

4.3. New Inventory

New inventory creation process: Using this feature, the user can onboard or register new inventories into the system.

Left Menu -> Inventory -> New Inventory

A list of sections under the new inventory page will be available, by clicking on the specific section will be navigating to the respective section.

The screenshot shows the 'New Inventory' page in the 'asseto' system. The left sidebar contains a navigation menu with the following items: Dashboard, Agents, Assets, Inventories (highlighted), New Inventory (highlighted), Bulk Upload, Stocktake, Stock Update, Cases, Work Orders, Rosters, Reports, Vendors, e-PTW, and Visitor Pass. The main content area is titled 'New Inventory' and contains a form with the following fields:

- Inventory Name ***: Cables
- Inventory Category ***: LAPTOP REPAIR TOOL KIT-DIVI
- Asset Tagging**: (empty)
- Manufacturer ***: DIVI TECHNOLOGIES-INVENTORIES
- SKU ***: CABLES UNIT DIVI
- Inventory Serial Code**: 2063
- Threshold ***: 200
- Min Threshold ***: -20 (Current Min Threshold: 160)
- Max Threshold ***: 5 (Current Max Threshold: 210)
- Stock Room ****: CABLES ROOM DIVI
- Description**: cables for laptops

Fill the mandatory fields.

Note: Every inventory has individual SKU and Stock Room, for every inventory type we must create separate SKU and Stock Room in settings.

asseto

Inventory < New Inventory

Dashboard
Agents
Assets
Inventories
New Inventory
Bulk Upload
Stocktake
Stock Update
Cases
Work Orders
Rosters
Reports
Vendors
e-PTW
Visitor Pass
BCA
Workflow

Inventory info
Finance
Location
Other Details

Finance

Ownership *
Rent

Count *
10

Currency
MYR

Inventory Cost
200

Onboarding Date
24/07/2024
DD-MM-YYYY

Location

Location *
VIJAYAWADA NEW

Address :- BESCENT

Building *
BES

Floor *
ABCD 3

Room
STORE ROOM-DIVI

Map

Fill all mandatory fields then only “save” button will be enabled.

asseto

Inventory < New Inventory

Dashboard
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Vendors
e-PTW
Visitor Pass
BCA
Workflow

Inventory Info
Finance
Location
Other Details

Other Details

Inventory Textfield

Text Field

Text Area

☐ Checkbox

Select

Radio
☐ Yes
☐ No

Cancel Save

Click on the save button, “Inventory created successfully” confirmation message will be displayed.

asseto

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Inventory < Cables

Dashboard

Agents

Assets

Inventories

New Inventory

Bulk Upload

Stocktake

Stock Update

Cases

Work Orders

Rosters

Reports

Vendors

e-PTW

Visitor Pass

Finance

Edit

Count10

OwnershipRent

Onboarding Date24 Jul 2024

Expiry Date

Inventory CostMYR 200.00

Edit

Other Details

Inventory Textfield

Text Field

Text Area

Checkbox

Select

Radio

Success

Inventory registered successfully

Registered inventory will be displayed on the inventory list.

asseto

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Dashboard

Agents

Assets

Inventories

Cases

Work Orders

Rosters

Inventories

Search

Filter

Cloud

More

Inventory Name	Category	Manufacturer	SKU	Count	Building	Available Count	Missing Count	Faulty Count	Asset Tagging	Location
Electronic Cleaner K..	LAPTOP REPAIR TOOL K..	DIVI TECHNOLOGIES- INL.	LENOVO THINKPAD	2	BES	2	0	0	-	VIJAYAWADA NEW
invent11	Battery Water	LG	SKU22	5	POST OFFICE	5	0	0	-	HINGOLI
screwdriver	LAPTOP REPAIR TOOL K..	DIVI TECHNOLOGIES- INL.	JAH-TOOLS	2	BES	2	0	0	-	VIJAYAWADA NEW
inventory 1707	Testing-21-03	Samsung	SKU 17	1898	BRC COINS	1898	0	0	-	HINGOLI

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