

**HARDCAT ADMINISTRATOR
USER GUIDE**



KZN PROVINCIAL TREASURY



Hardcat Administrator User Guide

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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

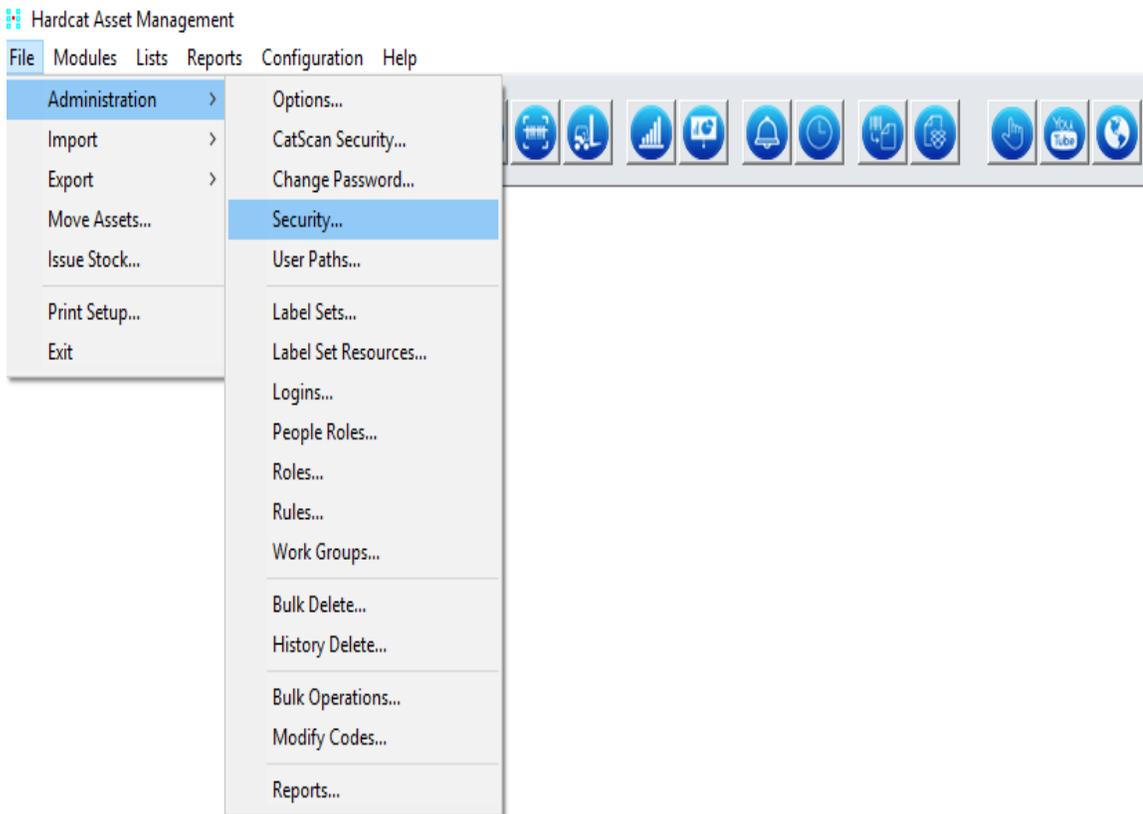
- Asset types
- Cost Centres preset classes
- Supplier preset classes
- Asset preset classes
- People preset classes
- Location preset classes
- Exporting: Locations
 - Cost Centres
 - Asset
 - People
 - Suppliers
 - Products



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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.



Click on File -> Administration -> Security



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Hardcat User Administration

User Id	Person	Role
26770687	Makhaza S.I. 26770687	System Default
27318788	Molletshe NS. 27318788	System Default
62464523	Mpanza MD. 62464523	System Default
62574973	Dlamini SH. 62574973	System Default
62888722	Zondi ME 62888722	System Default
63008769	Mazibuko S 63008769	System Default
63053756	Shazi MP.63053756	System Default
63119692	Makhathini T.63119692	System Default
63595176	Ngcobo ST.63595176	System Default
64013120	Khuzwayo ZN 64013120	System Default
64757137	Kubheka MW 64757137	System Default
64758320	Mabaso MG 64758320	System Default
9603060742089	Mthembu T.T 9603060742	System Default
9701236041087	Kubheka M.O 970123604	System Default
ADMIN	Kubheka MW 64757137	System Default
STEVEFW	Fenton-Wells, Steve - Har	System Default

Show Active Users Only
Disabled Users are displayed in Magenta
Inactive Users are displayed in Grey

View...
Edit...
New...
Copy...
Delete

User Id	Date/Time	Type
63053756	2021/04/22 09:36:30	Internal User

Reset

Show System Users
External Users are displayed in Blue
MiCat Users are displayed in Green

Licence Details	Internal	External	MiCat
Num Licences:	5	5	0
Current Users:	1	0	0
Maximum Users:	5	5	0

Help OK Cancel

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



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User Id	Person	Role
26770687	Makhaza S.I. 26770687	System Default
27316788	Mdletshe NS. 27316788	System Default
62464523	Mpanza MD.62464523	System Default
62574973	Dlamini SH. 62574973	System Default
62888722	Zondi ME.62888722	System Default
63008769	Mazibuko S. 63008769	System Default
63053756	Shazi MP.63053756	System Default
63119692	Makhathini T.63119692	System Default
63595176	Ngcobo ST.63595176	System Default
64013120	Khuzwayo ZN.64013120	System Default
64757137	Kubheka MW.64757137	System Default
64758320	Mabaso MG.64758320	System Default
9603060742089	Mthembu T.T.9603060742	System Default
9701236041087	Kubheka M.O.970123604	System Default
ADMIN	Kubheka MW.64757137	System Default
STEVEVF	Fenton-Wells, Steve - Har	System Default

User Id	Date/Time	Type
62574973	2021/04/22 09:47:01	Internal User
26770687	2021/04/22 09:50:38	Internal User
63053756	2021/04/22 09:53:02	Internal User

Enter a new, unique Login code

New Code:

OK Cancel

Show System Users External Users are displayed in Blue
MiCat Users are displayed in Green

Show Active Users Only
Disabled Users are displayed in Magenta
Inactive Users are displayed in Grey

Licence Details:

	Internal	External	MiCat
Num Licences:	5	5	0
Current Users:	3	0	0
Maximum Users:	5	5	0

Help OK Cancel

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

Person... Unlock

User ID: 23456789 Password:

Windows Login:

Start at: Main Menu Options...

Work Group... System Default

Role... System Default

Enforce Password Policies
 Password Never Expires
 Active User
 Multiple User
Maximum Users: 0

Failed Login Attempts: 0

Internal User
 External User
 CatScan User
 MiCat User

Access Levels for this User

Administration: RAD	Barcoding: RAD	Assets: RAD
Users: RAD	Depreciation: RAD	Locations: RAD
Financial: RAD	Help Desk: RAD	Suppliers: RAD
Export: RAD	Purchasing: RAD	Cost Centres: RAD
Import: RAD	Maintenance: RAD	People: RAD
Reports: RAD	Stock: RAD	Products: RAD
		Asset Types: RAD

N = None, R = Read only, RA = Read/Amend, RAD = Read/Amend/Delete

Help OK Cancel



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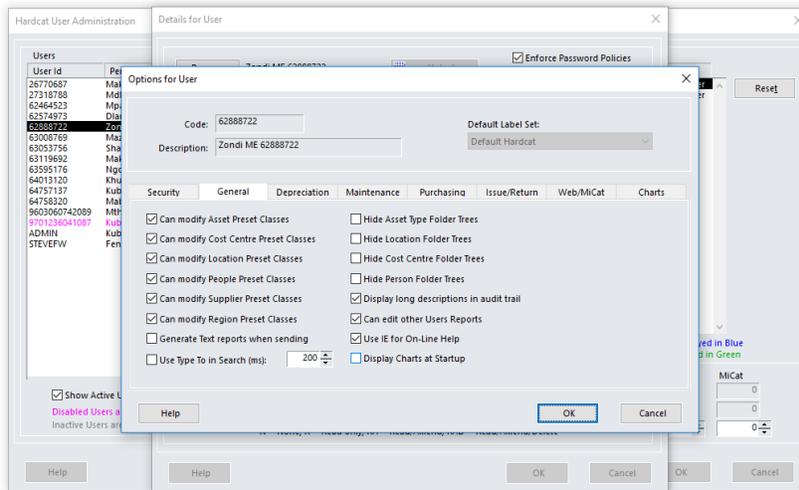
- Hardcat Users must be chosen from the List of People in Hardcat. To choose a Person click on the 'People' button and choose your new User. You may be required to create a new Person at this point.
- Enter the password. The Password can be up to nine (9) characters and is initially set by the System 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/Amend
 - RAD = 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.



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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
- 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.

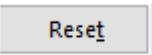


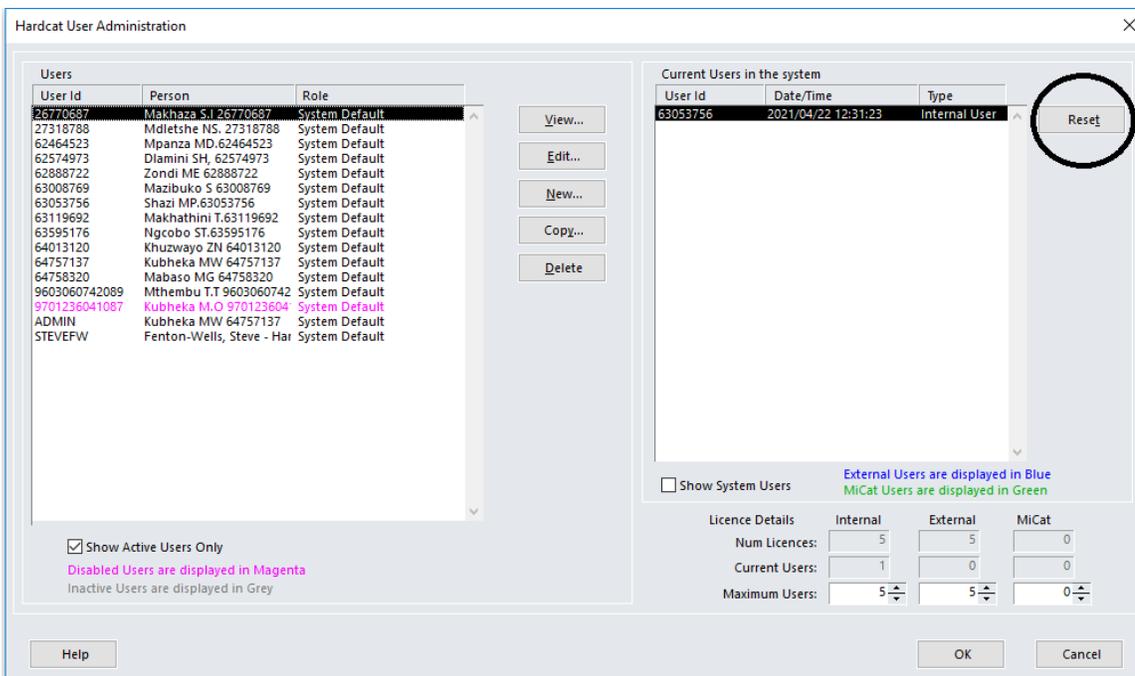
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3.2 Users Not Properly Logged Out

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  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.



The screenshot shows the 'Hardcat User Administration' window. On the left, there is a list of users with columns for User Id, Person, and Role. The user '63053756' is highlighted. On the right, there is a 'Current Users in the system' table with columns for User Id, Date/Time, and Type. The user '63053756' is listed in this table, and a 'Reset' button is circled next to it. Below the table, there are checkboxes for 'Show System Users' and 'Show Active Users Only'. At the bottom, there are 'Licence Details' for Internal, External, and MiCat, and 'OK' and 'Cancel' buttons.

User Id	Person	Role
630770687	Mkhize S.I. 26770687	System Default
27318788	Mdletshe N.S. 27318788	System Default
62464523	Mpanza M.D. 62464523	System Default
62574973	Dlamini S.H. 62574973	System Default
62888722	Zondi M.E. 62888722	System Default
63008769	Mazibuko S. 63008769	System Default
63053756	Shazi M.P. 63053756	System Default
63119692	Makhathini T. 63119692	System Default
63595176	Ngcobo S.T. 63595176	System Default
64013120	Khuzwayo Z.N. 64013120	System Default
64757137	Kubheka M.W. 64757137	System Default
64758320	Mabaso M.G. 64758320	System Default
9603060742089	Mthembu T.T. 9603060742	System Default
9701236041087	Kubheka M.O. 970123604	System Default
ADMIN	Kubheka M.W. 64757137	System Default
STEVEFW	Fenton-Wells, Steve - Har	System Default

User Id	Date/Time	Type
63053756	2021/04/22 12:31:23	Internal User

Show System Users

External Users are displayed in Blue
MiCat Users are displayed in Green

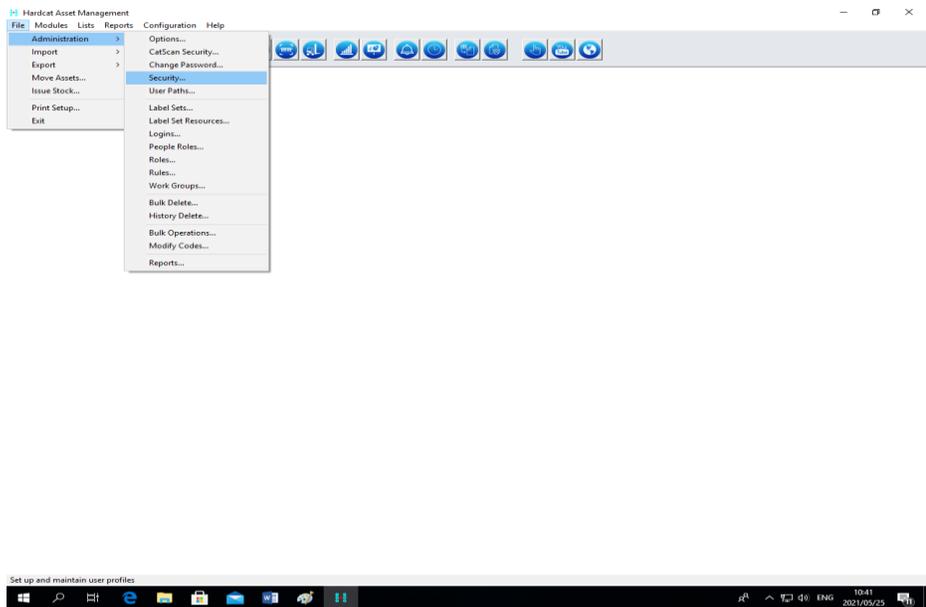
Licence Details	Internal	External	MiCat
Num Licences:	5	5	0
Current Users:	1	0	0
Maximum Users:	5	5	0

Buttons: Help, OK, Cancel

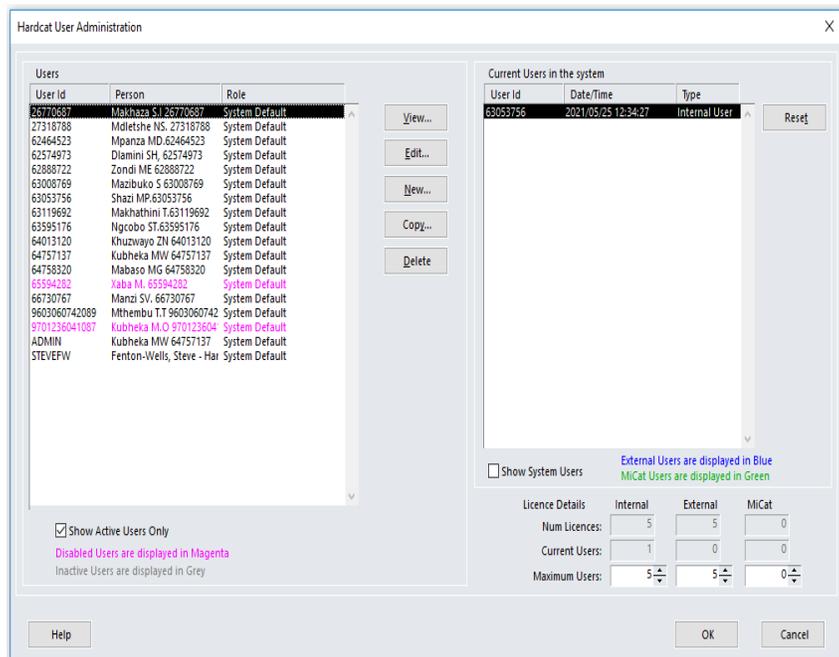


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3.3 Reset Disabled User Account(Failed Login Attempts =3)



1.Select File->Administration->Security





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NB: The disabled user will be displayed Magenta colour

- Select the disabled User Account and Click on Edit

Details for User

Person... Xaba M. 65594282

User ID: 65594282 Password:

Windows Login:

Start at: Main Menu Options...

Work Group... System Default

Role... System Default

Enforce Password Policies
 Password Never Expires
 Active User
 Multiple User

Maximum Users: 0

Failed Login Attempts: 3

Internal User
 External User
 CatScan User
 MiCat User

Modify Password

Access Levels for this User

Administration: N	Barcoding: RA	Assets: RA
Users: N	Depreciation: RA	Locations: RA
Financial: RA	Help Desk: RA	Suppliers: RA
Export: N	Purchasing: RA	Cost Centres: RA
Import: N	Maintenance: N	People: RA
Reports: RA	Stock: N	Products: RA
		Asset Types: RA

N = None, R = Read only, RA = Read/Amend, RAD = Read/Amend/Delete

Help OK Cancel

- Click on the  button (Failed Login Attempts will change to "0")
- Check on the Modify Password checkbox

Type in the new password in the Password field

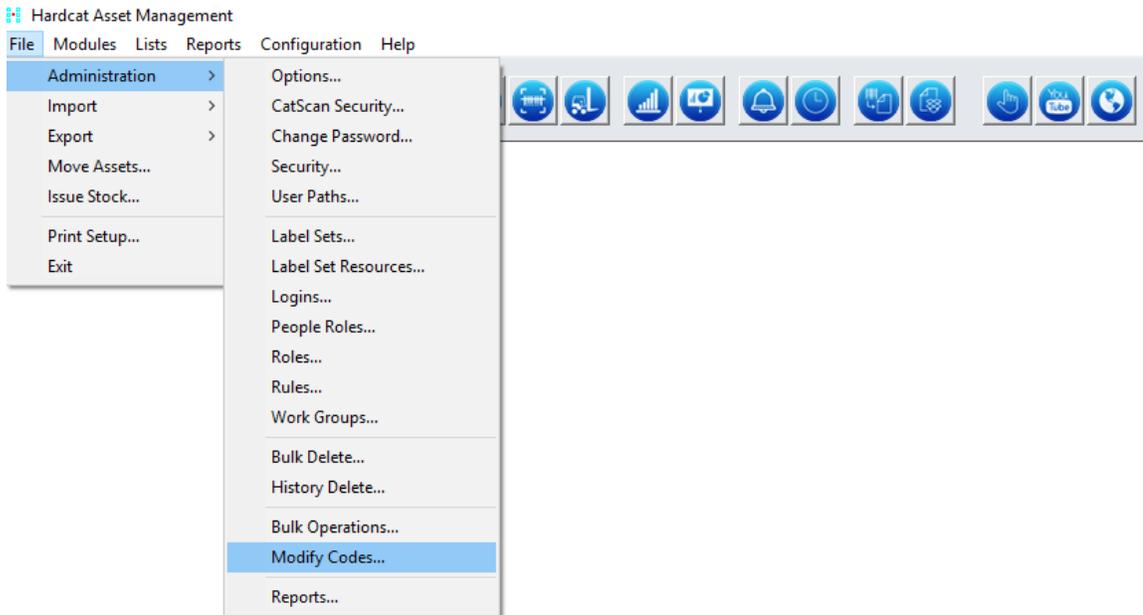
6. Click Ok

4. Modify Codes

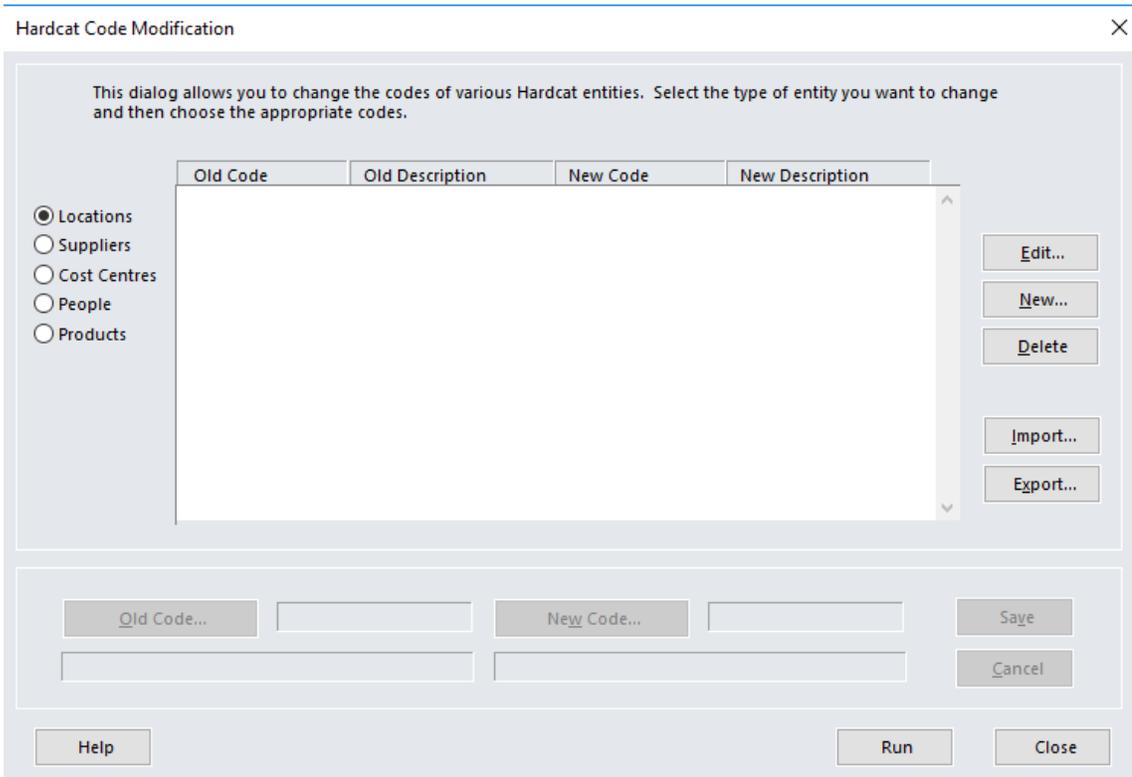
The Modify Codes feature facilitates the changing of entity codes in Hardcat. This function also allows users to merge entities. Eg A Product may have a similar description to another Product, later it is discovered that they are the same. There would be no point in having two identical entities within Hardcat. If you are merging entities all preset data of the entity that is to be merged will be lost.



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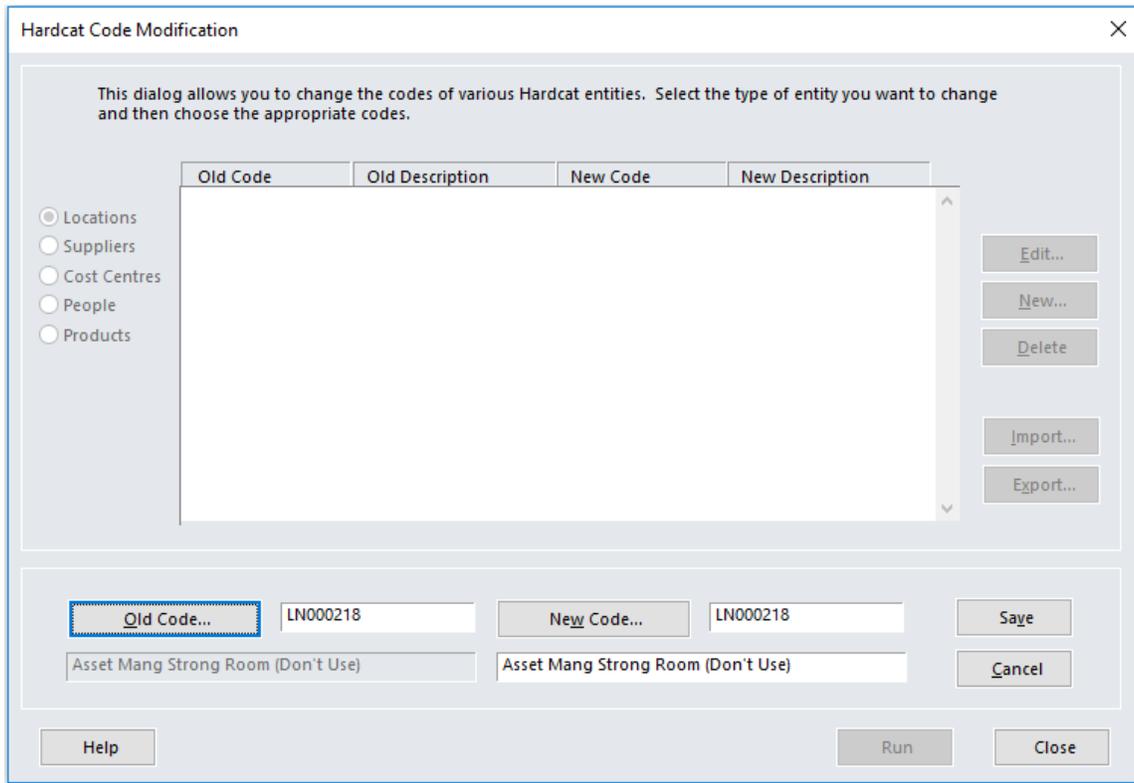
- From the File menu, select Administration followed by the Modify Codes option.





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- 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 wish to make adjustments to.



- 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 Technologies	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



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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.

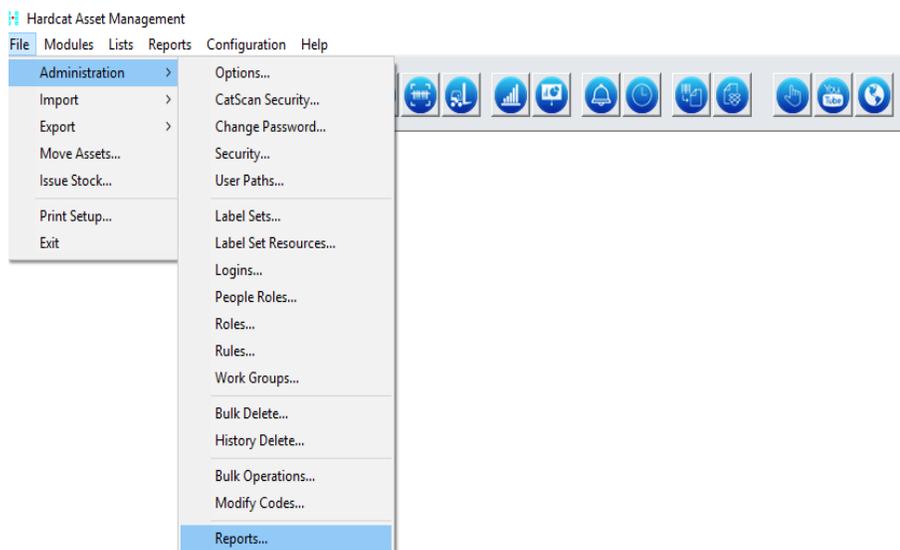
1. Once you are satisfied with all the changed made click Run and all the amendments will take effect.

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

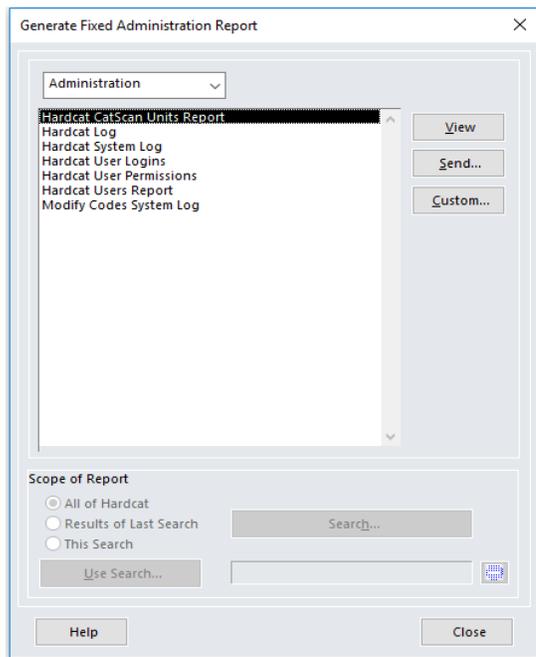
Hardcat generates a number of system reports that make up the system's audit trail. They can be useful in tracking changes made to assets within your system as well as who performed them and when.

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





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

All					Hardcat CatScan Units Report				
Description: AA 347761 New									
Unit ID: 5273F1B93EF0499C (CS000109)									
	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			No				
Description: AB728495 old									
Unit ID: 6B0153BE919358B3 (CS000104)									
	Area		Enable Date and Time		Temporary				
	Capture:	No			No				
	Help Desk:	No			No				
	Maintenance:	No			No				
	Purchasing:	No			No				
	Stock:	No			No				



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5.2 Hardcat Log – Report of audit log per functional area

Search Hardcat Log *** CANCELLED ***

Area	Type	Entity Code	Changed Entity	From	To	User	Date	Time
Audit Log for Area - Assets								
Assets	New (Purch)	AB720059	Purchase Order	FE00001186		63935414	2014/07/30	14:52:30
Assets	Edit	AB720059	Person	62538888	63935414	63935414	2014/07/30	15:37:57
Assets	Edit	AB720059	Location	LN000249	LN000300	63935414	2014/07/30	15:38:32
Assets	Edit	AB720059	Code Description \	SYSTEM	4	63935414	2014/07/30	15:39:11
Assets	Edit	AB720059	Code Description \	Y	N	63935414	2014/07/30	15:39:44
Assets	Edit	AB720059	Not Specified	20140730	20140718	63935414	2014/07/30	15:40:19
Assets	Edit	AB720059	Not Specified	0.00	1995.00	63935414	2014/07/30	15:40:50
Assets	Edit	AB720059	Not Specified	20140730	20140718	63935414	2014/07/30	15:41:19
Assets	Edit	AB720059	Not Specified	20140718	20140805	63935414	2014/07/31	08:46:35
Assets	Edit	AB720059	Not Specified	20140718	20140805	63935414	2014/07/31	08:46:40
Assets	Scanned Barcode Audit	AB720059	Not Specified			63935414	2015/03/24	12:16:42
Assets	Edit	AB720059	Not Specified			63935414	2015/03/24	12:16:42
Assets	Edit (Import)	AB720059	Code Description \	4	3	CASS	2015/05/27	12:08:32
Assets	Edit (Import)	AB720059	Not Specified	4-Drawer Steel Filing	Ca3-Drawer Steel Filing	CaCASS	2015/05/27	12:08:44
Assets	Attached (Child)	AB720059	Asset		AB728698	64758320	2015/09/01	13:35:30
Assets	Detached (Child)	AB720059	Asset	AB728698		64758320	2015/09/01	13:35:33
Assets	Scanned Barcode Audit	AB720059	Not Specified			CASS	2015/09/29	09:40:00
Assets	Edit	AB720059	Not Specified			CASS	2015/09/29	09:40:00
Assets	Edit	AB720059	Code Description \	A	S	94092508820	2016/10/18	15:02:37
Assets	Edit	AB720059	Code Description \	A	S	94092508820	2016/10/18	15:02:37
Assets	Edit	AB720059	Not Specified		20160418	94092508820	2016/10/18	15:02:37
Assets	Edit	AB720059	Code Description \	S	A	94092508820	2016/10/18	15:02:58
Assets	Edit	AB720059	Code Description \	S	A	94092508820	2016/10/18	15:02:58
Assets	Edit	AB720059	Not Specified	20160418		94092508820	2016/10/18	15:02:58
Assets	Edit	AB720059	Not Specified	AB728059	AB728059	62888722	2016/11/25	08:39:19

Run by 63053756 on 2021/04/22 at 13:43:24 *** CANCELLED *** Hardcat 6.10 Build 921 - Page 1 of 233 page(s)

5.3 Hardcat System Log – Report on all System entries

All Hardcat System Log

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

Run by 63053756 on 2021/04/22 at 13:47:20 Hardcat 6.10 Build 921 - Page 3 of 29 page(s)



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5.4 Hardcat User Logins – Report on User Logins

All Hardcat User Logins

From 2021/04/01 to 2021/04/22

User: 27318788
Person: Mdlletshe NS., 27318788 (27318788)
Work Group: System Default
Role: System Default
Label Set: DEFAULT
Windows Login:
Last Login Date: 2021/04/21 15:59:03

History

27318788	Password changed	2021/04/07	08:40:09
27318788	Successful Login	2021/04/07	08:40:10
27318788	Password changed	2021/04/07	08:53:33
27318788	Successful Login	2021/04/07	10:44:38
27318788	Successful Login	2021/04/07	13:37:27
27318788	Successful Login	2021/04/08	07:47:42
27318788	Successful Login	2021/04/08	09:49:38
27318788	Successful Login	2021/04/08	10:24:40
27318788	Successful Login	2021/04/08	11:37:12
27318788	Successful Login	2021/04/08	13:39:02
27318788	Successful Login	2021/04/08	15:03:00
27318788	Successful Login	2021/04/09	07:56:07
27318788	Successful Login	2021/04/09	08:39:44
27318788	Successful Login	2021/04/09	10:09:34
27318788	Successful Login	2021/04/09	11:22:43
27318788	Successful Login	2021/04/09	13:21:37
27318788	Successful Login	2021/04/09	14:19:07
27318788	Successful Login	2021/04/09	15:59:29

Run by 63053756 on 2021/04/22 at 13:49:37 Hardcat 6.10 Build 921 - Page 4 of 70 page(s)

5.5 Hardcat User Permission

All Hardcat User Permissions

From 2021/04/01 to 2021/04/22

User: 26356660
Person: Mbulawa N., 26356660 (26356660)
Work Group: System Default
Role: System Default
Label Set: DEFAULT
Windows Login:
Last Login Date:

Run by 63053756 on 2021/04/22 at 13:51:39 Hardcat 6.10 Build 921 - Page 1 of 67 page(s)



Hardcat Administrator User Guide

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

Hardcat Users Report					
All					
General Options		Helpdesk Options			
Active:	Yes	Auto Create KB Links:	No	Administration:	N
Start At:	Main Menu	Close Problems:	No	Users:	N
Multiple User:	N	Modify Helpdesk Preset Classes:	No	Financial:	RA
Login Type:	Not Logged In	Hide Problem Type Folder Trees:	No	Export:	RA
CatScan User:	Yes	Allow Problem Work Group Filter:	No	Import:	RA
Modify Asset Preset Classes:	No			Reports:	RA
Modify Cost Centre Preset Classes:	No	Maintenance Options		Barcoding:	RA
Modify Location Preset Classes:	No	Close Work Orders:	No	Depreciation:	RA
Modify People Preset Classes:	No	Modify Maintenance Preset Classes:	No	Help Desk:	N
Modify Supplier Preset Classes:	No	Generate Work Orders:	No	Purchasing:	RA
Modify Region Preset Classes:	No	Modify Asset Service Dates:	No		
Generate Text Reports:	No	Edit Closed Work Orders:	No		
Display Long Descriptions:	No	Allow Work Order Work Group Filter:	No		
Can edit other User Reports:	No				
Use IE for On-Line Help:	No	Purchasing Options			
Hide Asset Type Folder Trees:	No	Adjust Confirmed Orders:	No		
Hide Location Folder Trees:	No	Deliver Purchase Orders:	Yes		
Hide Cost Centre Folder Trees:	No	Confirm Purchase Orders:	No		
Hide Person Folder Trees:	No	Cancel Purchase Orders:	No		
		Maintain Budgets:	No		
		Authorise payment:	No		
		Can modify Work Group:	No		
		Show All Work Groups:	No		
		Purchasing Limit:	R500 000,00		
History					
SYSCON	Login "26770687" created			2017/06/21	14:53:11
26770687	Failed login attempt, invalid password			2017/07/06	09:33:37
Run by 63053756 on 2021/04/22 at 13:54:04				Hardcat 6.10 Build 921 - Page 9 of 386 page(s)	

5.7 Modify Codes Reports – Reports of all Modified Codes

Modify Codes System Log					
From 2007/04/01 to 2021/03/31					
Area	User Id	Person Name	Description	Date	Time
System Log for Area - 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
Cost 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
Cost 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
Run by 63053756 on 2021/04/22 at 13:58:47				Hardcat 6.10 Build 921 - Page 1 of 20 page(s)	

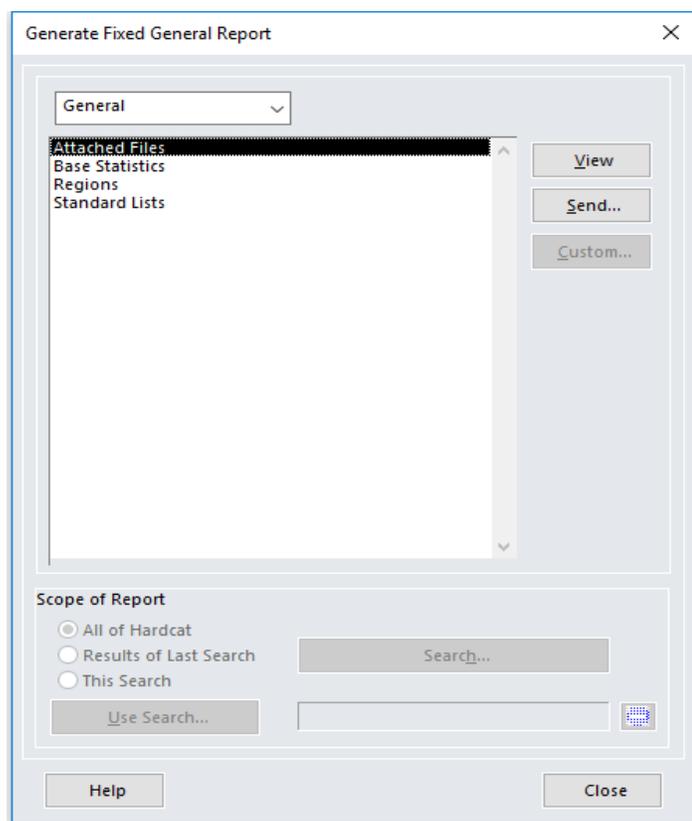
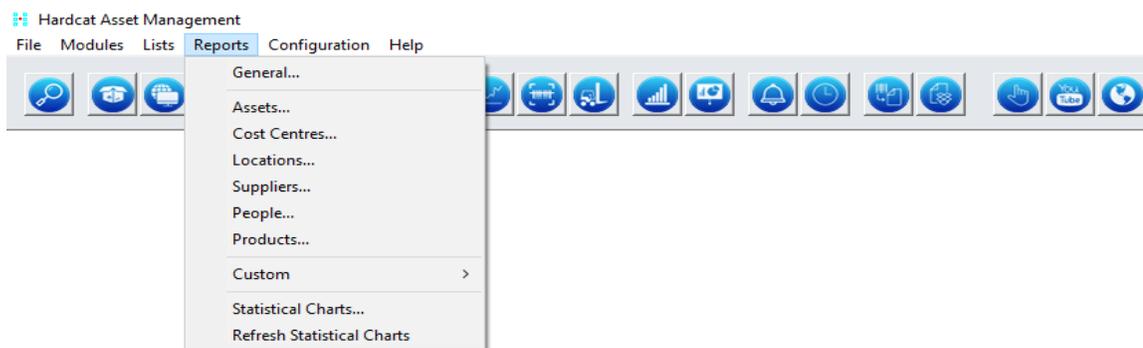


Hardcat Administrator User Guide

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.





Hardcat Administrator User Guide

6.1 Attached Files

Attached Files						
Entity Code	File Name	Size (bytes)	Created By	Date	Modified By	Date
Files						
LOGO	KZN-Logo-01.wmf	81468	SUPER	2005/07/28	SUPER	2005/07/28

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

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

6.2 Base Statistics

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/Writers	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



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6.3 Regions

6.4 Standard List

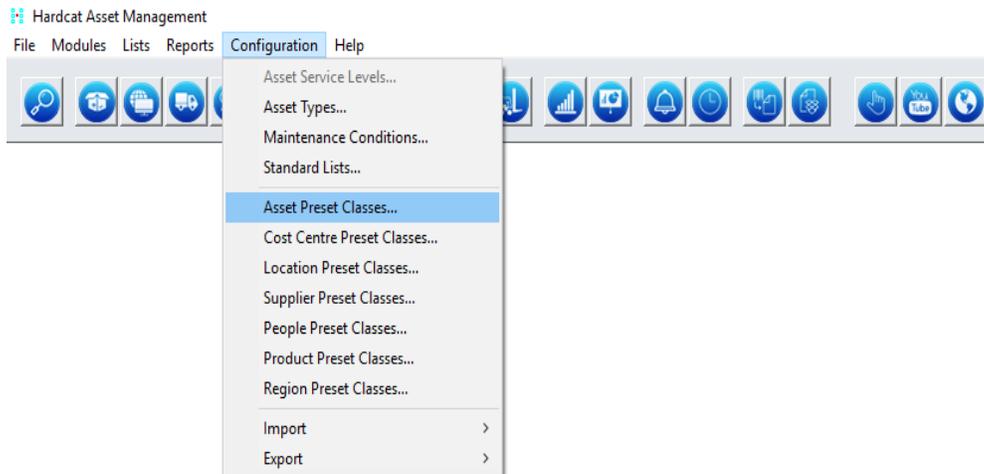
7. Why can't I log in?

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:

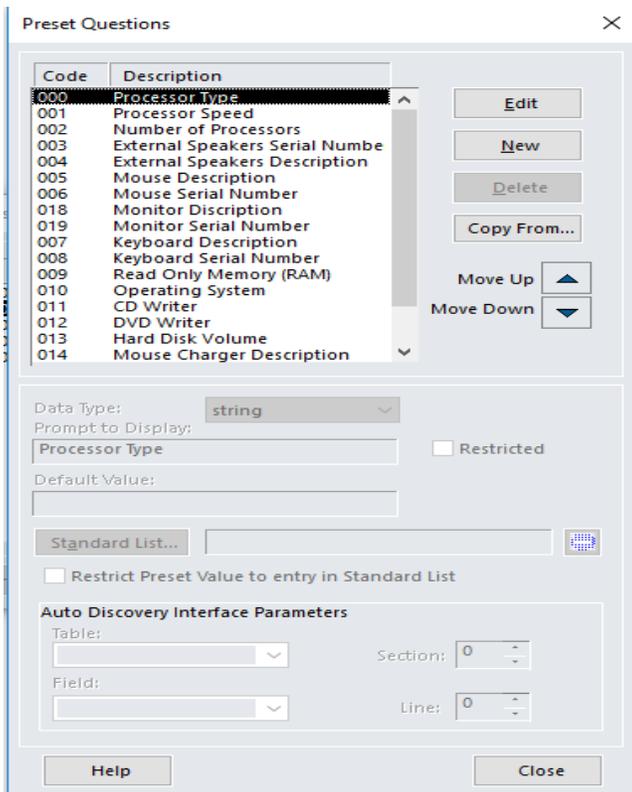
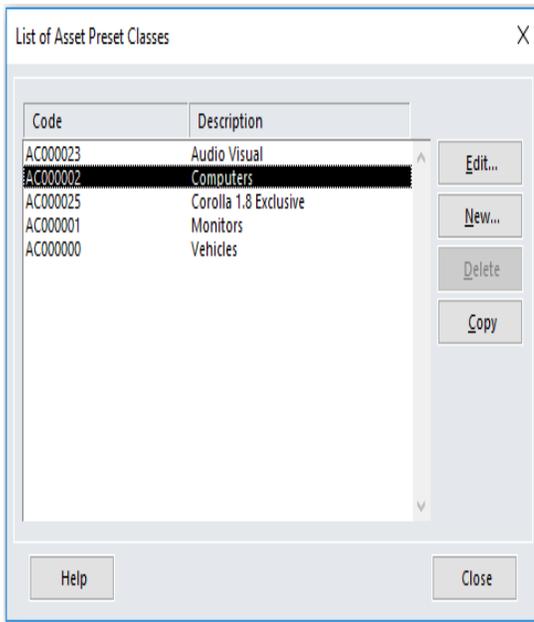
8.Preset Classes and Presets

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





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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.

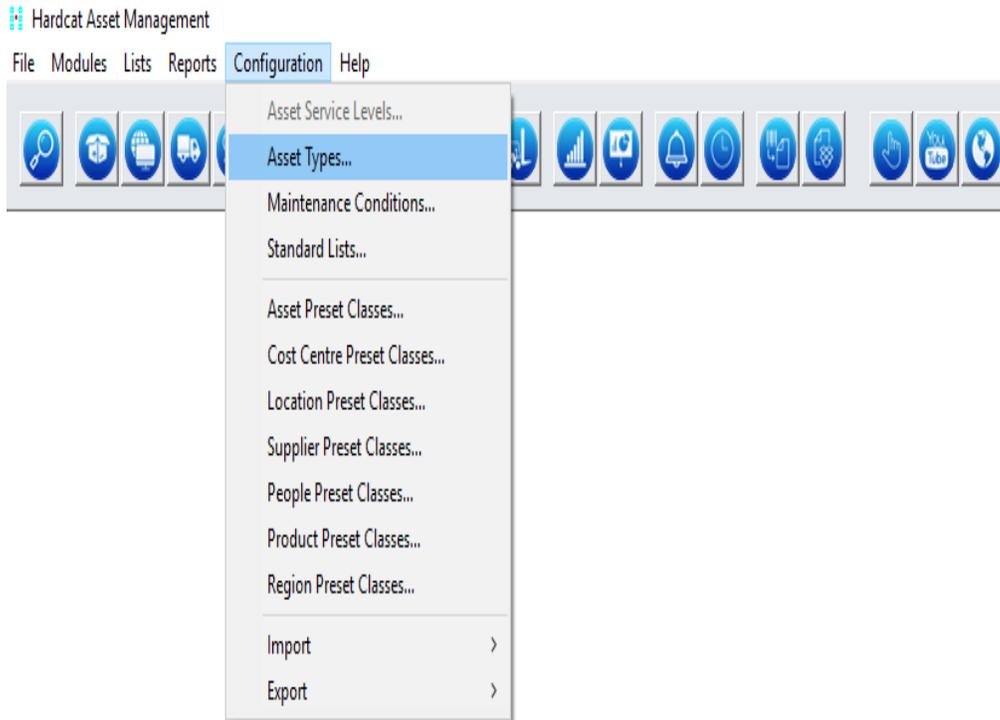
The change of a preset class associated with an asset can be done manually or via import, however, please ensure that no data is lost when adjusting an Asset Preset Class.

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.

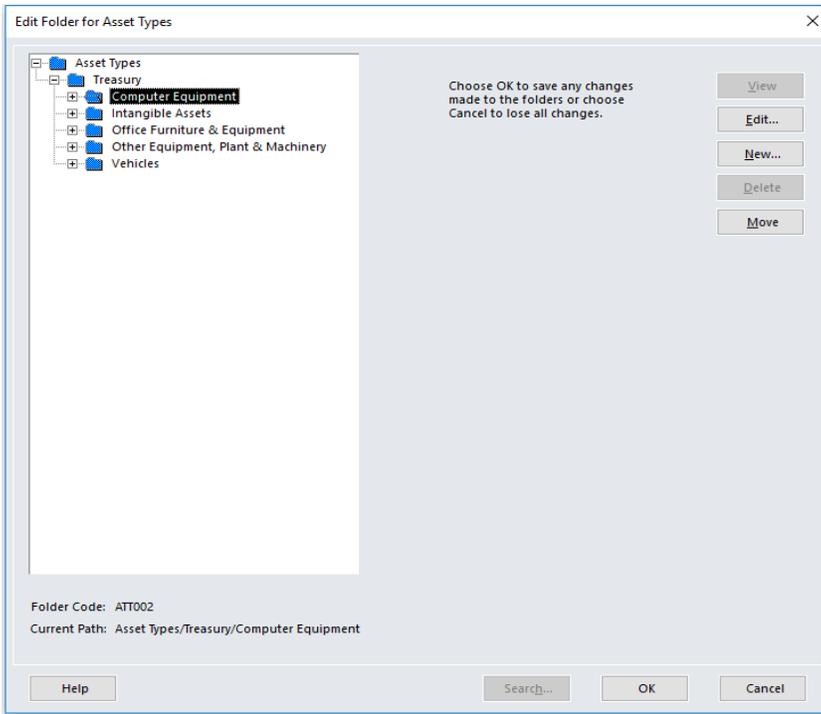
The list of Asset Types comprises a list of Asset Type folders and a list of specific Asset Types associated with the active Asset Type folder.



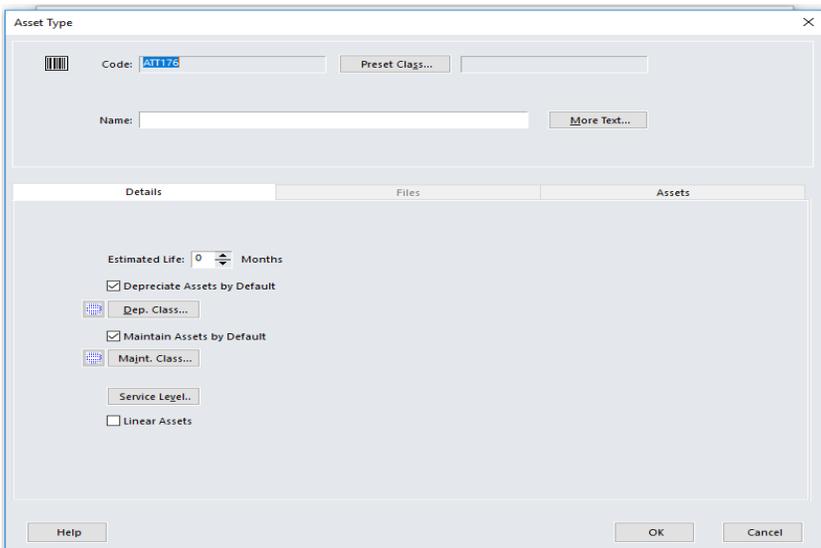


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The folder structure itself may be edited by selecting 'Edit Folders'. In 'Edit Folders' mode, shown below, users are able to create, edit and move folders to configure and customize their Asset Type structure.



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.





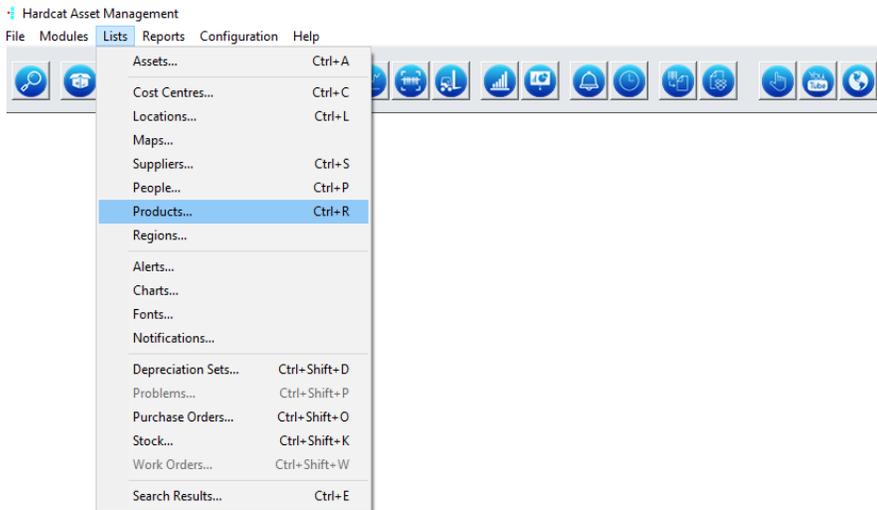
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When creating a new Asset Type, a unique name must be entered. Some information specific to depreciation and maintenance of an asset is also attributed to an Asset Type. A Maintenance class may be assigned using the Maint. Class button; this relates 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.

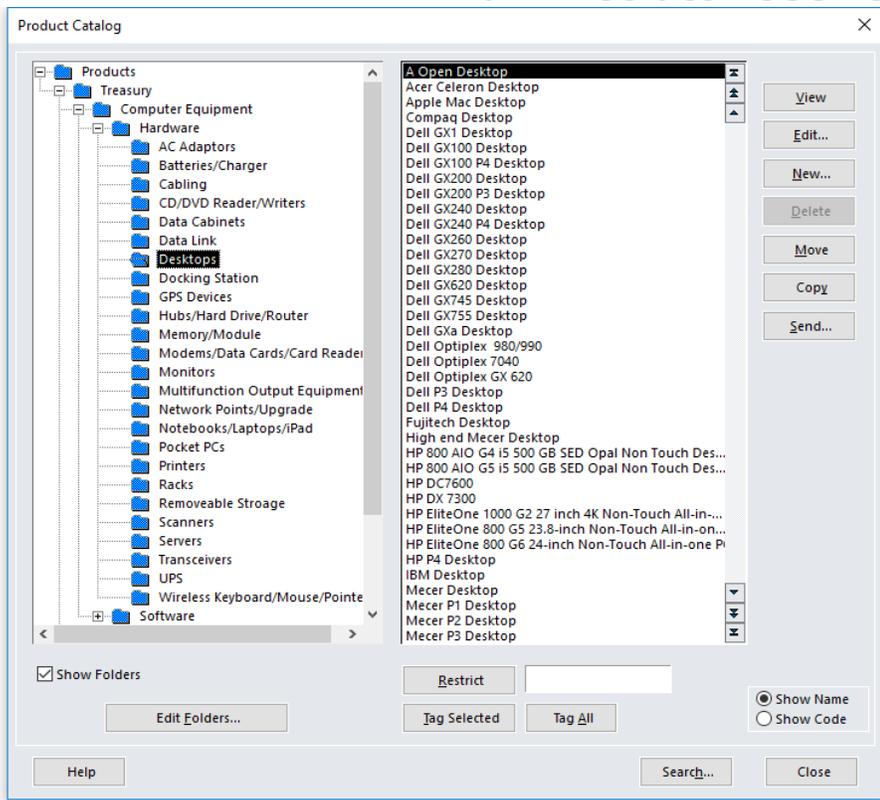
10. Products

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.





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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.

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 Equipment
Asset Type: Notebooks
Product: HP Omnibook XE3L Notebook

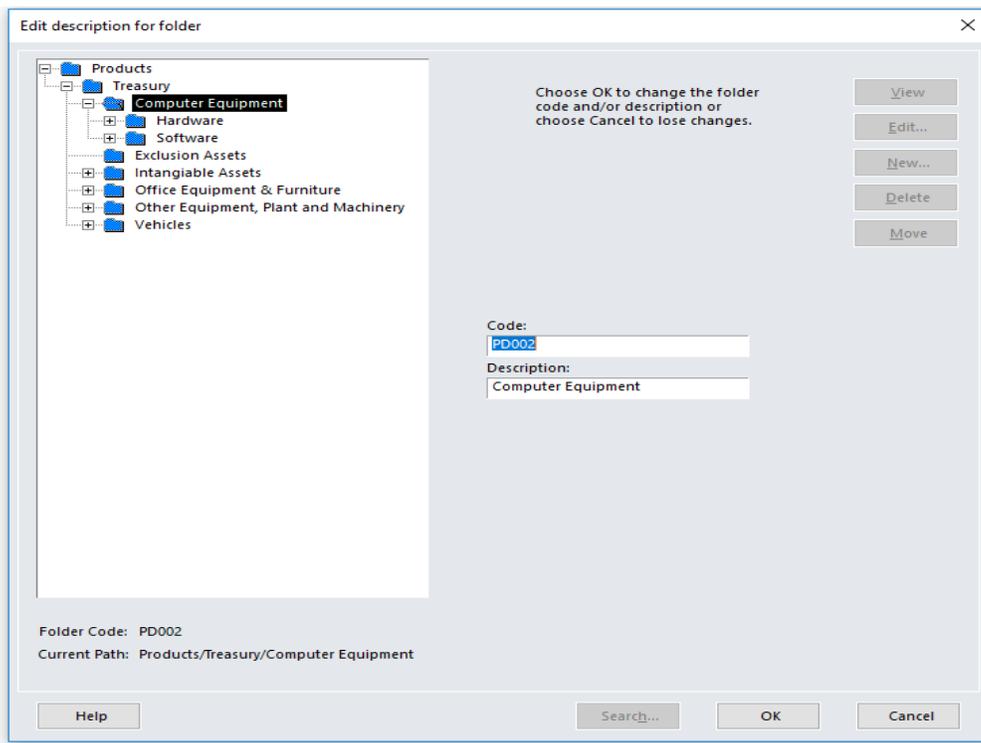
10.1 Creating the Product Hierarchical Structure

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 Windows™ 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:

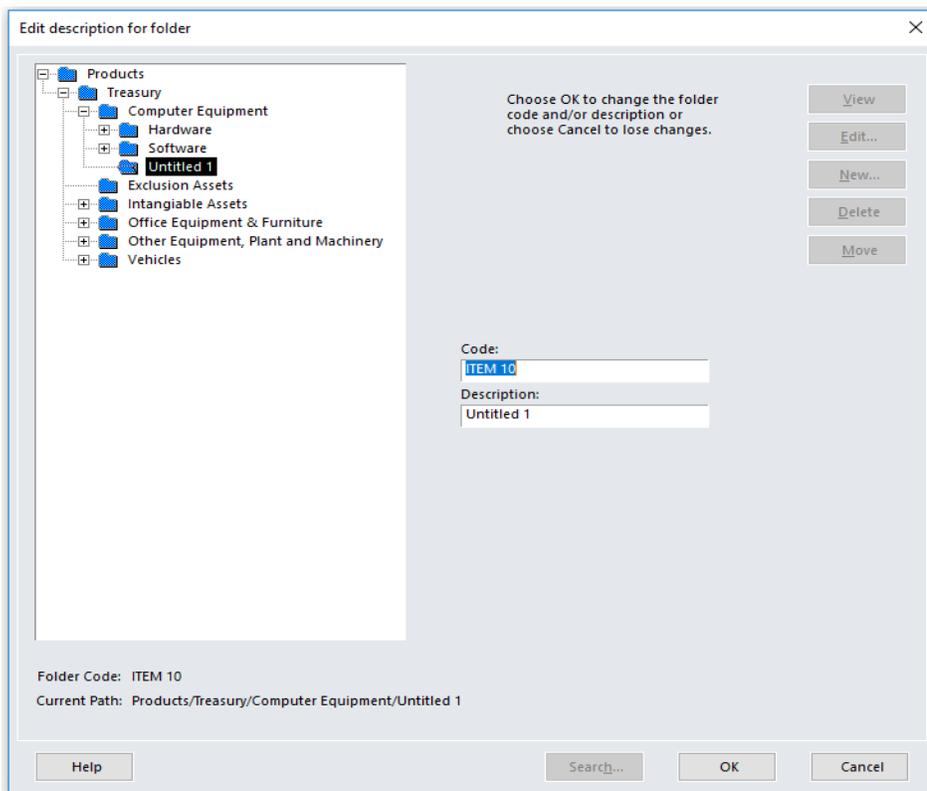
- Select Lists, Products, or press CTRL-R or click on the Product Icon.
- Click on the 'Edit Folders' button.





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- 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.



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.



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- 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

Code: PD1965

Barcode: PD1964

RFID Tag:

Name: [More Text...](#)

Details Presets Create Files Assets History

[Supplier...](#)

[Alternative...](#)

Supp's Part No:

Brand:

Buy Price: R0,00

Sell Price: R0,00

Mean Time Between Fails:

Days	Hours	Mins
0	0	0

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.



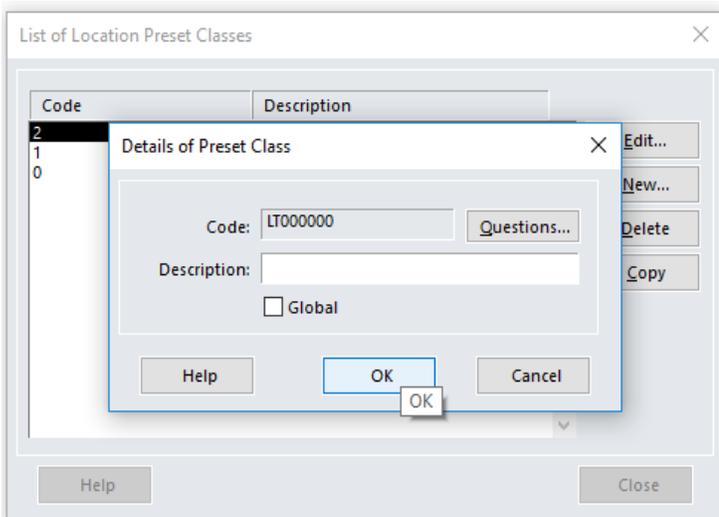
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- If there has been another tax rate configured, click on the button and select the appropriate tax rate.
- Click on the Create tab to record further information about the Product. (Please refer to Creating Assets or Stock from Products below)

11. Configuring Location Types

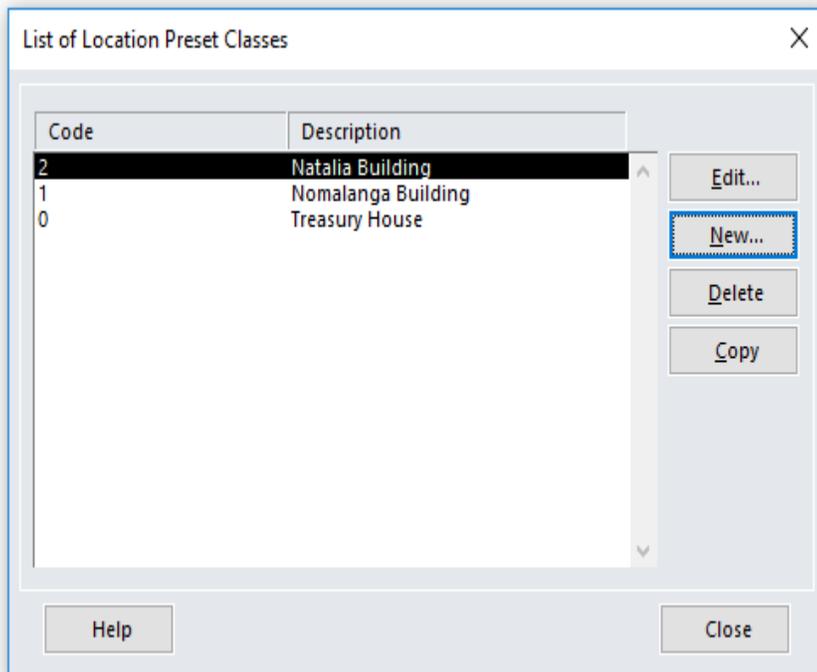
Location Types determine the User Defined Preset Questions/fields that appear on each location record. If you are using Hardcat to create Purchasing information for Assets or Stock, you may have specific delivery locations that require further information (other than Location Description). If you are 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.





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11.1 Location 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.



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Preset Questions

Code	Description
000	Room 2

Edit
New
Delete
Copy From...
Move Up
Move Down

Data Type: string
Prompt to Display:
Default Value:
Standard List...
 Restrict Preset Value to entry in Standard List

Help OK Cancel

Preset Questions

Code	Description
000	Room 2

Edit
New
Delete
Copy From...
Move Up
Move Down

Data Type: string
Prompt to Display: Room 2
Default Value:
Standard List...
 Restrict Preset Value to entry in Standard List

Help Close



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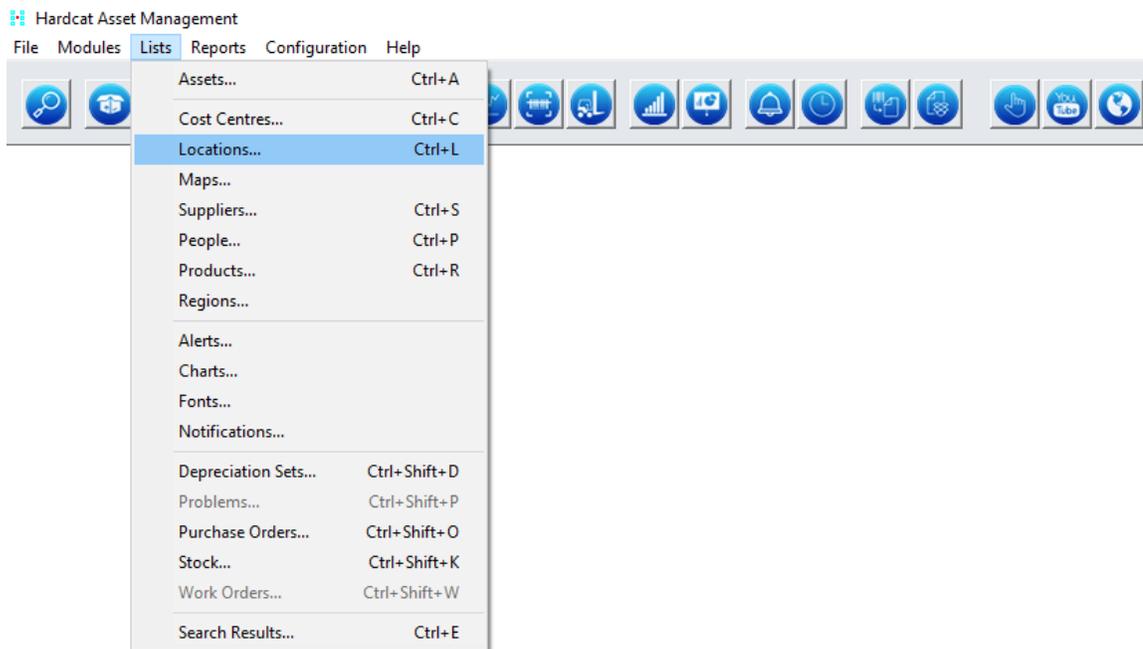
- Click OK.
- To change an existing Preset question, highlight it, click on Edit and then click OK when the changes are complete.
- The position of the preset question can be moved to suit your information requirements using the Move arrows. Click on the preset question to highlight.
- To delete an existing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

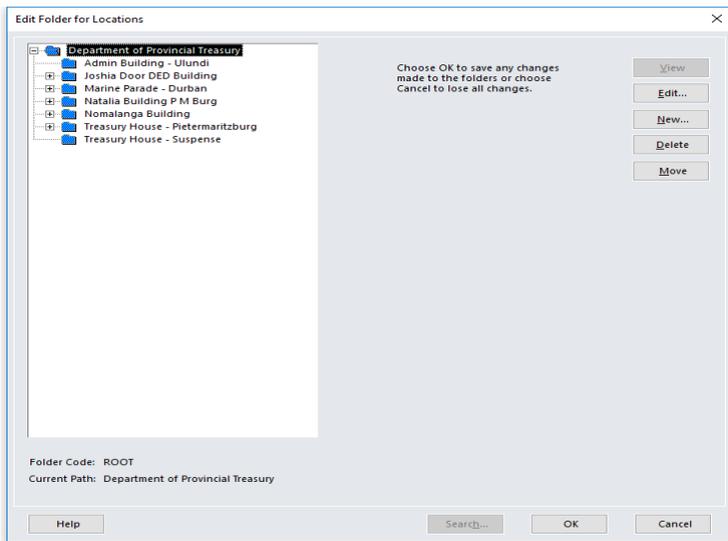
To edit the folder structure of the Locations:

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

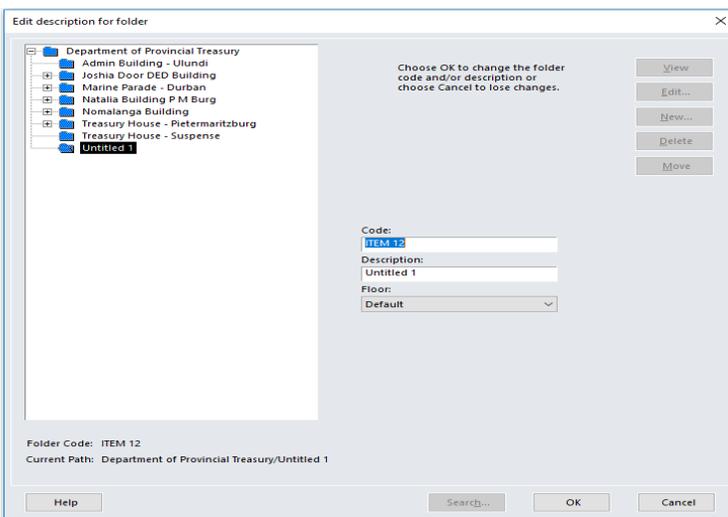




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- Click on “Edit Folders” button
- In ‘Edit Folders’ mode shown, users can create edit and move folders to configure and customize their Location Structure.
- Click on the NEW button, with the cursor on the selected parent or higher level folder.
- 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.

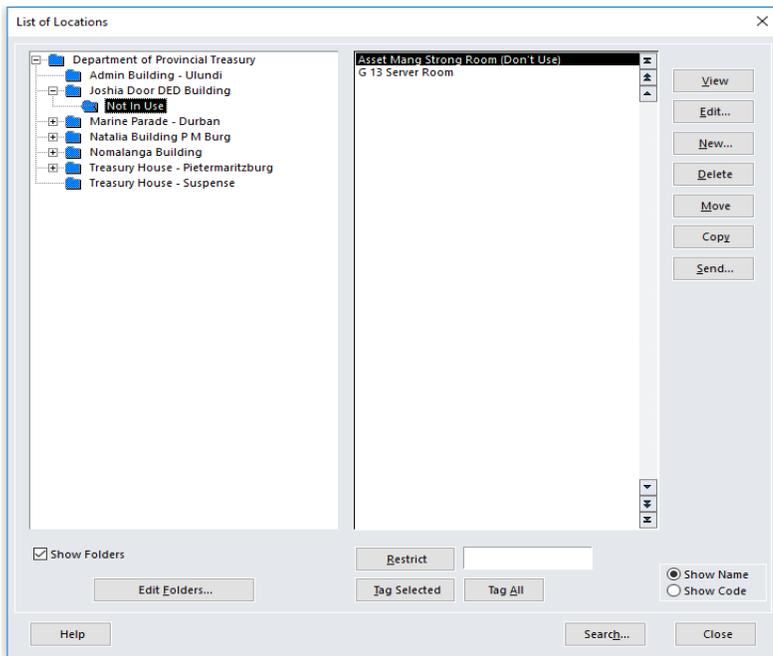




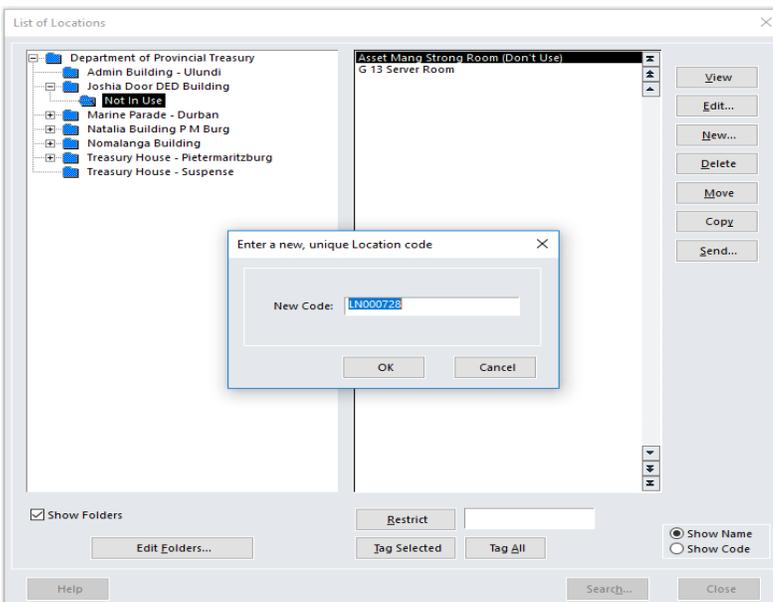
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11.3 Adding A Location

- From Location screen, select the Location from Location Folder



- Click on New





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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: LN000728

Barcode: LN000721 RFID Tag:

Name: [More Text...](#)

Details Presets Files Assets People History

Address Line 1: City:
Address Line 2: State:
Address Line 3: Country:
Zip/Post Code: Email Address:
Title: Phone Number:
Contact Name: Cell Phone:
Contact Position: Fax Number:
Contact Department:
Web Site:
FTP Site:
Latitude: 0,000000 Altitude: 0,000
Longitude: 0,000000

Help OK Cancel

Enter the name of the Location.

Click OK

12. Creating a Cost Centre Type

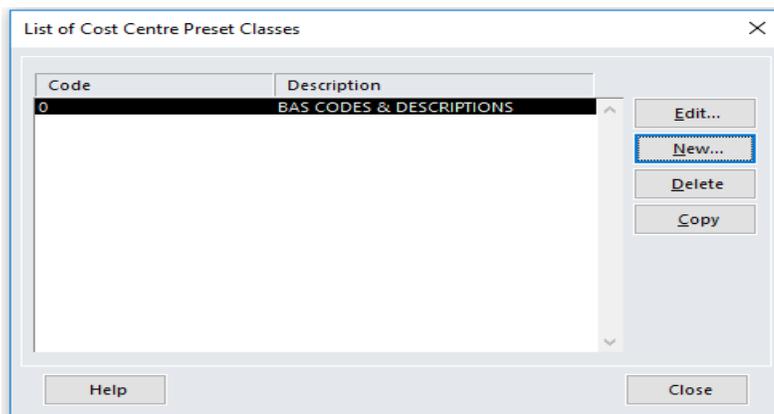
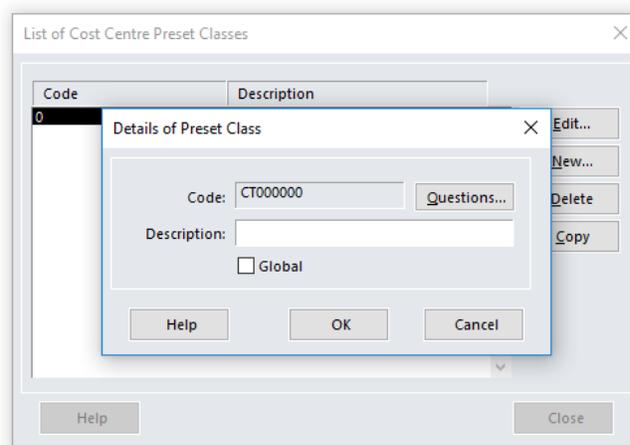
- From the Configuration Menu, choose Cost Centre Types.
- Click on New.
- Click on the Code Box, then enter in the Cost Centre Type Code, or accept the system default.
- Click on the Description Box, then enter the Cost Centre Type description.
- Click on OK to confirm.



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Hardcat Asset Management

File Modules Lists Reports Configuration Help

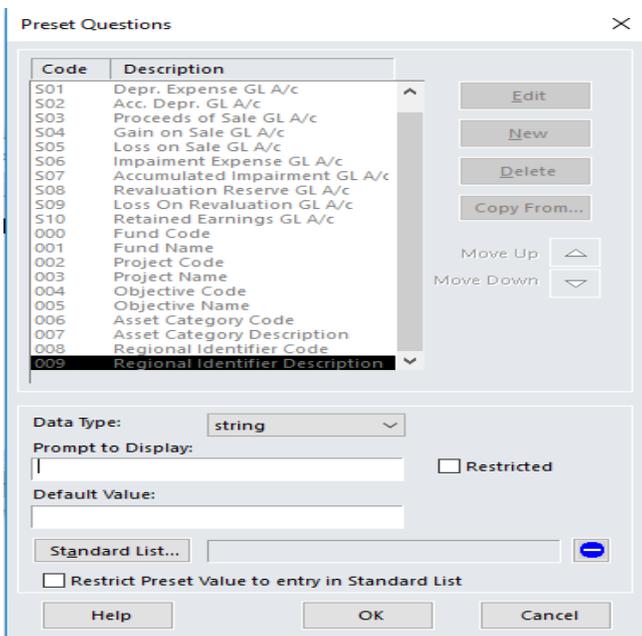
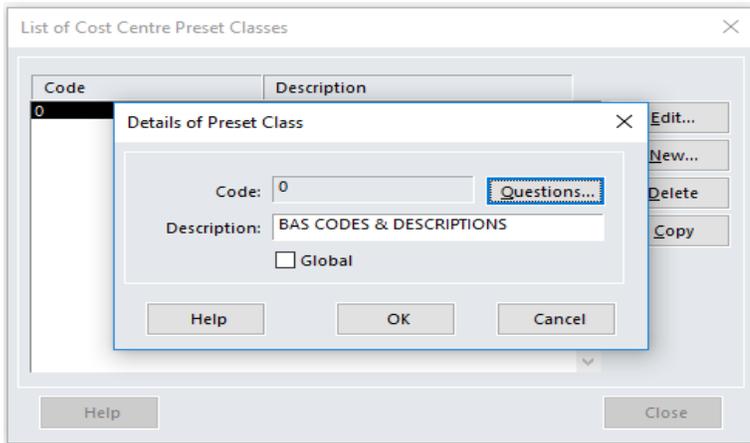




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12.1 Cost Centre Preset Questions

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





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- 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

Code	Description
S00	Purchase Cost GL A/c
S01	Depr. Expense GL A/c
S02	Acc. Depr. GL A/c
S03	Proceeds of Sale GL A/c
S04	Gain on Sale GL A/c
S05	Loss on Sale GL A/c
S06	Impairment Expense GL A/c
S07	Accumulated Impairment GL A/c
S08	Revaluation Reserve GL A/c
S09	Loss On Revaluation GL A/c
S10	Retained Earnings GL A/c
000	Fund Code
001	Fund Name
002	Project Code
003	Project Name
004	Objective Code
005	Objective Name
006	Asset Category Code
007	Asset Category Description
008	Regional Identifier Code

Buttons: Edit, New, Delete, Copy From..., Move Up, Move Down

Data Type: string

Prompt to Display: Purchase Cost GL A/c Restricted

Default Value:

Standard List... Restrict Preset Value to entry in Standard List

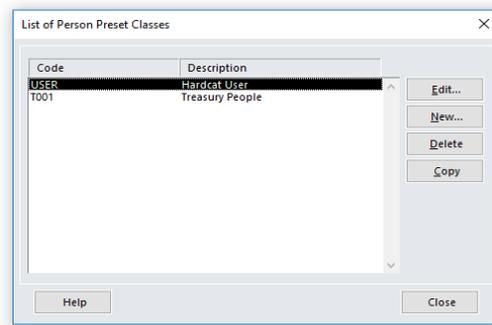
Buttons: Help, Close



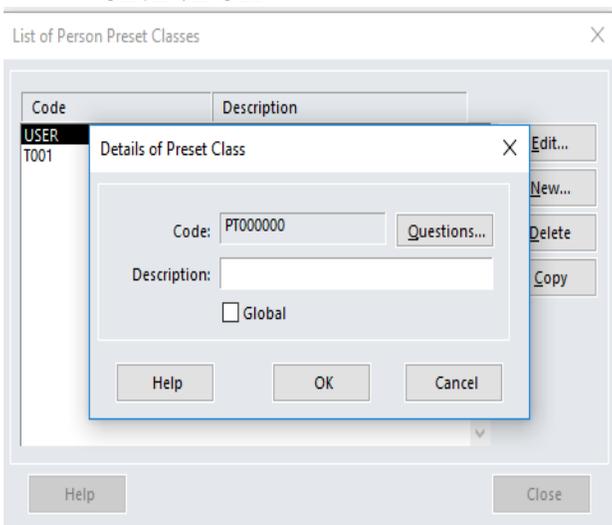
Hardcat Administrator User Guide

13. Creating People Types

From the Configuration Menu, choose People Types.



- 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

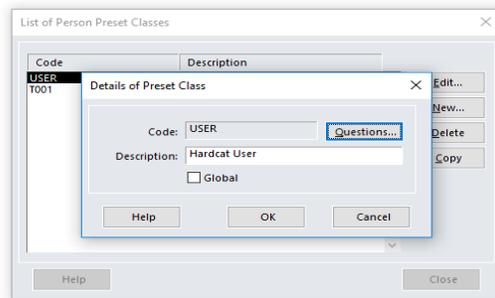




Hardcat Administrator User Guide

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.



- 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.



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Preset Questions

Code	Description
------	-------------

Buttons: Edit, New, Delete, Copy From..., Move Up, Move Down

Data Type: string

Prompt to Display:

Default Value:

Restricted

Standard List...

Restrict Preset Value to entry in Standard List

Buttons: 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

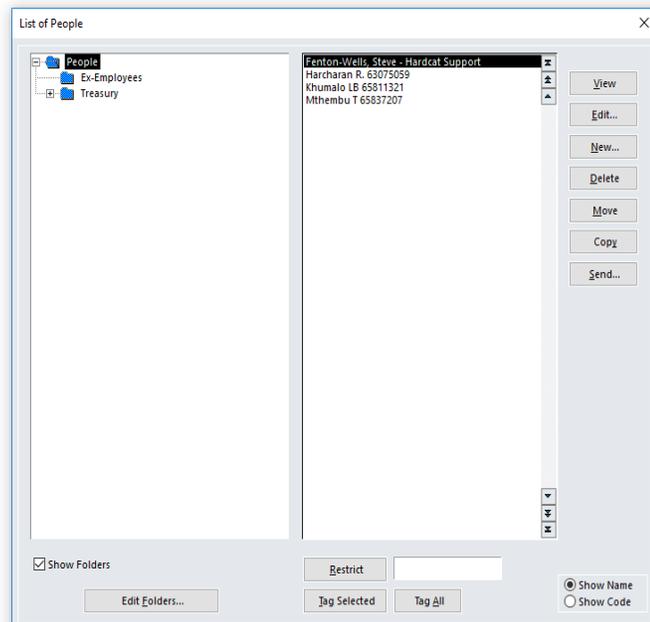
- Select Lists, People, or press CTRL-P or click on the People Icon .



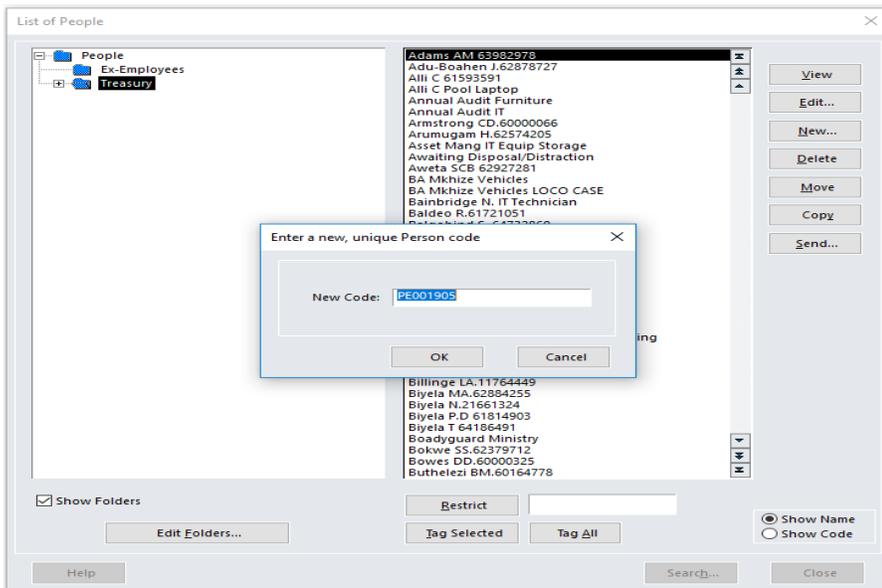
Hardcat Administrator User Guide

Hardcat Asset Management

File Modules Lists Reports Configuration Help



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





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- 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: PE001905

Barcode: PE001818 RFID Tag:

Name: More Text...

Persal No:

Details Presets Files Assets Open Problems Attached Stock on Hand Regions History

Address Line 1: City:

Address Line 2: State:

Address Line 3: Country:

Zip/Post Code: Email Address:

Title: Phone Number:

Contact Name: Cell Phone:

Contact Position: Fax Number:

Contact Department:

Web Site:

FTP Site:

Latitude: 0,000000 Altitude: 0,000

Longitude: 0,000000

Help OK 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.



List of Supplier Preset Classes

Code	Description
001	Suppliers

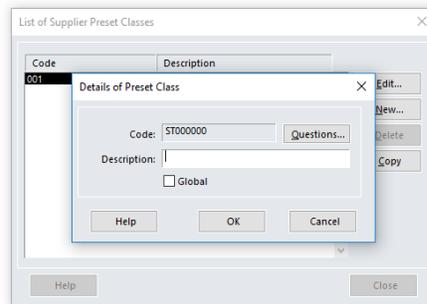
Edit...
New...
Delete
Copy

Help Close



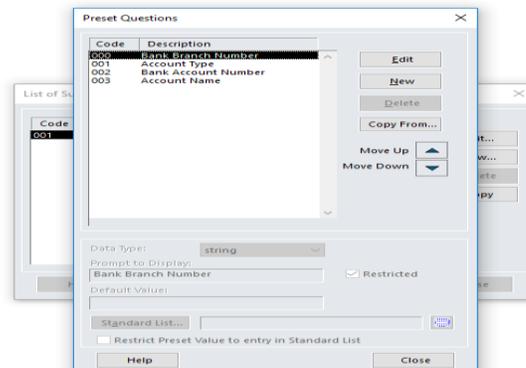
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- Click on New.
- In the Code Box, enter the Supplier Type Code or accept the system default.
- Click on the Description Box, and then enter in the Supplier Type Description.
- Click OK.



Creating and Using Supplier Preset Questions

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

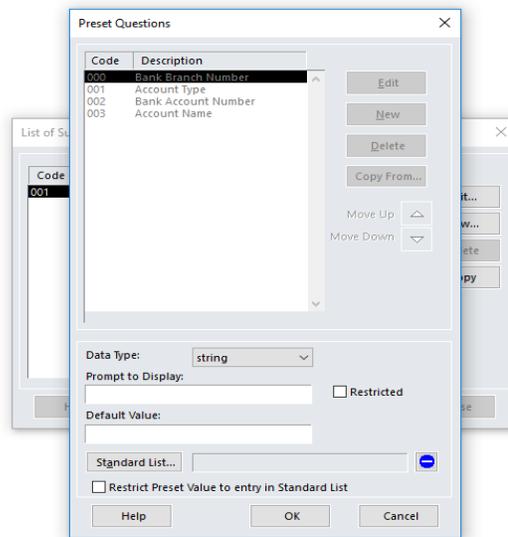




Hardcat

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- 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.



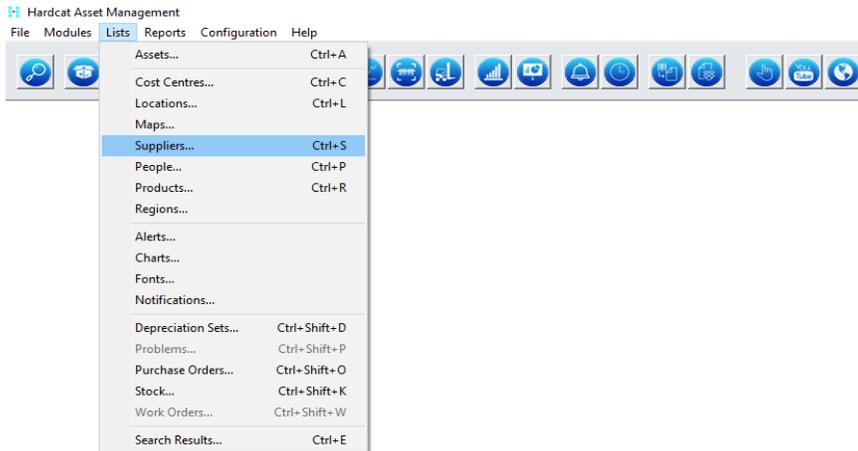
4.1. Updating Suppliers list

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

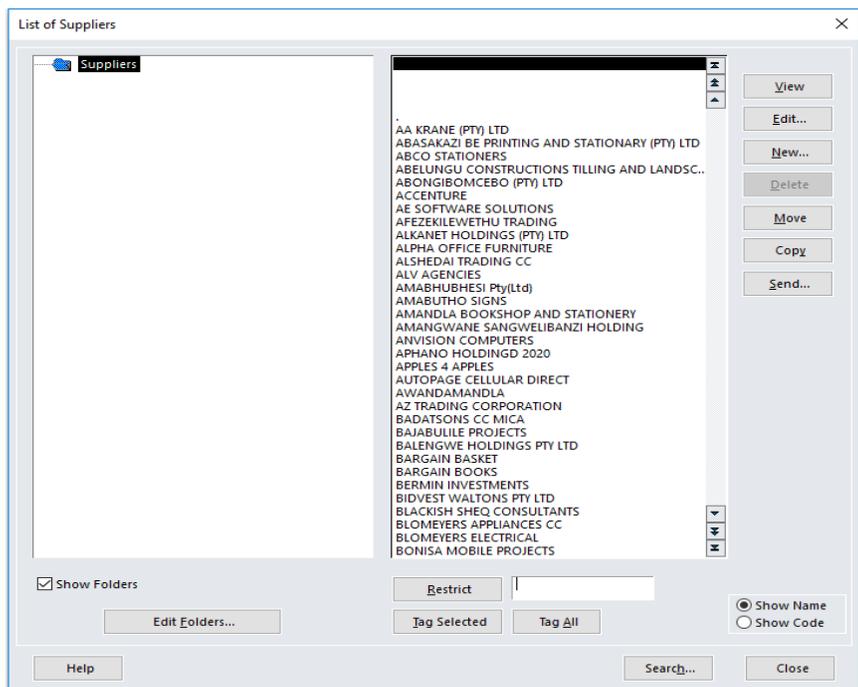




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From the List of Suppliers Screen below, Click on New



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



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Details for New Supplier

Code:

Barcode: RFID Tag:

Name:

ZNT Number: Authorised

Details	Presets	Files	Assets	People	History
---------	---------	-------	--------	--------	---------

Address Line 1: City:

Address Line 2: State:

Address Line 3: Country:

Zip/Post Code: Email Address:

Title: Phone Number:

Contact Name: Cell Phone:

Contact Position: Fax Number:

Contact Department:

Web Site:

FTP Site:

Latitude: Altitude:

Longitude: