

How to add new equipment or IT assets

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Keeping an accurate inventory of equipment and IT assets supports accountability, budgeting, and planning.

Steps

1. Navigate to the **Equipment** or **IT Assets** section.
2. Click **New Equipment** or **Add Asset**.
3. Enter the details:
 - Asset name or description
 - Category (laptop, projector, furniture, etc.)
 - Serial number or asset tag
 - Purchase date and cost (if known)
 - Current status (In Use, In Storage, Under Repair, Retired, etc.)
 - Assigned person or location (if applicable)
4. Save the record.

Tip: Include enough detail so that anyone on the team can identify the physical item later.
