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Employee assets

In the employee assets register, you describe the types of assets that you want to issue to employees and track on the employee card, for example a computer, car, mobile phone, access card or access to an environment. When an asset type exists in the register, you can add to the employee card the fixed asset or low-value item issued to them, together with the issue and return date. This way, you can see in one place which assets are held by whom – for example when an employee leaves and you want to check what they need to return.

You can find the employee assets register in the menu `Settings → Personnel Settings →` **`Employee assets`**.

Adding an asset type

1. Click **Add new** in the register.
2. Fill in the fields.
3. Click **Save**.

NO - the number of the asset type. Directo fills it in itself.
Type - the name of the asset type, for example `Computer`, `Car`, `Mobile phone` or `access card`.

Assets on the employee card

On the **Assets** tab of the employee card, you add the assets issued to the employee. For each row, you can fill in, for example, the fields **Assets** (type), **Asset** (the code of the fixed asset or low-value item from the asset register), **Description**, **Cost**, **Contract**, **Institution** (issuer), **Start** (issue date), **End** (return date) and **Comment**.

With the setting `System settings > Asset and employee relation`, you define in which role the employee is linked to the asset card: **user**, **in charge** or **no relation**.

When the employee returns an asset, do not delete the row, but enter the return date in the **End** field. This way, you keep the history of who had the asset and when.

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