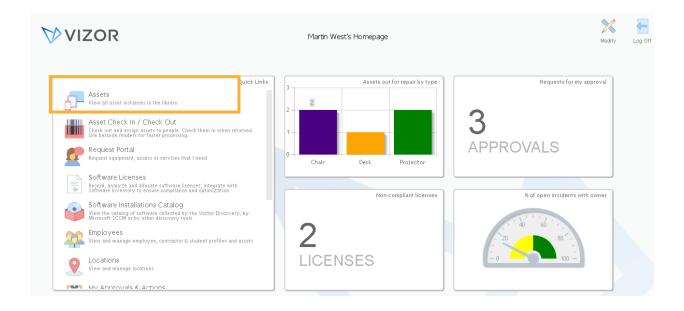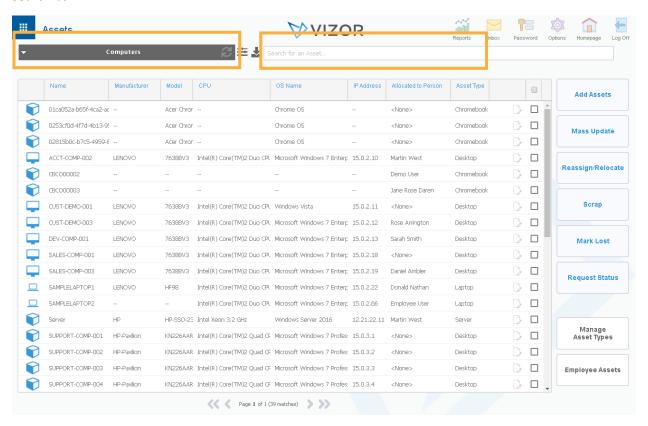# Scrap an Asset

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.
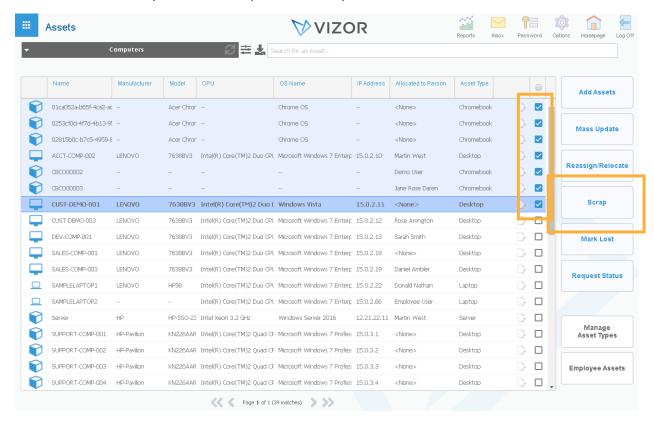
1. Click Assets

2. List of your computers will pop up. Search for the asset you want to scrap by using the queries or the search bar.

3. Check off the assets you want to scrap and click Scrap

4. A message will ask you to confirm that you want to permanently delete the asset(s). Press **confirm**.

Scrap Asset

The following assets will be **completely removed** from VIZOR.

CUST-DEMO-001	LENOVO	7638BV3
ACCT-COMP-002	LENOVO	7638BV3
CBCO00002	--	--
CBCO00003	--	--
01ca052a-b65f-4ca2-aca8-b4fe80b9b289	--	Acer Chromebook R11 (CB5-132T / C738T)
02815b0c-b7c5-4959-8974-354e1222f214	--	Acer Chromebook R11 (CB5-132T / C738T)
0253cf0d-4f7d-4b13-95e7-23ebf137cf1e	--	Acer Chromebook R11 (CB5-132T / C738T)

Are you sure you want to continue?

CONFIRM   **CANCEL**