

# Fixed Assets

- Branch Inventory
- Reports

**N.B. Option to switch from Barcode Reading to RFID Reading**

# Fixed Assets: Branch Inventory

- Branch Inventory
  1. Scan Branch Tag or select from list
  2. Start Reading (switch between Barcode and RFID Reading)
  3. Read Item Tag (Display Name, Brand & Purchase Date)
  4. Flag item if need maintenance
  5. Don't allow to read item more than one time
  6. if read item not exist in branch a popup will displayed (option to add it to the branch)
  7. after press save the system will display a list of items in branch not scanned yet (option to go back and scan them)

# Fixed Assets: Report

- Report (variable Branch Selection)
  1. List items read not available in branch
  2. List items need maintenance
  3. List items missing in branch