Asset Usage Request

Module Guide: Asset Usage Request

Module Location

Fixed Asset > Asset Usage Request

Module Objective

The **Asset Usage Request** module serves as a formal system for employees to request the use or borrowing of company-owned assets for a specific period. This module is important for tracking who is using shared assets, managing their availability, and documenting asset handovers.

1. Main View (Request List)

The main page of this module displays a list of all asset usage request documents that have been created.

View Explanation

This page is for viewing and managing all asset usage requests.

- **Filters**: You can search for a specific document by **Document Number** or a date range (**Start Date / End Date**).
- **Request List**: The table below will display all requests that match the filters, with columns such as **Document Number, Status,** and **Approval status**.

Button Functions

- **[New]**: The primary button to create a new asset usage request.

2. Steps to Create an Asset Usage Request

Step 1: Create a New Request

From the Main View, click the **[New]** button to open the **Add Request** form.

Step 2: Fill in General Information

On the form that appears, details like **Requested by** and **Request Date** will be filled in automatically. You can add **Notes** if there are special remarks regarding your request.

Step 3: Select the Asset and Usage Period

1. In the **+ Asset List** table, click the **[+]** icon to add a new row.
2. In the **Asset Code** column, search for and select the asset you wish to use from the list of available assets.
3. Define the usage period by filling in the **From** (start) and **To** (end) dates.

Step 4: Submit the Request

After all data is filled in, click the **[Confirm]** button to save and submit your request for the approval process.

Tips & Important Notes

- This module is crucial for managing **shared assets**, such as projectors, operational vehicles, or other special equipment.

- A confirmed request will likely go to the "Inbox" of a manager or the person in charge of the asset to be approved.
- With this module, the company can easily track who is currently using a specific asset and when that asset is scheduled to be returned.

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