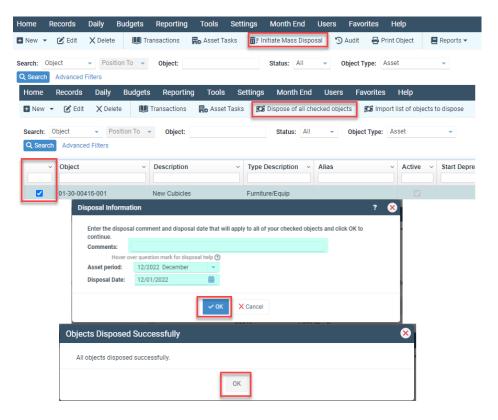
Last Modified on 04/28/2023 10:52 am EDT

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



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

