

RETHINK THE FUTURE 2019

BMY IT ASSET MANAGEMENT

By BMY MIS

Version: v2



Giving Shape to Ideas

INTRODUCTION

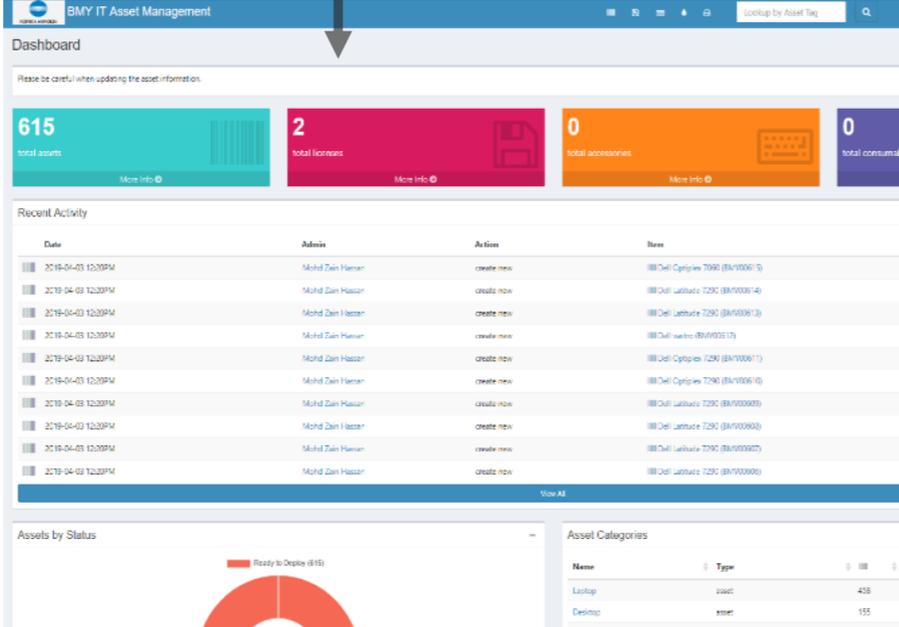
SYSTEM FLOW



BMY IT Helpdesk

Manage Assets

- Assign PC / Laptop / Tablet
- Asset transfer
- Asset repair
- Software license
- Local system account tracking
- Asset audit



BMY IT Asset Management

Dashboard

Please be careful when updating the asset information.

615 total assets	2 total licenses	0 total accessories	0 total consumables
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Recent Activity

Date	Admins	Action	Items
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Cytosium 7190 (BA/V00013)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Latitude 7290 (BA/V00014)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Latitude 7290 (BA/V00013)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Latitude (BA/V00013)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Cytosium 7290 (BA/V00011)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Cytosium 7290 (BA/V00010)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Latitude 7290 (BA/V00009)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Latitude 7290 (BA/V00008)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Latitude 7290 (BA/V00007)
2019-04-03 12:03PM	Mohd Zam Hassan	create new	DELL Latitude 7290 (BA/V00006)

Assets by Status

Ready to Deploy (615)

Asset Categories

Name	Type	Count
Laptop	asset	408
Desktop	asset	155

Asset Notification

- Acceptance form
- Asset transfer status
- Track repair status



BMY Users

HOW TO LOGIN IT ASSET MANAGEMENT

Step 1: When an IT asset is assigned, you will receive an auto generated email from BMY IT Asset Management Server.

From: BMY MIS Asset Management <mis.support@konicaminolta.com>
Sent: Monday, 22 April, 2019 12:44 PM
To: Pretyna A/P Jagatheswara Rao <pretyna.devi@konicaminolta.com>
Subject: Confirm asset delivery.



BMY IT Asset Management

Hello pretyna devi,



I understood and agree to the following terms and conditions on the usage of these IT Asset.

1. Any software or hardware installed must have prior approval from MIS Department before installation.
2. Should the IT Asset is lost due to to my sheer negligence, mishandling and carelessness e.g. leaving the IT Asset in the car unattended, etc., I will have to bear the cost of replacing a new IT Asset less the amount claimed from insurance company.
3. The company will only buy a replacement unit after the insurance company has paid the Company the amount claimed and after I have paid to the Company the balance amount for the new IT Asset.
4. Any asset tagging is missing or peel off, shall report to MIS/ Technical/ Admin/ HOD.
5. Upon my cessation of employment with the Company, I shall return the IT Asset listed in Section 2 above mentioned within 24 hours. Failure to do so will result in a penalty to be imposed on me. The penalty amount will be decided by the Management.
6. Follow the guidelines and requirements in ISO 27001 Documents & Policies :-
a) Asset Management b) Acceptable Use Policy c) Mobile Device Security d) Software Use e) Equipment Security

[✓ I have read and agree to the terms of use, and have received this item.](#)

Thanks,

BMY IT Asset Management

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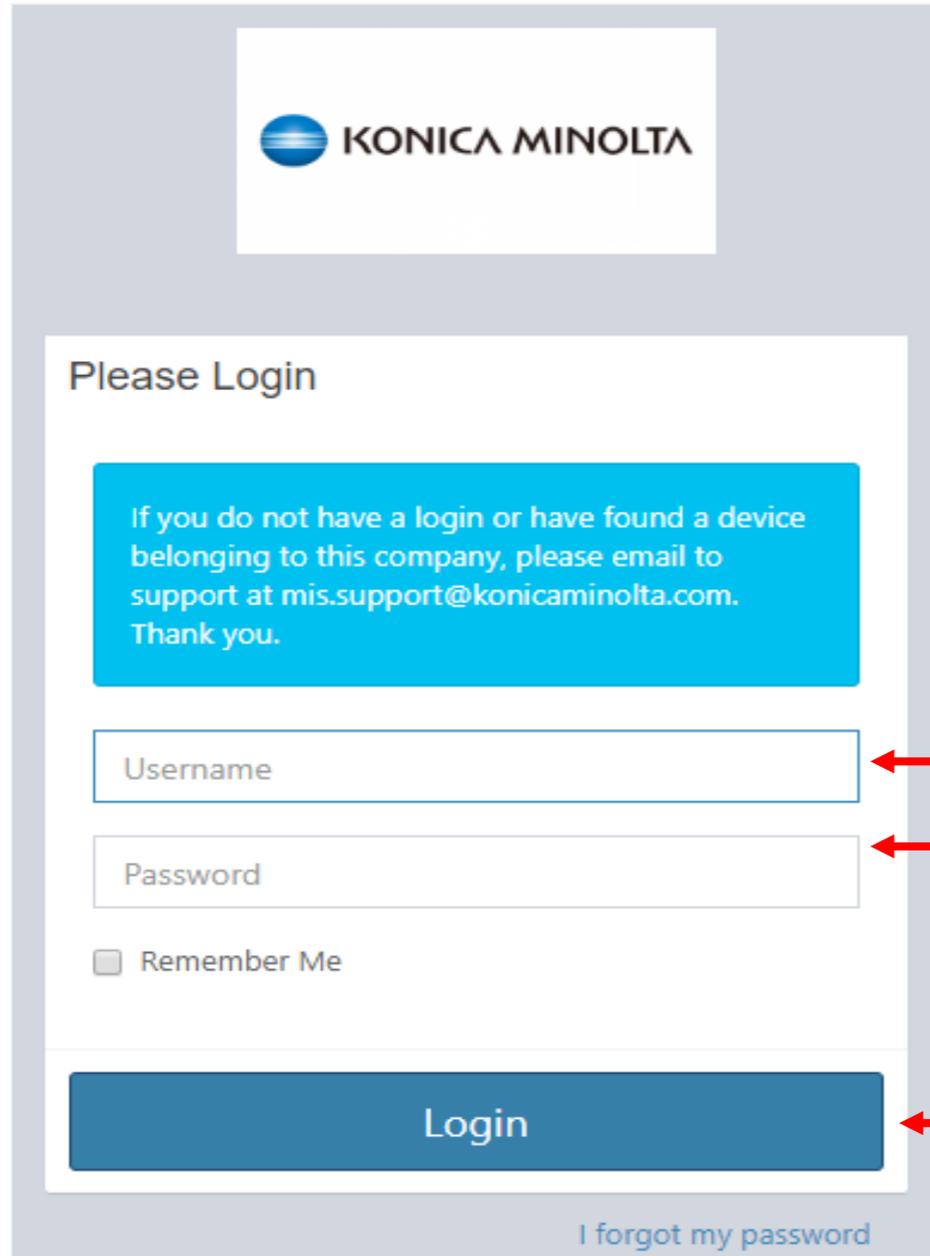
[Privacy Policy](#)

Scroll down and go through the Terms and Condition.

Step 2:
Click on the hyperlink to accept the Asset form.



* You will be redirected to IT Asset Management Portal



Note :

The system has been configured with domain integration. Therefore you should be able to login using your kmr1 domain account, if you experience issue with your account please raise ticket using Helpdesk System.

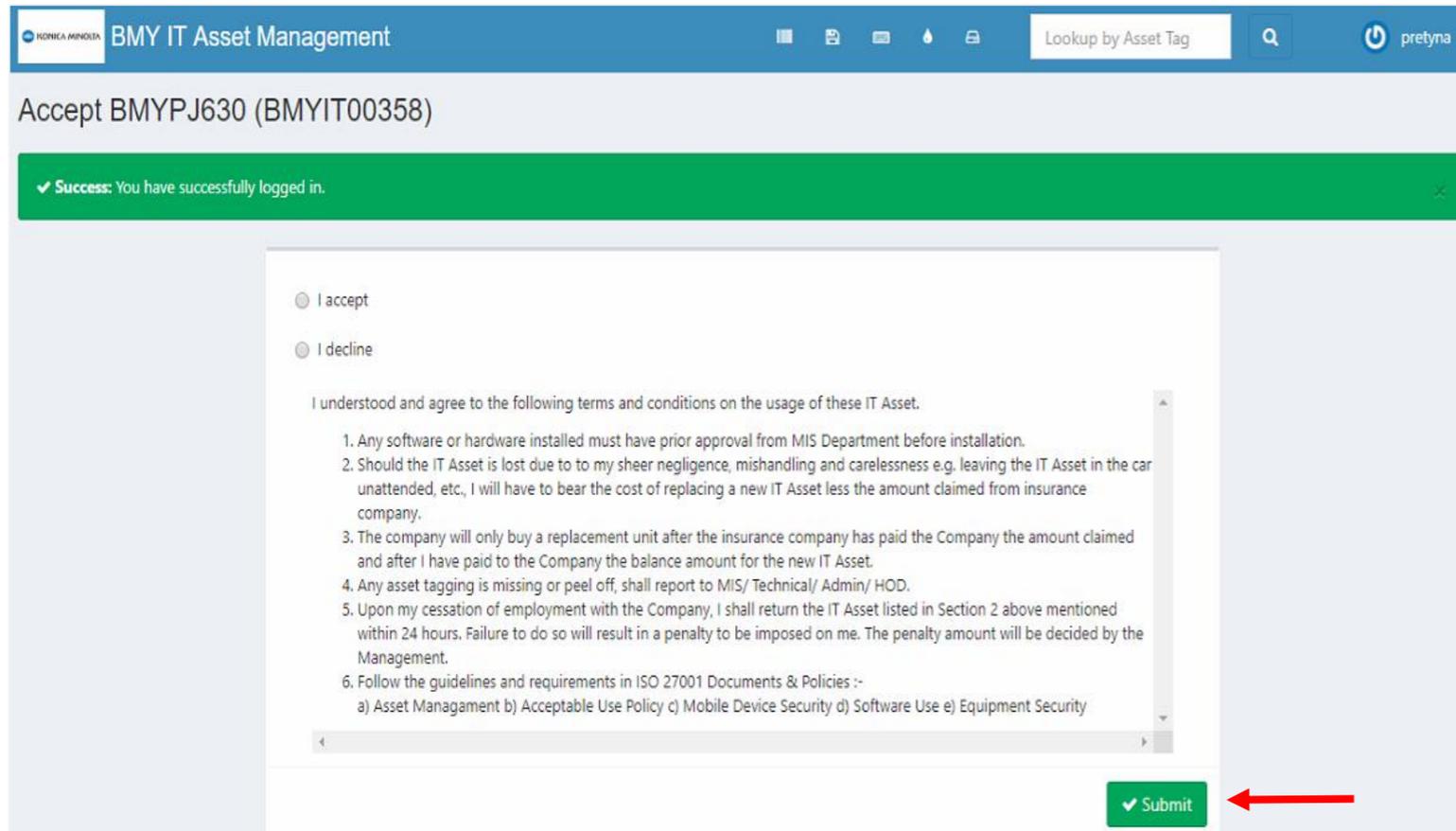
Step 3:

Key in your credentials

Domain ID (eg. bmyexxxx)

Domain Password (PC Login password)

Click Login



The screenshot shows the 'BMYP IT Asset Management' web application. At the top, there is a navigation bar with the Konica Minolta logo, the title 'BMYP IT Asset Management', and a search bar labeled 'Lookup by Asset Tag'. Below the navigation bar, the page title is 'Accept BMYPJ630 (BMYPIT00358)'. A green success message reads: 'Success: You have successfully logged in.' Below this, there is a form for accepting terms and conditions. The form has two radio buttons: 'I accept' (which is selected) and 'I decline'. Below the radio buttons, there is a text area containing the following terms and conditions:

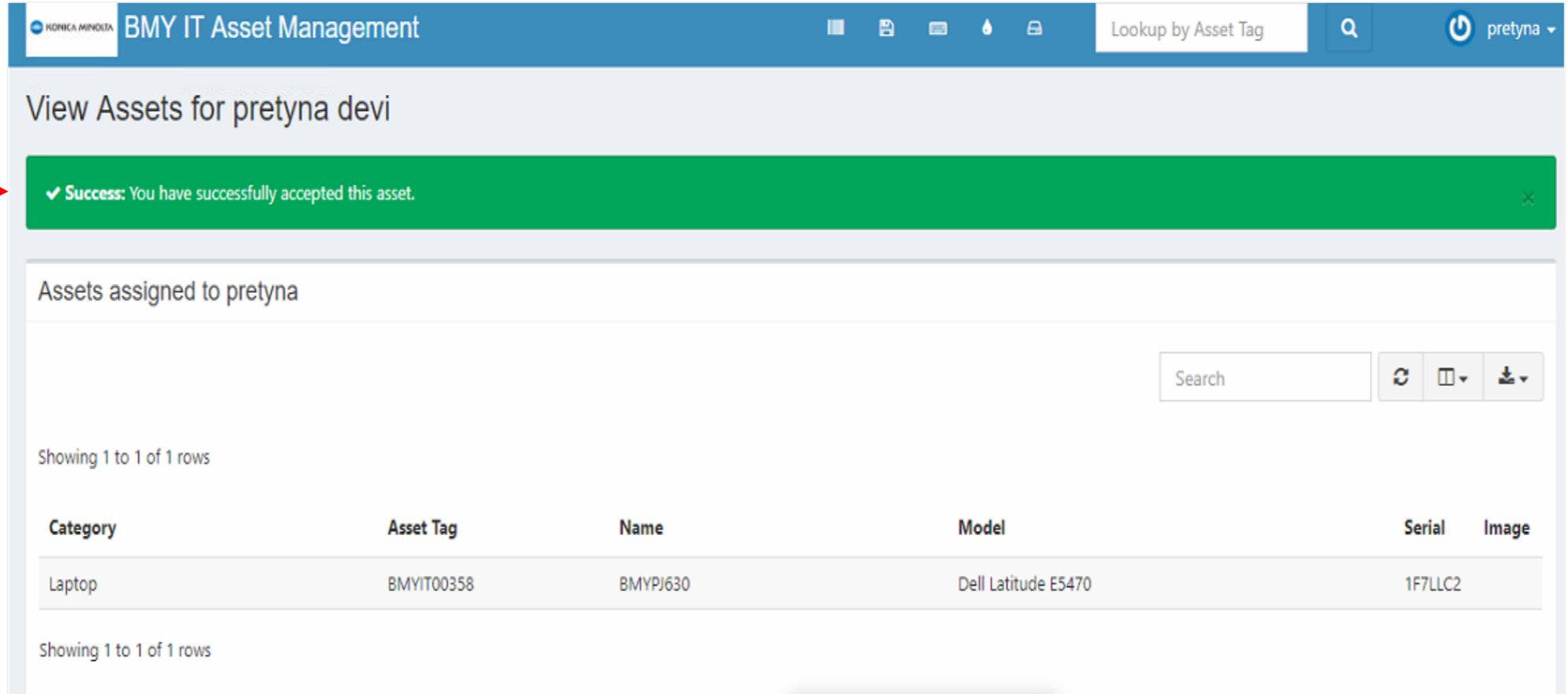
I understood and agree to the following terms and conditions on the usage of these IT Asset.

1. Any software or hardware installed must have prior approval from MIS Department before installation.
2. Should the IT Asset is lost due to to my sheer negligence, mishandling and carelessness e.g. leaving the IT Asset in the car unattended, etc., I will have to bear the cost of replacing a new IT Asset less the amount claimed from insurance company.
3. The company will only buy a replacement unit after the insurance company has paid the Company the amount claimed and after I have paid to the Company the balance amount for the new IT Asset.
4. Any asset tagging is missing or peel off, shall report to MIS/ Technical/ Admin/ HOD.
5. Upon my cessation of employment with the Company, I shall return the IT Asset listed in Section 2 above mentioned within 24 hours. Failure to do so will result in a penalty to be imposed on me. The penalty amount will be decided by the Management.
6. Follow the guidelines and requirements in ISO 27001 Documents & Policies :-
 - a) Asset Management
 - b) Acceptable Use Policy
 - c) Mobile Device Security
 - d) Software Use
 - e) Equipment Security

At the bottom right of the form, there is a green 'Submit' button with a checkmark icon. A red arrow points to this button.

Step 4:
Go through the Terms and Condition.
Click **'I accept'** and click **'Submit'**

You may see the notification, the status of your attempt.

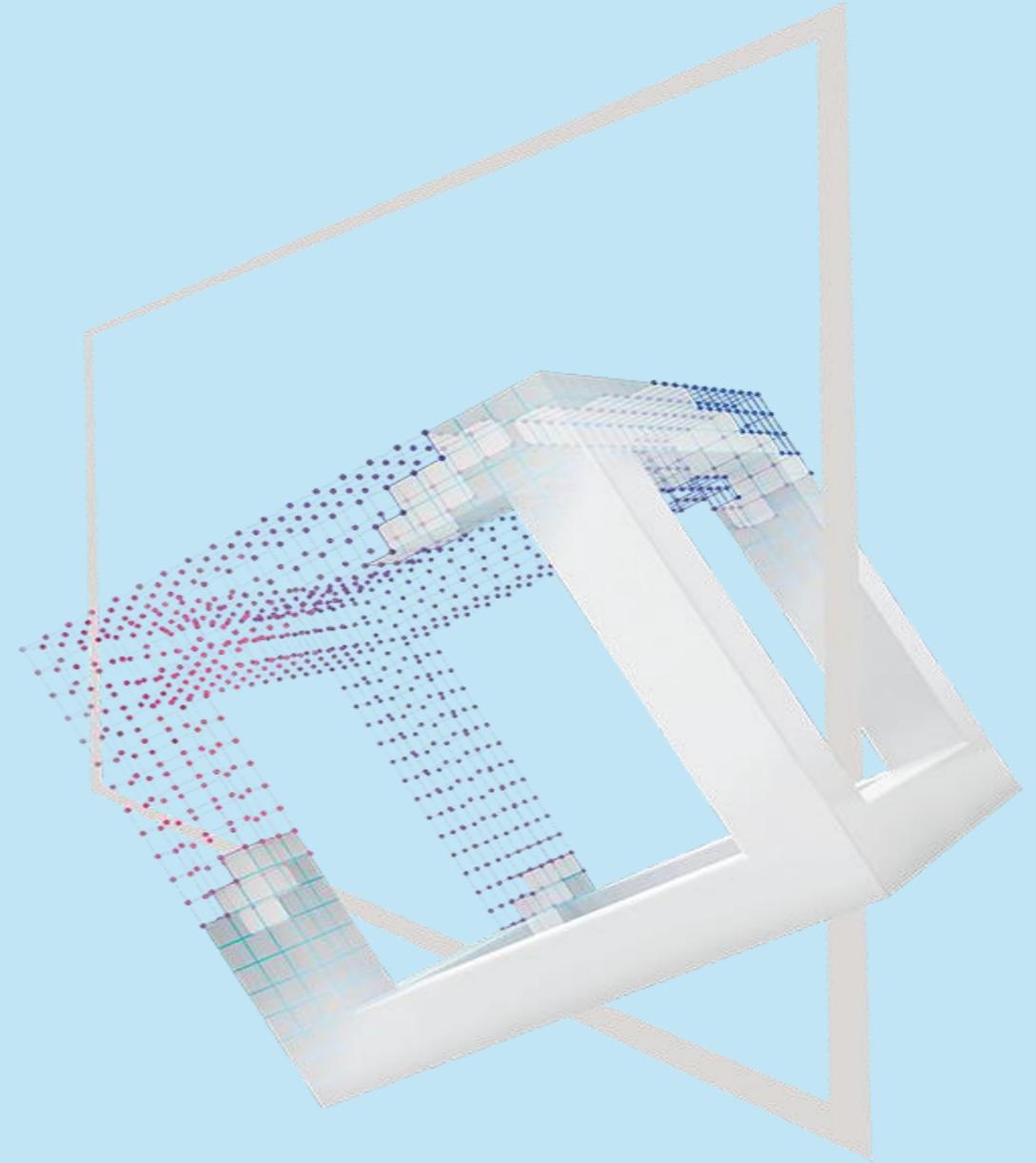


The screenshot shows the 'View Assets for pretyna devi' page in the BMY IT Asset Management system. A green notification bar at the top states: '✓ Success: You have successfully accepted this asset.' Below this, a table titled 'Assets assigned to pretyna' displays one asset. The table has columns for Category, Asset Tag, Name, Model, Serial, and Image. The asset listed is a Laptop with Asset Tag BMYIT00358, Name BMYPJ630, Model Dell Latitude E5470, and Serial 1F7LLC2.

Category	Asset Tag	Name	Model	Serial	Image
Laptop	BMYIT00358	BMYPJ630	Dell Latitude E5470	1F7LLC2	

You may view the asset details assigned to you.

THANK YOU



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