**To provide the list of fields for an IT Asset assigned to an employee**

1. **Type of asset** (such as laptops, Chargers, Bags, Mouse, mobile phones, any other items)
2. **Asset ID**
3. **Asset Name**
4. **Asset Category** (**Tangible**: Like Printers, Computers .., **Intangible:** Databases, Trade Secrets, Company Records ...)
5. **Asset Description**
6. **Asset Properties** – (These could be linked from other table)

**Color,**

**Loss/Damage Fee,**

**Make,**

**Manufacturer,**

**Material,**

**Model,**

**Purchase Date,**

**Purchase Price,**

**Purchase Order #,**

**Screen Size,**

**Serial #,**

**Vendor,**

**Specifications**

1. **Location**
2. **Service/Warranty details**
3. **Asset Acquisition Information: Like Date of procurement and end-of-life date**
4. Software Assets Granted
5. Return Asset (Check box or Button enabling)
6. Mark as Lost/Destroyed (Check box or Button enabling)
7. Asset Status
8. Related Assets

Please refer a screenshot below:

