset Classes	
	✓ Can modify Location Preset Classes Hide Cost Centre Folder Trees Hide Person Folder Trees	
	Can modify Supplier Preset Classes ✓ Display long descriptions in audit trail	
	Can modify Region Preset Classes Can edit other Users Reports	
	Generate Text reports when sending Use IE for On-Line Help // din Blue din Green	
	Use type to in Search (ms): Display chairs at startup MiCat	
Show Active L		
Inactive Users an	Help OK Cancel	÷
-		
Help	Help OK Cancel OK C	ancel

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• A Purchasing Authority limit may be enabled for a User who utilises the Purchasing Module. This option interacts with the Purchasing Module

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- option settings. If a limit is enabled to a specified amount, the User cannot confirm a Purchase Order Above this amount.
- Can Change Asset Preset Classes will enable users the ability to change an assets preset class.
- Can change Asset Preset Class check box if selected will enable Hardcat users to edit an assets Preset Class.

A User cannot be deleted from HARDCAT if they have made any changes to the system. If you try to delete a User, a warning will appear telling you that the User is associated with log records and will be deactivated. We recommend that you make the User inactive by turning off the Active User flag in the User Details screen.



3.2 Users Not Properly Logged Out

Occasionally users may not be logged out of the database properly, potentially preventing the user from logging back into the Hardcat system. This can occur when a user's machine crashes (i.e. due to a power failure) since the user does not get a chance to log off. The Admin User Log-in is used to reset these Users. This is the only login that can reset Users.

The following steps are required to reset a user:

- Log in to Hardcat using the User ID of 'Syscon/ADMIN'
- Click on File->Administration->Security
- Highlight the User ID from the right hand side.
- Click on the Reset button.
- You will be asked if you wish to reset the user. Choose YES.
- Click Close and log out of Hardcat by selecting File, Exit.

Hardcat User Administration				×
Users		Current Users in the system		
User Id Person Role		User Id Date/Tim	e Type	
2677/0697 Mäkhaza Sil 2677/0697 System Default 27316788 Midletahe NS, 27316788 System Default 62464523 Mpanza MD,62464523 System Default 62574973 Dlamini SH, 62574973 System Default 62868722 Zyrond IME 6288722 System Default 63008769 Mazibuko 5 63008769 System Default 63008765 Shazi MP 63035756 System Default 63119692 Makhathini T.63119692 System Default 63119692 Makhathini T.63119692 System Default 64013120 Klubeka MW 64757137 System Default 6475320 Wabaso MG 64757320 System Default 970123641007 Kubheka M. 097013264 System Default 97012364107 Kubheka M. W 64757137 System Default 970123641087 Kubheka M. W 647	View Edit New Copy Delete	63053756 2021/04/2	2 12:31;23 Internal User	< Reset
		Show System Users	External Users are displaye MiCat Users are displayed	ed in Blue in Green
Show Active Users Only Disabled Users are displayed in Magenta Inactive Users are displayed in Grey	~	Licence Details Num Licences: Current Users: Maximum Users:	Internal External 5 5 1 0 5 \$\limits\$ 5	MiCat 0 0 0
Help			ОК	Cancel



3.3 Reset Disabled User Account(Failed Login Attempts =3)

Hardcat Asset Managemer File Modules Lists Repo	it rts Configuration Help						-	σ	×
Administration > Import > Export >	Options CatScan Security Change Password		900	(1)	() ()				
Move Assets Issue Stock	Security User Paths								
Print Setup Exit	Label SetE Login People Roles Roles Rules Work Groups Buik Delete Buik Delete Buik Operators Modify Codes Recots	-							
		_							

1.Select File->Administration->Security

					Current Users in	the system				
User Id	Person	Role			User Id	Date/Time	e	Туре		
5770337 5770337 2464523 2574973 2688722 3008769 3053756 3119692 3595176 4013120 47557137 4758320 5594282	Lexinez SI 25770537 Midletshe NS. 27316788 Mpanza Mb. 62464523 Jolamini SH, 62574973 Zondi MF. 62638722 Makhathini T.6319692 Makhathini T.6319692 Mgcobo ST.63595176 Khuzwayo ZN 64013120 Kububeka MW 64757137 Mabaso MG 64758320	System Default System Default	~	<u>⊻</u> iew <u>E</u> dit <u>N</u> ew Copy <u>D</u> elete	63056756	2021/05/25	5 12:34:27	Internal User	^ [Res
6730767 6603060742089 7701236041087 ADMIN TEVEFW	XaDa M. 65394282 Manzi SV. 66730767 Mthembu T. 79603060742 Kubheka M.O 970123604 Kubheka MW 64757137 Fenton-Wells, Steve - Ha	System Default System Default System Default System Default System Default System Default								
6730767 6633060742089 7701236041087 JDMIN TEVEFW	Adda ML 5034622 Manzi SV, 6530767 Mthembu IT, 960306074 Kubheka MV 64757137 Fenton-Wells, Steve - Ha	System Default System Default System Default System Default System Default			Show System	ı Users	External Use MiCat Users	ers are displaye are displayed i	d in Blu in Greer	Je N
6730767 603060742089 9701236041087 DIN TEVEFW	ABDB ML 65594(22) Manz SV, 6570767 Mthembu TJ, 9603060749 Kubheka ML 9570123604 Kubheka MW 64757137 Fenton-Wells, Steve - Ha	System Default System Default System Default System Default System Default	v		Show System	n Users Details	External Use MiCat Users	ers are displaye are displayed i External	d in Blu in Greer MiCa	ue n at
6730767 603060742089 701236041087 JOMIN TEVEFW	ABD BM. 5034622 Manz SV. 653767 Mthembu I.T. 960386747 Kubheka M. 07012364 Kubheka M. 07012364 Kubheka M. 64757137 Fenton-Wells, Steve - Ha	System Default System Default System Default System Default System Default System Default	v		Show System Licence Nu	n Users Details m Licences:	External Use MiCat Users Internal	ers are displayed i are displayed i External	d in Blu in Greer MiCa	re n at 0
6730767 603060742089 701236041087 DMIN TEVEFW	ABD AN 65594282 Manz SV. 65730767 Mthembu TJ 9603060749 Kubheka M. 057012860 Kubheka MW 64757137 Fenton-Wells, Steve - Ha	System Default System Default System Default System Default System Default System Default	v		Show System Licence Nu Cu	n Users Details m Licences: rrent Users:	External Users MiCat Users Internal 5 1	ers are displayed i ers displayed i External 5 0	d in Blu in Greer MiCa	at 0 0



NB: The disabled user will be displayed Magenta colour

• Select the disabled User Account and Click on Edit

vetalis for oser		×
Person Xaba M. 6559428		Enforce Password Policies Password Never Expires Active User
User ID: 00004202	Password:	Multiple User
Windows Login:	Modify Password	Maximum Users: 0
Start at: Main Menu	 ✓ Optio<u>n</u>s 	Failed Login Attempts: 3
Work Group System Default		Internal User ✓ External User ✓ CatScan User
Role System Default		MiCat User
Access Levels for this User Administration: N ~ Users: N ~	Barcoding: RA V Depreciation: RA V	Assets: RA V Locations: RA V
Financial: RA 🗸	Help Desk: RA 🗸	Suppliers: RA 🗸
Export: N V	Help Desk: RA 🗸	Suppliers: RA V Cost Centres: RA V
Export: N V Import: N V	Help Desk: RA ~ Purchasing: RA ~ Maintenance: N ~	Suppliers: RA Cost Centres: RA People: RA
Export: N ~ Import: N ~ Reports: RA ~	Help Desk: RA V Purchasing: RA V Maintenance: N V Stock: N V	Suppliers: RA Cost Centres: RA People: RA Products: RA
Export: N ~ Import: N ~ Reports: RA ~	Help Desk: RA V Purchasing: RA V Maintenance: N V Stock: N V	Suppliers: RA Cost Centres: RA People: RA Products: RA Asset Types: RA
Export: N Import: N Reports: RA N = None, R	Help Desk: RA V Purchasing: RA V Maintenance: N V Stock: N V = Read only, RA = Read/Amend, RAD =	Suppliers: RA Cost Centres: RA People: RA Products: RA Asset Types: RA Read/Amend/Delete

- Click on the Unlock button(Failed Lon In Atttempts will change to "0")
- Check on the Modify Password checkbox Type in the new password in the Password field 6. Click Ok

4. Modify Codes

The Modify Codes feature facilitates the changing of entity codes in Hardcat. This function also allows users to merge entities. Eg A Product may have a similar description

to another Product, later it is discovered that they are the same. There would be no point in having two identical entities within Hardcat. If you are merging entities all preset data of the entity that is to be merged will be lost.



H	lardcat Asset N	Mana	gemen	t				
File	Modules L	ists	Repor	ts Configuration H	Help			
	Administratio	on	>	Options				
	Import		>	CatScan Security	/	لی		I I I I I I I I I I I I I I I I I I I
	Export		>	Change Password	rd		 	
	Move Assets.			Security				
	Issue Stock			User Paths				
	Print Setup			Label Sets				
	Exit			Label Set Resource	rces			
_				Logins				
				People Roles				
				Roles				
				Rules				
				Work Groups				
				Bulk Delete				
				History Delete				
				Bulk Operations				
				Modify Codes				
				Reports				

• From the File menu, select Administration followed by the Modify Codes option.

Hardcat Code Modi	fication				×
This dialog and then c	allows you to chang hoose the appropria	e the codes of various Ha te codes.	rdcat entities. Select th	ne type of entity you want	: to change
	Old Code	Old Description	New Code	New Description	
 Locations Suppliers Cost Centres People Products 					∧ <u>E</u> dit <u>N</u> ew <u>D</u> elete
					Import Export
<u>O</u> ld Co	de		Ne <u>w</u> Code		Sa <u>v</u> e <u>C</u> ancel
Help				Run	Close



- Select entity type you wish to amend. Eg Location, Suppliers. Cost Centres, People or Products by using the radio buttons then click the New button.
- By clicking on the Old Code button will bring up the selected entities structure eg People list or Locations. Navigate to the entity you with to make adjustments to.

Hardcat Code Modi	fication					>
This dialog and then o	g allows you to char choose the appropr	nge the codes of various Ha iate codes.	ardcat entities. Select	the type of entity you wa	nt to change	
	Old Code	Old Description	New Code	New Description		
Locations					^	
O Suppliers					<u>E</u> dit	
 Cost Centres People 					<u>N</u> ew	
Products					<u>D</u> elete	
					Import	
					Export	
					×	
Old Co	de LN00	0218	New Code	LN000218	Save	
			New Code	(Densit Here)	54 <u>7</u> 0	
Asset Mang S	trong koom (Don t	Asse	et Mang Strong Room	(Don't Ose)	<u>C</u> ancel	
Help				R	in Close	
neip				R	close	



• The entities details will appear below the Old Code button, make the necessary adjustments below the New Code button then click Save. The changes will now be displayed in the list of adjustments to be implemented. Continue to make further adjustments to other entities by repeating steps 2 to 4.

Old Code	Old Description	New Code	New Description
CL-00013	General Techologies	CL-00013	GT Group

The entity you are modifying may already be created within Hardcat. Eg A Product may have a similar description to another Product, later you discover that they are the same



product. There would be no point in having two identical entities within Hardcat so the Modify Codes function allows you to merge the two Products together.

When you use the Code Modification dialog to change or consolidate Product Codes all Assets or Stock that reference this Product are changed as well. For Assets the Asset Type and Description are also changed to those of the new Product. Stock Types

And Descriptions of relevant Stock are not changed.

If the Asset Type on the Product is blank then no change is made to the Asset Type of the relevant Assets.

1. Once you are satisfied with all the changed made click Run and all the amendments will take effect.

If you wish to modify a large quantity of codes and descriptions it may be easier to utilize the import function.

5. Administration System Reports

Hardcat generates a number of system reports that make up the system's audit trail. They can be useful in tracking changes made to assets within your system as well as who performed them and when.

- From the file menu, choose Administration.
- Click on Reports





Generate Fixed Administration Rep	port				×
Administration ~					
Hardcat CatScan Units Report Hardcat Log Hardcat System Log			^	<u>V</u> iew	
Hardcat User Logins Hardcat User Permissions				<u>S</u> end	
Hardcat Users Report Modify Codes System Log				<u>C</u> ustom	
			~		
Scope of Report					
All of Hardcat		Caraala		_	
This Search		searc <u>n</u>			
<u>U</u> se Search					
Help				Close	

5.1 Hardcat CatsScan Units Report - List of Registered Scanners with their Unit Ids

escription:	AA347761 New					
Jnit ID:	52/3F1B93EF0499C (CS	6000109)				
	Area		Enable Date	and Time	Temporary	
	Capture:	Yes	2021/03/09	09:23:19	No	
	Help Desk:	No			No	
	Maintenance:	No			No	
	Purchasing:	No			No	
	Stock:	No			Νο	
Description:	A B728495 old					
Unit ID:	6B0153BE919358B3 (CS	000104)				
	Area		Enable Date	and Time	Temporary	
	Capture:	No			No	
	Help Desk:	No			No	
	Maintenance:	No			No	
	Purchasing:	No			No	
	Stock:	No			No	



5.2 Hardcat Log -Report of audit log per functional area

Search	Hardcat Log			Hardcat Log				*** (ANCELLED **	*
Area	Туре	Entity Code	Changed Entity	From	To	User	Date	Time		
udit Log fo	r Area - Assets									
ssets	New (Purch)	A B728059	Purchase Order		FE00001186	63935414	2014/07/30	14:52:30		
ssets	Edit	A B728059	Person		62538888	63935414	2014/07/30	15:37:57		
ssets	Edit	A B728059	Location	LN000249	LN000300	63935414	2014/07/30	15:38:32		
ssets	Edit	A B728059	Code Description \	SYSTEM	4	63935414	2014/07/30	15:39:11		
ssets	Edit	A B728059	Code Description \	Y	N	63935414	2014/07/30	15:39:44		
ssets	Edit	A B728059	Not Specified	20140730	20140718	63935414	2014/07/30	15:40:19		
ssets	Edit	A B728059	Not Specified	0.00	1995.00	63935414	2014/07/30	15:40:50		
ssets	Edit	A B728059	Not Specified	20140730	20140718	63935414	2014/07/30	15:41:19		
ssets	Edit	A B728059	Not Specified	20140718	20140805	63935414	2014/07/31	08:46:35		
ssets	Edit	A B728059	Not Specified	20140718	20140805	63935414	2014/07/31	08:46:40		
ssets	Scanned Barcode Audit	A B728059	Not Specified			63935414	2015/03/24	12:16:42		
ssets	Edit	A B728059	Not Specified			63935414	2015/03/24	12:16:42		
ssets	Edit (Import)	A B728059	Code Description \	4	3	CASS	2015/05/27	12:08:32		
ssets	Edit (Import)	A B728059	Not Specified	4-Drawer Steel F	iling CaB-Drawer Steel Fi	ling CaCASS	2015/05/27	12:08:44		
ssets	Attached (Child)	A B728059	Asset		AB728698	64758320	2015/09/01	13:35:30		
ssets	Detached (Child)	A B728059	Asset	AB728698		64758320	2015/09/01	13:35:33		
ssets	Scanned Barcode Audit	A B728059	Not Specified			CASS	2015/09/29	09:40:00		
ssets	Edit	A B728059	Not Specified			CASS	2015/09/29	09:40:00		
ssets	Edit	A B728059	Code Description \	A	s	94092508820	2016/10/18	15:02:37		
ssets	Edit	A B728059	Code Description V	A	s	94092508820	2016/10/18	15:02:37		
ssets	Edit	A B728059	Not Specified		20160418	94092508820	2016/10/18	15:02:37		
ssets	Edit	A B728059	Code Description V	S	A	94092508820	2016/10/18	15:02:58		
ssets	Edit	A B728059	Code Description V	S	Α	94092508820	2016/10/18	15:02:58		
ssets	Edit	A B728059	Not Specified	20160418		94092508820	2016/10/18	15:02:58		
ssets	Edit	A B728059	Not Specified	AB728059	A B728059	62888722	2016/11/25	08:39:19		

5.3 Hardcat System Log – Report on all System entries

Area	User Id	Person Name	Description	Date	Time
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001003' created	2004/11/16	17:21:35
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001005' created	2004/11/16	17:21:36
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001034' created	2004/11/16	17:21:36
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001039' created	2004/11/16	17:21:36
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001030' created	2004/11/16	17:21:36
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001088' created	2004/11/16	17:21:36
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001089' created	2004/11/16	17:21:36
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001033' created	2004/11/16	17:21:36
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001043' created	2004/11/16	17:21:37
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001036' created	2004/11/16	17:21:37
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001035' created	2004/11/16	17:21:37
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001037' created	2004/11/16	17:21:37
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001040' created	2004/11/16	17:21:37
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001027' created	2004/11/16	17:21:37
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001001' created	2004/11/16	17:21:38
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001004' created	2004/11/16	17:21:38
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001041' created	2004/11/16	17:21:38
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001031' created	2004/11/16	17:21:38
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001032' created	2004/11/16	17:21:38
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001098' created	2004/11/16	17:21:38
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001049' created	2004/11/16	17:21:39
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001046' created	2004/11/16	17:21:39
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001062' created	2004/11/16	17:21:39
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001048' created	2004/11/16	17:21:39
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001042' created	2004/11/16	17:21:39
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001045' created	2004/11/16	17:21:40
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001047' created	2004/11/16	17:21:40
Assets	SUPER	Mpanza MD.62464523	Asset 'AA001044' created	2004/11/16	17:21:40



5.4 Hardcat User Logins – Report on User Logins

All	Hardcat User L	ogins	
rom 2021/04/01 to	2021/04/22		
User:	27318788		
Person:	Mdletshe NS. 27318788 (27318788)		
Work Group:	System Default		
Role:	System Default		
abel Set:	DEFAULT		
Windows Login:			
Last Login Date:	2021/04/21 15:59:03		
	History		
27318788	Password changed	2021/04/07	08:40:09
7318788	Successful Login	2021/04/07	08:40:10
7318788	Password changed	2021/04/07	08:53:33
7318788	Successful Login	2021/04/07	10:44:38
7318788	Successful Login	2021/04/07	13:37:27
7318788	Successful Login	2021/04/08	07:47:42
7318788	Successful Login	2021/04/08	09:49:38
7318788	Successful Login	2021/04/08	10:24:40
7318788	Successful Login	2021/04/08	11:37:12
7318788	Successful Login	2021/04/08	13:39:02
7318788	Successful Login	2021/04/08	15:03:00
7318788	Successful Login	2021/04/09	07:56:07
7318788	Successful Login	2021/04/09	08:39:44
7318788	Successful Login	2021/04/09	10:09:34
7318788	Successful Login	2021/04/09	11:22:43
7318788	Successful Login	2021/04/09	13:21:37
	Successful Login	2021/04/09	14:19:07
27318788			

5.5 Hardcat User Permission

All		Hardcat User Permissions		
From 2021/04/01 to	2021/04/22			
User: Person: Work Group: Role: Label Set: Windows Login: Last Login Date:	26356660 Mbulawa N. 26356660 (26356660) System Default System Default DEFAULT			

Run by 63053756 on 2021/04/22 at 13:51:39

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5.6 Hardcat Users Report –Report on all system users and their rights

SCON Login '26770	687' created				2017/06/21	14:53:	11
		History					
		Purchasing Limit:	R 500 000,00				
		Show All Work Groups:	No				
		Can modify Work Group:	No				
		Authorise payment:	No				
		Maintain Budgets:	No				
Hide Person Folder Trees:	No	Cancel Purchase Orders:	No				
Hide Cost Centre Folder Trees:	No	Confirm Purchase Orders:	No				
Hide Location Folder Trees:	No	Deliver Purchase Orders:	Yes				
Hide Asset Type Folder Trees:	No	Adjust Confirm ed Orders:	No				
Use IE for On-Line Help:	No	Purchasing Options					
Can edit other User Reports:	No						
Display Long Descriptions:	No	Allow Work Order Work Group Filter:	No				
Generate Text Reports:	No	Edit Closed Work Orders:	No				
Modify Region Preset Classes:	No	Modify Asset Service Dates:	No				
Modify Supplier Preset Classes:	No	Generate Work Orders:	No	Purchasing:	RA		
Modify People Preset Classes:	No	Modify Maintenance Preset Classes:	No	Help Desk:	N	Asset Types:	R
Modify Location Preset Classes:	No	Close Work Orders:	No	Depreciation:	RA	Products:	RA
Modify Cost Centre Preset Classes:	No	Maintenance Options		Barcoding:	RA	People:	RA
Modify Asset Preset Classes:	No			Reports:	RA	Cost Centres:	R
CatScan User:	Yes	Allow Problem Work Group Filter:	No	Im port:	RAD	Suppliers:	RA
	Not Longed In	Hide Problem Type Folder Trees:	No	Export:	RAD	Locations	RA
Multiple User:	N	Modify Helpdesk Preset Classes	No	Financial:	RA	Assets:	RA
Start At	Tes Main Monu	Close Broblems:	No	Automistration:	N	Maintenance.	N
Actives	Vee	Helpdesk Options	No	A des in intrations		Maintenances	

5.7 Modify Codes Reports – Reports of all Modified Codes

Area	User Id	Person Name	Description	Date	Time
System Log for Are	a - Cost Centres				
Cost Centres	SUPER	Mpanza MD.62464523	Code changed from CCC01 to CCC01KZN	2008/04/11	09:44:59
Cost Centres	SUPER	Mpanza MD.62464523	Code changed from CCC01KZN to CCC01	2008/04/11	09:50:47
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC12 to CCC12KZN	2008/04/15	11:32:31
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC13 to CCC13KZN	2008/04/15	11:47:49
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC25 to CCC25KZN	2008/04/15	11:47:51
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC35 to CCC35KZN	2008/04/15	11:47:52
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC49 to CCC49KZN	2008/04/15	11:47:54
ost Centres	CASS	Armstrong CD.60000066	Code changed from CCC61 to CCC61KZN	2008/04/15	11:47:56
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC73 to CCC73KZN	2008/04/15	11:47:57
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC85 to CCC85KZN	2008/04/15	11:47:59
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC97 to CCC97KZN	2008/04/15	11:48:01
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC109 to CCC109KZN	2008/04/15	11:48:02
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC121 to CCC121KZN	2008/04/15	11:48:04
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC133 to CCC133KZN	2008/04/15	11:48:06
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC145 to CCC145KZN	2008/04/15	11:48:07
ost Centres	CASS	Armstrong CD.60000066	Code changed from CCC157 to CCC157KZN	2008/04/15	11:48:09
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC169 to CCC169KZN	2008/04/15	11:48:10
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC181 to CCC181KZN	2008/04/15	11:48:12
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC193 to CCC193KZN	2008/04/15	11:48:14
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC205 to CCC205KZN	2008/04/15	11:48:15
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC228 to CCC228KZN	2008/04/15	11:48:21
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC229 to CCC229KZN	2008/04/15	11:48:23
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC241 to CCC241KZN	2008/04/15	11:48:25
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC253 to CCC253KZN	2008/04/15	11:48:27
Cost Centres	CASS	Armstrong CD.60000066	Code changed from CCC265 to CCC265KZN	2008/04/15	11:48:29



6. Administration General Reports

Hardcat also has a number of general reports as well. As these reports may cover multiple areas of Hardcat, they are on a separate menu for selection.

• Select General from the drop down list of Report Areas.



Generate Fixed General Report			>	×
General 🗸				
Attached Files Base Statistics Regions		^	View	
Standard Lists			<u>S</u> end	
			<u>C</u> ustom	
		~		
Scope of Report				
 All of Hardcat Results of Last Search 	Searc <u>h</u>			
O This Search				
Use Search				
Help			Close	



6.1 Attached Files

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

Run by 63053756 on 2021/05/10 at 11:32:17

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6.2 Base Statistics

	Γ	Base Statistics
Total number of current Assets:	6598	Total number of Products: 1681
Number of current Assets owned:	6598	Total number of Suppliers: 270
Number of current Assets leased:	0	Total number of Locations: 638
Number of current Assets rented:	0	Total number of Cost Centres: 6171
Total number of disposed Assets:	5842	Total number of People: 996
Total number of Assets in system :	12440	

Asset Type	Description	Current	Disposed	Total
ATT000	Heater/Vacuum/Fan	28	21	49
ATT003	CD/DVD/VCRs	7	6	13
ATT005	Desktops	297	717	1014
ATT006	Monitors	329	739	1068
ATT007	Notebooks/Laptops/iPad	493	878	1371
ATT008	Printers	72	191	263
ATT010	CD/DVD Reader/W riters	4	6	10
ATT011	Servers	52	31	83
ATT012	Modems/Data Cards	2	9	11
ATT013	Scanners	636	136	772
ATT016	Data Cabinets	5	2	7



6.3 Regions

6.4 Standard List

7. Why can't I log in?

It may be that the last time you logged in to Hardcat, you did not exit properly or your machine crashed. The database may still register you as being logged in therefore; you will not be able to log in until you reset yourself. The admin user login is used to reset users and is the only login that can do so. Once you log in as the admin user with User ID as 'ADMIN' and the password 'USER', this takes you directly to the security options where you can highlight your user login and click on reset. See the section 'Administration User' for more details.

The user with full administration rights will be responsible for the following configuration:

8. Preset Classes and Presets

The term 'asset presets' in Hardcat is used to describe user-defined attributes that are assigned/given to assets of a specific *preset class*. In this way, a 'preset class' denotes a

set of preset questions. To configure asset presets and questions, Click on Configuration->Asset Preset Classes->New->Capture Preset Name->Enter Preset questions





List of Asset Preset	Classes	Х
Code AC000023 AC00002 AC000025 AC000001 AC000000	Description Audio Visual Computers Corolla 1.8 Exclusive Monitors Vehicles	<u>E</u> dit <u>N</u> ew <u>D</u> elete <u>C</u> opy
Help		Close

Preset Qu	uestions	×
Code 0001 002 003 004 005 006 007 008 009 007 008 009 007 008 009 007 001 010 011 012 013 014	Description Processor Type Processor Speed Number of Processors External Speakers Serial Num External Speakers Description Mouse Serial Number Monitor Discription Monitor Serial Number Keyboard Serial Number Read Only Memory (RAM) Operating System CD Writer DVD Writer Hard Disk Volume Mouse Charger Description	be Delete Copy From Move Up Move Down
Data Typ Prompt Process Default	be: string to Display: sor Type Value:	Restricted
St <u>a</u> nd Res	ard List trict Preset Value to entry in St	andard List
Auto D Table: Field:	iscovery Interface Parameters	Section: 0
H	lelp	Close

The example asset shows preset questions such as 'Memory', 'Hard Disk' and 'BIOS'.

If a Preset Class is provided for an Asset Type then all Assets subsequently created with that Asset Type will be initially created with this Preset Class, i.e. the preset class will be the default preset class associated with that Asset Type. However, as the Preset Class is linked directly to the Asset, it can be changed at any future time. © KwaZulu-Natal Provincial Treasury 2021 21 The change of a preset class associated with an asset can be done manually or via import, however, please ensure that no data is lost when adjusting an Asset Preset Class.

Here presets can be edited or new presets can be defined, with optional default values. Further, a preset question may be defined as 'Restricted'. A restricted preset implies that only Hardcat users with full Administration rights can edit the value contained in this preset.

9.Asset Types

To configure Asset Type information, select 'Asset Types' from Hardcat's 'Configuration' menu. The list of Asset Types comprises a list of Asset Type folders and a list of specific Asset Types associated with the active Asset Type folder.





The folder structure itself may be edited by selecting 'Edit Folders'. In 'Edit Folders' mode, shown below, users are able to create, edit and move folders to configure and customize their Asset Type structure.

Edit Folder for Asset Types		×
Asset Types Treasury Triangule Assets Office Furniture & Equipment Other Equipment, Plant & Machinery Vehicles	Choose OK to save any changes made to the folders or choose Cancel to lose all changes.	View Edit New Delete Move
Folder Code: ATT002 Current Path: Asset Types/Treasury/Computer Equipment		
Help	Searc <u>h</u> OK	Cancel

To edit or create specific Asset Types, return to the Asset Type list by clicking 'OK'. Here the user can select 'New' or 'Edit' to respectively create or edit an Asset Type. Note that only specific Asset Types, not Asset Type folders can be edited in this mode.

Asset Type				×
	Code: ATT176	Preset Clags		
	Name:		More Text	
	Estimated Life: 0			
Help			OK Cance	el



When creating a new Asset Type, a unique name must be entered. Some information specific to depreciation and maintenance of an asset is also attributed to an Asset Type. A Maintenance class may be assigned using the Maint. Class button; this relates to the Maintenance Module, if enabled within your Hardcat System. The Dep. Class button relates to the Depreciation Module and allows you to select a default Depreciation Class for the Asset Type.

A preset class may optionally be designated to an Asset Type. If preset information is not required about assets of this type, it is recommended that no preset class be assigned.

10.Products

Predefined Products are created to reduce the data entry time in Hardcat. All Hardcat modules, with the exception of Depreciation, utilise this Product Catalogue. Creating a product in Hardcat simplifies the ordering process of new assets and Stock Items in the Purchasing and Stock Modules. The Product is used in the Base and Barcoding modules to create the description of the asset. In the Help Desk and Maintenance modules, Products are used to determine the parts required for Maintenance Tasks or Help Desk fault repairs.



		Aaminist	rator	user
uct Catalog				>
Products	•	A Open Deskton		
	6	Acer Celeron Desktop	^	
	utor Equipment	Apple Mac Desktop		View
Comp	uter Equipment	Compag Desktop		
Ha	rdware	Dell GX1 Desktop		<u>E</u> dit
	AC Adaptors	Dell GX100 Desktop		
	Batteries/Charger	Dell GX100 P4 Desktop		New
	Cabling	Dell GX200 P3 Desktop		_
	CD/DVD Reader/Writers	Dell GX240 Desktop		Delete
	Data Cabinets	Dell GX240 P4 Desktop		Derece
	Data Link	Dell GX260 Desktop		Maya
	Desktops	Dell GX270 Desktop		wove
	Docking Station	Dell GX280 Desktop		C
<u> </u>	GPS Devices	Dell GX745 Desktop		Сору
i i i	Hubs/Hard Drive/Router	Dell GX755 Desktop		
	Memory/Module	Dell GXa Desktop		<u>S</u> end
	Modems/Data Cards/Card Reader	Dell Optiplex 980/990		
	Monitors	Dell Optiplex 7040		
	Multifunction Output Equipment	Dell Optipiex GX 620		
	Network Points (Ingrade	Dell P4 Desktop		
	Notebooks/Lantons/iPad	Fujitech Desktop		
	Packet PCs	High end Mecer Desktop		
	Printers	HP 800 AIO G4 i5 500 GB SED Opal N	on Touch Des	
	Princers	HP 800 AIO G5 IS 500 GB SED Opai N	on Touch Des	
	Nauks	HP DX 7300		
	Kemoveable Stroage	HP EliteOne 1000 G2 27 inch 4K Non	-Touch All-in	
	Scanners	HP EliteOne 800 G5 23.8-inch Non-Te	ouch All-in-on	
	Servers	HP EliteOne 800 G6 24-inch Non-Tou	uch All-in-one P	
	Iransceivers	HP P4 Desktop		
	UPS	Merer Desktop		
	Wireless Keyboard/Mouse/Pointe	Mecer P1 Desktop		
Sof	ftware 🗸 🗸	Mecer P2 Desktop	¥	
	>	Mecer P3 Desktop	Y	
Show Folders		Destrict		
Strow Forders		Restrict		Show Name
	Edit Folders	Tag Salacted Tag All		O Show Could

Predefined Products allow you to establish commonly ordered Products with standard information, which includes Supplier, Unit Cost, Tax Applicable, Warranty details etc. This promotes the fast and efficient ordering of commonly purchased products by selecting them from a list, also known as a Product Catalogue, rather than manually entering repetitive information. Predefined Products will also assist staff members in determining which products are ordered from which Suppliers, utilising the preferred Supplier option.

e

How Are Asset Types different to Products?

In Hardcat, Asset Types can include Desktop PCs, Laptops and Chairs. The analogy for Products is that products are featured in a product catalogue and they do not exist in an organisation unless they are purchased and these products become assets, or stock in the Hardcat database.

Hardcat uses Products to facilitate the creation of assets and the naming or the description of an asset.

The structure of asset grouping is defined by your organisation's information requirements. For example your IT department may want to know the number of Desktop Computers and Printers in your organisation. Therefore we create an Asset Type Folder called Computer Equipment. Under this two Asset Types are created, Desktop Computers and Printers. Another requirement may be to list each brand/model/product of Desktop Computer and Printer. In this case each brand/model/product purchased by the organisation is set up as a Product.

An example of this scenario in Hardcat is represented below:Asset Type Folder:Computer EquipmentAsset Type:NotebooksProduct:HP Omnibook XE3L Notebook

10.1Creating the Product Hierarchical Structure

The list of Products is comprised of a list of Product folders and a list of specific Products associated with the active Product folder. The image of folders, as used in the WindowsTM programs demonstrates this. See example below.

- The + sign beside a folder name indicates that folder levels below exist.
- The sign beside a folder name indicates that the lower level folder(s) are shown.

To edit the folder structure of the Product catalogue:

- Select Lists, Products, or press CTRL-R or click on the Product Icon.
- Click on the 'Edit Folders' button.

Edit description for folder		×
Products Treasury Computer Equipment Software Exclusion Assets Office Equipment & Furniture Other Equipment, Plant and Machinery Vehicles	Choose OK to change the folder code and/or description or choose Cancel to lose changes. Code: P2002 Description: Computer Equipment	View Edit New Delete Move
Folder Code: PD002 Current Path: Products/Treasury/Computer Equipment		
Help	Searc <u>h</u> OK	Cancel



- In 'Edit Folders' mode shown, users can create edit and move folders to configure and customise their Product Structure.
- Click on the NEW button, with the cursor on the selected parent or higher level folder.
- Enter the Product Folder Code over ITEM #
- Enter the name of the Product structure over <untitled1>
- Enter any further levels as required, by repeating steps 4 8.
- Click on the OK Button to return to the Product screen.

Products Treasury Computer Equipment Gordenter Equipment Diffield 1 Exclusion Assets Diffield Assets Office Equipment & Furniture Other Equipment, Plant and Machinery Other Equipment, Plant and Machinery Other Equipment, Plant and Machinery	Choose OK to change the folder code and/or description or choose Cancel to lose changes.	⊻iew Edit New Delete Move
	Code: ITEM 10 Description: Untitled 1	

10.2 Adding A Product

Now that the Product hierarchy has been defined, the Products can now be added.

- Select Lists, Products or press CTRL-R or click on the Product icon.
- Select the correct hierarchical structure (folder) for the new Product.
- Click on the New button.



- Hardcat will prompt you with a unique product code, depending on Options selected you may or may not be able to override this code. For further information on Options, please refer to Global Options within this file/document.
- Enter the name of the Product.

Product Details					×
IIII Code: IIII Barcode: Name:	PD1965 PD1964		RFID Tag:	More Text	
Details	Presets	Create	Files	Assets	History
	Supplier Alternative Supp's Part No: Brand:	Mean Time Between Fails: Days Hours M 0 Q 0 Q	Buy Price: Sell Price: Mins	R0,00 🔶 R0,00 牵	
Help				OK	Cancel

- Select the Supplier by clicking on the Supplier Button, which takes you to the standard List of Suppliers screen.
- Select the Alternative Supplier by clicking on the Alternative Button, which also takes you to the standard List of Suppliers screen.
- In the Supplier's Part Number box, enter the Supplier's Part Number, if available.
- If known, enter the barcode of the Product in the Barcode Box.
- Enter the Brand of the Product in the Brand Box.
- In the Buy Price Box, enter the purchase price of the Product.
 - In the Sell Price Box, enter the selling price of the Product.



- If there has been another tax rate configured, click on the button and select the appropriate tax rate.
- Click on the Create tab to record further information about the Product. (Please refer to Creating Assets or Stock from Products below)

11.Configuring Location Types

Location Types determine the User Defined Preset Questions/fields that appear on each location record. If you are using Hardcat to create Purchasing information for Assets or Stock, you may have specific delivery locations that require further information (other than Location Description). If you are not using Purchasing, you may have only one location type, or possibly not even use this field.

- From the Configuration Menu, choose Location Types.
- Click on New.
- Click on the Code Box, then enter in a code or use the system default.
- Click on the Description Box, and then enter in the Location Type.
- Click on OK to confirm.

Code		Description	_	.
1	Details of Preset (Class	×	<u>E</u> dit
0	Code: Description:	LT000000 Questions		<u>N</u> ew Delete Copy
	Help	OK Cancel		



List of Location Pre	set Classes	×
Code 2 1	Description Natalia Building Nomalanga Building Treasury House	^ <u>E</u> dit
		<u>N</u> ew <u>D</u> elete Copy
		~
Help		Close

11.1Location Type Preset Questions

- From the Configuration Menu, choose Location Types.
- Ensure the required Location Type is highlighted then click on Edit.
- Click on Presets.
- Click on New.
- In the Prompt to Display Box enter the Question you wish to appear regarding this Location Type.
- Click on the Default Value Box to enter a default response to a preset question if known / required.



Preset Questions	×
Code Description	
000 Room 2	<u>E</u> dit
	New
	<u>D</u> elete
	Copy From
	Move Up 🛆
	Move Down 🤝
	~
1	
Data Type: v	•
Prompt to Display:	Destricted
Default Value:	Restricted
St <u>a</u> ndard List	
Restrict Preset Value to entry in Stand	lard List
HelpOK	Cancel

Preset Questions	×
Code Description	
000 Room 2	<u> </u>
	New
	Delete
	Copy From
	Move Down
	~
Data Type: string	/
Prompt to Display:	-
Room 2	Restricted
Default Value:	
St <u>a</u> ndard List	
Restrict Preset Value to entry in Stan	dard List
Help	Close



- Click OK.
- To change an existing Preset question, highlight it, click on Edit and then click OK when the changes are complete.
- The position of the preset question can be moved to suit your information requirements using the Move arrows. Click on the preset question to highlight.
- To delete an existing Preset question, highlight it and then click Delete.

11.2.Creating the Location Hierarchical Structure

Locations represent the physical areas of your organization. A hierarchical structure based on folders should be used to split locations into more manageable groups and allow

for ease of reporting. A building may be grouped into different floors, with the rooms/areas or workstation numbers being the actual locations. This will allow assets contained on a floor or within a building to be reported on easily. By attaching assets to one of these locations the recording of asset movement is possible.

To edit the folder structure of the Locations:

- Select Lists, Locations, or press CTRL-R or click on the Location Icon.
- Click on the 'Edit Folders' button.

🕂 Hardcat Asset N	Management				
File Modules L	ists Reports Configura	tion Help			
	Assets	Ctrl+A			
2	Cost Centres	Ctrl+C	- -		
	Locations	Ctrl+L			
	Maps				
	Suppliers	Ctrl+S			
	People	Ctrl+P			
	Products	Ctrl+R			
	Regions				
	Alerts				
	Charts				
	Fonts				
	Notifications				
	Depreciation Sets	Ctrl+Shift+D			
	Problems	Ctrl+Shift+P			
	Purchase Orders	Ctrl+Shift+O			
	Stock	Ctrl+Shift+K			
	Work Orders	Ctrl+Shift+W			
	Search Results	Ctrl+E			



Edit Folder for Locations		×
Cepartment of Provincial Treasury Admin Building - Ulundi Joshia Door DED Building Marine Parade - Durban Hatian Building / M Burg Treasury House - A Suspense Treasury House - Suspense	Choose OK to save any changes made to the folders or choose Cancel to lose all changes.	View Edit Delete Move
Folder Code: ROOT Current Path: Department of Provincial Treasury		
Неір	Searc <u>h</u> OK	Cancel

- Click on "Edit Folders" button
- In 'Edit Folders' mode shown, users can create edit and move folders to configure and customize their Location Structure.
- Click on the NEW button, with the cursor on the selected parent or higher level folder.
- Enter the Location Folder Code over ITEM #
- Enter the name of the Location structure over <untitled1>
- Enter any further levels as required, by repeating steps 4 8.
- Click on the OK Button to return to the Location screen.

Department of Provincial Treasury		
Admin Building - Ulundi	Choose OK to change the folder code and/or description or	⊻iew
Marine Parade - Durban Marine Parade - Durban Matalia Building P M Burg	choose Cancel to lose changes.	<u>E</u> dit
Treasury House - Pietermaritzburg		<u>N</u> ew
Untitled 1		Delete
		Move
	Code: TEM 35 Description: Unitited 1 Fioor: Default v	
Folder Code: ITEM 12		
Current Path: Department of Provincial Treasury/Untitled 1		



11.3Adding A Location

• From Location screen, select the Location from Location Folder

List of Locations			×
Department of Provincial Treasury Admin Building - Ulundi Joshia Door DED Building Marine Parade - Durban Natine Parade - Durban Nomalanga Building Treasury House - Pietermaitzburg Treasury House - Suspense	Asset Mang Strong Room (Don't Use) G 13 Server Room	H 44 4	View Edit New Delete Move Copy Send
Show Folders	Restrict Tag Selected Tag All		Show Name Show Code
Help	Search	ļ	Close

• Click on New

ist of Locations	asury) ritzburg e	Assel Mang Strong Room (Don't Use G 13 Server Room		<u>V</u> iew <u>E</u> dit <u>N</u> ew <u>D</u> elete <u>M</u> ove Copy
	Enter a new, unique	Location code X		<u>S</u> end
			× *	
Show Folders		Restrict Tag Selected Tag All		 Show Name Show Code
Help			Searc <u>h</u>	Close



Hardcat will prompt you with a unique product code, depending on Options selected you may or may not be able to override this code. Click on OK

Details for New Location						×
Code: UN00072	1		RFID Tag:	More Text]	
Details	Presets	Files	Assets	People		History
Address Line 1: Address Line 2: Address Line 3: Zip/Post Code: Title: Contact Name: Contact Position:			City: State: Country: Email Address: Phone Number: Cell Phone: Fax Number:			
Contact Department: Web Site: FTP Site: Latitude: Longitude:	0,000000	A Y A Y	Altitude: [0,000	*	
Help					OK	Cancel

Enter the name of the Location. Click OK

12.Creating a Cost Centre Type

- From the Configuration Menu, choose Cost Centre Types.
- Click on New.
- Click on the Code Box, then enter in the Cost Centre Type Code, or accept the system default.
- Click on the Description Box, then enter the Cost Centre Type description.
- Click on OK to confirm.







Code		Description		Edit
	Details of Preset	Class	×	<u>L</u> uit
	Code: Description:	CT000000 Questions]	<u>N</u> ew Delete Copy
	Help	OK Cancel		

List of Cost Centre	Preset Classes		×
Code 0	Description BAS CODES & DESCRIPTIONS		Edit
			 <u>N</u> ew
			<u>D</u> elete <u>C</u> opy
		~	
Help			Close



 \times

12.1 Cost Centre Preset Questions

- From the Configuration Menu, choose Cost Centre Types.
- Ensure the required Cost Centre Type is highlighted then click on Edit.
- Click on Presets.

		Descrip	tion			_	_
,	Details of Pres	et Class				\times	<u>E</u> di
							<u>N</u> ev
	Coo	de: 0			Questions	_	<u>D</u> el
	Descriptio	on: BAS CO	DDES & DES	CRIPTION	S		<u>C</u> o
		Glo	bal				
	Help		ОК		Cancel		
					~		
Hel	n						Clor
1101	P						0.00
501 502 503 504 505 506 507 508 509 510 500 500 500 500 500 500 500 500 500	Depr. Expense Acc. Depr. GL A Proceeds of Sa Gain on Sale G Loss on Sale G Impaiment Exp Accumulated Ir Revaluation Re Loss On Revalu Retained Earni Fund Code Froject Name Objective Codd Objective Nam Asset Category Regional Ident	GL A/c V/c le GL A/c L A/c L A/c ense GL A/ mpairment isserve GL A ngs GL A/c e e code Descriptio ifier Code ifier Description	^/c GLA/c √c A/c	Co Mov Move D	Edit New Delete py From e Up own v		
009		ng	~				
Data Type Prompt t	e: stri o Display:						
Data Type Prompt t	e: stri o Display:			Res	tricted		
Data Type Prompt t Default \	e: stri o Display: /alue:			Res	tricted		



- Click on the New Button.
- In the Prompt to Display Box, enter the Question you wish to appear regarding this Cost Centre Type.
- Click on the Default Value Box to enter a default response to a preset question if known / required.
- Click on OK.
- To change an existing Preset question, highlight it and click Edit, then click OK when the changes are complete.
- The order of the preset question can be moved to suit your information requirements using the Move arrows. Click on the preset question to highlight.
- To delete an existing Preset question, highlight it and then click on Delete.

Preset Questions	\times
Code Description 500 Purchase Cost GL A/c 501 Depr. Expense GL A/c 502 Acc. Depr. GL A/c 503 Proceeds of Sale GL A/c 504 Gain on Sale GL A/c 505 Loss on Sale GL A/c 506 Impaiment Expense GL A/c	
S07 Accumulated Impairment GL A/c S08 Revaluation Reserve GL A/c S09 Loss On Revaluation GL A/c S09 Free Revaluation GL A/c O00 Fund Code O01 Fund Code O02 Project Name O04 Objective Code O05 Objective Rame O06 Asset Category Code O07 Asset Category Description O08 Regional Identifier Code	
Data Type: string Prompt to Display: Purchase Cost GL A/c Default Value: Standard List	
Restrict Preset Value to entry in Standard List Help Close	



13.Creating People Types

From the Configuration Menu, choose People Types.

File Modules Lists Reports Configuration Help



- Click on New.
- In the Code Box enter in the Person Type Code (this information may be available from your HR system) or use the system default.
- Click on the Description Box, then enter in the Person Type description.
- Click on OK

List of Pers	on Preset Classes				×
Code		Description			
USER T001	Details of Preset (Class	Х	<u>E</u> dit	
	Code: Description:	PT000000 Questions		<u>N</u> ew <u>D</u> elete <u>C</u> opy	
	Help	OK Cancel			
Hel	p			Close	



13.1 People Preset Questions

- From the Configuration Menu, choose. People Types.
- Ensure the required Person Type is highlighted then click Edit.
- Click on Presets.

Hardcat Asset Management	
File Modules Lists Reports Configuration Help	

Code		Description	
USER 1001	Details of Preset (Class	× Edit
001	Code: Description:	USER Que Hardcat User	<u>N</u> ew stions ⊆opy
	Help	ОК	Cancel

- Click on New.
- In the Prompt to Display Box, enter the Question you wish to appear regarding this Person Type.
- Click on the Default Value Box to enter a default response to a preset question if known / required.
- Click OK.
- To change an existing Preset question, highlight it and then click Edit, when the changes are complete click OK.
 - 1. The position of the user defined preset questions can be moved to suit your information requirements using the Move arrows. Click on the preset question to highlight.



Preset Questions			×
Code Descripti	on		
		1~	Edit
			New
			Delete
			Copy From
			Move Up
		N	1ove Down 🔫
		~	
Data Type:	string ~	-	
Prompt to Display;		_	Restricted
l Default Value;			Restricted
St <u>a</u> ndard List			
Restrict Preset	Value to entry in Stand	dard Li	ist
Help			Close

13.2 Peoples List Configuration

Assigning assets to people within the HardCat database means that the responsibility of an asset is attributed to that person. This is specifically designed to track attractive and

portable items including laptops and mobile phones. People can be configured in a hierarchical structure in exactly the same way as locations and Cost Centres.

The person structure is also imperative for HardCat Users, as it details a complete history of an assets and who made any adjustments or updated records.

It is recommended that an Employee list from HR, a phone list, or a Login ID list are used to create the people records.

13.3 Updating Peoples List

Select Lists, People, or press CTRL-P or click on the People Icon



Hardcat Asset Management File Modules Lists Reports Configuration H	lelp		
		060	
[List of People		×
	Exployees Ex-Employees Tressury	Fertom-Well's Steve - Harcta1 Support ▼ Harchara R. 63075059 ▲ Mthembu T 65837207 ▲	View Edit Delete Move Copy Send
	Show Folders	Restrict	Chan Mana
	Edit <u>F</u> olders	<u>T</u> ag Selected Tag <u>A</u> ll	Show Code

- Select the Folder Name from the Peoples Hirachy
- Ckick OK

List of People		Adu-Boahn J.6397 Adu-Boahn J.6387 Alli C Pool Laptop Annual Audit Furni Annual Audit Turni Armstrong CD.6000 H.62574 Avantigam H.62574 Awata SCB 6292728 BA Mkhize Vehicles Bainbridge N. ITTec Baideo R.67271051	3 8727 205 205 205 205 205 205 205 205 205 205	₩ ▲ ▲	> <u>View</u> <u>Edit</u> <u>New</u> <u>Delete</u> <u>Move</u> <u>Copy</u>
	Enter a new, unique	Person code	Cancel	ing	<u>S</u> end
		Billinge LA.11764443 Biyela MA.62884255 Biyela N.21661324 Biyela P.D 61814903 Biyela T 64186491 Boadyguard Ministr Bokwe SS.62379712 Bowes DD.60000325 Buthelezi BM.60164	9 778	- - 	
Show Folders		<u>R</u> estrict Tag Selected	Tag <u>A</u> ll		 Show Name Show Code
Help				Searc <u>h</u>	Close



• Hardcat will prompt you with a unique people code, depending on Options selected you may or may not be able to override this code. Click on OK

Details for New Person							×
Code: PE001 Barcode: PE001 Name: Persal No:	305 318		RFID Tag:		More Text		
Details Presets	Files	Assets Dp	en Problems Att	ached	Stock on Hand	Regions	History
Address Line Address Line Address Line Zip/Post Coc	1: 2: 3:		City: State: Country: Email Address:				
Tit	le:		Phone Number:				
Contact Positio	n:		Cell Phone:				
Contact Departme	nt:		Tux Humber	1			
Web Si FTP Si	ie:						
Latitud	le: 0,000000 le: 0,000000	÷ ÷	Altitude	0,000		÷	
Help						ОК	Cancel

- Enter the name of the Person and complete other fields
- Click OK

14. Create A Supplier Type

• From the Configuration Menu, choose Supplier Types.



Code 01	Description Suppliers	Edit
		New
		Delete
		<u>С</u> ору



- Click on New.
- In the Code Box, enter the Supplier Type Code or accept the system default.
- Click on the Description Box, and then enter in the Supplier Type Description.
- Click OK.

set Management

File	Modules	Lists	Reports	Configura	tion	пер										
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								List of Su	pplier Preset Cl	asses						×
								List of Su	pplier Preset Cl	asses	Descripti	00				×
								List of Su Code	pplier Preset Cl	asses reset C	Descripti Class	on			X	×
								List of Su Code 001	pplier Preset Cl Details of P	asses reset C	Descripti Class	on			×	Edit
								List of Su Code CO1	pplier Preset Cl	asses reset C Code:	Descripti Class	on)		Questions.	×	X Edit New Qelete
								List of Su Code CO1	Details of P	asses reset C Code: ption:	Descripti Class ST000000	on)		Questions.	×	Edit New Qelete Copy
								List of Su Code CO1	Details of P Details of P	asses reset C Code: ption:	Descripti Class	on)		Questions.	×	Edit New Qelete Copy
								List of Su Code C01	Details of P Details of P	asses reset C Code: ption:	Descripti Class ST000000	on) I		Questions	×	Edit New Delete Copy
								List of Su Code C01	Details of P Details of P Descrip	asses reset C Code: ption:	Descripti Class ST000000 Globa	on) I OK		Questions. Cancel	×	Edit New Delete Copy
								Code C01	Details of P Details of P Descrip	asses reset C Code: p	Descripti Class ST000000 Globa	on I OK		Questions. Cancel	×	Edit New Delete Copy
								List of Su Code CO1	pplier Preset Cl Details of P Descrip Het	asses reset C Code: p	Descripti lass ST000000 Globa	on I OK		Questions. Cancel	×	Edit Delete Copy

Creating and Using Supplier Preset Questions

- From the Configuration Menu, choose Supplier Types.
- Ensure the Supplier Type is highlighted then click Edit.
- Click Presets.





- Click New. .
- In the Prompt to Display Box, enter the Question you wish to appear regarding this Supplier Type.
- Click on the Default Value Box to enter a default response to the preset question if known / required. •
- Click OK. •
- To edit an existing Preset question, highlight it, click Edit, and then click OK when the changes are complete.
- The position of the preset question can be moved to suit your information requirements using the Move . Arrows. Click on the preset question to highlight.
- To delete an existing Preset question, highlight it and then click on Delets. •





4.1. Updating Suppliers list

Select Lists, Suppliers, or press CTRL-S or click on the Suppliers Icon





Hard	lcat Asse	t Man	agement					
File M	1odules	Lists	Reports C	Configuration	Help			
			Assets		Ctrl+A			
\sim			Cost Centres		Ctrl+C	P 🙂 😔		
			Locations		Ctrl+L			
			Maps					
			Suppliers		Ctrl+S			
			People		Ctrl+P			
			Products		Ctrl+R			
			Regions					
			Alerts					
			Charts					
			Fonts					
			Notifications					
			Depreciation	Sets C	trl+Shift+D			
			Problems	C	Ctrl+Shift+P			
			Purchase Ord	ders C	trl+Shift+O			
			Stock	C	Ctrl+Shift+K			
			Work Orders.	C	trl+Shift+W			
			Search Result	ts	Ctrl+E			

From the List of Suppliers Screen below, Click on New

List of Suppliers			:	×
List of Suppliers	AA KRANE (PTY) LTD ABASAKAZI BE PRINTING AND STATIONARY (PTY) LTD ABCO STATIONERS ABBASAKAZI BE PRINTING AND STATIONARY (PTY) LTD ABCO STATIONERS ABONGBOMCEBO (PTY) LTD ACCENTURE ACCENTURE ACCENTURE AE SOFTWARE SOLUTIONS AEZEKILEWEHU TRADING ALKANET HOLDINGS (PTY) LTD ALHA OFTCE FURNITURE ALSHEDAI TRADING CC AMABEUTHOE SI PY(LTD) AMABEUTHOE SI PY(LTD) AMABEUTHOE SI PY(LTD) AMABEUTHOE SI PY(LTD) AMADENTED SIGNS APHANO HOLDINGD 2020 APPLES 4 APPLES AUTOPAGE CELLULAR DIRECT AWANDAMADLA AZ TRADING CORPORATION BADATSONS CC MICA BAJABULILE PROJECTS BALENCWE HOLDINGS PTY LTD BARGAIN BOOKS		View Edit New Delete Move Copy Send	×
Show Folders	BLOMEYERS APPLIANCES CC BLOMEYERS ELECTRICAL BONISA MOBILE PROJECTS	¥	Show Name Show Code	
Lait <u>c</u> oiders	jag selected lag <u>A</u> ll Searc <u>h</u>		Close	

Form the Screen below, enter Supplier Name and other details Click on OK



Code:	HC000320				
Barcode:	HC000320		RFID Tag:		
Name:				More Text	
ZNT Number:				Authorised	
Details	Brocetz	Filer	Accete	Baapla	History
Addre	ss Line 1:		City:		
Addre	ss Line 2:		State:		-
Addre	ss Line 3:		Country:		-
Zip/Po	ost Code:		Email Address:		
	Title:		Phone Number:		
Conta	ct Name:		Cell Phone:		-
Contact	Position:		Fax Number:		
Contact Dep	artment:				
V	Web Site:				-
	FTP Site:				
	Latitude: 0,000000	*	Altitude: 0,000	*	
Lo	ngitude: 0,000000	÷			