Last Modified on 09/29/2026 8:59 am EDT

Asset Tasks Mass Disposals

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

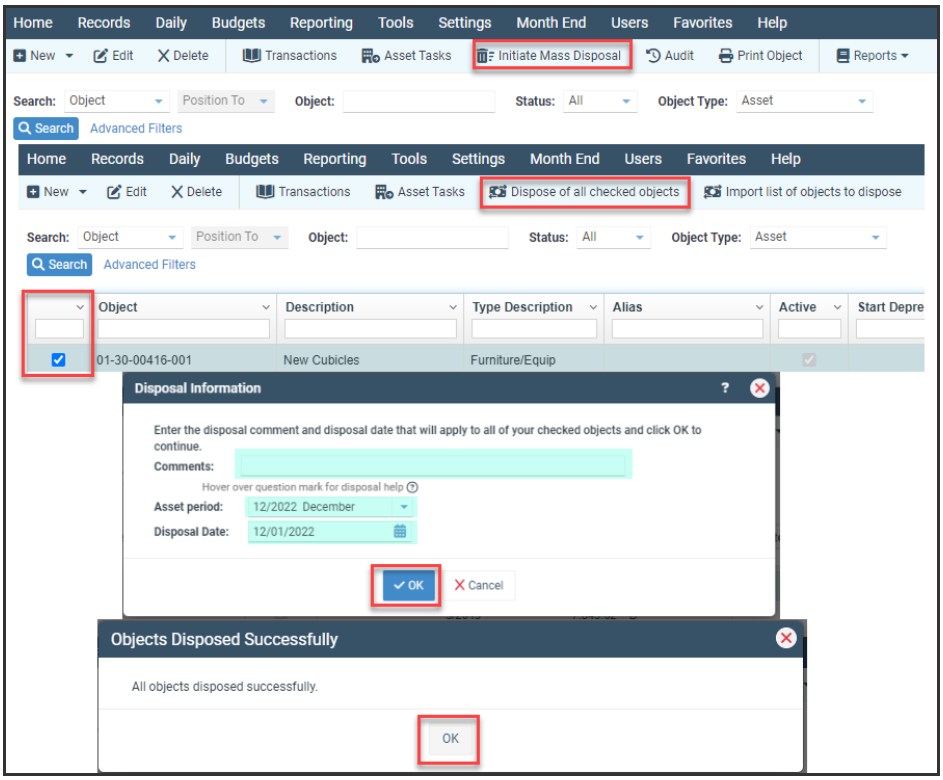
Step 1: Navigate to *Records > Objects* & click **Initiate Mass Disposal**.

- *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.**

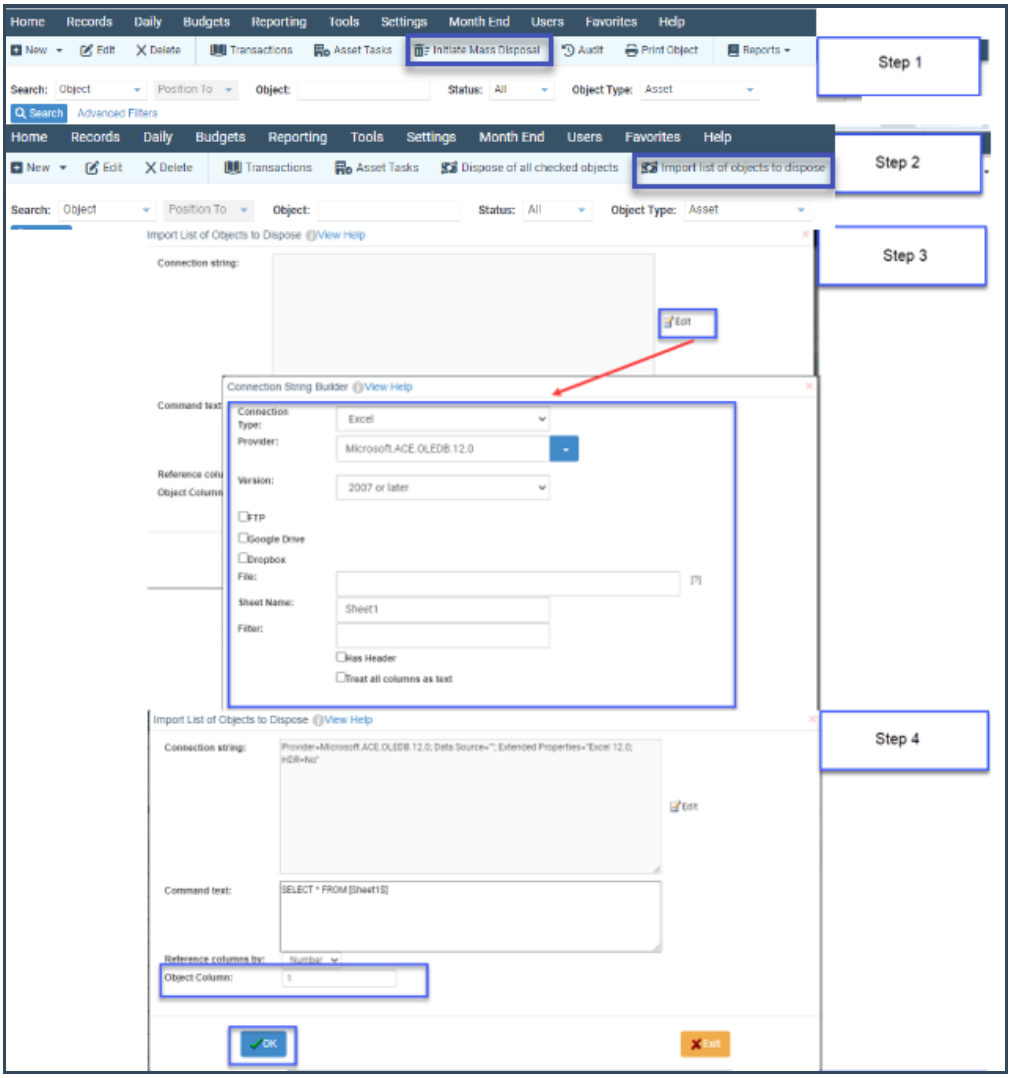
Step 4: On the next screen, type in the Object Column number & click **OK**.

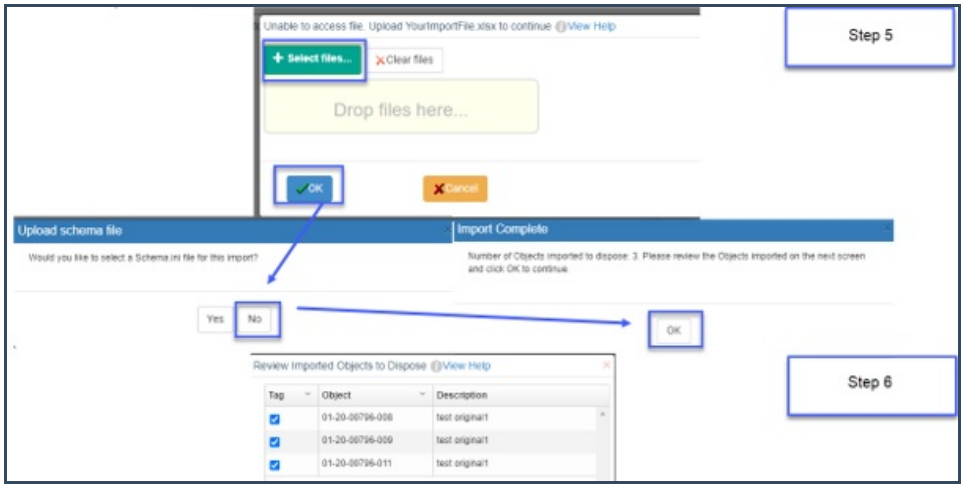
Step 5: Select the File and click OK. Then click No on the Upload schema file and OK on **Import Complete**.

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.*




Unable to access file. Upload YourImportFile.xlsx to continue View Help
Select files...
Clear files
Drop files here...
OK
Cancel
Step 5
Upload schema file
Would you like to select a Schema.ini file for this import?
Yes
No
Import Complete
Number of Objects imported to dispose: 3. Please review the Objects imported on the next screen and click OK to continue.
OK
Review Imported Objects to Dispose View Help
Tag
Object
Description
01-20-00796-008
test original1
01-20-00796-009
test original1
01-20-00796-011
test original1
Step 6