# Equipment

**Equipment** is a long term-asset that benefits companies or businesses over several years. If you supply or sell equipment, IndusTrack helps you keep track of these items the same way that it does your inventory.

To add and manage your equipment inventory records, go to **Settings > Inventory > Equipment**.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE INVOICE	5 TIMESHEET	SNOWTRACK	P.O. REPORT	S			207	] ? ♀ ◎
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Mobile App								Items per page: 25	▼ 0 of 0	< <	$\rightarrow \rightarrow$
Membership											
🚊 Inventory 🔫											
Inventory list											
Equipment	-										
Warehouses											
Vendors											
Purchase orders											
Markups											

## Set Up a New Equipment Record

From the Equipment page, click on the **Actions** button and select + **Add new Equipment**.

IndusTrack MAP	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				🏧 🖵 😯 🌼 🧕
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Inventory list										Items per page: 25	▼ 0 of 0	Assign to PriceBook
Equipment												Make Inactive
												💐 Show Inactive Items
Warehouses											I	
Vendors												
Purchase orders												
Markups												

Fill in the item details on the Add Equipment window. Fields with (\*) are required.

IndusTrack	MAP CUST	OMER ESTIMATES	SCHEDULE	INVOICES TIMESHEET	SNOWTRACK P.O.	REPORTS				207	9 <b>9</b>
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M Inventory	~	Name 🕈		General Serial Number	rs		1 Î.	Vendor	Sale Price	2	
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Equipment				SKU *			- 88				
Warehouses				Picture	Choose File No file chosen Max size 15Mb						
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Purchase orde	ers			Model *							
Markups				Vendor							
PriceBook:	s <			Quantity on hand *							
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• Timesheet	: <			Asset Account	Account Search	×	-				
Client	¢					CANCEL SA	VE				

Alternatively, equipment record set-up can also be accessed from the Inventory List page. Go to **Settings > Inventory > Inventory List.** From the Actions button, select **Add New Equipment**. The same Add Equipment window will come up. When the new equipment record is saved, this is added to the Equipment List.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			🏧 🖵 😯 🌼 🥹
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Reports	4	🗌 Name 🕇			Sku		Туре	Sales Description	Sales Price	Cost	+ Add new Inventory
		= #2 1" Bolt			80000019-14	25994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	+ Add new Non-inventory
Mobile App		#2 1" Bolt - Bla	ack		8000001E-14	27211280	Inventory	Bolt: number 2 thread, 1 inch length Black	1	0.15	+ Add new Service
Membership		#3 1" Bolt			8000001D-14	26192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	+ Add new Assembly
H Inventory	~	3ft Cold Water	PVC		INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	Add new Equipment
Inventory list		ACU General			SV 3000		Service	Labor cost for ACU general maintenance	25	11	Assign to PriceBook
Equipment		Central ACU G	eneral Maintenan	ce	SV 5000		Service	General Maintenance service of central airconditioining units.	135	65	O Make Inactive
		Forged Piston	Kit		fp3838		Inventory	Hi performance piston kit	450	318	💸 Show Inactive Items
Warehouses		Is2 helmet					Inventory	Protect your Head	500	400	39
Vendors		Tuff Declogger	1G		IS - 3000		Non-inventory	Declogger for use the ACU service teams.		265	15
Purchase orders								H	tems per page: 25 💌	1 – 9 o	f9  < < >>
Markups											
PrissBooks											

## **General Information**

## Name\*

• Key in the name of the equipment.

IndusTrack MAP	CUSTOME	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O. REF	PORTS					207	] 😧 🌣 🕲
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Equipment					SKU *				- 8					
Warehouses					Picture	Choose File No file Max size 15Mb	chosen		- 8					
Vendors				Ma	anufacturer *				- 8					
Purchase orders					Model *				- 8					
Markups					Vendor				- 1					
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E Client	<													
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## SKU\*

• Key in the item's assigned equipment code.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES TIME	ESHEET	SNOWTRACK P.O.	REPORTS					207	<b>P 0 \$</b> 8
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L Inventory			Name 🕈		General Seria	al Number	'S		<b>^</b>	Vendor	2	ale Price		
Inventory list					N	lame *	Power Generator 25 KVA	٤	- 8	ltems per page:	25 💌			
Equipment						SKU *	EQ 8000		- 8					
Warehouses					F	Picture	Choose File No file chosen Max size 15Mb		- 8					
Vendors					Manufact	turer *			- 8					
Purchase orde	ers				м	lodel *			- 8					
Markups					v	/endor			- 1					
PriceBook	3	<			Quantity on I	hand *			- 1					
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## Picture

Optionally upload an image of the equipment. The maximum file size that can be uploaded is 15Mb.

• Click Choose File.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS						207	🖵 🕜 🌣 🙁
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• Select and upload the image from your device.

IndusTrack MAP	CUSTOMER E	STIMATES S	CHEDULE	INVOICES	TIMESHEET	SNOWTRACK P	.O. REPORTS					2074 🖵 😯 🌣	2
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		Name 🕈		General	Serial Number	's		Â	Vendor	s	ale Price		
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Vendors													
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Client	¢			Ma	anufacturer * Model *								
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## Manufacturer\*

• Key in the maker or producer of the equipment

IndusTrack MAP	CUSTOMER ESTIN	ATES SCHED	OULE INVOICES	TIMESHEET	SNOWTRACK P.O.	REPORTS				🌉 🖵 🛛 🌣 🚇
Membership			Add Equipm	ent Serial Numbe	215		X			ACTIONS +
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Inventory list				SKU *	EQ 8000		- 8	Items per page: 25	▼ 0 of 0	
Equipment				Picture	Choose File No file chosen		- 8			
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## Model\*

• Enter the equipment's Model Number/Code.

IndusTrack MAP	CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHEET	SNOWTRACK P.O. REPO	ORTS		<sup>207</sup> 4 🖵 😗 🌼 🙁
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Inventory list			genset.png	×	ltems per page: 25 💌	
Equipment		Manufacturer*	Himatsu			
Warehouses		Vendor	Jun 2014			
Vendors		Quantity on hand *				
Purchase orders		Reorder point				
Markups		Asset Account	Account Search	×		
PriceBooks	¢	Non taxable				
<ul> <li>Scheduling</li> <li>Timesheet</li> </ul>	د د	Sales price/rate				
Client	c	Sales description				
2 Integrations						
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## Vendor

- Select the supplier/distributor from the drop-down list.
- If the supplier is not on the list, key in the name. This will be added to the vendor list when the item is saved.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					207	<b>- 0 \$</b> @
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Inventory list				м	anufacturer *	genset.png Himatsu		×		Items per page:	25 💌			
Equipment					Model *	JHK-30FR			- 1					
Warehouses Vendors					Vendor	Himatsu			- 1					
Purchase orders				Quan	tity on hand *				- 1					
Markups					Reorder point Asset Account	Account Search		×	- 1					
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## **Quantity on Hand\***

- Key in the stocks on hand. This will now be your beginning inventory at the Main Warehouse.
  - Equipment Inventory can also be monitored using serial numbers. See the section Serial Numbers below to learn how this works.
- This is a required field so if there is no quantity on hand, use 0.

IndusTrack MAP	CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHEET	SNOWTRACK P.O. REPORTS		🏧 🖵 😗 🌼 🤅
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Inventory list				ltems per page: 25 💌 0 of 0	
Equipment			genset.png X		
Warehouses		Manufacturer *	Himatsu		
Vendors		Model *	JHK-30FR		
Purchase orders		Vendor	Himatsu		
Markups		Quantity on hand *	3.00		
PriceBooks	ĸ	Reorder point			
Scheduling	¢	Asset Account	Account Search X		
O Timesheet	K	Non taxable			
Client	¢	Sales price/rate			
₿ Integrations	¢		CANCEL	L SAVE	

Once the equipment record is saved and the stock location information is already available, or if applicable, open the item details in edit mode and enter the **Bin #** and/or **Isle #**. Until then, the placeholder for warehouse inventory remains disabled. However, if the inventory using Serial Numbers option is used, this warehouse inventory will remain disabled and will no longer be used.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				🚧 🗖 🕄 🎄 🕲
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Equipment								11				
Warehouses				In	come Account	Account Search		×				
Vendors					Cost				- 1			
Purchase orders				Purchasi	ng description							
Markups								h	- 1			
PriceBooks	¢			Ex	pense Account	Account Search		×	_			
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Membership				Edit Equipm					×			ACTIONS +
				34	ales price/race	565			<b>^</b>			Actions
H Inventory		Name 🕈		Sal	es description	25kva diesel gen engine. Single ph		erkin		Vendor	Sale Price	
Inventory list		Power Gener	ator 25 KVA			chânc: shigic pi		11		Himatsu	\$585.00	:
Equipment				In	come Account	Owners Equity		×		Items per page: 25	▼ 1-1of1	< < > >
Warehouses					Cost	425						
Vendors												
Purchase orders				Purchasi	ng description	Order lead time: > 5 units, 45 day:		1	- 1			
Markups				Exp	ense Account	Cost of Goods Sol	d	×	- 8			
PriceBooks	<								II			
Scheduling	4			Warehouse		Bin #	Isle	# QTY				
				Main wareh	nouse			3				
Timesheet	<			Total quant	tity:			З				
E Client	<			L								
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## **Reorder Point**

• Set the minimum quantity for reordering the equipment.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK P.O.	REPORTS					207	0 0 0
					Add Equipn	nent			×					ACTIONS +
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🗮 Inventory		~	Name 🕈							Vendor		Sale Price		
Inventory list						Model *	JHK-30FR			items per page:	25 👻			
						Vendor	Himatsu							
Equipment					Quar	ntity on hand *	3.00		- 8					
Warehouses					Г	Reorder point	1.00		- 18					
Vendors						Asset Account	Account Search	×	- 8					
Purchase orde	ers					Non taxable			- 8					
Markups														
PriceBooks	s	<			s	ales price/rate			- 8					
🗎 Scheduling	5	<			Sa	les description			- 18					
C Timesheet		<						11						
Client		,			Ir	ncome Account	Account Search	×						
E client									• • • • • •					
& Integration	ns	<						CANCEL	SAVE					

#### **Asset Account**

- Select the corresponding asset account from the dropdown list.
  - Scroll down the list to find the correct account name. OR
  - Key in the account name on the search field to quickly find the correct one.

• If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS						207	🖵 🛛 🌣 🕲
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					Vendor	Himatsu									
Equipment				Quar	ntity on hand *	3.00									
Warehouses					Reorder point	1.00			/	d					
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Purchase orders					Non taxable	Accounts Receiva	ble	<b>^</b>		U					
Markups						Undeposited Fun	ds			U					
PriceBooks	¢				ales price/rate	Inventory Asset				U					
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Timesheet	¢				ncome Account	Retainage Receiva	able								
Client	¢				Account			<b>•</b>							
2 Integrations	¢							CANCE	L SAVE	1					

## Non taxable

• If the equipment is not taxable, tick the checkbox. But if it is, leave the checkbox empty.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O. REPOR	RTS					207	2 😯 🌣 🕲
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La Inventory	v	Name 🕈		M	lanufacturer *	Himatsu			^	Vendor	Si	le Price		
Inventory list					Model *	JHK-30FR			- 8	ltems per page:	25 💌			
Equipment					Vendor	Himatsu			- 8					
Warehouses				Quan	ntity on hand *	3.00			- 8					
Vendors					Reorder point	1.00			- 18					
Purchase orders					Asset Account	Inventory Asset		×	- 88					
Markups					Non taxable				- 88					
				Si	ales price/rate									
PriceBooks	<			Sal	les description				- 58					
Scheduling	<							1	- 8					
O Timesheet	<			In	come Account	Account Search		×	- 8					
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## Sales price/rate

• Key in the selling price of a single unit of equipment. This is the price quoted to customers.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				¤ų́ ⊂ 8 ¢ 6
😰 Membership		Search		Add Equipr	Ment Non taxable				×			ACTIONS +
Herentory	Ť	Name 🕈			Sales price/rate	585.00				Vendor Items per page: 25	Sale Price	
Equipment				Si	ales description				- 1			
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Purchase orders					Cost							
Markups				Purchas	sing description				- 1			
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Client	¢			Total qua	ntity:			0	-			
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• Key in a short description of the equipment.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O. RE	PORTS					207	<b>P 0 0</b>
			100	Add Equipm	nent				х					
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Inventory list				s	ales price/rate	585.00			- 8	items per page	25 🔻			
Equipment				Sal	les description	25kva diesel gen engine. Single ph		in C	- 1					
Warehouses									- 1					
Vendors				In	icome Account	Account Search		×						
Purchase orders					Cost				- 1					
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#### **Income Account**

- Select the corresponding income statement account from the dropdown list.
  - Scroll down the list to find the correct account name. OR
- Key in the account name on the search field to quickly find the correct one.
  If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

IndusTrack MAP CUSTOMER	ESTIMATES SCHEDULE	INVOICES TIMESHEET	SNOWTRACK P.O. REPORTS			207	. 🗆 🛛 🌣 🕲
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Inventory list		Sales price/rate	585.00	- 8	items per page: 25 🔻		
Equipment		Sales description	25kva diesel generator with Perkin engine. Single phase.	. 1			
Warehouses		Income Account	Account Search ×				
Vendors			Accounts Receivable				
Purchase orders		Cost	Undeposited Funds	- 8			
Markups		Purchasing description	Inventory Asset	- 18			
PriceBooks <			Construction in Progress	- 88			
🗎 Scheduling 🔍		Expense Account	Retainage Receivable	- 11			
O Timesheet <		Warehouse	Bin # Isle # QTY	- 8			
🖞 Client <		Total quantity:	0				
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#### Cost

• Key in the acquisition cost of a single unit of equipment.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES TI	MESHEET	SNOWTRACK	P.O. RE	PORTS					207	<b>□ 8 </b>
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Inventory list				Sales p	orice/rate	585.00			- 1	items per page	: 25 🔻			> >I
Equipment				Sales de	scription	25kva diesel gene engine. Single ph		° 🕞	. 1					
Warehouses				Income	Account	Owners Equity		×	- 1					
Vendors					Account									
Purchase orders					Cost	425.00			- 1					
Markups				Purchasing de	scription			G	- 1					
PriceBooks	¢							<b>U</b>	- 8					
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O Timesheet	¢			Warehouse		Bin #	Isle #	QTY						
E Client	¢			Total quantity:				0	-					
$\mathcal Q$ Integrations	¢							CANCEL	SAVE					

#### **Purchasing Description**

• Key in any special purchasing notes, if any, such as required order lead time.

IndusTrack MAP	CUSTOMER	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					207	0 🔅
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Membership					Non taxable									ACTIONS +
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Equipment				Sa	les description	25kva diesel gene engine. Single ph		Perkin	- 1					
Warehouses					ncome Account	Owners Equity		×						
Vendors														
Purchase orders					Cost	425.00								
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E Client	¢			Total quar	ntity:			0						
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#### **Expense Account**

- Select the corresponding expense account from the dropdown list.
  - Scroll down the list to find the correct account name. OR
  - Key in the account name on the search field to quickly find the correct one.
- If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

IndusTrack MAP	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES TIMESHEET	SNOWTRACK P.O. RI	EPORTS					207	<b>□ 0 </b>
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🔛 Inventory	~	Name 🕈		Sales price/rate	585.00			Vendor		Sale Price		
Inventory list				Sales description	25kva diesel generator with Peri engine. Single phase.	kin ©	J	items per page:	25 🔻			> >
Warehouses				Income Account	Owners Equity	×	J					
Vendors				Cost	425.00		J					
Purchase orders Markups				Purchasing description	Order lead time: > 5 units, 45 days	G	Л					
PriceBooks	¢			Expense Account	Account Search Owners Draw	×	J.					
🗎 Scheduling	¢			Warehouse	Owners Equity		-18					
O Timesheet	¢			Total quantity:	Construction Income							
Client	¢				Cost of Goods Sold	_						
& Integrations	¢				Blueprints and Reproduction	BL SAV	/E					
					Bond Expense	<b>•</b>						

#### **Serial Numbers**

Recording the individual equipment serial numbers into the system is not mandatory. However, it is a good business practice to do so. Using this option will override the Quantity on Hand recorded on the General tab if any.

On the Serial Numbers tab, click the Add New Batch button.

IndusTrack MAP	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			2024 🖵 😯 🌣	2
E Membership					۹						ACTIONS	-
M Inventory	~	Name 🕈		SKU	N	lanufacturer		Model	Vendor	Sale Price		
Inventory list									Items per page:	15 🔻 0 of 0		
Equipment												
Warehouses				Add Equipr	ment			×				
Vendors				General	Serial Num	bers						
Purchase orders								ADD NEW BATCH				
Markups				Serial Nur	mber V	/arranty Expiration D	ate	Bin # Isle #				
PriceBooks	<							CANCEL SAVE				
🗂 Scheduling	¢			_		_		CANCEL SAVE				
<b>O</b> Timesheet	¢											
E Clines	,											

## **Expiration Date**

Set the expiration date of the equipment, if applicable. Use the date picker or key in the date on the field.
 If the equipment serial numbers have different expiration dates, enter these individually.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRAC	K P.	0. R	EPORTS						207	🖵 🛛 🌣 🕲
E Membership					٩											ACTIONS +
🗮 Inventory	×	🗌 Name 🕈		Add Equi	pment						x	Vendor	Sa	le Price		
Inventory list				Genera	-							items per page:	25 🔻			
Equipment									ADD	NEW BATCH						
Warehouses				1	Expiration Date	8/3/2022				1						
Vendors				l												
Purchase orders					Serials	2027 <b>•</b> 2027			< >							
Markups						JAN	FEB	MAR	APR	1						
PriceBooks	<					MAY	JUN	JUL	AUG							
	¢			Serial N	lumber Warr	SEP	OCT	NOV	DEC	sie #						
🗎 Scheduling	,			Serial N	umber warr	1				sie #						
C Timesheet	<									EL SAVE						
Client	<										-					
& Integrations	¢															

## Serials

- Key in the serial number or numbers of the equipment at the Main Warehouse.
  - For multiple expiration dates, enter these and the serial numbers separately.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					207	<b>₽ 8 \$</b> @
E Membership					۹									ACTIONS +
🗮 Inventory	~	Name 🕈		Add Equipm	ent				х	Vendor		ale Price		
Inventory list				General	Serial Number	s				items per page:	25 👻			
Equipment								ADD NEW B	АТСН					
Warehouses				E	xpiration Date	12/18/2027	ė							
Vendors					Serials	GV5672043-78								
Purchase orders						GV5670343-20 GV5028482-98								
Markups														
PriceBooks	<					ADD BATCH								
Scheduling	<			Serial Numb	er Warr	anty Expiration D	ate	Bin # Isle #						
O Timesheet	¢							CANCEL	SAVE					
Client	, ,													
i Integrations	č													

• Click Add Batch to save the serial number(s) and expiration number.

IndusTrack MAP	CUSTOMER ESTIMATES	SCHEDULE INVOICES TIMESHEET	SNOWTRACK	P.O.	REPORTS			🌉 🖵 🛛 🎄 🕲
Membership		Add Equipment				х		ACTIONS +
🔜 Inventory	✓ Name ↑	General Serial Numb	ers				Vendor Sale Price	
Inventory list					ADD NEW BATCH		items per page: 25 👻 0 of 0	
Equipment		Expiration Date	12/18/2027	Ē				
Warehouses		Serials	GV5670343-20	3				
Vendors			GV5028482-98	3	C			
Purchase orders					- li			
Markups			ADD BATCH					
PriceBooks	¢	Serial Number	Warranty Expirati Date	on Bin #	Isle #			
		GV5672043-789	12/18/2027	Ē.				
Scheduling	¢	GV5670343-203	12/18/2027	Ē.				
0 Timesheet	¢	GV5028482-983	12/18/2027	Ē.				
E Client	د ۱							
${\cal G}$ Integrations	¢				CANCEL SAV	E		

- From the General tab, the Quantity on Hand will be updated:
  - The heading will now read Initial Quantity on Hand
  - The quantity field will be disabled. Editing of the value will no longer be allowed.
  - A note will be added that the item has Serial Numbers recorded in the system.

Initial quantity on hand *	3
	This item has serial number(s) in the system.

• If the stock location information is already available, or if applicable, enter the Bin # and/or Isle #.

IndusTrack N	IAP CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					207	<b>- 0 0</b> 8
A Membership				Add Equipm	nent				Х					ACTIONS +
🗮 Inventory	~	Name 🕈		General	Serial Numbe	rs				Vendor	s	ale Price		
Inventory list								ADD	NEW BATCH	ltems per page:	25 💌			
Equipment					Expiration Date	12/18/2027								
Warehouses					Serials	GV5672043-7 GV5670343-2	203							
Vendors						GV5028482-9	983	G						
Purchase orders									11					
Markups						ADD BATCH								
PriceBooks	4			Serial Num	iber	Warranty Expira Date	ation Bin #	isie	#					
				GV567204	13-789	12/18/2027								
Scheduling				GV567034	13-203	12/18/2027								
C Timesheet	¢			GV502848	32-983	12/18/2027								
E Client	۲.													
∂ Integrations	۲.							CANC	EL SAVE					
					_	_	_	_	_					

Save the new equipment record. This will be added to the Equipment List.

IndusTrack MAP	CUSTOMER	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS					207	₽ 0	\$	8
E Membership		Search			Q									ACTIO	NS +	
Max Inventory	~	Name 🕈			SKU	Ma	nufacturer		Model	Vendor	Sa	le Price				
Inventory list		Power Genera	ator 25 KVA		SQ 80	DO Hir	matsu		JHK-30FR	Himatsu	\$5	85.00			:	
Equipment										Items per page: 25	~	1 – 1 of 1	< <	>	>	
Warehouses																
Vendors																
Purchase orders																
Markups																
PriceBooks	<															

# Update the Equipment Details

Find the equipment record to be updated from the list. Click anywhere on the row and the record will open in edit mode.

• Alternatively, go to the 3-dot menu to the right of the equipment record and select Edit.

Vendors Purchase orders Markups	IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			2014 🖓 💭 👔
Inventory list   Equipment   Equipment fester   Power Generator 25 KV/A   EQ 9000   Himatsu   JHK-45FR   Hondra   S1,475,00   Eduint fester   Power Generator 75 KV/A   EQ 9000   Himatsu   JHK-45FR   Hondra   S1,475,00   Eduint fester   Eduint fester   Power Generator 75 KV/A   EQ 9000   Himatsu   JHK-45FR   Hondra   S1,475,00   Eduint fester   Markups	Membership											1.5710115
Name     SKU     Manufacturer     Model     Vendor     Sale Price       Industrack     equip90     Industrack     Industrack     577.00       Equipment     Power Generator 25 KVA     EQ 8000     Himatsu     JHK-SDFR     Himatsu     555.00       Power Generator 75 KVA     EQ 9000     Himatsu     JHK-4SFR     Hondra     51,475.00     Edit       Vendors     Vendors     Vendors     Vendors     Vendors     Vendors     Vendors     Vendors     Vendors     Vendors		~	Search			Q						ACTIONS
Equipment lester     equippi0     industrack     industrack     industrack     industrack     s7/200       Equipment     Power Generator 25 KVA     EQ 8000     Himatsu     JHK-30FR     Himatsu     \$585.00       Warehouses     Power Generator 75 KVA     EQ 9000     Himatsu     JHK-45FR     Hondra     \$1,475.00     Edit       Vendors     Parchase orders     Hamatsu     JHK-45FR     Hondra     \$1,475.00     Edit			Name 🕈			SKU	Manufa	cturer	Model	Vendor	Sale Price	
Warehouses     Power Generator 75 KVA     EQ 9000     Himatsu     JHK-45FR     Hondra     \$1,475.00     > Edit       Vendors     Items per page     25     1 - 3 of 3     Make Inactive	Inventory list		Equipment T	ester		equip90	Industra	ack	Indusequip90	Industrack	\$770.00	:
Vendors Vendors Vendors Markups Markups	Equipment		Power Gener	rator 25 KVA		EQ 8000	Himatsu	ı	JHK-BOFR	Himatsu	\$585.00	
Vendors Purchase orders Markups	Warehouses		Power Gener	rator 75 KVA		EQ 9000	Himatsu	ı	JHK-45FR	Hondra	\$1,475.00	Edit
Markups	Vendors									Items per page: 25	• 1 - 3 of 3	Assign to PriceBool
Markups												Make Inactive
	Purchase orders											
	Markups											
Price Pools	PriceBooks											

Edit/Update as may be needed. Once done, Save the changes.

• An inactive equipment record is not editable. This will have to be reactivated first.

IndusTrack	MAP CI	JSTOMER	ESTIMATE	S SCHED	ULE	INVOICES	TIMESHEET	SNOWTRACK P.	.O. REPORT	S					207		3 🌣 🙁
Membership	1					Edit Equipm	nent				х					ACTI	ONS +
🗮 inventory		*	Name 1			General	Serial Numb	ers			<b>^</b>	Vendor		Sale Price			
Inventory list			Equipme	nt Tester			Name *	Power Generator 25 k	(VA		- 1	Industraci		\$770.00			:
Equipment			Power Ge	enerator 25 KV	/A		SKU *	EQ 8000			- 11	Himatsu		\$585.00			:
Warehouses			Power Ge	enerator 75 K	/A		Picture	Choose File No file cho Max size 15Mb	sen		- 11	Hondra		\$1,475.00			:
Vendors								Max size (SMO			- 1	Items per page:	25 👻	1 – 3 of 3	< <		
Purchase orders																	
Markups								1.									
PriceBooks		<						ZR									
🗂 Scheduling		<															
0 Timesheet		<						genset.png		×							
E Client		<				N	Aanufacturer *	Himatsu									
2 Integrations		<					Model *	IHK-BOER			-						
Form setting	s	¢								CANCEL	SAVE						
							_		_	_	_						

## Change the Equipment Image

• From the Picture field, click **Choose File**.

IndusTrack	MAP CUS	TOMER ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK P.O. REP	ORTS				🏧 🖓 🖗 🍳
Membership				Edit Equipme	nt			×			ACTIONS -
🗮 Inventory	v	Name +		General	Serial Numbe	rs		<b>^</b>	Vendor	Sale Price	
Inventory list		Equipment	Tester		Name *	Power Generator 25 KVA		- 8	Industrack	\$770.00	:
Equipment		Power Gene	erator 25 KVA		SKU *	EQ 8000		- 11	Himatsu	\$585.00	1
Warehouses		Power Gene	erator 75 KVA		Picture	Choose File No file chosen		- 8	Hondra	\$1,475.00	i
Vendors						Max size 15Mb		- 11	items per page: 25 💌	1 – 3 of 3	
Purchase orders								- 1			
Markups								- 1			
PriceBooks	<					ZR.		- 1			
🗎 Scheduling	¢						l I	- 1			
<b>O</b> Timesheet	¢					genset.png	×	- 1			
E Client	¢			Mar	nufacturer *	Himatsu		- 1			
2 Integrations	¢				Model *	IHK-BOER		-			
🗒 Form setting	; (						CANCEL	SAVE			

• Select the new image from your device. This will replace the current image. Save the changes.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O. REPORTS	S				207	8 🌣 🛽
Membership				Edit Equipn	nent				×			AC	TIONS +
🗮 Inventory	*	Name 🕈		General	Serial Numbe	ers				Vendor	Sale Price		
Inventory list		Equipment	Tester		Name *	Power Generator	25 KVA		- 8	Industrack	\$770.00		
Equipment		Power Gene	erator 25 KVA		SKU *	EQ 8000			- 8	Himatsu	\$585.00		:
Warehouses		Power Gene	erator 75 KVA		Picture	Choose File No file Max size 15Mb	e chosen		- 8	Hondra	\$1,475.00		:
Vendors							/		- 88	Items per page: 25 💌			
Purchase orders						6			- 8				
Markups						107			- 8				
PriceBooks	¢								- 8				
Scheduling	¢								- 8				
G Timesheet	¢					genset2.png		×	- 8				
E Client	¢				Manufacturer *	Himatsu			- 8				
2 Integrations	¢				Model *	IHK-BOER			-				
🗒 Form settings	¢						c	CANCEL	SAVE				

## Delete the Equipment Image

- Click the delete icon (x) to the right of the image name. This will remove the image from the window.
- Save the changes.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				💐 🖵 🕄 🌣 🙁
E Membership				Edit Equipm	nent				х			ACTIONS +
Handress Inventory	~	Name 🕈		General	Serial Numbe	rs			^	Vendor	Sale Price	
Inventory list		Equipment 1	Tester		Name *	Power Generat	or 25 KVA		- 1	Industrack	\$770.00	:
Equipment		Power Gene	rator 25 KVA		SKU *	EQ 8000			- 1	Himatsu	\$585.00	:
Warehouses		Power Gene	rator 75 KVA		Picture	Choose File No f	file chosen			Hondra	\$1,475.00	:
Vendors						Max size 15Mb				Items per page: 25	• 1 – 3 of 3	
Purchase orders												
Markups						10-7		51				
PriceBooks	<							<b>y</b>				
🗐 Scheduling	K							Y				
<b>O</b> Timesheet	٢					genset2.png						
Client	<				Manufacturer *	Himatsu						
₿ Integrations	<				Model *	IHK-BOER			-			
🖽 Form settings	<							CANCEL	SAVE			
										WALL IN THE REAL PROPERTY OF		

## **Deactivate an Equipment Record**

Deactivate an equipment record if the item will no longer be held in inventory. This is an option to take instead of deleting the record which could cause errors.

Find the equipment record to be deactivated from the list and tick the checkbox to its left.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			207	🖵 😧 🌣
Membership												
H Inventory	<b>`</b>	Search			Q							ACTIONS +
intencory		Name 🕈			SKU	Manufa	cturer	Model	Vendor	Sale Price		
Inventory list		Equipment T	ester		equip90	Industra	ick	Indusequip90	Industrack	\$770.00		4
Equipment		Power Gener	rator 25 KVA		EQ 8000	Himatsu		JHK-30FR	Himatsu	\$585.00		÷.
Warehouses		Power Gener	rator 75 KVA		EQ 9000	Himatsu		JHK-45FR	Hondra	\$1,475.00		4
Vendors									Items per page: 25	▼ 1 - 3 of 3	< <	$\rangle \rightarrow  $
Purchase orders												
Markups												
PriceBooks												

Go to the Actions button and select Make Inactive.

• Alternatively, go to the **3-dot menu** to the right of the record and select **Make Inactive**.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			222 Ç 😧 🔅 🙁
🔊 Memberst	qir		Search			Q					_	
🗮 Inventory		~	Name +			sku	Manufa	cturer	Model	Vendor	Sale Price	+ Add new Equipment
Inventory list			Equipmer	it Tester		equip90	Industra		Indusequip90	Industrack	\$770.00	Assign to PriceBook
Equipment			Power Ge	nerator 25 KVA		EQ 8000	Himatsu	ı	JHK-30FR	Himatsu	\$585.00	Make Inactive
Warehouses			Power Ge	nerator 75 KVA		EQ 9000	Himatsu	1	JHK-45FR	Hondra	\$1,475.00	Real Show Inactive Items
Vendors										Items per page: 25	r 1 - 3 of 3	
Purchase orde	ers											
Markups												

• To deactivate multiple equipment records, tick the checkboxes to the left of all. If all records will be deactivated, just tick the checkbox of the Name header. And then go to the **Actions** button and select **Make Inactive**.

IndusTrack MAP	CUSTOME	R	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				🔤 🗘 💭 🤹
Membership		Sea	rch			Q							ACTIONS -
H Inventory	~		Name 🕈			SKU	Manufa	cturer	Model	Vendor		Sale Price	+ Add new Equipment
Inventory list			Equipment T	ester		equip90			Indusequip90	Industrack		\$770.00	Assign to PriceBook
Equipment			Power Gener	ator 25 KVA		EQ 8000	) Himatsu	1	JHK-BOFR	Himatsu		\$585.00	Make Inactive
Warehouses		<ul><li>✓</li></ul>	Power Gener	ator 75 KVA		EQ 9000	) Himatsu	1	JHK-45FR	Hondra		\$1,475.00	🥸 Show Inactive Items
Vendors										Items per page:	25 💌	1 - 3 of 3	$ \langle \langle \rangle \rangle $
Purchase orders													
Markups													
PriceBooks													

A warning window will come up. Click the **Yes** button to continue with the deactivation and **Cancel** to abandon the action.

Confirmation
Are you sure you want to Make Inactive the record(s)?
CANCEL YES

The record will be removed from the Active List and moved to the Inactive List.

IndusTrack MAP	CUSTOM	ER ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				₩Ļ 🗆 🕄	<b>\$</b> (2)
Membership		Search			Q							ACTION	s <b>.</b>
H Inventory	~	Name 🕈			SKU	м	lanufacturer		Model	Vendor	Sale Price		
Inventory list		_	rator 25 KVA		EQ 80		limatsu		JHK-30FR	Himatsu	\$585.00		:
Equipment		Power Gene	rator 75 KVA		EQ 90	ооо н	limatsu		JHK-45FR	Hondra	\$1,475.00		:
Warehouses										items per page: 25	▼ 1 - 2 of 2	$ \langle \rangle \rangle$	>
Vendors													
Purchase orders													
Markups													
PriceBooks													
	¢												
	CUSTOM	ER ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				<u>wi</u> 🗅 🕄 t	¢ @
PriceBooks	CUSTOM		SCHEDULE	INVOICES		SNOWTRACK	P.O.	REPORTS				ACTIONS	_
PriceBooks IndusTrack MAP	< CUSTOM	Search	SCHEDULE		٩		P.O.			Vendor	Sale Price		_
PriceBooks     MAP     Membership				SKI	٩	SNOWTRACK Manufacturer Industrack	P.O.	REPORTS Model Indusequip	990	Vendor Industrack	Sale Price \$770.00		
PriceBooks  MAP  Membership  Inventory		Search		SKI	Q	Manufacturer	P.O.	Model	990		\$770.00	ACTIONS	
PrireBooks  MAP  Map  Membership  Inventory  Inventory		Search		SKI	Q	Manufacturer	P.O.	Model	990	Industrack	\$770.00	ACTIONS	
PriceBooks  MAP  MAP  Membership  Inventory Inventory Inventory Inventory		Search		SKI	Q	Manufacturer	P.O.	Model	990	Industrack	\$770.00	ACTIONS	
PriceBooks      MAP      Membership      Membership      Inventory Inventory list Equipment Warehouses		Search		SKI	Q	Manufacturer	P.O.	Model	990	Industrack	\$770.00	ACTIONS	
PrireBooks  MAP  MAP  MAP  Marbership  Membership  Neentory Inventory Ist Equipment Warehouses Vendors		Search		SKI	Q	Manufacturer	P.O.	Model	990	Industrack	\$770.00	ACTIONS	

## **Reactivate a Deactivated Equipment Record**

#### Go to the Inactive Equipment List.

Find the equipment record to be reactivated from the list and tick the checkbox to its left.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			207	<b>-</b> 0 1	<b>\$</b> (2)
E Membership		Search			Q							ACTIONS	
🔛 Inventory	· · •	Name *		SK		Manufacturer		Model	Vendor	Sale Price		- Actions	
Inventory list		Equipment T	ester		uip90	Industrack		Indusequip90	Industrack	\$770.00			:
Equipment	L								Items per page: 25	▼ 1-1 of 1	< <	> >	>1
Warehouses													
Vendors													
Purchase orders													
Markups													
PriceBooks	¢												

Click the Actions button and select Make Active.

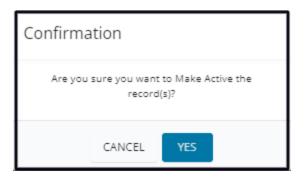
indusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			🚧 🗅 🛛 🌣
Membership		Search			Q					_	ACTIONS
Inventory	•	Name +		SKU		Manufacturer		Model	Vendor	Sale Price	Make Active
nventory list		Equipment T	Fester	eq	uip90	Industrack		Indusequip90	Industrack	\$770.00	a Delete
quipment									Items per page: 25	▼ 1-1 of 1	<ul> <li>Show Active Item</li> </ul>
larehouses											
endors											
urchase orders											
Markups											

• Alternatively, go to the 3-dot menu to the right of the record and select Make Active.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			207	<b>•</b> 0	\$
Membership													
Inventory	~	Search			Q							ACTIO	NS 🕈
a inventory		Name 🕈		SKL	J	Manufacturer		Model	Vendor	Sale Price			
ventory list		Equipment T	ester	equ	uip90	Industrack		Indusequip90	Industrack	\$770.00	_		•
quipment									Items per page: 25	▼ 1-1 of 1	Make	Active	
Varehouses													
endors													
urchase orders													
farkups													
PriceBooks													

- To reactivate multiple equipment records, tick the checkboxes to the left of all. If all items will be reactivated, just tick the checkbox of the Name header.
- Go to the Actions button and select Make Active.

A warning window will come up. Click the **Yes** button to continue with the reactivation and **Cancel** to abandon the action.



The item will be removed from the Inactive List and moved to the Active List.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			🏧 🖵 🛛 🌼 🙁
🖅 Membershi	ip		Search			Q						ACTIONS +
H Inventory		~	Name 🕈		SKU		nufacturer		Model	Vendor	Sale Price	
Inventory list										Items per page: 25	▼ 0 of 0	I< < > >I
Equipment												
Warehouses												
Vendors												
Purchase order	rs											
Markups												
Markups												
ingusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			200 <u>4</u> 🖓 🗘 🕸
Membershi		CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET Q	SNOWTRACK	P.O.	REPORTS			Actions •
E Membershi				SCHEDULE	INVOICES		SNOWTRACK		REPORTS Model	Vendor	Sale Price	
Membershi			Search		INVOICES	Q		cturer		Vendor Industrack	Sale Price \$770.00	
E Membershi			Search	rester	INVOICES	Q SKU	Manufa	<b>cturer</b> ack	Model			
Inventory list			Search Name  Full Equipment T	fester rator 25 KVA	INVOICES	Q SKU equip90	Manufa Industra	<mark>cturer</mark> ack	Model Indusequip90	Industrack	\$770.00	
Inventory list			Search Name  Equipment T Power Gene	fester rator 25 KVA	INVOICES	Q SKU equip90 EQ 8000	Manufa Industra Himatsu	<mark>cturer</mark> ack	Model Indusequip90 JHK-30FR	Industrack Himatsu	\$770.00 \$585.00 \$1,475.00	ACTIONS - E
Inventory list Equipment Warehouses	ip		Search Name  Equipment T Power Gene	fester rator 25 KVA	INVOICES	Q SKU equip90 EQ 8000	Manufa Industra Himatsu	<mark>cturer</mark> ack	Model Indusequip90 JHK-30FR	Industrack Himatsu Hondra	\$770.00 \$585.00 \$1,475.00	ACTIONS -

Update the equipment record and inventory as may be needed.

## **Delete an Equipment Record**

Delete an equipment record that is no longer in use or was created in error. It is wise to exercise caution when using this function. Deleting an equipment record may have an effect on other functions, settings or data.

If the record has an active status, deactivate this first. An Active Equipment Record cannot be deleted.

Move to the Inactive Equipment Records table.

indusTrack MAP	CUSTOMER	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				2074 🖵 😯 🌼
🗈 Membership		Search			Q							
Handress Inventory	~	Name 🕈			SKU	м	lanufacturer		Model	Vendor	Sale Price	+ Add new Equipment
Inventory list		Power Gener	rator 25 KVA		EQ 80	оо н	limatsu		JHK-30FR	Himatsu	\$585.00	Assign to PriceBook
quipment		Power Gener	rator 75 KVA		EQ 90	оо н	limatsu		JHK-45FR	Hondra	\$1,475.00	CD Make Inactive
Varehouses										Items per page: 25	▼ 1-2ef2	Show Inactive Item
endors												
urchase orders												
arkups												
PriceBooks												

Find the Equipment Record to be deleted from the list, and tick the checkbox to its left.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O. REPORTS			207	<b>□</b> 6	\$
Membership		Search		ă	Q						ACTIO	DNS 👻
H Inventory	Ť	Name 🕈		s	ки	Manufacturer	Model	Vendor	Sale Price			
Inventory list		Equipment Te	ester	e	quip90	Industrack	Indusequip90		\$770.00			÷
Equipment								Items per page: 25	▼ 1-1 of 1	< <	>	>
Warehouses												
Vendors												
Purchase orders												
Markups												

• To delete multiple equipment records, tick the checkboxes to the left of all. If all items will be deleted, just tick the checkbox of the Name header.

Go to the Actions button, and select Delete.

IndusTrack N	IAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			🚧 🗅 😯 🌼
Membership			Search			Q					_	ACTIONS -
H Inventory		~	Name 🕈		SK	υ	Manufacturer		Model	Vendor	Sale Price	<ul> <li>Make Active</li> </ul>
Inventory list			Equipment	t Tester	ec	luip90	Industrack		Indusequip90	Industrack	\$770.00	Delete
Equipment										Items per page:	25 💌 1 - 1 of 1	<ul> <li>Show Active Items</li> </ul>
/arehouses												
endors												
irchase orders												
arkups												
PriceBooks												

A warning window will come up. Click the Yes button to continue with the deletion and Cancel to abandon the action.

Confirmation
Are you sure you want to delete the record(s)?
CANCEL YES

The record will be removed from the Inactive Equipment Records list.