

# **IT Asset Management**

## **Permissions:**

### **Rights of Super Admin**

1. Right to view, edit and add admins and users
2. Right to change permissions of users
3. Right to Suspend or activate Suspended Users
4. Right to view, edit, delete, add assets and licenses (Emails, Softwares, Communication Apps)
5. Right to generate and export report (.xlsx and .pdf)
6. Right to view assigned assets to all users (with Assets Tags, Specifications and Assigned Date)
7. Right to view, edit or delete unassigned and In-Stock assets (Ready to assign and faulty) (with report generation)

### **Rights of Admin**

1. Right to view and add users
2. Right to view, add, assign, edit and delete assets and licenses
3. Right to view unassigned and In-Stock Assets (Ready to assign and faulty) (with report generation)
4. Right to generate and export reports (.xlsx and .pdf)
5. Right to assign assets to users with asset health

### **Type of Assets**

1. Laptops with Adapters
2. Desktops, Monitors, Keyboards, Mouse, Mouse Pads, Pen Drives, Printers
3. Mobile Phones, Emails, SIM
4. Licenses (Applications and Softwares)

# Super Admin Login:

1. **Dashboard**
2. **Users**
  - a. View Users
  - b. Add Users
  - c. Edit Users (with permissions)
3. **Assets**
  - a. View Total Assets
  - b. Add Assets (Single and Bulk Upload)
  - c. Edit Asset
4. **Licenses**
  - d. View Total Licenses
  - e. Add License (Single and Bulk Upload)
  - f. Edit License
  - g. View Assigned Licenses
  - h. View Unassigned Licenses (In-Stock)
5. **Reports**
  - a. Download Assigned Assets and License Record (with all the asset and license details)
  - b. View Unassigned Assets and License Record (In-stock and faulty with all details)
  - c. Generate Report (Asset Tag wise, Department wise, employee wise, asset model wise and specification wise) with multiple check boxes to select within reports

# Admin Login:

1. **Dashboard**
2. **Users**
  - a. View Users
  - b. Add Users
3. **Assets**
  - a. Assign Assets with health
  - b. View Total Assets
  - c. Add Assets (Single and Bulk Upload)
  - d. Edit Asset
4. **Licenses**
  - a. Add License (Single and Bulk Upload)
  - b. Edit License
  - c. Assign License
5. **Reports**
  - a. Download Assigned Assets and License Record (with all the asset and license details)
  - b. View Unassigned Assets and License Record (In-stock and faulty with all details)
  - c. Generate Report (Asset Tag wise, Department wise, employee wise, asset model wise and specification wise) with multiple check boxes to select within reports