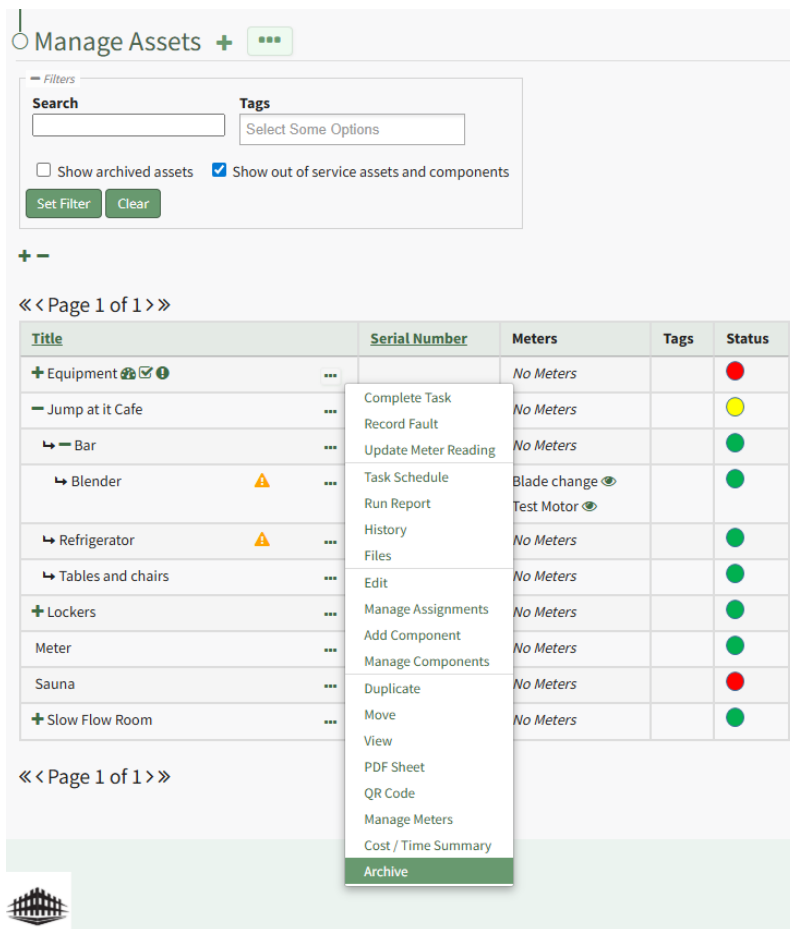


# Delete an Asset or Component

To delete an asset or component, it must first be archived.

## How To: 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. The 'Blender' asset is selected, and its context menu is open, showing various actions. The 'Archive' option is highlighted at the bottom of the menu.

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		No Meters		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."

Confirm ✕

Are you sure you want to archive this asset?

**This will also archive any components.**

---

Confirm

Cancel

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

To delete an archived asset or component, open the Manage Assets Page of the Assets Module. Select the three dot (...) icon to the right of the asset/component that you wish to delete, opening the context menu.

↳ Leg Press <span style="font-size: 0.8em;">🔍📄🔔</span>	...	994873	No Meters		○
↳ Pec Fly and Rear Delt	...		No Meters		●
↳ Seated Calf Raise	...		No Meters		●
↳ Jump at it Cafe	...		No Meters		●
↳ + Bar	...		No Meters		●
↳ Refrigerator <span style="font-size: 0.8em; color: orange;">⚠</span>	...		No Meters		●
↳ Tables and chairs	...		No Meters		●
↳ Lockers	...		No Meters		●
↳ Padlocks	...		No Meters		●
Meter	...		No Meters		●
Sauna	...		No Meters		●
↳ Slow Flow Room	...		No Meters		●
↳ Slow Flow Equipment	...		No Meters		●
↳ Pilates Balls	...		No Meters		●

Complete Task  
 Record Fault  
 Update Meter Reading  
 Task Schedule  
 Run Report  
 History  
 Files  
 Edit  
 Manage Assignments  
 Add Child Component  
 Manage Components  
 Duplicate  
 Move  
 View  
 PDF Sheet  
 QR Code  
 Manage Meters  
 Cost / Time Summary  
 Unarchive  
Delete

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Select "Delete" opening a Confirmation Modal that states, "Please confirm that you wish to delete ASSET NAME. This will also delete any tasks and subcomponents."

Confirm ✕

Please confirm that you wish to delete Leg Press

**This will also delete any tasks and subcomponents!**

---

Confirm

Cancel

Select "Confirm" and the asset/subcomponent will no longer show in the Asset Table on the Manage Assets Page.