

# Asset Tagging - Mobile App Input Form

Asset ID

e.g. ASSET-0001

Asset Type

Select type

Serial Number

Enter serial number

Location

e.g. Main Office 2nd Floor

Asset Owner

Enter owner/department

Date Tagged

Asset Status

Select status

Additional Notes

Add any extra details or remarks

## Asset Tag Photo

Choose File | No file selected

## Important Notes

- Ensure every asset has a unique Asset ID for tracking.
- Double-check asset details before submitting the form.
- Attach clear and current photo of the asset tag if available.
- Update the status and location if the asset is moved or disposed.
- This document format is meant for mobile app data input; keep fields concise for usability.