

How to Decommission an Asset

This document is to assist you in decommissioning an asset. Please follow the steps below and let us know if we can assist you further.

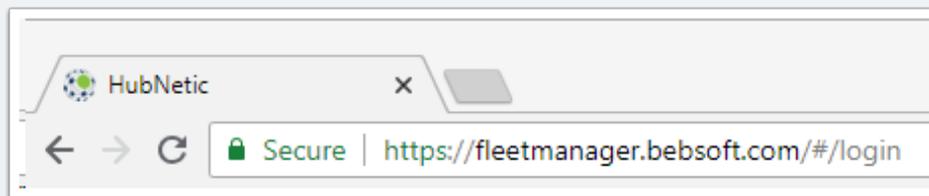
Thank you,

Your HubNetic Support Team

Navigate to the HubNetic website

It is recommended that you use Google Chrome

<https://fleetmanager.bebsoft.com>

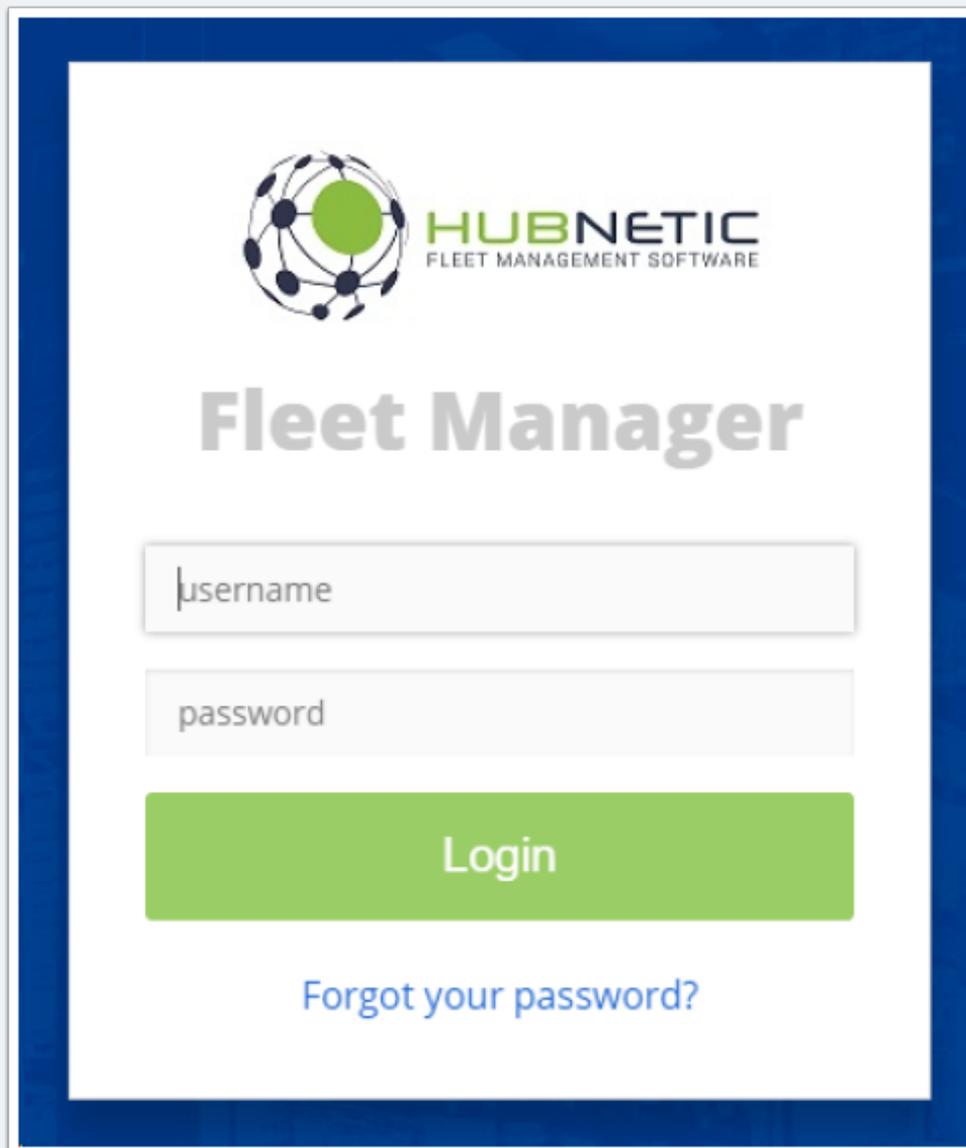


How to Decommission an Asset

Login

If you do not have a login, please contact us:

- 1-833-HubNetic (482-6384)
- support@hubnetic.com



 **HUBNETIC**
FLEET MANAGEMENT SOFTWARE

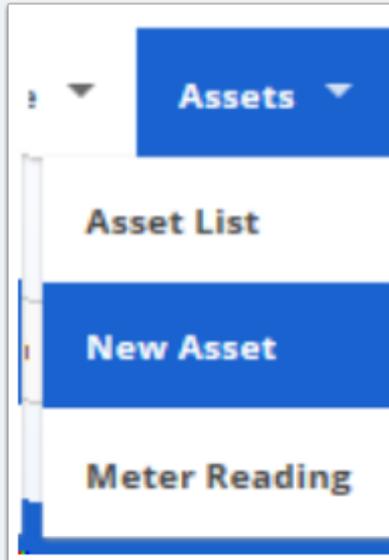
Fleet Manager

[Login](#)
[Forgot your password?](#)

How to Decommission an Asset

Navigate to 'Asset List'

Once you login, hover of 'Assets' and a sub-menu will appear. Once that sub-menu appears, select 'Asset List'



Locate Asset to Decommission

- Use the search function to locate the asset
- Select the 'edit' icon to the left of the asset that will be decommissioned

Asset List

All Columns

Exact Match

Edit	Asset Tag	Department	Location	Unit Type	Make	Model	Serial Number	Owned	Year	Tags
<input checked="" type="checkbox"/>	20551		Location - E	Class IV	Nissan Forklift	CF50LP	9P1002	No	2017	
<input checked="" type="checkbox"/>	20552		Location - D	Loader	JCB	3CLL	SLP214TC6U0908327	No	2006	
<input checked="" type="checkbox"/>	20577		Location - A	Class IV	Nissan Forklift	CF50LP	CP1F2-9W0896	No	2013	
<input checked="" type="checkbox"/>	20583		Location - H	Class V	Toyota	8FGU25	65661	No	2014	

How to Decommission an Asset

Select 'Decommission Asset'

- Once you are inside the asset detail, scroll to the bottom of the screen
- Select 'Decommission Asset'

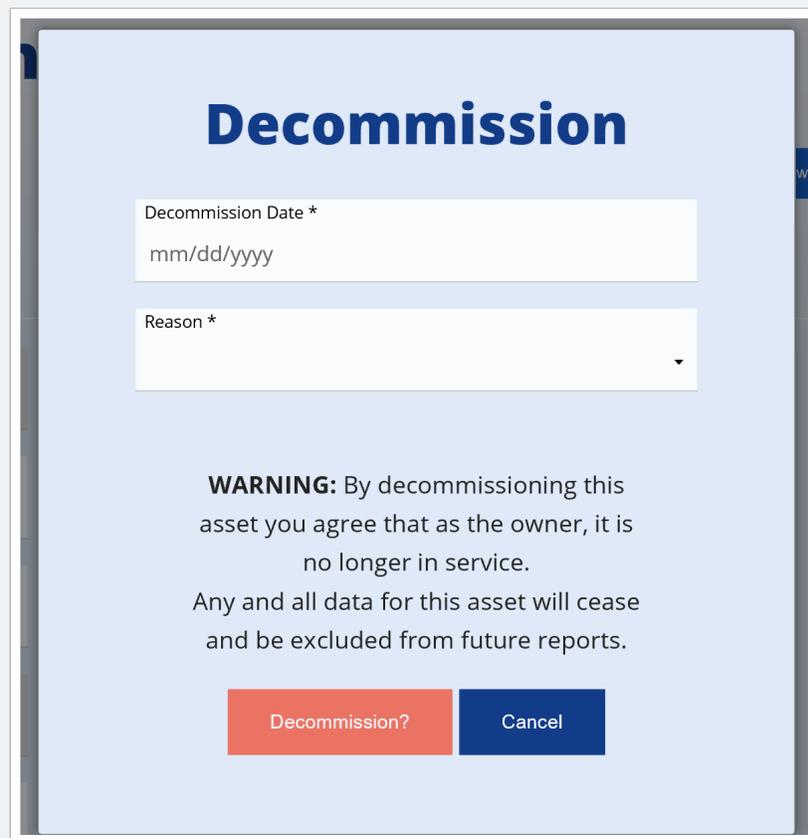
A screenshot of a user interface showing two buttons: 'Decommission Asset' and 'Transfer Asset'. The buttons are light blue with dark blue text and are set against a white background with a thin border.

Decommission Asset **Transfer Asset**

How to Decommission an Asset

Provide Decommission Details

- Once 'Decommission Asset' has been selected a pop-up will appear
 - if a pop-up does not appear, you may have pop-ups blocked for this site. Enable them and try again.
- Complete details requested
 - Decommission Date (this is the date that the unit was picked up/scrapped/left possession)
 - Select reason for decommission (dropdown selection)



The screenshot shows a light blue pop-up window titled "Decommission". It contains two input fields: "Decommission Date *" with a placeholder "mm/dd/yyyy" and "Reason *" with a dropdown arrow. Below the fields is a warning message: "WARNING: By decommissioning this asset you agree that as the owner, it is no longer in service. Any and all data for this asset will cease and be excluded from future reports." At the bottom are two buttons: "Decommission?" (red) and "Cancel" (dark blue).

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Select Decomission

Select the 'Decomission?' button and follow the prompts to ensure you do want to decomission this unit.

