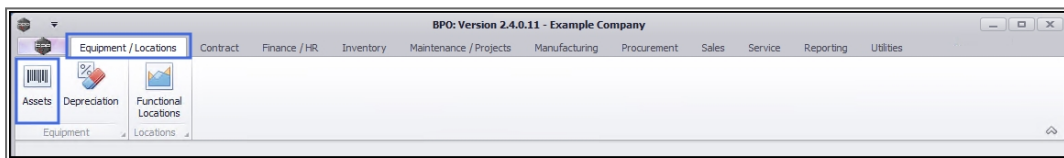


# EQUIPMENT

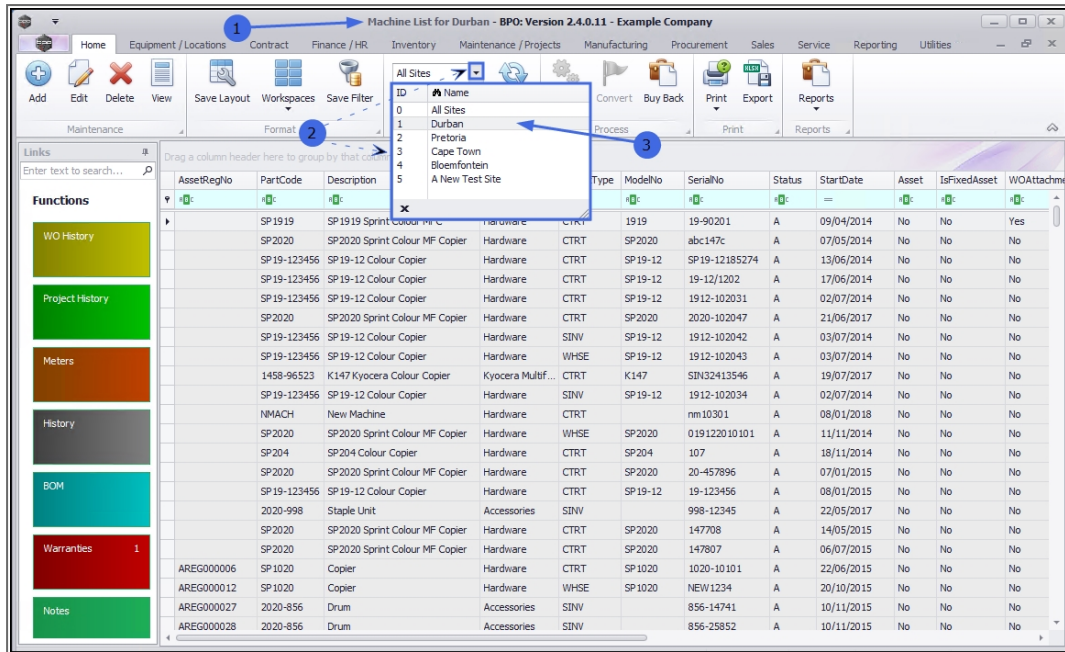
## ASSETS - DELETE ASSET

The **Delete** button in the Asset Listing screen (**Machine List for [customer name]** screen) allows you to remove a selected serialised item from the data grid. In BPO, only a Customer Asset can be deleted in this way. The system will prevent you from deleting any other type of asset by making the Delete button 'inactive' in the Asset Listing screen.

**Ribbon Access:** *Equipment and Locations > Assets*



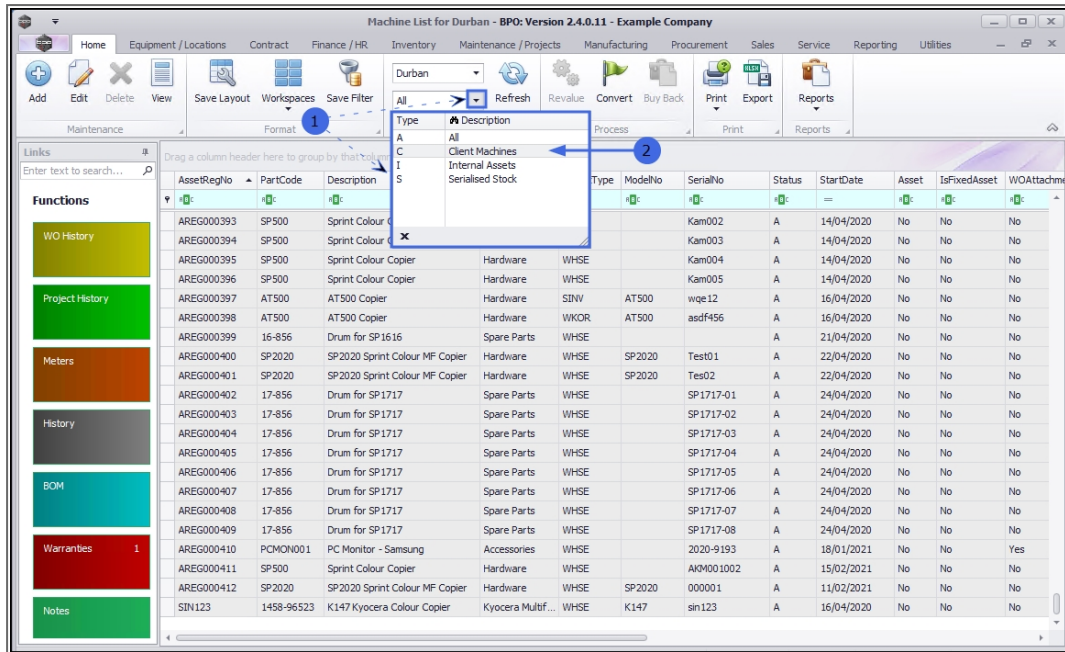
1. The **Machine List for [Site]** screen will be displayed.
2. Select the **Site** that contains the item that you wish to **delete** or 'inactive' from this data grid.
3. In this image **Durban** has been selected.



## SELECT THE STATUS

Only a Customer Asset can be deleted from this screen.

1. Click on the **drop-down arrow** to display the Status menu.
2. Select **Client Machines** from the list.

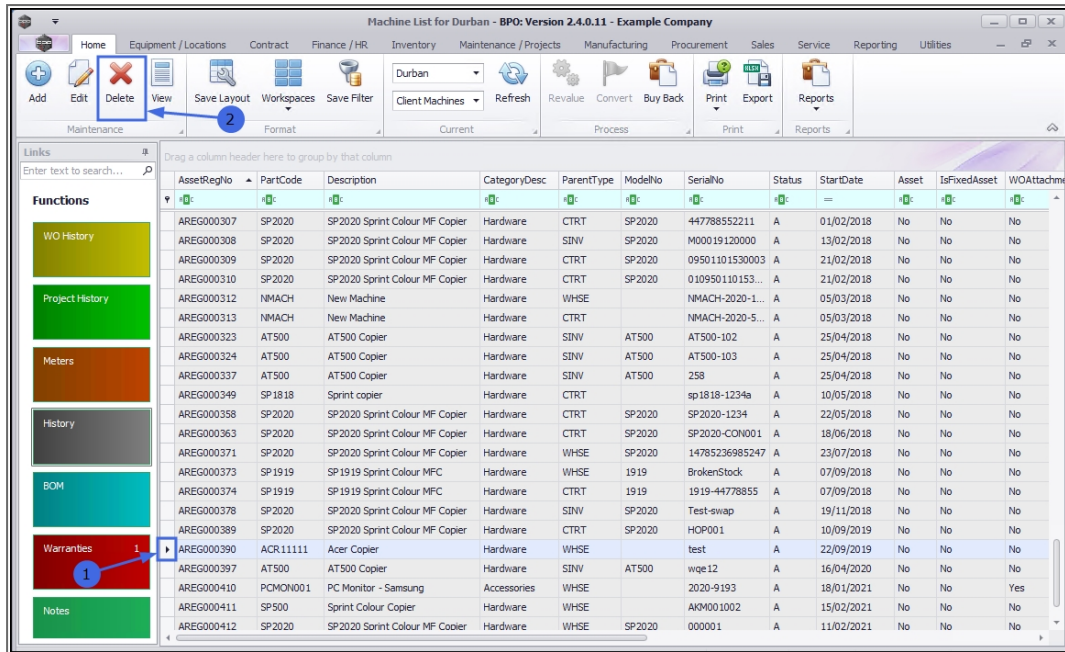


The screen will refresh to display only the customer items linked to the Site selected in the previous step.

1. Select the **row** of the item you wish to delete / inactivate.

## DELETE THE ASSET

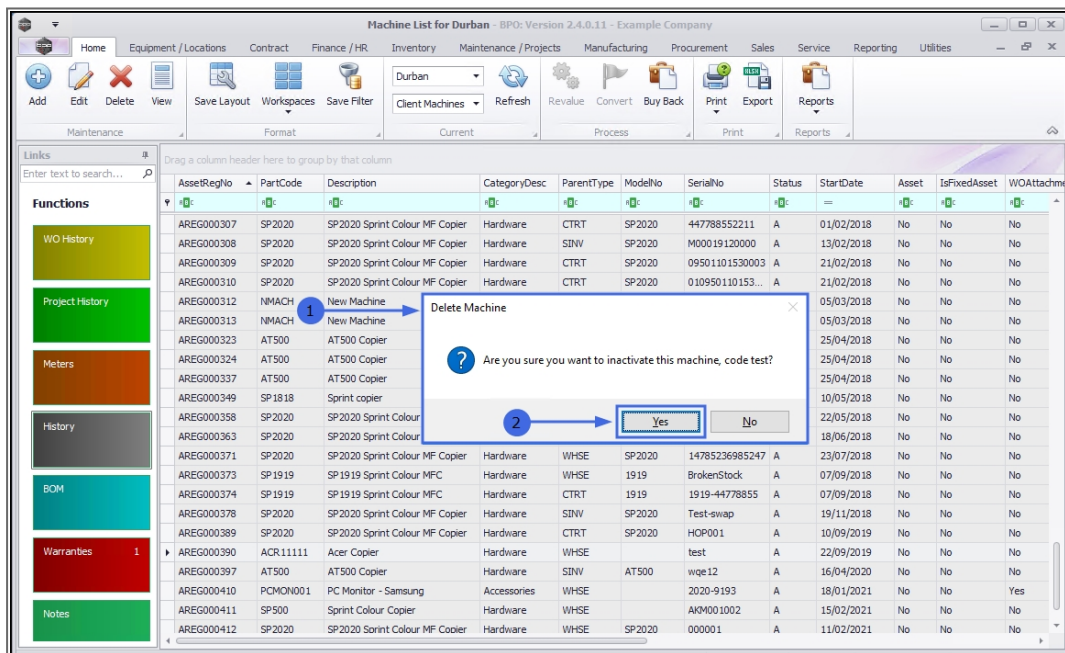
2. Click on **Delete**.



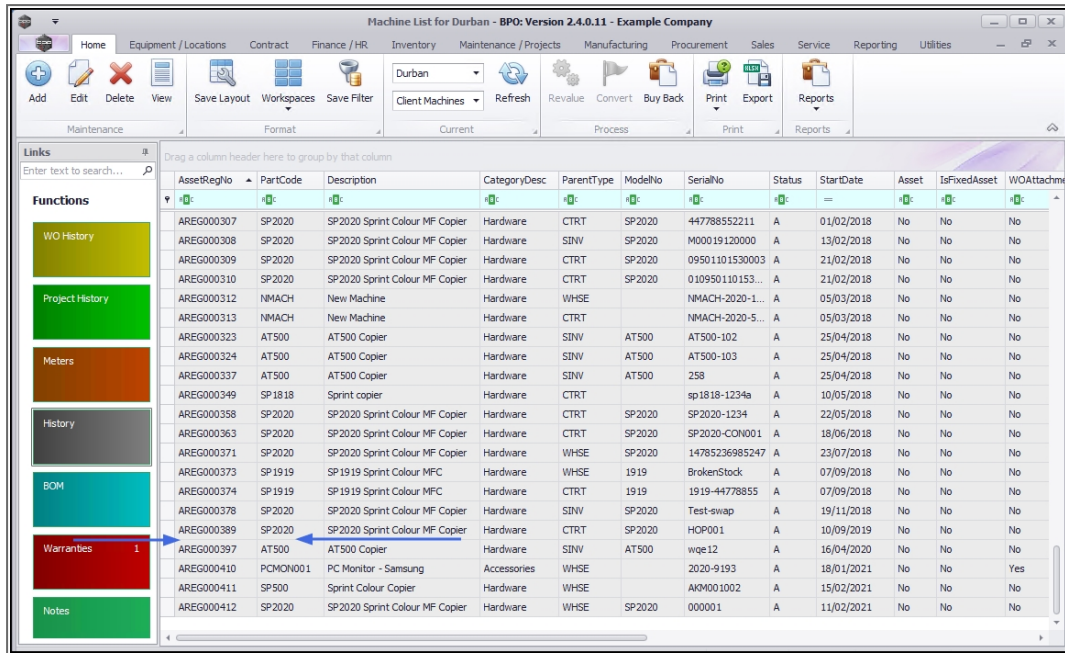
1. A **Delete Machine** message box will appear with the following prompt:

- Are you sure you want to inactivate this machine, code [serial number]?

2. Click on **Yes**.



The screen will **refresh**, and the item will be **removed** from the data grid.



AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAsset	WOAttachm
AREG000307	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	447788552211	A	01/02/2018	No	No	No
AREG000308	SP2020	SP2020 Sprint Colour MF Copier	Hardware	SINV	SP2020	M00019120000	A	13/02/2018	No	No	No
AREG000309	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	09501101530003	A	21/02/2018	No	No	No
AREG000310	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	010950110153...	A	21/02/2018	No	No	No
AREG000312	NMACH	New Machine	Hardware	WHSE		NMACH-2020-1...	A	05/03/2018	No	No	No
AREG000313	NMACH	New Machine	Hardware	CTRT		NMACH-2020-5...	A	05/03/2018	No	No	No
AREG000323	AT500	AT500 Copier	Hardware	SINV	AT500	AT500-102	A	25/04/2018	No	No	No
AREG000324	AT500	AT500 Copier	Hardware	SINV	AT500	AT500-103	A	25/04/2018	No	No	No
AREG000337	AT500	AT500 Copier	Hardware	SINV	AT500	258	A	25/04/2018	No	No	No
AREG000349	SP1818	Sprint copier	Hardware	CTRT		sp1818-1234a	A	10/05/2018	No	No	No
AREG000358	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	SP2020-1234	A	22/05/2018	No	No	No
AREG000363	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	SP2020-CON001	A	18/06/2018	No	No	No
AREG000371	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	14785236985247	A	23/07/2018	No	No	No
AREG000373	SP1919	SP1919 Sprint Colour MFC	Hardware	WHSE	1919	BrokenStock	A	07/09/2018	No	No	No
AREG000374	SP1919	SP1919 Sprint Colour MFC	Hardware	CTRT	1919	1919-44778855	A	07/09/2018	No	No	No
AREG000378	SP2020	SP2020 Sprint Colour MF Copier	Hardware	SINV	SP2020	Test-swap	A	19/11/2018	No	No	No
AREG000389	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	HOP001	A	10/09/2019	No	No	No
AREG000397	AT500	AT500 Copier	Hardware	SINV	AT500	wqe12	A	16/04/2020	No	No	No
AREG000410	PCMON001	PC Monitor - Samsung	Accessories	WHSE		2020-9193	A	18/01/2021	No	No	Yes
AREG000411	SP500	Sprint Colour Copier	Hardware	WHSE		AKM001002	A	15/02/2021	No	No	No
AREG000412	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	000001	A	11/02/2021	No	No	No

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