Job Creation and Verification

How to create a job

Step 1: Click on MD Assets icon on the desktop to access MD Asset system as shown below.
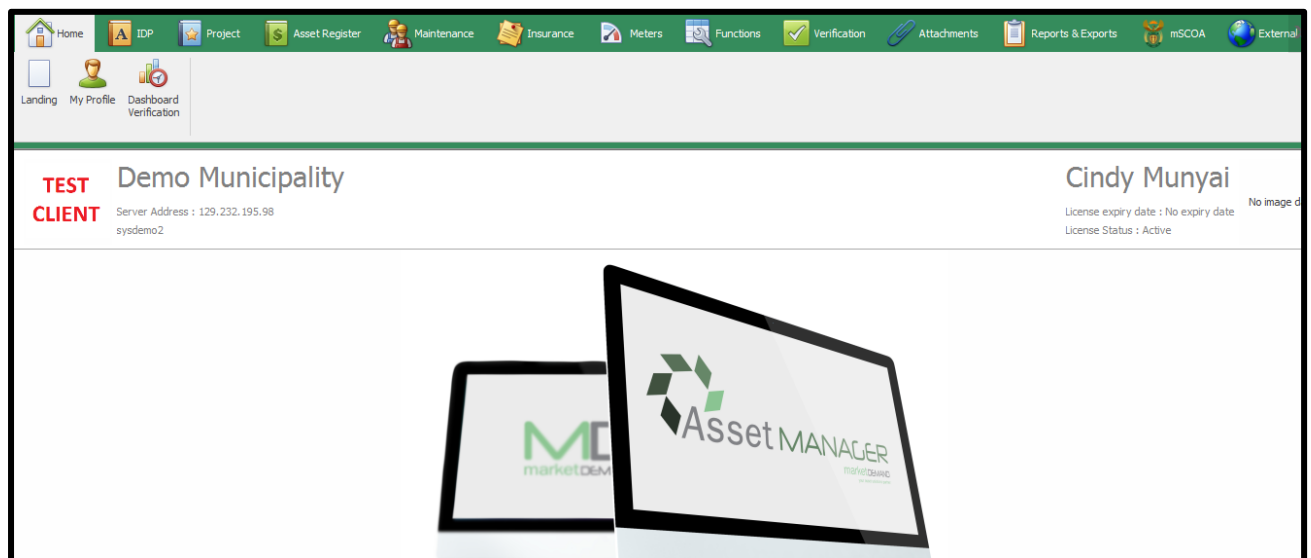

MD Assets Desktop Icon

Step 2: Once you click on the icon, the login page will appear.
Type the user name and password provided by MD and click login.

Once the user has clicked login icon, the system landing page or starting page will appear.

Loading the register
How to Load a register

Step 3: The user should click on Asset register Function, Search Generic in order to load the register.
Once the user has clicked on search generic, the global search window will appear.
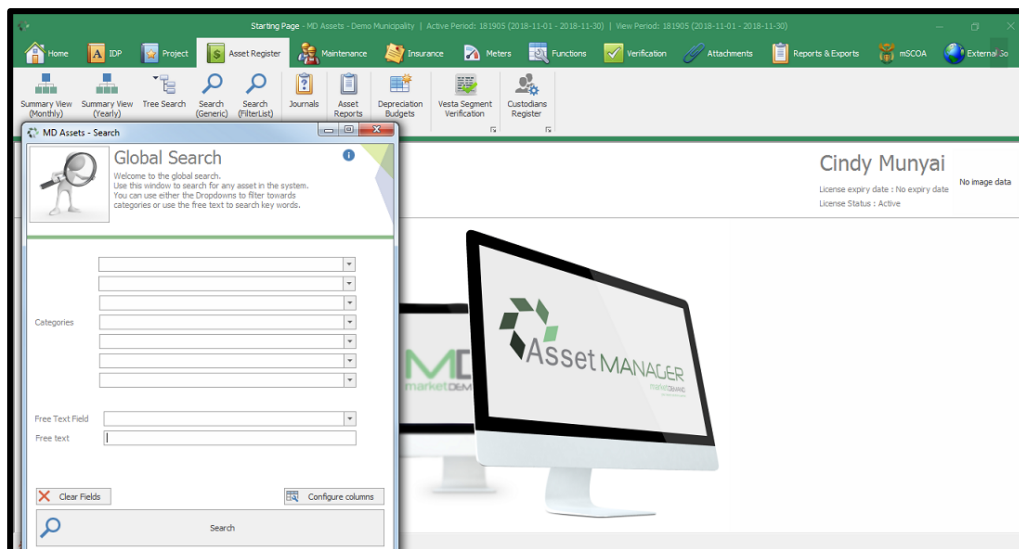

Configure your columns

Step 4: Once the global search window has been selected, the user will be able to configure column(s) as desired, click configure column(s).
The user has a choice of configuring the column(s) he is interested in, in the register.
This option also assist in the performance of saving the amount of data usage.
It is also a faster and simpler way of searching / loading the register.
The user should select the available column on the left hand side, click add column(s), and the selected column (s) will appear on the right side (Configured column). See below picture).
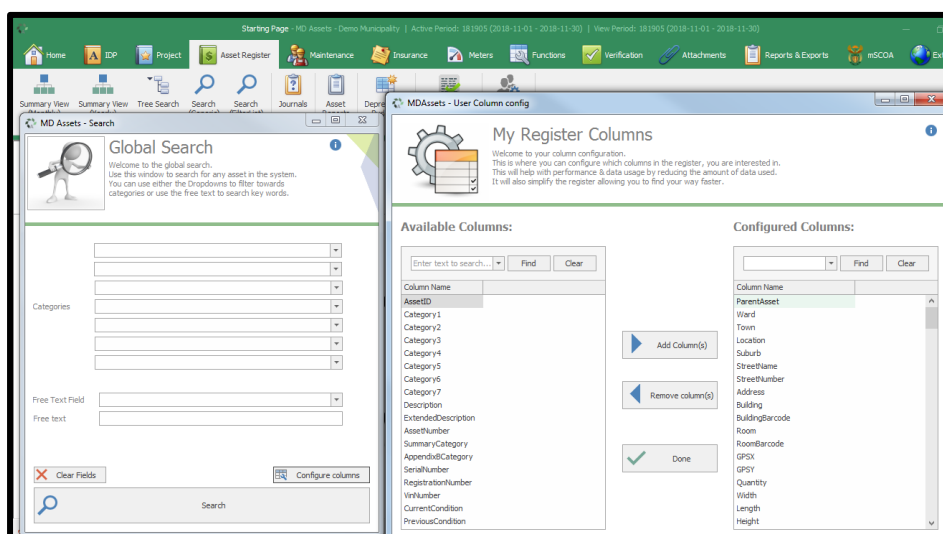
Step 5: After selecting all the required column(s), click done to save, the system will take you back to global search window. Click search, and it will load the asset register.
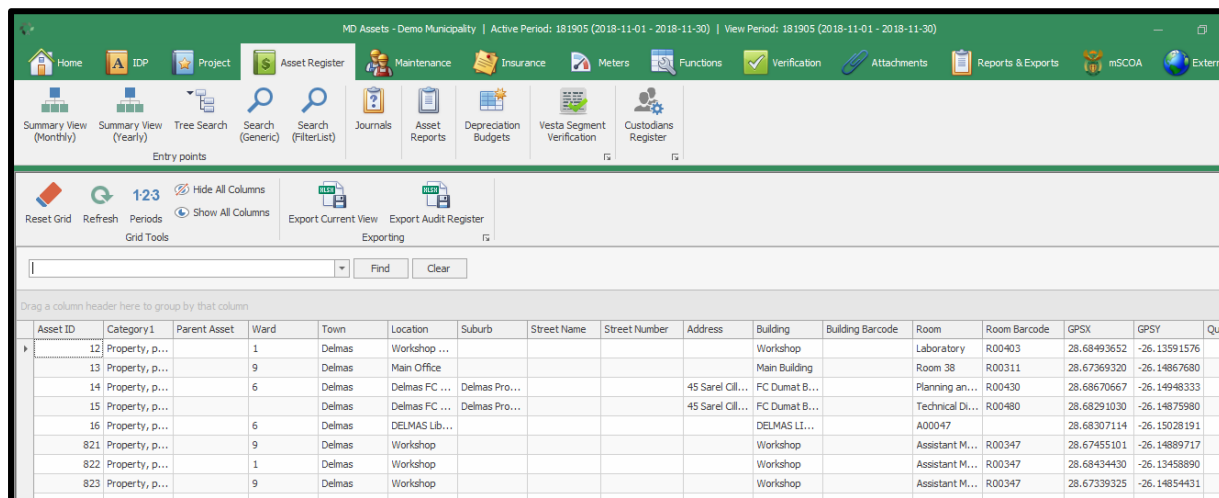

Step 6: If the user does not configure column(s), the system will automatically load all the column(s).
Click search button inorder to load the register. See below picture.
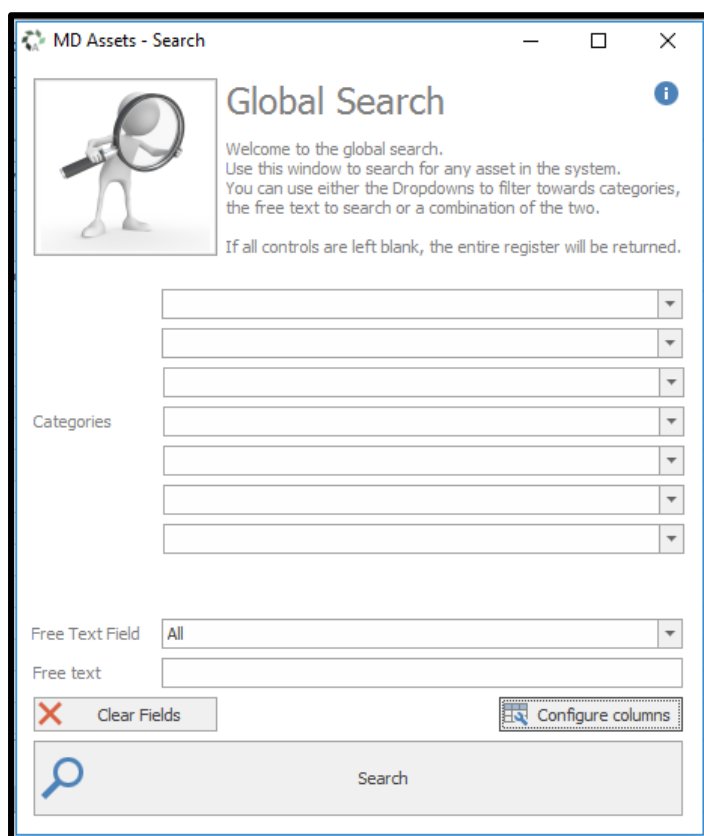
Step 7: All the assets will be loaded.
Wait for the system to load all the assets as configured.

N.B. Give the system time to load or process everything.
Check the indicator at the bottom right of the screen (its processing the assets).
(see below picture).
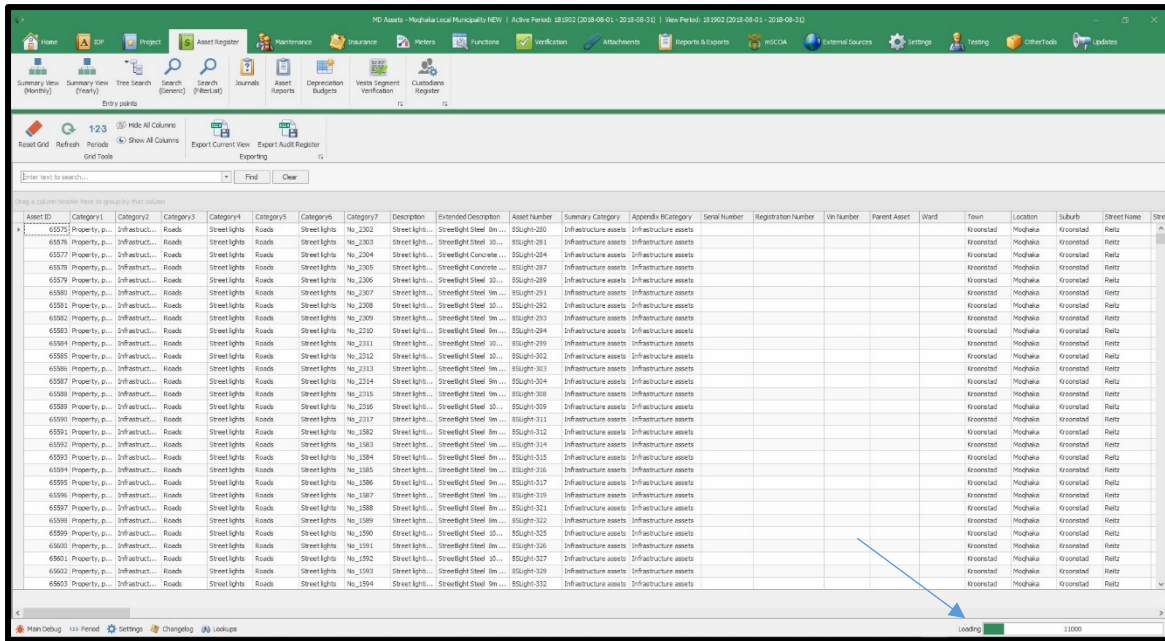
Step 8: You can now select (highlight all the assets, (Ctrl A) the assets that you want to include in the job, therefore decide on how you want to split the assets, you can also split them per building (see below picture). Scroll up and down to see if all the required assets are highlighted.

You can select all the assets (depending on the amount of assets you have in the register)

N.B: Be careful when you select all the assets, if the job is too big it might not load all the assets, give the system time to process all the assets and double check to see if all the assets has been loaded.
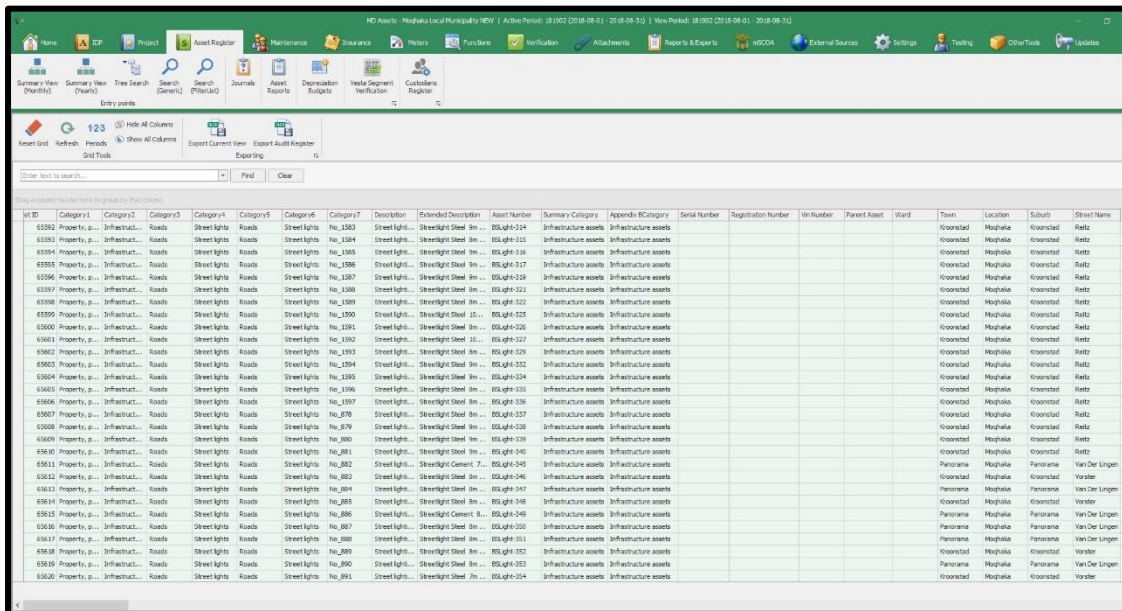

Creating a job per building

Step 9: If you decide to create a job per building proceed as follows:

Go to the building column in all other assets that you have loaded as described above.

Scroll to the right side in the header that says building, click and the filter will appear.

Make sure that you are at the very top row of all the assets for that building.
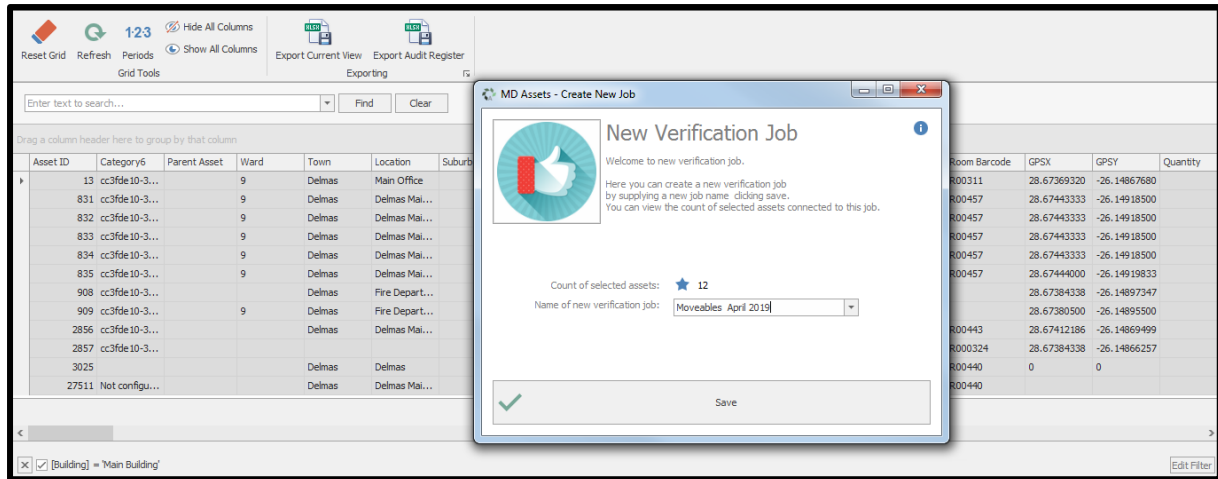
(See below picture).
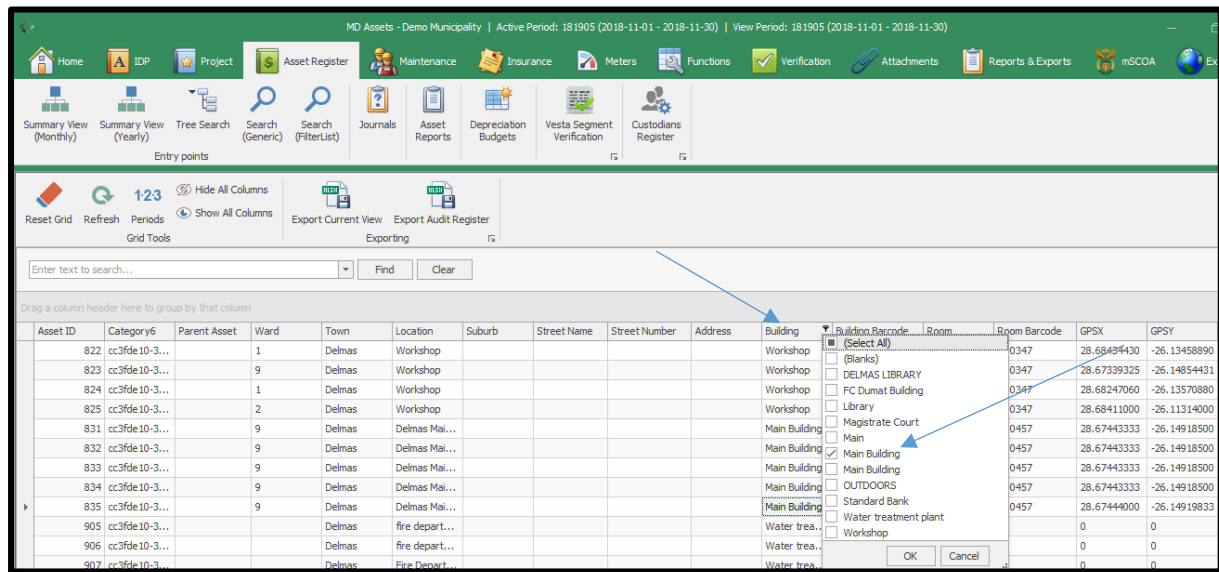
Click on building or the name of the building (s) and a tick will appear.
Click ok to load assets under the building (s) you have selected.
Press ctrl and A "TOGETHER" (to select all).
All the assets will be highlighted in green.
Make sure that all the required assets are highlighted by scrolling up and down with the scroll bar.
If all highlighted proceed as follows:

Step 10: Right click on any place in the coloured-in area, a screen will pop up, and +- in the middle, click on verification and select send to job list. See below picture.
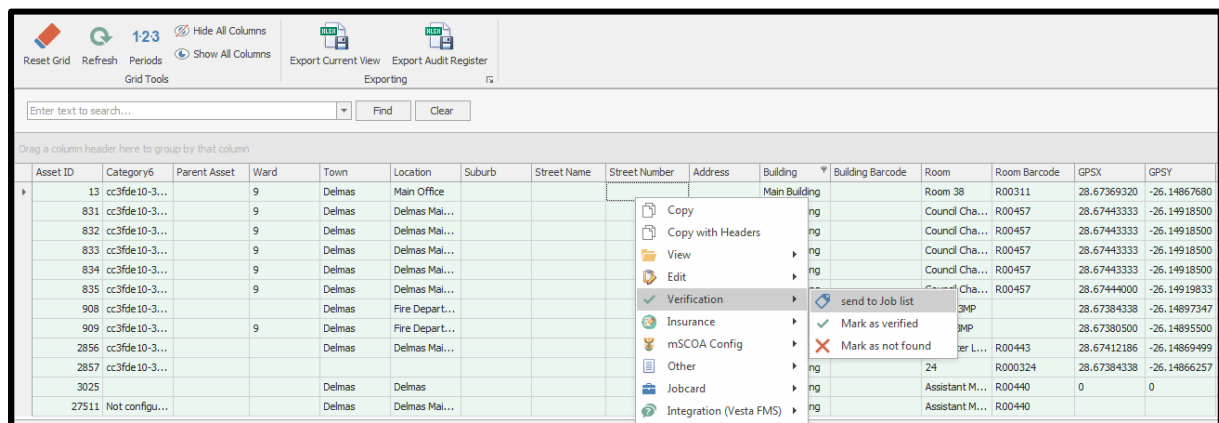
Step 11: Wait few seconds for loading process, a screen will pop up, "new verification job"- give the job a name and save. See below picture.
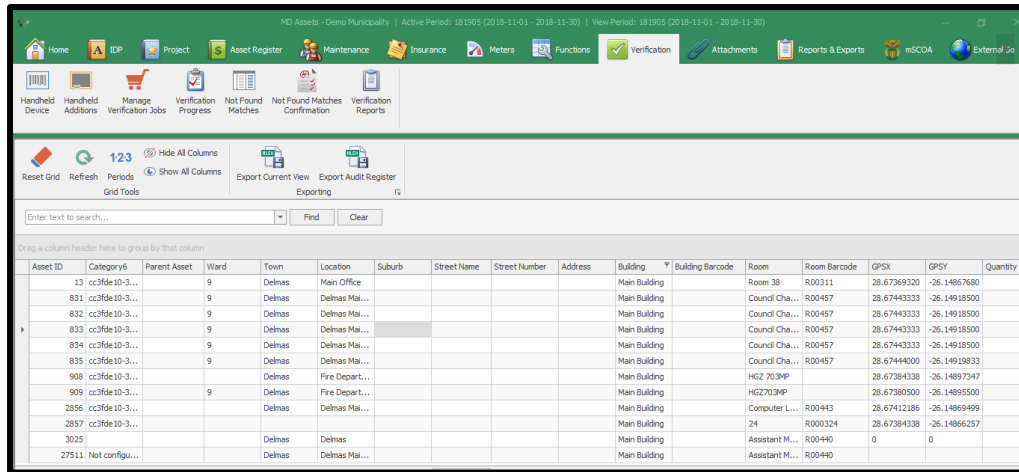
Step 12: System will ask if you are sure you want to create the job, click yes to confirm. Please see below picture(s).
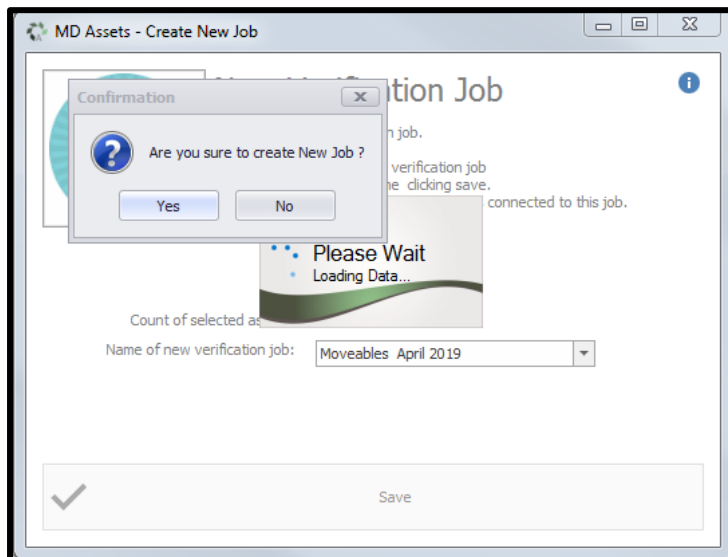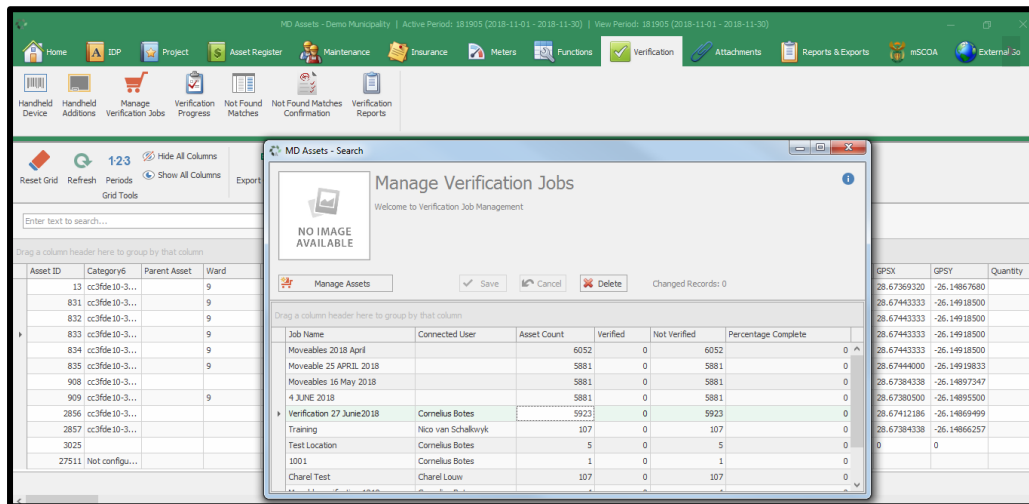

Step 13: Then the system will confirm if the job has been saved successfully, click ok to continue.

**Step 14:** Select "verification" function on the top ribbon of the screen, click on it.

Step 15: Click on the trolley named "Manage verification Jobs" and the following window will appear.


Step 16: You will now see the new job under the name you created, Click in the "connected user column".
On the dropdown select the name of the user you want to assign the job to. (Created users of the system will appear on the dropdown).
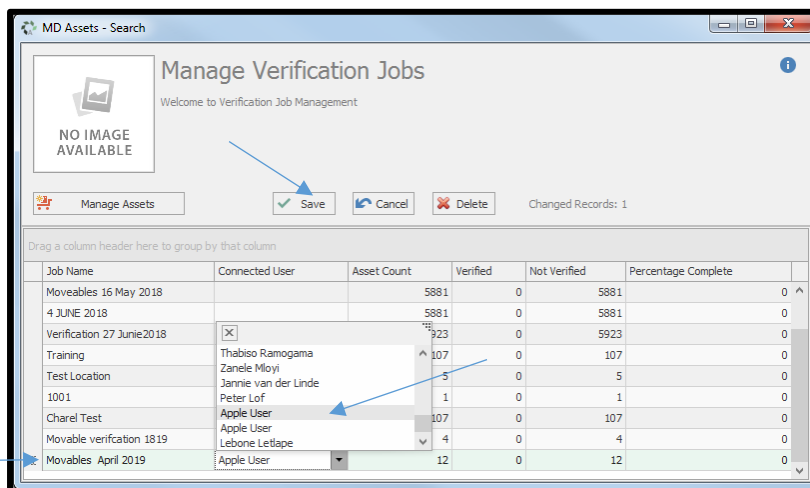
Step 17: Click at any place away from the connected user field and click save, this might take time depending on the internet and the size of the job, click ok or yes when confirmation window pops up to confirm. See below picture.
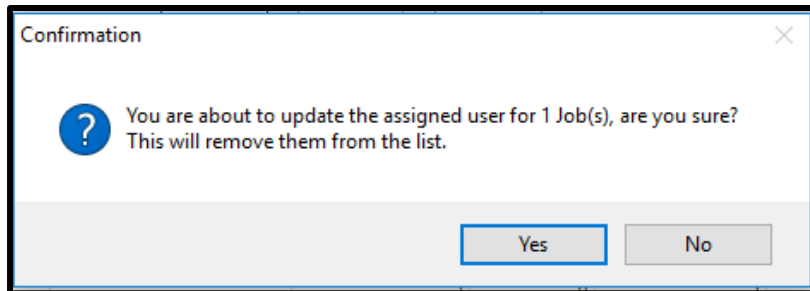
The job will be created and stored in the device.
The system will confirm if the job created has been saved successfully. Click ok to continue.
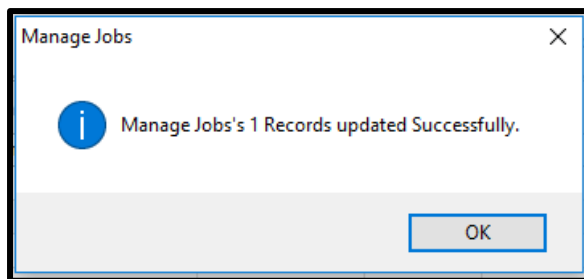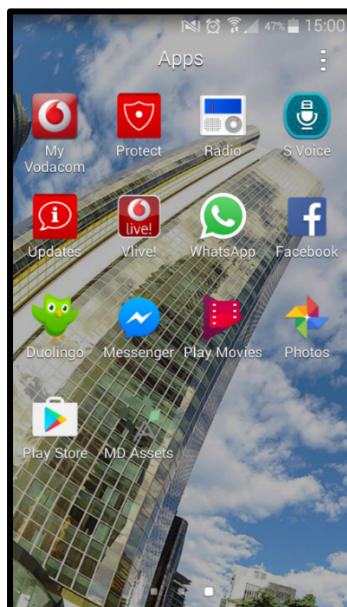

N.B: If you want different users to verify on the same building, create four or more different jobs following the above steps and assign it to individual users.
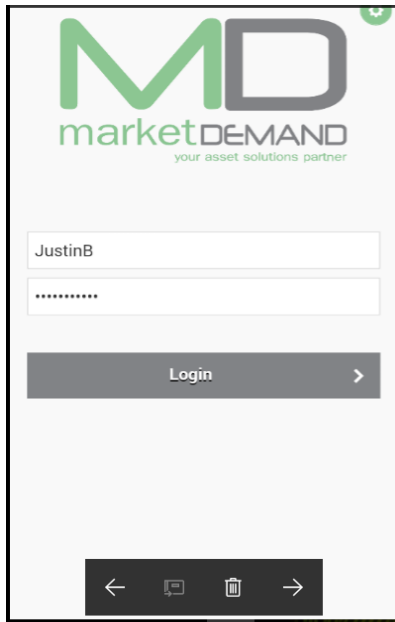
How to verify assets
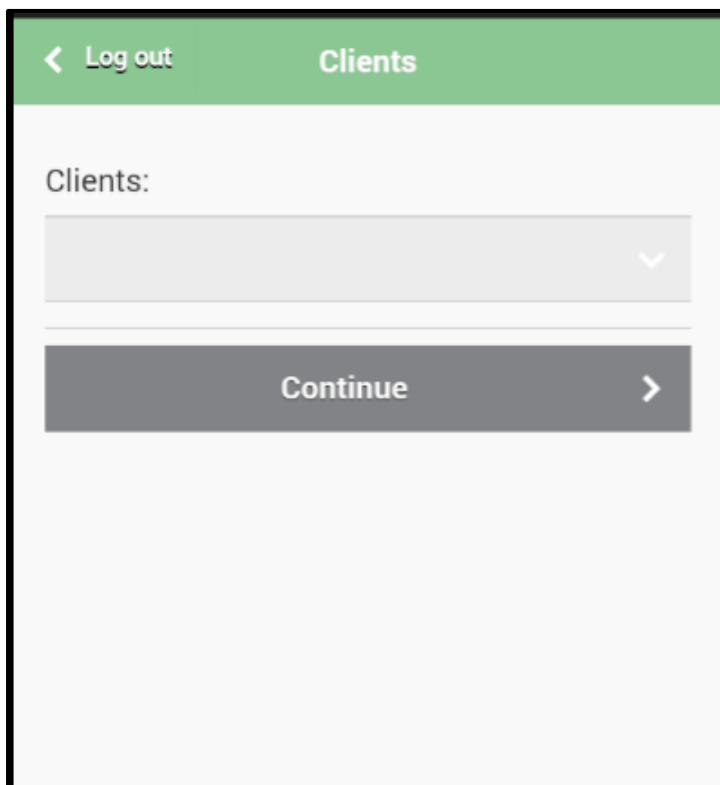
### Open the app on the verification device.

Step 1: Login

Step 2: Login with the username and password provided by Market Demand.
Select login to proceed.

Step 3: Select the client on the dropdown (Your Municipality).
Click continue button.

Step 4: Module Window will open, this is the home screen and from here the user can navigate and select between **online**, **Offline** or **meter reading.**
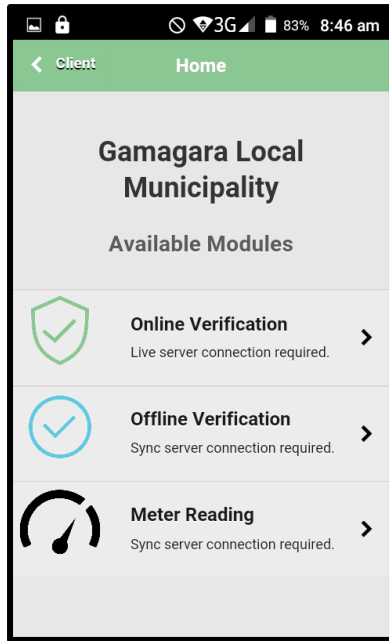
Two choices for verification are presented:

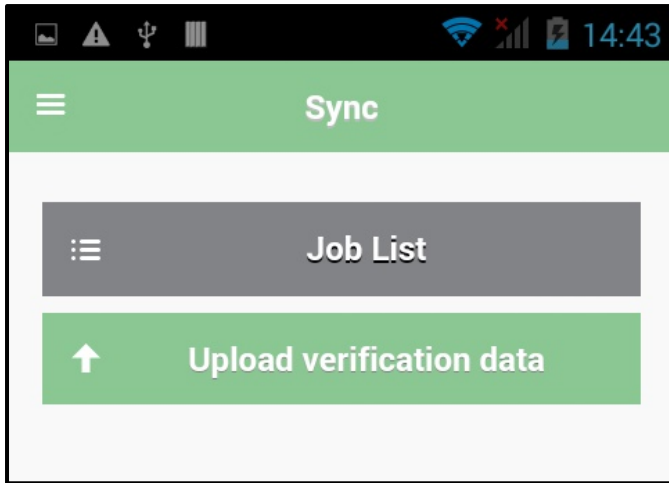Online verification
Offline verification

Online verification:

Only to be used if the device has a reliable internet connection established. After saving an assets data captured for verification, that data will be directly uploaded to the server.

Offline Verification:

N.B Verification data captured will be stored on the device and synced to the server at a later stage of choosing. You do so by navigating to top left drop down menu, selecting '**Sync**', and then selecting '**Upload Verification Data**.' Function is only possible when there is a reliable active internet connection for the device. (See below pictures).
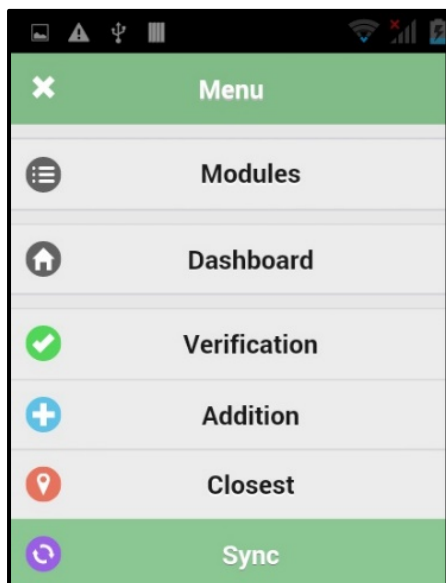
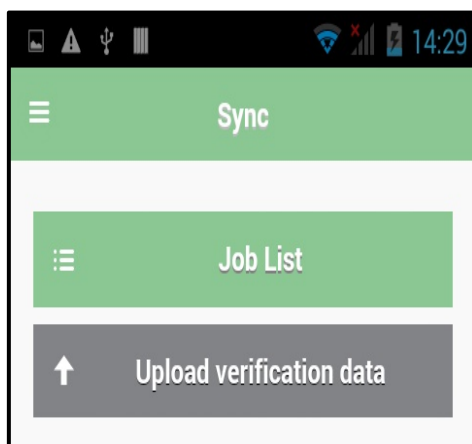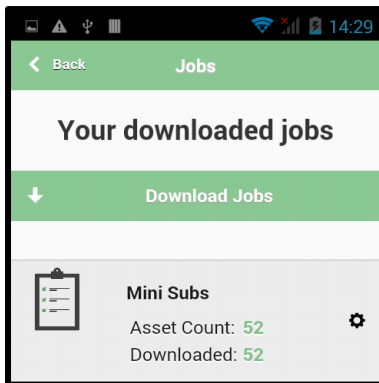**The offline and online verification process**

**Step 5:** We begin by navigating to the top left drop down menu and selecting **Sync.**
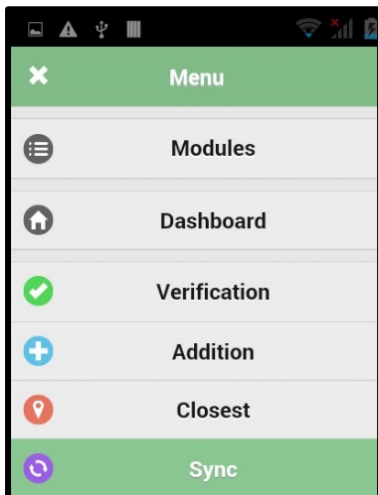
Ste 6: Secondly, select a **Job List** followed by **Download Jobs.** Jobs will now be available to the user (s).

Step 7: They will appear below the **Download Jobs** function. Now your jobs (Assets) are loaded and available for verification.

Step 8: To begin with verification, navigate to top left drop down menu. Select **Verification,** where an offline/online verification window will open.
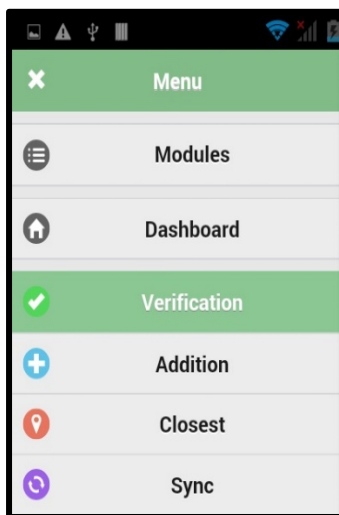
Step 9: In the barcode field enter - or scan the barcode if your device supports this function - the asset number assigned to the asset as indicated in the FAR (Financial Asset Register) and select **Search.**
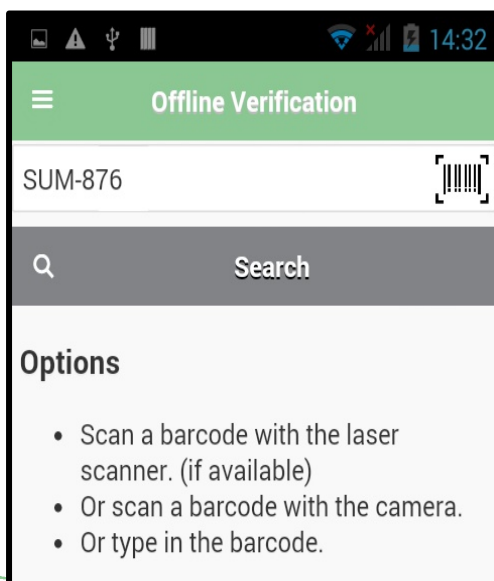
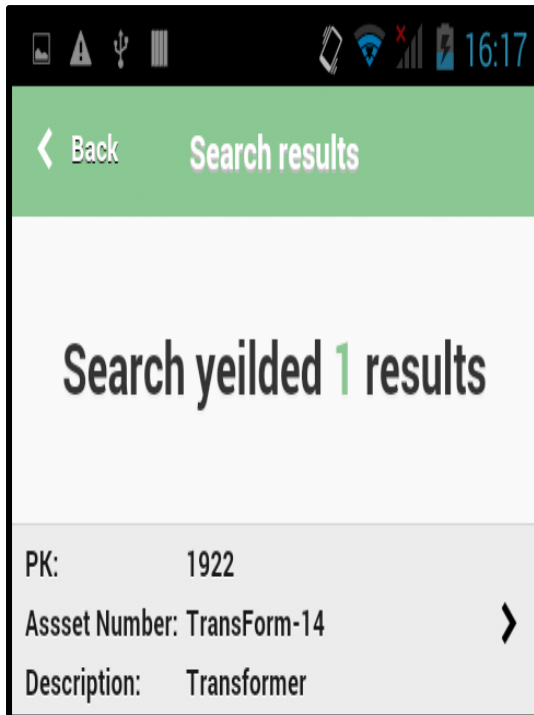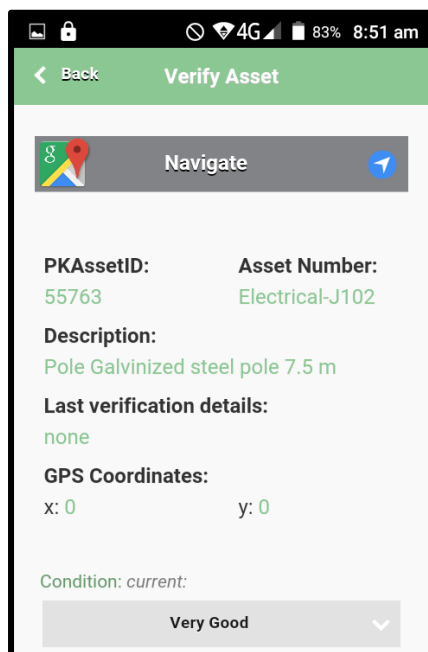**Step 10:** If the asset is found, it will appear in a window beneath **Search Yielded Results**, select that window. See below picture.
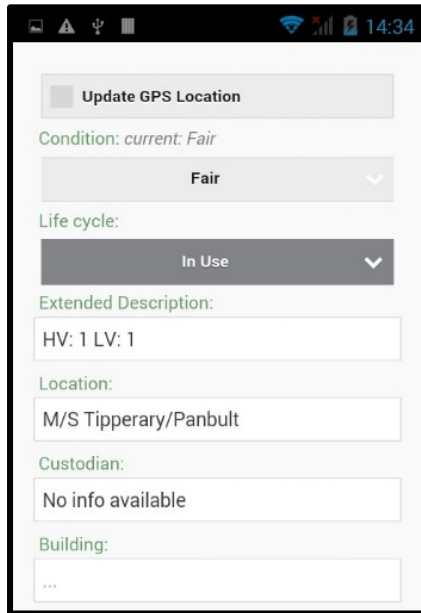

Step 11: The **Verify Asset** window will then appear. Enter all relevant information in the fields beneath. *Golden Rule # the More Information the Better*.

Step 12: Ensure **Update GPS location** is ticked if there is no current accurate GPS data available.

Select the condition of the asset (Be alert to rust, cracked, damaged, missing components etc.)

Step 13: Any additional information you deem necessary or relevant (i.e. serial number,) can be entered in the **Comment** field.

Select the **Found** option, unless the asset is not present, select **Not Found.**

Ensure all relevant information has been given where possible.

Photo is compulsory.

Now you can select the **Save** option at the bottom of the screen. The data has then been created and stored for the offline version; or synced directly with the server for the Online Version provided that there is an active and reliable internet connection.
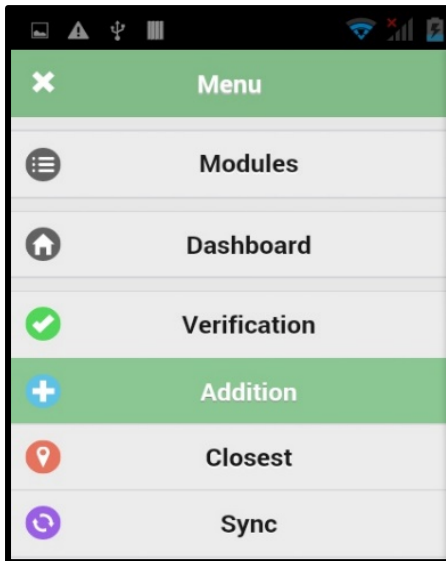
Please take note, while using the offline version.

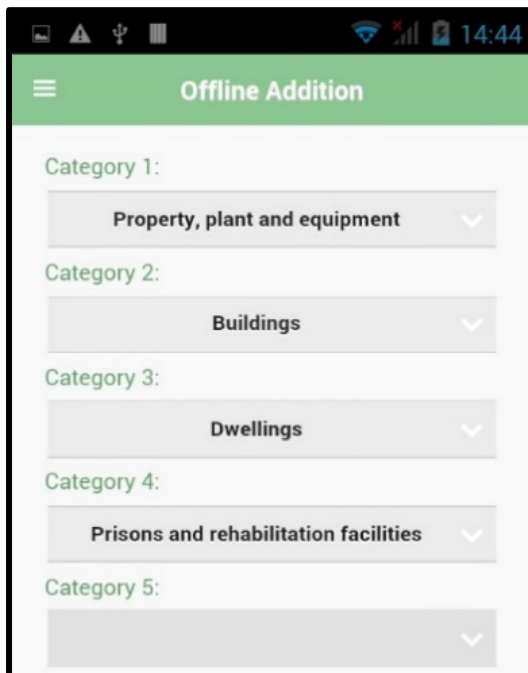**N.B** Sync'ing the data within 24hrs is advised.

Addition/New Found (Offline and Offline)

Step 1: Navigate to top left menu on the drop down menu and select **Addition.**

Step 2: All categories require a selection, unless selection availability stop before category.

Step 3: All fields under the sub headings namely **Identification**, **Descriptive**, **Locality** and **Measurement** and **asset specific** needs to be provided with relevant information where possible. Remember the golden rule, "The more the information, the better".

Any other information the user feels is necessary or would like to add can do so in the comment section.

See below pictures.

Identification

Asset Number (or barcode):

FAR_451

Serial Number:

547/FG79

Registration Number:

...

Vin Number:

...

Descriptive

Description:

Motor

Extended Description:

WEG 55KW

Construction Material:
eg. Steel, Wood, Sloped Zinc Roof, Brick Walls

Steel

Condition:

Poor

Locality

Town:

Delmas

Location:

Delmas Water Treatment Works

Building:

Clear Water Pumpstation

Building Barcode:

67401

Room:

Pump house

Room Barcode:

R6308

Measurement

Quantity:

1

Length:

NA

Width:

NA

Height:

NA

Diameter:

...

Capacity:
(volume or size) eg. 25L, 15m², 126m³

55KW

Asset Specific

Make:

WEG

Year Manufactured:

1995

RPM:

740

Voltage:

380

Amps:

192

KVA:

NA

Step4. N.B Photo is compulsory

Click save option to complete the process now, the data captured will be stored to sync at a later stage in case of the offline version or synced directly with server should the online version be used.

Comment:

Serial No 1576/S879

Verification:

[Found] [Not Found]

Take Photo 📷

Save

x: 28.3257338   y: -25.7987188   acc: 20.0