



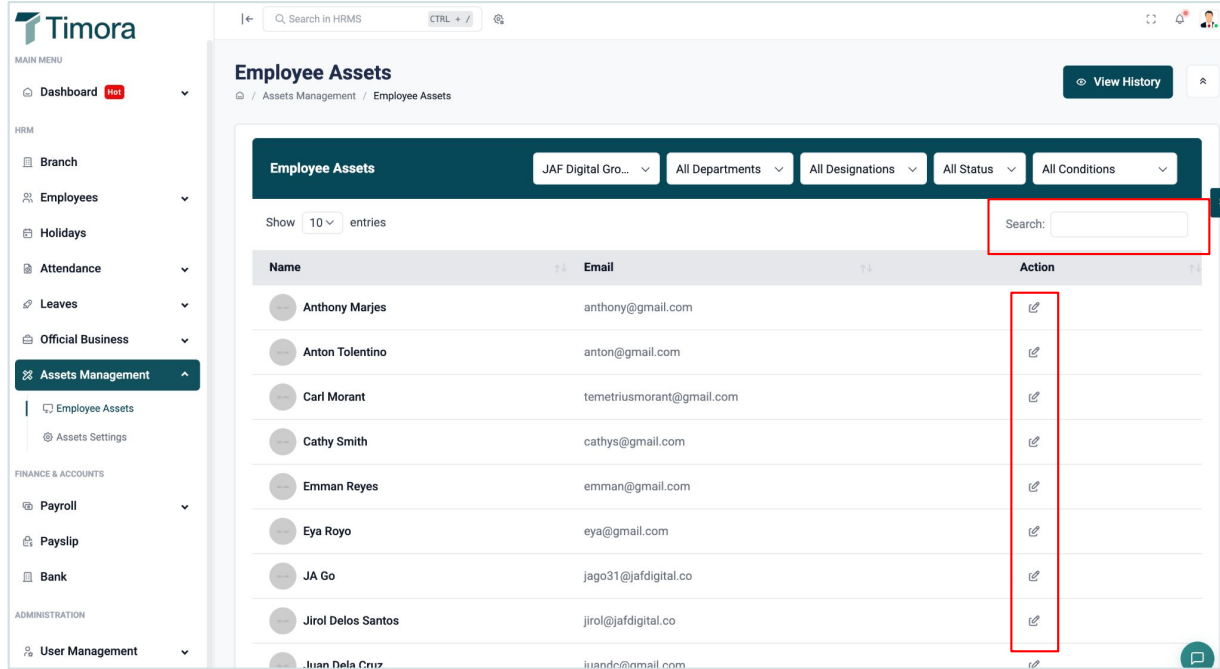
HOW TO RETURN COMPANY ASSETS FROM EMPLOYEES'

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The screenshot displays the Timora HRMS interface. On the left, the 'MAIN MENU' includes 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Official Business', 'Assets Management', and 'Assets Settings'. 'Assets Management' is highlighted with a red box, and 'Employee Assets' is selected under it. The main content area is titled 'Employee Assets' and includes a 'View History' button. Below the title, there are filter dropdowns for 'All Branches', 'All Departments', 'All Designations', 'All Status', and 'All Conditions', all of which are currently set to 'All'. A red box highlights these filter dropdowns. Below the filters, there is a 'Row Per Page' dropdown set to '10' and a 'Search' input field. The table below has columns 'Name', 'Email', and 'Action'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

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

HOW TO RETURN COMPANY ASSETS FROM EMPLOYEES'



The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard), 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 trail '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 **return a company asset**. A pop-up window will appear where you can complete the return process.

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The screenshot displays the Timora HRMS interface. On the left is a sidebar menu with categories: MAIN MENU (Dashboard, 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 filters for 'JAF Digital Gro...', 'All Departments', 'All Designations', 'All Status', and 'All Conditions'. A table lists employees with columns for Name and Email. A modal window titled 'Employee Assets' is open, showing a form for adding assets and a table of existing assets. The table has columns: Asset, Category, Price, Condition, Remarks, Status, and Action. The 'Status' column for the 'Mobile phone [Item No. 3]' row shows a dropdown menu with 'Deployed' selected. The 'Action' column for the same row has 'Remove' and 'Update' buttons. A red box highlights the 'Status' dropdown and the 'Update' button.

Employee Assets

Category: Available Assets:

Select Category

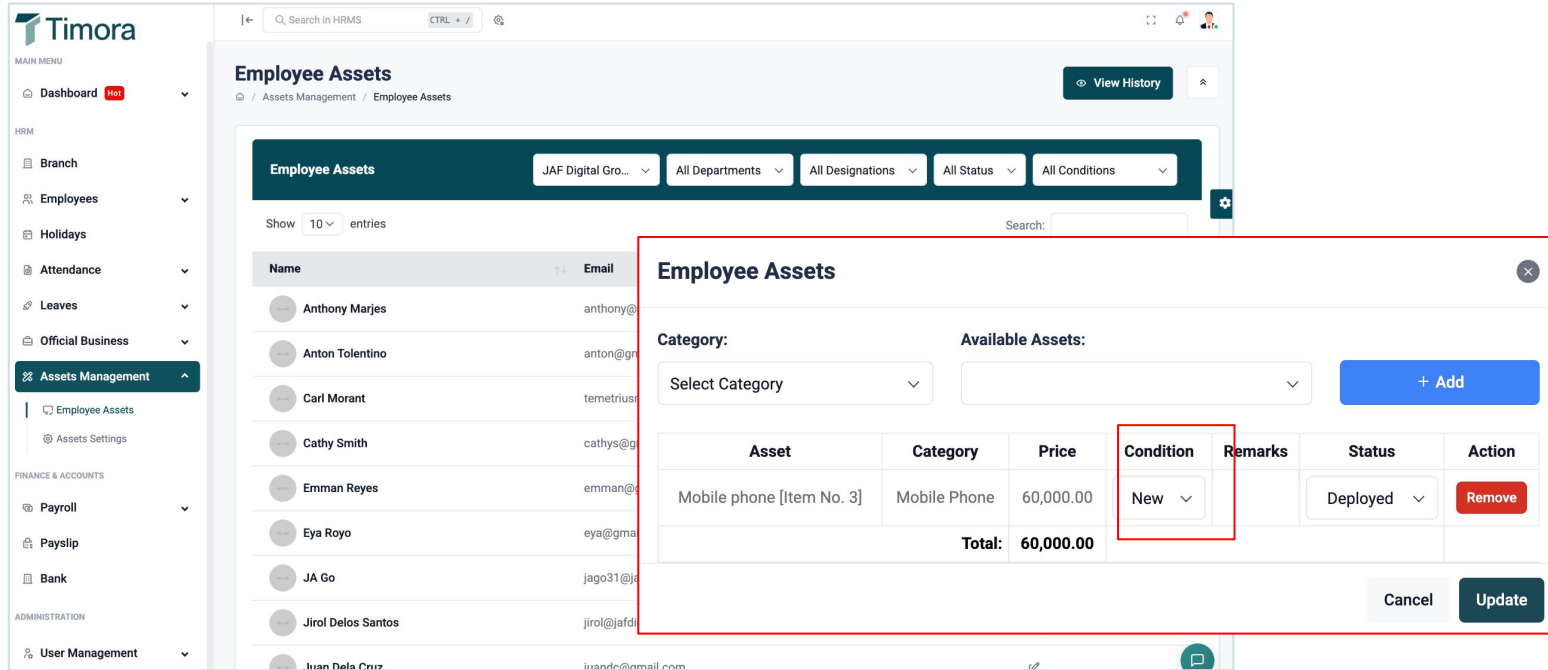
| Asset | Category | Price | Condition | Remarks | Status | Action |
|---------------------------|--------------|-----------|-----------|---------|----------|--------|
| Mobile phone [Item No. 3] | Mobile Phone | 60,000.00 | New | | Deployed | Remove |
| Total: | | 60,000.00 | | | | |

Update

In the **Status** column, click the **dropdown**, select **Return**, then click **Update**.

Once the asset is returned, it will automatically be marked as **available** and can be **reassigned to other employees**.

HOW TO RETURN COMPANY ASSETS FROM EMPLOYEES'



The screenshot displays the Timora HRMS interface for managing employee assets. The main menu on the left includes sections for HRM (Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), FINANCE & ACCOUNTS (Payroll, Payslip, Bank), and ADMINISTRATION (User Management). The 'Employee Assets' modal window is open, showing a list of employees and a table of assets. The 'Condition' dropdown menu is highlighted with a red box, indicating the option to update the asset condition.

Employee Assets

Category: Available Assets:

Select Category

+ Add

| Asset | Category | Price | Condition | Remarks | Status | Action |
|---------------------------|--------------|-----------|-----------|---------|----------|--------|
| Mobile phone [Item No. 3] | Mobile Phone | 60,000.00 | New | | Deployed | Remove |
| Total: | | 60,000.00 | | | | |

Cancel Update

You can update the **asset condition** to **New**, **Good**, **Under Maintenance**, or **Damaged**.