

# EQUIPMENT

## ASSETS - DELETE CUSTOMER ASSET

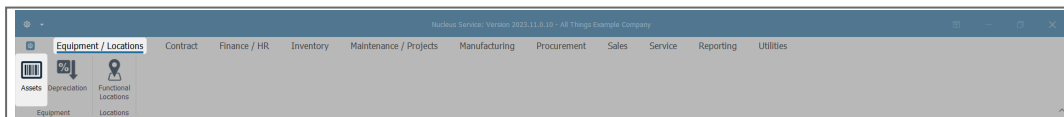
The **Delete** button in the Asset Listing screen (**Machine List for** [customer name] screen) allows you to inactive a Customer Asset. Use this option when the client no longer uses your services and you don't need to see the asset or its history.

It is not possible to delete Serialised Stock or Internal Assets this way. If one of these types of items needs to be removed (e.g. the item needs to be written off), then the following processing will need to be done.

- **Serialised Stock:** [Adjust the item out of stock.](#)
- **Internal Asset:** [Convert to Stock](#), then [Adjust the item out of stock.](#)

## ASSET LISTING SCREEN

Ribbon Select **Equipment and Locations > Assets**



- The **Machine Listing** screen will be displayed.

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	UsefulLife	IsFinancial	PaymentTy...	SupplierNo...	FinanceTy...	PaymentDay
Sprint Multi Functional Copier	A300	A300-38296751	A300	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	A500T	A500T-81227702	A500T	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	A9603	A9603-02594423	A9603	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	A999	A999-79939097	A999	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	AV5588	AV5588-99487269	AV5588	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	BF1470	BF1470-58075119	BF1470	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	B29352	B29352-84039403	B29352	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	C9800	C9800-84555546	C9800	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	CD7752	CD7752-98637847	CD7752	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	CT3690	CT3690-83617863	CT3690	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	D08750	D08750-63955554	D08750	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	D86547	D86547-91142229	D86547	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	D549600	D549600-17186312	D5496...	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EA3V866	EA3V866-56846448	EA3V866	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EC7536	EC7536-69835409	EC7536	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EE0258	EE0258-91209854	EE0258	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EV1P559	EV1P559-90097518	EV1P559	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	F9214	F9214-84294603	F9214	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	F88238	F88238-77322811	F88238	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	FW8520	FW8520-86142055	FW8520	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	GL6547	GL6547-65971345	GL6547	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	GH4564	GH4564-37265793	GH4564	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	H1475P	H1475P-11445157	H1475P	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	HV1591	HV1591-10708704	HV1591	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	IP9885	IP9885-39929256	IP9885	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	JQ3537	JQ3537-49186181	JQ3537	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	K3500	K3500-09718569	K3500	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	KP9323	KP9323-40271894	KP9323	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1

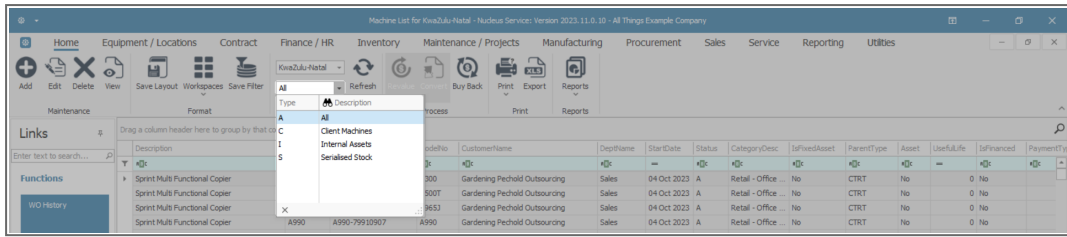
## Select the Site

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.

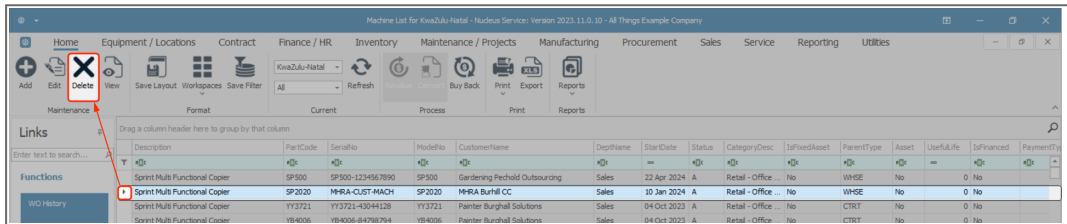
Another site can be selected, if required, and if you have the security rights to access the site.

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.

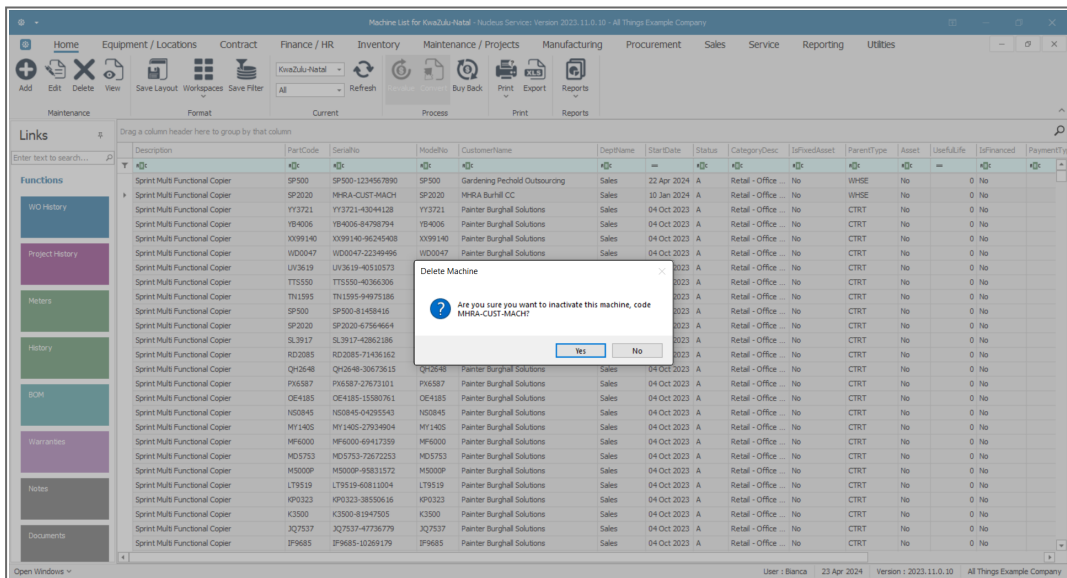
- By default, this screen will open with the **Type** filter set to **'All'**, listing all of the assets on the system (Customer Assets, Internal Assets and Serialised Stock Items).
- You can click on the **drop-down arrow** in the **Type** field and select an alternative Type, (such as Client Machines), if required.



- Select the **asset** of the **row** you wish to **delete**.
- Click on **Delete**.



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



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

## Related Topics

- [Convert Asset to Stock](#)
- [Adjust Stock Out of Store](#)

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