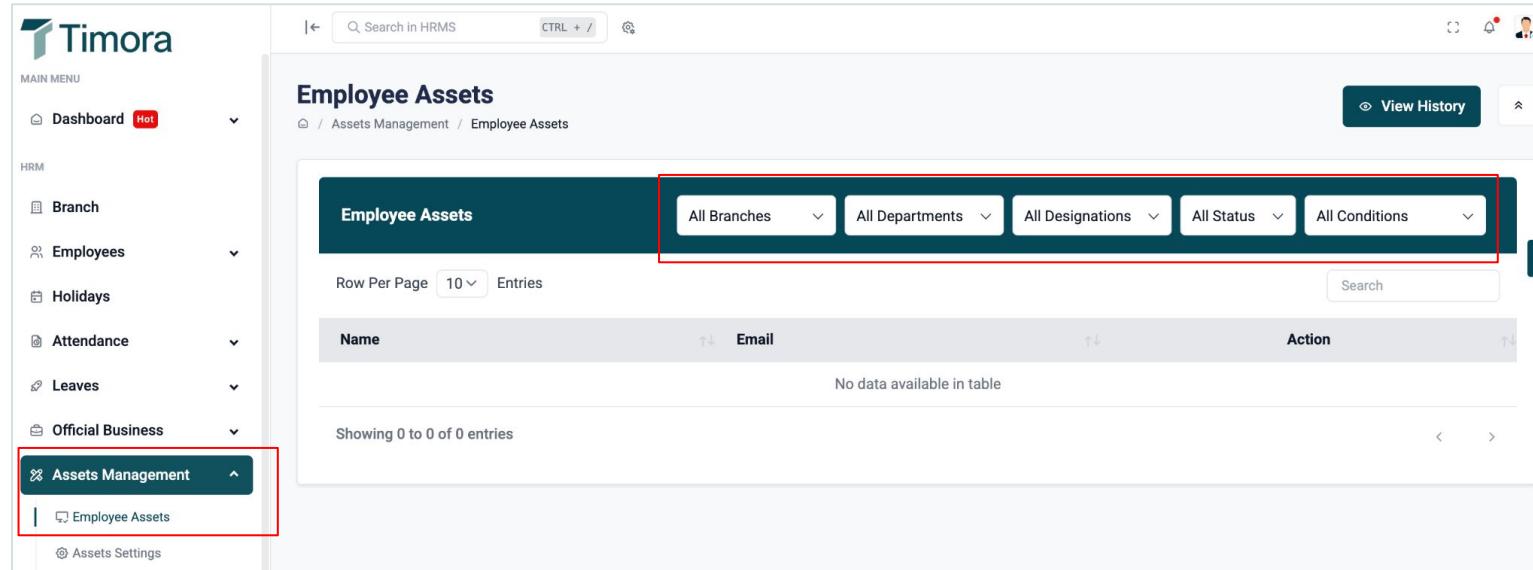




HOW TO RETURN COMPANY ASSETS FROM EMPLOYEES'

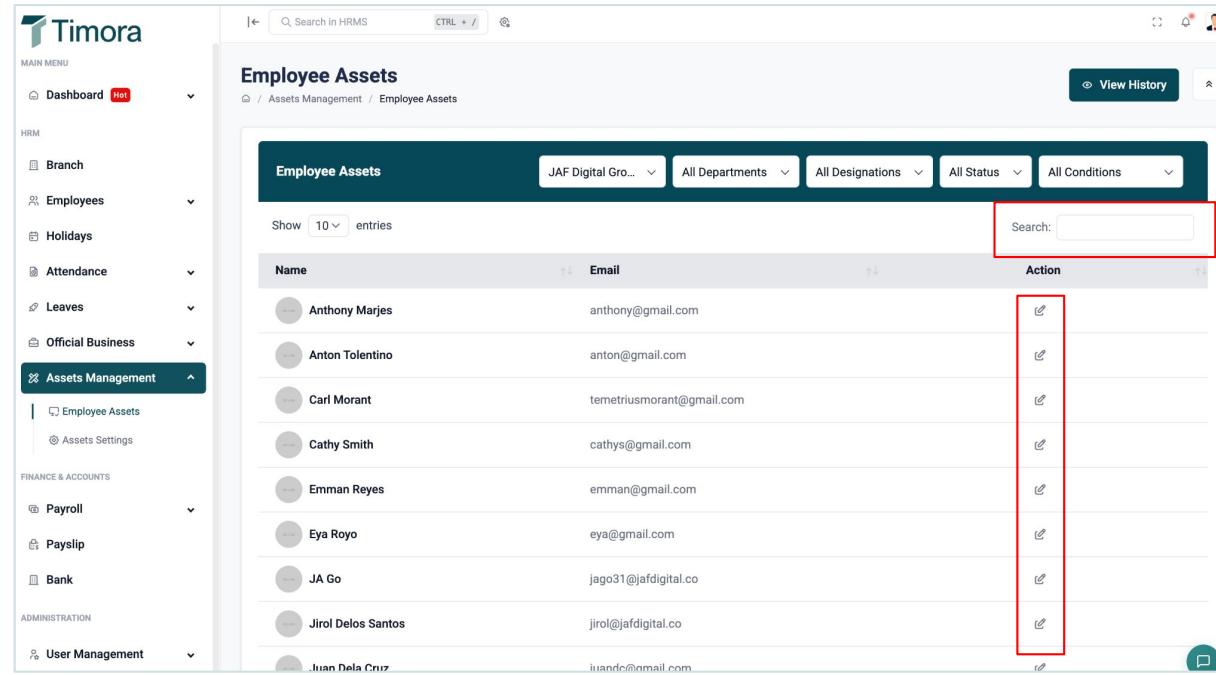
HOW TO RETURN COMPANY ASSETS FROM EMPLOYEES'



The screenshot shows the Timora HRMS software interface. The main menu on the left is expanded to show 'Assets Management' and 'Employee Assets'. The 'Employee Assets' page has a search bar and filters for Branches, Departments, Designations, Status, and Conditions. A red box highlights the filter bar and the main table area. The table shows a message: 'No data available in table'.

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'

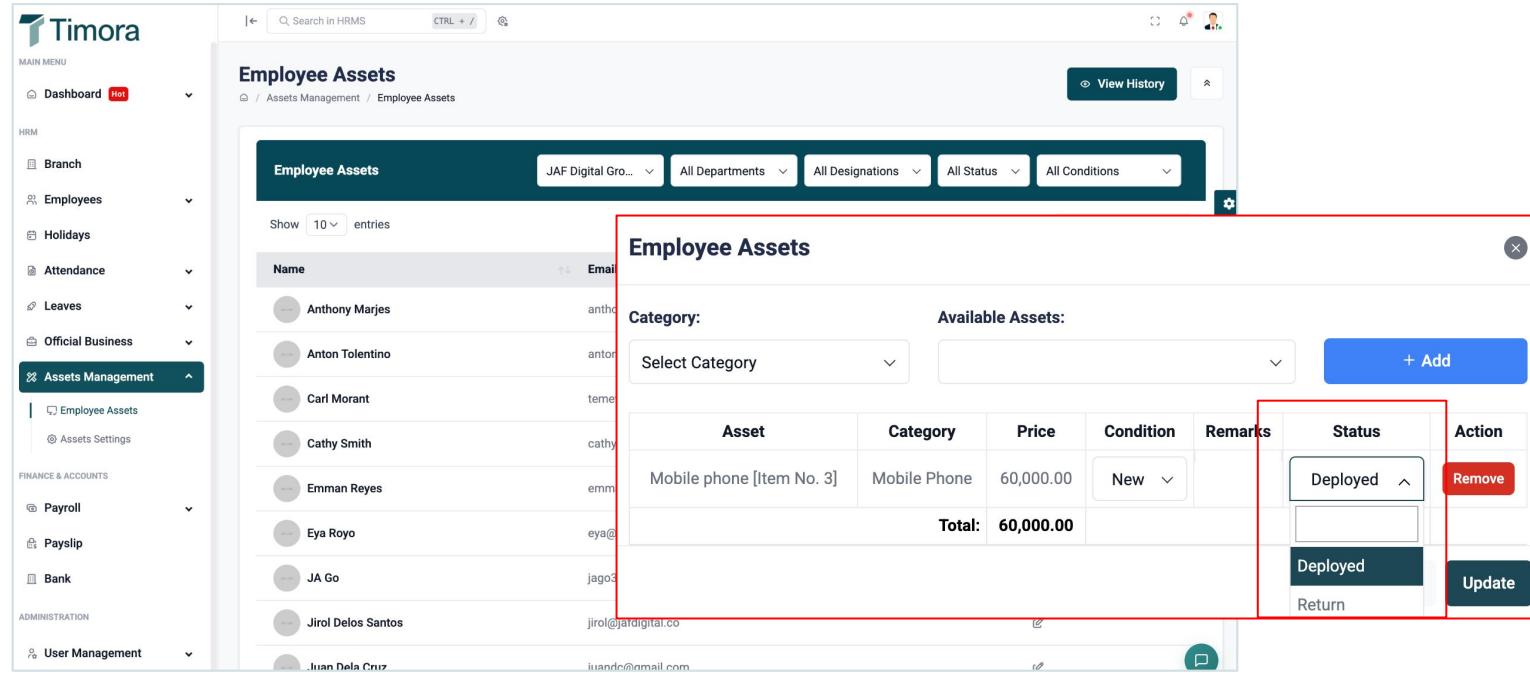


The screenshot shows the 'Employee Assets' page in the Timora HRMS system. The left sidebar has 'Assets Management' selected, with 'Employee Assets' highlighted. The main table lists employees with their names, emails, and an 'Action' column with edit icons. A red box highlights the search bar and the edit icons in the action column.

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.

HOW TO RETURN COMPANY ASSETS FROM EMPLOYEES'



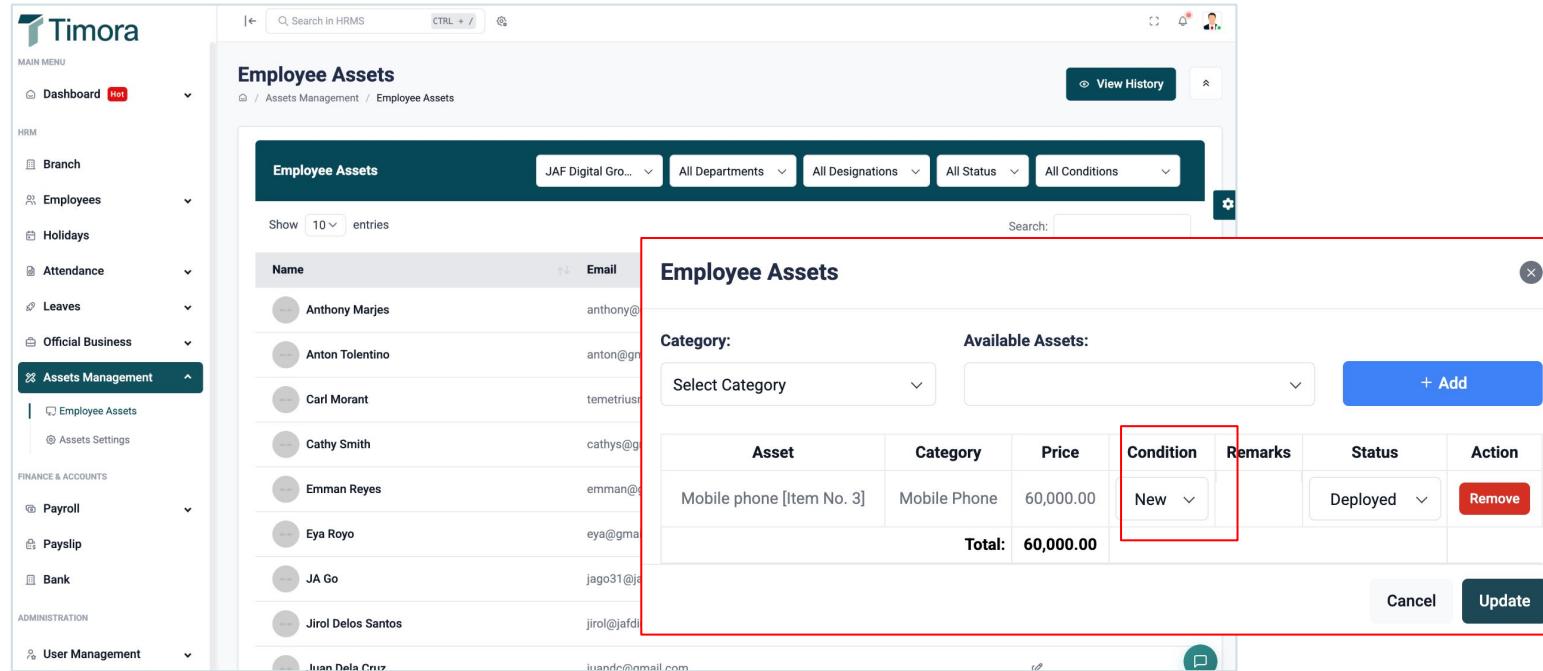
The screenshot shows the Timora HRMS interface for managing employee assets. On the left, the main menu is visible, including sections for Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management (selected), Finance & Accounts (Payroll, Payslip, Bank), and Administration (User Management). The central area displays a list of employees with their names and email addresses. A modal window is open, titled 'Employee Assets', showing a table of assets. The table has columns for Asset, Category, Price, Condition, Remarks, Status, and Action. One asset entry is shown: 'Mobile phone [Item No. 3]' under 'Mobile Phone', with a price of '60,000.00' and a condition of 'New'. The 'Status' is currently 'Deployed'. In the 'Action' column, there is a 'Return' button. The total value for the asset is displayed as 'Total: 60,000.00'.

Asset	Category	Price	Condition	Remarks	Status	Action
Mobile phone [Item No. 3]	Mobile Phone	60,000.00	New		Deployed	Return

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 shows the Timora HRMS interface. The left sidebar contains the main menu with categories like HRM, FINANCE & ACCOUNTS, and ADMINISTRATION. The 'Assets Management' section is currently selected, with 'Employee Assets' being the active sub-item. The main content area displays a list of employees on the left and an 'Employee Assets' modal on the right. The modal shows a table of assets for a selected employee. The 'Condition' column for the first asset is highlighted with a red box, and the 'New' option is selected. The total price of the asset is 60,000.00.

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

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