



MEDIA

ADMIN

Education Edition

Asset Management Suite

For optimized process engineering and automation

Singapore's first comprehensive asset management solution exclusively for MOE schools

Manage People

- Manage system administrators/users loanees
- Store User/Department documents
- Rate loanee loan performance
- Provide data access to all users (in the network)

Manage Processes

- Loan or dispose (condemn/store/sell) assets
- Manage assets by department/location/category
- Track by department/location/category/loanee
- Store forms or use powerful form generator

Manage Assets

- Conduct thorough audit processes
- Use powerful tracking engine for asset search
- Generate status reports for single/selected/all items



Introducing MediaADMIN

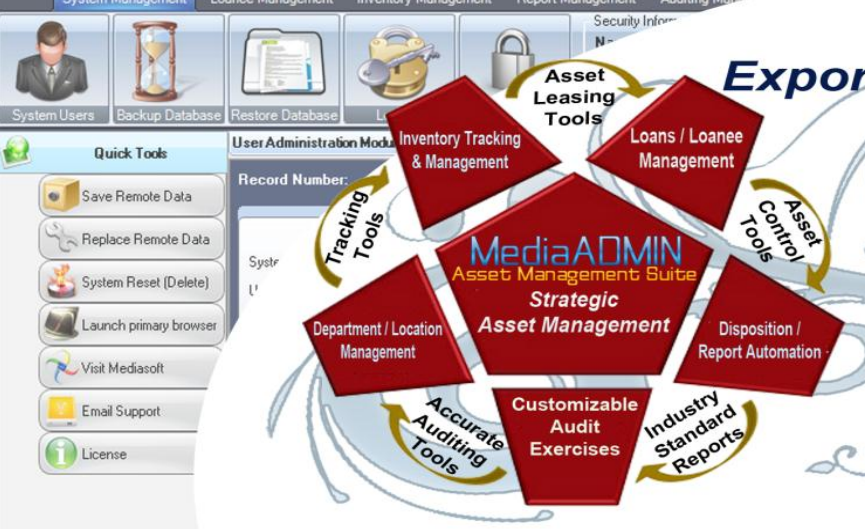
Built on a customized Speech Engine, MediaADMIN is the only asset management software in the world that speaks to you. Network enabled and process-centric, our software package automates every inventory management process in MOE schools today.

MediaADMIN has been built with the support of various MOE schools, institutions, educators and our internal ICT executives and trainers who have worked within MOE school premises. The software package is uniquely priced and licensed to suit non-profit institutions.

MediaADMIN contains the following modules:

- User Management Module
- Loanee Management Module
- Loan Management Module
- Department Management Module
- Loan Requests Management Module
- Location Management Module
- Designation Management Module
- Inventory Management Module
- Disposition Management Module
- Audit Exercise Management Module
- Inventory Audit Management Module

<http://www.mediasoft.com.sg>



Highly customizable Network or standalone utility
Export database, activity log reports



Loans & Loanee Management *(Manage staff (permanent and temp))*

Declare loanees, store their contact details, upload their pictures track their designations (appointments), upload and store documents specific for these loanees and provide credit ratings (based on track record)

Disposition / Report Automation *(Replace forms and store old documents)*

Create an item/loan/loanee/disposition/audit exercise/inventory/department/category/designation/loan request specific report. Generate single/collective or custom reports. Export reports to MSWord, Excel, PDF, XML, RTF and CSV formats

Customizable Audit Exercises *(Create and manage scheduled audits)*

Schedule audit exercises with a click of a button, populate these exercises with existing inventory, disposed items (ones that are not sold yet) and even customize your entries with items. Create 1 or many exercises and easily manage them.

Department / Location Management *(Manage by categories)*

Create departments and locations, upload maps and location information. Easily store department-specific documents available to all users, easily manage location information. Specify locations, assign inventory to locations and track easily.

Inventory Tracking & Management *(Comprehensive tools)*

Create inventory, specify warranty, system will calculate value depreciation and expiry. Inventory locks ensure item is not loaned again until it is recalled. Inventory can be tracked by loanees, departments, end dates, item number and departments. Store images of the item, documents pertaining to the item and specify accessories that accompany the item. Easily loan multiple items to a single user with bulk loan or single loan per loanee. Dispose single items or dispose in bulk, either process is allowed with remarkable precision and extensive customizability.

RSS Integrated - be informed of the latest news from MOE immediately!
 (or select from a range of news sources)

System Requirements

Windows XP (Service Pack 3 and above)
Pentium 4 and above/1GB RAM

Can be run on local or remote database (network). Training will be provided.
Single license for the entire institution (no multiple license purchase necessary)

Every activity in software is tracked and stored by a activity log engine