



# **PANDUAN PENGUNAAN**

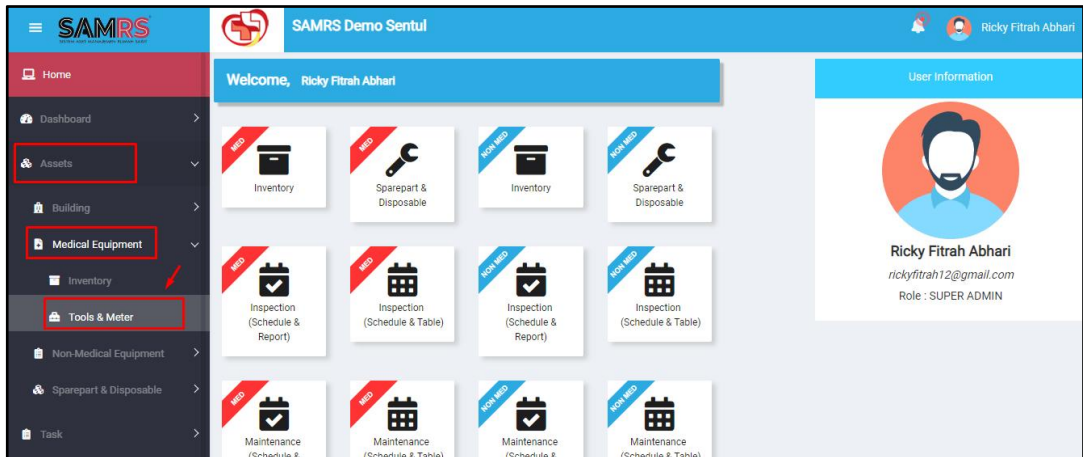
*Menambah Data Alat Ukur Medik  
(Add)*

**SISTEM ASET MANAGEMENT  
RUMAH SAKIT (SAMRS)**



## Menambah Data Alat Ukur Medik (Add)

- 1) Menambah data alat ukur hanya bisa dilakukan SAMRS versi website, silahkan buka SAMRS versi website.
- 2) Klik menu “*Asset > Medical Equipment Unit > Tools & Meter*” di sidebar (sisi kiri). Jika menu tersebut tidak muncul silahkan hubungi Administrator SAMRS untuk dibuka akses ke menu data aset (inventory).

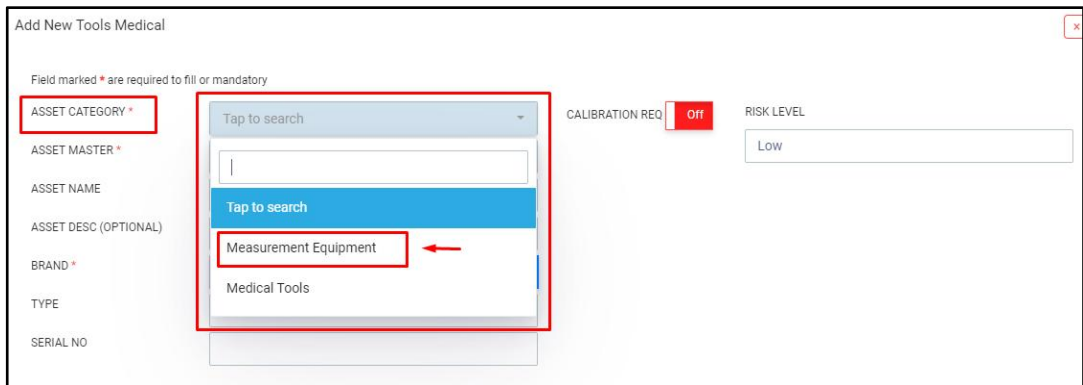


- 3) Akan muncul tabel daftar toolset dan alat ukur. Klik tombol “Add New”. Jika tombol tersebut tidak muncul silahkan hubungi Administrator SAMRS untuk dibuka akses untuk menambah data aset.

The screenshot shows the 'Medical Equipment - Tools & Meter' table in the SAMRS application. The 'Add New' button is highlighted with a red box. The table contains the following data:

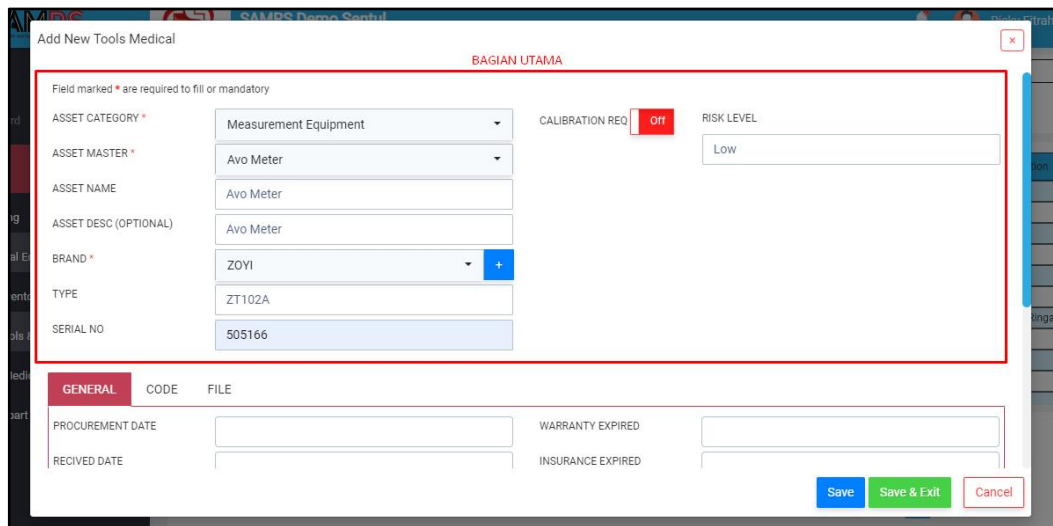
No	Code	Label Code	Asset Name	Asset Desc	Mark	Type	SN	Condition	Ownership Type
1	MQT-876		Kunci Inggris	Kunci Inggris 19 inc	Tekiro			Baik	Owned
2	MEE-872		Thermohygrometer test	Thermohygrometer	ABN	XT-39122	4555556	Baik	Owned
3	MQT-871		Meteran TEST	Meteran	SM			Baik	Owned
4	MQT-833		Obeng SET	Obeng	Ace Hardware			Baik	Owned
5	MEE-246		Incubator Analyzer	Incubator Analyzer	Dumbwalter	DAFE2	D223155454	Baik	Owned
6	MEE-245		Phototherapy Meter	Phototherapy Meter	KDK	DF23	W121224324234	Rusak Ringan	Owned
7	MEE-244		Digital Caliper	Digital Caliper	Rubbermaid	RB12	ADE6543	Baik	Owned
8	MEE-243		Digital Thermohygrometer	Digital Thermohygrometer	Comad	ER33	W2222	Baik	Owned
9	MEE-242		Stop Watch	Stop Watch	Asako	AS221	ADAD333	Baik	Owned
10	MEE-241		NIBP Analyzer	NIBP Analyzer	Asako	AK778	YT6555	Baik	Owned
11	MEE-240		IARP Trainer	IARP Trainer	Philips	NBU17	V786	Baik	Owned

- 4) Silahkan isi “ASSET CATEGORY” dengan memilih “**Measurement Equipment**”.



- 5) Akan muncul form input data alat ukur. Silahkan anda isi form tersebut yang terbagi pada beberapa bagian. Dari bagian tersebut, yang wajib diisi yaitu bagian **UTAMA** (Asset Master, Asset Name, Brand, Type, Serial Number).

**A. Bagian Utama**



Keterangan :

NO	FORM PENGISIAN	KETERANGAN
1	ASSET CATEGORY <i>(wajib diisi)</i>	Kategori aset (Measurement Equipment).
2	ASSET MASTER <i>(wajib diisi)</i>	Standar penamaan alat.
3	ASSET NAME <i>(wajib diisi)</i>	Nama alias. Nama yang muncul pada tabel data alat ukur.
4	ASSET DESC <i>(opsional)</i>	Deskripsi alat ukur.
5	BRAND	Merk alat ukur.

	<b>(wajib diisi)</b>	
6	TYPE <b>(opsional)</b>	Tipe alat ukur.
7	SERIAL NO <b>(opsional)</b>	Nomor seri alat ukur.

**B. Bagian Tab “General”**

The screenshot shows a web form titled "Add New Tools Medical". The "GENERAL" tab is selected. Fields include: ASSET DESC (OPTIONAL) with value "Avo Meter"; BRAND with dropdown "ZOYI"; TYPE with value "ZT102A"; SERIAL NO with value "505166". Below these are several date and price fields: PROCUREMENT DATE (2023-04-11), RECIVED DATE (2023-04-11), PRICE BUY (Rp. 287,363), WARRANTY EXPIRED (2024-04-11), INSURANCE EXPIRED, ELECTRICAL OUTPUT, and OTHER INFORMATION. There are also dropdown menus for SUPPLIER / VENDOR, CONDITION (Balk), OWNERSHIP (Owned), SOURCE OF FUNDS (DAK), and STATUS ACTIVATION (Active). At the bottom right are "Save", "Save & Exit", and "Cancel" buttons.

Keterangan :

NO	FORM PENGISIAN	KETERANGAN
1	PROCUREMENT DATE <b>(opsional)</b>	Tanggal pengadaan alat ukur.
2	RECIVED DATE <b>(opsional)</b>	Tanggal masuk.
3	PRICE BUY <b>(opsional)</b>	Harga beli alat ukur.
4	SUPPLIER/VENDOR <b>(opsional)</b>	Supplier pengadaan alat ukur.
5	CONDITION <b>(opsional)</b>	Kondisi alat ukur.
6	OWNERSHIP	Kepemilikan alat ukur.

	<i>(opsional)</i>	
7	SOURCE OF FUNDS <i>(opsional)</i>	Sumber dana alat ukur.
8	STATUS ACTIVATION <i>(opsional)</i>	Status toolset aktif atau tidak aktif.
9	INACTIVE DATE <i>(opsional)</i>	Tanggal non aktif alat ukur.
10	WARRANTY EXPIRED <i>(opsional)</i>	Batas masa garansi.
11	INSURANCE EXPIRED <i>(opsional)</i>	Batas masa support dari pihak III.
12	ELECTRICAL OUTPUT <i>(opsional)</i>	Daya listrik.
13	OTHER INFORMATION <i>(opsional)</i>	Catatan informasi lainnya.

### C. Bagian Tab “Code”

The screenshot shows a web form titled "Add New Tools Medical". It has several tabs: "GENERAL", "CODE", and "FILE". The "CODE" tab is selected and highlighted in red. Under the "CODE" tab, there are five input fields: "EQ. CODE", "BARCODE", "TERACODE", "OTHER CODE 1", and "OTHER CODE 2". The "EQ. CODE" field is empty, while "BARCODE" contains "06/APJ/MED/01/2005/1/0018/135" and "TERACODE" contains "FA-329-1-2013". Red arrows point to the "CODE" tab and the "EQ. CODE", "BARCODE", and "OTHER CODE 1" fields.

Keterangan :

NO	FORM PENGISIAN	KETERANGAN
1	EQ. CODE <i>(kosongkan)</i>	Kode aset yang dibuat otomatis oleh sistem SAMRS. Silahkan dikosongkan.
2	BARCODE	Kode aset internal rumah sakit bila perlu

	<i>(opsional)</i>	dimasukkan untuk dimunculkan di label QR Code. <b>(opsional)</b>
3	TERACODE <i>(opsional)</i>	Kode aset akunting. <b>(opsional)</b>
4	OTHER CODE 1 <i>(opsional)</i>	Kode lain. <b>(opsional)</b>
5	OTHER CODE 1 <i>(opsional)</i>	Kode lain. <b>(opsional)</b>

#### D. Bagian Tab “File”

Tab file berfungsi untuk memasukkan file terkait aset seperti foto, dokumen kontrak, SOP, dll.

The screenshot shows the 'Add New Tools Medical' form with the following details:

- Field marked \* are required to fill or mandatory
- ASSET CATEGORY: Measurement Equipment
- ASSET MASTER: Avo Meter
- ASSET NAME: Avo Meter
- ASSET DESC (OPTIONAL): Avo Meter
- BRAND: ZOYI
- TYPE: ZT102A
- SERIAL NO: 505166
- CALIBRATION REQ: off
- RISK LEVEL: Low
- Tab: FILE (selected)
- Buttons: Upload new file, Search, Previous, Next
- Table:
 

#	File Name	File Category	Action
1	1149_Chrome_Vanadium_Adjustable_Wrench.jpg	EQUIPMENT PHOTO	[Icons]

- 6) Data alat ukur berhasil ditambah. Jika gagal, periksa kembali pengisian input form.