

## Asset Tasks- Mass Disposals

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### Asset Tasks- Mass Disposals

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

The image illustrates the three steps of the mass disposal process in a software application. Step 1 shows the user navigating to the 'Initiate Mass Disposal' button in the 'Asset Tasks' menu. Step 2 shows the user selecting an asset from a list and clicking 'Dispose of all checked objects'. Step 3 shows the user entering disposal details in a dialog box, including a comment, asset period, and disposal date, and clicking 'OK'. The final screenshot shows a confirmation message: 'Objects 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

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Review Imported Objects to Dispose

| Tag                                 | Object          | Description    |
|-------------------------------------|-----------------|----------------|
| <input checked="" type="checkbox"/> | 01-20-00796-008 | test original1 |
| <input checked="" type="checkbox"/> | 01-20-00796-009 | test original1 |
| <input checked="" type="checkbox"/> | 01-20-00796-011 | test original1 |

Select / deselect all

OK Cancel

Disposal Information (i) View Help

Enter the disposal comment and disposal date that will apply to all of your checked objects and click OK to continue.

Comments:

Hover over question mark for disposal help [?]

Asset period: 07/2021 July

Disposal Date: 12/17/2021

OK Cancel

Objects Disposed Successfully

All objects disposed successfully.

OK

Step 7