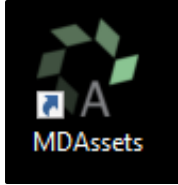


Login

Once the system has been installed on your computer you will find an MD Assets icon on your desktop, double click on this icon to gain access to the system.



MD Assets Desktop Icon

Once the icon has been clicked the following window will appear on your screen:



To gain access to the system, a unique username and password needs to be assigned to you by the administrator. Unique user accounts allow the administrator to award privileges to certain users as well as record changes made to the system by each user.

User name field – here you will need to type in your username that your administrator has Supplied you.

Password field – here you will need to type in your password. Once you have inserted your details, click on the **Login** button.



If you login successfully the following screen will appear, click go button to proceed.



If you receive a “Server Error” message, check your internet connection and try again.

Login failure

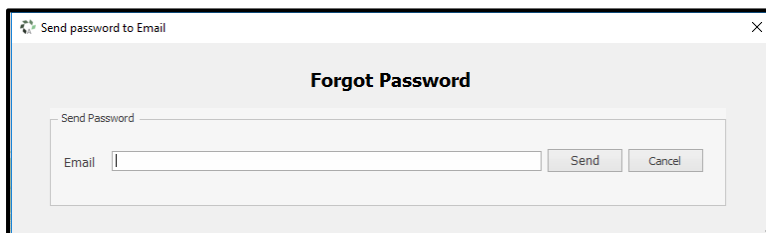
In the event that the incorrect login details are entered, the system will warn you and the following window will appear.

If you forget your password, click on the forget password link in blue and the system will send the password through email.



Forgot password

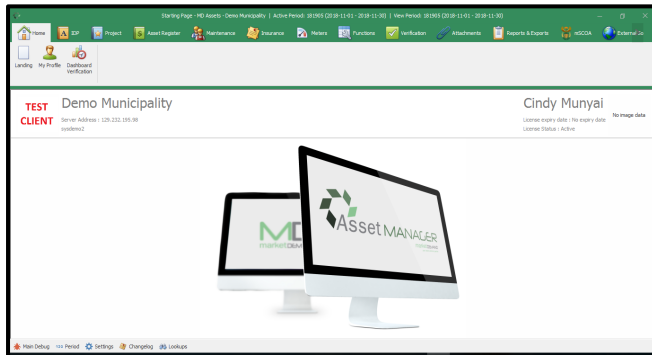
The system will request your email address, type in your email address and click send button to submit. If the system recognizes your email address you will receive your password immediately, however if an incorrect email address is typed in, your password reset will not be successful.



Once your password has been changed, you will be able to log in successfully.

Landing page

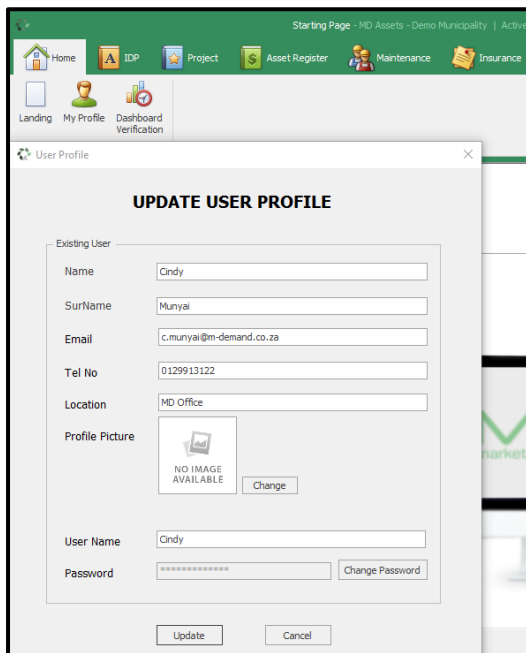
After login successfully, the system will take you directly to the landing page.



User profile

How to access user profile

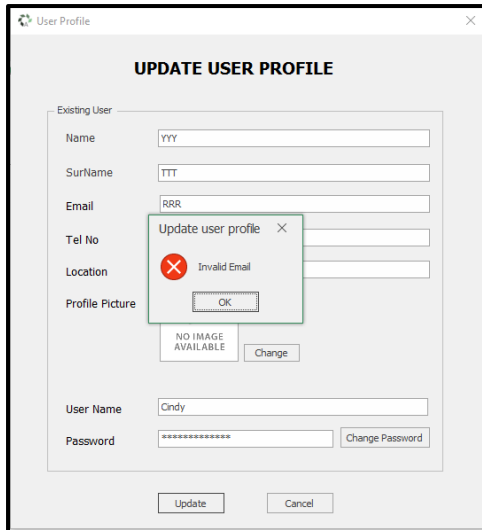
The user should click on my profile button, then click on user Profile button on the system and the following window will appear. This is where the user can update his/her user profile and change password.



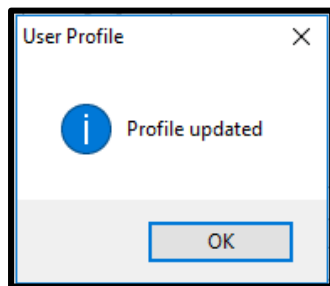
The user has access to update the profile and upload a profile picture. The password option will be greyed out, but once you click on change password the system will give you access to type your new password.

Invalid user profile

The following message will appear if the user does not key in the characters required by the system. Click ok and enter the correct password required or correct information.



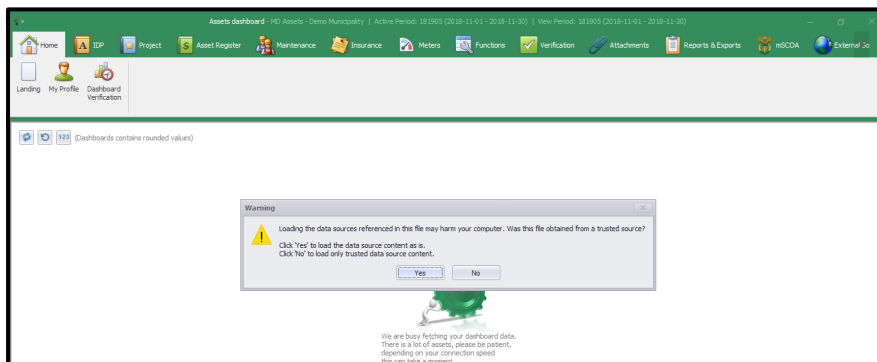
The following message will pop up if the user's profile has been updated. Click ok to continue.



Dashboard verification

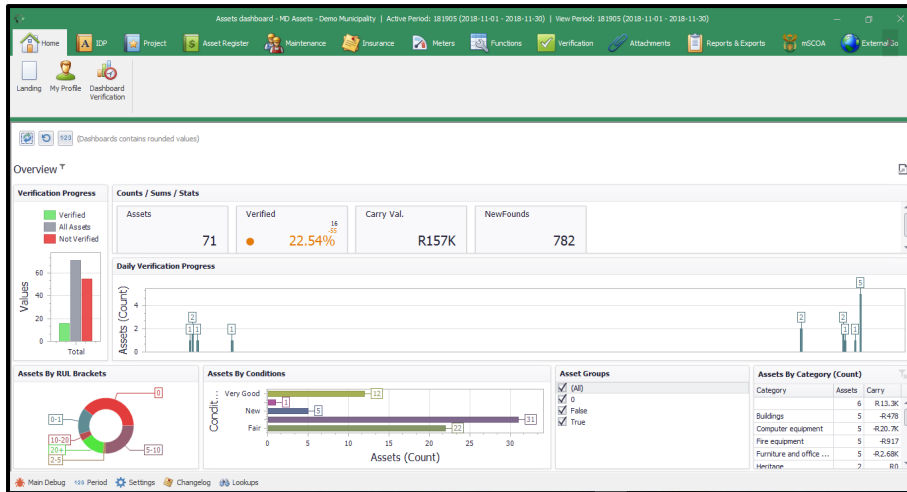
How to access Dashboard verification

The user should click on dash board verification in the system, Wait for the system to load the dashboard data, the system might take a moment to depending on the user's internet speed connection. Click yes to continue.



The main dashboard shows counts and the total number of assets tracked. This is the main window where the user will be able to navigate to the rest of the system. The user can see the total number of all assets, e.g. verified assets, new found assets and assets by category (count)

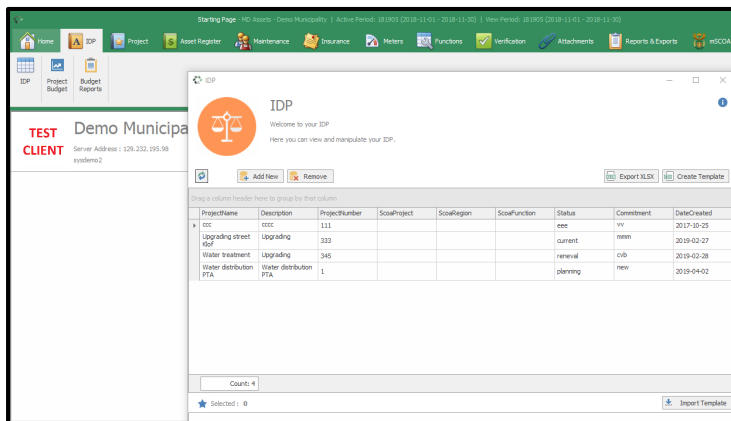
See below picture(s).



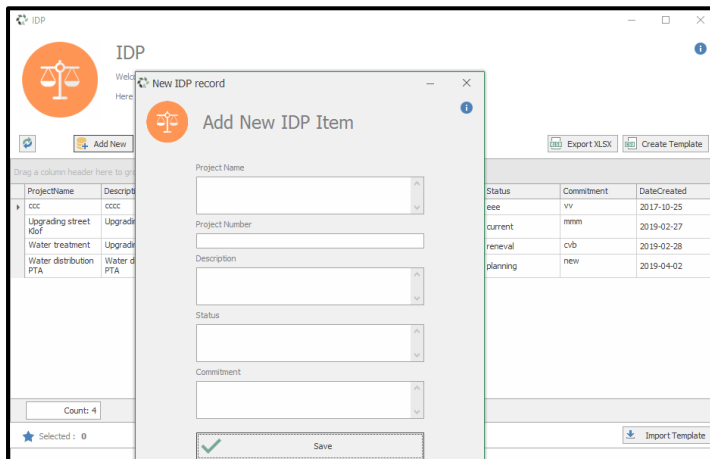
IDP

How to create the integrated development plan (IDP)

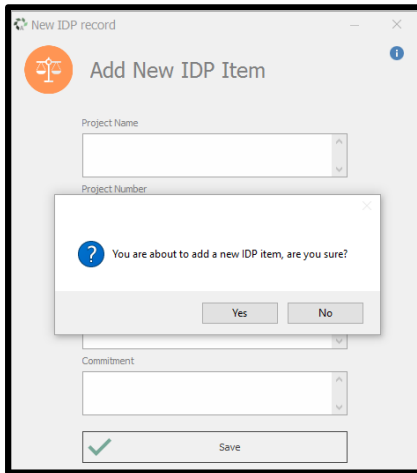
The user should click on IDP function and the following window will appear. Here the user can view and manipulate the IDP.



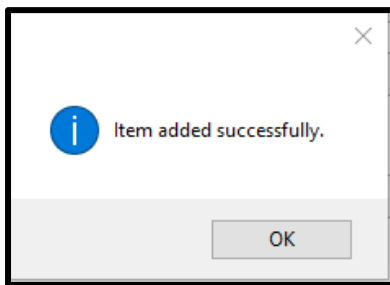
Click – add new button to start creating a new project. All the required fields should be completed with relevant information.



After the user has added the new IDP item, he can click save button to save the added information, the confirmation window will appear, click yes to save new IDP item.

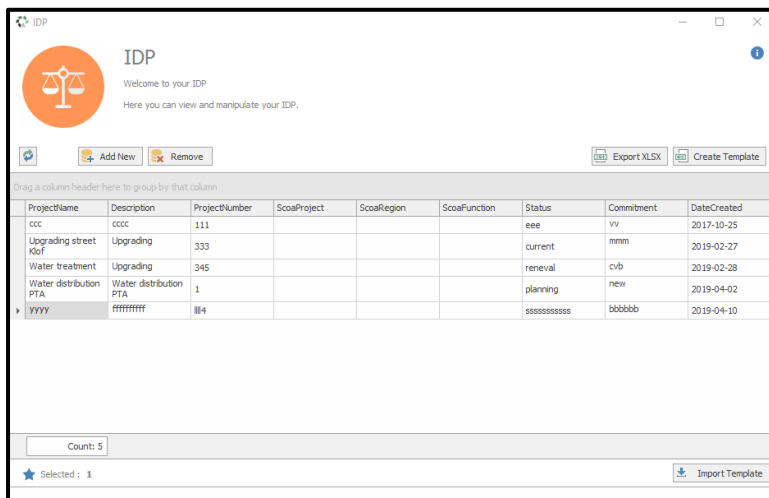


The system will ask if the user wants to add new IDP item. Click save to confirm and the system will confirm if the item has been added successfully. Click ok to continue.



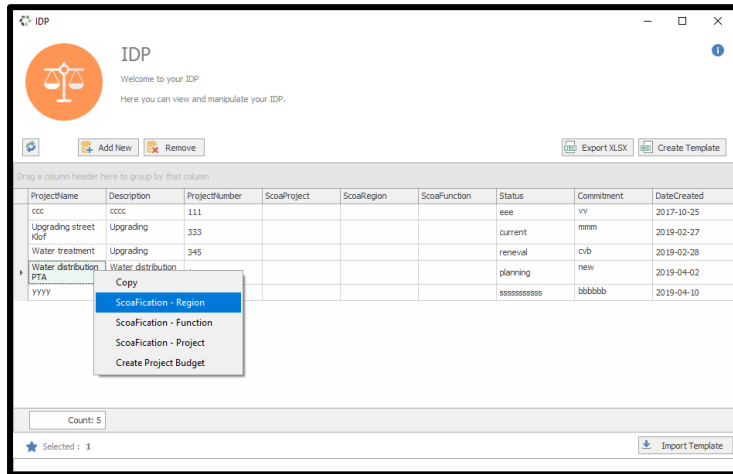
Viewing and manipulation of IDP.

The new added item will be added at the bottom of all the projects that has been added on IDP in order to be viewed and can be exported in excell spread sheet as well.

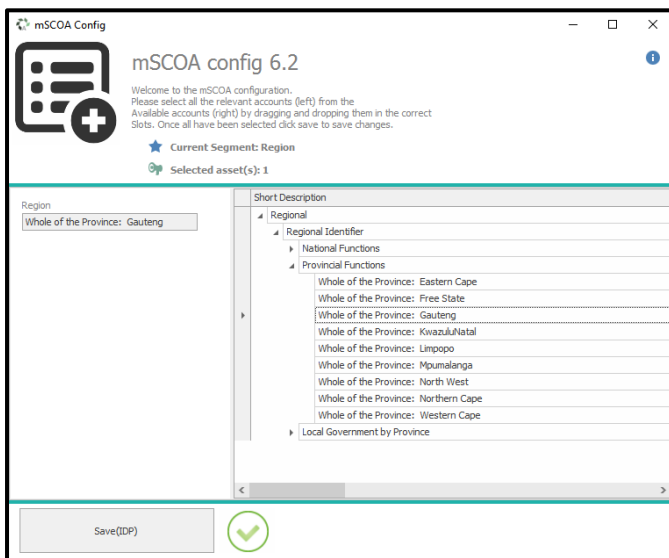


mSCOA segments

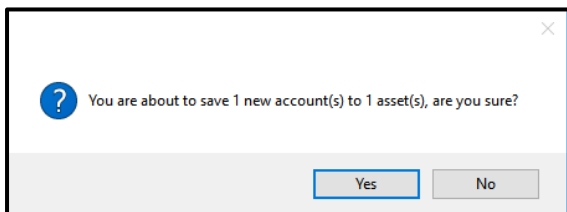
All added projects should be mSCOA configured, select, then right click on the added project and 3 mSCOA segments will appear, **region**, **Function** and **project**.



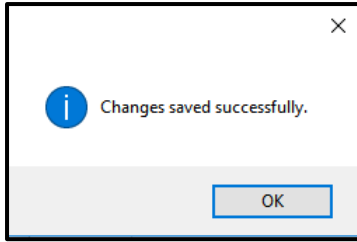
Click on on the first segment which is **ScoaFication – Region**. Select the relevant accounts from available accounts by dragging and dropping them in the correct slots.



Once all accounts has been selected, click save (IDP) to save changes made. Confirmation window will appear, click yes to continue.

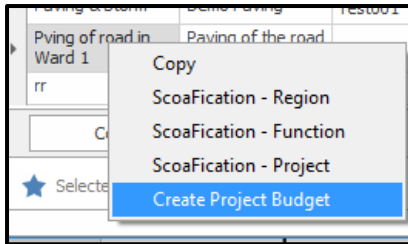


The system will confirm if the changes made has been successful. Click ok to continue.

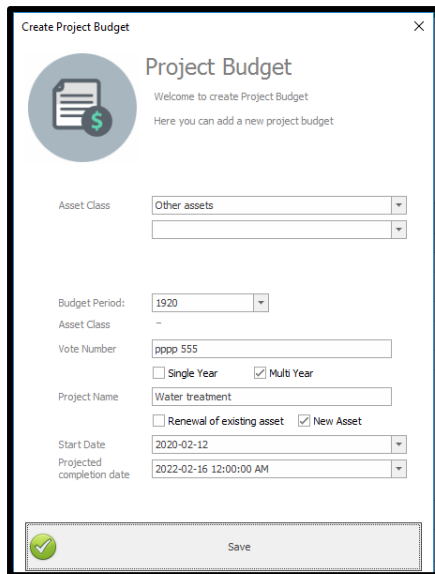


Creating project budget directly from IDP

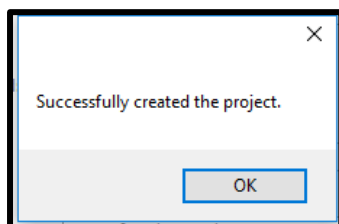
The user has access to create project budget directly from IDP. First select the project you want to create budget for, Right click and select the last segment (create project budget).



After clicking create project budget, the following window will appear and the user can start adding a new project budget.



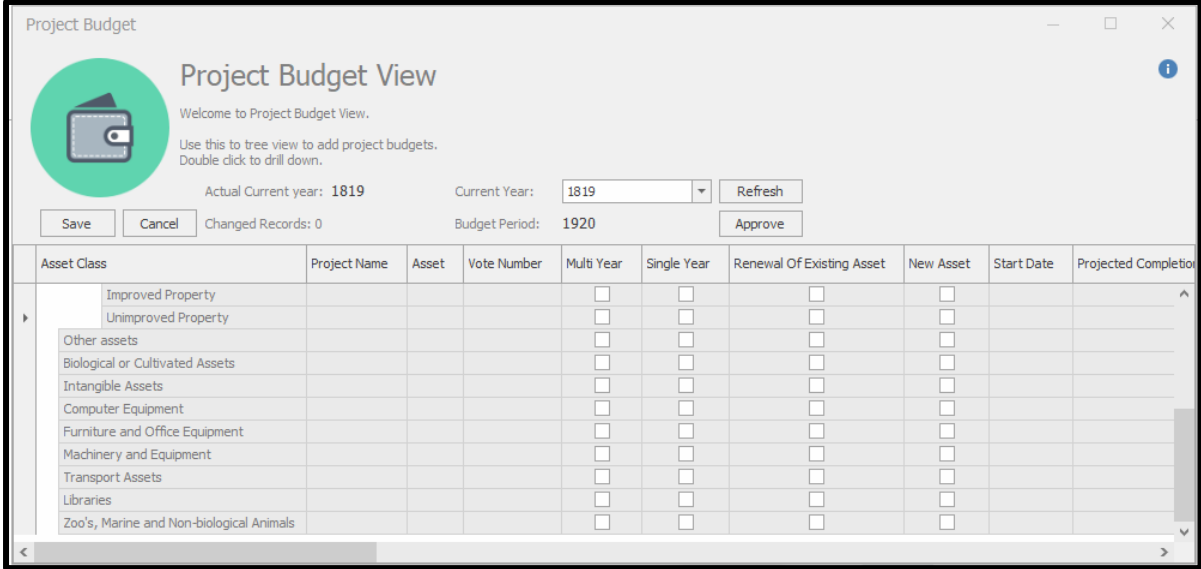
After filling the required information click save and the system will confirm if the project created is added successfully. Click ok to proceed.



Project Budget

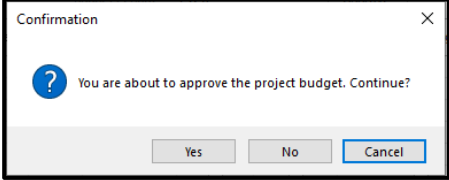
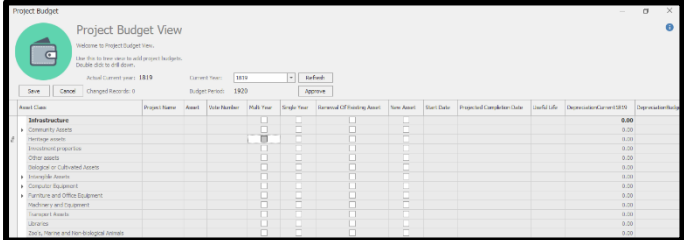
How to view project budget view

The user should click on budget project and the project budget view window will appear.

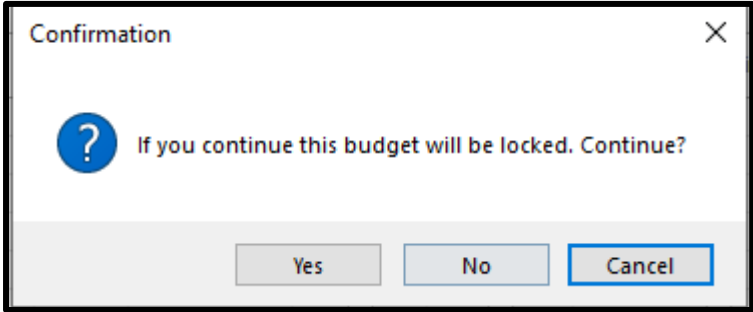


How to approve budget

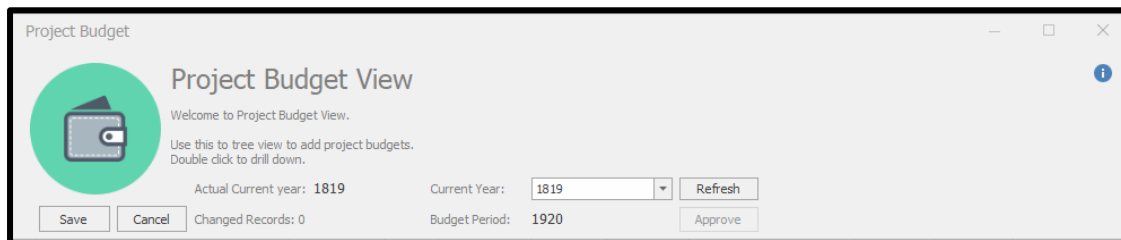
The user should first select the project and click approve. The system will confirm the approved project budget. Click yes to continue. See below windows.



The system will lock the budget approved, click yes to continue.



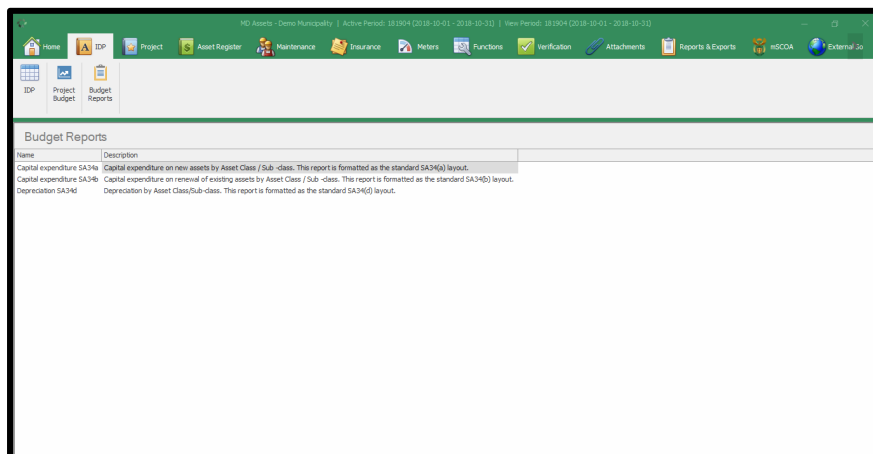
The approve function will be greyed out after the project has been approved. See below picture.



Budget Reports

How to view budget reports

The user should click on Budget reports and budget reports window will appear. See below picture.



Double click on the budget project to view and the report will open. See below picture.

TEST CLIENT		SA34d							
Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjustment Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Roads Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Road Structures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Road Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Spares	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Storm water Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drainage Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Storm water Conveyance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Attenuation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electrical Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Power Plants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HV Substations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HV Switching Station	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HV Transmission Conductors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MV Substations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MV Switching Stations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MV Networks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LV Networks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Spares	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Supply Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dams and Weirs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boreholes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reservoirs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pump Stations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Treatment Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bulk Mains	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00