

IT Asset Management – Project Overview

Problem it Solves:

Organizations, especially small to mid-sized businesses, often rely on spreadsheets or manual tracking to manage their IT hardware. This leads to:

- Lost or unaccounted-for assets
- Inaccurate reporting on value or condition
- No clear assignment history or accountability
- Difficulties in managing routine maintenance

This system solves those challenges by providing a **centralized, web-based platform** for efficient asset oversight, reducing manual errors and improving IT operational control.

High-Level Functionality breakdown

- Secure Login Page (cannot navigate directly to index.php without logging in first)

```
// Security check: Redirect to login page if the user is not logged in
if (!isset($_SESSION['logged_in']) || $_SESSION['logged_in'] !== true) {
    header('Location: login.php');
    exit();
}
```

- (Username: Admin Pass: 1234)
- Search Bar for Inventory page allows searching for Asset Name, Asset Tag, and Assigned To
 - Search bar hidden on Unassigned and Assigned To pages, because they are filtered views of the inventory table
- Simple toolbar navigation for easy access to common features
 - Horizontal scrolling enabled when lowering window size (mobile compatible)
- Login and Logout page with saved Admin credentials
- Sleek Dark-mode aesthetic
- Dynamic Form display functionality
 - Allows for multiple forms to be opened at once and will always auto-scroll to display the full form for whichever form was opened last
- Quick Response time when selecting different toolbar buttons or submitting a form

- Audible chime confirmation played upon form submission
- Exportable Maintenance/Assignment History (Logs) for record keeping/sharing

Toolbar Breakdown:

Inventory:

- Main page table view of all Assets and their current “Assigned To” status.
- Searchable table (search for First/Last Name, Asset Tag, or Asset Name)
- Filter “Assigned To” alphabetically when selected.

Unassigned:

- Displays filtered table view of all currently Unassigned assets
- Displays “Last Updated” which updates based on when the Asset was added to the inventory or when maintenance was last registered for the Asset

Assigned To:

- Displays filtered table view of all currently assigned Assets
- Displays “Assigned Date” which states when the Asset was issued to the employee

Assign Asset:

- Opens a form (auto-scroll enabled to ensure the form is fully displayed to the Admin when the form opens)
- Form has 2 drop-down fields:
 - Select Employee
 - Select Unassigned Asset
 - Only displays currently unassigned Assets to ensure nothing is double assigned
- Once the “Assign” button is selected a “chime” is heard and the table is updated to display the newly assigned Asset and the associated Employee.
- The newly assigned Asset is also then removed from the Unassigned page and has its Assigned To status updated
- Selecting the Assign Asset button in the toolbar will close the form

Assign Maintenance:

- Opens a form (auto-scroll enabled to ensure the form is fully displayed to the admin when the form opens)
- Form has 6 fields:
 - 1) Asset Selection field (drop-down of all Assets regardless of Assigned To status)
 - 2) Date Selection (updates the “Last Updated” column on the Inventory page when form is submitted)
 - 3) Describe Issue Selection (provides details on any malfunctions or reasoning behind why the Asset is being logged – *will be displayed on the Maintenance History log; discussed later*)
 - 4) Resolution Selection (provides a description of how the malfunction or RMA process will be handled, N/A can be entered if an employee is simply returning an Asset or is leaving the company - *will be displayed on the Maintenance History log; discussed later*)
 - 5) Cost Selection (Cost to have Asset RMA'd, or any applicable shipping costs for returned Assets - *will be displayed on the Maintenance History log; discussed later*)
 - 6) Performed by Selection (allows Admin to enter there name as the person who handled the Maintenance form/RMA)
- Once the “Submit Log” button is selected a “chime” is heard and the table is updated to display the newly removed Asset, and the associated Employee is removed from issuance of the Asset.
 - The information provided in the form is now submitted to the Maintenance History Log.
- Selecting the Assign Maintenance button in the toolbar will close the form

Maintenance History:

- Displays a “form” which shows all collected information from the Assign Maintenance form and lists those details in an easy-to-read table format.
- Allows for an export to CSV/EXCEL file for sharing data with another department or colleague.
- Selecting the Maintenance History button in the toolbar will close the form

Assignment History:

- Displays a “form” (table) which shows assignment history for assets
 - Allows for depreciation tracking
- Table includes 4 columns
 - Asset Name
 - Asset Tag
 - Employee Name
 - Assigned Date

Add Asset:

- Displays a form for adding a new Asset to the inventory
- Form has 8 fields:
 - Asset Tag
 - Asset Name
 - Category (mouse/router/ etc)
 - Description
 - Date (passes to Last Updated column on inventory table)
 - Original Cost
 - Current Value
 - Availability
- Selecting the Add Asset button in the toolbar will close the form
- Here are 3 Assets to add during DEMO (add 1 per DEMO)
 - ('LT-310', 'Apple MacBook Pro 14"', 'Laptop', 'Apple M2 Pro, 14-inch Retina display', 'ENTER DATE', 1999.00, 1900.00, 'Available'),
 - ('HD-210', 'Samsung T7 Portable SSD', 'Storage', '1TB external USB-C solid state drive', 'ENTER DATE', 130.00, 115.00, 'Available'),
 - ('MS-440', 'Logitech MX Master 3S', 'Mouse', 'Advanced wireless ergonomic mouse', 'ENTER DATE', 99.00, 94.00, 'Available');

Add Employee:

- Displays a form for adding a new Employee to the company for asset assignment
- Form has 4 fields:
 - First Name
 - Last Name
 - Department
 - Email

- When submitted, the employee is added to the Employees table of our DB and can now be selected from the drop-down field when assigning Assets via the Assign Asset Form
- Selecting the Add Employee button in the toolbar will close the form

Sign Out

- Signs Admin/User out
- Redirects to login page