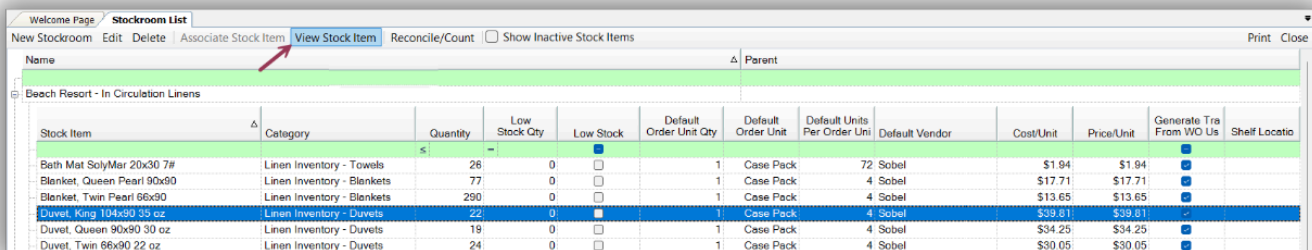


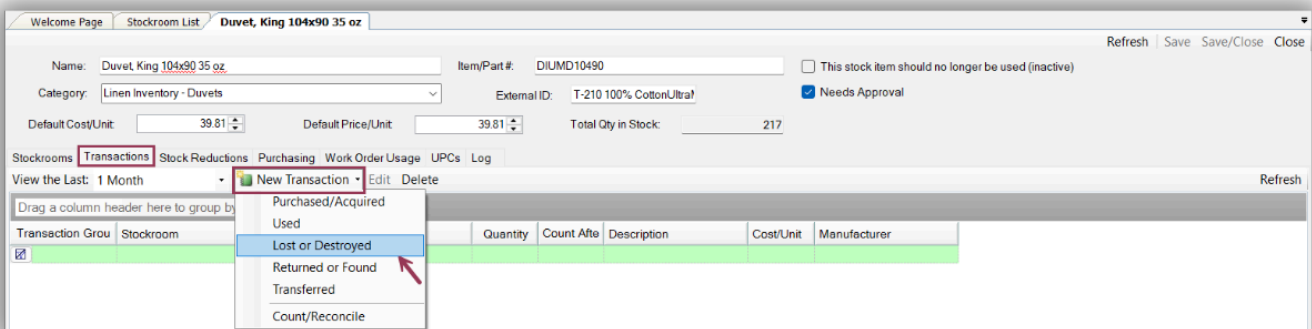
The ability to view Stock Items and enter Transactions in Asgard is permission-based. If you don't have this permission, and think you should, please contact support@asgardsoftware.com.

Step 1: Select the **item** you wish to discard, and then click the **View Stock Item** button.



Stock Item	Category	Quantity	Low Stock Qty	Low Stock	Default Order Unit	Default Order Unit	Default Units Per Order Unit	Default Vendor	Cost/Unit	Price/Unit	Generate Tra From WO Us	Shelf Locatio
Beth Mat SolyMar 20x30 7#	Linen Inventory - Towels	26	0	<input type="checkbox"/>	1	Case Pack	72	Sobel	\$1.94	\$1.94	<input type="checkbox"/>	
Blanket, Queen Pearl 90x90	Linen Inventory - Blankets	77	0	<input type="checkbox"/>	1	Case Pack	4	Sobel	\$17.71	\$17.71	<input type="checkbox"/>	
Blanket, Twin Pearl 66x90	Linen Inventory - Blankets	290	0	<input type="checkbox"/>	1	Case Pack	4	Sobel	\$13.65	\$13.65	<input type="checkbox"/>	
Duvet, King 104x90 35 oz	Linen Inventory - Duvs	22	0	<input type="checkbox"/>	1	Case Pack	4	Sobel	\$39.81	\$39.81	<input type="checkbox"/>	
Duvet, Queen 90x90 30 oz	Linen Inventory - Duvs	19	0	<input type="checkbox"/>	1	Case Pack	4	Sobel	\$34.25	\$34.25	<input type="checkbox"/>	
Duvet, Twin 66x90 22 oz	Linen Inventory - Duvs	24	0	<input type="checkbox"/>	1	Case Pack	4	Sobel	\$30.05	\$30.05	<input type="checkbox"/>	

Step 2: On the Stock Item detail screen, click **Transactions**. Then, click the **New Transaction** button and select **Lost or Destroyed** from the drop-down list to enter a discard transaction.



Stockroom: Beach Resort - In Circulation Linens

Item/Part #: DILMD10490

Category: Linen Inventory - Duvs

External ID: T-210 100% CottonUltra

Default Cost/Unit: 39.81

Default Price/Unit: 39.81

Total Qty in Stock: 217

Transactions | Stock Reductions | Purchasing | Work Order Usage | UPCs | Log

View the Last: 1 Month

New Transaction

Transaction Group: Stockroom

Transaction Type: Lost or Destroyed

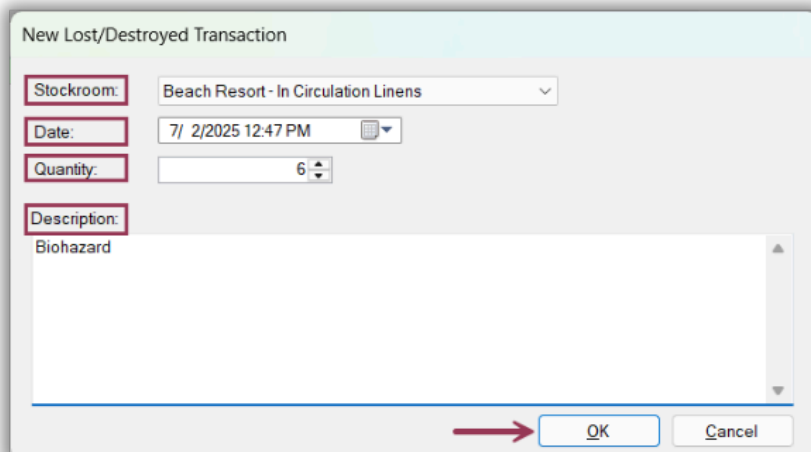
Quantity: 6

Description: Biohazard

Step 3: When the New/Lost Destroyed Transaction window opens:

- Select the **Appropriate Stockroom**
- Update the **Date** if needed
- Enter the **Quantity**
- Add a **Description** explaining why the item is being discarded (e.g., Biohazard)

Click **OK**.



New Lost/Destroyed Transaction

Stockroom: Beach Resort - In Circulation Linens

Date: 7/ 2/2025 12:47 PM

Quantity: 6

Description: Biohazard

OK

Note: To edit a transaction, select it from the list and click the **Edit** button. When the **Edit Transaction** window opens, update the necessary fields based on the **type** of transaction you're editing.

Welcome Page | Stock Item List | **Pillow, Standard - FIRM 20x26**

Name: Pillow, Standard - FIRM 20x26 Item/Part #: PWDRF2026 ☐ This stock item should no longer be used (inactive)
Category: Linen Inventory - Pillows External ID: 23 oz Gold Label ☐ Needs Approval
Default Cost/Unit: 728 Default Price/Unit: 728 Total Qty in Stock: 517

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Log

View the Last: 1 Month • New Transaction • **Edit** Delete Refresh

Drag a column header here to group by that column.

Transaction Group	Stockroom	Date	Type	Quantity	Count After	Description	Cost/Unit	Manufacturer
0	Beach Resort - In Circulation Linens	06/23/2025 01:19: Reconciled						

Edit Acquired Dated 6/17/2025 1:01:15 PM

Date: 6/17/2025 1:01 PM

Quantity: 120 Cost/Unit: 4.000

Description:

OK Cancel

Note: To delete a transaction, select it from the list and click the **Delete** button.

Welcome Page | Stock Item List | **Pillow, Standard - FIRM 20x26**

Name: Pillow, Standard - FIRM 20x26 Item/Part #: PWDRF2026 ☐ This stock item should no longer be used (inactive)
Category: Linen Inventory - Pillows External ID: 23 oz Gold Label ☐ Needs Approval
Default Cost/Unit: 728 Default Price/Unit: 728 Total Qty in Stock: 637

Stockrooms Transactions Stock Reductions Purchasing Work Order Usage UPCs Log

View the Last: 1 Month • New Transaction • Edit **Delete** Refresh

Drag a column header here to group by that column.

Transaction Group	Stockroom	Date	Type	Quantity	Count After	Description	Cost/Unit	Manufacturer
0	Beach Resort - In Circulation Linens	06/23/2025 01:19: Reconciled		120	120			

Confirm Delete

Delete the selected Reconciled transaction on 6/23/2025 1:19 PM?

Yes No