Webb Fontaine Needs

1. <u>Inventorization / Asset Management</u>

How it works now

The inventory management process is done manually, by our admin team. For each asset the team has to label the asset with a sticker, later input the sticker number in the excel file. This is later reviewed in the excel file by the finance and administration department. The data of all the equipment of the office is input in the excel file manually, and doublechecked manually as well.

How we want it to work

We would like the whole process of inventorization and asset management to be automated. The admin and finance department need to have the opportunity to manage who can access the file, and who has the permission to add/remove new asset, add/remove new user/employee, etc. The status of the asset can also be tracked. The employee can have the opportunity to request a new asset, and the admin can have the opportunity to deny or approve that request.