



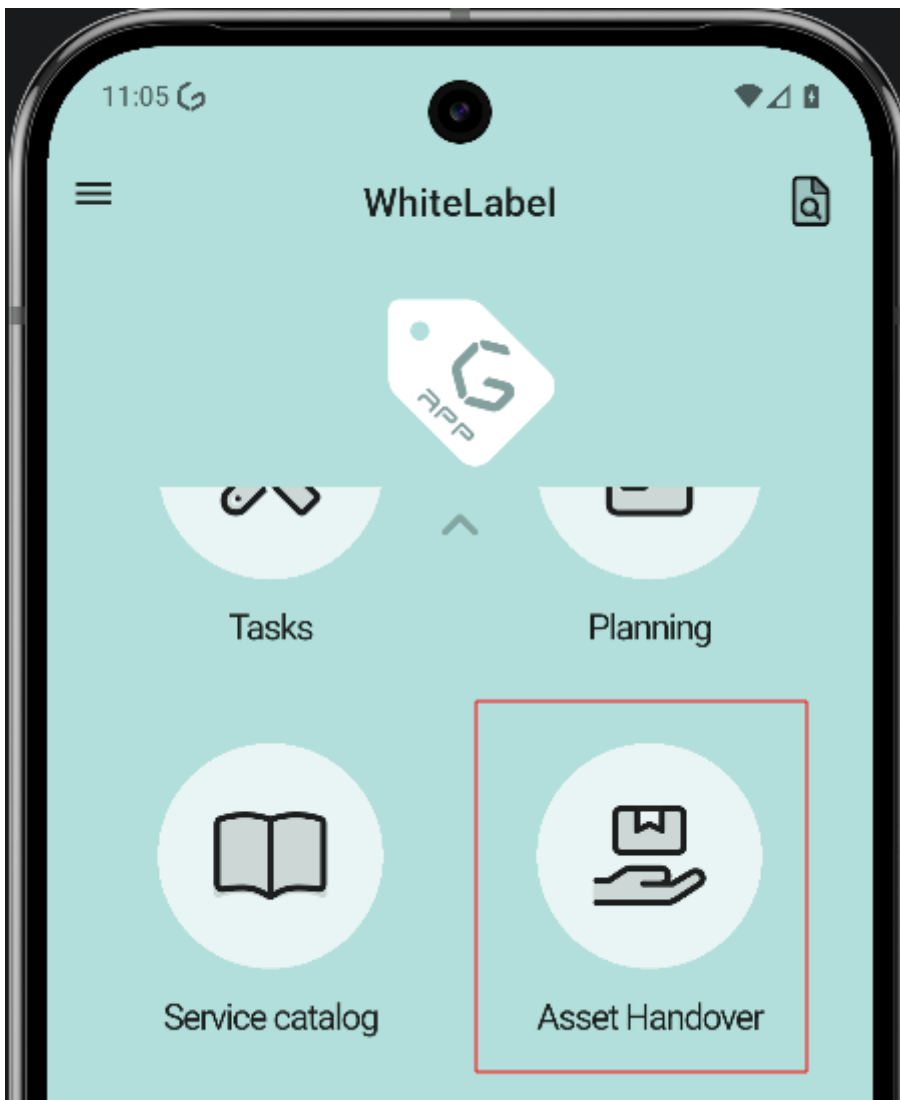
Read and assign assets to a user

“How to read the assets a user has and assign new ones from the Asset Handover section.”

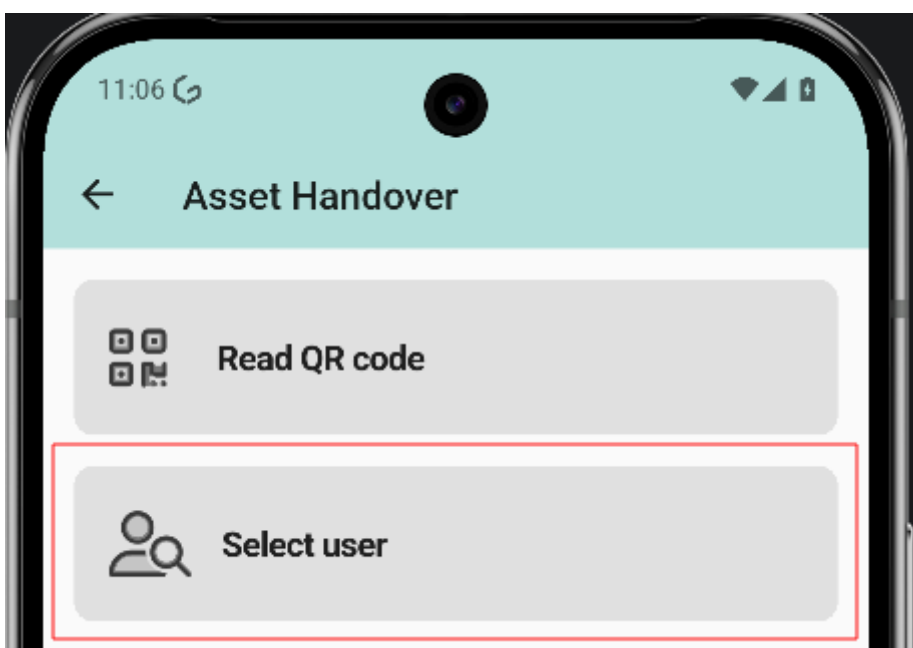
1. Open Asset Handover

From the main screen, open the side menu and tap **Asset Handover** to enter the section.



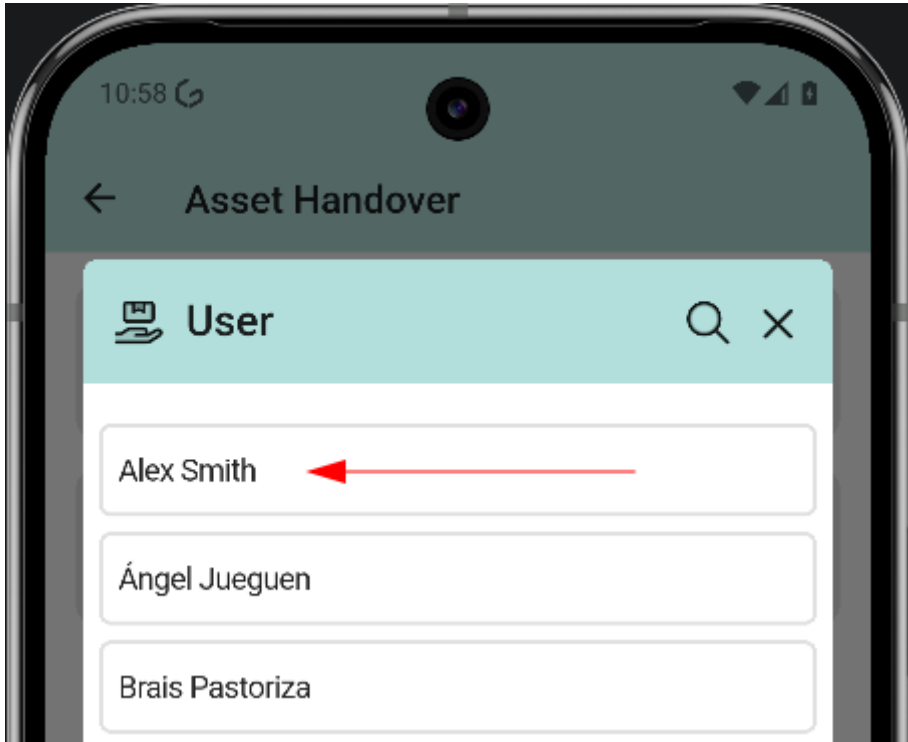


2. Choose how to assign



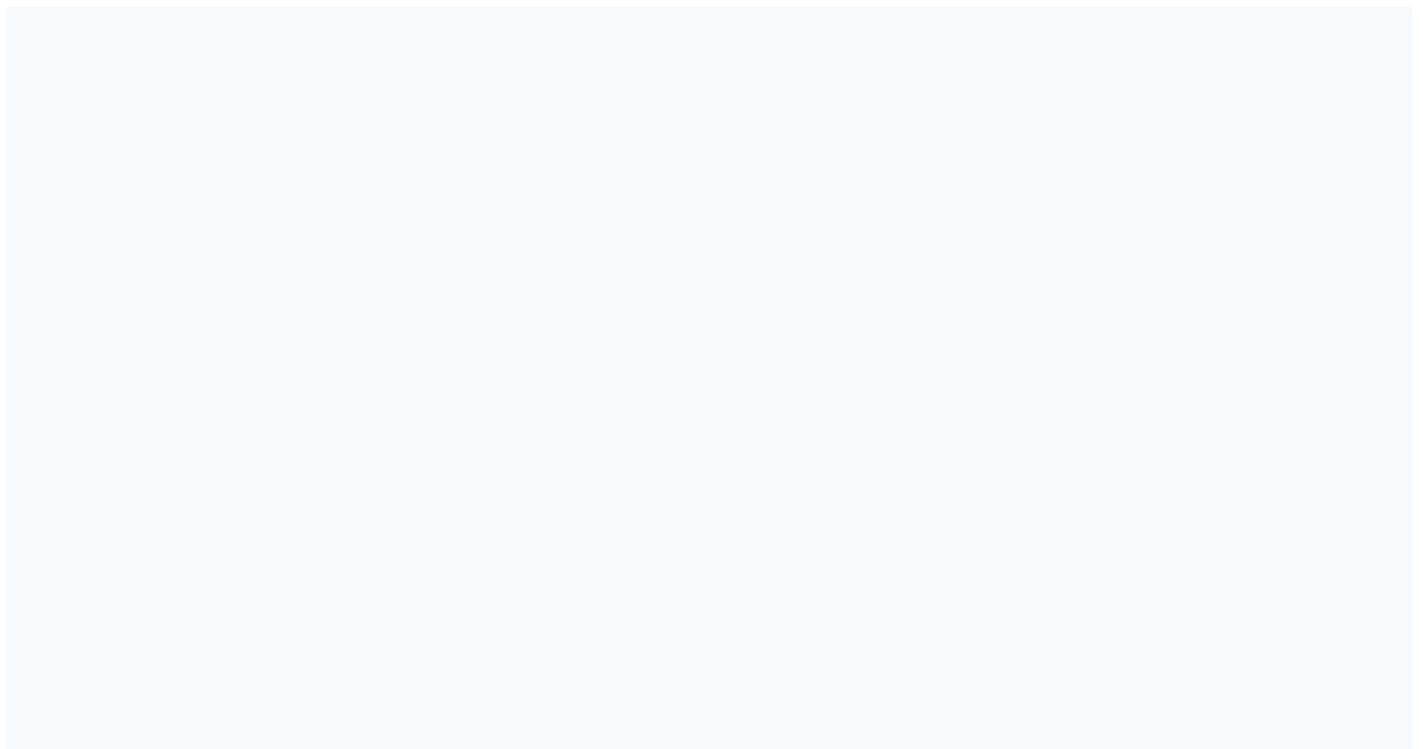
The screen offers two options: **Read QR code** and **Select user**. This guide covers the **Select user** flow.

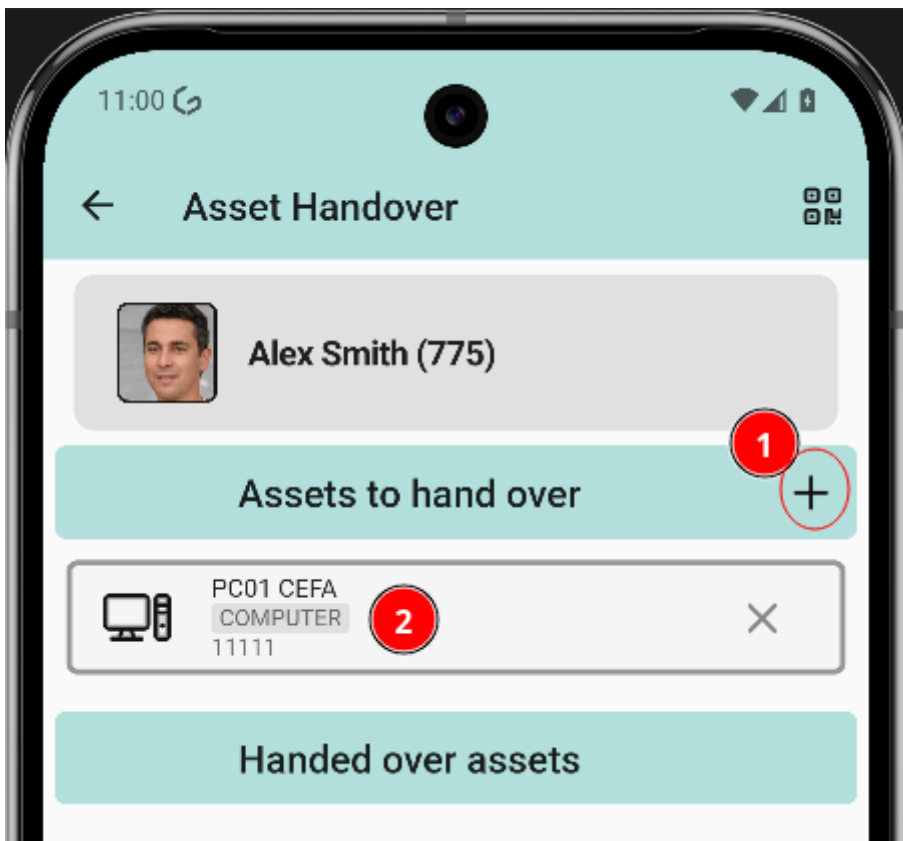
3. Select the user



The user list opens. Tap the user who receives the asset. In the example, **Alex Smith**.

4. Read and assign from the user profile

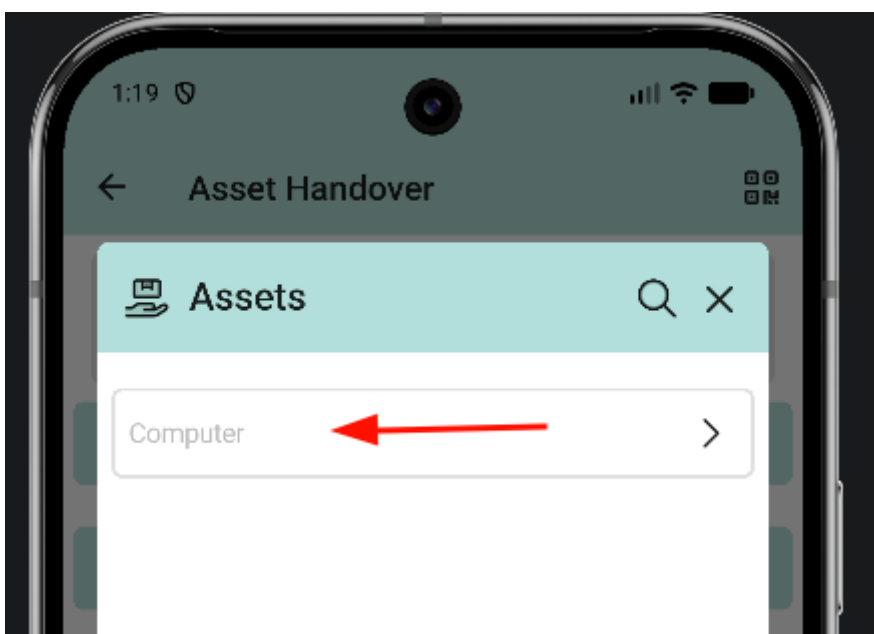




Tapping a user opens their profile, where the assets of that person can be read and new ones can be assigned. Two actions are available:

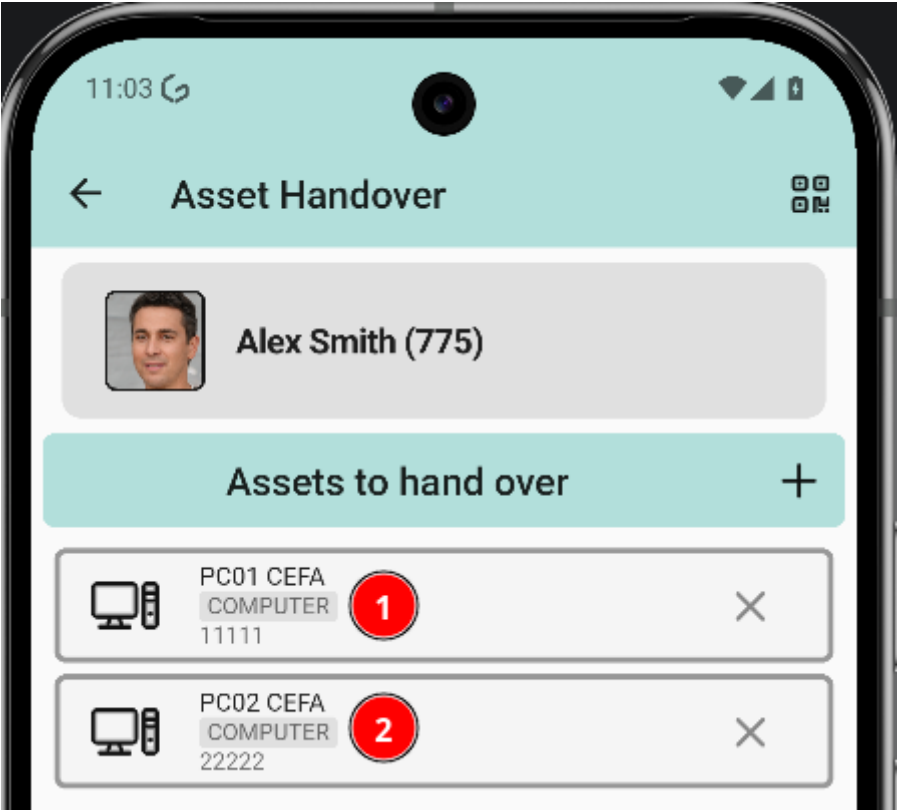
1. **Add new assets** opens the asset list to assign a new asset.
2. **Asset list** shows the assets the user already has.

5. Pick the asset



The asset list opens with the available assets. Tap the asset to assign.

6. Asset added



Back in the user profile, the asset list shows the previous asset and the newly assigned one.

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