

Asset Tasks- Mass Disposals

Last Modified on 04/28/2023 10:52 am EDT

Asset Tasks- Mass Disposals

Please note - 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 prior to 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 & process a 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 successfully

The screenshot illustrates the mass disposal workflow in three stages:

- Initiation:** The user navigates to the 'Records > Objects' section and clicks the 'Initiate Mass Disposal' button in the top menu.
- Selection:** A table of objects is displayed. The checkbox for the object '01-30-00416-001' (New Cubicles) is checked. The 'Dispose of all checked objects' button is highlighted.
- Confirmation:** A 'Disposal Information' dialog box appears, prompting the user to enter a disposal comment, select an asset period (12/2022 December), and a disposal date (12/01/2022). The 'OK' button is highlighted.
- Completion:** A final message box titled 'Objects Disposed Successfully' appears, indicating that all objects were processed successfully. The 'OK' button is highlighted.

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 & Click OK

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

Step 5: Select the File & Click OK, Click No on the Upload schema file & OK on Import Complete

Step 6: Review the Imported Objects to Dispose of, after reviewing - 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 & process a 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 successfully

The image displays four sequential screenshots of a software interface, each with a blue box labeled 'Step 1' through 'Step 4' on the right side. The interface has a menu bar with 'Home', 'Records', 'Daily', 'Budgets', 'Reporting', 'Tools', 'Settings', 'Month End', 'Users', 'Favorites', and 'Help'. Below the menu bar are various tool buttons and search filters.

Step 1: The 'Tools' menu is open, and the 'Initiate Mass Disposal' button is highlighted with a blue box.

Step 2: The 'Tools' menu is open, and the 'Import list of objects to dispose' button is highlighted with a blue box.

Step 3: The 'Connection String Builder' dialog box is open. The 'Connection Type' is set to 'Excel', 'Provider' is 'MicrosoftACE.OLEDB.12.0', and 'Version' is '2007 or later'. The 'File' field is empty, and 'Sheet Name' is 'Sheet1'. The 'Filter' field is empty. The 'OK' button is highlighted with a blue box.

Step 4: The 'Import List of Objects to Dispose' dialog box is open. The 'Connection string' field contains 'Provider=MicrosoftACE.OLEDB.12.0; Data Source='; Extended Properties='Excel 12.0; HDR=not'. The 'Command text' field contains 'SELECT * FROM [Sheet1]'. The 'Reference columns by Object Column' field is set to '1'. The 'OK' button is highlighted with a blue box.

