

ZANZIBAR GOVERNMENT ASSET MANAGEMENT INFORMATION SYSTEM (ZGAMIS)

User Manual

Owner: Treasury Registrar Office (TRO), ICT Unit

Prepared by: ZGAMIS Implementation Team

Version: 1.0.0

Date: September 25, 2025

1. Introduction

1.1 Purpose

This User Manual provides step-by-step guidance to operate ZGAMIS across the entire asset lifecycle: **registration, verification, adjustment, transfer, valuation, maintenance, disposal, accounting linkage, reporting, and administration.**

1.2 Scope

Covers day-to-day usage by officers at **Branch, Institution HQ, and Treasury Registrar HQ**, plus ICT administrators.

1.3 Audience

- **Branch Officers** – register, verify, initiate transfers/maintenance/disposal.
- **Institution HQ Officers** – review/approve branch submissions, monitor registers.
- **Treasury Registrar (TR HQ)** – final approvals, compliance, analytics.
- **ICT Administrators** – users/roles, configuration, audit & support.

1.4 Key Benefits

- Single source of truth for government assets.
- End-to-end approvals and audit trail.
- Barcode & QR tagging for fast verification.
- Standardized reporting (PDF/Excel) via the Reporting Service.

1.5 Definitions (Glossary excerpt)

- **Asset:** Property, plant, equipment, land, intangible, or biological item recorded in ZGAMIS.
 - **Verification:** Physical confirmation of asset existence, condition, useful life, and location.
 - **Adjustment:** Authorized update to value, category, useful life, or other master attributes.
 - **Revaluation:** Assessment altering carrying value and accumulated depreciation.
 - **Disposal:** Permanent derecognition (auction, donation, write-off, etc.).
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2. Getting Started

2.1 Supported Browsers

Latest Chrome/Edge/Firefox. Enable pop-ups for downloads (PDF/Excel).

2.2 Access & Login

1. Navigate to: <https://zgamis.trosmz.go.tz>
2. Enter **Username** and **Password**.
3. Click **Login**.





Welcome to ZGAMIS

Asset Management Information System

Login

[Forgot Password?](#)

2.3 Password & Session

- Minimum length and complexity enforced.
- Sessions auto-expire after inactivity; sign in again to continue.

2.4 Roles & Permissions (overview)

ZGAMIS uses **role-based access + granular permissions**. Common roles:

Role	Typical Level	Key Capabilities
AMU Officer	Branch	Register assets, start verification, request transfer/maintenance/disposal
Asset Manager	Institution	Approve branch items, oversee registers & reports
TR HQ Officer	National	Final approvals (transfer, disposal, revaluation), compliance analytics

Asset Verifier	Branch/Institution	Execute field verification using QR/barcode
Disposal Manager	Institution/TR	Manage disposal lifecycle & financial impact
System Admin	ICT	Users, roles, menus, permissions, configurations

(See **Appendix A** for the full matrix.)

3. Orientation: Dashboard & Navigation

3.1 Dashboard Overview

Upon login, ZGAMIS opens on the **Dashboard** showing KPI tiles and a pie chart.

- KPI Tiles:
 - **Total Assets**
 - **Unapproved Assets**
 - **Verified Assets**
 - **Un-Verified Assets**
 - **Disposed Assets**
 - **Loss & Damage**
 - **Total Users**
- Visualization: **Assets by Classes** (pie chart).

- **Dashboard**
- **Assets Register**
- **Verification**
- **Adjustment**
- **Transfer**
- **Valuation**
- **Maintenance**
- **Accounting**
- **Disposal**

- Reports
- Staff Management
- Location
- System Setup
- Permission & Logs


ZGAMIS
The Office of Treasury Registrar HQ




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Assets Register
Register Asset
Pending Approval
End of Life
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Asset List
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Sub-Classes
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Home / Asset management / Assets

Assets

S/N	Category Sub-Category	Details	Location	Acquisition Date	Actions
1	Furniture & Fittings Sub Cat: Furniture	Office chair Pending Verification Barcode: ZAHRI-0000012 Status: USE	Zanzibar Health Research Institute HQ Department: Public Property Procurement and Disposal Unit Division: Division of Human Resources and Administration Unit: Division of Human Resources and Administration	Feb 4, 2922	
2	Furniture & Fittings Sub Cat: Furniture	Dining Chair Pending Verification Barcode: ZDCEA-0000022 Status: USE	Zanzibar Drugs Control Enforcement Authority HQ Department: IDARA YA KINGA, TIBA NA MAREKEBISHO YA TABIA Division: DIVISHENI YA KINGA NA MAREKEBISHO YA TABIA Unit: DIVISHENI YA KINGA NA MAREKEBISHO YA TABIA	Dec 29, 2919	
3	Furniture & Fittings Sub Cat: Office Equipment	Ceiling Fan Verified Barcode: ZARI-0000204 Status: USE	Zanzibar Agriculture Research Institute PEMBA Department: IDARA YA RASILIMALI WATU UTAWALA NA MIPANGO Division: DIVISHENI YA RASILIMALI WATU NA UTAWALA Unit: DIVISHENI YA RASILIMALI WATU NA UTAWALA	Apr 17, 2914	
4	Furniture & Fittings Sub Cat: Furniture	Dining Table Pending Verification Barcode: ZDCEA-0000060 Status: USE	Zanzibar Drugs Control Enforcement Authority HQ Department: IDARA YA KINGA, TIBA NA MAREKEBISHO YA TABIA Division: DIVISHENI YA KINGA NA MAREKEBISHO YA TABIA Unit: DIVISHENI YA KINGA NA MAREKEBISHO YA TABIA	Dec 29, 2912	
5	Communication & IT Equipment Sub Cat: Other IT equipment (with purchase value> or = \$ 50,000)	Printer Pending Verification Barcode: ZHC-0000071 Status: USE	Zanzibar Housing Corporation HQ Department: Human Resource Department (HR) Division: Human Resource Unit Unit: Human Resource Unit	Aug 21, 2303	

Rows per page: 5
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3.3 Common UI Patterns

- **Breadcrumbs** (top) show your current path.
- **Advanced Filter** to refine lists by date, category, branch, etc.

- **Row Actions Menu** (:) for view/edit/approve/reject.
 - **Pagination** controls at the bottom of lists.
 - **Export Buttons** for PDF/Excel when available.
-

4. Assets Register

4.1 Register a New Asset (Wizard)

Path: **Assets Register** ► **Register Asset**

Steps in the wizard (top progress 1→6):

1. **Primary** – Item, Category, Sub-category, Condition, Useful Life, Unit of Measure, Asset Name.
2. **Acquisition** – Date, Cost, Fund Source, Acquisition Type.
3. **Warranty & Insurance** – Provider, policy, coverage, expiry.
4. **Allocation** – Institution/Branch, Department/Division/Unit, Custodian.
5. **Location** – Region, District, Village, Building, Floor, Room, GPS (optional).
6. **Specific Attributes** – e.g., Vehicle: plate, chassis, engine; ICT: serial/model; Land: plot, building no.; etc.

Required fields are marked on the form. Attach supporting documents where applicable. Click **Save**.


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 The Office of Treasury Registrar HQ




Dashboard >

Home / Asset management / Register asset

Assets Register

Register Asset

Pending Approval

End of Life

Nearing End of Life

Fund Sources

Asset List

Items

Sub-Classes

Classes

Barcode & Qrcodes

Units of Measure

Verification

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Maintenance

Accounting

Asset Registration Form

MORE ACTIONS

1 2 3 4 5 6

Primary Acquisition Warranty & Insurance Allocation Location Specific Attributes

Item

Category

Sub-Category

Asset Name (e.g Hotel Verde, Nissan Z636PB etc)

Condition

Original Useful Life
0.00

Current Useful Life
0.00

Unit of Measure

NEXT

Field Reference (key fields)

- **Asset Name** – e.g., “Conference Chair”, “Nissan XYZ”.
- **Category/Sub-Category** – from standardized chart.
- **Original Useful Life / Current Useful Life** – in years (decimals allowed).
- **Acquisition/Revaluation Date & Cost.**
- **Fund Source** – internal, donor, grant code (if used).
- **Barcode/QR Code** – auto-generated after save.

4.2 Pending Approval

New registrations appear under **Pending Approval** for review by HQ/TR (as configured).

ZGAMIS
The Office of Treasury Registrar HQ

Dashboard

Assets Register

Register Asset

Pending Approval

End of Life

Nearing End of Life

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Home / Asset management / Pending approval

Pending Approval Assets

S/N	Category Sub-Category	Details	Location	Date Registered	Actions
1	Communication & IT Equipment Sub Cat: Computers and Peripherals	Desktop Pending Approval Barcode: CGN-0000069	Corporation of Government Newspapers HQ Department: IDARAYA UTAWALA NA RASILIMALI WATU Unit: SEHEMU YA GAZETI MTANDAO	Jun 6, 2028	View Edit Delete Reject Approve
2	Communication & IT Equipment Sub Cat: Computers and Peripherals	Laptop Pending Approval Barcode: JOZ-0000189	The Judiciary of Zanzibar HQ Department: AFISI YA MTENDAJI MKUU MAHKAMA Unit: JRDU	Dec 6, 2025	
3	Communication & IT Equipment Sub Cat: Computers and Peripherals	All in one Desktop Pending Approval Barcode: JOZ-0000187	The Judiciary of Zanzibar HQ Department: AFISI YA MTENDAJI MKUU MAHKAMA Unit: JRDU	Dec 6, 2025	
4	Communication & IT Equipment Sub Cat: Computers and Peripherals	All in one Desktop Pending Approval Barcode: JOZ-0000188	The Judiciary of Zanzibar HQ Department: AFISI YA MTENDAJI MKUU MAHKAMA Unit: JRDU	Dec 6, 2025	
5	Communication & IT Equipment Sub Cat: Computers and Peripherals	Laptop Pending Approval Barcode: JOZ-0000190	The Judiciary of Zanzibar HQ Department: AFISI YA MTENDAJI MKUU MAHKAMA Unit: JRDU	Dec 6, 2025	

Rows per page: 5
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Approve to activate the asset; **Reject** with a clear reason to return for correction.

4.3 View Asset Details

The **Asset Details** dialog shows:

- Primary data (item, category, sub-category).
- **Status & Lifecycle** (condition, remaining life, state).
- **Cost & Revaluation** (cost, capitalization date, book value, accumulated depreciation).
- **Ownership/Location**.



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Home / Asset management
Assets
Search Assets

S/N	Category Sub Cat	Acquisition Date	Actions
1	Furniture & Fittings Sub Cat: Furniture	Feb 4, 2922	
2	Furniture & Fittings Sub Cat: Furniture	Dec 29, 2919	
3	Furniture & Fittings Sub Cat: Office Furniture	Apr 17, 2914	
4	Furniture & Fittings Sub Cat: Furniture	Dec 29, 2912	
5	Communications Sub Cat: Other	Aug 21, 2303	

Asset Details

Primary

Asset Name

Office chair

Item

Office chair

Sub-Category

Furniture

Category

Furniture & Fittings

Status & Lifecycle

Condition

Good

Original Useful Life

5.00

Remaining Useful Life

1.88

Unit of Measure

Piece

State

—

Cost & Revaluation

Acquisition/Revaluation Cost

381,355.94

Acquisition/Revaluation Date

Feb 4, 2922

Capitalization Date

Feb 4, 2022

Total Accumulated Depreciation

235,169.50

Book Value

146,186.44

Ownership / Location

CLOSE

4.4 Barcodes & QR Codes

Download/print codes to tag assets physically; scanning a QR opens the verification workflow.


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Dashboard

Assets Register

Register Asset

Pending Approval

End of Life

Nearing End of Life

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Barcode & Qrcodes

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Home / Asset management / Barcodes and qrcodes

Asset Barcode & QR Codes

Search Assets

ADVANCED FILTER

CLEAR FILTERS

S/N	Asset Name	Code	Acquisition/Revaluation Date	Barcode	QR Code
1	All in one Desktop	TRO-0000527	Oct 8, 2025	 Print Download	 Print Download
2	Camera	TRO-0000526	Oct 13, 2024	 Print Download	 Print Download
3	Motor Vehicle HD	TRO-0000524	Aug 1, 2024	 Print Download	 Print Download

MORE ACTIONS

Print Barcodes

Download Barcodes

Print QR Codes

Download QR Codes

4.5 Other Assets Register Menus

- **Asset List** – full inventory with filters & export.
- **End of Life / Nearing End of Life** – lifecycle monitoring.
- **Classes, Sub-Classes, Items** – master catalogs.
- **Units of Measure, Fund Sources** – master data maintenance.

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Dashboard >

Assets Register ^

Register Asset

Pending Approval

End of Life

Nearing End of Life

Fund Sources

Asset List

Items

Sub-Classes

Classes

Barcode & Orcodes

Units of Measure

Verification v

Adjustment v

Transfer v

Valuation v

Maintenance v

Accounting v

Home / Asset management / Asset categories

Asset Categories

Search Asset Categories

+ ADD ASSET CATEGORY

S/N	Name	Code	Actions
1	Biological Asset	ASSET_CAT_10	 PROPERTIES
2	Buildings	ASSET_CAT_04	 PROPERTIES
3	Communication & IT Equipment	ASSET_CAT_03	 PROPERTIES
4	Furniture & Fittings	ASSET_CAT_01	 PROPERTIES
5	Heritage Assets	ASSET_CAT_11	 PROPERTIES
6	Infrastructure Asset	ASSET_CAT_07	 PROPERTIES
7	Intangible Assets	ASSET_CAT_13	 PROPERTIES
8	Land	ASSET_CAT_05	 PROPERTIES
9	Motor Vehicle & Motor Cycle	ASSET_CAT_09	 PROPERTIES
10	Oil Rigs	ASSET_CAT_12	 PROPERTIES
11	Plant, Machinery & Equipment	ASSET_CAT_02	 PROPERTIES

5. Verification

5.1 Start Verification

Path: **Verification** ► **Un-verified** (or scan QR directly)

1. **Scan QR** (or search by Asset Code).
2. Record **Found Condition**, **Found Useful Life**, **Found Value**.
3. Optionally attach photos/docs.
4. Submit. Status moves to **Pending Ver. Approval**.


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Batch Asset Verification Form

Filter By Department
IDARA YA RASIMALI WATU UTAWALA NA MIPANGO
Filter By Unit

Filter By Category
Filter by Sub-Category

Search Assets by Code

☒ Uncheck All
Selected: 109

Office chair Code: TRO-0000078 ☒ Original Useful Life: 5.00	Last Verified: November 11th, 2024 Department: IDARA YA RASIMALI WATU UTAWALA NA MIPANGO	Last Depreciation: November 11th, 2024 Division: KITENGO CHA UHASIBU NA FEDHA	Current Condition: New Unit: KITENGO CHA UHASIBU NA FEDHA
Building: Unknown, Floor: Unknown, Room: Unknown			
Very Good		Useful Life 5	
Remarks Very Good			



Condition	Actions
Good	
TABIA Fair	
TABIA Fair	
Good	
Good	

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5.2 Approvals & Rejections

- **Pending Ver. Approval** – HQ/TR review.
- **Rejected Verification** – shows rejection reason(s). Correct & resubmit.

 ZGAMIS The Office of Treasury Registrar HQ  											
Dashboard Assets Register Verification Un-verified Pending Ver. Approval Rejected Verification Adjustment Transfer Valuation Maintenance Accounting Disposal Reports Staff Management Location System Setup Permission & Logs Home / Verification / Rejected											
Rejected Asset Verification Requests Search by Asset Barcode ADVANCED FILTER											
S/N	Date	Class Sub-Class	Details	Found Condition	Found Useful Life	This/Year Period Depreciation	Accumulated Depreciation	Found Value	Rejection reason	Actions	
1	Sep 29, 2025	Furniture & Fittings Sub Cat: Furniture	Office chair Barcode: TRO-0000148 Date Acquired: Oct 4, 2023 Capitalization Date: Sep 4, 2023 Acquisition/Revaluation Cost: 250,000.00 Current Value: 54,124.82 Total Accumulated Depreciation: 195,875.18	Good	4.00	90,654.05	165,654.05	84,345.95	hii imejrudia	⋮	
2	Sep 24, 2025	Furniture & Fittings Sub Cat: Furniture	Office chair Barcode: TRO-0000101 Date Acquired: Nov 11, 2024 Capitalization Date: Nov 11, 2024 Acquisition/Revaluation Cost: 500,000.00 Current Value: 385,508.38 Total Accumulated Depreciation: 114,491.62	Good	4.00	101,448.35	134,781.68	365,218.32	Miss location	⋮	
3	Aug 26, 2025	Communication & IT Equipment Sub Cat: Computers and Peripherals	Keyboard Barcode: TRO-0000043 Date Acquired: Sep 4, 2023 Capitalization Date: Sep 4, 2023 Acquisition/Revaluation Cost: 45,000.00 Current Value: 984.95 Total Accumulated Depreciation: 44,015.05	Good	85.00	654.97	17,529.97	27,470.03	ipitiwe tena	⋮	

Note: Depreciation and book value may auto-recompute on approved verifications (per configuration).

6. Adjustment

6.1 When to Use

For sanctioned changes to **value, useful life, category, state, usage, unit of measure, item, acquisition dates**, etc.

6.2 Create Adjustment

Path: **Adjustment** ► **Adjustment Requests**

1. Select Asset.
2. Enter **Old** vs **New** values (system may prefill old).
3. Provide **Justification Note** and attach supporting document(s).
4. Submit → Goes to **Pending Adj. Approval**.

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Dashboard > Home / Asset management

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Search Assets

S/N	Category Sub Category	Acquisition Date	Actions
1	Furniture & Fixtures Sub Cat: Furniture	Feb 4, 2922	⋮
2	Furniture & Fixtures Sub Cat: Furniture	Dec 29, 2919	⋮
3	Furniture & Fixtures Sub Cat: Office Furniture	Apr 17, 2914	⋮
4	Furniture & Fixtures Sub Cat: Furniture	Dec 29, 2912	⋮
5	Communication Equipment Sub Cat: Other	Aug 21, 2303	⋮

Adjustment Request Form for Asset | Office chair::ZAHRI-0000012

Adjustment Date: 10/23/2025

Adjustment Type: Depreciation Correction

☐ Asset has Fully Depreciated

Approved Audited Financial Report Date

Acquisition Cost: 381,356

Old Accumulated Depreciation: 235,170

Carrying Value: 146,186

Last Accumulated Depreciation Date: 02/04/2022

Accumulated Depreciation as per Audited Financial Report: 235,170

Old Condition: Good

Old Useful Life: 1.88

New Condition: Good

New Useful Life: 1.88

Adjustment Justification

Attachment

Choose File No file chosen

CANCEL SUBMIT

6.3 Approval & Audit

- **Approvers:** HQ and/or TR (policy).

- **Outcome:** Book value / life / category updated.
- **Audit Trail** captures all changes.

The screenshot displays the ZGAMIS web application interface. The top header is orange with the ZGAMIS logo and 'The Office of Treasury Registrar HQ' on the left, and a user profile icon on the right. A dark sidebar on the left contains a menu with items like Dashboard, Assets Register, Verification, Adjustment (highlighted), Pending Adj. Approval, Adjustment Requests, Rejected Adjustment, Transfer, Valuation, Maintenance, Accounting, Disposal, Reports, Staff Management, Location, System Setup, and Permission & Logs. The main content area has a breadcrumb trail 'Home / Adjustment / Rejected' and a title 'Rejected Asset Adjustment Requests'. Below the title is a search bar 'Search by Asset Barcode' with a magnifying glass icon and an 'ADVANCED FILTER' button. A table with columns 'S/N', 'Date', 'Adjustment Type', 'Status', and 'Actions' is shown, but it is empty. At the bottom right of the table area, it says 'Rows per page: 5' and '0-0 of 0'.

7. Transfer

7.1 Initiate Transfer

Path: **Transfer** ► **Transfer Requests** → **+ Transfer Assets**

1. Choose **Transfer Type:** *INTERNAL* / *EXTERNAL*.
 - Tick **Disposal Transfer** if moving assets to disposal center.
2. Select **Destination Institution/Branch/Unit**.

3. Add **Remarks** and **Attachment**.
4. Add one or more **Transfer Items** (assets).
5. Submit.

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Home / Transfer / Tr

New Asset Transfer

Transfer Type: **EXTERNAL** ☐ Disposal Transfer

Destination Institution: **Zanzibar Roads Agency**

Remarks

Attachment: **Choose File** No file chosen

Transfer Items

Asset #1

Asset: **Motor Vehicle LD (TRO-0000521)**

ADD ITEM

CANCEL **SUBMIT TRANSFER REQUEST**

7.2 Workflow Stages

- **Awaiting Authorization [HQ]** → Institution HQ approval.
- **Awaiting Authorization [TR]** → Treasury Registrar approval.
- **Awaiting Branch Assignment** → Receiving branch/unit assignment.
- **Incoming Assets** → Receiving branch confirms receipt.

- **Rejected Transfer [Internal]** → Displays with reason; sender may amend.


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Dashboard >
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Transfer Requests
Awaiting Authorization [HQ]
Transfer Authorization [HQ]
Awaiting Authorization [TR]
Awaiting Branch Assignment
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Incoming Transfer
Transfer Within
Rejected Transfer [Internal]
Valuation >
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Accounting >
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Home / Transfer / Transfer requests

ASSET TRANSFER LIST

+ TRANSFER ASSETS

Search by Asset Barcode

ADVANCED FILTER

S/N	Date	Type	Reason	Source Branch	Destination Branch	Destination Institution	Approval Status	Actions
1	Oct 16, 2025	EXTERNAL	Normal Transfer	The Office of Treasury Registrar HQ	-	Zanzibar Agriculture Research Institute	Approved TRO Approved Transfer Confirmed	⋮
2	Oct 16, 2025	EXTERNAL	Normal Transfer	The Office of Treasury Registrar HQ	-	Zanzibar Agriculture Research Institute	Approved TRO Approved Transfer Confirmed	⋮
3	Sep 30, 2025	EXTERNAL	Normal Transfer	Zanzibar Agriculture Research Institute HQ	-	The Office of Treasury Registrar	Approved Pending TRO	⋮
4	Sep 30, 2025	EXTERNAL	Normal Transfer	The Office of Treasury Registrar HQ	-	The Office of Treasury Registrar	Approved TRO Approved Transfer Confirmed	⋮
5	Sep 30, 2025	EXTERNAL	Normal Transfer	The Office of Treasury Registrar HQ	-	Zanzibar Agriculture Research Institute	Approved TRO Approved Transfer Confirmed	⋮

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7.3 Transfer Confirmation & History

On receipt, the receiving branch **confirms**. System stores **Transfer History** (from/to branch, old/new codes/conditions, values).

8. Valuation (Revaluation)

8.1 Purpose

Revalue an asset's **carrying amount, accumulated depreciation, and useful life** after professional valuation.

8.2 Create Revaluation

Path: **Valuation ► New Revaluation**

1. Select Asset.
2. Enter **New Book Value**, **New Accumulated Depreciation**, **New Useful Life**, **New Condition**.
3. Attach valuation report.
4. Submit → Approval (TR HQ).

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Home / Asset management / Assets

Assets

Search Assets

Revaluation Request Form for Asset|Office chair::ZAHRI-0000012

Acquisition Cost	Accumulated Depreciation	Current Book Value
381,356	235,170	146,186.44
Remaining Useful Life	Revaluation Date	New Condition
2	10/23/2025	Good
New Useful Life	New Accumulated Depreciation	New Book Value
2	181,955,467.12	182,336,823.06
Justification for Revaluation		
Attachment		
Choose File No file chosen		
CANCEL SUBMIT		

S/N	Category S	Acquisition Date	Actions
1	Furniture & F Sub Cat: Furn	Feb 4, 2922	⋮
2	Furniture & F Sub Cat: Furn	Dec 29, 2919	⋮
3	Furniture & F Sub Cat: Offi	Apr 17, 2914	⋮
4	Furniture & F Sub Cat: Furn	Dec 29, 2912	⋮
5	Communication & IT Equipment Sub Cat: Other IT equipment (with purchase value> or = \$ 50,000)	Aug 21, 2303	⋮

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8.3 Impact

Upon approval, system updates carrying value and depreciation schedule.

9. Maintenance

9.1 Maintenance Plan (Branch/Institution)

Path: **Maintenance** ► **Maintenance Plan** → **Create New Plan**

For each asset:

- Last Maintenance Date, Next Maintenance Date
- Schedule (Monthly/Quarterly/Annually/Custom)
- Provider details & contacts
- Annual Budget, Description

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Home / Maintenance / Branch plans

New Asset Maintenance Plan

Plan: Annual Asset Maintenance Plan - 2026

Maintenance Items

Maintenance Item #1		
Asset Camera (TRO-0000526)	Last Maintenance Date dd/mm/yyyy	Next Maintenance Date dd/mm/yyyy
Schedule Annually	Annual Budget	Provider/Supplier/Vendor
Provider/Supplier/Vendor Phone	Provider/Supplier/Vendor Email	Description

+ ADD ITEM

CANCEL SUBMIT PLAN

9.2 Maintenance Log (Execution)

Path: **Maintenance** ► **Maintenance Log** → **Record Asset Maintenance**

Enter:

- Plan, Asset, Date, **Type** (Preventive/Corrective/Routine)
- **Expenditure Type** (Revenue/Capital)
- Cost, Vendor, Phone
- Tick **Impacts Warranty** if applicable

- Description & **Next Maintenance Date**
- Upload document(s)

Maintenance Request Form

Maintenance Plan: Annual Asset Maintenance Plan - 2026

Asset: TRO-0000445 - Conference Chair

Maintenance Date: 10/23/2025

Maintenance Type: Routine

Maintenance Cost: 0.00

Expenditure Type: ☒ Revenue ☐ Capital

Vendor/Supplier:

Vendor/Supplier Phone Number:

☐ Impacts Warrant

Maintenance Description|What was done:

Next Maintenance Date: 10/23/2025

Maintenance Document: [UPLOAD FILE](#)

[CANCEL](#) [SUBMIT](#)

S/N	Maintenance Date	Approval Status	Actions
1	Sep 30, 2025	Approved	⋮
2	Sep 30, 2025	Pending	⋮
3	Sep 29, 2025	Approved	⋮
4	Sep 29, 2025	Approved	⋮
5	Sep 29, 2025	Approved	⋮

9.3 Service Alerts

Path: **Maintenance ► Service Alerts**

Shows assets with **overdue** or **upcoming** maintenance; use to prioritize field teams.


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Maintenance Log

Service Alerts

Branch Maintenance Plans

Institution Maintenance Plans

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Location

System Setup

Home / Maintenance

Asset Maintenance

Search by Asset Barcode

S/N	Maintenance Date
1	Sep 30, 2025
2	Sep 30, 2025
3	Sep 29, 2025
4	Sep 29, 2025
5	Sep 29, 2025

Barcode: TRO-0000512

Maintenance Request Form

Maintenance Plan

Annual Asset Maintenance Plan - 2026

Asset

TRO-0000445 - Conference Chair

Maintenance Date

10/23/2025

Maintenance Type

Routine

Maintenance Cost

0.00

Expenditure Type

☒ Revenue
☐ Capital

Vendor/Supplier

Vendor/Supplier Phone Number

☐ Impacts Warrant

Maintenance Description|What was done

Next Maintenance Date

10/23/2025

Maintenance Document


UPLOAD FILE

CANCEL

SUBMIT

+ RECORD ASSET MAINTENANCE

Maintenance Date	Approval Status	Actions
Sep 30, 2025	Approved	
Sep 30, 2025	Pending	
Sep 29, 2025	Approved	
Sep 29, 2025	Approved	
Sep 29, 2025	Approved	

10. Disposal

10.1 Disposal Requests

Path: **Disposal** ► **Disposal** → **Record Asset Disposal**

1. Add assets to disposal request.
2. Choose **Disposal Method** (auction/donation/write-off).
3. Upload support documents and photos.
4. Submit → **Pending Disposal Requests** for approval.



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Dashboard

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Location

System Setup

Permission & Logs

Home / Disposal / Requests

ASSET DISPOSALS

Search by Asset Barcode

ADVANCED FILTER

+ RECORD ASSET DISPOSAL

S/N	Date	Branch	Total Assets	Approval Status	Actions
1	Jul 21, 2025	The Office of Treasury Registrar HQ	0	Approved	

Rows per page: 5 1-1 of 1

10.2 Transfer to Disposal

If assets must be physically moved to a disposal yard, use **Transfer for Disposal** workflow.

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INCOMING ASSET TRANSFER FOR DISPOSAL

ADVANCED FILTER

S/N	Date Transferred	Date Confirmed	Source Institution	Source Branch	Total Assets	Status	Actions
1	Sep 30, 2025	Sep 30, 2025	Zanzibar Agriculture Research Institute	Zanzibar Agriculture Research Institute HQ	2	Approved for Disposal	
2	Sep 30, 2025	Sep 30, 2025	The Office of Treasury Registrar	The Office of Treasury Registrar HQ	1	Approved for Disposal	
3	Sep 29, 2025	Sep 29, 2025	Zanzibar Agriculture Research Institute	Zanzibar Agriculture Research Institute HQ	1	Approved for Disposal	
4	Sep 26, 2025	Sep 26, 2025	Zanzibar Disaster Management Commission	Zanzibar Disaster Management Commission HQ	2	Pending Approval	
5	Sep 26, 2025	Sep 26, 2025	Zanzibar Agriculture Research Institute	Zanzibar Agriculture Research Institute HQ	1	Pending Approval	

Rows per page: 51-5 of 17

10.3 Financial Impact

On completion, record **proceeds** and system computes **gain/loss** vs **book value**.

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The Office of Treasury Registrar HQ



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Asset Register

Land & Biological Asset

Disposal Report

Disposal Financial Impact

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System Setup

Home / Reports / Disposal financial impact

Disposal Financial Impact

Start Date

07/01/2025

End Date

10/23/2025

ADVANCED FILTER

Description	Amount
Total Book Value of Disposed Assets	0.00
Total Proceeds from Disposal	0.00
Total Gain on Disposal	0.00
Total Loss on Disposal	0.00
Net Impact on Financial Statements	0.00

11. Accounting & Reports

11.1 Reports (PDF/Excel)

Path: **Reports**

Available standard reports include:

- **Asset Register** (by Institution/Branch/Category/Date)
- **PPE Report**
- **Land & Biological Asset**

- Disposal Report
- Disposal Financial Impact
- Verification Summary
- Transfer Summary
- Depreciation History
- Audit Trail

Apply filters, then **Export** to PDF/Excel.

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Home / Reports / Property plant equipment

PPE REPORT

PPE SUMMARY

PPE BY SUB-CLASS

PPE BY ASSET ITEM

PPE BY ASSET

Start Date

07/01/2025



Reporting Date

10/23/2025



ADVANCED FILTER

 PRINT

 DOWNLOAD

Asset										Cost/Fair Value			
Description	Reg. Number	Asset Class	Location	Region	District	Building	Acq. Date	Cap. Date	Transfer/Disposal Date	Opening Balance	Additions[Monitoring]	Additions[Non-Monitoring]	Disposal/Trans
Absorption Spectrophotometer TEST	TRO-0000306	Plant, Machinery & Equipment		North Unguja	North B		August 12th, 2024	September 10th, 2024		7,000,000.00	0.00	0.00	0.00
Agricultural Lands	TRO-0000415	Land		Mjini Magharibi	Urban		September 24th, 2019	September 25th, 2019		7,000,000.00	0.00	0.00	0.00
Agricultural Lands	TRO-0000421	Land		South Unguja	South		July 1st, 2017	September 1st, 2017		100,000,000.00	0.00	0.00	0.00
Air Compressor	TRO-0000304	Plant, Machinery & Equipment		Mjini Magharibi	West A		July 1st, 2025	August 17th, 2025		0.00	0.00	2,000,000.00	0.00
Air Compressor	TRO-0000412	Plant, Machinery & Equipment		North Unguja	North A		September 1st, 2017	September 1st, 2018		0.00	0.00	0.00	0.00
Air Compressor	TRO-0000465	Plant, Machinery & Equipment		Mjini Magharibi	West A		September 27th, 2024	July 10th, 2025		5,000,000.00	0.00	0.00	0.00

11.2 Accounting (Overview)

If enabled, ZGAMIS maps maintenance/disposal/adjustment events to accounting entries (view-only in UI; details depend on your integration).

[[Screenshot Placeholder: Accounting screens (if available)]]

12. Staff Management

12.1 Users

Path: **Staff Management** ▶ **Users** → **+ Add User**

- Select **Staff** record (or create new staff first).
- Set **Username**, **Status**, **Email Confirmed**, and **Role**.
- Reset password from row **Actions** when needed.

The screenshot shows the ZGAMIS web application interface. The top header includes the ZGAMIS logo and the text 'The Office of Treasury Registrar HQ'. The left sidebar contains a navigation menu with items like Dashboard, Assets Register, Verification, Adjustment, Transfer, Valuation, Maintenance, Accounting, Disposal, Reports, Staff Management (highlighted), Users (highlighted), Staff, Positions, Location, System Setup, and Permission & Logs. The main content area is titled 'Users' and shows a table of staff members. An 'Add User' modal is open in the center, allowing the user to add a new staff member. The modal includes a dropdown for 'Staff' (currently showing '954039 - ALI JUMA ALI'), a text input for 'Username', a checkbox for 'Status' (checked), a checkbox for 'Confirmed/Email' (unchecked), and a dropdown for 'Role'. The background table lists staff members with columns for S/N, User, Status, and Actions. The 'Actions' column contains a 'RESET PASSWORD' button for each row. The bottom right of the page shows 'Rows per page: 5' and '1-5 of 660'.

S/N	User	Status	Actions
1	Hussein Vuai Ame	Active	RESET PASSWORD
2	Khamis Masoud Salum	Active	RESET PASSWORD
3	Bakar Bakar Bakar	Active	RESET PASSWORD
4	Hafidh Aboud Talib	Active	RESET PASSWORD
5	Asha Fadhil Abass	Active	RESET PASSWORD
6	Fatma Abubakar Mussa	Active	RESET PASSWORD
7	SIMAI - JUMA	Active	RESET PASSWORD
8	MBAROUK - MACHANO	Active	RESET PASSWORD
9	Zakaria - Khamis	Active	RESET PASSWORD
10	Munira - Hamza	Active	RESET PASSWORD

12.2 Staff

Path: **Staff Management** ▶ **Staff** → **+ Add Staff**

Wizard steps:

1. **Biodata** – First/Middle/Last name.
2. **Contacts** – Phone, Email.
3. **Employment** – Pillar/Ministry/Institution/Branch, Position/Title, Payroll No.

The screenshot displays the ZGAMIS web application interface. The header includes the ZGAMIS logo and the text 'The Office of Treasury Registrar HQ'. The left sidebar contains a navigation menu with items like Dashboard, Assets Register, Verification, Adjustment, Transfer, Valuation, Maintenance, Accounting, Disposal, Reports, Staff Management (highlighted), Location, System Setup, and Permission & Logs. The main content area shows the 'Staffs' management page with a search bar and a table of staff members. A modal window titled 'Add Staff' is open, showing a three-step wizard: 1. Biodata (active), 2. Contacts, and 3. Employment. The Biodata step includes input fields for First Name, Middle Name, and Last Name, a NEXT button, and a CLOSE button.

S/N	Name	Branch	Mobile	Email	Actions
1	Ahmed Bakar Kondo	Zanzibar	+255774646359	ahmed.kondo@pdsbmz.go.tz	⋮
2	Kidawa Abdi Khatib	Zanzibar		kidawa.khatib@pdsbmz.go.tz	⋮
3	Hussein Vuai Ame	Zanzibar	+255777720530	hussein.ame@ikuluzanzibar.go.tz	⋮
4	Khamis Masoud Salum	The	+255777455960	khamis.salum@trosmz.go.tz	⋮
5	Bakar Bakar Bakar	The	+255775909332	bakar.bakar@trosmz.go.tz	⋮

12.3 Positions

Maintain position titles used when assigning staff.

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Permission & Logs

Home / Staff management / Positions

Positions

Search Positions

+ ADD POSITION

S/N	Name	Code	Actions
1	Accountant	61946e38-933d-46f1-bce4-4eb25618c278	
2	Accounting Officer (ACO)	a8b7e4b9-6b9f-497b-8e0f-2572b0d59c38	
3	Administrative Officer	d50b0fa9-b739-4f23-889a-6c4167ee0e64	
4	Asset Management Unit (AMU)	3ef02da4-a864-4414-96ff-3a8bc3a84f3c	
5	Assets Manager	a3a1476a-ab31-4a91-be77-a38e830880dc	
6	Assistant Store Keeper	de10c3ad-d1e9-4851-b06d-9dd21cd50183	
7	Director	00de3760-1b9d-4533-ac86-f255c989e481	
8	IT Manager	5fa816aa-a0e6-4bf8-b666-ca53d5b9df98	
9	IT Officer	9be11f82-3e57-4b6d-99dc-e259eb3cd4ac	
10	IT Officer	e9620596-f017-4978-9639-66782932c019	
11	Principal	e5bfc78d-5d94-4edf-9dca-d75a5c888d91	

13. Location & System Setup

13.1 Location Hierarchy

Path: **Location**
Manage **Pillars** ▶ **Ministries** ▶ **Institutions** ▶ **Branches** (including **HQ branch** flag & contact details).



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Ministries

Institutions

Branches

Adjustment Types

Permission & Logs

Home / System setup / Branches

Branches

ADVANCED FILTER

S/N	Name	HQ	Shehia	Institution	Ministry	Pillar	Actions
1	Zanzibar Agriculture Research Institute PEMBA	No	Limbani	Zanzibar Agriculture Research Institute	Ministry of Agriculture, Irrigation, Natural resources, and Livestock	Executive	
2	Second Vice Presidents Office, Policy, Coordination and House of Representatives Dodoma	No	Amani	Second Vice Presidents Office, Policy, Coordination and House of Representatives	Second Vice Presidents Office, Policy, Coordination and House of Representatives.	Executive	
3	Zanzibar Presidentim Deliver Bureau HQ	Yes	Miembeni	Zanzibar Presidentim Deliver Bureau	Presidents Office - State House	Executive	
4	Regional Commissioners Office South Unguja HQ	Yes	Tunguu	Regional Commissioners Office South Unguja	President's Office Regional Administration, Local Governments and Special Departments of RGoZ	Executive	
5	Zanzibar Institute of Education Pemba	No	Michungwani	Zanzibar Institute of Education	Ministry of Education and Vocational Training	Executive	

Rows per page: 5

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<

>

13.2 System Setup (Masters)

Path: **System Setup**

Maintain master data used across modules:

- **Adjustment Types**
- **Asset Classes / Sub-Classes / Items**
- **Asset States & Usages**
- **Asset Specific Attributes** (per class)

- **Fund Sources**
- **Acquisition Types**
- **Disposal Methods**
- **Units of Measure**


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- Adjustment
- Transfer
- Valuation
- Maintenance
- Accounting
- Disposal
- Reports
- Staff Management
- Location
- System Setup**
- Pillars
- Ministries
- Institutions
- Branches
- Adjustment Types
- Permission & Logs

Home / System setup / Adjustment types

Adjustment Types

Search Adjustment Types

S/N	Name	Code	Actions
1	Acquisition Info Correction	ACQUISITION	⋮
2	Decline in market value	DMV	⋮
3	Depreciation Correction	DEPRECIATION_CORRECTION	⋮
4	Impairment Recovery/Upgrade	IMPAIRMENT_RECOVERY	⋮

Rows per page: 5
1–4 of 4

14. Permissions & Logs (Administration)

14.1 Roles, Permissions & Menus

Path: **Permission & Logs** ▶ **Roles / Permissions / Menus**

- Create roles, assign **Permissions** and visible **Menus**.
- Use **Menus** to control left-sidebar visibility by role.


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Permissions

Menus

Home / Permissions and logs / Roles

Roles

Search Roles

S/N

Name

Code

description

Actions

1

Accountant

ACCOUNTANT

ACCOUNTANT

PERMISSIONS

MENUS

2

Accounting Officer

ACCOUNTING_OFFICER

ACCOUNTING_OFFICER

PERMISSIONS

MENUS

3

Admin

ADMIN

ADMIN

PERMISSIONS

MENUS

4

AMU Officer

AMU_OFFICER

AMU Officer

PERMISSIONS

MENUS

5

Asset Manager

ASSET_MANAGER

Assets Manager

PERMISSIONS

MENUS

6

Asset Verifier

ASSET_VERIFIER

Asset Verifier

PERMISSIONS

MENUS

7

Chief Valuer

CHIEF_VALUER

Chief Valuer

PERMISSIONS

MENUS

8

Desk Officer

DESKTOP_OFFICER

Desk Officer

PERMISSIONS

MENUS

9

Disposal Manager

DISPOSAL_MANAGER

Disposal Manager

PERMISSIONS

MENUS

10

Disposal Officer

DISPOSAL_OFFICER

Disposal Officer

PERMISSIONS

MENUS

11

Government Official

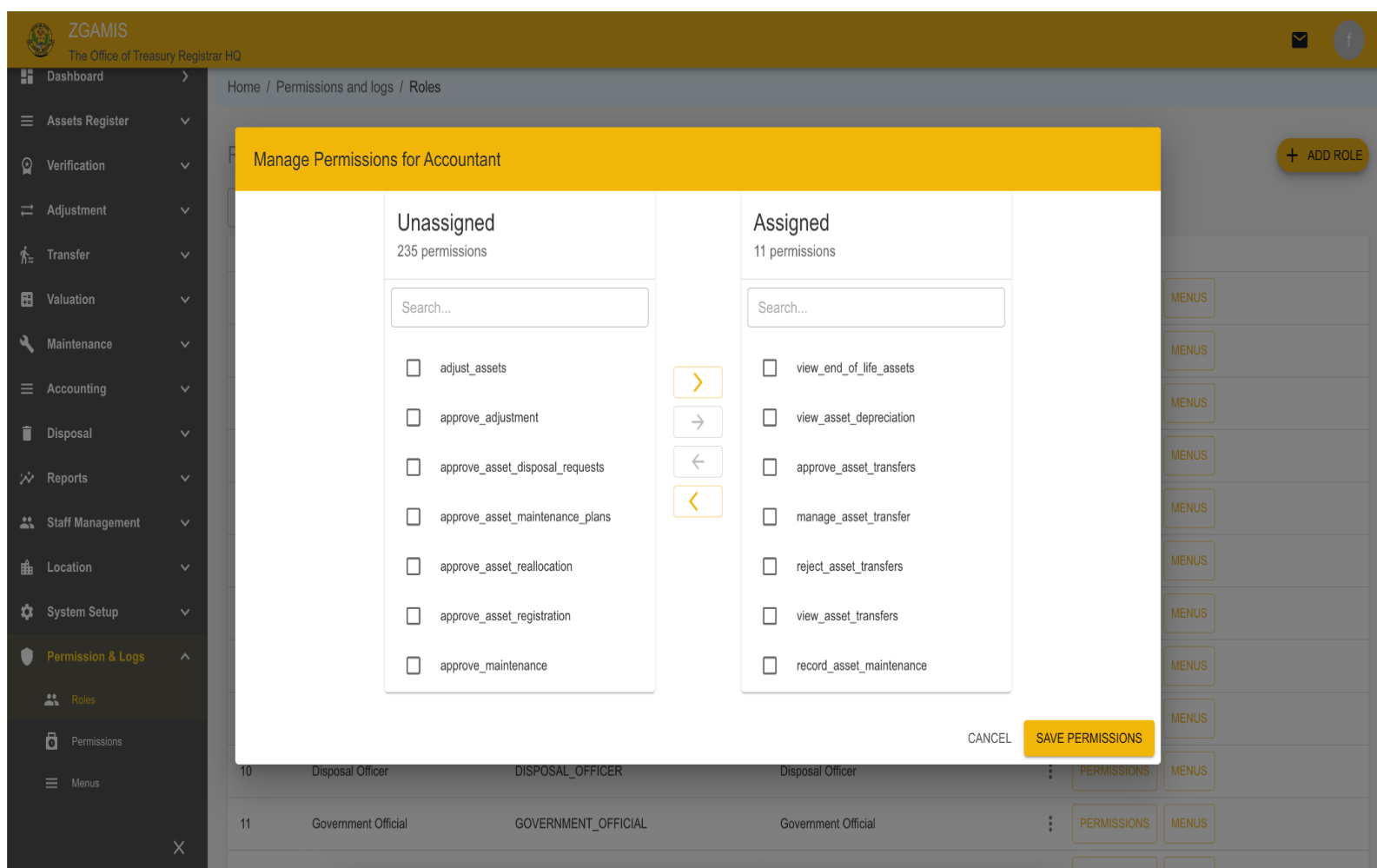
GOVERNMENT_OFFICIAL

Government Official

PERMISSIONS

MENUS

ADD ROLE



14.2 Audit Trail

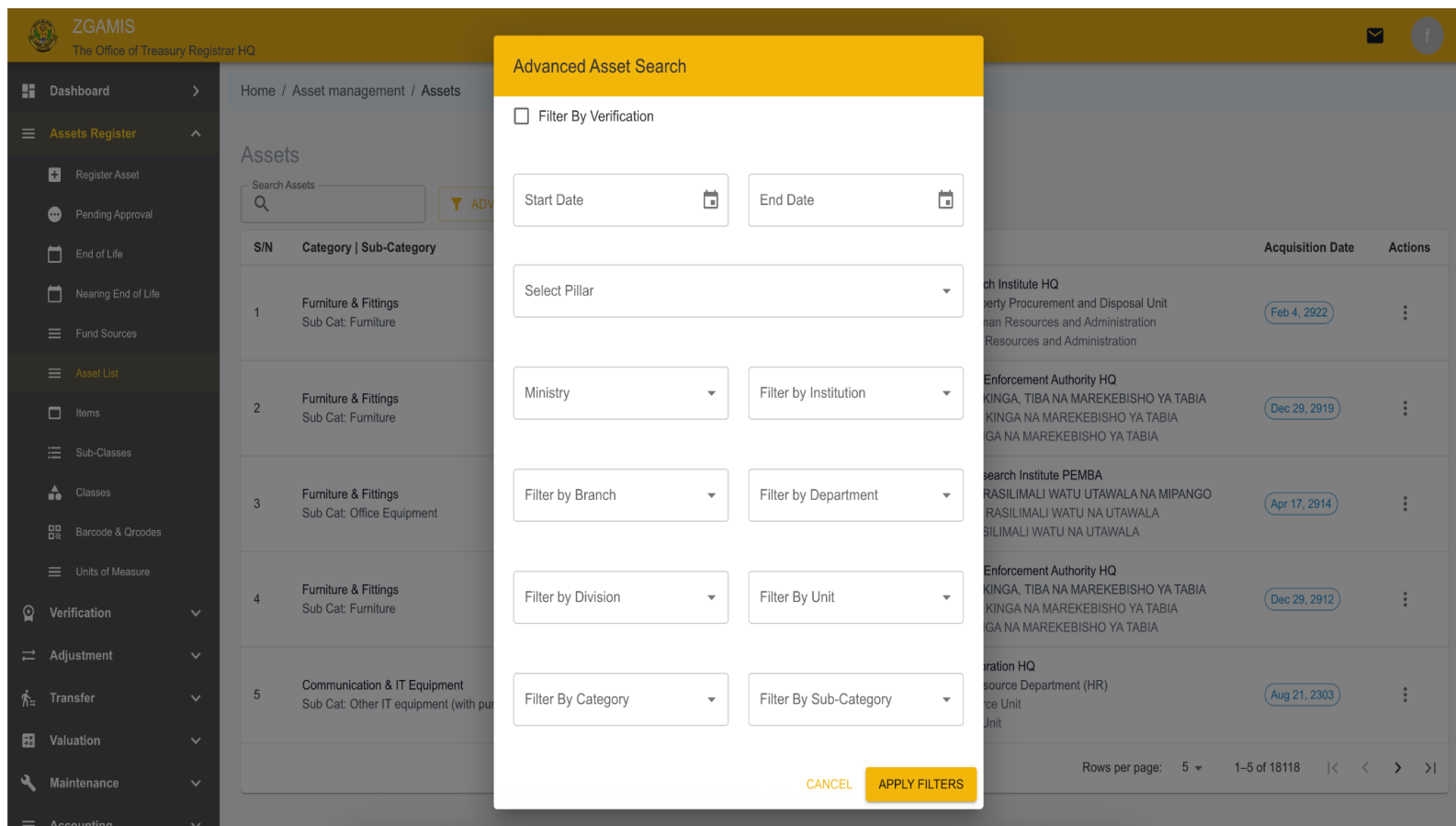
All critical actions are captured in **Audit Logs** (who, what, when, before/after data).

[[Screenshot Placeholder: Audit Trail report]]

15. Search, Filters & Exports

- Use **Search** box for quick lookups (name/code/branch).
- Click **Advanced Filter** for multi-criteria filtering (date ranges, status, class, location).
- Use column **Sort** where available.

- **Export** filtered results via the **Export** or **Download** buttons on report/list pages.



16. Notifications

- The mail icon in the header shows notifications for approvals and status updates.
- Users receive emails for approvals and rejections (if email configured).

[[Screenshot Placeholder: Header with notifications]]

17. Data Quality & Field Tips

- **Uniqueness:** Asset **Code/Barcode/QR** must be unique (system enforces).
 - **Geolocation:** Capture GPS for movable assets where possible.
 - **Attachments:** Use clear photos and certified documents.
 - **Consistent Naming:** Use standardized names per class (e.g., “Laptop – Dell Latitude 7420”).
-

18. Troubleshooting & FAQs

18.1 Common Errors

Message	Why it happens	How to fix
Invalid login	Wrong credentials	Reset password via Admin or use “Reset Password” flow
Permission denied	Role missing capability	Ask Admin to check your role & permissions
Duplicate barcode/QR	Already used	Generate/assign a new code
Upload failed	File size/type	Ensure PDF/JPG/PNG under 10MB
No assets found by QR	Code mismatch or unregistered	Re-scan; search by Asset Code; contact HQ

18.2 FAQs

- **Can I work offline?** No; internet is required.
- **Can I export lists and reports?** Yes; PDF and Excel are available.
- **Who approves transfers and disposals?** Institution HQ then TR HQ (final).
- **How do I reprint a QR?** Open Asset Details → Barcode & QR tab → **Print/Download**.
- **Where do I see overdue maintenance?** Maintenance ► **Service Alerts**.

19. Support

Treasury Registrar ICT Unit

Email: support@zgamisonline.go.tz

Phone: +255 xxx xxx xxx

Hours: **Mon–Fri, 08:00–17:00 EAT**

Appendix A – Roles & Permissions Matrix (Template)

Replace ✓ with actual permissions per your configuration. Use **Permission & Logs**

► **Roles / Permissions** as the source of truth.

Capability	Branch Officer	Institution HQ	TR HQ	Verifier	Disposal Manager	Admin
Register Asset	✓	✓				
Approve Asset		✓	✓			
Verify Asset	✓	✓	✓	✓		

Approve Verification		✓	✓	
Create Adjustment	✓	✓		
Approve Adjustment		✓	✓	
Initiate Transfer	✓	✓		
Approve Transfer		✓	✓	
Revaluation		✓	✓	
Maintenance Plan/Log	✓	✓		
Create Disposal Request	✓	✓		✓
Approve Disposal		✓	✓	✓
Run Reports	✓	✓	✓	
Manage Users/Roles/Menus				✓

Appendix B – Screenshot Inventory (to insert)

Use this list to ensure every placeholder in the manual is populated.

1. Login Page
2. Dashboard – KPI tiles + Assets by Classes pie chart
3. Sidebar Navigation
4. Asset Registration – **Primary** tab view
5. Assets – **Pending Approval** list
6. Assets – Row Actions Menu (View/Edit/Delete/Reject/Approve)
7. Asset Details – Primary & Cost
8. Asset Details – **Barcode & QR** (Download/Print)
9. Assets – **Barcode & QR Codes** list
10. Asset **Classes** list
11. Verification – **Rejected** list with reasons
12. Adjustment – Request Form (example)
13. Transfer – **New Transfer** dialog
14. Maintenance – **New Plan** dialog
15. Maintenance – **Maintenance Log** form
16. Maintenance – **Service Alerts** grid
17. Disposal – **Requests** grid
18. Disposal – **Transferred for Disposal** grid
19. Reports – Menu listing report categories
20. Roles – List with **Permissions & Menus** buttons

21. Menus – Configuration screen
 22. Users – **Add User** dialog
 23. Staff – **Add Staff** wizard
 24. Staff – List view
 25. Audit Trail report (if available)
 26. Accounting screen (if applicable)
 27. Any **Advanced Filter** dialog (generic)
-

Appendix C – Quick Reference Checklists

C.1 Register → Approve → Tag → Verify (Field Team)

1. Register asset (fill all 6 tabs) → Save.
2. HQ approves.
3. Print and attach **QR/Barcode**.
4. During verification: scan QR → set condition/value/life → submit → HQ/TR approval.

C.2 Transfer (Between Branches/Institutions)

1. Transfer Requests → **+ Transfer Assets**.
2. Select type (Internal/External/Disposal), set destination, attach memo, add items.
3. HQ → TR approvals.
4. Receiving branch **confirms** in Incoming Assets.

C.3 Maintenance (Plan & Log)

1. Create **Maintenance Plan** (schedule, vendor, budget).
2. Log **Maintenance** with cost, type (Revenue/Capital), next due date.
3. Monitor **Service Alerts** for overdue items.

C.4 Disposal

1. Disposal → **Record Asset Disposal** (method, docs, images).
 2. Optionally **Transfer for Disposal** to central yard.
 3. Approvals: HQ → TR.
 4. Record proceeds; system calculates **gain/loss**.
-

Appendix D – Data Privacy & Security (Essentials)

- **User accounts** are personal; never share passwords.
- Use **strong passwords** and update regularly.
- Only authorized officers may approve adjustments/transfers/disposals.
- All actions are **audited**; misuse is traceable and subject to disciplinary action.
- Follow government ICT policy for **backup/retention** and **incident reporting**.