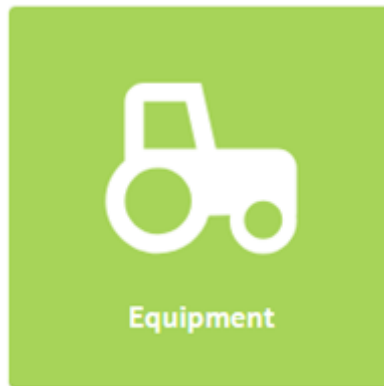


## How to setup Equipment

**Setup > Equipment** is where implements and machines that are used in Jobs should be added.



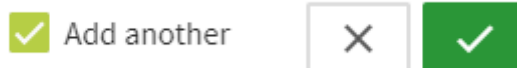
### To add equipment

From the Setup module:

1. Select the Equipment icon
2. Select the + New Equipment button

Enter the information below:

1. Equipment Name
2. Type – use the drop-down list to select the appropriate equipment type
3. Reference – for example, the machine's model, make or serial number
4. If you have another piece of equipment to add this can be done by ticking 'Add another' before you save



### To view equipment

Your equipment is listed on the Equipment section, accessed through the Setup module. If you need to view a particular equipment's full details select the desired piece of equipment.



## To edit equipment

Equipment records may be edited at any time. To do this, select the required record from within the Equipment section of the Setup module and update the relevant information before saving.

## To delete equipment

Equipment records can be deleted, providing they have not been used within a record.

From the Setup module:

1. Click Equipment
2. Find the equipment you wish to delete
3. Click the delete icon, located on the right hand side of the page
4. A warning message will appear asking if you are sure that you want to delete the equipment - select Delete to confirm.