Asset Master

- Overview Video

Overview Video

https://www.youtube.com/embed/tlGQkPsHE8k

Step-by-Step Tutorial Guide

Step 1: Open the Asset Master Module

1. Log in to the TankhaPay Business Portal.
2. From the left-side navigation menu, navigate to **Asset Management**.
3. Click on **Asset Master**.

The Asset Master page displays all assets configured in the system.

Step 2: Review Existing Assets

1. On the Asset Master page, review the available asset list.
2. The table may display information such as:
    - Asset Name
    - Asset Category
    - Asset Code
    - Status

    - Created Date
3. Use the search and filter options to locate specific assets.

This provides a centralized view of all company assets.

Step 3: Create a New Asset

1. Click **Add Asset** or **Create Asset**.
2. The **Add Asset** form opens.

This form is used to register a new company asset.

Step 4: Enter Basic Asset Details

Fill in the required information, including:

- Asset Name
- Asset Code
- Asset Description (if applicable)

Examples of assets include:

- Laptop
- Desktop
- Mobile Phone
- Monitor
- Printer
- ID Card
- Access Card

Providing accurate details helps maintain a well-organized asset inventory.

Step 5: Select the Asset Category

1. Click the **Asset Category** dropdown.
2. Select the appropriate category for the asset.

Categories may include:

- IT Assets
- Office Equipment
- Furniture
- Electronic Devices
- Security Assets
- Other Organizational Assets

Categorizing assets simplifies inventory management and reporting.

Step 6: Configure Asset Status

1. Select the current status of the asset.

Common options may include:

- Active
- Inactive

Only active assets are available for employee allocation.

Step 7: Add Additional Asset Information

If applicable, enter additional details such as:

- Manufacturer
- Model Number
- Serial Number
- Purchase Date
- Warranty Information
- Asset Remarks

Maintaining detailed asset records improves tracking and lifecycle management.

Step 8: Save the Asset

1. Review all entered information.
2. Verify:
    - Asset Name
    - Asset Code
    - Asset Category
    - Status
3. Click **Save**.

The asset is successfully added to the Asset Master list.

Step 9: Verify the Asset Record

1. Return to the Asset Master dashboard.
2. Locate the newly created asset.
3. Confirm that the asset details are displayed correctly.

This ensures the asset has been created successfully.

Step 10: Edit Existing Assets

1. Locate the asset you want to update.
2. Click the **Edit** icon.

3. Modify the required details.
4. Click **Save**.

This allows administrators to keep asset information up to date.

Step 11: Manage Asset Records

From the Asset Master page, administrators can:

- View asset details
- Search assets
- Filter by category
- Edit asset information
- Activate or deactivate assets
- Maintain a centralized asset inventory

Regular updates ensure accurate asset records across the organization.

Key Benefits of the Asset Master Module

- Centralized asset inventory management
- Easy asset categorization
- Accurate asset record maintenance
- Simplified employee asset allocation
- Better asset lifecycle tracking
- Improved inventory visibility
- Reduced manual asset management

End of Tutorial

You have successfully learned how to manage the **Asset Master** module in the TankhaPay Business Portal. This feature helps organizations maintain a centralized repository of company assets, making it easier to track, manage, and allocate assets efficiently across the workforce.