Core-CT

In Core-CT 9.1 the pages used to consolidate assets have changed in appearance significantly from those in Core-CT 8.9. The process through which assets are consolidated and the basic steps that users must perform have not changed. This section provides an overview of how to consolidate assets in Core-CT 9.1.

Navigation
Asset Management > Send/Receive Information > Load Transactions > Consolidate Assets

The **Load – Consolidate Assets** page displays.

Click the **Add a New Value** tab.

The **From Asset Page** Displays.

Enter or select a value in one or more of the search fields.

Click the **Search** button.

The results of the search display in the From Asset section.

Click the **Select All** button.

Core-CT selects the check box in the **To Exclude** column for all rows in the **To Exclude** column.

Review the assets in the **From Asset** section and deselect the rows to be included as part of the consolidated asset. Select the **Default** check box for one of the deselected rows. The row with the Default column check box selected will serve as the basis of the consolidated asset. The consolidated asset will use that row's Profile ID, description, chartfield information, etc. If no row is selected as the default row, Core-CT will use the first of the included rows as the default row.

Click the **Exclude** button.

Core-CT has excluded all rows except those with the **To Exclude** check box deselected. The rows that remain in the **From Asset** section are the rows that will be consolidated to form the new consolidated asset.

Scroll to the top of the page and Click the **To Asset** tab.

The **To Asset** page displays.

Review information on the **To Asset** page. Users can make changes to asset information on this page. Generally these changes involve changes to the description and/or location of the consolidated asset.

Click the **Save** button
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