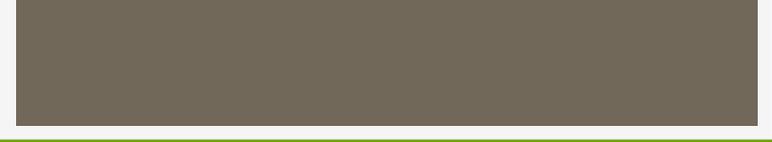




# Amp-Asset Management Program

Getting Started

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This slide show takes you through the basic steps needed to make AMP work for your county.

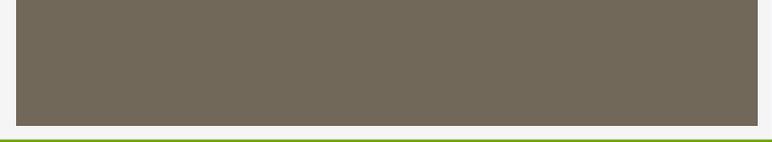
- There is currently one issue within AMP. The seal requirements within the program are not in line with the states actual requirements. They are aware of the issue and working on making the program mirror their new requirements.



# Step One

Where to start?





Make sure you are on the correct login page.

- <https://amp.assetworks.com/ny/f?p=2001:101>



Login

Username

Password

Forgot your [password](#)?



# Step Two

User name/Password

---

# Setup your password.

- You will get an e-mail from AMP confirming your password change. On my e-mail confirmation there was a link to a “customer login screen” do not use that link, it looks similar to your login page but will not access your database.



Home Sidebar  
Account Settings

Account Reminders  
Your Account password was created by someone other than you. Please change your password using Account Settings link in the sidebar.

Quick Searches

Asset Number  Serial Number  Voting System  Search Assets



# Step Three

Accurate Database



# Verify your database.

- Check that machine number, serial numbers, districts and poll sites are correct. If changes are needed you will have to download the database, make the necessary corrections and then upload the accurate database.



- Admin Sidebar
- Entity
  - Town
  - Site
  - Pending Maintenance
  - Export Data
  - Import Data
  - Lookup Editor
  - Zip Code Editor
  - Class Editor
  - Delete Contact
  - User Session Log
  - Batch Scripts

Version 2014-06-20\_I182

Get Rectangular Area ... Ctrl+R



# Step Four

Quarterly



# Quarterly Maintenance

- Machines must pass their quarterly maintenance and be scanned into the system before they can be transferred to an election event.

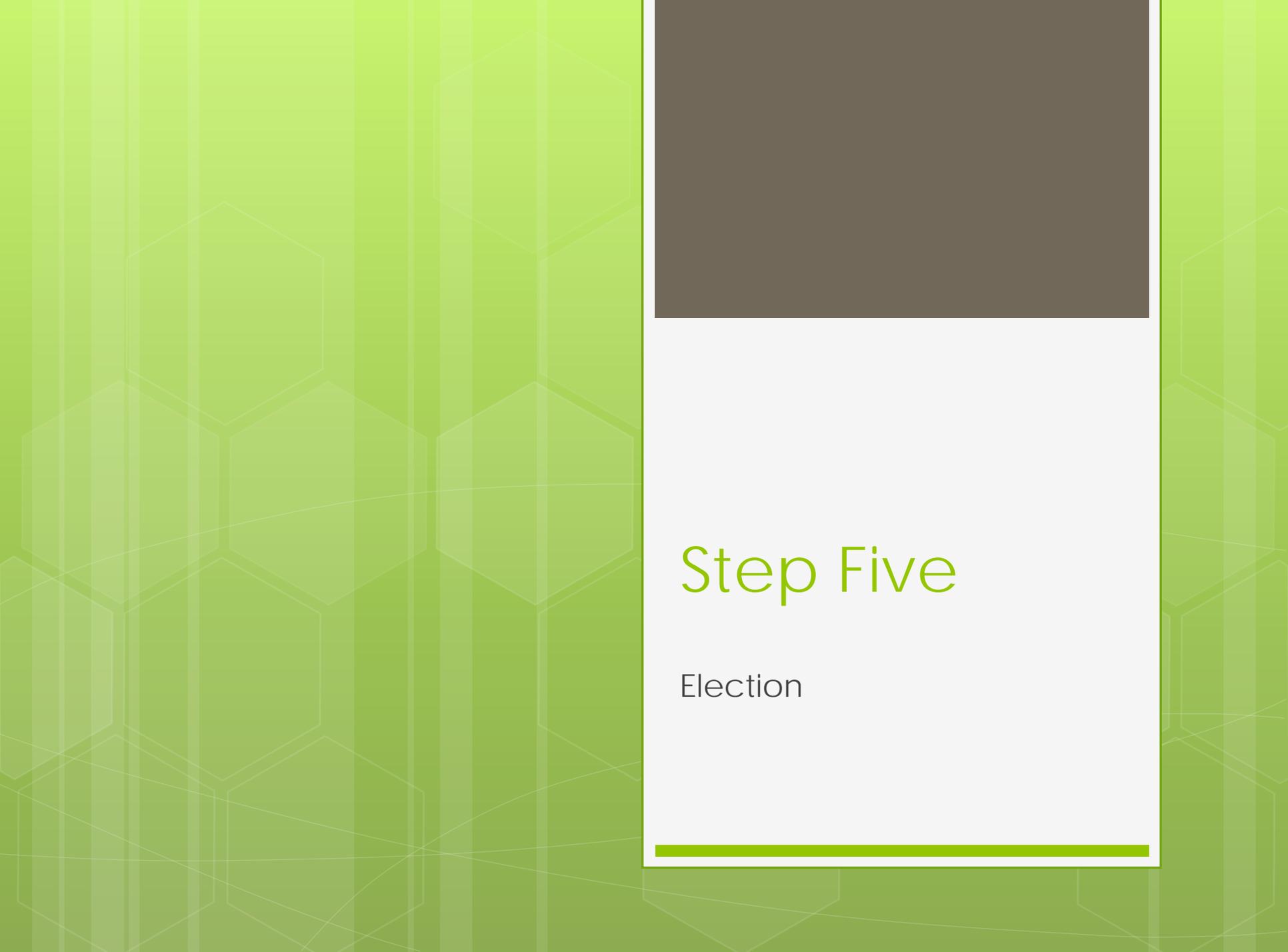


- Assets Sidebar
- Entity
  - Towns
  - Sites
  - Voting Systems
  - Inventory Asset

- Asset Tasks
- Maintenance**
  - Create

Schedule Type\* Pre-Qualification ▾  
Asset Number\*

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# Step Five

Election

# Create an election transfer

- The asset management program works on the premise of transfers.



**Transfers Sidebar**

- Entity
- Towns
- Sites
- Election Transfers**
- Repair Transfers

**Transfer Tasks**

- Create Election Transfer
- Search Active Transfers by Asset

Event\*

Transfer Type\* Election Transfer

From Town\* 00 - SARATOGA CBOE

From Site\* 0000 - SARATOGA CBOE WAREHOUSE

From Person  Get Rectangular Area ...  Ctrl+R

To Town\*

To Site\*

To Person

Transportation Company\*

Shipping Group\*

Description

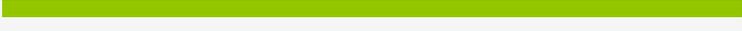
Remarks

Transfer Status



# Step Six

Machine Roll Out



# Election Transfer

- Security seal and chain of custody paperwork is a great feature rolled into this step.



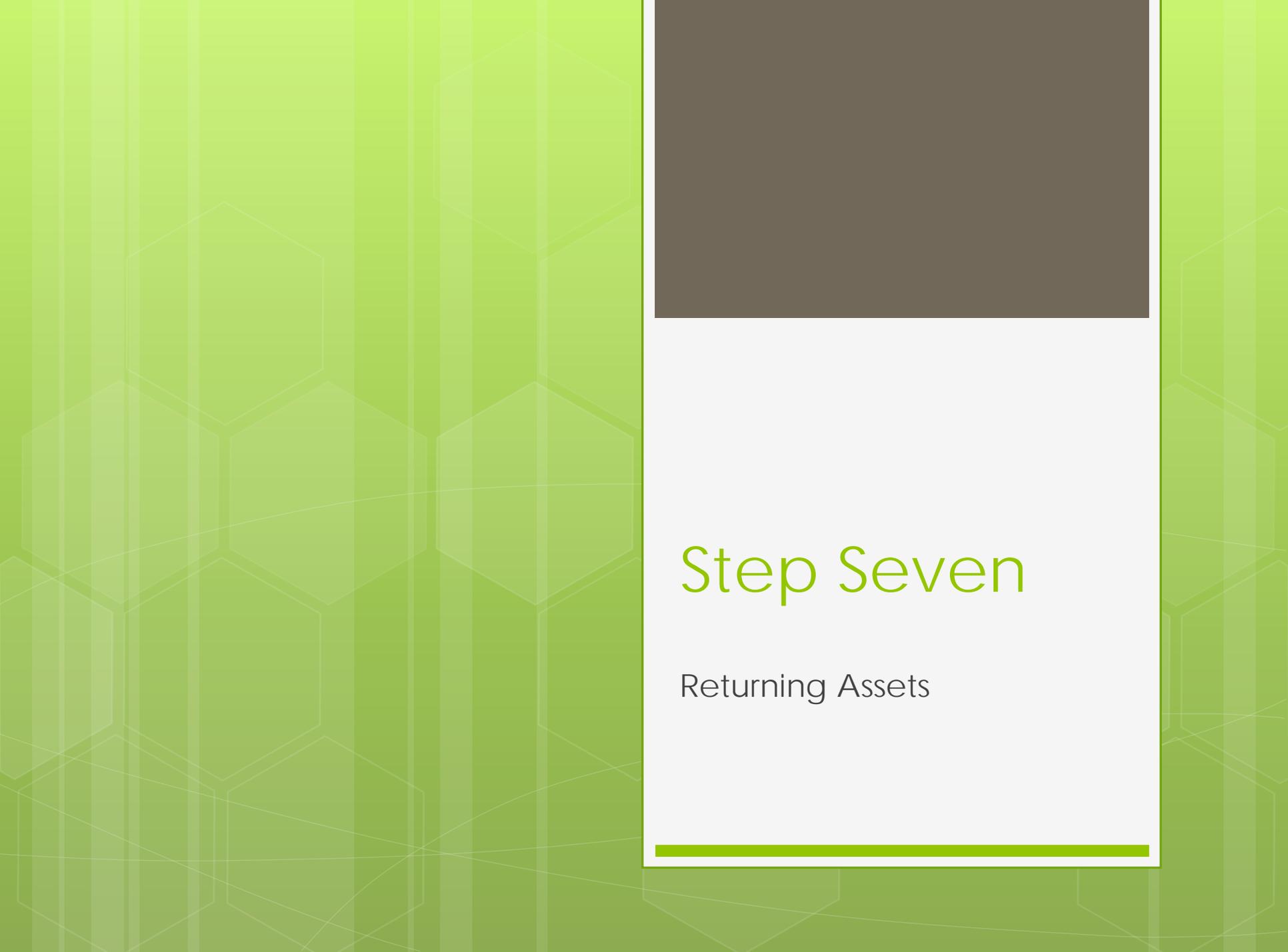
- Transfers Sidebar
- Entity
  - Towns
  - Sites
  - Election Transfers**
  - Repair Transfers

- Transfer Tasks
- Create Election Transfer
  - Search Active Transfers by Asset

Q-  Go Reports 1.Primary Report Actions

Status = Pending

View/Edit	Transfer Number	Transfer Method	From Site Num	From Site Name	To Site Num	To Site Name	Remarks
	1	ET - Election Transfer: 0000		SARATOGA CBOE WAREHOUSE 001		GALWAY CENTRAL SCHOOL -	



# Step Seven

Returning Assets

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# Receive machines back from their election transfer.

- An abbreviated version of the initial transfer process, scanning the machines back in from their transfer.



# Step Eight

Getting comfortable with the program and exploring it's other features.

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# Other Perks

- If machines need to be pulled out of the line or sent away to be repaired you can use AMP to accurately keep track of those assets.
- There are also provisions to track other assets such as privacy booths.



- Transfers Sidebar
- Entity
  - Towns
  - Sites
  - Election Transfers
  - Repair Transfers**

Q:  Go Reports 1. Primary Report Actions

Status = 'Pending'

There are no transfers that match your search criteria.

- Transfer Tasks
- Create Repair Transfer
  - Search Active Transfers by Asset



- Assets Sidebar
- Entity
- Towns
- Sites
- Voting Systems
- Inventory Asset**

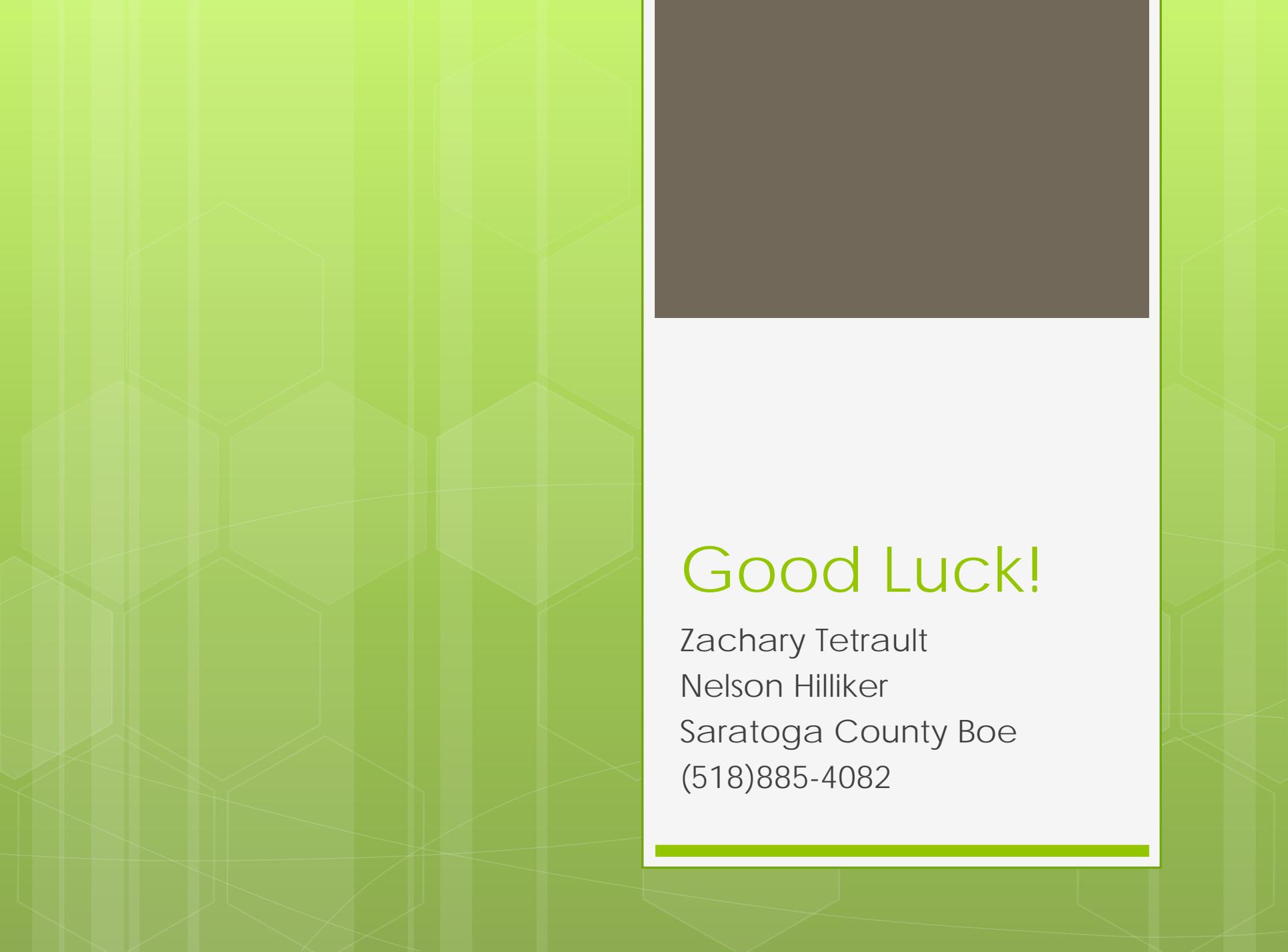
- Asset Tasks
- Create

Q-  Go Reports 1. Primary Report Actions

Status != 'Inactive'

No inventory assets were found for this county.

Get Rectangular Area ... Ctrl+R



Good Luck!

Zachary Tetrault

Nelson Hilliker

Saratoga County Boe

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