Asset Tasks– Mass Disposals

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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*

Unable to access file. Upload YourImportFile.xlsx to continue ⓘView Help

+ Select files...   ✕Clear files

Drop files here...

✓OK   ✕Cancel

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

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

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