

## 2.3. New Agent

This feature allows users to create individual agents; new agents can be onboarded on this page.

Left menu -> Agents -> New Agent:

The screenshot shows the 'New Agent' registration form in the Asseto system. The left sidebar contains a menu with 'Agents' and 'New Agent' highlighted. The main content area is titled 'Agent Registration Details' and contains several form fields:

- First Name \***: divi new
- Last Name \***: jang
- Email ID \***: divyajanga9@gmail.com
- User Name \***: divim
- Roles \***: CUSTODIAN (selected)
- Profile \***: Building Manager (selected)
- Primary Phone Number \***: +60 01156244669
- Secondary Phone Number**: (empty)
- Status \***: Active
- Gender \***: Female
- Date of Joining \***: 25/01/2011
- Date of Leaving**: 28/01/2011

The form also includes a 'Supervisor' field at the bottom. The 'Agent Info' section is highlighted in the left sidebar.

The save button will be enabled only after the user fills out all required fields and any optional ones. Vendor details and resource group are optional fields.

**Note:** Each agent should provide a unique email ID that does not match any other agent's email ID.

### Vendor Details

☐ Is Vendor

### Resource Group

Resource Group

### Other Details

Sample Text Field

Cancel

Save

[Terms of Use](#) | [Privacy](#)

Click the save button to onboard the new agent. An "Agent added successfully" confirmation message will appear, and the screen will navigate to the agent dashboard, where the newly added agent will be displayed at the top of the list.

Dashboard

Agents

New Agent

Bulk Upload

Assets

Inventories

Cases

Work Orders

Rosters

Reports

Vendors

e-PTW

Visitor Pass

BCA

Success

Agent Added Successfully

	sirisha	mandarapu	SUPERVISOR, WP APPLI..	Field Agent	Electronics,MAINTENA..	+918331853455	Active
	Annu	Punni	FIELD AGENT, AGENT C..	Field Agent	Technician,Electrica..	+918331853633	Active
	decommission supervi..	two	SUPERVISOR	SUPERVISOR	DECOMMISSION - INVES..	+60121312424	Active
	Divyasundar	DXC	FIELD AGENT, ASSESSO..	Building Manager	Network SpecialistE..	+917708878303	Active
	Cody	Lin	FIELD AGENT	Manager	Network Specialist	+6045846656	Active
	Cary	Wilson	FIELD AGENT	Manager	Network Specialist	+6045846655	Active
	vijay	test	FIELD AGENT, TEST876	Building Manager	Manager	+919876543210	Active

Total 942 records found

Items per page: 10

1 - 10 of 942

<

>

In the agent list, the newly added agent will appear at the top.

## Agent

Search



Filter



	First Name	Last Name	Roles	Profile	Skill Set	Primary Phone Number	Status
	divi new	jang	CUSTODIAN	Building Manager	Electrical Engineer	+601156244669	Active
	geetha	prasanth	FIELD AGENT, COORDIN..	TECHNICAL SPECIALIST	MANAGER	+601156244669	Active
	Supervisor-Divi	both	FIELD AGENT-DIVI, SU..	TECHNICAL SPL DIVI	FIELD AGENT DIVI PRO..	+601156244669	Active

Revision #8

Created 11 September 2024 07:45:00 by Divya Bharathi Marreddy

Updated 18 September 2024 07:02:50 by William Tan Yee Soong