



Asset Management

HRM

 Branch



 Employees 

 Holidays

 Attendance 

 Leaves 

 Official Business 

 **Assets Management** 

 Employee Assets

 Assets Settings

To set up Assets, Click this Button



FINANCE & ACCOUNTS

Asset Management

The screenshot displays the 'Assets Settings' page with a modal for adding new assets. The modal contains the following fields:

- Branch ***: A dropdown menu with the option 'Select Branch'.
- Name ***: A text input field with a character limit of '0 / 50 characters'.
- Quantity ***: A text input field.
- Price ***: A text input field.
- Category ***: A dropdown menu with the option '-- Select existing category --'.
- Model ***: A text input field with a character limit of '0 / 250 characters'.
- Manufacturer ***: A text input field with a character limit of '0 / 250 characters'.
- Serial Number ***: A text input field with a character limit of '0 / 250 characters'.
- Processor ***: A text input field with a character limit of '0 / 250 characters'.
- Description (optional)**: A text input field with a character limit of '0 / 500 characters'.

At the bottom of the modal are 'Cancel' and 'Add Asset' buttons. The background shows a table of existing assets with columns for Name, Branch, and Description.

- Add new assets by filling out required information such as **name, quantity, category, and price** for better organization.
- You can update the **condition and status** of assets after creation.
- Assigning Assets:
 - Go to **Employee Asset**.
 - Filter by branch.
 - Select the employee(s) and assign one or multiple assets.

Note: The system supports assigning **multiple assets per employee**.