
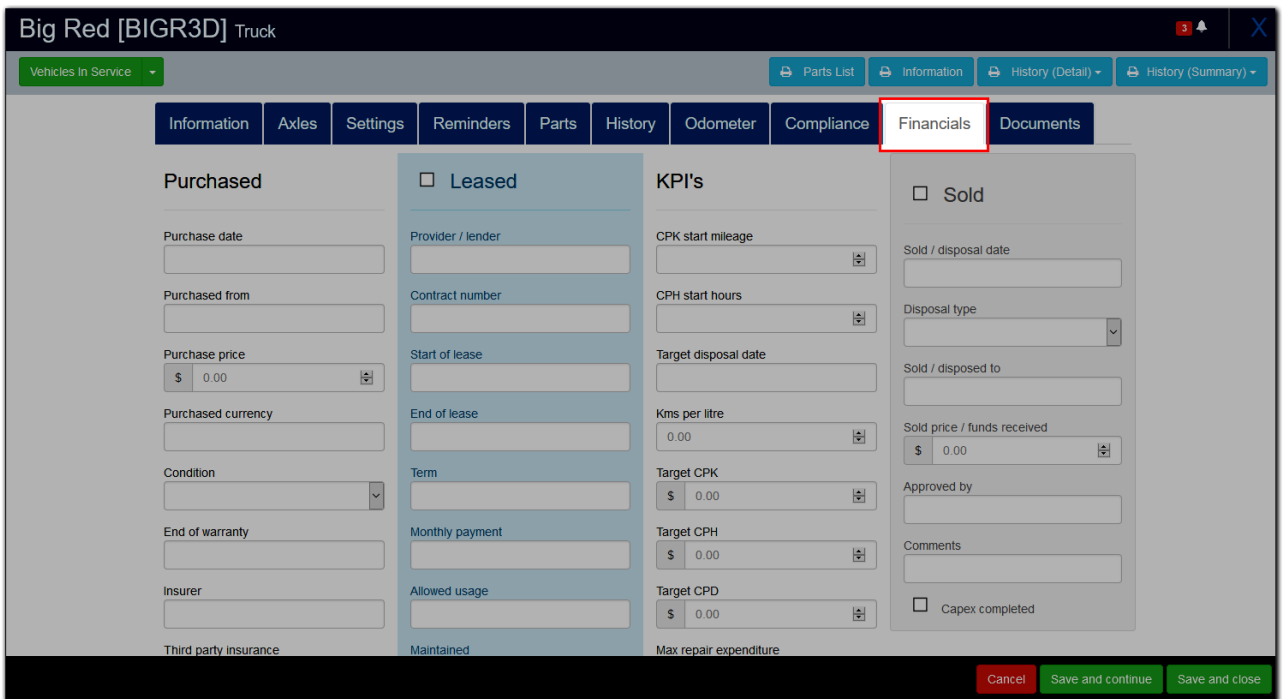


Purpose

To provide guidance to Gearbox users on the process of deleting an asset from their system.

 An asset can only be marked as Sold by a Gearbox user with Manager or Admin permissions for the Maintenance module.

1. Within an asset's page navigate to the **Financials** tab



The screenshot shows the 'Financials' tab for a 'Big Red [BIGR3D] Truck'. The 'Financials' tab is highlighted with a red box. The form is divided into several sections: 'Purchased', 'Leased', 'KPI's', and 'Sold'. The 'Sold' section has a 'Sold' checkbox that is currently unchecked. At the bottom right, there are three buttons: 'Cancel', 'Save and continue', and 'Save and close'.

Section	Field	Value	
Purchased	Purchase date		
	Purchased from		
	Purchase price	\$ 0.00	
	Purchased currency		
	Condition		
	End of warranty		
	Insurer		
	Third party insurance		
	Leased	Provider / lender	
		Contract number	
Start of lease			
End of lease			
Term			
Monthly payment			
KPI's	CPK start mileage		
	CPH start hours		
	Target disposal date		
	Kms per litre	0.00	
	Target CPK	\$ 0.00	
	Target CPH	\$ 0.00	
Sold	Sold / disposal date		
	Disposal type		
	Sold / disposed to		
	Sold price / funds received	\$ 0.00	
	Approved by		
	Comments		

2. Tick the **Sold (1)** tick box and click **Save and Close (1)**.

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The screenshot shows the 'Big Red [BIGR3D] Truck' asset form. The 'Sold' checkbox is checked and highlighted with a red box and a '1'. The 'Save and close' button is highlighted with a red box and a '2'. The form includes sections for 'Purchased', 'Leased', 'KPI's', and 'Sold'.

Section	Field	Value	
Purchased	Purchase date		
	Purchased from		
	Purchase price	\$ 0.00	
	Purchased currency		
	Condition		
	End of warranty		
	Insurer		
	Third party insurance		
	Leased	<input type="checkbox"/>	
	KPI's	CPK start mileage	
CPH start hours			
Target disposal date			
Kms per litre		0.00	
Target CPK		\$ 0.00	
Target CPH		\$ 0.00	
Target CPD		\$ 0.00	
Max repair expenditure			
Sold		<input checked="" type="checkbox"/>	
		Sold / disposal date	
	Disposal type		
	Sold / disposed to		
	Sold price / funds received	\$ 0.00	
	Approved by		
	Comments		

3. This will move the asset from the **Current Assets** section to the **Sold Assets**.

The screenshot shows the 'Sold Assets' dashboard. The 'Sold' status is highlighted with a red box and a '1'. The asset 'Big Red' with registration 'BIGR3D' is highlighted in the table below.

Groups	SubGroups	Types
All Groups	All SubGroups	All Types

Icon	Count	Status
+	11	Current
A	9	Registered
📅	0	Registration Due
🚚	2	Non Registered
🛑	0	Out of Service
🗑️	1	Sold
+		Import
🖨️		Reports

Type	Fleet #	Registration	Make / Model / Type	VIN / Chassis # / Build Date	ETAG	Sold Date
🚚	Big Red	BIGR3D	Truck			

4. From this point, only a Gearbox staff member can remove the asset/s. Please email [Support](#) with a list of Fleet # of assets that need to be deleted. Once an asset has been marked for deletion, it may take up to 15 mins for the asset to be removed from the

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system.

If you require any assistance please contact [Support](#).