

Assigning Company Assets to Employees

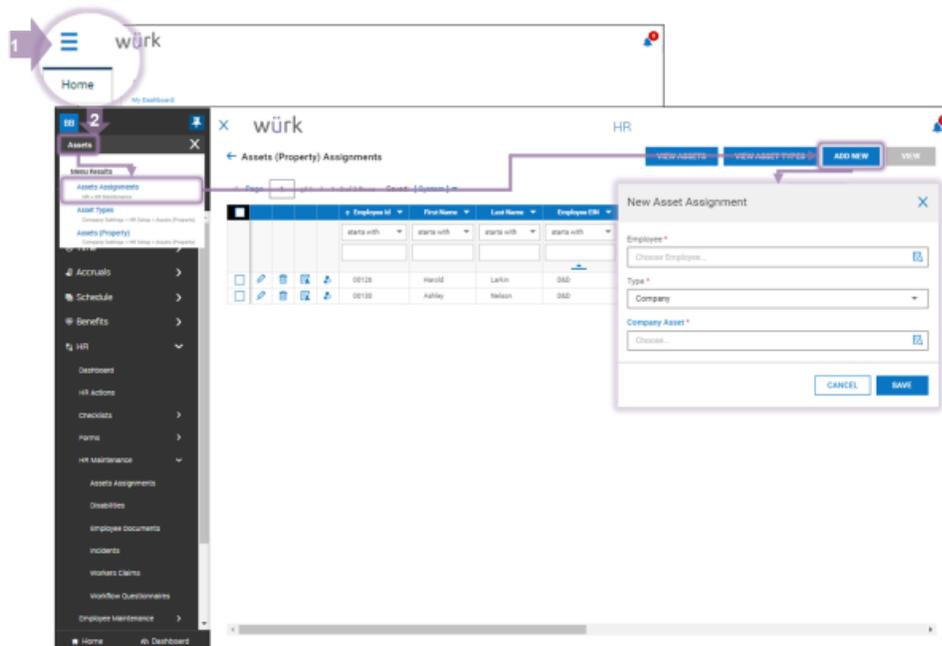
Last Modified on 10/21/2021 9:42 am EDT

Follow these steps to assign assets, such as company equipment, to managers and employees.

1. Search for **Asset** and select **Asset Assignments** (or navigate to **Admin>Company Settings>HR Setup>Assets (Property)**), then click **Add New**.

If you do not see these options in your main menu, you might not have permissions to assign assets. This is typically done by an Administrator.

2. In the New Asset popup, search for the employee and select from predefined Company Assets and click **SAVE**.



You can also do this from the Asset record. For instructions, and to see how assets are set up, see [Configuring Company Assets](#).

3. The Asset Assignment screen presents, showing you the asset assigned to the employee. Review and update editable fields, such as the **Issued Date**, and click **SAVE**.

Asset Assignment

Asset Type: Monitor | Asset: 235y3

Asset

Tag Id	Name	Category
235y3	Golf Cart	Transportation

Description
Grow House waste cart

Properties

Color	Loss/Damage Fee	Make
grey	\$15,000.00	--
Manufacturer	Material	Model
--	--	--
Purchase Date	Purchase Price	Screen Size
--	--	--

Serial #
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Cost Center

Department
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When you want to update asset assignments, such as when the employee is returning assets or lost assets, you can come back to this screen. From the list of assignments shown in Step 1, click the edit  icon next to the assignment and use the buttons in the upper right corner to edit the asset's status.