

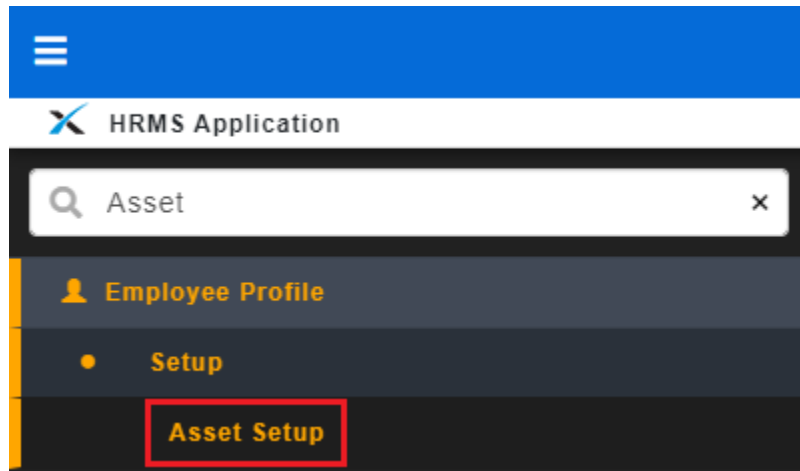
Asset Setup

How to setup the asset



HOW TO SETUP THE ASSET

1. Go to Employee Profile -> Setup -> Asset Setup.



2. Under 1st tab [Asset Type].
3. Click **Add** button.

The screenshot shows the 'Asset Type Setup' form within the 'Asset Group & Assigning Resources' section. The 'Asset Type' tab is selected and highlighted with a red box and the number '2'. The form contains fields for 'Select Asset Type', 'Description for Asset Type', and 'Details for Asset Type' with a 'Mandatory' checkbox. An 'Add' button is located in the top right corner, highlighted with a red box and the number '3'.

4. Insert the naming for Asset type as sample 'Scan Card'.
5. Insert the Asset Type Detail 'Card ID' that relate to the Asset Type.
6. Click **Save** button.

The screenshot shows the 'Asset Type Setup' form with the following data entered: 'Naming for Asset Type' is 'Scan Card' (highlighted with a red box and '1'), 'Description for Asset Type' is empty, and 'Asset Type Detail' is 'Card ID' (highlighted with a red box and '2'). The 'Mandatory' checkbox is unchecked. A 'Save' button is highlighted with a red box and the number '3', and a 'Cancel' button is next to it.

7. Another sample as screenshot below for other asset type.

HRMS Application / Employee Profile / Setup / Asset Setup

Asset Type Asset Group & Assigning Resources

Asset Type Setup (* Denotes Required)

Naming for Asset Type * : Electrical/IT Equipment 1

Description for Asset Type :

Asset Type Detail : Laptop ID 2 Mandatory Delete 3

Phone Model 4 Mandatory Delete

Save Cancel

8. Once done create the Asset Type, go to 2nd tab [Asset Group & Assigning Resources].

9. Click **Add** button.

HRMS Application / Employee Profile / Setup / Asset Setup

Asset Type Asset Group & Assigning Resources 1

Asset Group Setup (* Denotes Required)

Select Asset Group : - v

Description for Asset Group :

2 Add

Asset Type	Quantity
<input type="checkbox"/> Scan Card	

10. Insert the naming for asset group as sample 'Company Asset'.

11. Tick the Asset Type on below.

12. Click **Save** button.

HRMS Application / Employee Profile / Setup / Asset Setup

Asset Type Asset Group & Assigning Resources

Asset Group Setup (* Denotes Required)

Naming for Asset Group * : Company Asset 1

Description for Asset Group :

3 Save Cancel

Asset Type	Quantity
<input checked="" type="checkbox"/> 2 Scan Card	
<input type="checkbox"/> Electrical/IT Equipment	