



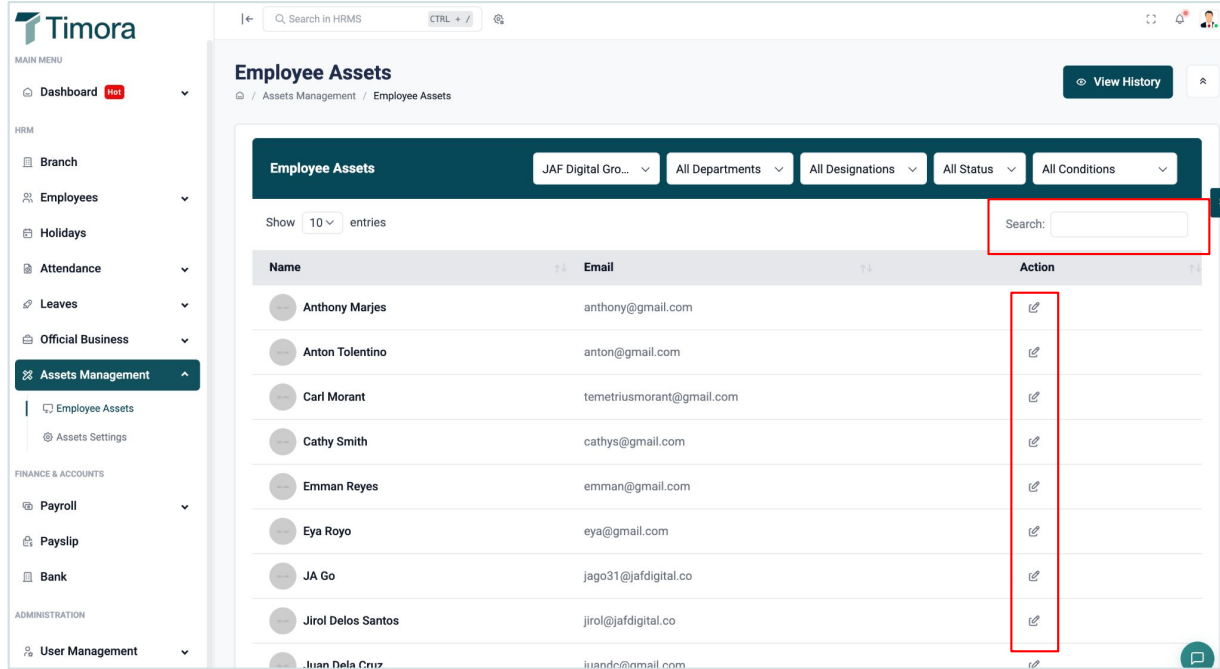
HOW TO ASSIGN COMPANY ASSET TO EMPLOYEES'

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The screenshot displays the Timora HRMS interface. On the left, the 'MAIN MENU' includes 'Dashboard' (marked as 'Hot'), 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', 'Assets Management' (highlighted with a red box), and 'Assets Settings'. Under 'Assets Management', 'Employee Assets' is also highlighted with a red box. The main content area is titled 'Employee Assets' and includes a 'View History' button. Below the title, there are five filter dropdowns: 'All Branches', 'All Departments', 'All Designations', 'All Status', and 'All Conditions', all of which are currently set to 'All'. A 'Row Per Page' selector is set to '10'. Below the filters, a table with columns 'Name', 'Email', and 'Action' is shown, but it is empty with the message 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries'.

In **Asset Management**, click **Employee Assets**, then **filter by branch** to display all employees to whom you want to assign company assets.

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The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard, HRM, Finance & Accounts, Administration), HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), Finance & Accounts (Payroll, Payslip, Bank), and Administration (User Management). The 'Assets Management' section is expanded, showing 'Employee Assets' and 'Assets Settings'. The main content area is titled 'Employee Assets' and includes a breadcrumb 'Assets Management / Employee Assets' and a 'View History' button. Below the title is a filter bar with dropdowns for 'JAF Digital Gro...', 'All Departments', 'All Designations', 'All Status', and 'All Conditions'. A 'Show 10 entries' indicator is present. A search bar is located above the table. The table has three columns: 'Name', 'Email', and 'Action'. The 'Action' column contains edit icons for each employee. A red box highlights the search bar, and another red box highlights the column of edit icons.

Name	Email	Action
Anthony Marjes	anthony@gmail.com	
Anton Tolentino	anton@gmail.com	
Carl Morant	temetriusmorant@gmail.com	
Cathy Smith	cathys@gmail.com	
Emman Reyes	emman@gmail.com	
Eya Royo	eya@gmail.com	
JA Go	jago31@jafdigital.co	
Jirol Delos Santos	jirol@jafdigital.co	
Juan Dela Cruz	juando@gmail.com	

Use the **search bar** to easily find an employee, then click the **Edit icon** to assign a company asset. A pop-up window will appear where you can complete the assignment.

HOW TO TO ASSIGN COMPANY ASSET TO EMPLOYEES'

The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with sections: MAIN MENU (Dashboard, HRM, Finance & Accounts, Administration), HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), Finance & Accounts (Payroll, Payslip, Bank), and Administration (User Management). The 'Assets Management' section is active, showing 'Employee Assets' and 'Assets Settings' options. The main content area is titled 'Employee Assets' and includes filters for 'JAF Digital Gro...', 'All Departments', 'All Designations', 'All Status', and 'All Conditions'. A 'View History' button is present. Below the filters, a list of employees is shown, including Anthony Marjes, Anton Tolentino, Carl Morant, Cathy Smith, Emman Reyes, Eya Royo, JA Go, Jirol Delos Santos, and Juan Dela Cruz. A modal window titled 'Employee Assets' is open, allowing assignment to a selected employee. The modal contains a 'Category' dropdown set to 'Mobile Phone' and an 'Available Assets' dropdown set to 'Mobile phone [Item No. 2]'. A '+ Add' button is next to the available assets dropdown. Below this is a table with columns: Asset, Category, Price, Condition, Remarks, Status, and Action. The table lists 'Mobile phone [Item No. 2]' with a price of 60,000.00, condition 'New', and status 'Available'. A 'Total' row shows a price of 60,000.00. At the bottom of the modal are 'Cancel' and 'Update' buttons.

Employee Assets

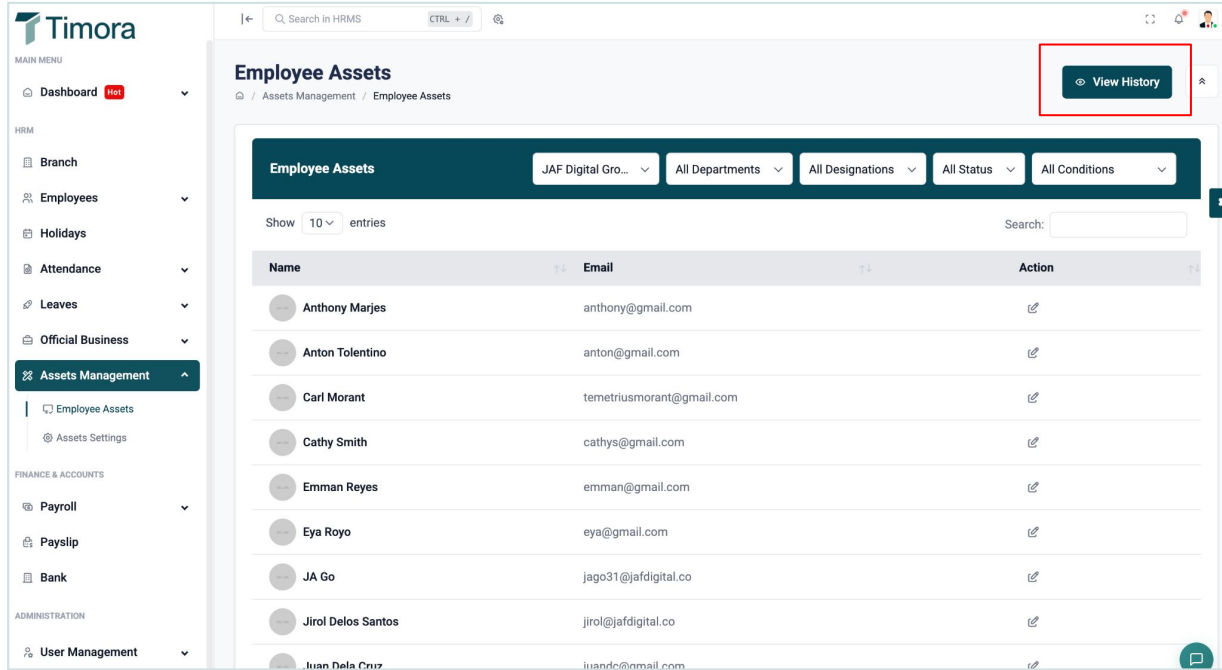
Category: Mobile Phone Available Assets: Mobile phone [Item No. 2] + Add

Asset	Category	Price	Condition	Remarks	Status	Action
Mobile phone [Item No. 2]	Mobile Phone	60,000.00	New		Available	Remove
Total:		60,000.00				

Cancel Update

Select the **Category**, choose the available **Asset**, then click **Add** and **Update** to successfully assign the asset to the employee.

HOW TO TO ASSIGN COMPANY ASSET TO EMPLOYEES'



The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), FINANCE & ACCOUNTS (Payroll, Payslip, Bank), and ADMINISTRATION (User Management). The 'Assets Management' section is expanded, showing 'Employee Assets' and 'Assets Settings'. The main content area is titled 'Employee Assets' and includes a search bar, filter dropdowns (JAF Digital Gro..., All Departments, All Designations, All Status, All Conditions), and a table of employees. A red box highlights the 'View History' button in the top right corner of the main content area.

Name	Email	Action
Anthony Marjes	anthony@gmail.com	
Anton Tolentino	anton@gmail.com	
Carl Morant	temetriusmorant@gmail.com	
Cathy Smith	cathys@gmail.com	
Emman Reyes	emman@gmail.com	
Eya Royo	eya@gmail.com	
JA Go	jago31@jafdigital.co	
Jirol Delos Santos	jirol@jafdigital.co	
Juan Dela Cruz	juandc@gmail.com	

In **View History**, you can monitor all activity changes in **Employee Assets**, including when assets are **created, assigned or available**.

HOW TO TO ASSIGN COMPANY ASSET TO EMPLOYEES'

The screenshot displays the 'Employee Assets History' page in the Timora HRMS system. The left sidebar contains a main menu with categories like HRM, Finance & Accounts, and Administration. The main content area shows a table of asset records. A red box highlights the filter section above the table, which includes dropdowns for 'All Branches', 'All Departments', 'All Designations', 'All Status', and 'All Conditions', along with a search bar. The table has columns for Category, Item No, Deployed To, Date Deployed, Condition, Condition Remarks, Status, Process, Processed By, and Date Processed. The data shows a list of assets with item numbers 80 through 71, all in 'New' condition and 'Available' status, with a process of 'create asset'.

Category	Item No	Deployed To	Date Deployed	Condition	Condition Remarks	Status	Process	Processed By	Date Processed
	80			New		Available	create asset		2025-12-11
	79			New		Available	create asset		2025-12-11
	78			New		Available	create asset		2025-12-11
	77			New		Available	create asset		2025-12-11
	76			New		Available	create asset		2025-12-11
	75			New		Available	create asset		2025-12-11
	74			New		Available	create asset		2025-12-11
	73			New		Available	create asset		2025-12-11
	72			New		Available	create asset		2025-12-11
	71			New		Available	create asset		2025-12-11

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