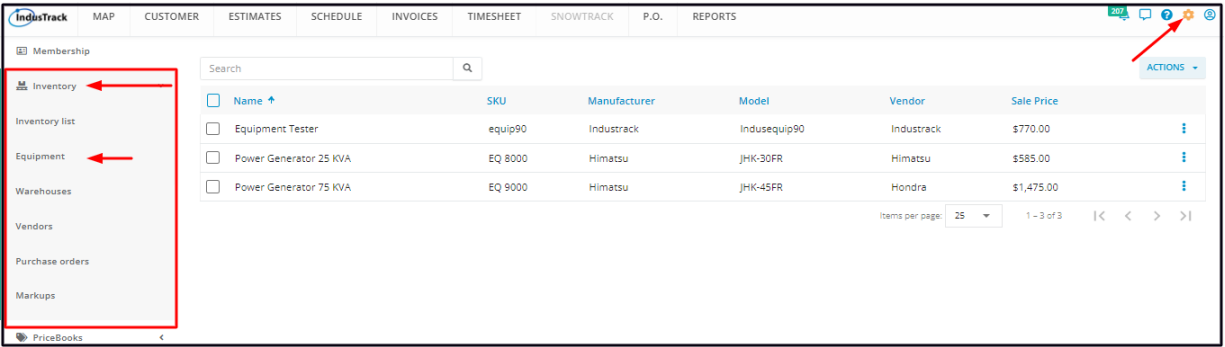


Equipment Lists

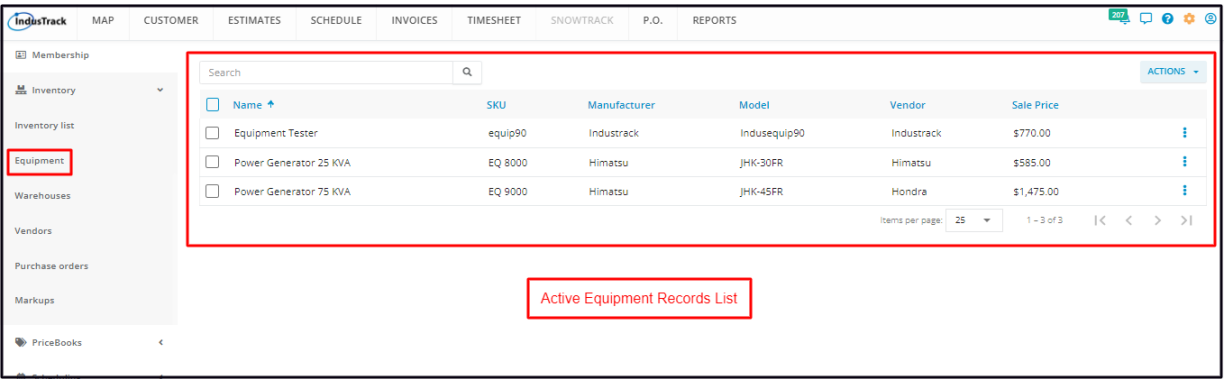
To set up your equipment list go to **Settings > Inventory > Equipment**.



The Equipment Lists

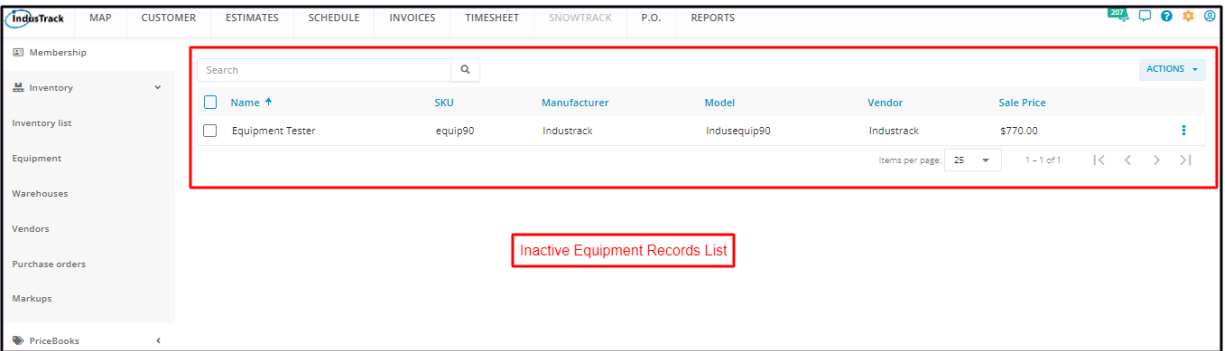
The Equipment Page defaults to the **Equipment list/table** which contains all of the equipment records that have an **Active** status. Information about the equipment items that you hold in inventory for sale to customers is shown in this table.

This is also the page where an equipment record is created, deactivated and assigned to PriceBooks.

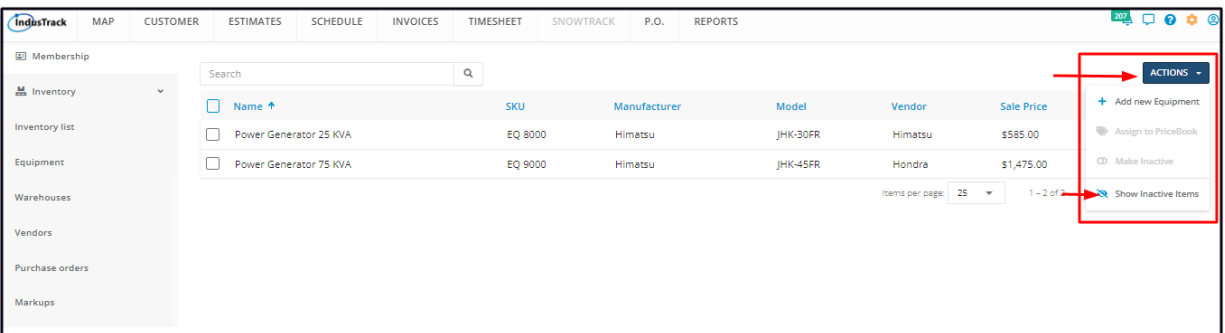


When an equipment record is deactivated, its profile is moved to the **Inactive Equipment Records list**.

The equipment page that shows the Inactive Equipment Records list is the page where records are reactivated and deleted.



To switch between tables, click the **Actions** button and select to view the other table (**Show Active** or **Inactive Items**).



Using the Equipment tables

Both the Active and Inactive tables have 7 columns:

- Name – This refers to the name you have given the equipment.
- SKU – This refers to the assigned equipment code.
- Manufacturer – This refers to the maker or producer of the equipment.
- Model
- Vendor – This refers to the supplier/distributor of the equipment.
- Sale Price – This refers to the selling price or the price quoted to customers.
- Action Button (3-dot menu)
 - For the Active Equipment table – Used to create, edit or deactivate equipment or assign to PriceBooks.
 - For the Inactive Equipment table – Used to reactivate equipment.

<input type="checkbox"/>	Name ↑	SKU	Manufacturer	Model	Vendor	Sale Price	
<input type="checkbox"/>	Equipment Tester	equip90	Industrack	Indusequip90	Industrack	\$770.00	⋮
<input type="checkbox"/>	Power Generator 25 KVA	EQ 8000	Himatsu	JHK-30FR	Himatsu	\$585.00	⋮
<input type="checkbox"/>	Power Generator 75 KVA	EQ 9000	Himatsu	JHK-45FR	Hondra	\$1,475.00	⋮

Sort the Equipment list

Sort the list according to equipment name or SKU. Click on the column header (either Name or SKU) to sort the list according to the preferred field. This works for both tables.

<input type="checkbox"/>	Name	SKU ↑	Manufacturer	Model	Vendor	Sale Price	
<input type="checkbox"/>	Power Generator 25 KVA	EQ 8000	Himatsu	JHK-30FR	Himatsu	\$585.00	⋮
<input type="checkbox"/>	Power Generator 75 KVA	EQ 9000	Himatsu	JHK-45FR	Hondra	\$1,475.00	⋮
<input type="checkbox"/>	Equipment Tester	equip90	Industrack	Indusequip90	Industrack	\$770.00	⋮

Search Bar

Use the search bar to quickly find an equipment record from the list. This is helpful if you have a long list. You can do a search using the equipment name or SKU. Key in the information you are looking for on the search bar and matching information will populate the table. This works for both tables.

<input type="checkbox"/>	Name	SKU ↑	Manufacturer	Model	Vendor	Sale Price	
<input type="checkbox"/>	Power Generator 25 KVA	EQ 8000	Himatsu	JHK-30FR	Himatsu	\$585.00	⋮
<input type="checkbox"/>	Power Generator 75 KVA	EQ 9000	Himatsu	JHK-45FR	Hondra	\$1,475.00	⋮
<input type="checkbox"/>	Equipment Tester	equip90	Industrack	Indusequip90	Industrack	\$770.00	⋮

List Per Page

For both tables, select the number of equipment records to be displayed per page. Options to choose from are 10, 25, 50, and 100. Use the Previous and Next buttons to move from one page to another (if there is more than one page).

Name	SKU	Manufacturer	Model	Vendor	Sale Price
<input type="checkbox"/> Power Generator 25 KVA	EQ 8000	Himatsu	JHK-30FR	Himatsu	\$585.00
<input type="checkbox"/> Power Generator 75 KVA	EQ 9000	Himatsu	JHK-45FR	Hondra	\$1,475.00
<input type="checkbox"/> Equipment Tester	equip90	Industrack	Indusequip90	Industrack	\$770.00

Actions button

For the Active Equipment table, this button is used to create or deactivate a vehicle, assign it to Pricebook, and move it to the inactive list.

Name	SKU	Manufacturer	Model	Vendor	Sale Price
<input checked="" type="checkbox"/> Power Generator 25 KVA	EQ 8000	Himatsu	JHK-30FR	Himatsu	\$585.00
<input type="checkbox"/> Power Generator 75 KVA	EQ 9000	Himatsu	JHK-45FR	Hondra	\$1,475.00
<input type="checkbox"/> Equipment Tester	equip90	Industrack	Indusequip90	Industrack	\$770.00

For the Inactive Equipment table, this button is used to reactivate and delete equipment and return to the active list.

Name	SKU	Manufacturer	Model	Vendor	Sale Price
<input checked="" type="checkbox"/> Equipment Tester	equip90	Industrack	Indusequip90	Industrack	\$770.00

