

Asset Tasks Mass Disposals

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Records > Objects

IMPORTANT: Only one Asset Period & one Disposal Date can be chosen for each mass disposal. There isn't an option to undo; please verify the Object #s, Asset Period, & Disposal Dates are correct before processing.

Mass Disposal via Multi-Select Checkboxes:

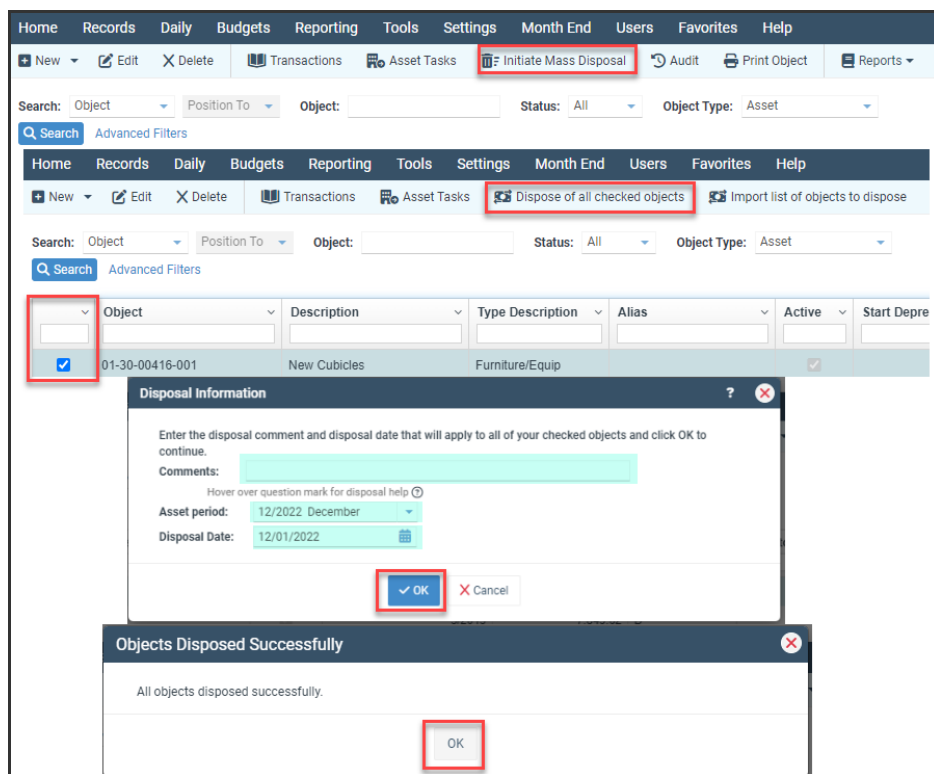
Step 1: Navigate to *Records > Objects* & click **Initiate Mass Disposal**

- After clicking *Initiate Mass Disposal*, checkboxes will appear to the left of the Object #.

Step 2: Select the objects to be disposed of & click **Dispose of all checked Objects**

Step 3: Add Disposal Comments, choose the Asset Period & Disposal Date & click **OK**.

- After clicking **OK**, the system will run through each asset identified and process disposal on each. **Please do not navigate away from the screen while the process is running.**
- When complete, a message will appear that confirms all Objects were disposed of successfully.



Mass Disposal via Import:

Step 1: Navigate to *Records > Objects* & click **Initiate Mass Disposal**.

Step 2: Click **Import list of objects to dispose**.

Step 3: Click **Edit** on the Connection String, define the fields on the Connection String Builder screen to match the type of file you will be importing, and click **OK**.

Step 4: On the next screen, type in the Object Column number & Click **OK**.

Step 5: Select the File and click OK. Then click No on the Upload schema file and OK on **Import Complete**.

Step 6: Review the Imported Objects to Dispose of, and after reviewing them, click **OK**.

Step 7: Add Disposal Comments, choose the Asset Period & Disposal Date & click **OK**.

- After clicking **OK**, the system will run through each asset identified and process disposal on each. Please do not navigate away from the screen while the process is running.
- When complete, a message will appear that confirms all Objects were disposed of successfully.

The image displays four sequential screenshots of a software interface, labeled Step 1 through Step 4, illustrating the process of initiating mass disposal.

Step 1: The screenshot shows the main application window with the menu bar. The 'Initiate Mass Disposal' option is highlighted in the 'Tools' menu.

Step 2: The screenshot shows the 'Import list of objects to dispose' button highlighted in the 'Tools' menu.

Step 3: The screenshot shows the 'Connection String Builder' dialog box. The 'Connection Type' is set to 'Excel', the 'Provider' is 'Microsoft.ACE.OLEDB.12.0', and the 'Version' is '2007 or later'. The 'Sheet Name' is 'Sheet1'. The 'OK' button is highlighted.

Step 4: The screenshot shows the 'Import List of Objects to Dispose' dialog box. The 'Object Column' is set to '1'. The 'OK' button is highlighted.

Unable to access file. Upload YourImportFile.xlsx to continue. [View Help](#)

[+ Select files...](#) [X Clear files](#)

Drop files here...

[OK](#) [X Cancel](#)

Step 5

Upload schema file **Import Complete**

Would you like to select a Schema.ini file for this import? Number of Objects imported to dispose: 3. Please review the Objects imported on the next screen and click OK to continue.

[Yes](#) [No](#) [OK](#)

Step 6

Review Imported Objects to Dispose [View Help](#)

Tap	Object	Description
<input checked="" type="checkbox"/>	01-20-00796-006	test original
<input checked="" type="checkbox"/>	01-20-00796-009	test original
<input checked="" type="checkbox"/>	01-20-00796-011	test original