



Asset Manager 9.6

Adoption Readiness Tool (ART)

The Adoption Readiness Tool (ART) provides initial and ongoing enablement to your users to ensure that you get the most out of your software. ART is a cost-effective, comprehensive IT education, documentation and performance support solution. ART provides pre-built simulation-based courses in Micro Focus software that can be accessed by users anytime, anywhere.

ART content provides easy access to self-paced learning content enabling your users to not only dive into an online course, but also to gain direct access to individual components to quickly master specific tasks.

- Access printable job aids targeted towards specific application tasks.
- View or practice a task in a simulated environment.
- Experience full learning with key terms and concepts, product demonstrations and selfassessments by viewing the entire course.

Regardless of which route chosen, users will gain an understanding of the important key concepts, as well as gain competency in both the navigation and functionality of the application.

Course Description

This course describes how to use Asset Manager, including the following:

- Access to printable job aids targeted towards specific application tasks.
- View or practice a task in a simulated environment.
- Experience full learning with key terms & concepts, product demonstrations and self-assessments by viewing the entire course.

Users gain an understanding of the important key concepts, as well as competency in both the navigation and functionality of the application.

Audience/Job Roles

Users of Asset Manager.

Course Objectives

Upon successful completion of this course, you should be able to:

- Describe the features and benefits of Asset Manager 9.6
- Describe key concepts and terminology associated with the Asset Manager product
- Navigate within each of the Asset Manager core modules, both the Windows client and the Web client
- Search for items within the various tables using Filters
- Export, report, and chart queried data

Course Topics

Modules	Objectives
Module 1: Introduction to Asset Manager Using the Windows Client	<ul style="list-style-type: none"> • Introduction • Objectives • Asset Management Concepts • Asset Manager Modules • Login In to the Windows Client* • Navigating the Interface Using the Windows Client* • Sort Records and Apply Simple Filters Using the Windows Client* • Create a Query Using the Windows Client* • Export Record Lists Using the Windows Client* • Create a Statistics Chart Using the Windows Client* • Summary • Assessment
Module 2: Introduction to Asset Manager Using the Web Client	<ul style="list-style-type: none"> • Introduction • Objectives • Asset Management Concepts • Asset Manager Modules • Log In to the Web Client* • Navigating the Interface Using the Web Client* • Sort Records and Apply Simple Filters Using the Web Client* • Create a Query Using the Web Client* • Create a Favorite Using the Web Client* • Export Record Lists Using the Web Client* • Create a Statistics Chart Using the Web Client* • Summary • Assessment

<p>Module 3: Portfolio Management Using the Windows Client</p>	<ul style="list-style-type: none"> • Overview • Objectives • Contextualization • Asset Management Types • Portfolio Tables • Portfolio Management Workflow • Create a Nature Using the Windows Client* • Create a Model Using the Windows Client* • Create an Asset Using the Windows Client* • Create a Batch Using the Windows Client* • Associate a Portfolio Item Using the Windows Client* • Summary • Assessment
<p>Module 4: Portfolio Management Using the Web Client</p>	<ul style="list-style-type: none"> • Overview • Objectives • Contextualization • Asset Management Types • Portfolio Tables • Portfolio Management Workflow • Create a Nature Using the Web Client* • Create a Model Using the Web Client* • Create an Asset Using the Web Client* • Create a Batch Using the Web Client* • Associate a Portfolio Item Using the Web Client* • Summary • Assessment
<p>Module 5: Contract Management Using the Windows Client</p>	<ul style="list-style-type: none"> • Introduction • Objectives • Key Terminology • Contract Types • Master Lease vs. Lease Schedule • Lease Schedule Contracts • Navigate the Contracts Table Using the Windows Client* • Create a Lease Schedule Contract Using the Windows Client* • Create an Insurance Contract Using the Windows Client* • Application Service Contracts • Summary • Assessment

<p>Module 6: Contract Management Using the Web Client</p>	<ul style="list-style-type: none"> • Introduction • Objectives • Key Terminology • Contract Types • Master Lease vs. Lease Schedule • Lease Schedule Contracts • Navigate the Contracts Table Using the Web Client* • Create a Lease Schedule Contract Using the Web Client* • Create an Insurance Contract Using the Web Client* • Application Service Contracts • Summary • Assessment
<p>Module 7: Financial Management Using the Windows Client</p>	<ul style="list-style-type: none"> • Introduction • Objectives • Financial Application Module • Currency • Create Exchange Rates Using the Windows Client* • Budgets • Create an Expense Line Using the Windows Client* • Financial Years • Create a Budget Classification Using the Windows Client* • Create a Cost Center Using the Windows Client* • Create a Budget Center Using the Windows Client* • Create a Chargeback System Using the Windows Client* • Reconcile Fixed Assets • Fixed Assets Table • Summary • Assessment
<p>Module 8: Financial Management Using the Web Client</p>	<ul style="list-style-type: none"> • Introduction • Objectives • Financial Application Module • Currency • Create Exchange Rates Using the Web Client* • Budgets • Create an Expense Line Using the Web Client* • Financial Years • Create a Budget Classification Using the Web Client* • Create a Cost Center Using the Web Client* • Create a Budget Center Using the Web Client* • Create a Chargeback System Using the Web Client* • Reconcile Fixed Assets • Fixed Assets Table • Summary • Assessment

<p>Module 9: Procurement Management Using Windows Client</p>	<ul style="list-style-type: none"> • Introduction • Objectives • Catalog Overview • Products, Catalogs, and Catalog References • Create a Product Using the Windows Client* • Create a Catalog Using the Windows Client* • Create a Catalog Reference Using the Windows Client* • The Procurement Process • Create a Purchase Request Using the Windows Client* • Create a Purchase Order Using the Windows Client* • Create a Receiving Slip Using the Windows Client* • Summary • Assessment
<p>Module 10: Procurement Management Using Web Client</p>	<ul style="list-style-type: none"> • Introduction • Objectives • Catalog Overview • Products, Catalogs, and Catalog References • Create a Product Using the Web Client* • Create a Catalog Using the Web Client* • Create a Catalog Reference Using the Web Client* • The Procurement Process • Create a Purchase Request Using the Web Client* • Summary • Assessment
<p>Module 11: Software Asset Management Using the Windows Client</p>	<ul style="list-style-type: none"> • Introduction • Objectives • Software Licenses • Create a Software License Using the Windows Client* • Create a Software Installation Using the Windows Client* • Create a Software Counter Using the Windows Client* • Create a Software Contract Using the Windows Client* • Assign Software License Rights Using the Windows Client* • Generate a Report Using the Windows Client* • Summary • Assessment

**Module 12: Software Asset
Management Using the Web
Client**

- Introduction
- Objectives
- Software Licenses
- Create a Software License Using the Web Client*
- Create a Software Installation Using the Web Client*
- Create a Software Counter Using the Web Client*
- Create a Software Contract Using the Web Client*
- Assign Software License Rights Using the Web Client*
- Summary
- Assessment

* Indicates a simulation.