

3.3. New Asset

Click on "New Asset" to onboard an individual asset.

Left panel -> Assets -> New Asset:

The new asset page will display a list of sections with links. To navigate to a particular section, simply click on the corresponding link.

On the new asset page, as shown in the screenshot below, fill in the mandatory fields to enable the "Save" button.

The screenshot shows the 'New Asset' page in the 'asseto' system. The left sidebar contains a navigation menu with the following items: Dashboard, Agents, Assets (highlighted with a red box), Bulk Upload, Inventories, Cases, Work Orders, Rosters, Reports, Vendors, e-PTW, Visitor Pass, and BCA. The 'Assets' menu item is further highlighted with a red box, and the 'New Asset' link is also highlighted. The main content area is titled 'New Asset' and contains a form with the following sections: Asset Info (highlighted with a red box), Finance (highlighted with a red box), Skillset Requirement, Location, Supervisor, Assignee, Vendor, Documents, Asset Monitoring, and Other Details. The 'Asset Info' section contains the following fields: Asset Name (text input, value: Lenovo ThinkPad-divi), Asset Category (text input, value: LAPTOP-DIVI), Parent Asset (text input), Manufacturer (text input, value: DIVI TECHNOLOGIES ASSETS), Model (text input, value: LENOVO THINKPAD), Serial Number/Bar Code (text input, value: 205), Asset Criticality (text input, value: Low), and Asset Health (text input, value: Normal). The 'Finance' section contains a Description field with the text 'to onboard a laptop'.

Next: Finance Section

Finance

Ownership * Buy	Revenue Stream * Expenditure	Currency MYR	Asset Cost 2000
Maintenance Frequency * 6 Months	Operational Model Manual	Moveable * Yes	
Currency MYR	Operational Cost 100	Depreciation Rate 20 %	Is Decommissioned No
Asset Life Cycle 4	Months	Acquisition Date * 12/07/2024	Onboarding Date * 13/07/2024
End Date * 13/11/2024	Warranty Expiration Date * 21/11/2025		

Next: Select Skillset Requirement and Location Section

Skillset Requirement

Technical Support DIVI SKIL

Location

VIJAYAWADA NEW

Address :- BESCENT

Building
BES

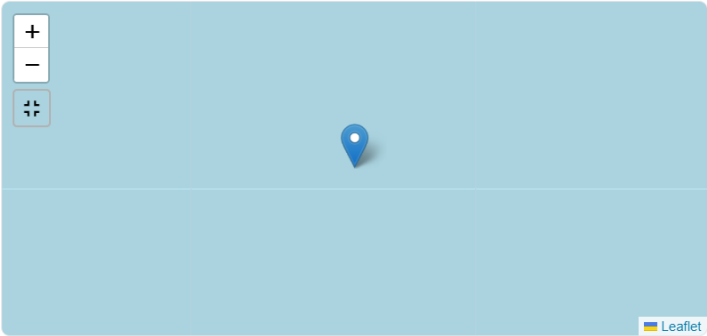
Floor
ABCD 3

Room
MEETING ROOM

+

-

+



Leaflet

Next: Select the supervisor, assignee, and vendor from the list. The assignee field is non-mandatory.

Supervisor

Supervisor Name *

Assignment Date

+ Assign Supervisor

SB

Supervisor.. both

+601156244669

divyajanga9@gmail.com

Assigned on Jul 13, 2024

Assignee

Assignee Name

Assignment Date

+ Assign Assignee

FAB

Field Agent-Divi..

+917032219459

divyabharathi.marreddy@neu...

Assigned on Jul 13, 2024

Vendor

Vendor Name

Divi Company1

Divi Company1

Direct Contractor

+601156244669

divyajanga9@gmail.com

Putra majestick, KL, Kuala Lumpur,
51200 Malaysia

Next: Click on the "Save" button to onboard the new asset.

Cancel

Save

The asset will be saved and displayed in the first row of the asset list.

Revision #3

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