Timora

HOW TO RETURN COMPANY ASSETS FROM EMPLOYEES’

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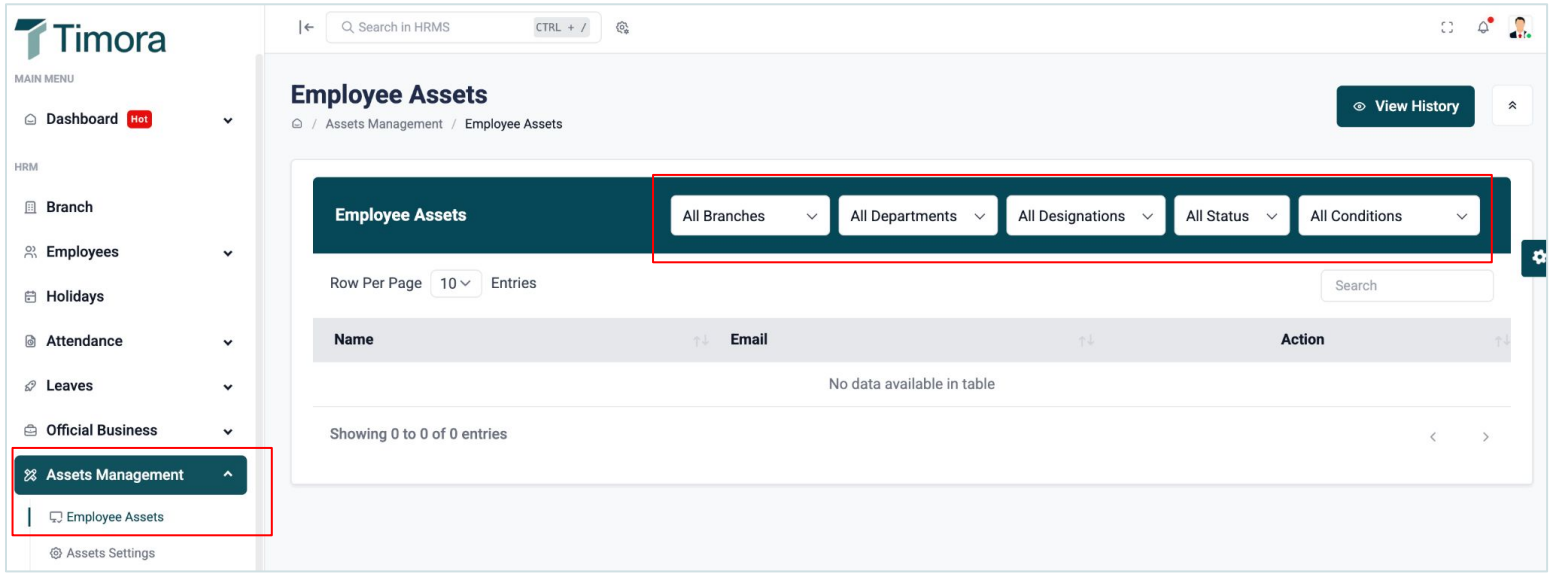

In **Asset Management**, click **Employee Assets**, then **filter by branch** to display all employees from whom you want to **return company assets.**

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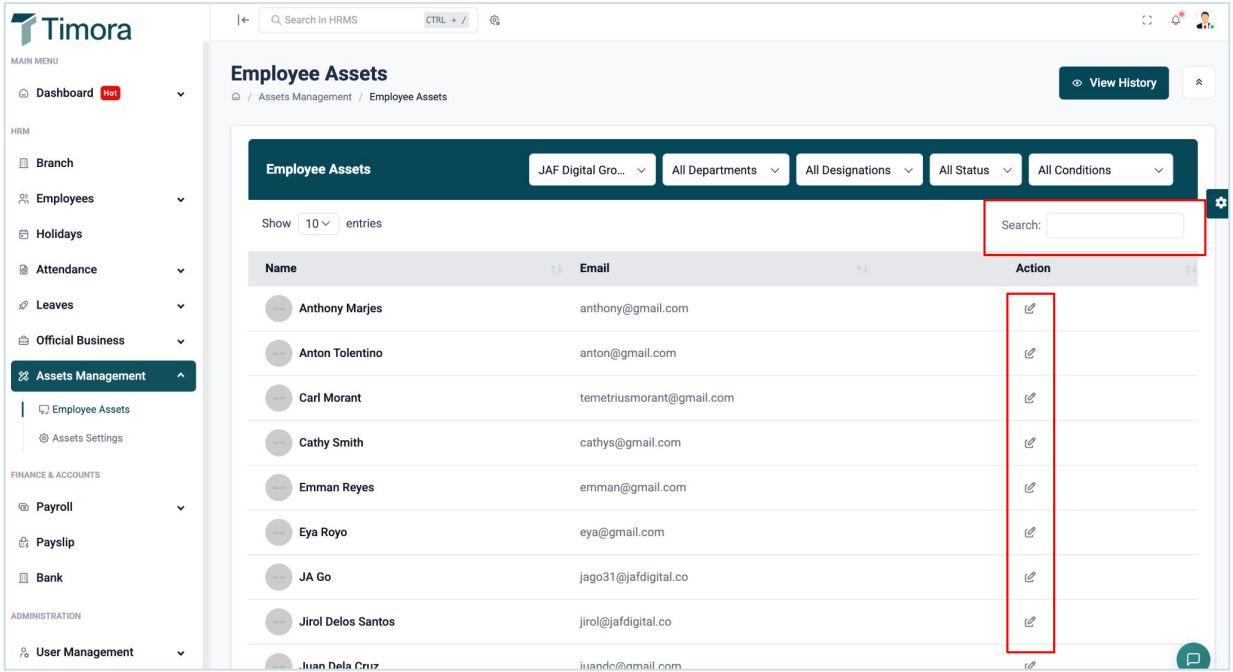

Use the **search bar** to easily find an employee, then click the **Edit icon** to **return a company asset.** A pop-up window will appear where you can complete the return process.

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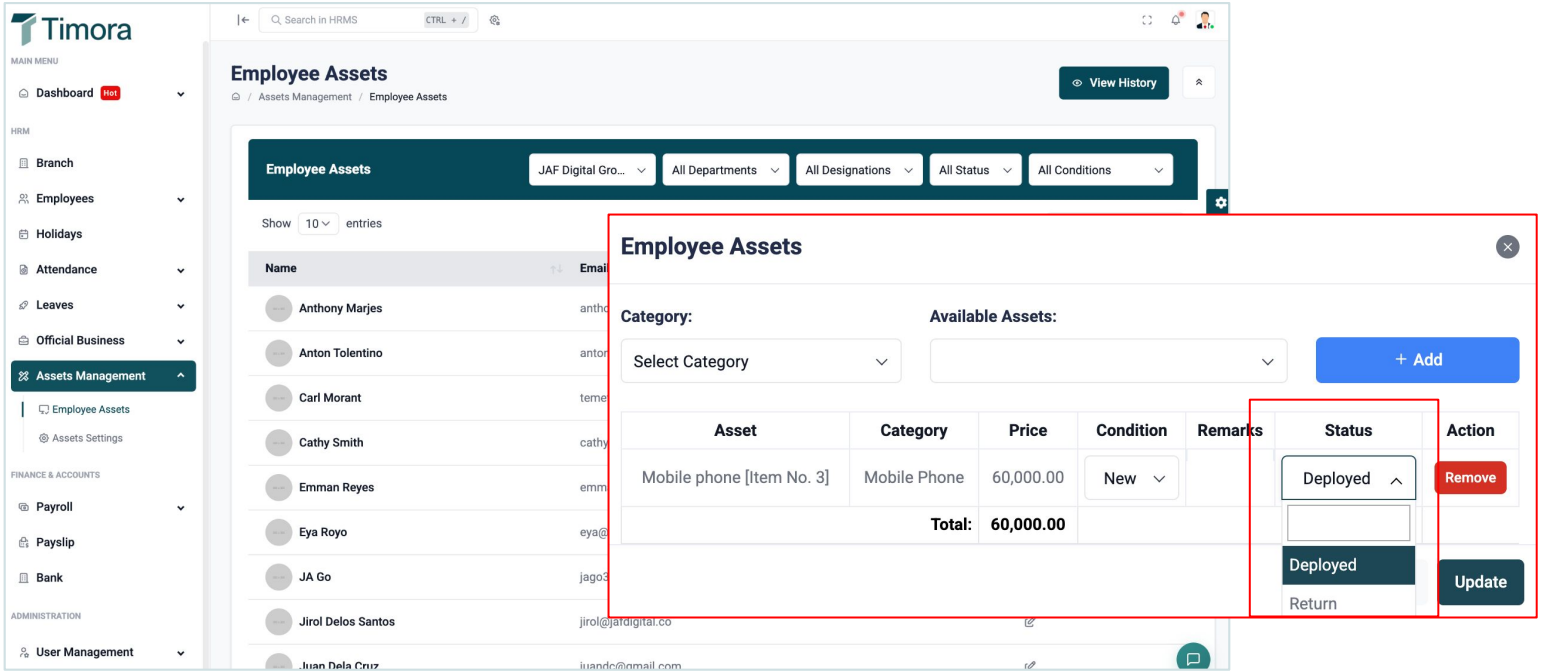

In the **Status** column, click the **dropdown**, select **Return**, then click **Update**.

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

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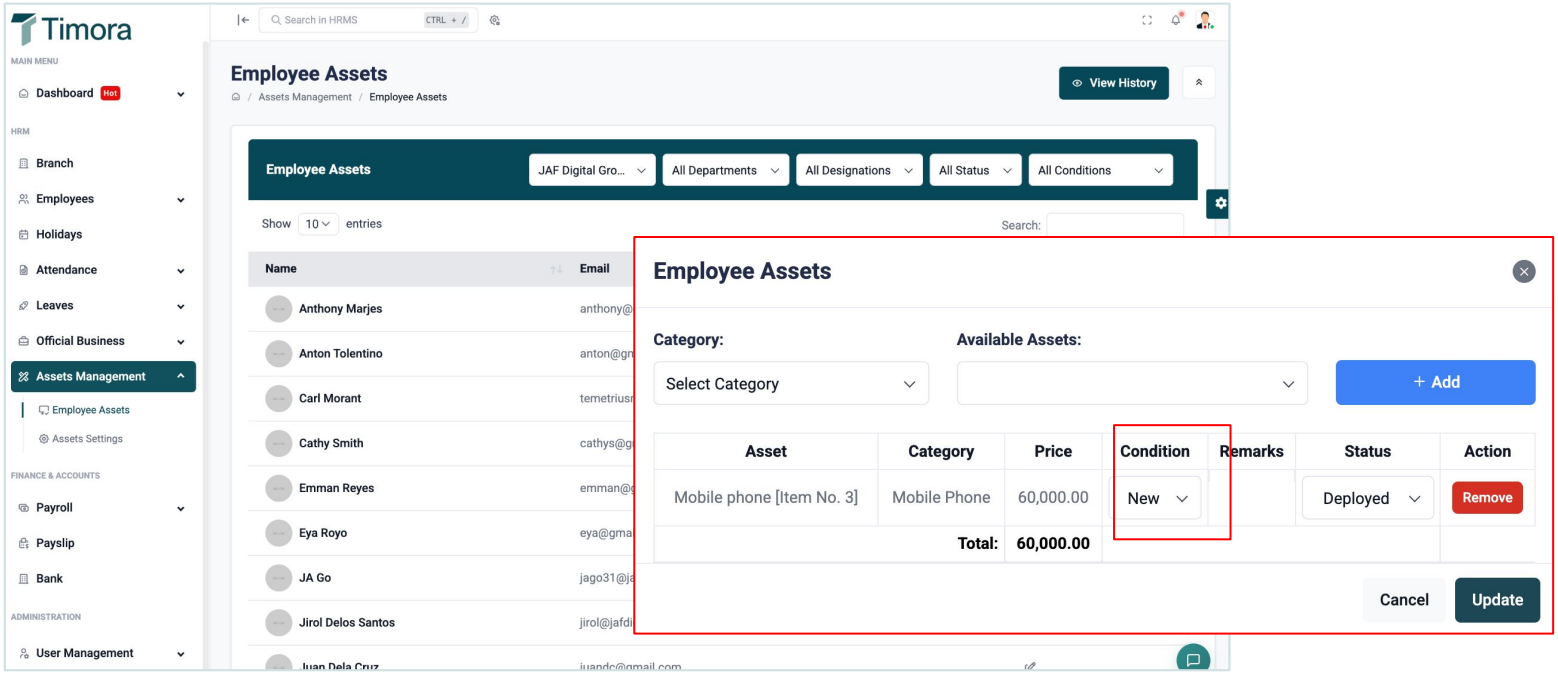

You can update the **asset condition** to **New**, **Good**, **Under Maintenance**, or **Damaged**.