CONTRACTS

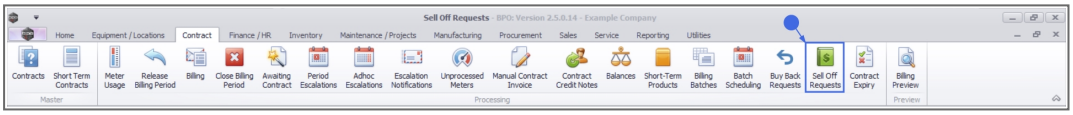
SELL OFF REQUESTS – EXPORT

For expired contracts that remain active, you have the ability to sell off serial numbers that have been selected, if the selected items are internal assets.

You can export the list of Sell Off Requests to MS Excel, with the correct security right access and if you have MS Excel installed on your pc.

Screen access:

Ribbon Select ***Contract > Sell Off Requests***



The ***Sell Off Requests*** screen will be displayed.

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If ***All Sites*** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the ***New*** status, listing all Buy Back Requests that still require processing.

Status filter options:

New: Sell Off Requests that still require processing

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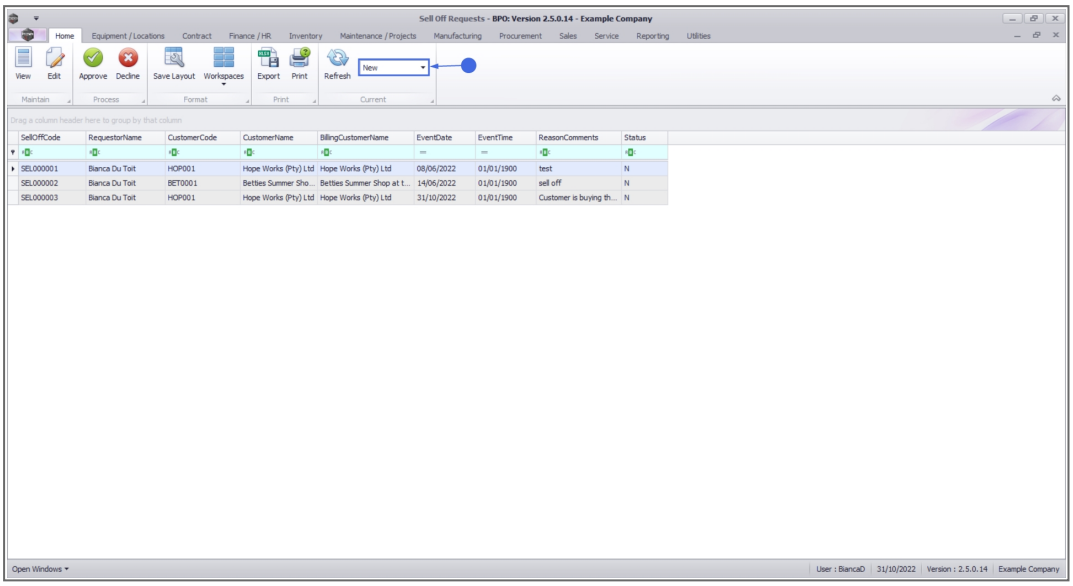
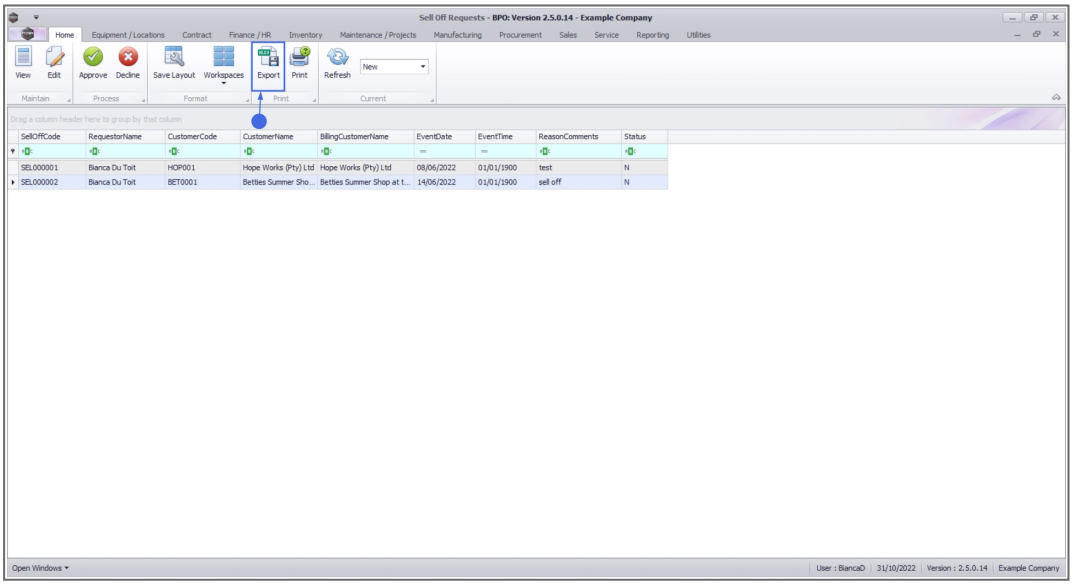
Approved: Sell Off Requests that have been Approved

Declined: Sell Off Requests that have been Declined



EXPORT SELL OFF REQUEST LISTING

- Click on the ***Export*** button.



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Refer to Controls and Functions - Export Data for more information relating to exporting listing screens to MS Excel.

Related Topics

- Contract Expiry
- Intro to Sell Off Requests
- View Sell Off Request Details
- Edit a Sell Off Request
- Approve Sell Off Request
- Decline Sell Off Request
- Print Sell Off Request

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