

# Deleting an Asset



This guide provides a straightforward process for deleting an asset, ensuring users can efficiently manage their resources. By following these simple steps, you'll eliminate any unnecessary or outdated assets with ease. It's essential for maintaining an organized portfolio, allowing for better focus on current and relevant items. Viewing this guide will empower you to streamline your asset management effectively.

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To delete an asset open the asset you want to delete in the top right, click delete you will get a confirmation message

The screenshot displays the Micad Pro interface for an asset named 'Fire Door - 00009'. The top navigation bar includes the Micad Pro logo, a notification bell, and the user profile for Ian Johnson (Admin [devalpha]). The asset details section shows the ID '430164', status 'Existing/In Use', and 'Asset Health: Average' with a corresponding bar chart. Below this are tabs for 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. The main content area is divided into three columns: 'PHYSICAL INFO' (listing asset details like '430164', 'AV123456', 'Air Handling Unit', 'RESUSCITATION TROLLEY', and 'Fire Door - 00009'), 'AVAILABILITY TO USE' (showing standard hours from 09:00 - 17:00 for all days of the week), and 'LOCATION ADDRESS' (listing region, site, building, floor, and room). A 'FINANCIALS' section at the bottom shows 'Date Purchased' as 15/09/2000 and 'Date Delivered' as 13/02/2007. A yellow circle highlights the 'Delete' button in the top right corner of the asset details section.

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after you confirm you will be returned to the grid with a notification that the asset has been successfully deleted

The screenshot shows a web application interface for asset management. A modal dialog box titled "Delete Assets" is centered on the screen. The dialog contains the text "Are you sure you want to delete asset ID:" followed by a text input field containing "430164 - Fire Door - 00009". Below the input field are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a yellow circle. The background interface is dimmed and shows various asset details:

- GENERAL INFO:** Status: Existing/In Use; ID: 430164; Code: AV123456; Type: Air Handling Unit; Sub Type: RESUSCITATION TROLLEY; Description: Fire Door - 00009.
- AVAILABILITY TO USE:** Standard Hours (7 day week) for Mon: 09:00 - 17:00.
- LOCATION ADDRESS:** Region: R.oss Hall Hospital, R.HH00A1; Site: Ross Hall Hospital Main, RHH00S1; Building: Reception Block, RHH00B1; Floor: Ground Floor, RHH00F1; Room: Main Office Room, RHH00R1.
- FINANCIALS:** Date Purchased: 15/09/2000; Date Delivered: 13/02/2007; Date Accepted: 22/08/2018; Warranty Expires: 18/12/2006; Removal Date: (blank).

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