Using AMIS Assets for Office Equipment Management at Dong Hy Commune

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***Abstract*—This undergraduate thesis examines how the AMIS Assets service could support office-equipment management at the Dong Hy Commune People's Committee in Thai Nguyen Province. The student describes the existing asset register and demonstrates software steps for entry, allocation, return, transfer, repair, disposal, and periodic inventory. Numerous screenshots show interface states and procedures. The manuscript discusses potential benefits of searchable records and QR-assisted inventory but does not provide a complete reconciled asset list, timed before-and-after inventory, cost study, or legal-compliance audit. Its conclusion also calls for staff training, stable infrastructure, and clearer procedures. This English summary presents an application and workflow study, not a verified claim of saved time, reduced losses, or statutory compliance. It identifies what evidence would be needed to evaluate the service in regular public-asset operations.**

***Index Terms*—office equipment, asset management, AMIS Assets, public office, inventory**

I. Introduction

Public offices need accurate records of equipment acquisition, custody, location, maintenance, and disposal. The thesis examines gaps in the Dong Hy Commune office's equipment-management process and explores whether AMIS Assets could make those steps easier to track. Its scope is a local application case. The manuscript does not establish an independently audited public-asset system or compare the office with other communes [1]. Earlier ICTU undergraduate theses on related topics provide context [5], [6], [7], [8], [9], [10], [11]. These works were selected for this English summary and are not attributed to the source thesis bibliography. Published background sources on the methods and domain of this project provide context for the English summary [2], [3], [4].

II. Methods

The student reviewed the office's asset procedures, mapped lifecycle stages to AMIS functions, and documented screens for adding assets, issuing and returning equipment, transfers, repair, compensation, liquidation, and inventory. The report also discusses QR-code scanning as a possible aid to physical counts. This summary checks the described functions and conclusions against chapters 4.4–4.5. The source does not provide transaction logs proving how many real office assets were migrated, a measurement protocol for staff time, or a formal legal review [1].

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III. Results

The manuscript contains a step-by-step workflow and interface examples for the main equipment lifecycle. It shows fields for asset information and records for assignment, transfer, maintenance, disposal, and inventory. The assessment section describes expected visibility and convenience, while noting license and training costs and dependence on computers and internet connectivity. No numeric inventory accuracy, search-time reduction, or loss-prevention result is reported. The case therefore establishes a documented process model and software walkthrough rather than measured operational improvement [1].

IV. Discussion

A central register is valuable only when entries match actual equipment and responsibility changes are recorded consistently. The thesis identifies staff skills and infrastructure as implementation constraints. Its statement that the software supports public-asset rules is an author assessment, not an independent legal audit; the summary makes no compliance determination. A deployment evaluation should reconcile assets with physical inventory, define user permissions and backups, and compare dated counts and task times with the earlier process. Previous ICTU fixed-asset and inventory systems supply relevant local technical context [1].

V. Conclusion

The thesis documents AMIS Assets functions for office equipment at Dong Hy Commune and proposes a more organized lifecycle workflow. The material supports an initial application study. Measured efficiency, verified asset accuracy, and legal conformity require operational records and separate assessment [1].

References

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