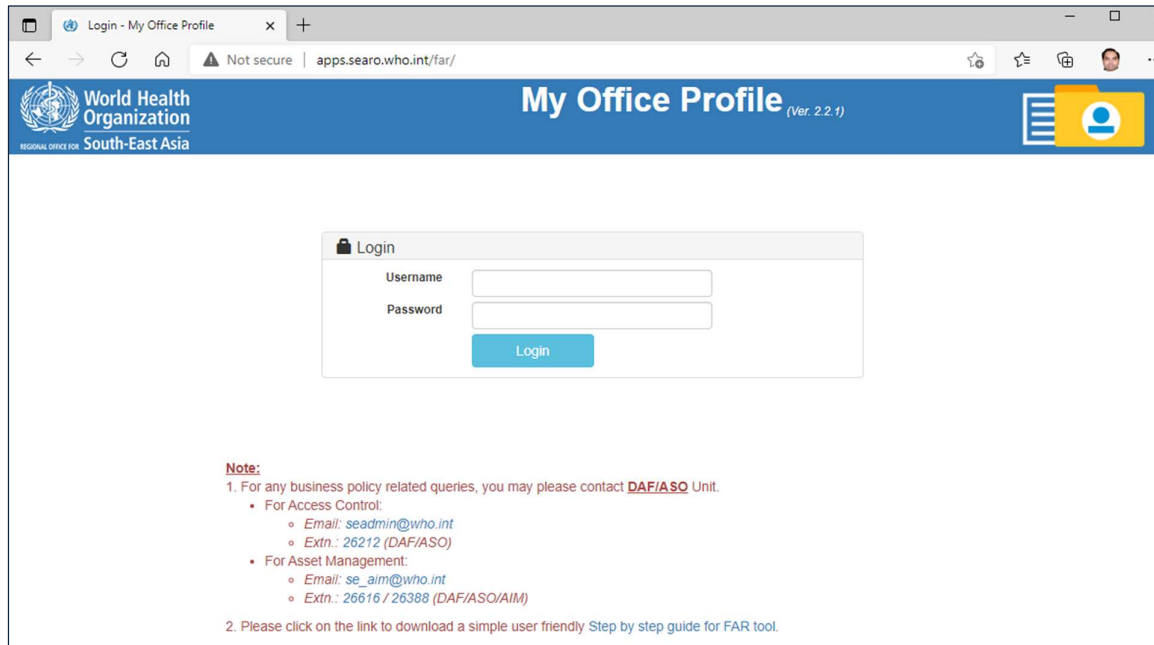


Link of FAR system: <https://apps.searo.who.int/far>

1. Access FAR System

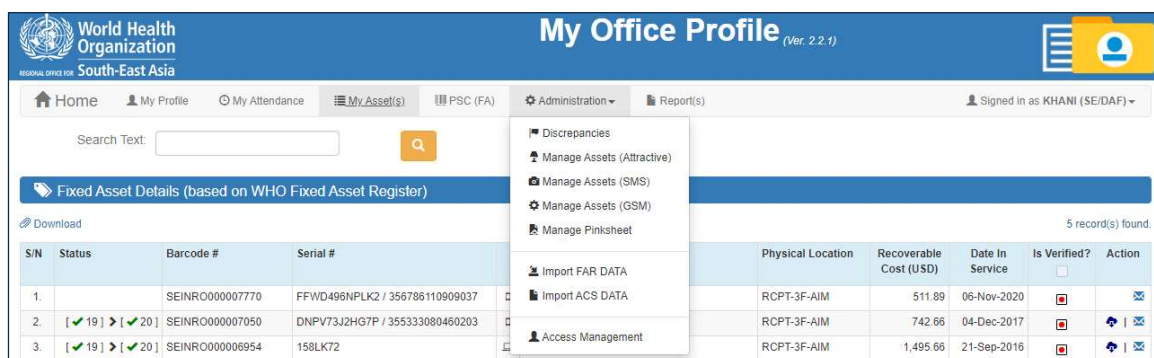
Login using your WIMS credentials (refer figure # 1.1).



Figure# 1.1

In case of any issue during accessing the system, you may contact us anytime using contact details on login page.

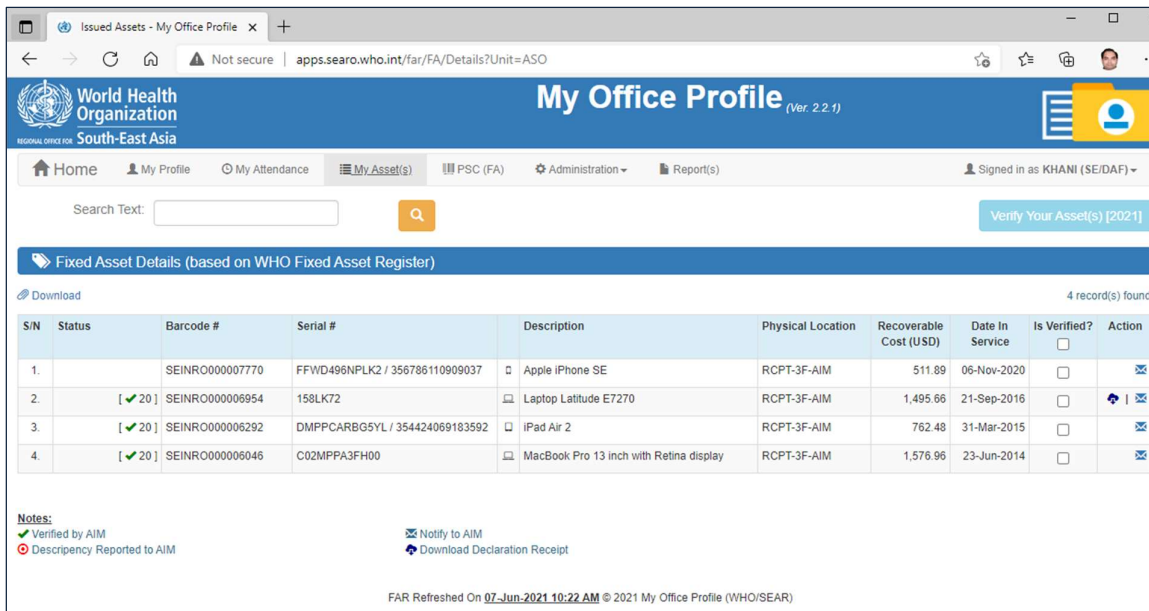
After login following menu items will be available (The screen is slightly different for Focal Points with access to additional menus):



Figure# 1.2

2. Details of Assets Assigned to User:

The default landing page will be on “My Assets” tab. If page opens elsewhere, please click on the “My Assets” option in the top menu bar. Here you can see all your fixed assets assigned to you in GSM Fixed Asset Register (refer figure# 2.1).



S/N	Status	Barcode #	Serial #	Description	Physical Location	Recoverable Cost (USD)	Date In Service	Is Verified?	Action
1.		SEINRO000007770	FFWD496NPLK2 / 356786110909037	Apple iPhone SE	RCPT-3F-AIM	511.89	06-Nov-2020	<input type="checkbox"/>	
2.	[✓ 20]	SEINRO000006954	158LK72	Laptop Latitude E7270	RCPT-3F-AIM	1,495.66	21-Sep-2016	<input type="checkbox"/>	
3.	[✓ 20]	SEINRO000006292	DMPPCARBG5YL / 354424069183592	iPad Air 2	RCPT-3F-AIM	762.48	31-Mar-2015	<input type="checkbox"/>	
4.	[✓ 20]	SEINRO000006046	C02MPPA3FH00	MacBook Pro 13 inch with Retina display	RCPT-3F-AIM	1,576.96	23-Jun-2014	<input type="checkbox"/>	

Notes:
 Verified by AIM
 Descrepancy Reported to AIM
 Notify to AIM
 Download Declaration Receipt

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Figure# 2.1

In Status column you can view status of last year’s verification. If assets were verified OK last year, it is ticked green, it not verified, it is denoted with a red cross (refer figure# 2.2).




S/N	Status	Barcode #	Serial #	Description	Physical Location	Recoverable Cost (USD)	Date In Service	Is Verified?	Action
1.	[✓ 19]	SEINRO000007050	DNPV73J2HG7P / 355333080460203	iPhone 7	RCPT-3F-AIM	742.66	04-Dec-2017	<input type="checkbox"/>	
2.	[✗ 19]	SEINRO000006954	158LK72	Laptop Latitude E7270	RCPT-3F-AIM	1,495.66	21-Sep-2016	<input type="checkbox"/>	

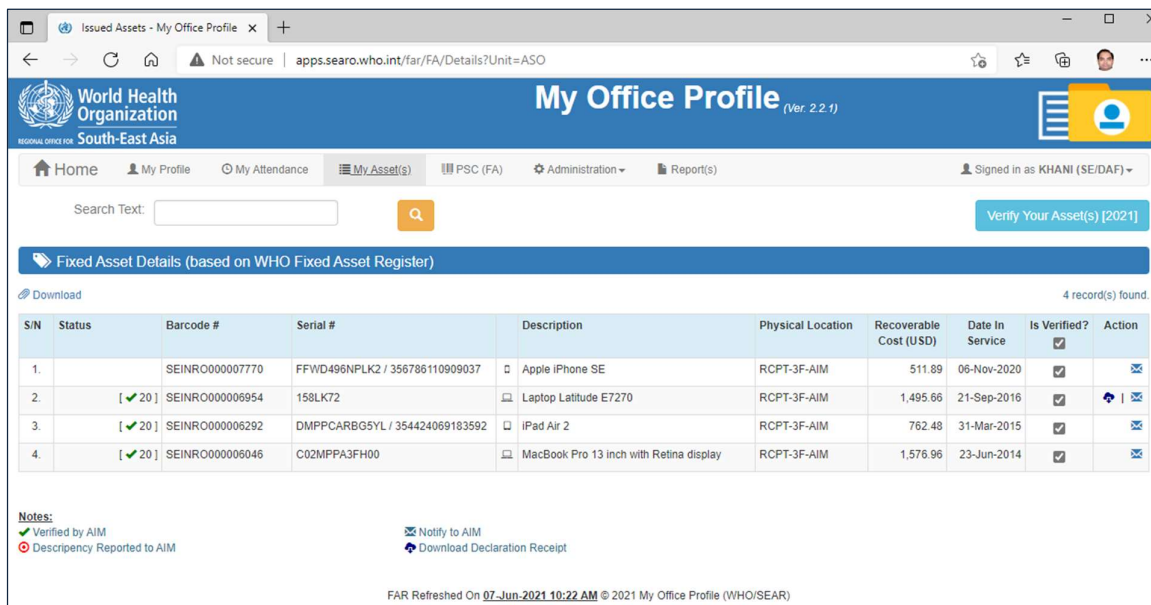
Figure# 2.2

3. Yearly Asset(s) Verification:

For yearly electronic verification please select the assets using checkbox “Is verified?” in second last column. You may select your all assets together using header checkbox in same column.

Once all your assigned assets are selected, “Verify Your Asset(s) [2021]” button will be enabled. You can click on the enabled button to verify your asset(s) (refer figure# 3.1).

Please note, before verifying your assets, if there are any asset(s), which is not assigned to you and shows in your profile, then please raise discrepancy to your asset focal point using  icon under “Action” Column (refer point # 4 in next sections).



The screenshot shows the 'My Office Profile' interface. At the top, there is a navigation bar with 'Home', 'My Profile', 'My Attendance', 'My Asset(s)', 'PSC (FA)', 'Administration', and 'Report(s)'. A search bar and a 'Verify Your Asset(s) [2021]' button are visible. Below this is a section titled 'Fixed Asset Details (based on WHO Fixed Asset Register)' with a 'Download' link and '4 record(s) found.' A table lists four assets with their respective details and actions.


S/N	Status	Barcode #	Serial #	Description	Physical Location	Recoverable Cost (USD)	Date In Service	Is Verified?	Action
1.		SEINRO000007770	FFWD496NPLK2 / 356786110909037	Apple iPhone SE	RCPT-3F-AIM	511.89	06-Nov-2020	<input checked="" type="checkbox"/>	
2.	[✓ 20]	SEINRO000006954	158LK72	Laptop Latitude E7270	RCPT-3F-AIM	1,495.66	21-Sep-2016	<input checked="" type="checkbox"/>	
3.	[✓ 20]	SEINRO000006292	DMPPCARBG5YL / 354424069183592	iPad Air 2	RCPT-3F-AIM	762.48	31-Mar-2015	<input checked="" type="checkbox"/>	
4.	[✓ 20]	SEINRO000006046	C02MPPA3FH00	MacBook Pro 13 inch with Retina display	RCPT-3F-AIM	1,576.96	23-Jun-2014	<input checked="" type="checkbox"/>	

Notes:
 Verified by AIM
 Discrepancy Reported to AIM
 Notify to AIM
 Download Declaration Receipt




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Figure# 3.1

4. Reporting Discrepancies for Issued Asset(s):

To raise any discrepancy, click on the icon  (refer figure# 4.1), it will lead you to discrepancy incident reporting page (refer figure# 4.2).

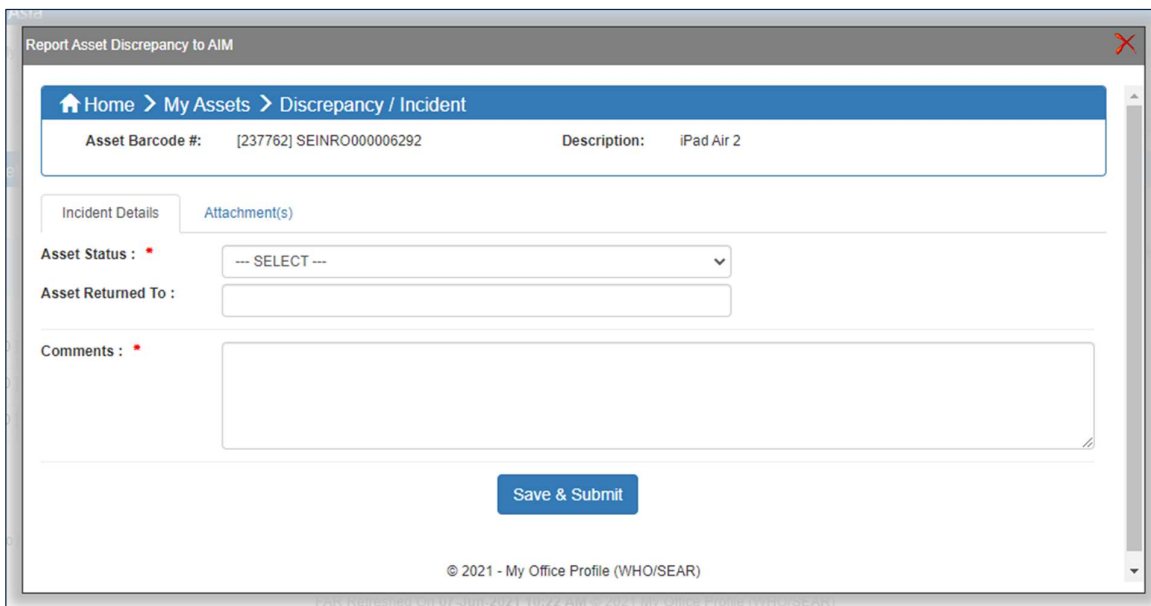


S/N	Status	Barcode #	Serial #	Description	Physical Location	Recoverable Cost (USD)	Date In Service	Is Verified?	Action
1.		SEINRO000007770	FFWD496NPLK2 / 356786110909037	Apple iPhone SE	RCPT-3F-AIM	511.89	06-Nov-2020	<input type="checkbox"/>	
2.	 20	SEINRO000006954	158LK72	Laptop Latitude E7270	RCPT-3F-AIM	1,495.66	21-Sep-2016	<input type="checkbox"/>	 
3.	 20	SEINRO000006292	DMPPCARBG5YL / 354424069183592	iPad Air 2	RCPT-3F-AIM	762.48	31-Mar-2015	<input type="checkbox"/>	
4.	 20	SEINRO000006046	C02MPPA3FH00	MacBook Pro 13 inch with Retina display	RCPT-3F-AIM	1,576.96	23-Jun-2014	<input type="checkbox"/>	

Figure#

4.1

In this discrepancy incident reporting page, please fill in basic information from the list of values (e.g. Asset Status, Asset Returned To, Comments and background documents like emails or other proof) for asset focal point to resolve this issue (refer figure# 4.2). Please attach supporting documents, if any.



Report Asset Discrepancy to AIM

Home > My Assets > Discrepancy / Incident

Asset Barcode #: [237762] SEINRO000006292 Description: iPad Air 2

Incident Details Attachment(s)

Asset Status : * --- SELECT ---

Asset Returned To : [Empty Field]

Comments : * [Empty Text Area]

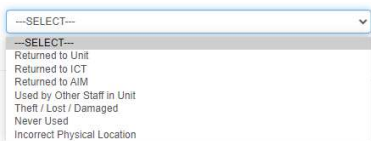
Save & Submit

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Figure#

4.2

Asset Status has following values (refer figure# 4.2.1):



---SELECT---

- Returned to Unit
- Returned to ICT
- Returned to AIM
- Used by Other Staff in Unit
- Theft / Lost / Damaged
- Never Used
- Incorrect Physical Location

Figure# 4.2.1

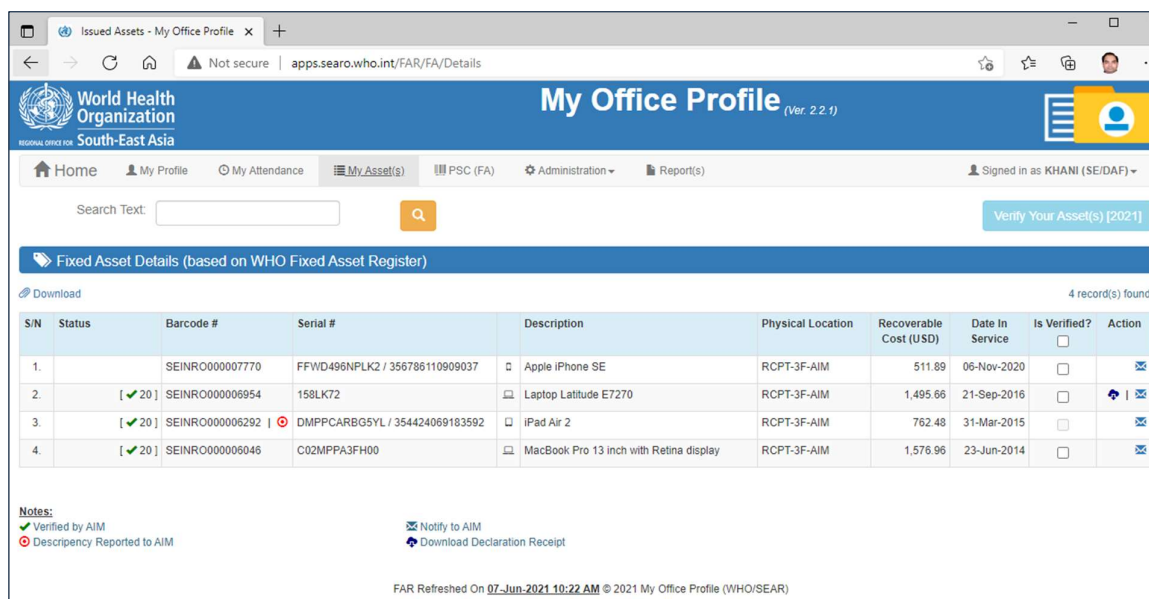
You can check “**Status**” and “**Barcode #**” columns for various notification icons (e.g. asset verification status, showing discrepancy reported etc.) (refer figure# 4.3).

Fixed Asset Details (based on WHO Fixed Asset Register)									
S/N	Status	Barcode #	Serial #	Description	Physical Location	Recoverable Cost (USD)	Date In Service	Is Verified?	Action
1.		SEINRO000007770	FFWD496NPLK2 / 356786110909037	Apple iPhone SE	RCPT-3F-AIM	511.89	06-Nov-2020	<input checked="" type="checkbox"/>	
2.	[✓ 20]	SEINRO000006954	158LK72	Laptop Latitude E7270	RCPT-3F-AIM	1,495.66	21-Sep-2016	<input checked="" type="checkbox"/>	
3.	[✓ 20]	SEINRO000006292	DMPPCARBG5YL / 354424069183592	iPad Air 2	RCPT-3F-AIM	762.48	31-Mar-2015	<input type="checkbox"/>	
4.	[✓ 20]	SEINRO000006046	C02MPPA3FH00	MacBook Pro 13 inch with Retina display	RCPT-3F-AIM	1,576.96	23-Jun-2014	<input checked="" type="checkbox"/>	

Figure# 4.3

4.1. Asset Verification with Reported Discrepancies:

Even with discrepancy, you can verify rest of your assets. After submitting verification “**Not Verified**” will be marked for all assets with discrepancies for the current year verification. Please note, verification checkbox for the assets with discrepancy will be disabled (refer figure# 4.4).



Fixed Asset Details (based on WHO Fixed Asset Register)									
S/N	Status	Barcode #	Serial #	Description	Physical Location	Recoverable Cost (USD)	Date In Service	Is Verified?	Action
1.		SEINRO000007770	FFWD496NPLK2 / 356786110909037	Apple iPhone SE	RCPT-3F-AIM	511.89	06-Nov-2020	<input type="checkbox"/>	
2.	[✓ 20]	SEINRO000006954	158LK72	Laptop Latitude E7270	RCPT-3F-AIM	1,495.66	21-Sep-2016	<input type="checkbox"/>	
3.	[✓ 20]	SEINRO000006292	DMPPCARBG5YL / 354424069183592	iPad Air 2	RCPT-3F-AIM	762.48	31-Mar-2015	<input type="checkbox"/>	
4.	[✓ 20]	SEINRO000006046	C02MPPA3FH00	MacBook Pro 13 inch with Retina display	RCPT-3F-AIM	1,576.96	23-Jun-2014	<input type="checkbox"/>	

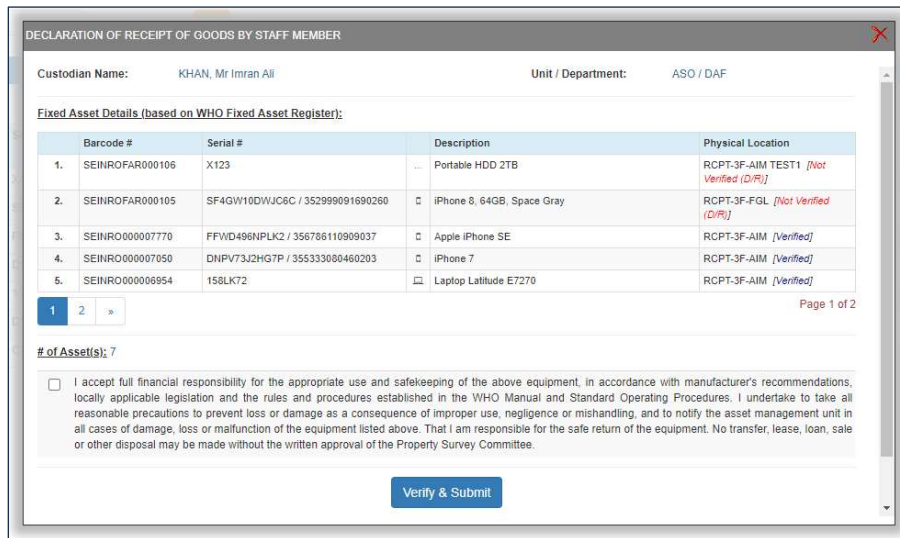
Notes:
 Verified by AIM
 Discrepancy Reported to AIM
 Notify to AIM
 Download Declaration Receipt

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Figure#

4.4

After verification you will get **“Not Verified”** in Physical location column in verification confirmation screen as well as in received email (refer figure# 4.4.1).



DECLARATION OF RECEIPT OF GOODS BY STAFF MEMBER

Custodian Name: KHAN, Mr Imran Ali Unit / Department: ASO / DAF

Fixed Asset Details (based on WHO Fixed Asset Register):

Barcode #	Serial #	Description	Physical Location
1. SEINROFAR000106	X123	Portable HDD 2TB	RCPT-3F-AIM TEST1 [Not Verified (D/R)]
2. SEINROFAR000105	SF4GW10DWJC6C / 352999091690260	iPhone 8, 64GB, Space Gray	RCPT-3F-FGL [Not Verified (D/R)]
3. SEINRO000007770	FFWD496NPLK2 / 356786110909037	Apple iPhone SE	RCPT-3F-AIM [Verified]
4. SEINRO000007050	DNFV73J2HG7P / 355333080460203	iPhone 7	RCPT-3F-AIM [Verified]
5. SEINRO000006954	158LK72	Laptop Latitude E7270	RCPT-3F-AIM [Verified]

of Asset(s): 7

I accept full financial responsibility for the appropriate use and safekeeping of the above equipment, in accordance with manufacturer's recommendations, locally applicable legislation and the rules and procedures established in the WHO Manual and Standard Operating Procedures. I undertake to take all reasonable precautions to prevent loss or damage as a consequence of improper use, negligence or mishandling, and to notify the asset management unit in all cases of damage, loss or malfunction of the equipment listed above. That I am responsible for the safe return of the equipment. No transfer, lease, loan, sale or other disposal may be made without the written approval of the Property Survey Committee.

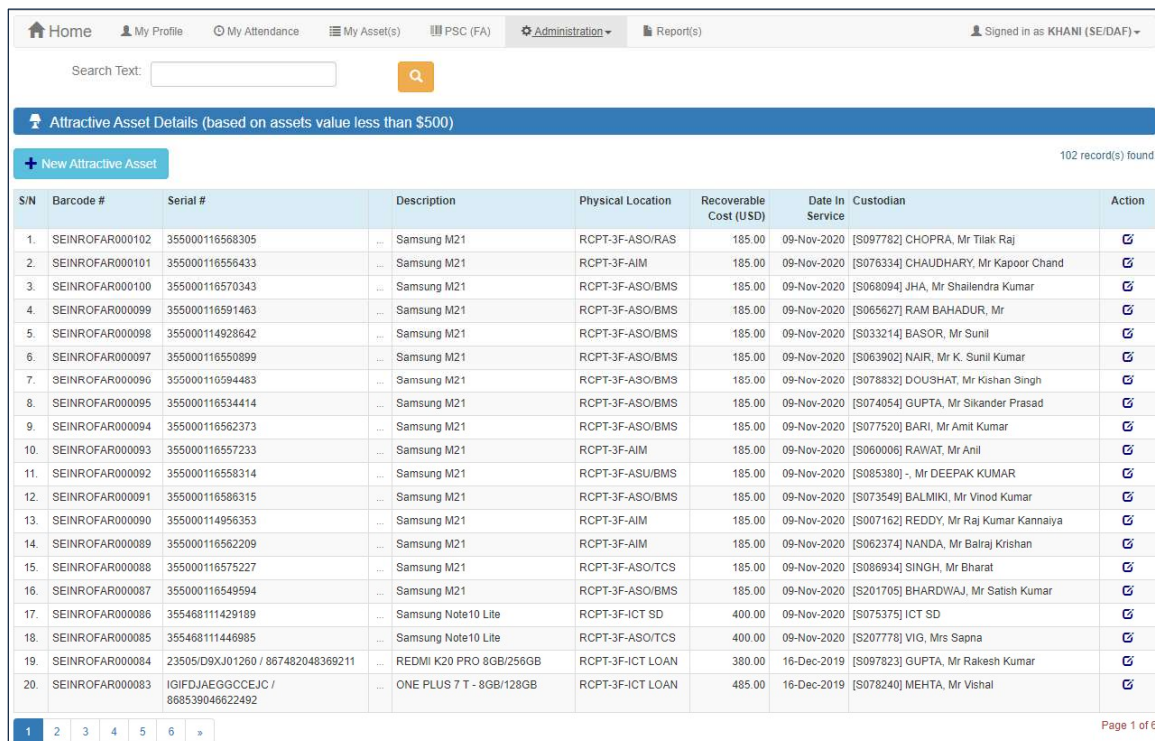
Verify & Submit

Figure# 4.4.1

Please note, to resolve discrepancy, please contact AIM Focal Point in your duty station or SEARO AIM team.

5. Manage Attractive Assets

This section is enabled only for Fixed Asset Focal points in SEARO and WCOs. To manage attractive assets, click on the **“Manage Assets (Attractive)”** under the **“Administration”** menu option in the top menu bar. This will show you the list off attractive assets (under USD 500) already recorded in FAR (refer figure# 4.4.2).



Home My Profile My Attendance My Asset(s) PSC (FA) Administration Report(s) Signed in as KHANI (SE/DAF)

Search Text:

Attractive Asset Details (based on assets value less than \$500)

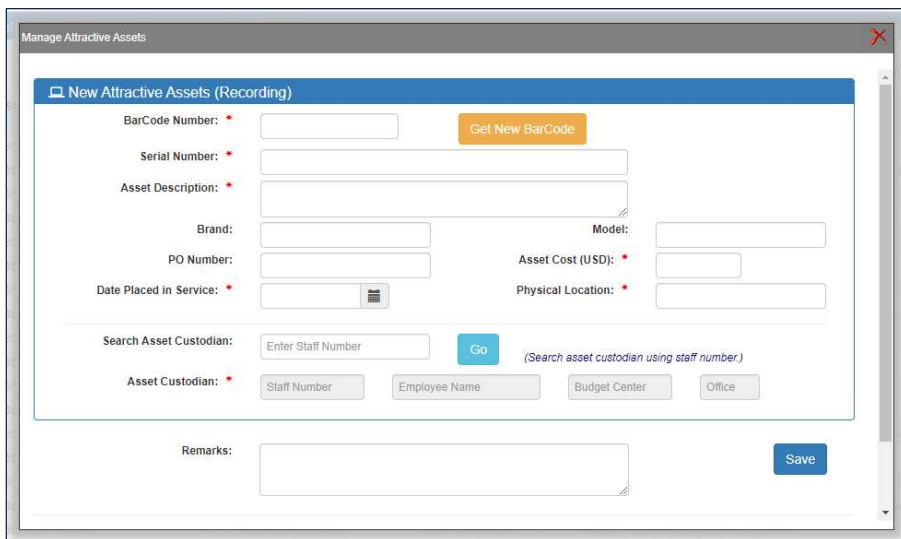
+ New Attractive Asset 102 record(s) found.

S/N	Barcode #	Serial #	Description	Physical Location	Recoverable Cost (USD)	Date In Service	Custodian	Action
1.	SEINROFAR000102	355000116568305	Samsung M21	RCPT-3F-ASO/IRAS	185.00	09-Nov-2020	[S097782] CHOPRA, Mr Tilak Raj	
2.	SEINROFAR000101	355000116556433	Samsung M21	RCPT-3F-AIM	185.00	09-Nov-2020	[S076334] CHAUDHARY, Mr Kapoor Chand	
3.	SEINROFAR000100	355000116570343	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S068094] JHA, Mr Shailendra Kumar	
4.	SEINROFAR000099	355000116591463	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S065627] RAM BAHADUR, Mr	
5.	SEINROFAR000098	355000114928642	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S033214] BASOR, Mr Sunil	
6.	SEINROFAR000097	355000116550899	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S063902] NAIR, Mr K. Sunil Kumar	
7.	SEINROFAR000096	355000116594483	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S078832] DOUSHAT, Mr Kishan Singh	
8.	SEINROFAR000095	355000116534414	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S074054] GUPTA, Mr Sikander Prasad	
9.	SEINROFAR000094	355000116562373	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S077520] BARI, Mr Amit Kumar	
10.	SEINROFAR000093	355000116557233	Samsung M21	RCPT-3F-AIM	185.00	09-Nov-2020	[S060006] RAWAT, Mr Anil	
11.	SEINROFAR000092	355000116558314	Samsung M21	RCPT-3F-ASU/BMS	185.00	09-Nov-2020	[S085380] -, Mr DEEPAK KUMAR	
12.	SEINROFAR000091	355000116586315	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S073549] BALMIKI, Mr Vinod Kumar	
13.	SEINROFAR000090	355000114956353	Samsung M21	RCPT-3F-AIM	185.00	09-Nov-2020	[S007162] REDDY, Mr Raj Kumar Kannaiya	
14.	SEINROFAR000089	355000116562209	Samsung M21	RCPT-3F-AIM	185.00	09-Nov-2020	[S062374] NANDA, Mr Balraj Krishan	
15.	SEINROFAR000088	355000116575227	Samsung M21	RCPT-3F-ASO/TCS	185.00	09-Nov-2020	[S086934] SINGH, Mr Bharat	
16.	SEINROFAR000087	355000116549594	Samsung M21	RCPT-3F-ASO/BMS	185.00	09-Nov-2020	[S201705] BHARDWAJ, Mr Satish Kumar	
17.	SEINROFAR000086	355468111429189	Samsung Note10 Lite	RCPT-3F-ICT SD	400.00	09-Nov-2020	[S075375] ICT SD	
18.	SEINROFAR000085	355468111446985	Samsung Note10 Lite	RCPT-3F-ASO/TCS	400.00	09-Nov-2020	[S207778] VIG, Mrs Sapna	
19.	SEINROFAR000084	23505/D9XJ01260 / 867482048369211	REDMI K20 PRO 8GB/256GB	RCPT-3F-ICT LOAN	380.00	16-Dec-2019	[S097823] GUPTA, Mr Rakesh Kumar	
20.	SEINROFAR000083	IGIFDJAEGGCGCEJC / 868539046622492	ONE PLUS 7 T - 8GB/128GB	RCPT-3F-ICT LOAN	485.00	16-Dec-2019	[S078240] MEHTA, Mr Vishal	

Page 1 of 6

Figure# 4.4.1

Click on “+ New Attractive Asset” to add new items under **USD 500** in FAR.



Manage Attractive Assets

New Attractive Assets (Recording)

BarCode Number: * [Get New BarCode](#)

Serial Number: *

Asset Description: *

Brand: Model:

PO Number: Asset Cost (USD): *

Date Placed in Service: * Physical Location: *

Search Asset Custodian: [Go](#) (Search asset custodian using staff number.)

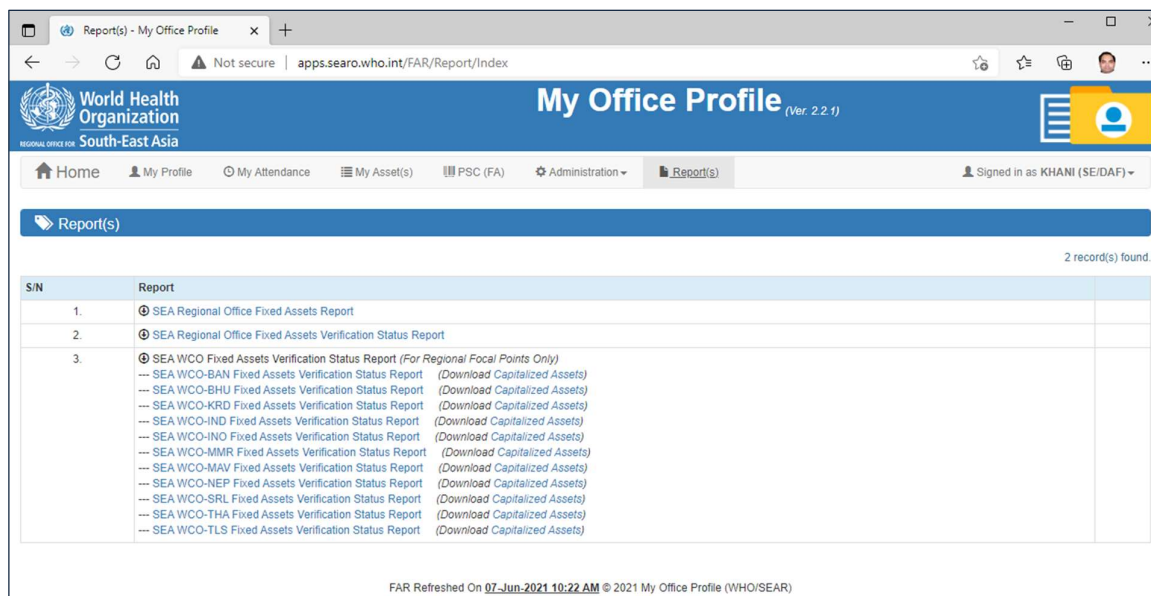
Asset Custodian: *

Remarks: [Save](#)

Figure# 4.4.2

6. Downloading Report(s)

This section is enabled only for Fixed Asset Focal points in SEARO and WCOs to download consolidated reports from “Report(s)” section.



Report(s) - My Office Profile

Not secure | apps.searo.who.int/FAR/Report/Index

World Health Organization
REGIONAL OFFICE FOR South-East Asia

My Office Profile (Ver. 2.2.1)

Home My Profile My Attendance My Asset(s) PSC (FA) Administration Report(s)

Signed in as KHANI (SE/DAF)

Report(s)

2 record(s) found.

S/N	Report
1.	SEA Regional Office Fixed Assets Report
2.	SEA Regional Office Fixed Assets Verification Status Report
3.	SEA WCO Fixed Assets Verification Status Report (For Regional Focal Points Only)
	--- SEA WCO-BAN Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-BHU Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-KRD Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-IND Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-INO Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-MMR Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-MAV Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-NEP Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-SRL Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-THA Fixed Assets Verification Status Report (Download Capitalized Assets)
	--- SEA WCO-TLS Fixed Assets Verification Status Report (Download Capitalized Assets)

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