

# Quick Start Guide

## Merging Duplicate Equipment Units

### ○ Objectives:


- 1** Access the equipment tab
- 2** Learn how to merge duplicate equipment units
- 3** Merge duplicate equipment units to original unit files




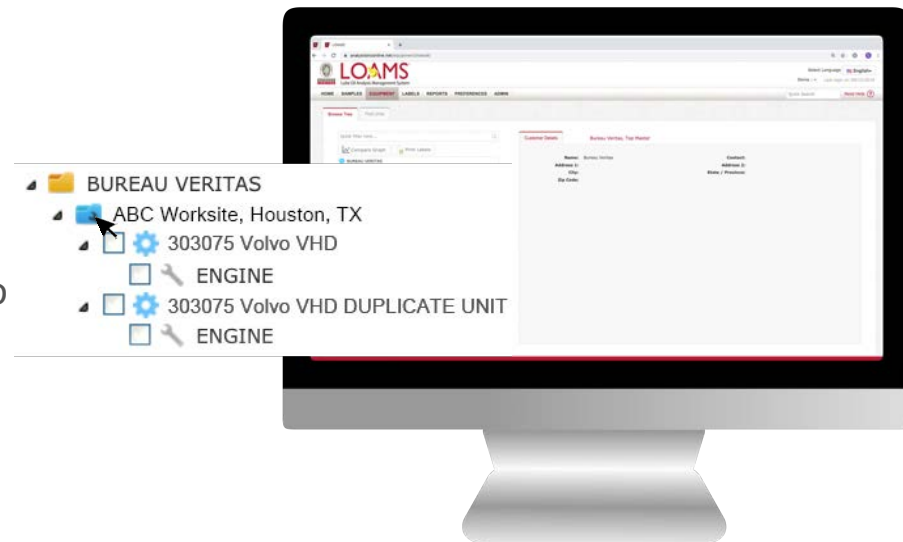
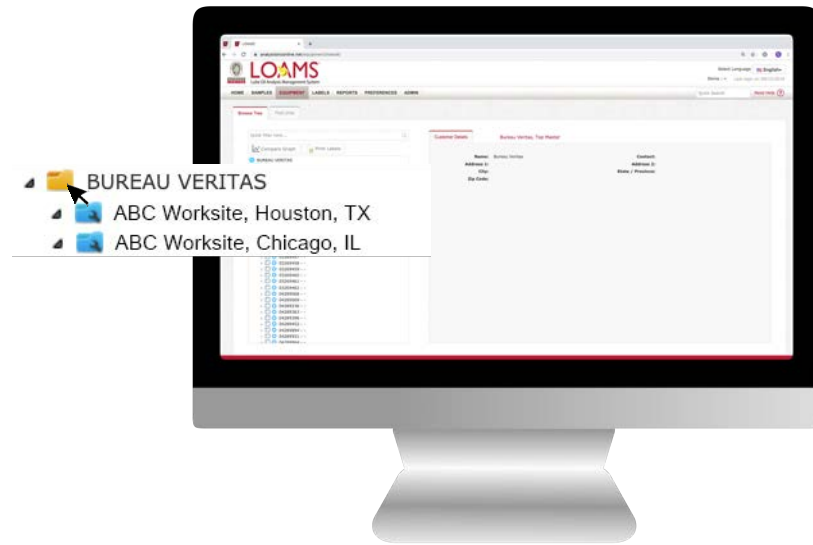
## Merging Duplicate Equipment Units

- Merging duplicate equipment units is possible by following 5 simple steps.


**1** The first step to merge a duplicate unit to its original unit file begins by clicking the equipment tab and moving your cursor to the browse tree tab.

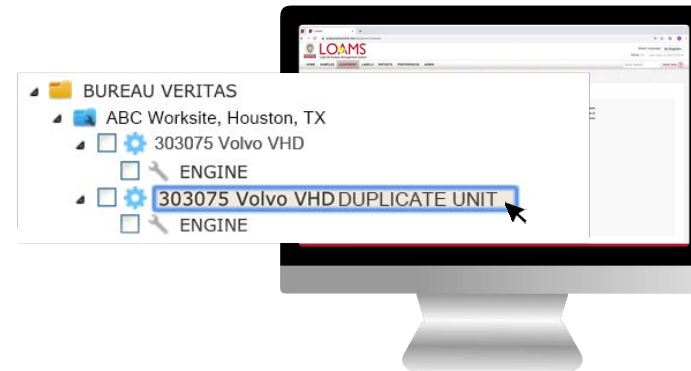
**2** Click the master account folder  to open the browse tree hierarchy.

**3** Now, click the worksites folder  to find the duplicate unit you plan to merge.

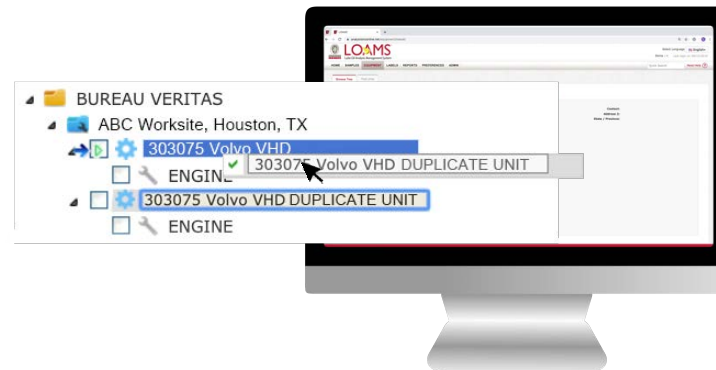


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**4** After clicking the worksites folder , you'll see the components details, unit list and summary tabs. Click on the duplicate unit you plan to move. This action will highlight the unit you have selected.








**5** Once the unit is selected, hold click and drag the duplicate unit to the unit file you plan to merge the unit into; release click when you have hovered to the correct unit file. Once you have dropped the unit file, the merge unit window will appear. Click the yes button to confirm the unit merge. You have successfully merge an equipment unit in LOAMS.



Please note, as you merge a unit, you'll notice that the duplicate unit file where you are moving a unit from will be highlighted in light brown. Also, as you hover the duplicate unit to the file you are merging your unit into, the duplicate unit's destination file will be highlighted in dark blue.



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-  **Cloud-Based** Multiple graphing functions allow users to create custom graphs to plot trends and compare equipment.
-  **Scalable** LOAMS can be scaled to match your needs.
-  **Configurable** Data access, user permissions and system functionalities can be configured by user or company.
-  **Customizable** Users can customize the application to manage data according to individual needs and preferences.
-  **Simple** User-friendly interface provides a simple and easy-to-use application for all skill levels.



## LOAMS SUPPORT DESK

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