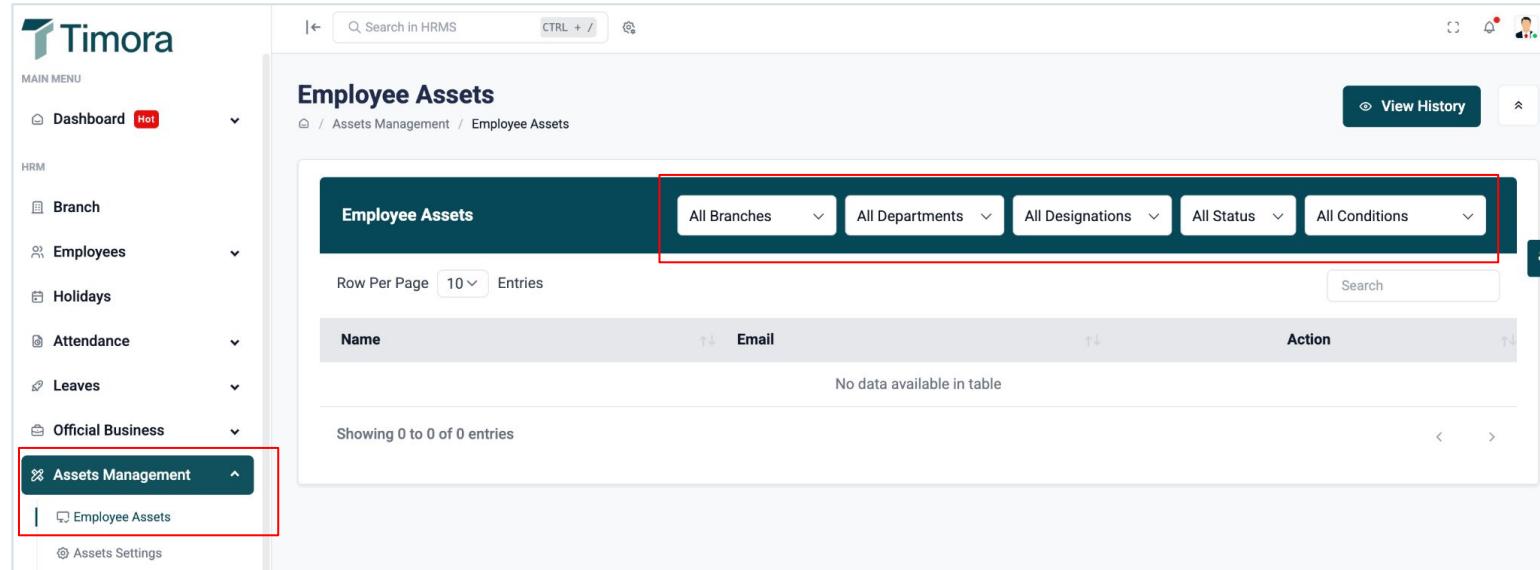




# HOW TO ASSIGN COMPANY ASSET TO EMPLOYEES'

# HOW TO ASSIGN COMPANY ASSET TO EMPLOYEES'



Timora

MAIN MENU

Dashboard Hot

HRM

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Assets Management

Employee Assets

Assets Settings

Employee Assets

All Branches All Departments All Designations All Status All Conditions

Row Per Page 10 Entries

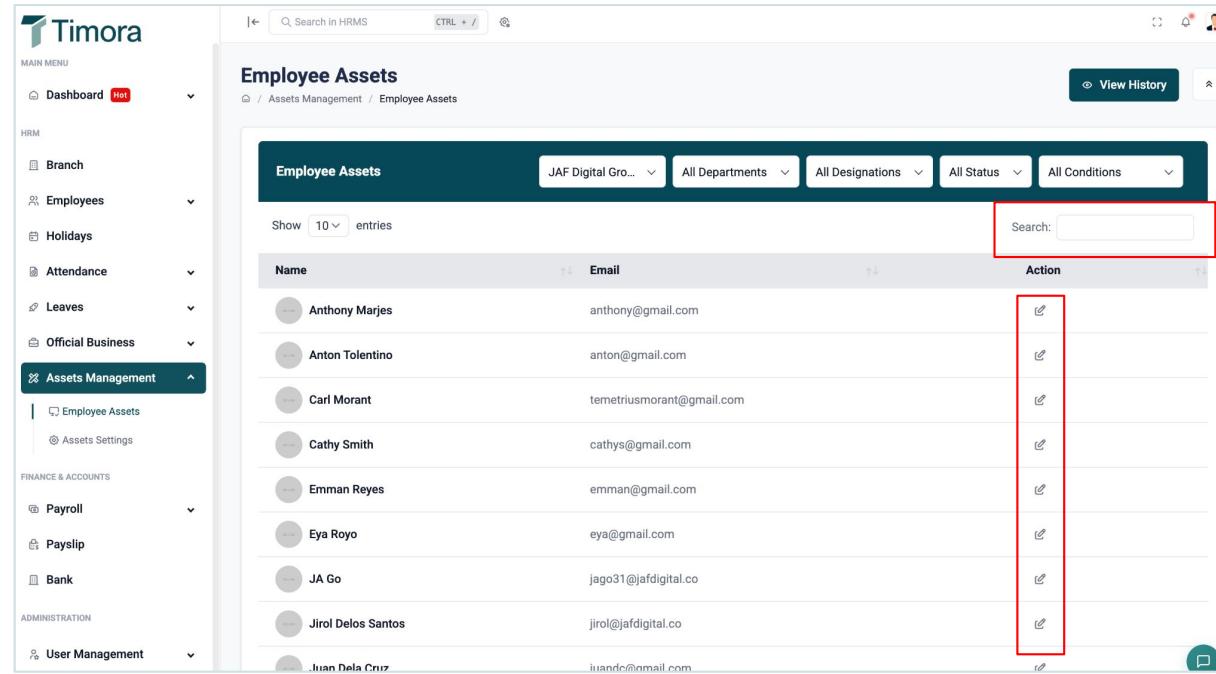
Name Email Action

No data available in table

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.

# HOW TO ASSIGN COMPANY ASSET TO EMPLOYEES'

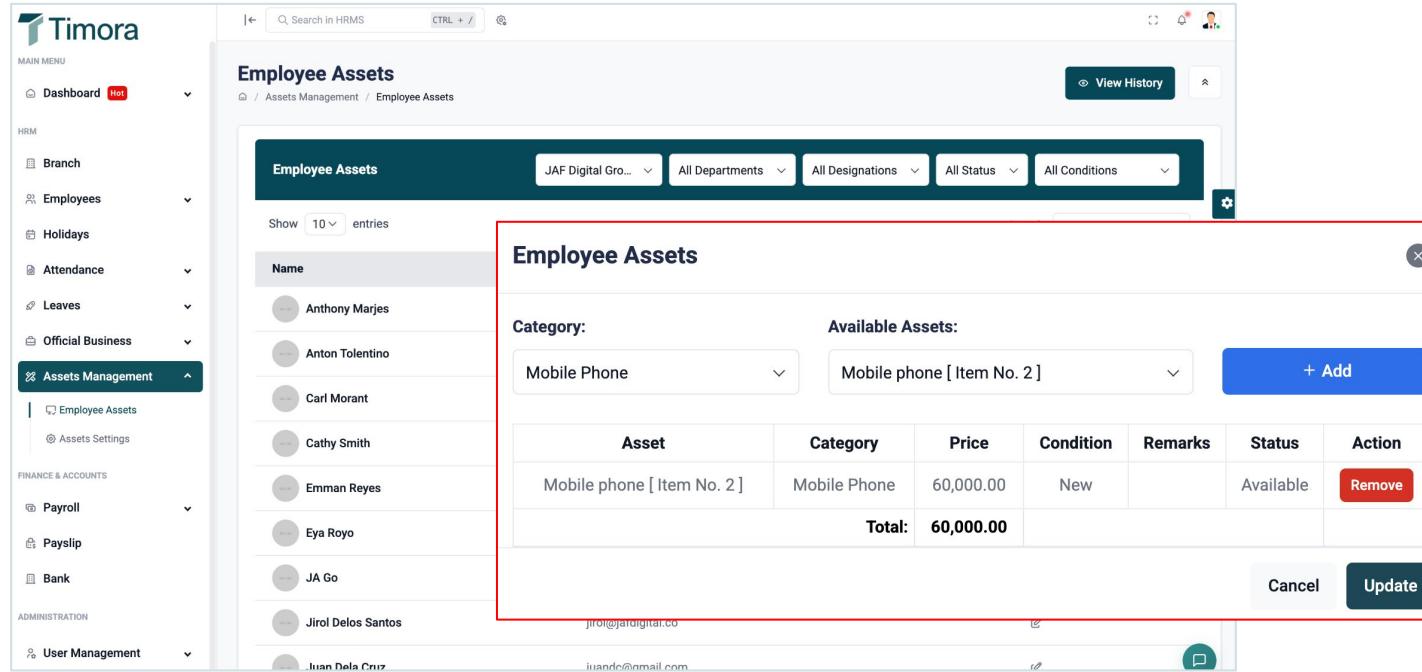


The screenshot shows the 'Employee Assets' page in the Timora HRMS system. The left sidebar is the main menu with categories like HRM, FINANCE & ACCOUNTS, and ADMINISTRATION. The 'Assets Management' section is currently selected. The main content area shows a table of employees with columns for Name, Email, and Action. The 'Action' column contains edit icons. A red box highlights the search bar and the 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 ASSIGN COMPANY ASSET TO EMPLOYEES'



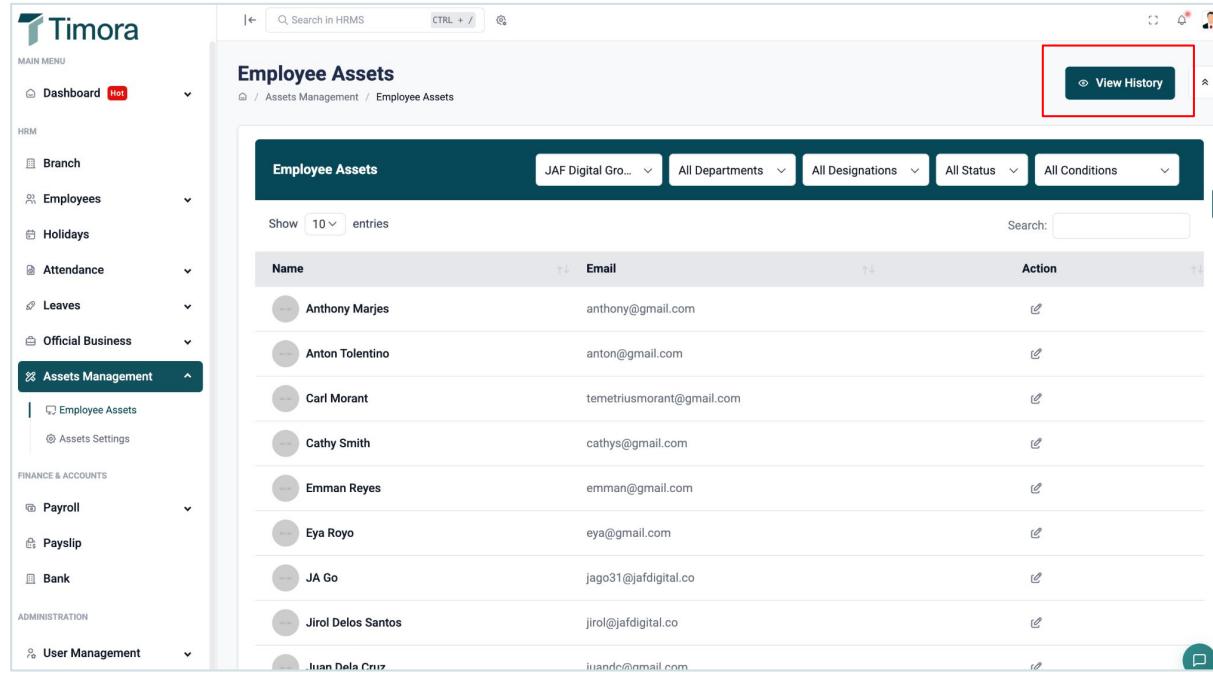
The screenshot shows the Timora HRMS interface. The left sidebar has a 'Assets Management' section with 'Employee Assets' selected. The main content area is titled 'Employee Assets' and shows a list of employees on the left. A modal window titled 'Employee Assets' is open, showing a table with one row of data. The table has columns for Asset, Category, Price, Condition, Remarks, Status, and Action. The data in the table is as follows:

Asset	Category	Price	Condition	Remarks	Status	Action
Mobile phone [ Item No. 2 ]	Mobile Phone	60,000.00	New		Available	<button>Remove</button>

At the bottom of the modal, there are 'Cancel' and 'Update' buttons. The entire 'Employee Assets' modal is highlighted with a red box.

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

# HOW TO ASSIGN COMPANY ASSET TO EMPLOYEES'

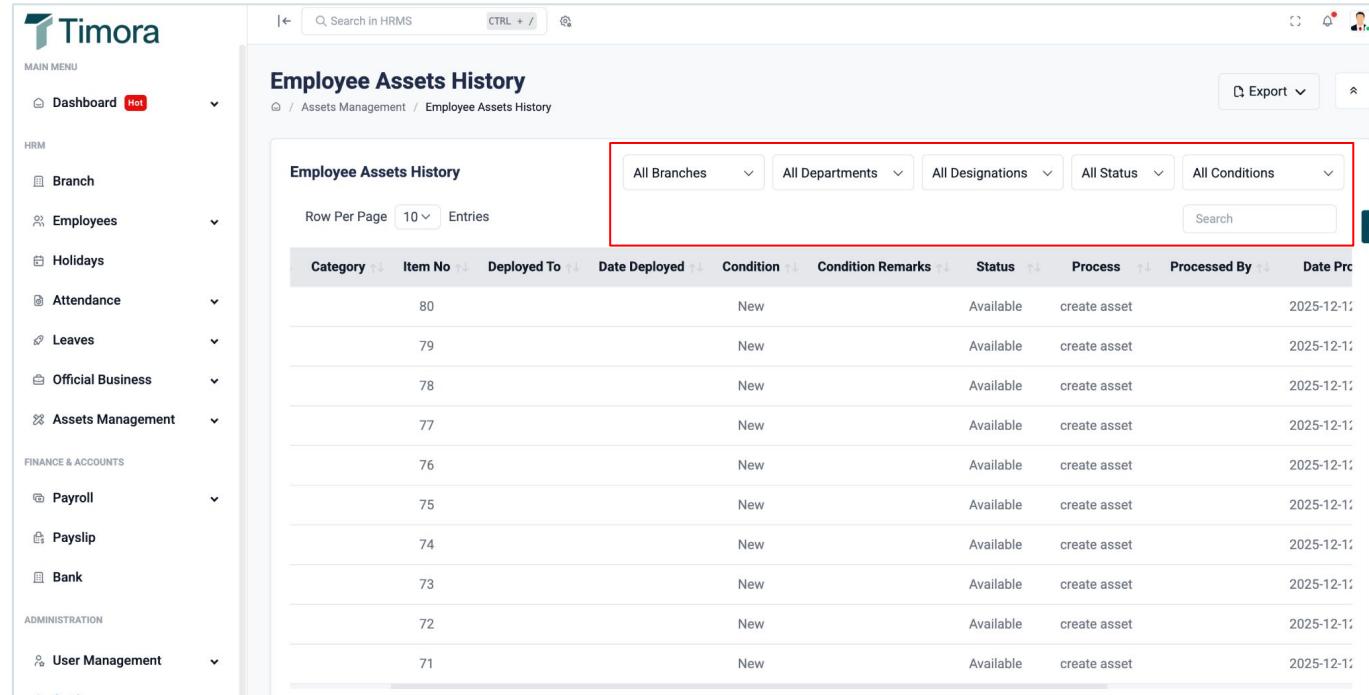


The screenshot shows the Timora HRMS interface. The left sidebar has a 'MAIN MENU' with sections like 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', 'Assets Management' (which is expanded to show 'Employee Assets' and 'Assets Settings'), 'FINANCE & ACCOUNTS' (with 'Payroll' and 'Payslip'), 'Bank', and 'ADMINISTRATION' (with 'User Management'). The 'Employee Assets' page is the active screen. It has a header with filters for 'JAF Digital Gro...', 'All Departments', 'All Designations', 'All Status', and 'All Conditions'. Below is a table with columns 'Name', 'Email', and 'Action'. The table lists nine employees with their names and email addresses. The 'Action' column contains edit icons. A red box highlights the 'View History' button in the top right corner of the page header.

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

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

# HOW TO ASSIGN COMPANY ASSET TO EMPLOYEES'



Employee Assets History

All Branches All Departments All Designations All Status All Conditions

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

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