



- Dashboard
- Operations▼
- MIS Report
- Workforce▼
- Subscription
- Settings

# Welcome

## Socialfly Asset Management Software

# Quick Tutorial



Export

### Classification

Location

Unit

Category

Department

Search categories...

#### Hardware

Electronics

Equipment

Machinery

Others

Robotics

Security & safety

#### Software

Ai models

Data & infrastructure

Desktop applications

Digital accessories

Enterprise systems

Operating system

Dashboard

Operations

MIS Report

Workforce

Subscription

Settings

Workforce

Assignment

Teams

Classifications

Step - 1

Click On Workforce



Then Click on - Classification

Step - 2

Inside Classification - Category(fixed)

Set Up The Rest Classifications

There are 3 Fields - Location, Unit & Department



Location | Unit | Category | Department

Search location... | Enter new location... | + Add

#	Location Name	Status	Actions
1	San Francisco, Usa	Active	Edit Delete
2	Paris, France	Active	Edit Delete
3	Ottawa, Canada	Active	Edit Delete
4	New York, Usa	Active	Edit Delete
5	Miami, Usa	Active	Edit Delete
6	Los Angeles, Usa	Active	Edit Delete
7	California, Usa	Active	Edit Delete

- Dashboard
- Operations
- MIS Report
- Workforce**
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### Step - 3

### Add Location - City, Country

\* There are 2 more location option where u can put address & Floor No \*



Location Unit Category Department

Search unit... Enter new unit... + Add

#	Unit Name	Status	Actions
1	User / Seat	Active	Edit Delete
2	Terabytes (Tb)	Active	Edit Delete
3	Piece	Active	Edit Delete
4	Gigabytes (Gb)	Active	Edit Delete
5	Device / Endpoint	Active	Edit Delete
6	Cores / Sockets	Active	Edit Delete
7	Concurrent User	Active	Edit Delete

- Dashboard
- Operations
- MIS Report
- Workforce**
- Subscription
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Step - 4

Click On - Unit

Some Default data will be there, still can add new ones if needed



Location Unit Category Department

Department

Search department... Enter new department... + Add

#	Department Name	Status	Actions
1	Sales	Active	Edit Delete
2	Research & Development	Active	Edit Delete
3	Product Management	Active	Edit Delete
4	Operations/Administration	Active	Edit Delete
5	Marketing	Active	Edit Delete
6	Logistics / Warehouse	Active	Edit Delete
7	Information Technology	Active	Edit Delete

- Dashboard
- Operations
- MIS Report
- Workforce
- Subscription
- Settings



Step - 5

Click On - Departments

Some Default data will be there, still can add & Delete

- Dashboard
- Operations▲
- Asset Capture** →
- Inventory
- Track Records
- Instance Dashboard
- MIS Report
- Workforce▼
- Subscription
- Settings

**Create Hardware Asset**  
Add physical assets with proper tracking, cost visibility, and lifecycle management.

**What we need**

- Basic asset details
- Location & unit mapping
- Lifecycle tracking & Quantity

**Tips**

- Use correct quantity
- Status is managed automatically based on usage
- Enter accurate cost for reports

[? Guide](#)

**Hardware** | **Software**

**Hardware Details**

Asset Name \*

Category \*

Location & Dates

Unit \*

Purchase Date

Financial & Quantity

Vendor Name

Support Email

Vendor Contact

Type \*

Quantity \*

[↑ Import Excel](#) [↓ Download Template](#)

[Save Asset](#)

### Step - 6

Now click on - Operations - Assets Capture

Add Assets - Any Types (Physical & Digital)

\* For Bulk upload Use template Sheet \*

## Instances Dashboard

All ▼

### 3D Printer (Industrial)

VO-85-AST-159

Category: Equipment

Quantity: 10

Instances 0/10

Pending: 10

Create Instances

### Air Compressor

VO-85-AST-144

Category: Machinery

Quantity: 1

Instances 0/1

Pending: 1

Create Instances

### Air Compressor

VO-85-AST-153

Category: Equipment

Quantity: 3

Instances 2/3

Pending: 1

Create Instances

### Apple Tablet

VO-85-AST-160

Category: User end device

Quantity: 2

Instances 1/2

Pending: 1

Create Instances

### CNC Milling Machine

VO-85-AST-150

Category: Machinery

Quantity: 2

Instances 0/2

Pending: 2

Create Instances

### Conveyor System

VO-85-AST-156

Category: Tools

Quantity: 7

Instances 0/7

Pending: 7

Create Instances

### Dell Desktop

VO-85-AST-148

Category: Electronics

Quantity: 2

Instances 0/2

Pending: 2

Create Instances

### Drill Machine

VO-85-AST-142

Category: Machinery

Quantity: 1

Instances 0/1

Pending: 1

Create Instances

Step - 7

Now click on - Instance Dashboard

Select The asset - Create Instances

- Dashboard
- Operations▲
- Asset Capture
- Inventory
- Track Records
- Instance Dashboard** →
- MIS Report
- Workforce▼
- Subscription
- Settings

Browse... No file selected.

Import Excel

Download  
Hardware  
Template

**Bulk Apply**

Location	Condition	Device Name	Purchase Cost	Specification	Currency
<input type="text"/>	Condition ▼	<input type="text"/>	Purchase Cost ▾	Specifications	USD ▼
Purchase Date	Next Maintenance Date	Warranty Purchase Date	Warranty Expiry Date	Installation Date	Has Insurance
dd / mm / yyyy 📅	dd / mm / yyyy 📅	dd / mm / yyyy 📅	dd / mm / yyyy 📅	dd / mm / yyyy 📅	No ▼
Maintenance Cost	Warranty Renewal Cost	Apply to All			
Maintenance Cost ▾	Warranty Renewal ▾				

Device Name	Condition	Location	Model No	Expand
Instance 1				
<input type="text"/>	New ▼	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

### Step - 8

After Selecting Specific assets Instances

Put All the details - Cost, Dates & Terms with location(Address)

\* For Bulk upload Use template Sheet \*

## Step - 9

Click On Assignment

Select Asset  
Category - Asset - Instances

### Asset Assignment

Assign asset instances to employees

- 1. Category
- 2. Assets
- 3. Instances
- 4. Assignment
- 5. Review

Tools

14 available

Machinery

19 available

Equipment

13 available

Electronics

11 available

User end device

2 available

Robotics

5 available

Operating system

10 available

Desktop applications

1 available

Next

### Asset Assignment

Assign asset instances to employees

- 1. Category
- 2. Assets
- 3. Instances
- 4. Assignment
- 5. Review

Adobe 2.3x

SW-011-1777377255691-1

\$ 351.01

in\_stock

Back

### Asset Assignment

Assign asset instances to employees

- 1. Category
- 2. Assets
- 3. Instances
- 4. Assignment
- 5. Review

Select Department

Select Employee

Assign Location

Dashboard

Operations▲

Asset Capture

Inventory

Track Records

Instance Dashboard

MIS Report

Workforce▼

Subscription

Settings

### Asset Management System

TRIAL ENDS IN  
7d 3h 53m 13s



INSTANCE CODE <b>SW-012-1777737391958-0</b>	INSTANCE NAME <b>Canva pro 2</b>	LICENSE NUMBER <b>CAN-09273</b>	RENEWAL COST <b>USD 299</b>
PURCHASE COST <b>USD 349</b>	RENEWAL DATE <b>2/5/2027</b>	INSTALLATION DATE <b>2/5/2026</b>	LAST USED <b>2/5/2026</b>
ASSIGNED TO <b>James Bond</b>	DEPARTMENT <b>Marketing</b>	DEVICE <b>Apple Macbook</b>	LOCATION <b>New York</b>
<a href="#">Reassign</a> <a href="#">History</a> <a href="#">Upgrade</a>			

INSTANCE CODE <b>VO-85-AST-138-1777403445195-0</b>	INSTANCE NAME <b>combi oven</b>	MODEL NO <b>RT75301</b>	MAINTENANCE COST <b>USD 2000</b>
WARRANTY COST <b>USD 1</b>	INSURANCE COST <b>USD 1500</b>	PURCHASE COST <b>USD 30000</b>	WARRANTY EXPIRY <b>13/4/2027</b>
INSTALLATION DATE <b>20/4/2026</b>	INSURANCE EXPIRY <b>20/4/2027</b>	ASSIGNED TO <b>Clerk Kent</b>	DEPARTMENT <b>Product management</b>
DEVICE <b>rational</b>	LOCATION <b>Toulouse</b>		
<a href="#">Reassign</a> <a href="#">History</a> <a href="#">Upgrade</a>			

Step - 10  
Click On Track Record  
Assets History, Upgrade & Reassign