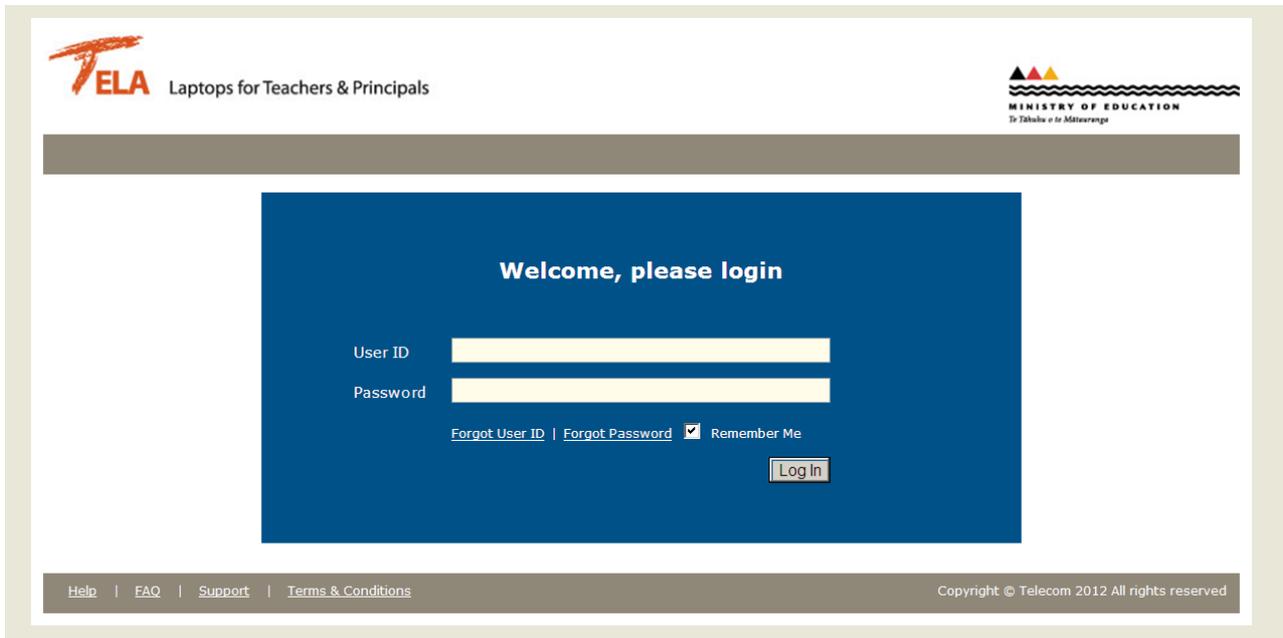
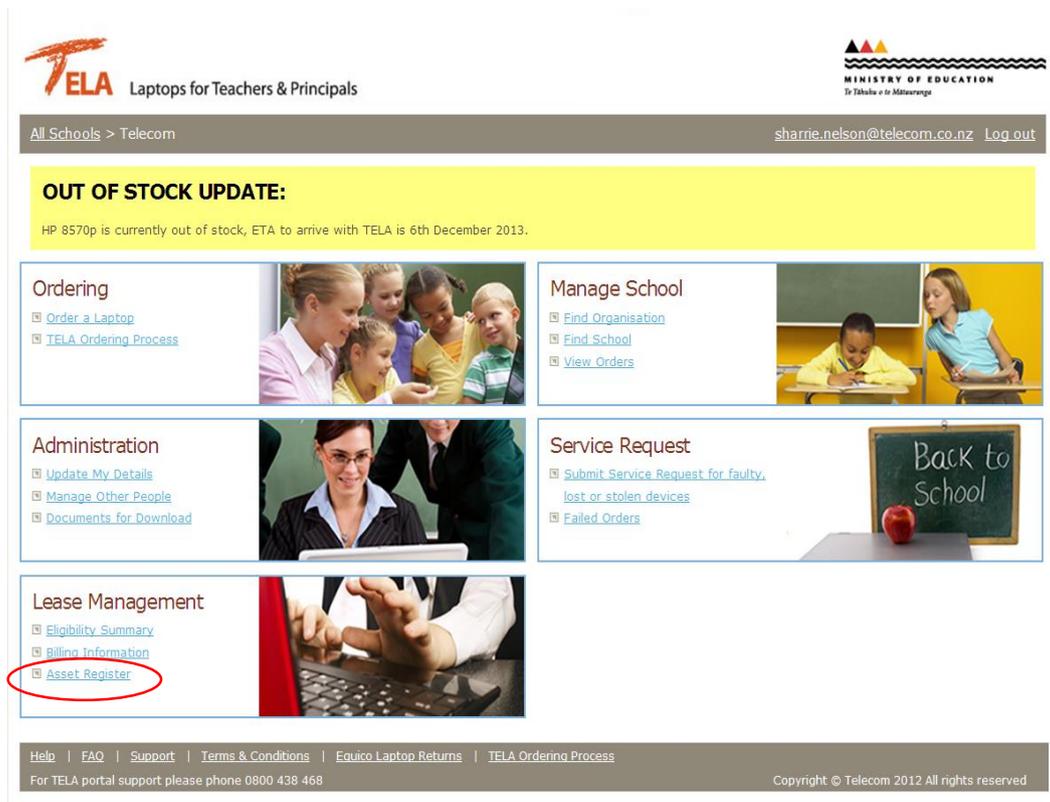


How to add user information and download TELA Laptop Information

1. Using your login ID (an email address) and your password, login into www.tela.co.nz.



2. From the main page below, under 'Lease Management' select 'Asset Register'.



- The initial screen of laptops on your school’s asset register will be sorted by ‘Schedule Number’. Any laptops showing ‘0’ as the schedule number are Equico Limited leased laptops. For financial information relating to these laptops you will need to contact Equico on 0800 378 426.

You can re-sort the list by clicking on any of the headings inside the yellow box shown below.

Asset Register

Search Search Show renewals within 60 days only

Enter a User's Name, Lease Schedule Number, or Serial Number Export to CSV | Print preview

All assets ▾

Scheme name	Serial number	Schedule number	Quarterly lease	User's name	Renewal	Edit	Action
Teacher	XXXXXXXXXX	0	\$0.00		375 days		Raise Incident
Teacher	XXXXXXXXXX	0	\$0.00		187 days		Raise Incident
Teacher	XXXXXXXXXX	0	\$0.00		230 days		Raise Incident

The example list below has now been sorted by ‘Schedule Number’ – you’ll notice the little black triangle next to the heading – this indicates the list has been sorted lowest to highest number. Clicking on the same heading, will re-sort the list from highest number to lowest.

Any Telecom Rentals leased laptops will have an ‘Edit’ button, that you can click on to add further information regarding the user of that particular laptop.

You can also search for a particular laptop serial number, by entering this in the yellow box below.

If any of the above details are incorrect, please contact us on: 0800 438 468 support@tela.co.nz

Asset Register

Search Search Show renewals within 60 days only

Enter a User's Name, Lease Schedule Number, or Serial Number Export to CSV | Print preview

All assets ▾

Scheme name	Serial number	Schedule number ▲	Quarterly lease	User's name	Renewal	Edit	Action
Teacher	XXXXXXXXXX	?????	\$52.81		831 days	Edit	Raise Incident
Teacher	XXXXXXXXXX	?????	\$52.81		831 days	Edit	Raise Incident
Teacher	XXXXXXXXXX	?????	\$47.79		862 days	Edit	Raise Incident

- After choosing ‘Edit’ a new box will appear that you can type in a teacher’s name, “RTLB” or any other information that will assist you in identifying who/where this laptop is. Once you have finished entering the details, click Update.

Please note the change is not instantaneous and could take up to 5 minutes to update. You can continue updating other serial numbers in the meantime. After about 5 minutes, refresh (F5) your screen to see your updates. (If ‘F5’ does not work, log off, wait 5 minutes and log back on.)

Asset Register

Search Search Show renewals within 60 days only

Enter a User's Name, Lease Schedule Number, or Serial Number Export to CSV | Print preview

All assets ▾

Scheme name	Serial number	Schedule number ▾	Quarterly lease	User's name	Renewal	Edit	Action
Teacher				<input type="text"/>		Update Cancel	Raise Incident

All assets ▾

Scheme name	Serial number	Schedule number ▾	Quarterly lease	User's name	Renewal	Edit	Action
Teacher			\$49.35	Joe Bloggs	1045 days	Edit	Raise Incident

5. Once you have completed all your updates, you can export the list to Excel for future reference and matching against 'FYI invoices' that Telecom Rentals sends, alerting you to the fact that a quarterly lease payment will be direct debited from your school's account.

If any of the above details are incorrect, please contact us on: 0800 438 468 support@tela.co.nz

Asset Register

Search Show renewals within 60 days only

Enter a User's Name, Lease Schedule Number, or Serial Number

|

All assets ▾

Scheme name	Serial number	Schedule number ▲	Quarterly lease	User's name	Renewal	Edit	Action
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Below is a 'snap shot' of what information will be downloaded into Excel. You can sort this information as you require, which will assist with account reconciliation, charging of RTLB laptops and/or teacher payments. The quarterly lease amount is what the school pays per laptop (GST exclusive) and does not include the Ministry's subsidy.

A1	Scheme Name	Serial Number	Schedule Number	Quarterly Lease	User's Name	Renewal Days	Lease Company	Start Date	Lease End Date
1	Teacher	XXXXXXXXXX	?????	\$49.35	Joe Bloggs	1045 days	TRL	1-Oct-13	30-Sep-16
3	Teacher	XXXXXXXXXX	?????	\$49.35	Mary Jacobs	1045 days	TRL	1-Oct-13	30-Sep-16
4	Teacher	XXXXXXXXXX	?????	\$49.35	Larry Wake	1045 days	TRL	1-Oct-13	30-Sep-16
5	Teacher	XXXXXXXXXX	?????	\$49.35	Josephine McFadden	1045 days	TRL	1-Oct-13	30-Sep-16
6	Teacher	XXXXXXXXXX	?????	\$49.35		1045 days	TRL	1-Oct-13	30-Sep-16

When you receive a "FYI Invoice" from Telecom Rentals alerting you of an impending Direct Debit deduction, you can now match the Schedule Number(s) that are to be billed against the Asset List you have downloaded and furthermore, by teacher/user.

Any new laptops ordered, will result in new lease schedules. The asset information should be regularly updated with user names and the asset register downloaded again, to ensure you have the most up to date information.

You only need to enter user's names once and they will remain for the duration of the lease.

You can however, amend the user's name if the laptop is reallocated following a teacher's departure and the appointment of a new teacher.

NOTES

1. **Separate leases for RTLB's** – Schools can create separate Lease Schedules for RTLB's by placing a single order for RTLB laptops and waiting for the entire order to be delivered. Once delivered, a TRL Lease Schedule will be created for that order. The next laptop order will generate a different Lease Schedule. Note if orders are placed for both Teachers and RTLB's at the same time, the Lease will include both Teachers and RTLB's.
2. **Need another copy of the lease schedule?** Download it, using the "Documents for Download" link under the Administration tab on the TELA Portal.

If you have any comments regarding the above instructions or require assistance, please do not hesitate to contact the TELA Helpdesk on 0800 438 468.