

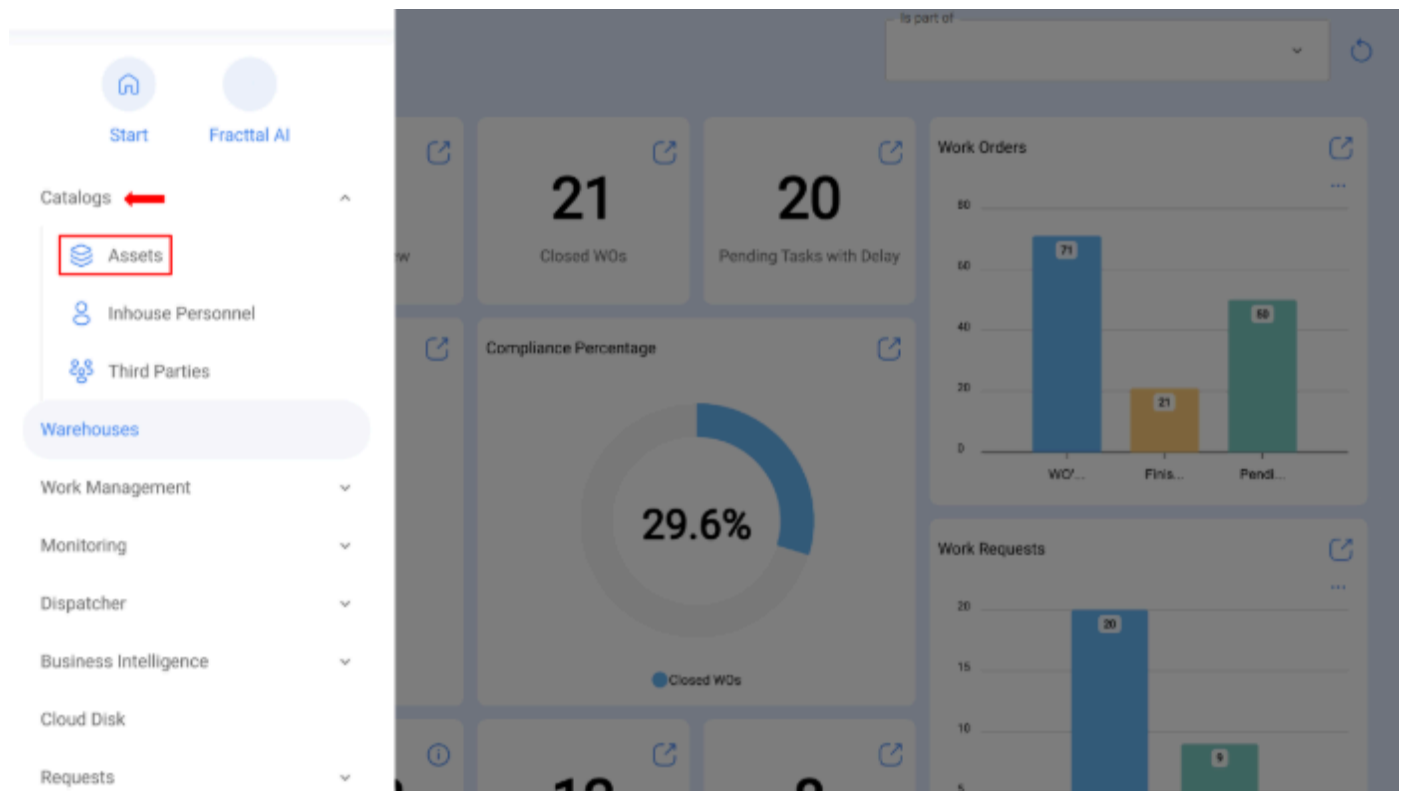
# How to delete an asset?

[help.fracttal.com/hc/en-us/articles/38101817104397-How-to-delete-an-asset](https://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.

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

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### Step 3: Select the asset

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

← (1) Selected

List Treemap

Enabled	Out of Service	Description	Code	NOMBRE DE ACTIVO
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”.

← (1) Selected

List Treemap

Enabled	Out of Service	Description	Code	NOMBRE DE ACTIVO
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.

The screenshot shows a web application interface for managing assets. At the top, there is a search bar with the text 'MON-FA-0001' and a user profile 'JC'. Below the search bar, there is a table with columns: 'Enabled', 'Out of Service', 'Description', 'Code', and 'NOMBRE DE ACTIVO'. The table contains one row with the following data: 'Yes', 'Yes', '{ MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v', 'MON-FA-0001', and 'MONTADORA - FA'. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to delete this record?' with 'Cancel' and 'Yes' buttons. The dialog box also has a title 'Confirm' and an information icon.

Enabled	Out of Service	Description	Code	NOMBRE DE ACTIVO
Yes	Yes	{ MON-FA-0001 } MONTADORA - FA FRUNIV 22222.0111.07 110v	MON-FA-0001	MONTADORA - FA

## 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.