

Assets

Company assets, batches, requests and allocations, and the history of who held what.

- [How assets work](#)

How assets work

Assets tracks the company property people hold, such as laptops: what exists, who has it, who has asked for one, and what came back and in what condition. It has five tabs: **Dashboard**, **Asset View**, **Asset Batches**, **Request and Allocation** and **Asset History**.

<https://www.youtube-nocookie.com/embed/eyKKrcGAo4A>

[Find your way around Assets: a tour of company assets](#)

Before you start

- **Seeing the module** needs permission to view assets. **Adding, editing and deleting** assets, categories and batches, **allocating** assets and **approving** requests each need their own permissions. In the test workspace used for this page, HR Head and HR Ops hold them all, and the Manager user group can view assets but not change them.
- **Employees do not use the full module.** An employee sees **My Asset Requests** in the sidebar, which opens the **Request and Allocation** tab with their own assets and a way to ask for one or ask to return one.
- **Approve, allocate and return change the state of real assets** and send in-app notifications. Do not use them on a real workspace to see what happens.

The screens

Dashboard

Four counters (**All assets**, **In use**, **Available**, **Pending requests**), **Assets by Category** with totals and how many are in use, and a **Pending Asset Requests** table (employee, category, requested date, description) with a **View all** link.

Asset View

Free trial. Your workspace is fully available.

UpgradeTalk to sales

BlueOneHR

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

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Ananya

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Dashboard / Assets / Asset View

Asset View

25 total

+ Category

+ Asset

DashboardAsset ViewAsset BatchesRequest and AllocationAsset History

25ALL ASSETS

21IN USE

4AVAILABLE

0NOT-AVAILABLE

Search

All statuses

Group by

More filters

ASSET	CATEGORY	ASSIGNED TO	BATCH	PURCHASED	COST	STATUS	ACTIONS
BORAST00001 SRILAST00001	Laptop	AS Aarav Sharma (BOHR0001)	-	Apr 1, 2026	₹50000	In use	EditDelete
BORAST00002 SRILAST00002	Laptop	AV Aditya Verma (BOHR0011)	-	Apr 1, 2026	₹50000	In use	EditDelete
BORAST00003 SRILAST00003	Laptop	AI Ananya Iyer (BOHR0006)	-	Apr 1, 2026	₹50000	In use	EditDelete
BORAST00004 SRILAST00004	Laptop	AM Arjun Mehta (BOHR0004)	-	Apr 1, 2026	₹50000	In use	EditDelete
BORAST00005 SRILAST00005	Laptop	DB Dev Banerjee (BOHR0018)	-	Apr 1, 2026	₹50000	In use	EditDelete
BORAST00006 SRILAST00006	Laptop	DM Diya Malhotra (BOHR0012)	-	Apr 1, 2026	₹50000	In use	EditDelete

The category cards that normally sit above the search box are not shown in this capture.

Above the table, each **category** is a card with **View assets**, **Edit** and **Delete**, and **+ Category** and **+ Asset** create new ones. The table shows each asset's name and tracking ID, category, who it is assigned to, batch, purchase date, cost and status. Filter it by status (**In Use**, **Available**, **Not-Available**; the counters above the table are links that apply the same filter), search it, group it by **Category**, **Status** or **Batch**, or use **More filters**.

The three statuses mean: **In Use** (assigned to someone), **Available** (in stock and can be allocated) and **Not-Available** (out of circulation, for example after a return with damage; see below).

+ Asset opens **Create Asset** with these fields: **Asset name**, **Current user**, **Description**, **Tracking ID**, **Purchase date**, **Cost**, **Category**, **Status**, **Batch no**, **Expiry date** and **Notify before (days)**. **+ Category** opens **Create Asset Category** with **Name**, **Description** and **Company**.

Asset Batches

A batch is a group of assets bought together. The list shows **Batch number**, **Description**, the number of assets and when it was created. **+ Batch** opens **Create Asset Batch** with **Is active**, **Batch number**, **Description** and **Company**. Until one is created, the list is empty.

Request and Allocation

Free trial. Your workspace is fully available. Upgrade Talk to sales

BlueOneHR

Admin view Employee view

Signed in as Ananya Iyer · HR Head

Dashboard / My Asset Requests / Request and Allocation

Request and Allocation

Dashboard Asset View Asset Batches Request and Allocation Asset History

My Assets · 1

Request an Asset

ASSET	CATEGORY	ASSIGNED	STATUS	ACTIONS
BORAST00003 SRILAST00003	Laptop	May 29, 2026	With me	Request Return

Asset Requests · 1

+ Request Asset

Requested Group by More filters Clear all

Asset request status Requested

EMPLOYEE	CATEGORY	REQUESTED	DESCRIPTION	STATUS	ACTIONS
AM Arjun Mehta (BOHR0004)	Laptop	May 29, 2026	Need laptop replacement	Requested	Approve Reject

Asset Allocations · 24

+ Allocate Asset

All return Statuses Group by More filters

ASSET	ASSIGNED TO	ASSIGNED BY	ASSIGNED DATE	RETURN DATE	STATUS	ACTIONS
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Three blocks on one page.

- **My Assets:** the signed-in person's own assets, each with **Request Return**, and a **Request an Asset** button. **Request Return** flags the allocation as having a return requested and notifies the people who hold the permission to change allocations.
- **Asset Requests:** every request with employee, category, date, description and status (**Requested, Approved, Rejected**). **+ Request Asset** raises one. **Approve** and **Reject** appear on requests that are still **Requested**.
- **Asset Allocations:** every allocation with the asset, who it is assigned to and by, the assigned and return dates and the status (**Allocated**, or **Returned** with the condition). **+ Allocate Asset** creates one, and **Process Return** ends one.

Approve an asset request

1. Open **Assets** → **Request and Allocation**.
2. In **Asset Requests**, select **Approve** on the request. A page titled **Approve Request** with the category and the requester opens.
3. Choose the asset. Only assets that are **Available** in the requested category are listed.
4. Select **Approve and Allocate**.

BlueOneHR then marks the chosen asset **In use**, records the allocation to the requester as assigned by you, marks the request **Approved**, and notifies the requester ("Your asset request has been approved!"). **Reject** marks the request **Rejected** and notifies the requester.

Allocate an asset directly

1. In **Asset Allocations**, select + **Allocate Asset**.
2. Fill in **Asset** (only available assets are offered), **Assigned to**, **Assigned by** and **Assign condition images**, which is marked required.
3. Select **Allocate**.

The asset becomes **In use**.

Process a return

1. In **Asset Allocations**, find the allocation and select **Process Return**. The page is titled **Process Return** with the asset's name.
2. Fill in the **Return date**, the **Return status** (**Healthy**, **Minor damage** or **Major damage**), the **Return condition** notes and any **Return images**.
3. Select **Record Return**.

A **Healthy** return makes the asset **Available** again. A return with damage makes it **Not-Available**, so it is not offered for allocation until someone changes it.

Asset History

Every allocation ever made, newest first: the asset, who held it, who assigned it, the assigned and return dates and the return condition (**Healthy**, or **Not yet returned**). You can search, filter by returned state and dates, and group by asset, employee or dates.

What you should see

Each action returns you to the page with a message, for example "Asset request approved successfully!" or a return-successful message (the wording is the product's own). The counters on **Asset View** and **Dashboard** change with the statuses.

If it does not work

- **Approve lists no assets.** There are no **Available** assets in that category. Add or return one first.
- **An employee cannot find the asset screens.** Employees use **My Asset Requests** in the sidebar, which opens their own page.

Not confirmed

- **Approving, allocating, returning or creating** anything was not tried live, so the effects above were not seen on screen. The forms were opened, not submitted.
- **Return-image handling** and the notification e-mails were not tried.
- **Asset expiry and the "Notify before (days)" reminders** were not checked, so what they trigger is not stated.
- **Sync with an outside inventory system.** The Integrations module names an inventory sync; see [Integrations](#). It was not compared with these screens.

Related

- [How offboarding works](#)
- [The employee directory](#)
- [Integrations](#)
- [Your own dashboard](#)