

Employee Custody

A guide to the custody: the items, the handover and the return, the slips, the employee tab and the clearance sheet, the overdue reminders and the access rights.

1. Start here

In plain words: A laptop goes to a new hire, a phone to a salesperson, keys to a shift supervisor. Six months later nobody knows who has what, and when someone leaves, the check-out is a guess. **Employee Custody & Assets** keeps the register in Odoo Community: every **company item**, **who holds it**, in what **condition**, until when, with a **handover slip** to sign, **overdue reminders** and a **clearance sheet** when an employee leaves.

Item	Item	Employee	Handover date	Expected date	Condition
CUS/2026/0157	iPhone 15 (Apple)	John Doe	2026-01-15	2026-07-15	Good
CUS/2026/0158	MacBook Pro 16 (Apple)	Jane Smith	2026-01-15	2026-07-15	Good
CUS/2026/0159	Keychain (Apple)	John Doe	2026-01-15	2026-07-15	Good
CUS/2026/0160	Office chair (Ergo)	John Doe	2026-01-15	2026-07-15	Good
CUS/2026/0161	Office chair (Ergo)	Jane Smith	2026-01-15	2026-07-15	Good
CUS/2026/0162	Office chair (Ergo)	John Doe	2026-01-15	2026-07-15	Good
CUS/2026/0163	Office chair (Ergo)	Jane Smith	2026-01-15	2026-07-15	Good
CUS/2026/0164	Office chair (Ergo)	John Doe	2026-01-15	2026-07-15	Good
CUS/2026/0165	Office chair (Ergo)	Jane Smith	2026-01-15	2026-07-15	Good

Who holds what

Item	Category	Handed over on...	Expected back...	Condition when handed over
iPhone 15	Phones and tablets	Jun 25		Good
Laptop Dell Latitude 5440	Laptops and computers	Jun 25		Good

On the employee

Your logo

Handover slip CUS/2026/0157

Employee: John Doe
Department: Sales
Handover date: 2026-01-15
Expected back date: 2026-07-15
Condition when handed over: Good

Assets and value: Charges, Subscribing

Terms
The user receives the property of the company. They must use it for work only and report any loss or damage at once. They are responsible for the return of the property.
The employee is responsible for the loss of the property.

Employee signature: _____ Handed over by Administrator: _____

Handover slip

Who holds what, the Custody tab of an employee, and the handover slip.

Tip: Every handover and return stays in the history of the item: you always know who had it, and in what state it came back.

2. What you get

Feature	What it does
Register of items	Laptops, phones, keys, vehicles, uniforms, tools: category, asset tag, serial number, value, photo.
Handover	Give an item to an employee with its condition, accessories and an expected return date.
Return	Take it back with its condition: a damaged item goes to maintenance by itself.
Lost items	Declare an item lost: the history keeps it and nobody holds it any more.
Slips	A handover slip and a return slip in PDF with your terms and the signature boxes.
On the employee	A smart button and a Custody tab with what they hold, and a clearance sheet to print.
Overdue	A red flag, a filter and a reminder activity created by a scheduled action.
Leaving staff	Optionally block the archiving of an employee who still holds items.
Self service	Employees see what they hold in My custody; they cannot change anything.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Employees (hr)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_employee_custody.zip` ; unzip it to get the folder `taqnix_employee_custody` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Employee Custody & Assets** and press **Install**.

or from the command line

```
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_employee_custody --stop-after-init
```

5. Register the items

In plain words: Open **Employees → Custody → Company items** and click **New**. Give the item a name, a category, an **asset tag** (unique), the serial number, the value and a photo. Six categories are ready; change them in **Custody → Categories**.

EmployeesEmployeesDepartmentsCustodyLearningReportingConfiguration

My Company

NewCompany items

Search...

1-12 / 12

Cordless drill set
Tools and equipment
TL-0601
In maintenance

Dell Latitude 7420 (old)
Laptops and computers
IT-0090
Available

Laptop Dell Latitude 5440
Laptops and computers
IT-0101
Marc Demo
Assigned

Laptop Lenovo ThinkPad T14
Laptops and computers
IT-0102
Doris Cole
Assigned

MacBook Air M3
Laptops and computers
IT-0103
Tina Williamson
Assigned

Office master key
Keys and access cards
KY-0401
Available

Projector Epson EB-X49
Laptops and computers
IT-0104
Audrey Peterson
Assigned

Safety helmet and vest
Uniforms and safety gear
SF-0501
Lost

Samsung Galaxy Tab S9
Phones and tablets
MB-0202
Rachel Perry
Assigned

Toyota Hilux (company car)
Vehicles
VH-0301
Jeffrey Kelly
Assigned

Warehouse access card
Keys and access cards
KY-0402
Keith Byrd
Assigned

iPhone 15
Phones and tablets
MB-0201
Marc Demo
Assigned

The company items, with who holds each one.

Status	Meaning
Available	In the store, ready to hand over.
Assigned	Held by an employee.
In maintenance	Being repaired, or returned damaged.
Lost	Declared lost by the employee.
Retired	No longer used.

6. Hand an item over

In plain words: From **Custody** → **Handovers**, from the item (**Hand over**) or from the employee (**Custody** tab → **Hand over an item**). Choose the item (only available ones are offered), the employee, the **condition**, the **expected return** and the accessories, then click **Hand over**.

Employees Employees Departments Custody Learning Reporting Configuration							
New Handovers ⚙		Q With the employee X Search...		1-8 / 8 < >			
☐ Number	Item	Employee	Handed ove...	Expected ba...	Returned on	State	
☐ CUS/2026/0164	Projector Epson EB-X49	Audrey Peterson	Sep 28	Oct 18		With the employee	
☐ CUS/2026/0161	Samsung Galaxy Tab S9	Rachel Perry	Sep 23	Oct 14		With the employee	
☐ CUS/2026/0159	MacBook Air M3	Tina Williamson	Sep 13			With the employee	
☐ CUS/2026/0163	Warehouse access card	Keith Byrd	Aug 14			With the employee	
☐ CUS/2026/0162	Toyota Hilux (company car)	Jeffrey Kelly	Jul 20	Dec 22		With the employee	
☐ CUS/2026/0160	iPhone 15	Marc Demo	Jun 25			With the employee	
☐ CUS/2026/0157	Laptop Dell Latitude 5440	Marc Demo	Jun 25			With the employee	
☐ CUS/2026/0158	Laptop Lenovo ThinkPad T14	Doris Cole	Apr 6			With the employee	

The handovers: items with the employees, overdue ones in red.

Tip: An item that is not available cannot be handed over: take it back from the current holder first.

7. Take it back

In plain words: Open the handover, choose the **condition when returned** and click **Take it back**. A good item is available again at once; a **damaged** one goes to **maintenance**. If the item

cannot be found, **Declare lost**.

Employees Employees Departments Custody Learning Reporting Configuration

New Handovers CUS/2026/0161

1/1 < >

Take it back Declare lost Print the slip Draft With the employee Returned

CUS/2026/0161

Item	Samsung Galaxy Tab S9	Handed over on	Sep 23
Employee	Rachel Perry	Expected back	Oct 14
Condition when handed over	Good	Condition when returned	
Handed over by	Administrator		
Notes	Pen, keyboard cover		

Return notes Scratches, missing parts...

Send message Log note Activity

▼ Planned Activities

Today: "Overdue: Samsung Galaxy Tab S9 with Rachel Perry" for Administrator ⓘ
The item was expected back on 2026-10-14.
✓ Mark Done ✎ Edit ✕ Cancel

Today

A Administrator 10:06 PM
Samsung Galaxy Tab S9 handed over to Rachel Perry.

A Administrator 10:06 PM
Custody (handover of an item) created

An overdue handover, with the reminder activity.

8. The slips

In plain words: **Print the slip** gives a **handover slip** (or a **return slip** once the item is back) with the item, the asset tag, the serial number, the condition, your **terms** and the signature boxes. Write the terms in **Settings → Companies → Custody**.



My Company
United States

Handover slip CUS/2026/0157

Employee: Marc Demo

Department: Sales

Handed over on: 06/25/2026

Item: Laptop Dell Latitude 5440

Asset tag: IT-0101

Serial number: DL5440-8841

Condition when handed over: Good

Accessories and notes: Charger, laptop bag

Terms

The item remains the property of the company. Keep it safe, use it for work only, and report any loss or damage at once. It must be returned on request or when you leave the company.

The employee is responsible for the item while it is in their custody.

Employee signature

Handed over by: Administrator

The handover slip.

9. On the employee

In plain words: The employee form has an **Items held** smart button and a **Custody** tab. When someone leaves, **Print the clearance sheet** lists everything still to be returned, with a column to sign.

Employees

Employees

Departments

Custody

Learning

Reporting

Configuration

4

3

My Company

A

New

Employees

Marc Demo

Time Off

16/26 Days

Monthly Hours

00:00

History

1

Payslips

2

Items held

2

1 / 1

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Create User

Launch Plan

Oct 23, 2026

+

Send message

Log note

Activity

Q

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M

Marc Demo

Off-Hours

✉️

marc.demo@example.cc

📞

Work Phone

📱

Work Mobile

👤

e.g. Founder, Motoriz...

Work

Resume

Certifications

Personal

Payroll

Settings

Custody

Salary structure

Hand over an item

Print the clearance sheet

Item	Category	Handed ove...	Expected ba...	Condition when handed over
iPhone 15	Phones and tablets	Jun 25		Good
Laptop Dell Latitude 5440	Laptops and computers	Jun 25		Good

Today

OdooBot

5:11 PM

Congratulations! May I recommend you to setup an onboarding plan?

The Custody tab of an employee.



My Company
United States

Custody clearance sheet

Employee: Marc Demo

Department: Sales

Item	Asset tag	Serial number	Handed over on	Condition	Returned (signature)
iPhone 15	MB-0201	IP15-3310	06/25/2026	Good	
Laptop Dell Latitude 5440	IT-0101	DL5440-8841	06/25/2026	Good	

_____ Employee signature	_____ HR signature
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The clearance sheet.

10. Overdue items

What	How
Flag	A handover whose expected return has passed is red in the list and has an Overdue ribbon.
Filter	Custody → Handovers → Overdue.
Reminder	A daily scheduled action creates one activity for the person who handed the item over.

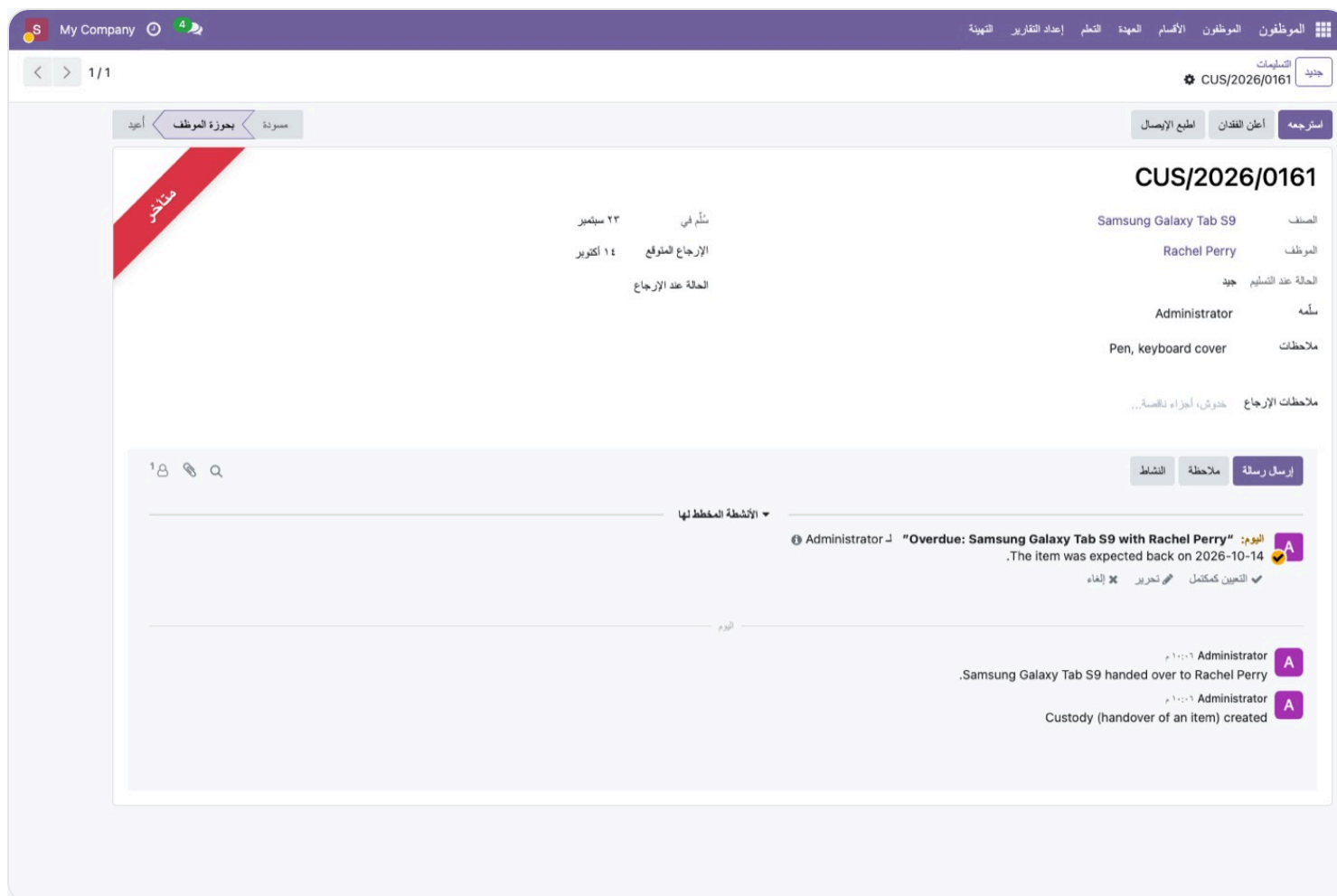
11. Employees who leave

In plain words: Tick **Block the archiving of an employee who holds items** in **Settings → Companies → Custody**: an employee who still holds items cannot be archived until the items are back. Without it, the clearance sheet is your checklist.

12. Who can do what

Who	Can
HR officers	Register items, hand over, take back, print the slips.
HR administrators	Also configure the categories and delete drafts.
Employees	See what they hold in Custody → My custody, read only.

13. Arabic and right to left



A handover in an Arabic interface.

14. Limits

Limit	Detail
One holder	An item has one holder at a time.
No depreciation	The value is informative; use the accounting modules for depreciation.
No electronic signature	The slips are printed and signed by hand.
Stock	These are items you track one by one, not consumables.

15. For developers

In plain words: Skip this chapter if you only use the module.

```
custody = env['taqnix.custody'].create({'item_id': laptop.id, 'employee_id': employee.id,
custody.action_assign()
custody.condition_in = 'good'
custody.action_return()
employee.taqnix_held_count
```

16. Troubleshooting

Problem	What to do
The item is not offered in the handover	It is not Available: take it back, or make it available.
The employee cannot be archived	They still hold items and the block is on: take them back.
No reminder	The scheduled action runs once a day, and only for items with an expected return date.
An employee does not see their items	Their user must be linked to their employee record.

17. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_employee_custody` . Your items, handovers and terms are kept.

18. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Register of company items with category, asset tag, serial number, value, photo and status
- Handover and return with the condition; damaged items go to maintenance; lost items
- Handover and return slips in PDF with terms and signature boxes
- Custody tab, smart button and clearance sheet on the employee; optional block on archiving
- Overdue flag, filter and scheduled reminder; read-only self service
- Arabic translation, automated tests