



User Manual – Asset Manager NIS 2

1. System Requirements

Asset Manager NIS 2 software correctly , you must have one of the following versions installed on your computer:

- **Microsoft Access 2016** or later.

If Microsoft Access **is not installed** , you can use **Microsoft Access Runtime** , making sure to download the correct version for your operating system:

- **32-bit Windows** → install Access Runtime 32-bit
- 1) **Windows 64 bit** → install Access Runtime 64 bit

<https://support.microsoft.com/it-it/office/download-and-install-microsoft-365-access-runtime-185c5a32-8ba9-491e-ac76-91cbe3ea09c9>

1. Download the file by clicking the link on the download page. Download the file and save it to your computer. Choose the version (x86 or x64) that corresponds to your target Office installation (if you have 64-bit Windows choose the x64 installation, if 32-bit choose the x86 installation)
2. Double-click the AccessRuntime.exe file saved on your computer to start the installer.
3. Follow the on-screen instructions to complete the installation.

It is essential **not to mix different versions** (e.g. Access Runtime 32-bit on Office 64-bit), as this can generate compatibility errors.

2. License and Installation

- The software can be **installed on only one PC for each license purchased** .
- For network or multi-user installation contact us at info@edirama.org to activate the license.

3. First start

After completing the installation:

1. Start the **Asset Manager NIS 2 software** .
2. When the home screen appears, **click on the “Start” button** to enter the system.

4. “Asset Management” mask



This is the main area for IT asset management.

Adding and managing assets

- Enter all required data for each asset.
- **Drop-down** fields (e.g. category, location, manager, etc.) are **customizable** .

Customizing drop-down menus

| | |
|------------|-------------------|
| StateAsset | Active |
| Owner | Active |
| Location | Disused |
| | Under maintenance |

To edit or add items in the drop-down menus:

1. **Double-click** the drop-down menu field you want to customize.
2. Enter the new values in the list that opens.
3. After changing the values, click **“Update All”** in the **main menu at the top** to apply the changes to all masks.

Records Management

The following functions are available in the **main menu at the top** :

- **Add records**
- **Delete records**
- **Search records**

These functions enable quick and effective management of registered assets.

5. Reporting

The software enables the generation of comprehensive reports on registered assets.

- All reports can be:
 - **Printed directly**
 - **Exported to PDF format**
 - **Exported to Excel format**



Access to the print and export functions is available from the **main menu at the top** .

6. Technical assistance

For any technical support needs, a dedicated area is available on the Edirama website :

 <https://edirama.eu/support/>

By filling out the form, you will receive assistance as soon as possible.