

Equipment Reservation and Tracking

Introduction Managing shared equipment like laptops, mouses, keyboard, diary via emails and spreadsheets is inefficient. A centralized solution simplifies availability checks, reservations, and purchase requests, while providing real-time inventory insights and secure workflows enhancing efficiency and the user experience for employees and administrators.

Features

1. Equipment Reservation

- o Browse and request available items
- o Automated notifications for request processing
- o Categorize returnable vs. non-returnable items

2. Inventory Management

- o Real-time tracking of equipment status and assignments
- o Consolidated view for administrators

3. Purchase Request Workflow

- o Automated guidance and approvals for purchase requests
- o Seamless inventory updates after fulfillment

4. Notifications and Tracking

- o Automated notifications at each step
- o Transparent status tracking for all stakeholders

5. Security and Permissions

- o Role-based access controls
- o Restricted actions and full administrator oversight

6. Scalability and Flexibility

- o Designed for organizational growth
- o Easy integration with additional tools or systems