

# User's Manual

# Resource Sharing Portal

[www.ffcrs.pk](http://www.ffcrs.pk)

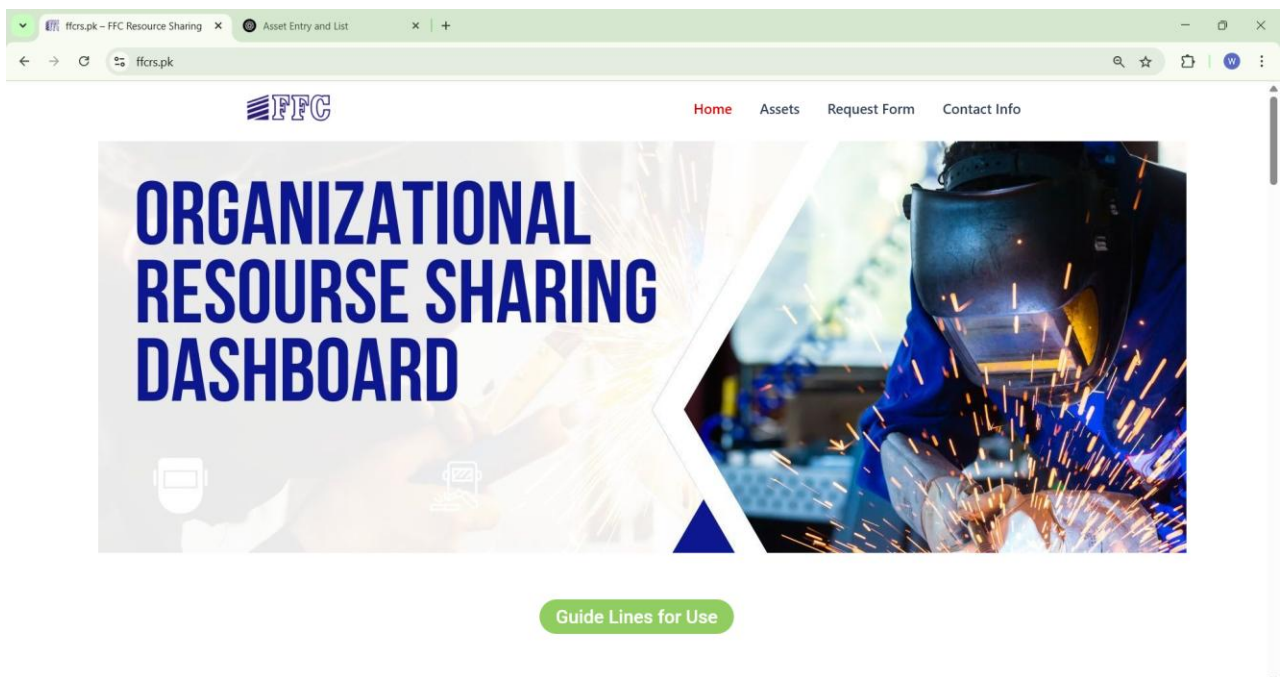


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# Home

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# Asset

In this section, we are adding a new asset entry to the system. Additionally, we can view the comprehensive list of all existing assets, which includes detailed information such as specifications, quantity, physical location, assigned category, and other relevant data. This allows for efficient asset tracking, categorization, and management.

The screenshot shows the FFC Asset Entry Form and the Overall Asset List. The form includes fields for Category, Unit / Section, Location, Resource Description, Quantity of Asset, and Specifications / Skills. The Overall Asset List table displays the following data:

Description	Qty	Specifications / Skills	Unit / Section	Located	Category
Overhead Cranes	2	Over Head Crane 6.3 Ton	Machine Shop	FFC-MM	Resources
Lathe Machines	9	Max Ø1000 mm by 3 m length	Machine Shop	FFC-MM	Resources
Radial Drill Machines	2	Max. Drill Size (Steel) = 80 mm & Spindle Travel = 400 mm	Machine Shop	FFC-MM	Resources
Milling Machines	2	LONGITUDINAL = 1800 To 2100 mm & Distance Between Table & Spindle = 400 - 600 mm	Machine Shop	FFC-MM	Resources
Boring Machines	1	Max Boring Dia = 100 mm, Min./Max. Facing Dia = 400 / 1000 mm, Table Working Area = 1525 x 1830 mm & Longitudinal Table Travel = 1980 mm	Machine Shop	FFC-MM	Resources
Surface Grinding Machine	1	Bed L=500 mm & W=300 mm	Machine Shop	FFC-MM	Resources
Lapping Machines	3	Lapping Plate Dia Min/Max 380 - 1000 mm, Conditioning Ring Dia min/Max 170-425mm	Machine Shop	FFC-MM	Resources
Balancing Machines	2	Max Ø1500 mm by 3m length & 3000 Kg Weight & Max Ø 735 mm by 1.5m length & 75 KG Weight	Machine Shop	FFC-MM	Resources

**Note:** For asset deletion please contact with [planning.mm@ffc.com.pk](mailto:planning.mm@ffc.com.pk)



# Asset Entry Guide Lines

**Asset Entry Form**

Category \*  
 Resources  
 Portable Tools & Equipment  
 Cranes & Vehicles  
 Specialized Tools / Machines  
 Specialized Skill  
 Scaffolding Material  
 Inspectors  
 Fixed Machines

Unit / Section \*  
 Please Enter Custodian Unit or Section

Location \*  
 Please Enter the Name of Asset or Skill

Quantity of Asset \*  
 1

Resource Description \*  
 Please Enter the Name of Asset or Skill

Specifications / Skills \*  
 Nil

Save Record

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

Drop Down to Select Category

**Asset Entry Form**

Category \*

Unit / Section \*  
 Please Enter Custodian Unit or Section

Location \*  
 Please Enter the Name of Asset or Skill

Quantity of Asset \*

Resource Description \*  
 Please Enter the Name of Asset or Skill

Specifications / Skills \*

Save Record

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

Please fill Custodian Unit / Section i.e. Machinery or Equipment etc.

**Asset Entry Form**

Category \*

Unit / Section \*

Location \*  
 PFC-MM  
 PFC-DM  
 PFC-PQ  
 PFC-L  
 AGORTECH

Resource Description \*

Specifications / Skills \*

Save Record

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

Drop Down to Select Asset Custodian Location

**Asset Entry Form**

Category \*

Unit / Section \*

Location \*

Resource Description \*  
 Please Enter the Name of Asset or Skill

Quantity of Asset \*

Specifications / Skills \*

Save Record

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

Please fill Custodian Resource Name i.e. "Welding Machine" or "Inspector" etc.

**Asset Entry Form**

Category \*

Unit / Section \*

Location \*

Resource Description \*

Quantity of Asset \*  
 1

Specifications / Skills \*

Save Record

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

Please fill Qty.

**Asset Entry Form**

Category \*

Unit / Section \*

Location \*

Resource Description \*

Quantity of Asset \*

Specifications / Skills \*  
 Nil

Save Record

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

Please fill Asset Specification or Skills Details

**Asset Entry Form**

Category \*

Unit / Section \*

Location \*

Resource Description \*

Quantity of Asset \*

Specifications / Skills \*

Save Record

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

Please Press Button to Save the Record

**Asset Entry Form**

Category \*

Unit / Section \*

Location \*

Resource Description \*

Quantity of Asset \*

Specifications / Skills \*

Save Record

✓ Your record save successful.

Note: For asset deletion please contact with planning.mirpur@gmail.com.pk

After Save Record below message popup, refresh page the record add in asset list

**Overall Asset List**

Asset	Qty	Specifications / Skills	Unit / Section	Location	Category
Overhead Cranes	2	Over Head Crane 6-3 Ton	Machine Shop	PFC-MM	Resources
Lathe Machines	9	Max Ø1000 mm by 3 mtr length	Machine Shop	PFC-MM	Resources
Radial Drill Machines	2	Max. Drill Size (Steel) = 80 mm & Spindle Travel = 400 mm	Machine Shop	PFC-MM	Resources

# Request Form

In this section, users can submit a new request entry into the system, which may involve the allocation or usage of specific assets. Along with the request creation, the system provides access to real-time asset status information. This includes the current physical location of each asset, the department or individual it is assigned to, and the time period for which the asset has been engaged. Such detailed tracking ensures better resource planning, enhances accountability, and supports efficient asset management by providing visibility into asset usage and availability.

Request Form - ffc.pk

Asset Entry and List

ffcs.pk/request-form/

FFC

HomeAssetsRequest FormContact Info

Asset Request Form

GM | saad.khan@ffc.com.pk  
PQ | adeel.shakoor@ffc.com.pk  
FPCL | wajhat.abbas@fpcl.com  
AGL | zeeshan.sajid@ffc.com.pk  
MM | planning.mm@ffc.com.pk

Requesting Plant \*

Requested To \*

E-mail \*

Date From \*

Date To \*

Item List | FFC-MM \*

FFC-GM \*

FFC-PQ \*

FPCL \*

AGRITECH \*

Tools Specification / Skill Requirements Details \*

Qty. \*

Project Description \*

Send for Approval

Note: After your submission request is approved, please contact the custodian for mobilization and address any further queries. Once the asset has been returned, send an email to planning.mm@ffc.com.pk with the return date to update the asset status.

# Contact Form

For any queries or asset requirements, please contact the persons listed below.

## Planning & Scheduling

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