Asset Inventory Tool

An Overview of the Asset Inventory Tool

The Asset Inventory Tool has been developed to provide a simple and easy way of tracking computer related equipment (assets) in New York City public schools and administrative offices. The Web interface allows authorized users to quickly access asset reports for their respective locations. In addition to viewing and printing inventory reports, users can also request updates online (additions, edits, and deletions). The Asset Inventory Toll is accessible using Internet Explorer, Firefox, or Safari browsers from either a Windows or Macintosh workstation. This guide was created to provide a quick introduction to the tool's user interface.

New York City Department of Education
DIIT Service Center

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For Questions, Comments or Suggestions, please contact us at **Asset_Inventory@schools.nyc.gov**.

Logging In

To access the Asset Inventory tool, you must log on to the DIIT Online Service Desk website. To do this, open your browser and enter the following url:
https://servicecenter.nycenet.edu/selfsupport/

This will bring you to the screen shown in **Figure 1.1**.

Enter your DOE Outlook ID/Password and the security code in the fields provided and click on the 'Logon' button or hit the enter key on your keyboard. After a successful login, you will be presented with the **DIIT Online Service Desk Main Menu.**

*If you cannot remember your DOE Outlook ID/Password, click the 'Forgot your Outlook ID/Password' link and follow the steps to receive your login credentials.

*If you do not have a DOE Outlook Account, you will need to contact the Service at (718) 935-5100.

Figure 1.1

DIIT Self-Support Main Menu

From this menu, you have the option to search and open incidents, access commonly used links, and gain access to your site's inventory.

These categories are:
- **Incident Management**
- **Access Request Forms**
- **Useful Online Links**
- **Asset Inventory Tool**

Note: If the Asset Inventory Tool selection is not displayed, it means you do not have access. In order for a staff member to have access to their site's inventory, it requires approval from the school's principal. To start the approval process, please submit the Inventory Access Request from the Submit Incident Screen (choose Submit an Incident under Incident Management menu selection).

To access your inventory, select **Site Inventory (Figure 1.2)**.

You will now be presented with the **Asset Inventory Main Menu (Figure 1.3).**

Figure 1.2
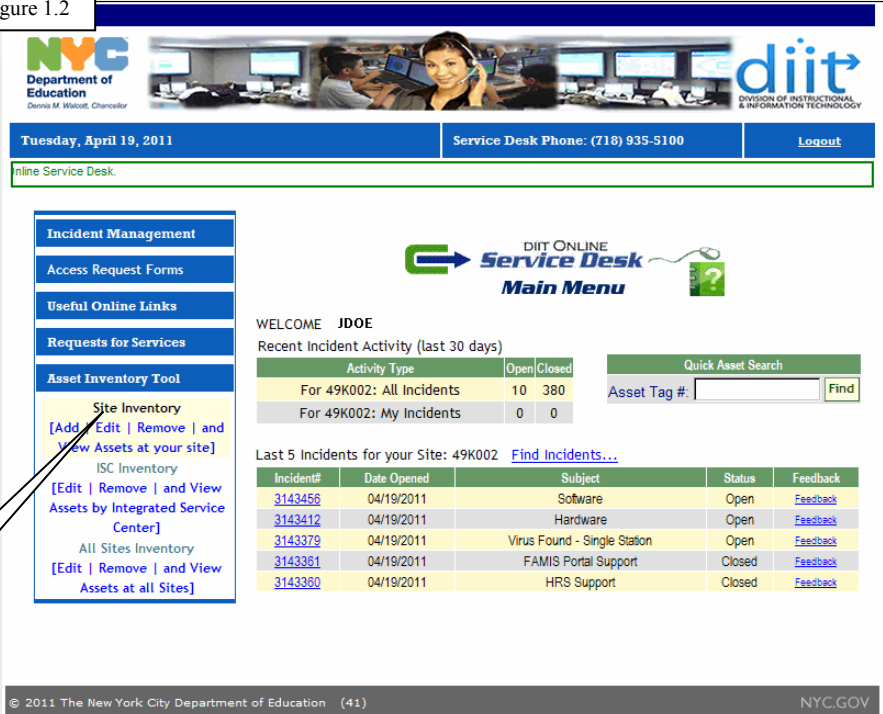
Asset Inventory Menu for Site:

There are 7 options available on this menu.

1. **Asset Summary Listing – Figure 1.4**
2. **Assets Summary by Room – Figure 1.7**
3. **Search / Edit / Remove Assets – Figure 1.9**
4. **Add Tagged Assets Not Found in your inventory – Figure 1.37**
5. **Request to Tag Assets (Create Incident) – Figure 1.43**
6. **Move Assets to Different Rooms – Figure 1.47**
7. **View Asset Request – Figure 1.48**

In the following pages you will be given detailed instructions for each of these options.

Figure 1.3

Option 1: Assets Summary Listing (HTML/Excel)

This option allows you to view, print, or export your assets to an Excel Spreadsheet.

A-1 *Asset Summary Listing – (HTML / Excel)*

Clicking **Asset Summary Listing (HTML/Excel) (Figure 1.3)** will present you with the **screen shot in Figure 1.4**

The listing displays the current assets that are on file for your site. You can use this screen to view, print, or export data to Excel.

Note: Clicking on the Asset Tag number will open the Asset Tag Details screen (Figure 1.8).

Click **Export to Excel** to export the site assets file to Excel.

You will be presented with the **File Download - Security Warning** screen **(Figure 1.5).**

Figure 1.4
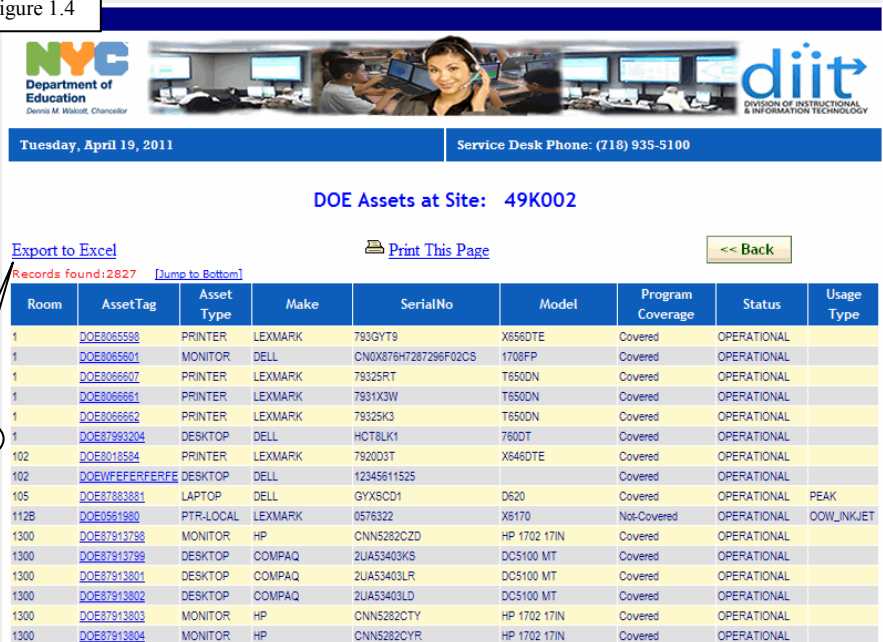
Here

A-2 _Asset Summary Listing (continued)_

Before you can view or save data, Excel will display a **File Download – Security Warning** dialog (**Figure 1.5).**

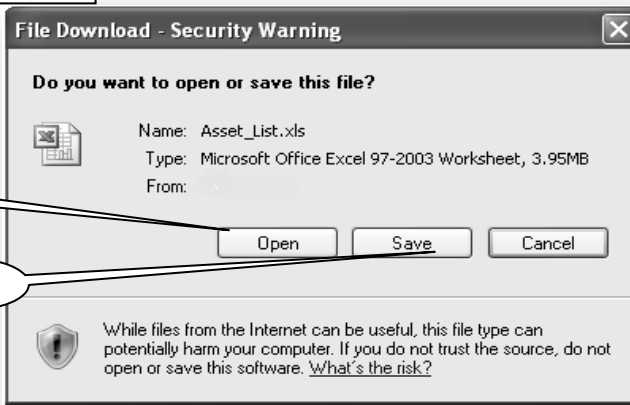Click **Open** if you want to view the file in an Excel spreadsheet (**Figure 1.6**).

Click the **Save** command if you want to save the file to your hard drive.

**Note**: You may receive an additional warning dialog when opening the file in Excel 2007/2010. Simply click 'Yes' to the message.
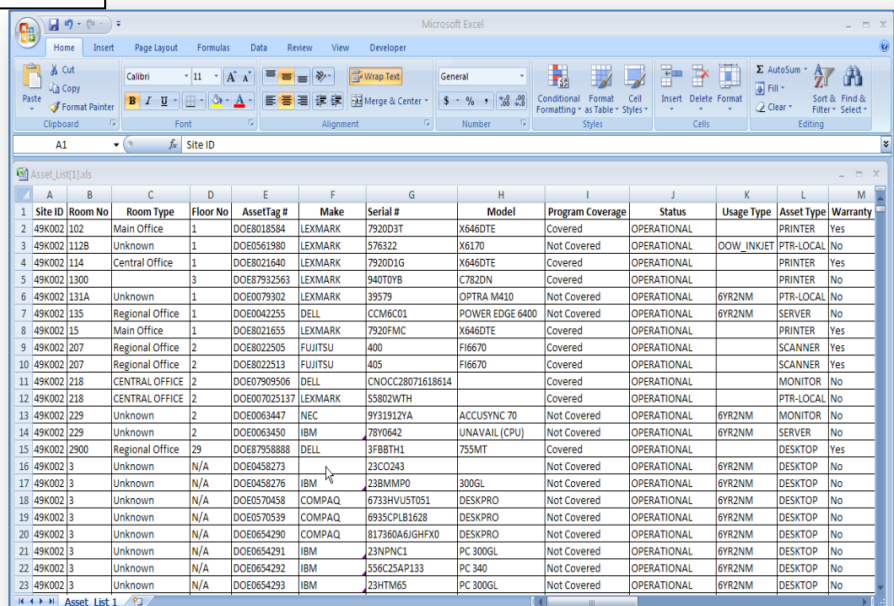
Figure 1.5

A-3 _Asset Summary Listing (continued)_

Figure 1.6 is a sample of an Excel spreadsheet and some of the data elements that can be viewed.

Using the tools available in Excel (sorting, filtering, grouping, etc.) you can organize your downloaded inventory data according to your needs. You can also use this worksheet to keep track of other types of assets that are not part of the Asset Database. Please note that any changes made to the spreadsheet cannot be automatically uploaded via Excel. Any updates to the existing inventory data have to be made via the Asset Inventory tool as described later in this document.

**Note:** While the screenshot shows inventory data in the Microsoft Excel 2007 worksheet, the program will download the data and display it in whatever version of Excel that is currently installed on your computer.

This completes the process of viewing, exporting, or printing your assets to an Excel spreadsheet. If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.6

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Option 2: Assets Summary by Room	This option lists the total number of assets for your school broken down by room number.

B-1 *Assets Summary by Room*

Clicking **Assets Summary by Room** (**Figure 1.3**) will present you with the screen shot in **Figure 1.7**.

To see the details for the school, click the plus sign to the left of the **Site ID**. This screen will display a listing by room number.

To view assets in a particular room, click the plus sign to the left of the room number. Clicking the minus sign will close the section you used the plus sign to open.

Clicking on the Asset Tag number will open the **Asset Tag details** screen shown in **Figure 1.8.**

Figure 1.7

B-2 *Assets Summary by Room (continued)*

Figure 1.8 shows all asset details that are currently on record. This screen can be accessed from any screen that has an Asset Tag number hyperlinked.

This completes the process of viewing and/or printing your asset summary. If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.8

Option 3: Search/Edit/Remove Assets	**Use this option to locate assets according to specific search criteria such as Asset Tag #, Asset Type, Room No, Serial #, Model, or Make. Additionally, you can use this option to request updates or removal of assets.**

C-1 *Searching for Assets*

Clicking **Search/Edit/Remove Asset**s from (**Figure 1.3**) will present you with the **DOE Asset Lookup** screen (**Figure 1.9**).

There are three different dropdown fields on this screen.
They are:
- **Select Search Type**
- **Select Search Criteria**
- **Select Program Coverage**

To begin your search, click the down arrow in the **Select Search Type** field. You will be presented with six search types. Each search type will be explained in detail in the following pages.

Note: To quickly find all assets organized by Room number, simply click the Search button.

Figure 1.9
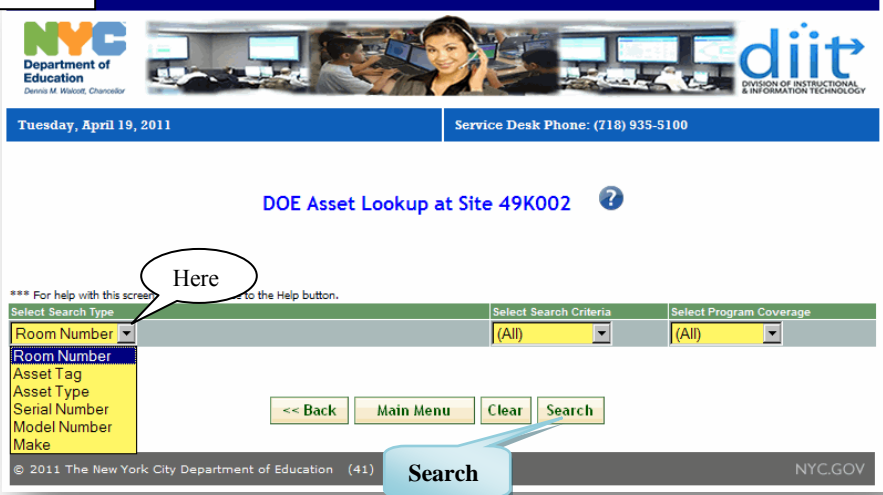
C-1a *Search by Room Number*

To search for assets in a particular room, highlight **Room Number** from the **Select Search Type** drop down list. Then go to the **Select Search Criteria** field, and select the room number in which the asset is located.

You can further limit the search by choosing '**Covered'** or '**Not Covered'** in the **Select Program Coverage** drop down list.

Click **Search (Figure 1.9).** You will now be presented with your search results **(Figure 1.26)**.
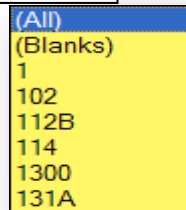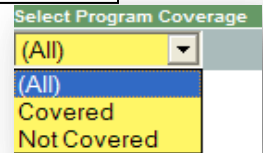
Figure 1.10
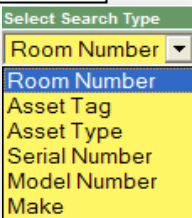
Figure 1.11

Figure 1.12

C-1b *Search by Asset Tag*

To find a particular asset by its Asset Tag #, choose **Asset Tag** from the **Select Search Type** drop down list. Then go to the **Enter Search Criteria** field and type in the Asset Tag number.

Click **Search (Figure 1.9).** You will now be presented with your search results **(Figure 1.26)**.
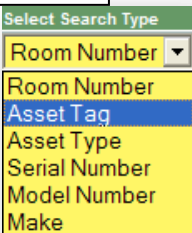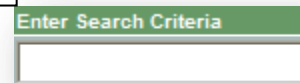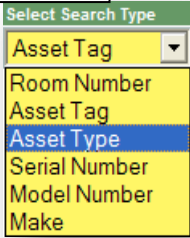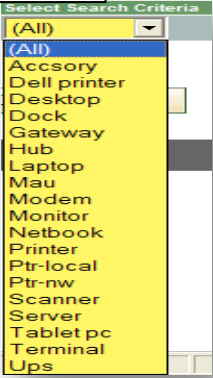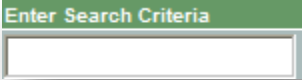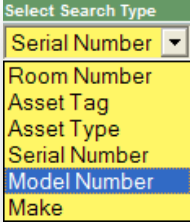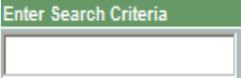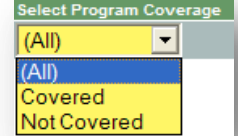
Figure 1.13
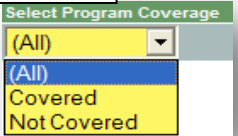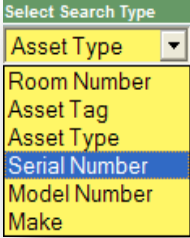
Figure 1.14

*If you do not know the exact Asset Tag #, you can search for a specific string of characters by typing the percent sign for the characters you do not know. For example, to find all asset tags containing "023" in the string anywhere within the Asset Tag #, type %023% in the Enter Search Criteria field.

C-1c *Search By Asset Type*

To search for assets of a particular type, choose **Asset Type** from the **Select Search Type** drop down list. Then go to the **Select Search Criteria** field, and select the asset type such as **DESKTOP, MONITOR, PRINTER**, etc. from the drop down list.

You can further limit the search by choosing '**Covered**' or '**Not Covered**' in the **Select Program Coverage** drop down list.

Click **Search (Figure 1.9).** You will now be presented with your search results **(Figure 1.26)**.

Figure 1.15

Figure 1.16

Figure 1.17

C-1d *Search by Serial Number*

To search for an asset by a **Serial Number**, choose **Serial Number** from the **Select Search Type** drop down list. Then go to the **Enter Search Criteria** field, and type in the serial number.

Click **Search. (Figure 1.9)**. You will now be presented with your search results **(Figure 1.26).**

Figure 1.18

Figure 1.19

*If you do not know the exact serial number, you can type as many characters as you know to begin your search. You can also search for a specific string of characters by typing the percent sign in front of the string you want to find. For example, to find all serial numbers containing "HT" in the string anywhere within the Serial Number, type %HT in the Enter Search Criteria field.

C-1e *Search by Model Number*

To search for an asset by a **Model Number**, choose **Model Number** from the **Select Search Type** drop down list, and type the model number of the asset in the **Enter Search Criteria** box.

You can further limit the search by choosing '**Covered**' or '**Not Covered**' in the **Select Program Coverage** drop down list.

Click **Search. (Figure 1.9)**. You will now be presented with your search results **(Figure 1.26)**.
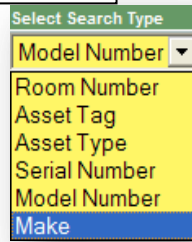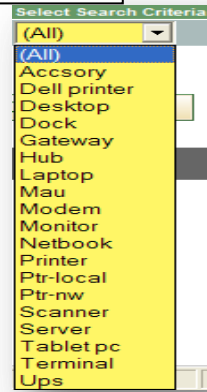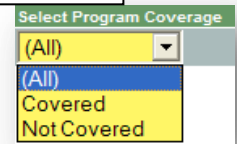
Figure 1.20

Figure 1.21

* If you do not know the exact model number you can type as many characters as you know, to begin your search. You can also search for a specific string of characters, by typing the percent sign in front of the string you want to find. For example, to find all model numbers containing the letter "U" anywhere within the Model Number, type %U in the Enter Search Criteria box.

Figure 1.22

C-1f *Search by Make of Asset*

To search for an asset by its make, choose **Make** from the **Select Search Type** drop down list. Then go to the **Select Search Criteria** field and select the vendor name. For example: **IBM, DELL, APPLE**, etc.

You can further limit the search by choosing '**Covered**' or '**Not Covered**' in the **Select Program Coverage** drop down list.

Click **Search. (Figure 1.9)**. You will now be presented with your search results **(Figure 1.26)**.

Figure 1.23

Figure 1.24

Figure 1.25

C-2 *Edit/Remove*

Figure 1.26 shows the results of a typical search.

You may edit or remove an asset by clicking **Edit**/**Remove** under the **Action** column.

To edit an asset, click the **Edit** button in the **Action** column. You will be presented with the **Equipment Change Request** screen (**Figure 1.27**).

To remove an asset from your database, click **Remove** in the **Action** column. You will be presented with the **Equipment Removal Request** screen (**Figure 1.29**).

Note: You can change your asset search criteria at any time by using the search boxes at the bottom of the screen.

Figure 1.26

C-2a1 *Equipment Change Request Screen*

Clicking the **Edit** link in **Figure 1.26** will present with the screen shot in **Figure 1.27**.

This screen allows you to make changes to the asset location (i.e.. room, room type, and/or floor number).

To change the location, enter the new asset location in the green shaded text boxes and click **Submit Change Request.**

Your requests will be processed and will reflect in your inventory within 2-3 days.

If you notice any discrepancies with the asset details, you may report these by clicking '**here**' located in the orange bar. You will be presented with the **Request to Change Asset Details** screen (**Figure 1.28**).

Figure 1.27

Here

Submit Change Request

C-2a2 *Request to Change Asset Details Screen*

Clicking '**here**' on the **Equipment Change Request** screen in **Figure 1.27** will present with the screen shot in **Figure 1.28**.

This screen allows you to report a discrepancy by creating a Magic incident. Simply enter the revised asset information in each of the green shaded text boxes that are in dispute.

In the **Problem Description** field, provide a detailed description of the discrepancy you've found with this asset.

Click **Submit The Change Request** to create a Magic ticket**.** You may be contacted if additional information is necessary. To track this request, use the **Search Existing Incident** link on in the **DIIT Service Desk Main Menu (Figure 1.2).**

This completes the process of submitting a request to change the details of an asset. If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.28

Here

Submit This Change Request

C-2b *Equipment Removal Request Screen*

Clicking on the **Remove** link in **Figure 1.26** will present you with the screen shot in **Figure 1.29**.

Your name should come up beside **Client Id** on this screen. Enter your **Email Address** and **Phone Number** if not already populated.

Click on the down arrow in the **Reason for Removal** field. You have four options to select from. Each option is discussed in the following pages.

Figure 1.29

C-2b1 *Equipment Removal Request - Disposed*

To remove an asset from your inventory because it was disposed, click on the down arrow beside **Reason for Removal** and select **Disposed**. A box will appear requiring you to enter the date of disposal.

Enter the date of disposal, provide comments (optional), and click **Submit.**

Your request will be processed and will reflect in your inventory within 2-3 days.

Note: Assets picked up by a managed service vendor will be removed from your inventory within 30 days. If the asset still appears on your inventory after 30 days, please contact the helpdesk at (718)935-5100.

This completes the process of submitting an equipment removal request for an item that has been disposed of.   If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.30

C-2b2   *Equipment Removal Request - Not Found*

If an asset appears on your inventory but you cannot locate it, nor have any recollection of its existence at your site, you may remove it from your inventory by classifying the asset as **Not Found**.

To remove an asset from your inventory because it is Not Found, click on the down arrow beside **Reason for Removal** and select **Not Found.**

Note: Inventories are subject to audit and schools may be held accountable for assets not found.

Provide comments (optional) and click **Submit**.

Your requests will be processed and will reflect in your inventory with 2-3 days.

This completes the process of submitting an equipment removal request for an item that is not found in your inventory.   If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.31

C-2b3   *Equipment Removal Request - Stolen*

If an asset has been stolen but it is still appearing on your inventory, you may remove it by classifying it as **Stolen** providing you have a police report number.

To remove an asset from your inventory because it was stolen, click on the down arrow beside **Reason for Disposal** and select **Stolen.**

Enter the **Police Report number** in the corresponding space, provide comments (optional) and click **Submit**. Fax the report to: **718-935-2682** (Attn: Asset Management Team).

Note: A Magic Ticket will be created to process this request. You may be contacted, if additional information is needed.

This completes the process of submitting an equipment removal request for an item that has been stolen. If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.32

C-2b4 *Equipment Removal Request-Transferred*

If an asset has been transferred to another site but it is still appearing on your inventory, you may remove it by classifying it as **Transferred.**

To remove an asset from your inventory because it was transferred, click on the down arrow beside **Reason for Disposal** and select **Transferred.**

Click **Select** the **Site ID / School Name** link.

You will be presented with the **Advanced School Search** screen (**Figure 1.35**).

Figure 1.33

C-2b6 *Equipment Removal- transferred (continued)*

Clicking the **Select Site ID / School Name** link (**Figure 1.33**) will present you with the screen shot in **Figure 1.34**.

Enter as much information about the school you transferred the asset to and click **Search**.

You will be presented with a list of schools that match your search criteria. (**Figure 1.35**)

Note: You do not need to enter information for all fields. You can perform a partial search using the School Name and Street Address fields. For example, to find only schools with number 50 in the school address, type 50 in the Street Address field.

Figure 1.34

C-2b7 *Equipment Removal – Transferred (continued)*

Clicking the **Search** button (**Figure 1.34**) will present you with the list of schools that match your search criteria.

Click the desired **Site ID** button to transfer your school selection to the data entry screen.

You will be presented with the **Equipment Removal Request** screen (**Figure 1.36**).

Figure 1.35

Here

C-2b8 *Equipment Removal – Transferred (continued)*

Clicking the **Site ID** button (**Figure 1.35**) will present you with the screen shot in **Figure 1.36.** The site Id and the site name you selected in your search will appear in the shaded area.

Provide comments in the space provided (optional).

Verify the information on the screen is correct and click **Submit**. If the information is incorrect, click the Select **Site ID/School Name** link to start a new search.

Your requests will be processed and will reflect in your inventory within 2-3 days.

This completes the process of submitting a request to remove an asset that has been transferred to another DOE site. If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.36

Submit

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Option 4: Request to Add Tagged Assets	**This option is used in those cases when there is a tagged asset physically located at your site but is not displayed on your inventory.**

D-1 *Request to Add Tagged Assets*

Clicking **Request to Add Tagged Assets** (**Figure 1.3**) will present you with the screen shot in **Figure 1.37.**

To add a tagged asset to your inventory, simply fill in all the fields. A check will be performed to validate if the asset tag or serial number you entered matches an asset that is already in the database. Based on the results of the check performed, various scenarios can arise.
They are:
- Asset tag number is found at another site. (**Figure 1.38**)
- Asset tag number is already in your inventory. (**Figure 1.40**)
- Serial number is attached to an asset found at another site. (**Figure 1.41**)
- Serial number is attached to an asset already in your inventory. (**Figure 1.42**)
- The Asset tag and serial number are not found in the database. (Read directly below)

If the asset tag number or serial number is not found in the system, continue filling in the required fields and click **Submit This Asset.**

You will be presented with a confirmation page. Please allow 2-3 days for this asset to appear on your inventory.

Figure 1.37

D-1a *Request to Add Tagged Assets (continued)*

If the Asset Tag number you have entered (**Figure 1.37**) is found in another school's inventory, the asset's current location will be displayed in a yellow shaded table (**Figure 1.38**).

If the information in this table matches that of the asset at your site and you wish to transfer this asset into your inventory, click '**here**' and proceed to **D-1b**. If the asset does not match, click **Cancel** to exit the screen.

Clicking '**here**' will present you with the **Request to Transfer Asset** screen (**Figure 1.39).**

Note: The 'Submit This Asset' button on this screen will be disabled.

Figure 1.38

Here

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D-1b *Request to Add Tagged Assets*
(continued)

Clicking 'here' (**Figure 1.38**) will present you with the screen shot in **Figure 1.39**.

Fill in the required fields and click **Submit This Transfer Request**.

You will be presented with a confirmation page. Please allow 2-3 days for this asset to appear on your inventory.

Figure 1.39

D-2a *Request to Add Tagged Assets*
(continued)

If the Asset Tag number you have entered (**Figure 1.37**) is already in your inventory, the asset's current location will be displayed in a yellow shaded table (**Figure 1.40**).
Click 'here' to request changes to this asset

You will be presented with the **Equipment Change Request** screen (**Figure 1.27**).

Click **Cancel** if you don't want to make any corrections at this time.

Note: The 'Submit This Asset' button on this screen will be disabled.

Figure 1.40

D-2b *Request to Add Tagged Assets*
(continued)

If the Serial number you have entered (**Figure 1.37**) belongs to a different asset tag that is in another site's inventory, the asset's current location will be displayed in a yellow shaded table (**Figure 1.41**).

If the asset tag on the unit does not match the asset tag in the yellow table but all the other asset information is correct, click '**here'** to submit an incident. This request will be reviewed and processed by the Inventory Team. You can track this request via Self-Support incidents (see the first option on the **DIIT Service Desk Main Menu – Figure 1.2**).

Click **Cancel** if you don't want to make any corrections at this time.

Note: The 'Submit This Asset' button on this screen will be disabled.

Figure 1.41

D-2c *Request to Add Tagged Assets*
(continued)

If the Serial number you have entered (**Figure 1.37**) belongs to a different asset tag that is already in your inventory, the asset's current location will be displayed in a yellow shaded table (**Figure 1.42**).

If the asset tag on the unit does not match the asset tag in the yellow table but all the other asset information is correct, click '**here'** to submit an incident. This request will be reviewed and processed by the Inventory Team. You can track this request via Self-Support incidents (see the first option on the **DIIT Service Desk Main Menu – Figure 1.2**).

Click **Cancel** if you don't want to make any corrections at this time.

Note: The 'Submit This Asset' button on this screen will be disabled.

Figure 1.42

Option 5: Request to Tag Assets (Create Incident)	This option is used to request tagging or retagging of assets.

E-1 *Request to Tag Assets*

Clicking **Request to Tag Assets** (**Create Incident**) (**Figure 1.3**) will present you with the screen shot in **Figure 1.43.**

Enter data in the required fields. All fields marked with an asterisk (*) are required. The subject field will automatically display **Request to Tag Assets**. Click **Next** to go to the next screen (**Figure 1.44**).

Figure 1.43

E-2 *Request to Tag Assets (continued)*

Clicking **Next** (**Figure 1.43**), will present you with the screen shot in **Figure 1.44**.

Enter the asset information in the required fields. Depending on your **Source** selection, you may be asked to provide additional information:

*If you select **Donation**, you will be required to enter the donation source in the Description box.

*If you select **FAMIS Purchases**, you will be required to provide the approximate date of purchase in the description box. Include the purchase order number if available.

*If you select **Retag**, you may be required to include your comments in the description box.

*If you select **Other**, you will be required to enter the source type in the description box.

If you have additional assets that need to be tagged, click **Add Row**. This will create a new row of fields where you can enter details for an additional asset.

Once you have chosen and completed the transaction, click **Submit**. This will create a self-support incident which you can track by choosing the **Search Existing Incidents** link in the **Incident Management** in the **DIIT Service Desk Main Menu** (**Figure 1.3**).

This completes to process of submitting a request to tag an asset. If you need to begin a new process, refer back to the **Asset Inventory Menu (Figure 1.3)**.

Figure 1.44

Option 6: Move Assets to Different Rooms	This option allows you to move multiple assets to another room/floor.

F-1 *Move Assets to Different Rooms*

Clicking **Move Assets to Different Rooms** (**Figure 1.3**) will present you with the screen shot in **Figure 1.45**.

Enter your phone and email address in the fields provided if they are not already populated

Search the asset you are looking to move in the **Assets Available in Room** box. Once you have found the asset, highlight the asset by clicking on it. Then click **Add**. To select more than one asset at a time, hold down the CTRL key and click on the 1st item you want to move. Then, with the CTRL key still pressed, click the additional assets you want to move. If you CTRL+click an item that has already been highlighted it becomes unselected.

If you want to select a contiguous range of assets, you can click and drag to select the range. You can also click on the 1st asset tag you want, and hold down the SHIFT key and click on the last asset in the contiguous range.

Figure 1.45
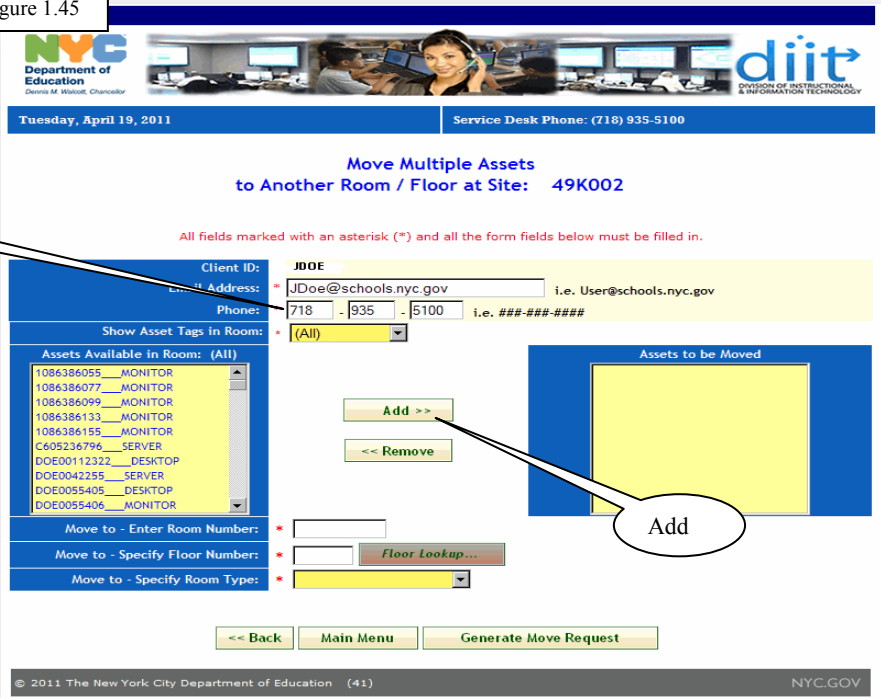
F-2 *Move Assets to Different Rooms(continued)*

By clicking **Add** (**Figure 1.45**), the selected assets will appear in the **Assets To Be Moved** box. Review the **Assets To Be Moved** box to ensure assets were not moved in error. If any assets were moved into the **Assets to be moved** box in error, select the asset you don't want to move and click **Remove**.

Enter the new asset location (**Room Number**, **Floor Number** and **Room Type**) in the fields provided.

Click **Generate Move Request** to submit your request.

Please allow 2-3 days for the changes to appear on your inventory.

You will now be presented with the **Asset(s) Move Request Submitted** screen (**Figure 1.47**).

Figure 1.46

F-3 *Move Requests (Verification Screen)*

Clicking **Generate Move Request** (**Figure 1.46**) will present you with the screen shot in **Figure 1.47.**

This screen will list all pending requests that the site has submitted. All pending move requests that have not yet been processed will be listed in a detailed table. The asset tags in red are those you have just requested to be moved. You don't need to do anything in order for these to be processed, however you may choose to cancel a request if it was submitted in error or no longer applies.

Selecting a checkbox in the **Delete** column will mark an asset request for removal. Clicking the **Delete Selected Pending Requests** button will remove all of your selected requests.

This completes the process of submitting a request to move assets to a different room. Click **Asset Inventory Menu** to exit this page. This will bring you back to **Figure 1.3**.

Figure 1.47
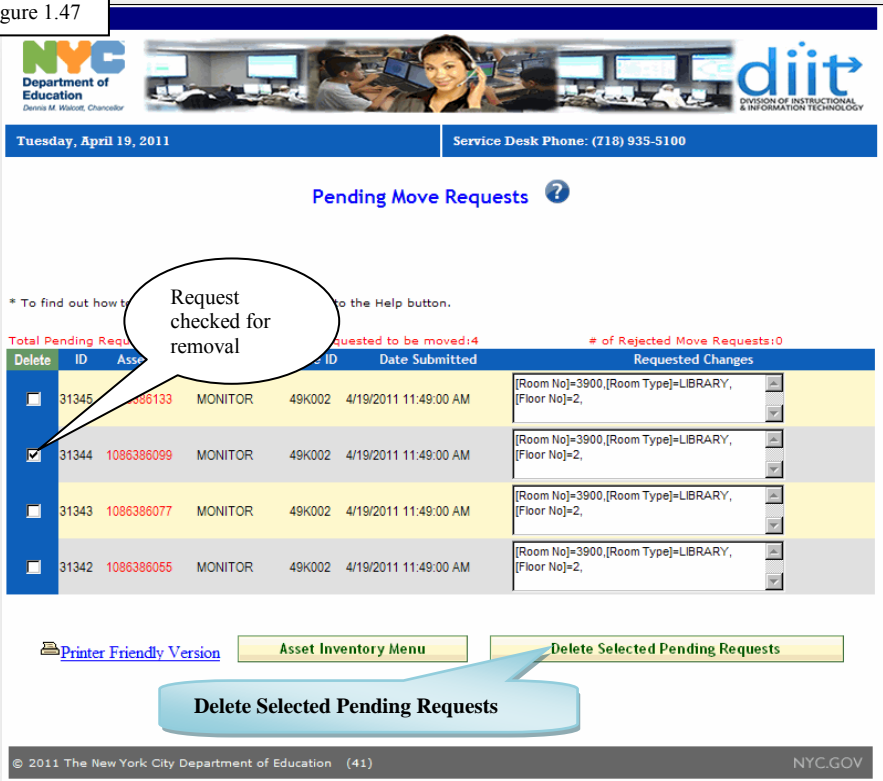
Option 7: View Asset Requests

This option allows you to check the status of your asset requests (additions, removals or edits).

G-1 *Asset Web Requests*

Clicking **View Asset Requests** (**Figure 1.3**) will present you with the screen shot in **Figure 1.48.** Here you will be able to review the status of all prior asset requests (additions, removals, and edits).

Clicking **Run Report** will present you with the results of your search (**Figure 1.51**).

You can narrow your search by generating a report by **Request Type** (**Figure 1.49**) and/or **Request Status** (**Figure 1.50**).
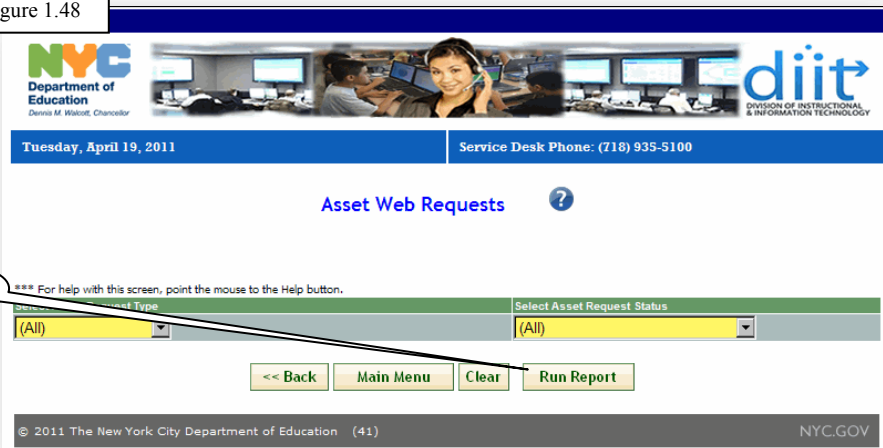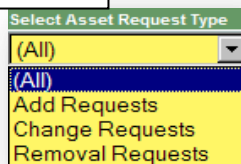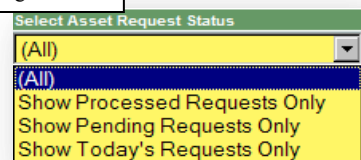
Figure 1.48

Figure 1.49

Figure 1.50

G-2 *Asset Web Requests (Search Results)*

Clicking the **Run Report** button (**Figure 1.48**) while leaving the defaults set to **All** in the **Request Type** and **Request Status** boxes, will present you with a summary of all your asset activity (**Figure 1.51**).

The **ID** column displays the internal sequence number to identify the request.

The **Org_Asset Tag#** column displays the asset tag number of the item associated with the transaction.

The **Site ID** column displays the site that requested the transaction.

The **Subject** column specifies the type of request (**Change, Removal, Transfer, or Add**).

The **Notes** column displays the details of each asset request such as reason for removal, location the asset is to be transferred to or fields that were modified or added.

The **Date Submitted** column displays the date the transaction request was submitted.

The **Date Processed** column will show one of three entries: the **Date** the asset request was processed, '**Pending**' or '**Self-Support Ticket**'. **Pending** status denotes a request that has not yet been processed. **Self-Support Ticket** status denotes that the request required the opening of a Magic incident. These can be checked by selecting the '**Search Existing Incidents**' link on the **DIIT Service Desk Main Menu (Figure 1.2)**.

Figure 1.51