

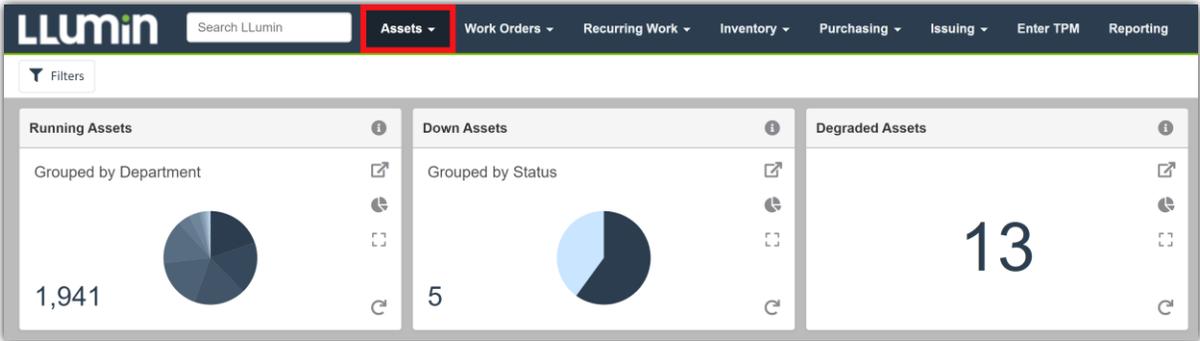
How to Deactivate an Asset

Once an **Asset** has been depreciated, you can mark it as **Deactivated** within LLumin. This approach preserves all the information and history for the Asset, making it available for future reference.

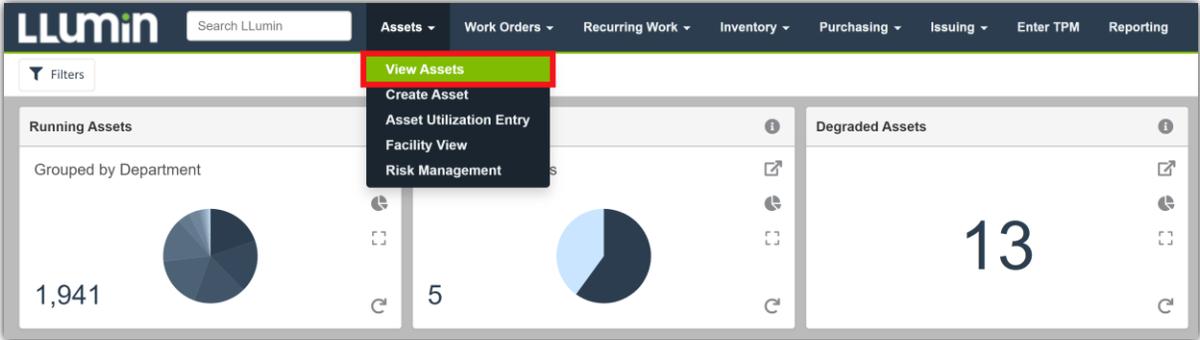
Instructions

To deactivate an Asset, perform the following steps:

1. Navigate to the **Assets** drop-down menu on the menu bar.



2. Select **View Assets**.



3. In the **Asset Finder**, select the Asset which you would like to deactivate.

4. Click **View** near the top to open the Asset.

Asset Finder 7385

Please select... Grid View Organization View

Asset ID	Description	Site	Department	Manufacturer
20GMA00AP041	Drainage Pit 1 Horizontal Centrifugal Pump-6	Portland Power Plant	Common part in the...	
20GMA00AT001	Oil Skimmer	Portland Power Plant	Common part in the...	
20GMA00GH001	Drainage Pit 1 Submersible Pump-1 EPB	Portland Power Plant	Common part in the...	
20GMA00GH002	Drainage Pit 1 Submersible Pump-2 EPB	Portland Power Plant	Common part in the...	
20GMA00GH003	Drainage Pit 2 Submersible Pump-9 EPB	Portland Power Plant	Common part in the...	
20GMA00GH004	Drainage Pit 2 Submersible Pump-10 EPB	Portland Power Plant	Common part in the...	
20GMA00GH005	Drainage Pit 2 Submersible Pump-11 EPB	Portland Power Plant	Common part in the...	
20GMA00GH006	Drainage Pit 2 Submersible Pump-12 EPB	Portland Power Plant	Common part in the...	
20GMA00GH011	Drainage Pit 1 Horizontal Centrifugal Pump-3 EPB	Portland Power Plant	Common part in the...	
20GMA00GH021	Drainage Pit 1 Horizontal Centrifugal Pump-4 EPB	Portland Power Plant	Common part in the...	
20GMA00GH031	Drainage Pit 1 Horizontal Centrifugal Pump-5 EPB	Portland Power Plant	Common part in the...	
20GMA00GH041	Drainage Pit 1 Horizontal Centrifugal Pump-6 EPB	Portland Power Plant	Common part in the...	

5. Navigate towards the bottom of the page and select the **More Tools** button (three dots) on the right side of the screen.

Asset
20GMA00AT001

Description: Oil Skimmer
Asset Type: Equipment

Site: Portland Power Plant
Department: Common part in the power house

General
Warranty End Date:
Purchase Date: 8/28/2010
Linked Tags: 0

Performance
Downtime: 0m 0s
Utilization 1 Value:

Work History
Linked Parts: 0
Open Work Orders: 0
Open Work Requests: 0
Overdue Work Orders: 0

Asset Structure

Asset	Description	Current St...
20	Common part in the power house	Running
20BRA	Inverter Distribution Board	Running
20BRA00	UPS - Converter, Inverter	Running
20BRA01GH001	Inverter Distribution Board-1	Running

1 - 100 of 123 items

Use this space to view/enter information for this Asset by clicking on one of the sections to the left

Details
Status: Running
Equipment ID:
Asset Class:
Location: 695.7

6. Select **Deactivate** from the drop-down menu.

The screenshot displays the 'Asset' management interface for asset ID 20GMA00AT001. The main area shows the 'Asset Structure' table with columns for Asset, Description, and Current Status. A dropdown menu is open, showing options: Change ID, Refurbish, Deactivate (highlighted with a red box), and Barcode. The 'Details' panel on the right shows the current status as 'Running'.

Asset	Description	Current St...
20	Common part in the power house	Running
20BRA	Inverter Distribution Board	Running
20BRA00	UPS - Converter, Inverter	Running
20BRA01GH001	Inverter Distribution Board-1	Running

7. Update the Status to either **Inactive** or **Retired**. Optionally, add Comments explaining the reason for deactivation.

8. Select **Save** to finish.

The dialog box titled 'Deactivate 20GMA00AT001' contains a 'Status' dropdown menu set to 'Inactive' and a 'Comments' text field containing the text 'Replaced'. At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

9. The Asset is now deactivated. You can reactivate an Asset by changing its Status.