

Scrapping of an asset

- of equipment with asset numbers -

Asset must be written off on the system using EBR001P

1. Go to EBR001P - add room number press enter
2. Enter the action number as 3 (send note to asset management) as shown and enter

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sun022.sun.ac.za (1) [Adminstelsels - SUN022] - QVT/Term
File Edit View Setup Keyboard Font Printer Launch Commands Apps Help
EBR001P          ASSET MANAGEMENT SYSTEM: MOVABLE ASSETS      US-P IT38
20080813          Maintenance - Asset register                          09:31:13

OU       : _6414 INFORMASIE/TEGNOLOGIE
Building: __126 INFORMASIE/TEGNOLOGIE
Room    : 314_____ Respons. person: AD LESAR
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Last Certified on 2008-06-23

Enter the action number 3
OR Select the following option
- CERTIFY Asset register in room 314

1 Display/Print ASSET REGISTER for room 314
2 TRANSFER asset item(s) to another room in the same OU
3 Send NOTE(S) to Asset Management (Scrap, Transfer to different OU, modify)
4 ADD asset item(s) to room 314
5 Add Serial number to asset item(s)
6 Add/Modify COMMENT(S) for own use
7 Identification of assets : NON-US property
8 Identification of assets, US property only NOT to be REPLACED when worn out
9 Certification of NON-ASSET items to be INSURED
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Menu                               Term
Select an Action and <ENTER> to continue
```

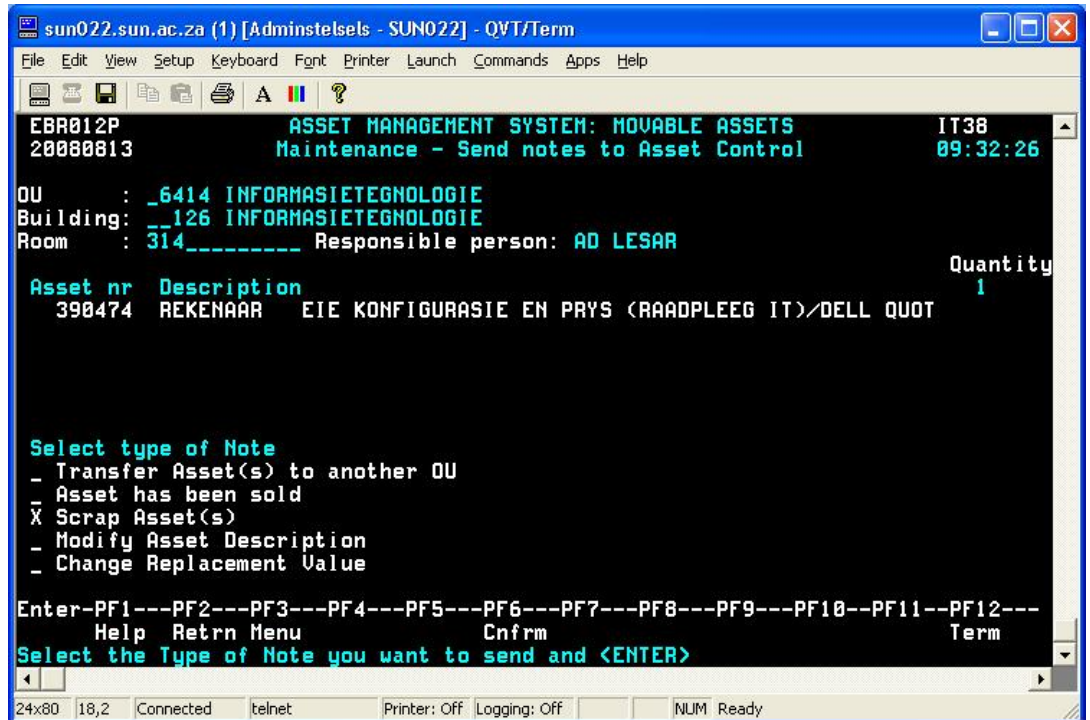
3. Select asset and mark with N for note or O for transfer, press enter

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File Edit View Setup Keyboard Font Printer Launch Commands Apps Help
EBR001P          ASSET MANAGEMENT SYSTEM: MOVABLE ASSETS      US-P IT38
20080813          Maintenance - Asset register                          2 more >

OU       : _6414 INFORMASIE/TEGNOLOGIE
Building: __126 INFORMASIE/TEGNOLOGIE
Room    : 314_____ Responsible person: AD LESAR
SEND NOTES to Asset Manag      Accumulate identical items? (Y/N) Y
Qty  Status  Asset no  T  Description
X 1  Gereed  390474  REKENAAR.. EIE KONFIGURASIE EN PRYS (RAADPLEEG IT)
X 1  Gereed  391311  REKENAAR.. EIE KONFIGURASIE EN PRYS (RAADPLEEG IT)
X 1  Gereed  399840  * REKENAAR.. LAPTOP EIE KONFIGURASIE / DELL INSPIRON
*** END OF DATA ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Menu                               Reprt      Pg - Pg +      Left Right Term
Only 'O' Transfer or 'N' Note is valid
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4. Select type of note and mark with X, press enter



5. Select a reason for the type of note by marking with an X (as shown 1)
- Add user ID of Faculty Manager or Head of Department as shown in 2
 - Short motivation for the scrap action to be added as shown in 3

