

Retire an Asset

Note: Retiring an asset is different from *Scrapping* an asset. *Retire* is to not let it out in circulation anymore but keeping its information in VIZOR. Scrap is to completely remove it out of VIZOR and not keeping any of its information.

1. Click Assets

The screenshot shows the VIZOR dashboard for Martin West's Homepage. The 'Assets' link in the Quick Links menu is highlighted with an orange box. The dashboard includes several widgets: a bar chart for 'Assets out for repair by type', a 'Requests for my approval' widget showing 3 approvals, a 'Non-compliant licenses' widget showing 2 licenses, and a gauge chart for '% of open incidents with owner'.

Assets
View all asset instances in the library

Asset Check In / Check Out
Check out and assign assets to people. Check them in when returned. Use barcode readers for faster processing.

Request Portal
Request equipment, access or services that I need

Software Licenses
Record, analyze and allocate software licenses; integrate with Software Inventory to ensure compliance and optimization

Software Installations Catalog
View the catalog of software collected by the Vector Discovery, by Microsoft SCCM or by other discovery tools.

Employees
View and manage employee, contractor & student profiles and assets

Locations
View and manage locations

My Approvals & Actions

Assets out for repair by type

Asset Type	Count
Chair	2
Desk	1
Projector	2

Requests for my approval

3 APPROVALS

Non-compliant licenses

2 LICENSES

% of open incidents with owner

Gauge chart showing approximately 60% of open incidents with owner.

2. List of your computers will pop up. Search for the asset you want to retire by using the queries or the search bar. Open the asset account by clicking on it.

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the VIZOR logo and several utility icons: Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar, a search bar is visible with the placeholder text "Search for an Asset...". To the left of the search bar, a dropdown menu is open, showing "Computers" selected. The main area of the interface is a table listing various assets. The table has columns for Name, Manufacturer, Model, CPU, OS Name, IP Address, Allocated to Person, and Asset Type. The assets listed include Chromebooks, Desktops, and Servers. To the right of the table, there is a vertical sidebar with several action buttons: Add Assets, Mass Update, Reassign/Relocate, Scrap, Mark Lost, Request Status, Manage Asset Types, and Employee Assets. At the bottom of the page, there is a pagination indicator showing "Page 1 of 1 (39 matches)".

Name	Manufacturer	Model	CPU	OS Name	IP Address	Allocated to Person	Asset Type
01ca052a-b65f-4ca2-ac	--	Acer Chror	--	Chrome OS	--	<None>	Chromebook
0253cf0d-4f7d-4b13-9f	--	Acer Chror	--	Chrome OS	--	<None>	Chromebook
02815b0c-b7c5-4959-4	--	Acer Chror	--	Chrome OS	--	<None>	Chromebook
ACCT-COMP-002	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPL	Microsoft Windows 7 Enterp	15.0.2.10	Martin West	Desktop
CBCO00002	--	--	--	--	--	Demo User	Chromebook
CBCO00003	--	--	--	--	--	Jane Rose Daren	Chromebook
CUST-DEMO-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPL	Windows Vista	15.0.2.11	<None>	Desktop
CUST-DEMO-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPL	Microsoft Windows 7 Enterp	15.0.2.12	Rose Arrington	Desktop
DEV-COMP-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPL	Microsoft Windows 7 Enterp	15.0.2.13	Sarah Smith	Desktop
SALES-COMP-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPL	Microsoft Windows 7 Enterp	15.0.2.18	<None>	Desktop
SALES-COMP-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPL	Microsoft Windows 7 Enterp	15.0.2.19	Daniel Ambler	Desktop
SAMPLELAPTOP1	LENOVO	HF98	Intel(R) Core(TM)2 Duo CPL	Microsoft Windows 7 Enterp	15.0.2.22	Donald Nathan	Laptop
SAMPLELAPTOP2	--	--	Intel(R) Core(TM)2 Duo CPL	Microsoft Windows 7 Enterp	15.0.2.66	Employee User	Laptop
Server	HP	HP-SSO-2	Intel Xeon 3.2 GHz	Windows Server 2016	12.21.22.11	Martin West	Server
SUPPORT-COMP-001	HP-Pavillon	KN226AAR	Intel(R) Core(TM)2 Quad CF	Microsoft Windows 7 Profes	15.0.3.1	<None>	Desktop
SUPPORT-COMP-002	HP-Pavillon	KN226AAR	Intel(R) Core(TM)2 Quad CF	Microsoft Windows 7 Profes	15.0.3.2	<None>	Desktop
SUPPORT-COMP-003	HP-Pavillon	KN226AAR	Intel(R) Core(TM)2 Quad CF	Microsoft Windows 7 Profes	15.0.3.3	<None>	Desktop
SUPPORT-COMP-004	HP-Pavillon	KN226AAR	Intel(R) Core(TM)2 Quad CF	Microsoft Windows 7 Profes	15.0.3.4	<None>	Desktop

3. In the new window is the information of that asset. In this case, a computer. Retire the computer by changing its status. Note: you can categorize the retirement of an asset by Disposed, Sold, Donated and Lost, as shown below.

Edit Asset: CUST-DEMO-001
Update the information for the asset CUST-DEMO-001.

History New Email Emails

Overview Details Computer Details Purchases Allocation Warranty Source Installations

Name: CUST-DEMO-001 Status: Retired - Disposed
Manufacturer: LENOVO Model: Retired - Sold
Serial Number: S4NB115 Retired - Donated
Asset Tag: Retired - Lost
Asset Expires?: Lost
Comments: Asset not found in the Boardroom (defined location). Need to investigate. Merged
Status Rejected
Page 1 of 1 (12 matches)

Retired Date: 12/18/2019
Track As:
ID: 360
Return Date:
Asset Type: Desktop
Reference ID:

Attachments

* This color indicates a required field

Back Next OK Save Close

4. Press OK.