

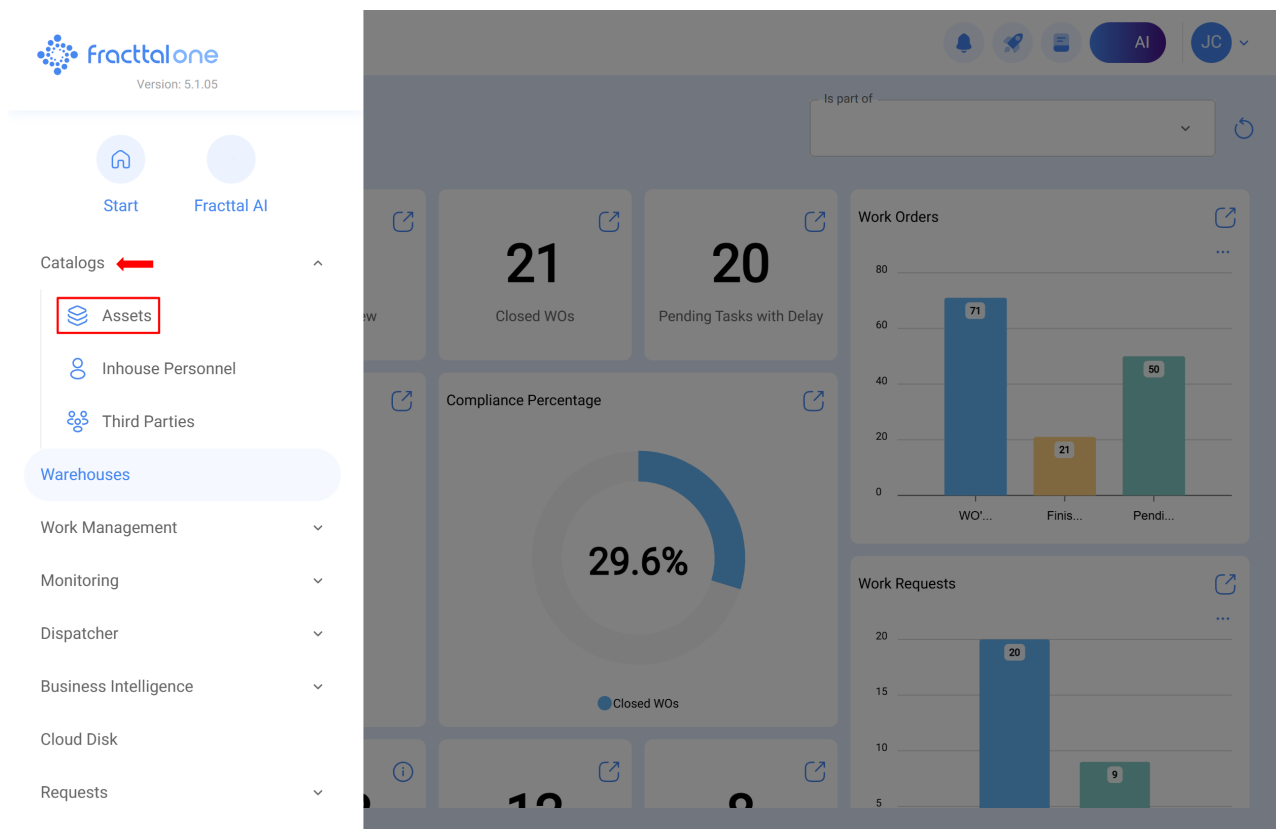
How to delete an asset?

help.fracttal.com/hc/en-us/articles/38101817104397-How-to-delete-an-asset

In Fracttal One, you can quickly delete an asset as long as it is no longer necessary to keep it in your digital inventory. Below, we show you the steps to access the assets module, locate the desired item, and delete it correctly.

Step 1: Access the Assets module

From the main menu, click on "Catalogs" > "Assets" to enter the module.



Step 2: View the list of assets

Once inside the module, the complete list of **assets** will automatically be displayed. You can use the filters or the search bar to locate the asset you wish to delete.

Assets

Equipment

AI

JC

Equipment

List

Treemap

| <input type="checkbox"/> | Enabled | Out of Service | Description | Code | NOMBRE DE ACTIVO |
|--------------------------|---------|----------------|--|-----------------------|---------------------|
| <input type="checkbox"/> | Yes | No | { 00001-2 } FA mantenimiento J 22-03-24 02-03-25 | 00001-2 | FA mantenimiento J |
| <input type="checkbox"/> | Yes | No | { 0000-4 } VENTILADOR MECANICO MAQUET CRITICAL CARE 7101... | 0000-4 | VENTILADOR MECANICO |
| <input type="checkbox"/> | Yes | No | { 0001092025 } MOTOR TRIFASICO WEG | 0001092025 | MOTOR TRIFASICO |
| <input type="checkbox"/> | No | Yes | { 000-2 } VENTILADOR MECANICO ARYZTA 71018 22-03-24 02-03-25 | 000-2 | VENTILADOR MECANICO |
| <input type="checkbox"/> | No | No | { 000-3 } VENTILADOR MECANICO ARYZTA 71018 22-03-24 02-03-25 | 000-3 | VENTILADOR MECANICO |
| <input type="checkbox"/> | Yes | No | { 001 } Clima Data Center 0123456789 | 001 | Clima Data Center |
| <input type="checkbox"/> | Yes | No | { 0022 } Clima Data Center 0123456789 | 0022 | Clima Data Center |
| <input type="checkbox"/> | Yes | No | { 01 - C01 _COLUMPIO } COLUMPIO | 01 - C01 _COLUMPIO | COLUMPIO |
| <input type="checkbox"/> | Yes | No | { 01 - C01 _MUELLE CABALLO } MUELLE CABALLO | 01 - C01 _MUELLE C... | MUELLE CABALLO |
| <input type="checkbox"/> | Yes | No | { 01 - C01 _MUELLE PERRO } MUELLE PERRO | 01 - C01 _MUELLE P... | MUELLE PERRO |

Showing 50 of 6482

+

Step 3: Select the asset

Click on the row of the asset you wish to review.

Assets

Equipment

AI

JC

← (1) Selected

List

Treemap

| <input checked="" type="checkbox"/> | Enabled | Out of Service | Description | Code | NOMBRE DE ACTIVO |
|-------------------------------------|---------|----------------|--|-------------|------------------|
| <input checked="" type="checkbox"/> | Yes | Yes | { MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v | MON-FA-0001 | MONTADORA - FA |

Showing 1 of 1

+

Step 4: Delete the asset

Then select the option “Delete”.

Assets
Equipment

MON-FA-0001

(1) Selected

List Treemap

| Enabled | Out of Service | Description | Code | NOMBRE DE ACTIVO |
|---|----------------|--|-------------|------------------|
| <input checked="" type="checkbox"/> Yes | Yes | { MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v | MON-FA-0001 | MONTADORA - FA |

Showing 1 of 1

+

Confirm the action in the pop-up message.

Assets
Equipment

MON-FA-0001

(1) Selected

List Treemap

| Enabled | Out of Service | Description | Code | NOMBRE DE ACTIVO |
|---|----------------|--|-------------|------------------|
| <input checked="" type="checkbox"/> Yes | Yes | { MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v | MON-FA-0001 | MONTADORA - FA |

Confirm

Are you sure you want to delete this record?

Cancel Yes

Showing 1 of 1

+

Notes:

- **Irreversibility:** Deleting an asset is an **irreversible** action. Once deleted, you will not be able to recover it.

- **Associated history:** You can only delete assets that do not have **associated history**, such as **work orders**, **maintenance**, or **recorded readings**.
- If the asset has already been used, consider **deactivating it** instead of deleting it, to maintain a consistent historical record.