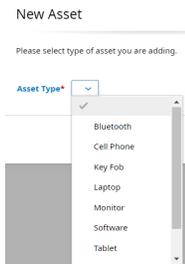# Configuring Company Assets

Last Modified on 01/31/2022 10:26 pm EST

Follow these steps add assets, such as company equipment, to Wurk so that these can be assigned to managers and employees.

Adding Assets to Your Company Setup

1. Search for **Asset** and select **Assets (Property)** (or navigate to **Admin>HR Setup>Assets (Property)>Assets (Property)**, then click **Add New**   ADD NEW . In the New Asset popup, you can select from predefined Asset Types and add them to your company setup.

2. Once you select an asset, click **Add**.

3. Complete details about the asset and click **SAVE** to finish.

If you set a **Department**, the asset can only be assigned to members of that Department.

4. The asset can now be assigned to managers and employees: click **Assign to Employee**.

You can also do this from the employee's profile under the HR tab in the **Assigned Assets (Property)** area.

Adding New Asset Types

If you need to define more types of assets for your company, follow these steps.

1. Search for **Asset** and select **Asset Types** (or navigate to **Admin>HR Setup>Assets (Property)>Asset Types**. Click **Add New** `ADD NEW` , then define the asset and **SAVE**.

If you set a **Department** or **Job,** the asset can only be assigned to people in that Department or Job.

You can see all assets and who they are assigned to from the **VIEW ASSETS** `VIEW ASSETS` button.