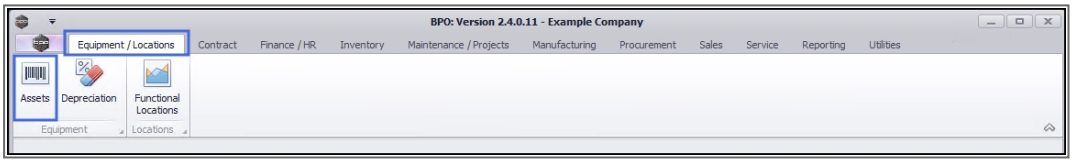
EQUIPMENT

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 'inactivate' from this data grid.
3. In this image ***Durban*** has been selected.

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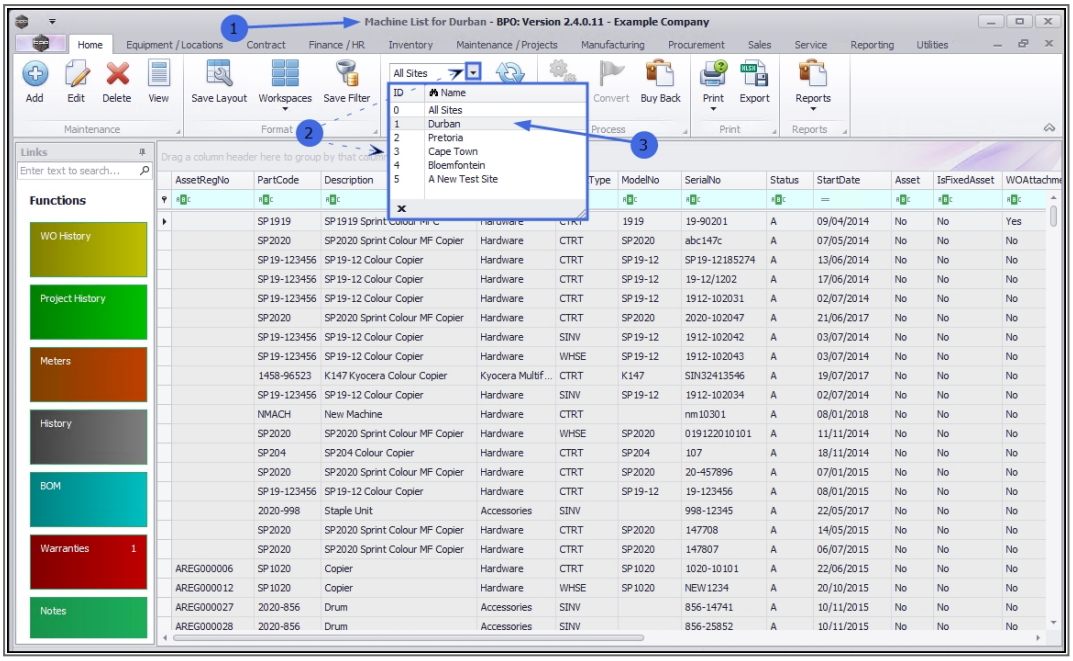

SELECT THE STATUS

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.

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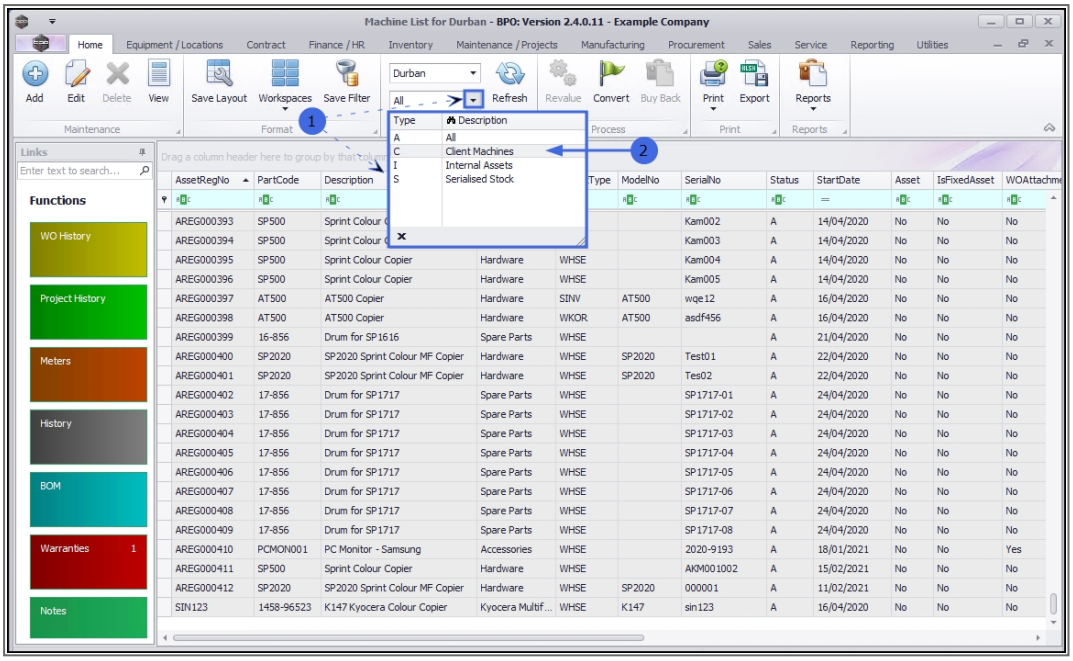

The screen will refresh to display only the customer items linked to the Site selected in the previous step.

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

DELETE THE ASSET

2. Click on ***Delete***.

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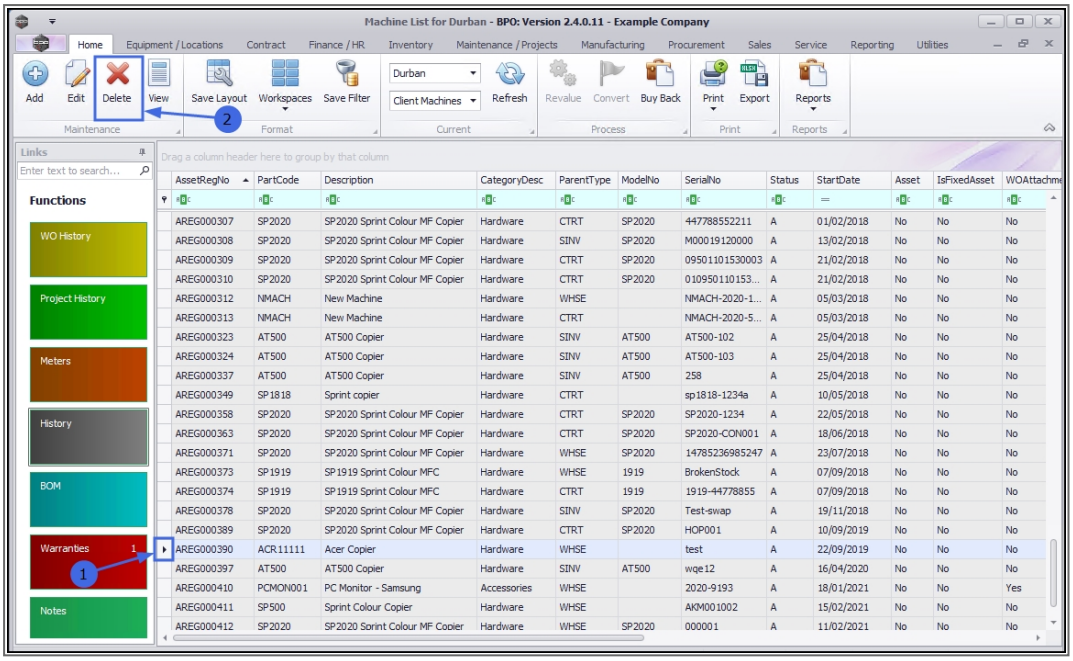
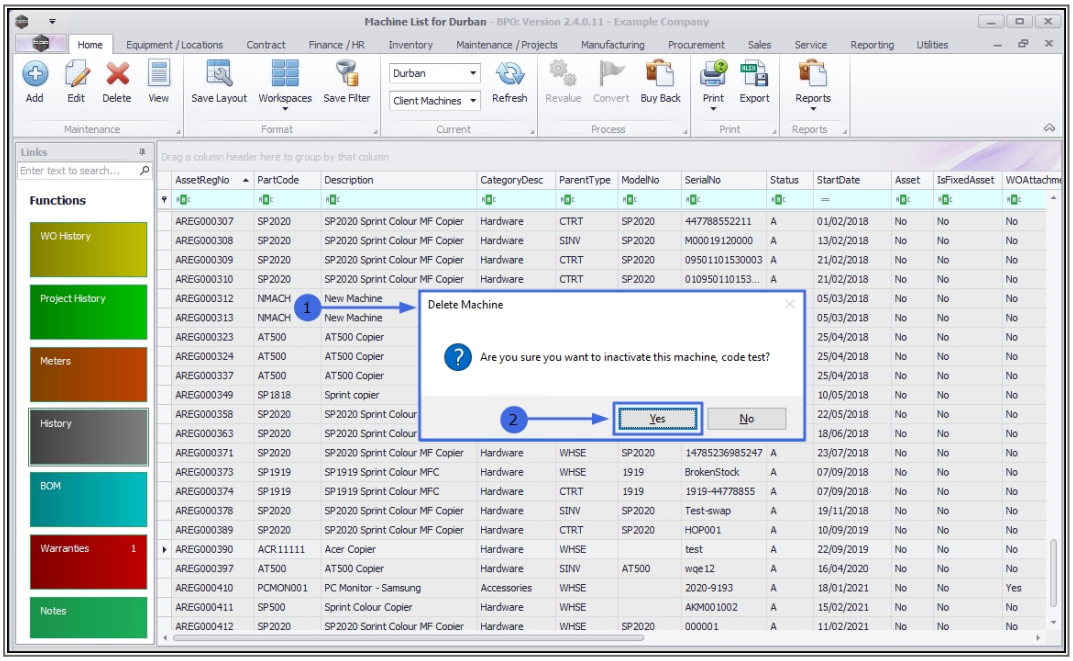


1. A ***Delete Machine*** message box will appear with the following prompt:
    - *Are you sure you want to inactivate this machine, code [serial number]?*
2. Click on ***Yes***.



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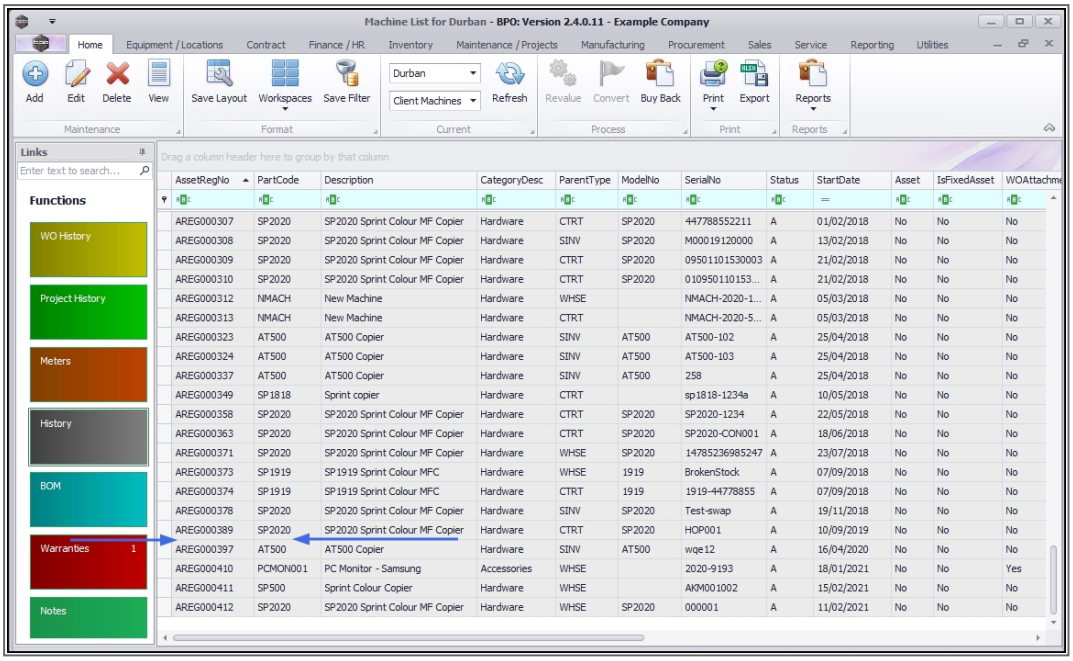
The screen will ***refresh***, and the item will be ***removed*** from the data grid.



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