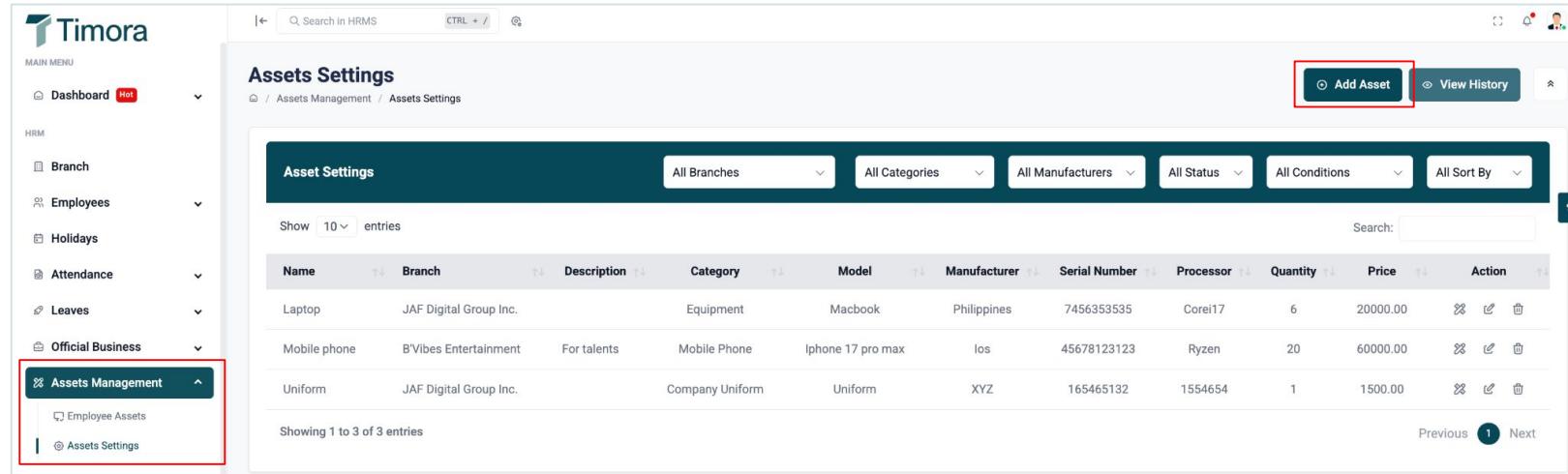




HOW TO ADD COMPANY ASSET

HOW TO ADD COMPANY ASSET



The screenshot shows the Timora HRMS interface. The left sidebar has a 'MAIN MENU' with sections like 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', and 'Assets Management'. 'Assets Management' is expanded, showing 'Employee Assets' and 'Assets Settings'. The main content area is titled 'Assets Settings' and shows a table of assets. At the top right, there are buttons for 'Add Asset' (highlighted with a red box) and 'View History'. The table has columns for Name, Branch, Description, Category, Model, Manufacturer, Serial Number, Processor, Quantity, Price, and Action. The table shows three entries: a Laptop, a Mobile phone, and a Uniform. At the bottom, it says 'Showing 1 to 3 of 3 entries'.

Name	Branch	Description	Category	Model	Manufacturer	Serial Number	Processor	Quantity	Price	Action
Laptop	JAF Digital Group Inc.		Equipment	Macbook	Philippines	7456353535	Corei17	6	20000.00	 
Mobile phone	B'Vibes Entertainment	For talents	Mobile Phone	Iphone 17 pro max	Ios	45678123123	Ryzen	20	60000.00	 
Uniform	JAF Digital Group Inc.		Company Uniform	Uniform	XYZ	165465132	1554654	1	1500.00	 

In **Asset Management**, click **Asset Settings**, then select **Add Asset**. A pop-up window will appear where you can fill in the required asset details.

HOW TO ADD COMPANY ASSET

The screenshot shows the Timora HRMS interface. On the left, the main menu is visible with 'Assets Management' selected. The central part of the screen shows 'Assets Settings' with a table of asset entries. A red box highlights the 'Add Assets' dialog box, which contains fields for Branch, Name, Quantity, Price, Category, Model, Manufacturer, Serial Number, Processor, and Description. The 'Add Asset' button is also highlighted with a red box. The right side of the screen shows a table of assets with columns for Serial Number, Processor, Quantity, Price, and Action.

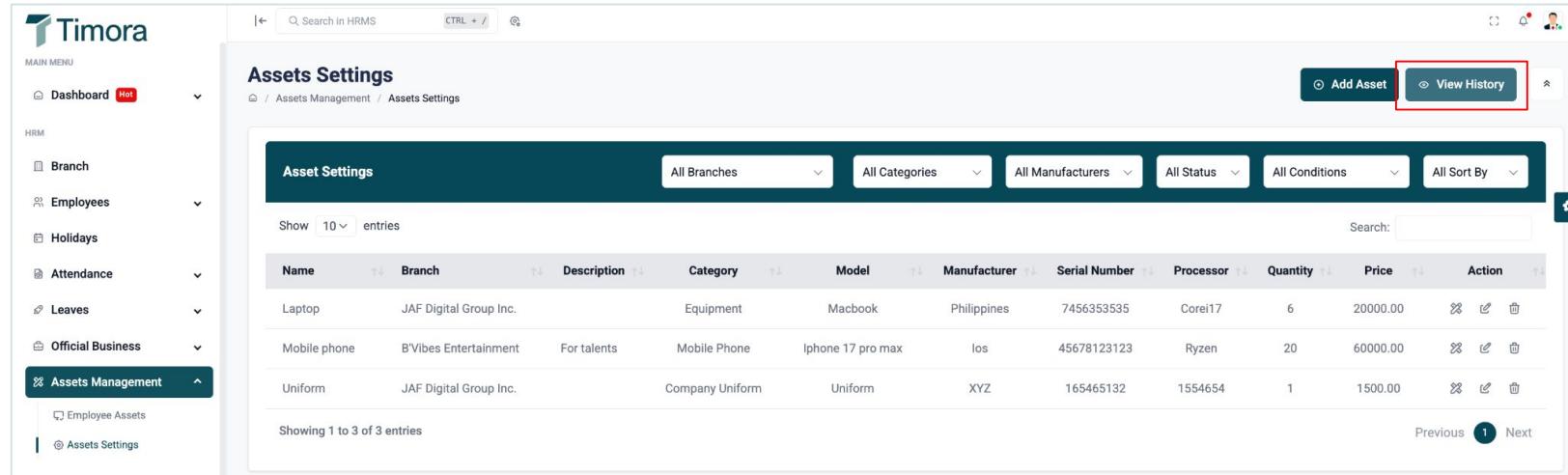
Serial Number	Processor	Quantity	Price	Action
7456353535	Corei17	6	20000.00	
45678123123	Ryzen	20	60000.00	
165465132	1554654	1	1500.00	

Select the **Branch**, enter the **Asset Name**, **Quantity**, **Price**, **Category**, **Asset Model**, **Manufacturer**, **Serial Number**, **Processor**, and an optional **Description**.

Once all details are completed, click **Add Asset** to save.

*** To add more assets, simply repeat the same process.

HOW TO ADD COMPANY ASSET



Timora

MAIN MENU

Dashboard

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Assets Management

Employee Assets

Assets Settings

Assets Settings

Search in HRMS

Add Asset

View History

Asset Settings

All Branches

All Categories

All Manufacturers

All Status

All Conditions

All Sort By

Show 10 entries

Search:

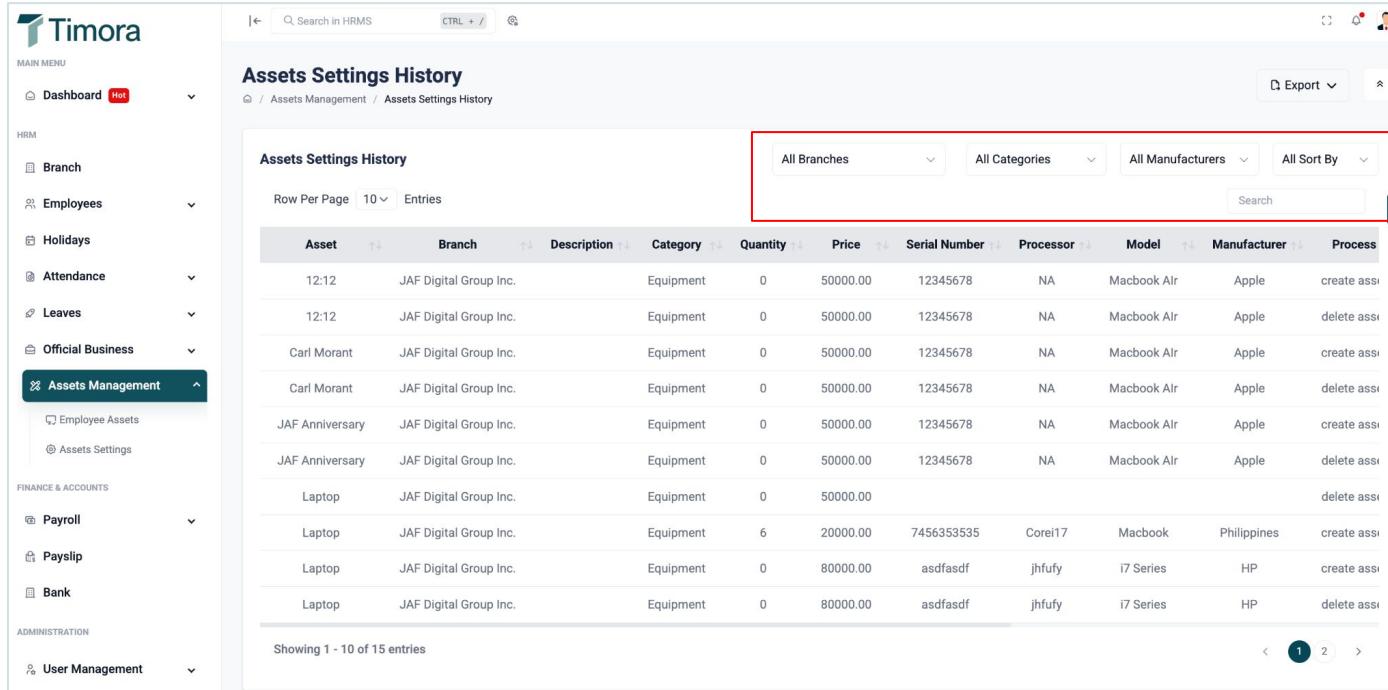
Name	Branch	Description	Category	Model	Manufacturer	Serial Number	Processor	Quantity	Price	Action		
Laptop	JAF Digital Group Inc.		Equipment	Macbook	Philippines	7456353535	Corei17	6	20000.00			
Mobile phone	B'Vibes Entertainment	For talents	Mobile Phone	Iphone 17 pro max	Ios	45678123123	Ryzen	20	60000.00			
Uniform	JAF Digital Group Inc.		Company Uniform	Uniform	XYZ	165465132	1554654	1	1500.00			

Showing 1 to 3 of 3 entries

Previous 1 Next

In **View History**, you can monitor all activity changes in **Asset Settings**, including when assets are **added**, **edited**, or **deleted**.

HOW TO ADD COMPANY ASSET



Assets Settings History

All Branches All Categories All Manufacturers All Sort By

Asset	Branch	Description	Category	Quantity	Price	Serial Number	Processor	Model	Manufacturer	Process
12:12	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Air	Apple	create assi
12:12	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Air	Apple	delete assi
Carl Morant	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Air	Apple	create assi
Carl Morant	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Air	Apple	delete assi
JAF Anniversary	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Air	Apple	create assi
JAF Anniversary	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Air	Apple	delete assi
Laptop	JAF Digital Group Inc.		Equipment	0	50000.00					delete assi
Laptop	JAF Digital Group Inc.		Equipment	6	20000.00	7456353535	Corei7	Macbook	Philippines	create assi
Laptop	JAF Digital Group Inc.		Equipment	0	80000.00	asdfasdf	jhfufy	i7 Series	HP	create assi
Laptop	JAF Digital Group Inc.		Equipment	0	80000.00	asdfasdf	jhfufy	i7 Series	HP	delete assi

Showing 1 - 10 of 15 entries

You can use the **filter** and **search bar** to easily find specific records for verification.