Quick Start Guide: Moving and Merging Equipment
Moving and Merging Equipment

► Learn How To:

1. Move & Merge Equipment
Moving Units

To move a unit to a new worksite click on the **Equipment** tab. On the left side open up the hierarchy and select the **worksite** where the unit you are moving is located. On the right, select on the **Unit List** tab and click on the unit you want to move.
Left click on the unit you are moving, and drag and drop it on top of the worksite you are merging it into. Release your mouse when the worksite you are moving the unit into is highlighted in a dark blue.
A confirmation message will appear. Click **Yes** to complete moving the unit.
A second confirmation message will appear. Click Close.
The unit that was moved will now appear under its new location.
Merging Duplicate Units

Left click on the unit you are moving, and drag and drop it on top of the unit you are merging it into. In this example, 82128A is being merged into 82128. Release your mouse when the unit you are keeping is highlighted in a blue.
A confirmation message will appear. Components of the same name will be merged together and sample histories will be combined. **Please note that this cannot be undone.** Click **Yes** to complete the merge.
A second confirmation message will appear. Click Close.
Merging Duplicate Units

You will notice that the unit you merged is now no longer listed under the unit list, as it is now the same as unit 82128.
To merge duplicate components, expand the tree on the left side of your screen and select the unit level. Click the arrow next to the unit and expand to view all components. Click on the duplicate component so that it is highlighted.
Merging Duplicate Components

Drag and drop the duplicate component on top of the original. Release your mouse once the original component is highlighted.
Merging Duplicate Components

A confirmation message will appear. Sample histories will be combined. **Please note that this cannot be undone.** Click **Yes** to complete the merge.
Merging Duplicate Components

A second confirmation message will appear. Click Close.
Merging Duplicate Components

The duplicate engine is now gone and all sample histories have merged into one component. **Please note that only duplicate components under the same unit can be merged.**
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