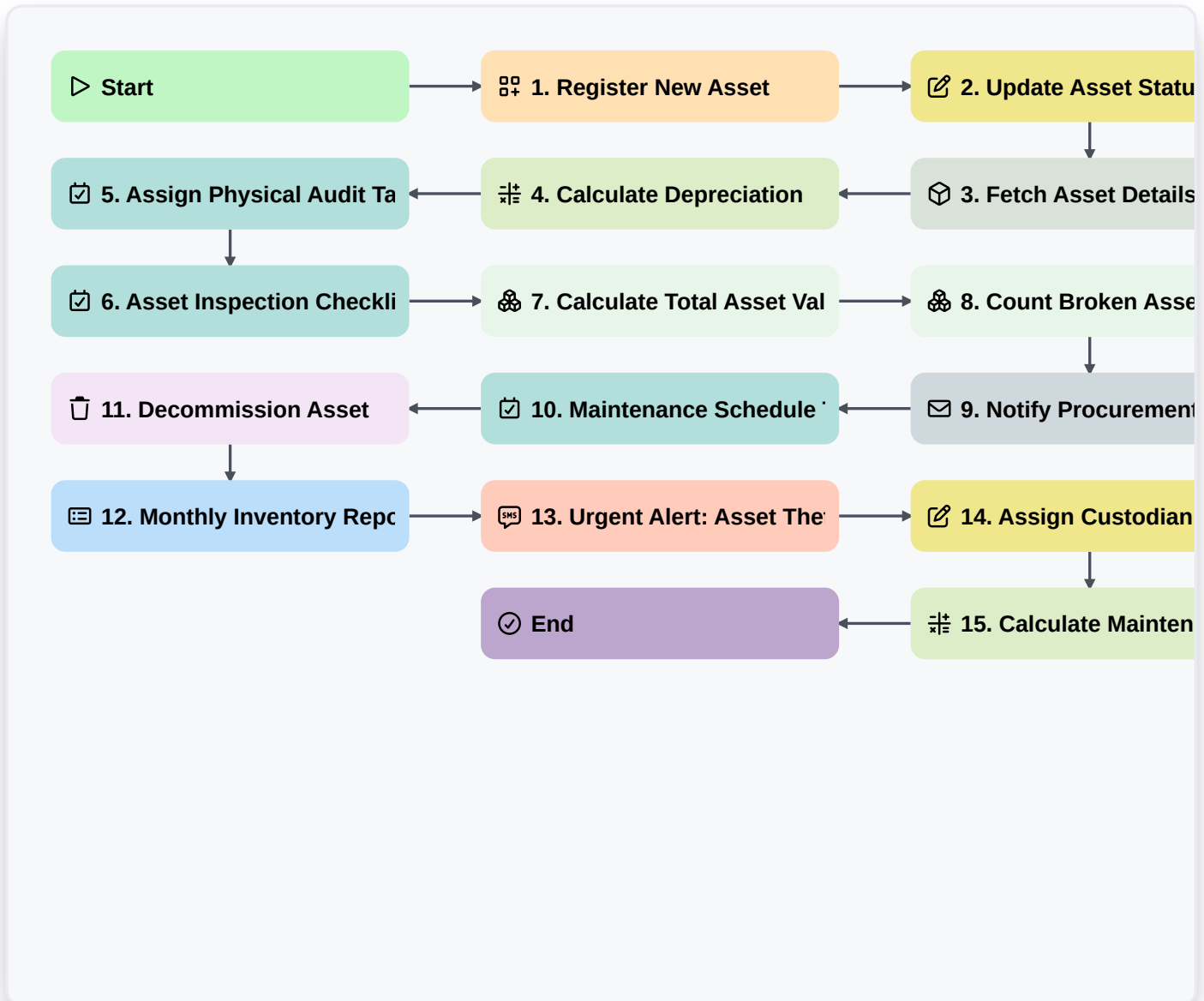


Property Inventory And Asset Management Workflow



▷ Start

Start of the Workflow/Process.

🗄️ 1. Register New Asset

Create a new entry in the 'Assets' data model when a new item is acquired.

✍️ 2. Update Asset Status

Update the status field (e.g., 'In Use', 'Under Repair', 'Retired') of an existing asset entry.

📦 3. Fetch Asset Details

Retrieve specific information (Serial Number, Model, Purchase Date) from the Assets data model for inspection.

🔢 4. Calculate Depreciation

Execute a formula to determine the current book value of an asset based on purchase price and age.

📅 5. Assign Physical Audit Task

Create a task for the Facility Manager to physically verify the presence of the asset.



6. Asset Inspection Checklist

A set of sub-tasks to verify the physical condition and functionality of the asset during audit.

7. Calculate Total Asset Value

Sum the 'Current Value' field of all active entries in the Assets data model.

8. Count Broken Assets

Count the number of entries in the Assets model where the status is 'Damaged'.

9. Notify Procurement

Send an email to the Procurement Department when an asset's replacement threshold is reached.

10. Maintenance Schedule Task

Create a recurring task to perform preventative maintenance on high-value machinery.

11. Decommission Asset

Remove or archive the entry from the active Assets data model once it is officially retired.

12. Monthly Inventory Report

Generate a comprehensive report summarizing all new additions and disposals for the month.

13. Urgent Alert: Asset Theft/Loss

Send an SMS notification to the Security Head when an asset is marked as 'Lost' or 'Stolen'.

14. Assign Custodian

Update the 'Assigned To' field in the Asset entry to link it to a specific employee/user.

15. Calculate Maintenance Cost Ratio

Calculate the ratio of total maintenance spend vs. the original purchase price of the asset.

End

End of the Workflow/Process.