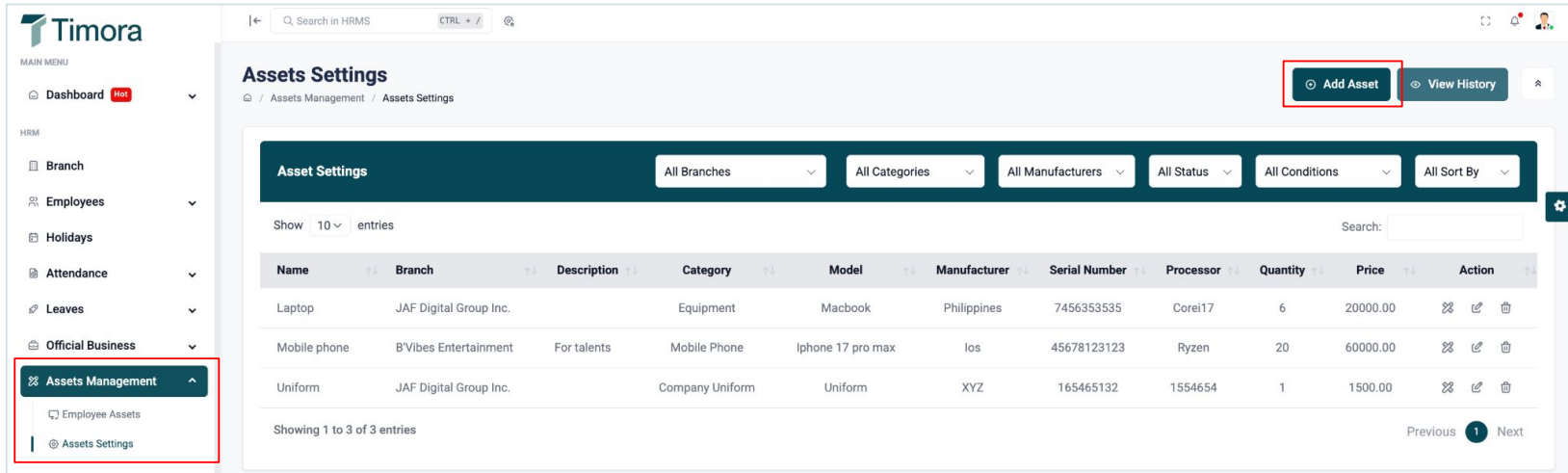




HOW TO ADD COMPANY ASSET

HOW TO ADD COMPANY ASSET



The screenshot displays the Timora HRMS interface. On the left sidebar, the 'Assets Management' menu item is highlighted. The main content area shows the 'Assets Settings' page. At the top right of the main content area, the 'Add Asset' button is highlighted in a red box. Below this, there is a table of assets with columns: Name, Branch, Description, Category, Model, Manufacturer, Serial Number, Processor, Quantity, Price, and Action. The table contains three entries: Laptop, Mobile phone, and Uniform. The 'Add Asset' button is located at the top right of the main content area, next to the 'View History' button.

Assets Settings

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 **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 displays the Timora HRMS interface. On the left is a sidebar with a 'MAIN MENU' containing 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', and 'Assets Management'. The 'Assets Management' section is expanded, showing 'Employee Assets' and 'Assets Settings'. The main content area is titled 'Assets Settings' and shows a table of existing assets. A modal window titled 'Add Assets' is open, highlighted with a red border. The modal contains the following fields: 'Branch' (a dropdown menu), 'Name' (text input), 'Quantity' (text input), 'Price' (text input), 'Category' (dropdown menu with the option '-- Select existing category --'), 'Model' (text input), 'Manufacturer' (text input), 'Serial Number' (text input), 'Processor' (text input), and 'Description (optional)' (text area). At the bottom of the modal are 'Cancel' and 'Add Asset' buttons. In the background, the 'Assets Settings' page shows a table with columns: 'Serial Number', 'Processor', 'Quantity', 'Price', and 'Action'. The table contains three rows of data. Above the table are filters for 'Manufacturers', 'All Status', 'All Conditions', and 'All Sort By'. A search bar is also present. The 'Add Asset' button in the background is highlighted with a red box.

Assets Settings

Asset Settings

Show 10 entries

Name	Branch	Description
Laptop	JAF Digital Group Inc.	
Mobile phone	B'Vibes Entertainment	For talents
Uniform	JAF Digital Group Inc.	

Showing 1 to 3 of 3 entries

Add Assets

Branch
Select Branch

Name
Quantity
Price

Category
-- Select existing category --

Model
Manufacturer

Serial Number
Processor

Description (optional)
Enter description

Cancel Add Asset

Manufacturers All Status All Conditions All Sort By

Search:

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

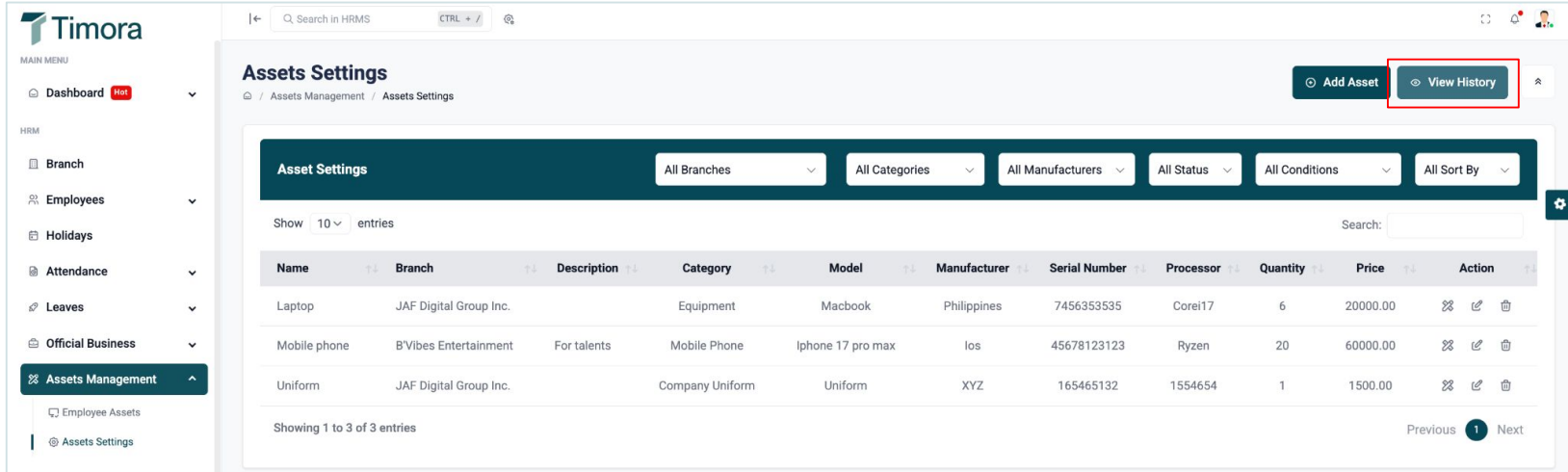
Previous 1 Next

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



The screenshot shows the Timora HRMS interface. On the left is a sidebar with a 'MAIN MENU' containing 'Dashboard' (with a 'Hot' badge), 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', and 'Assets Management' (which is expanded to show 'Employee Assets' and 'Assets Settings'). The main content area is titled 'Assets Settings' and includes a breadcrumb 'Assets Management / Assets Settings'. At the top right of this area are buttons for 'Add Asset' and 'View History' (the latter is highlighted with a red box). Below these are filter dropdowns for 'All Branches', 'All Categories', 'All Manufacturers', 'All Status', 'All Conditions', and 'All Sort By'. A search bar is also present. The main part of the page is a table with columns: Name, Branch, Description, Category, Model, Manufacturer, Serial Number, Processor, Quantity, Price, and Action. It displays three entries: a Laptop, a Mobile phone, and a Uniform. At the bottom, it says 'Showing 1 to 3 of 3 entries' and has 'Previous' and 'Next' navigation links.

Assets Settings

Assets Management / Assets Settings

[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

Timora
MAIN MENU

- Dashboard
- Branch
- Employees
- Holidays
- Attendance
- Leaves
- Official Business
- Assets Management**
 - Employee Assets
 - Assets Settings
- Payroll
- Payslip
- Bank
- User Management

Search in HRMS CTRL + /

Assets Settings History

Assets Management / Assets Settings History

Export

Assets Settings History

Row Per Page 10 Entries

All Branches All Categories All Manufacturers All Sort By

Search

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 Alr	Apple	create assi
12:12	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Alr	Apple	delete assi
Carl Morant	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Alr	Apple	create assi
Carl Morant	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Alr	Apple	delete assi
JAF Anniversary	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Alr	Apple	create assi
JAF Anniversary	JAF Digital Group Inc.		Equipment	0	50000.00	12345678	NA	Macbook Alr	Apple	delete assi
Laptop	JAF Digital Group Inc.		Equipment	0	50000.00					delete assi
Laptop	JAF Digital Group Inc.		Equipment	6	20000.00	7456353535	Corei17	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

< 1 2 >

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