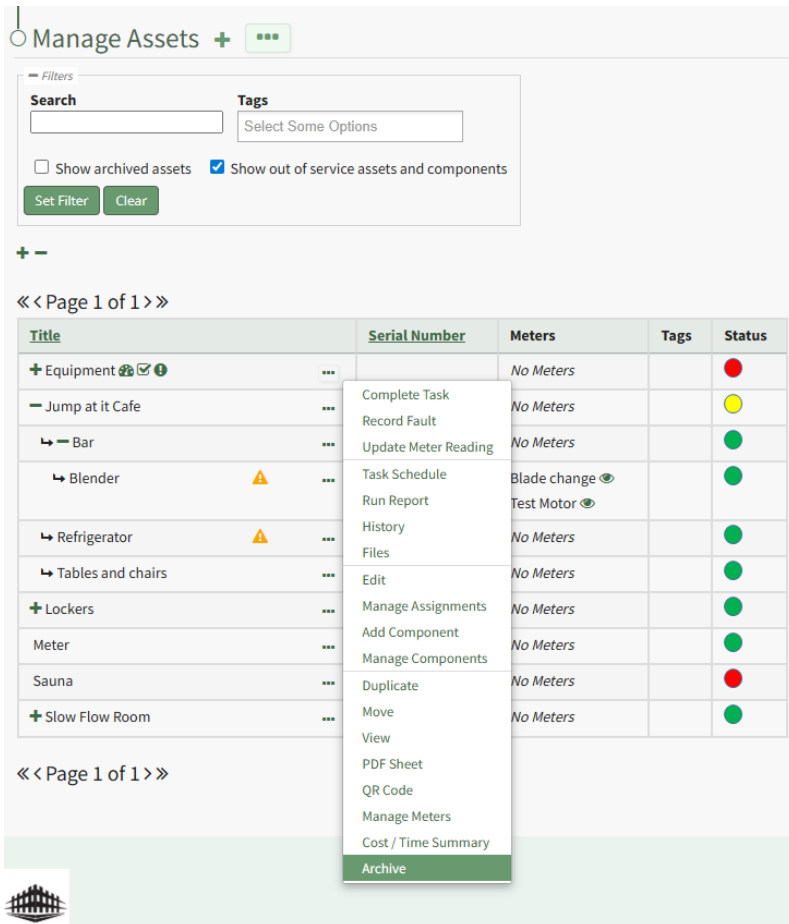


# Archive an Asset or Component

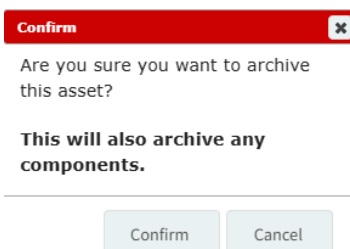
To archive an asset or component, go to the Manage Assets Page of the Assets Module on the main menu. Use filters as needed to identify the asset or component you want to archive and click the three-dot icon to the right of the asset title opening the Manage Asset Context Menu.



The screenshot shows the 'Manage Assets' interface. At the top, there are search and filter options. Below that is a table of assets with columns for Title, Serial Number, Meters, Tags, and Status. A context menu is open for the 'Blender' asset, listing various actions such as 'Complete Task', 'Record Fault', 'Update Meter Reading', 'Task Schedule', 'Run Report', 'History', 'Files', 'Edit', 'Manage Assignments', 'Add Component', 'Manage Components', 'Duplicate', 'Move', 'View', 'PDF Sheet', 'QR Code', 'Manage Meters', 'Cost / Time Summary', and 'Archive'.

Title	Serial Number	Meters	Tags	Status
+ Equipment		No Meters		Red
- Jump at it Cafe		No Meters		Yellow
↳ Bar		No Meters		Green
↳ Blender		Blade change		Green
↳ Refrigerator		Test Motor		Green
↳ Tables and chairs		No Meters		Green
+ Lockers		No Meters		Green
Meter		No Meters		Green
Sauna		No Meters		Red
+ Slow Flow Room		No Meters		Green

Select "Archive" from the context menu opening the Archive Asset Confirmation Modal which states, "Are you sure you want to archive this asset? This will also archive any components."



The screenshot shows a confirmation modal with a red header bar containing the word 'Confirm' and a close button. The main text asks, 'Are you sure you want to archive this asset?' and states, 'This will also archive any components.' At the bottom, there are two buttons: 'Confirm' and 'Cancel'.

Click the "Confirm" button and the asset will not be assigned an archive status.

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