







Quick Start Guide

Adding Industrial Equipment Units

O Objectives:

- 1 Explore the equipment tab
- 2 Learn how to add industrial equipment units in 7 easy steps
- 3 Learn how to add custom component names





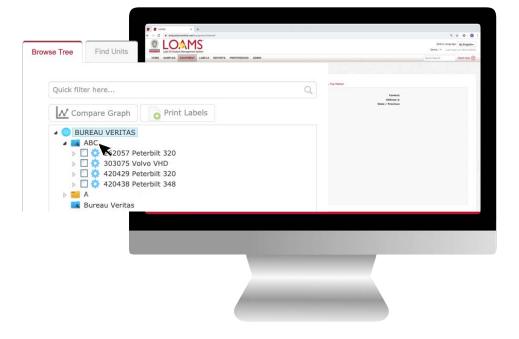
- The equipment tab allows you to to quickly access and manage your equipment. In this quick start guide, you'll learn how to easily:
 - ✓ Add industrial equipment units







- The first step begins by making a click on the equipment tab to open the equipment page.
- In the equipment page, you'll notice that the browse tree and find units tab options will display in your screen.
- In the browse tree tab, click on the worksites folder to view your equipment unit list.



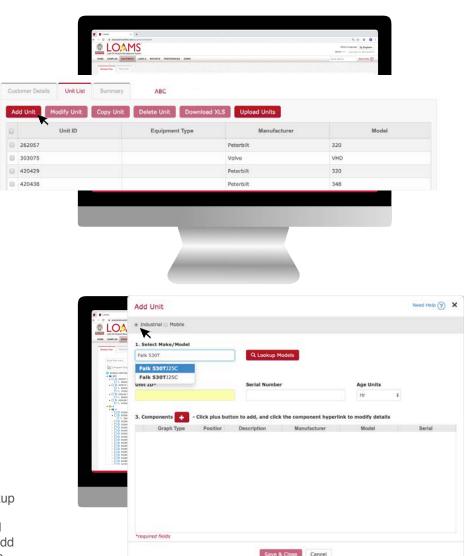




- After clicking the worksites folder , you'll see the components details, unit list and summary tabs. Click on the unit list and then click on the red add unit button. This action will open the add unit window.
- Once the add unit window opens, select the industrial checkbox option, and begin typing the make and model of your equipment unit. As you type, the "type to see your model..." field will begin to search and suggest results of relevant make and models. Select your make and model once it appears in the suggested results.



Please note, If you do not see the make and model of your equipment, click on the red lookup models button. In the lookup models window, select the option request new manufacturer and model, type the make and model of your equipment, and your request will be sent to your system administrator — to add this information to the master list. Also, if you do not know the make and model you can leave this field in blank.



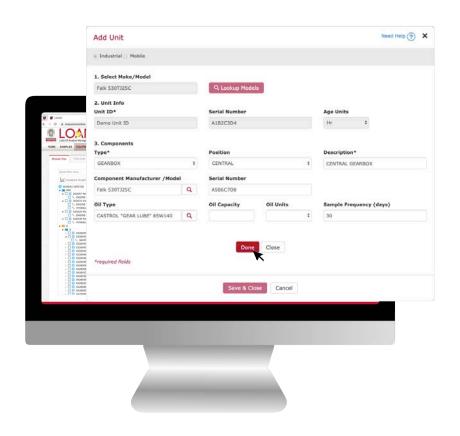




- Next, type in a unique unit ID for you to identify your equipment and add the serial number of your unit if you have it available. You can also add unit components by making a click on the red plus button +.
- Now, click the drop down box and select the type of component you plan to add. Once selected, it will auto populate into the description field. If applicable, fill out the remaining fields. Once complete, click done and then click save and close. You have successfully added your industrial equipment. The new unit will now appear under your unit list and in the equipment hierarchy.



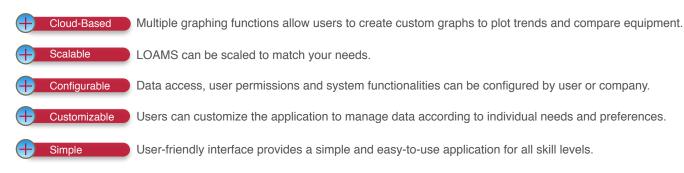
Please note, you can modify the description field to create custom component names.







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