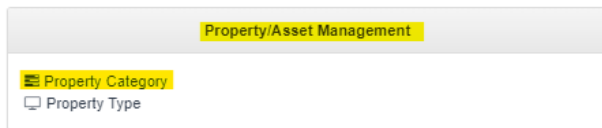


Property Management

To setup Property Management, click on HR Admin



From the drop-down fields, navigate to Property Management and click on Property Category



Click on +New

Property Category Types



Under Type Info, add the Code and the Description that you want to use for this company property. By default, the Property Category Type will be marked as Active/Yes. Click on Save Changes or Save & Next Record.

Example #1







Property Category Type: Tag

Company Company Ginger's Pet Care (GMPC)	Type Info Code Parking ✓ Description Parking Pass ✓	Type Status Active No Yes Priority Priority
---	--	--

Property Category Type: Tag







Example #2







Property Category Type: IT Equipment

Company Company Ginger's Pet Care (GMPC)	Type Info Code IT Equipment Description Laptop ✓	Type Status Active No Yes Priority Priority
---	---	--

Property Category Type: IT Equipment





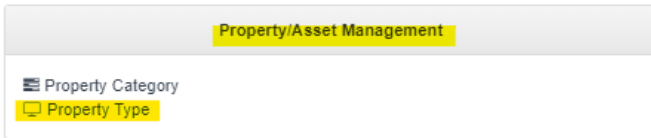


Now you will see the Property Category Types that you added

Property Category Types

+ New  Download filter grid...			
Actions	Code ▲	Description	Active
	IT Equipment	Laptop	No Yes
	Parking	Parking Pass	No Yes
◀ 1 ▶ Page: 1 of 1 Go Page size: 2 Change			

To add Property Types, click on Property Type under Property Management



Click on +New

Property Types



Enter the Name, Description and select the Category Type from the dropdown menu and click Save Changes or Save & Next Record - Additional Information is optional

Save Changes

Save & Next Record

Close

Property Type: **NEW RECORD**

Company

Company

Ginger's Pet Care (GMPC)

Type Status

Active

No Yes

Type Info

Name

Lot G & D

Description

Parking Tag

Category Type

Please Choose (represent BLANK)

IT Equipment - Laptop

Parking - Parking Pass

Additional Info

Manufacturer

Manufacturer

Brand

Brand

Model

Model

Color

Color

Size

Size

Property Type: **NEW RECORD**

Example #2 Additional Information is optional

Save Changes

Save & Next Record

Prev Record

Next Record

Close

Property Type: **Dell**

Company

Company

Ginger's Pet Care (GMPC)

Type Status

Active

No Yes

Type Info

Name

Surface

Description

Surface Pro 6

Category Type

IT Equipment - Laptop

Additional Info

Manufacturer

Manufacturer

Brand

Brand

Model

Model

Color

Color

Size

Size

Property Type: **Dell**

Now you will see the Property Types that you added

Property Types  

+ New



 Download

filter grid...

Actions	Name ▲	Description	Active
	Lot G & D	Parking Tag	No Yes
	Surface	Surface Pro 8	No Yes

◀

▶

1

▶

▶▶

Page: 1 of 1 Go Page size: 2 Change

To assign property to an employee, lock into your employee

 ta

Gee, Tallula (225)

Go to Employee and Property under Employee Maintenance



Employee



Hiring

Employee Actions

 Add New Hire

 Self-Service Setup

 Terminate Employee

Employee Maintenance

 Employee Summary

 Achievement

 Alternate Rate

 Certificate

 Class

 Class (rapid enroll)

 Compensation

 Custom Form

 Direct Deposit Alt

 Document (employee)

 Document (company)

 Education

 Emergency Contact

 Employment Screening

 I-9

 License

 Note

 Position Organization

 **Property**

 Review

 Skill

 Time Off

 W-4

Click on +New.

Property  

+ New



 Download

Enter Property from the dropdown list, Tag if applicable, issued date, Notes if applicable & Status and click Save Changes.

Save Changes

Save & Next Record

Close

Property: **NEW RECORD**

Employee

Company

Ginger's Pet Care (GMPC)

Employee

Gee, Tallula (225)

Status

In Service

Property Info

Property Type

Surface - Surface Pro 8

Tag

18597

Issued Date

03/09/2022

Returned Date

Returned Date

Notes

Issued in New Condition.

Now you will see the property issued to your employee

Ginger's Pet Care (GMPC)

Gee, Tallula (225)

Property  

+ New

Download

filter grid...

Actions	Property Name	Tag	Status	Issued Date
	Surface	18597	In Service	03/09/2022

Page: 1 of 1

Go

Page size: 1

Change

Item 1 to 1 of 1

If your employee returns the property, lock in on the employee again and go to property again

Employee

Hiring

Employee Actions

Add New Hire

Self-Service Setup

Terminate Employee

Employee Maintenance

Employee Summary

Achievement

Alternate Rate

Certificate

Class

Class (rapid enroll)

Compensation

Custom Form

Direct Deposit Alt

Document (employee)

Document (company)

Education

Emergency Contact

Employment Screening

I-9

License

Note

Position Organization

Property

Review

Skill

Time Off

W-4

Ginger's Pet Care (GMPC)

Gee, Tallula (225)

Property  

+ New

Download

filter grid...

Actions	Property Name	Tag	Status	Issued Date
	Surface	18597	In Service	03/09/2022

Page: 1 of 1

Go

Page size: 1

Change

Item 1 to 1 of 1

Click on the property to open it, select the return date and any notes needed, and the status code and click Save Changes.

Save Changes

Save & Next Record

Prev Record

Next Record

Close

Property: Surface

Employee

Company

Ginger's Pet Care (GMPC)

Employee

Gee, Tallula (225)

Status

Status

In Service

Please Choose (represents BLANK)

In Service

Returned

Lost

Damaged

Stolen

Retired

Property Info

Property Type

Surface - Surface Pro 8

Tag

18597

Issued Date

03/09/2022

Returned Date

06/06/2022

Notes

Issued in New Condition.

Save & Next Record

Prev Record

Next Record

Close

Now you will see the new status

Property  

+ New

Download

filter grid...

Actions	Property Name	Tag	Status	Issued Date
	Surface	18597	Returned	03/09/2022

1

Page: 1 of 1 Go Page size: 1 Change