

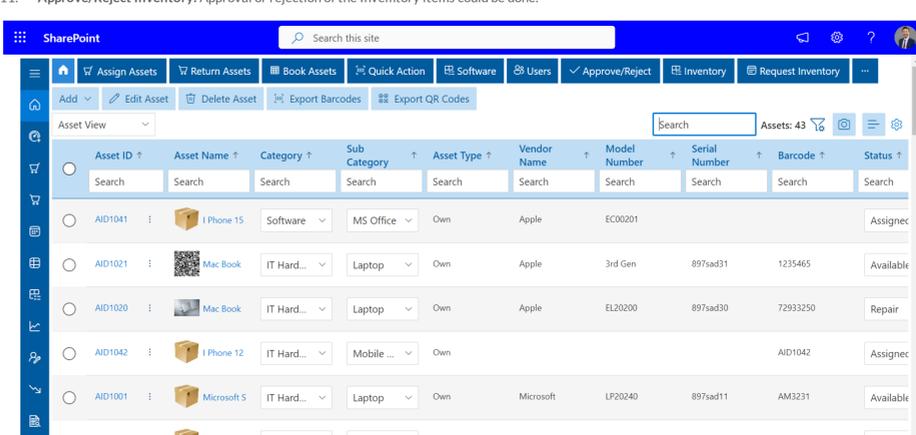
Asset Management 365

<< Admin Guide

- Introduction
- Architecture Diagram
- Home Page
- Assets
- Inventory
- Software
- Settings
- Administration
- Report
- Audit log
- Dashboard
- Depreciation
- Help

Home Page

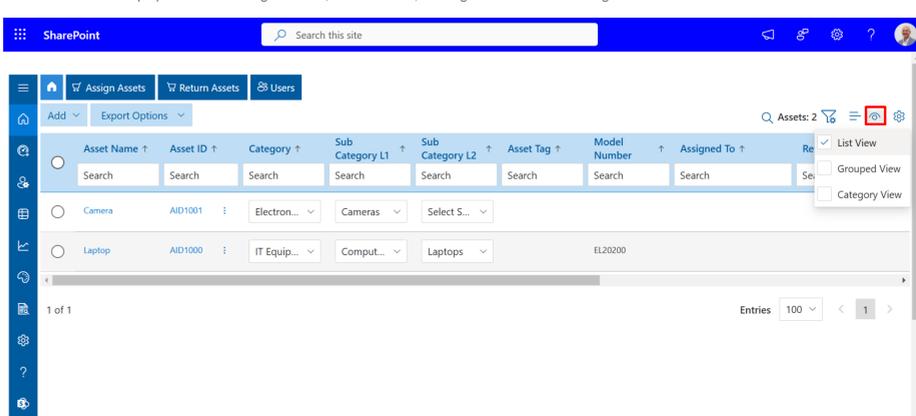
1. Assign Assets: Assigning the asset to M365 user.
2. Return Assets: Returning the asset.
3. Book Assets: Booking of assets could be accomplished.
4. Quick Action: We can easily Assign and Return the Asset.
5. Software: Softwares could be added.
6. Users: We Can Easily Access the Assets with User Name.
7. Add Consumable Item: Consumable item could be added.
8. Approve/Reject Assets: Approval or rejection of the booked assets could be done.
9. Inventory Items: Details of the consumable items could be seen.
10. Request Inventory Items: Here you could request Inventory items.
11. Approve/Reject Inventory: Approval or rejection of the Inventory items could be done.



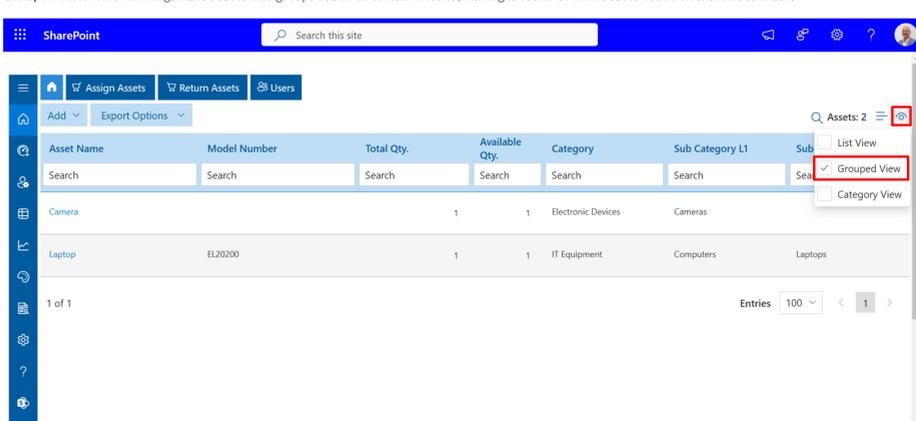
Views

The Asset section offers three views to manage and display asset data effectively: List view, Grouped view, and Category view.

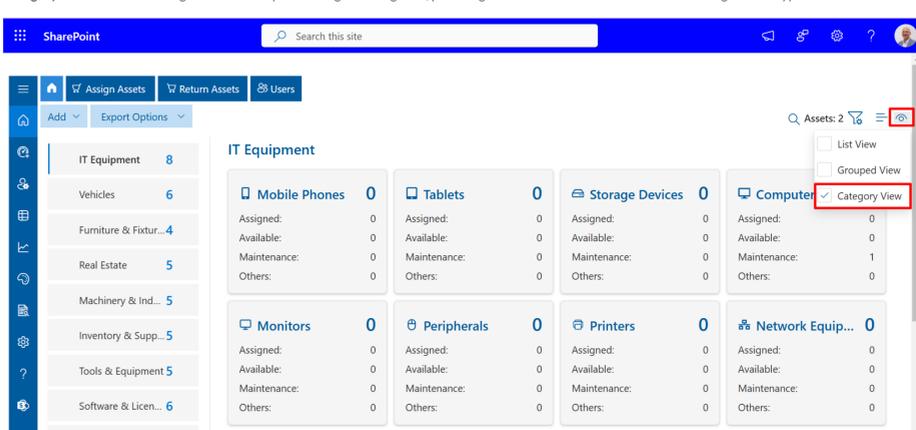
List View: This view displays assets in a straightforward, tabular format, showing all asset details in a single row.



Grouped View: This view organizes assets into groups based on certain criteria, making it easier to view assets based on shared attributes.



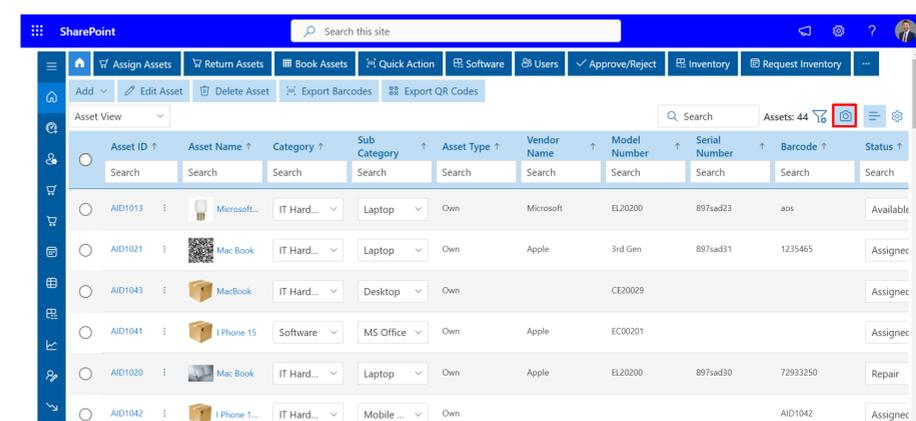
Category View: This view categorizes assets by their assigned categories, providing a structured overview of assets according to their types or classifications.



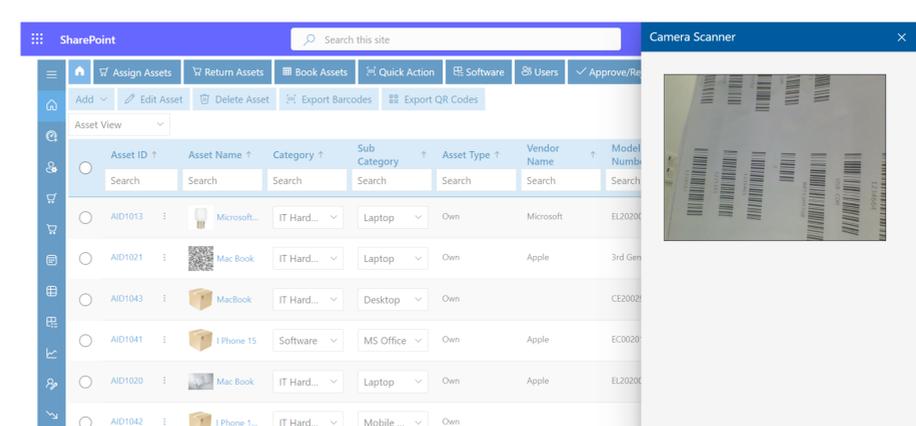
Camera Scanner

In the camera scanner, users can scan barcodes to obtain details about the assets.

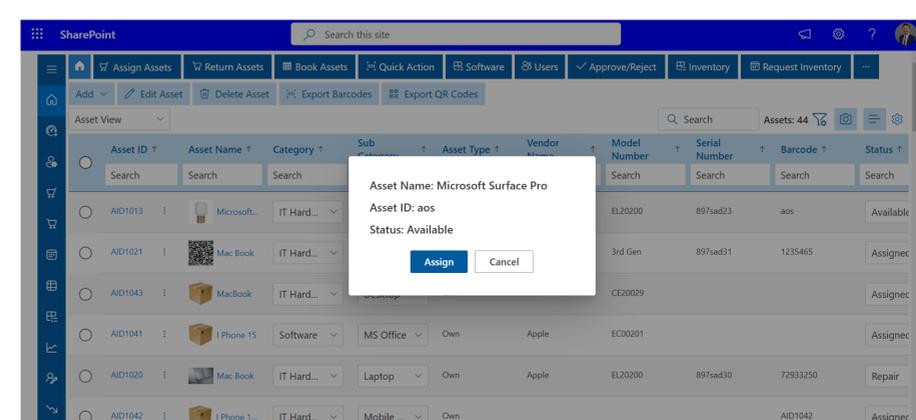
1. Tap the camera icon to proceed.



2. Scan the barcodes.



3. After scanning, users can view the details of assets as displayed in the image.



4. If the barcode is not available, an error message will be displayed.

