





# Deactivating Equipment

## **Deactivating Equipment:**

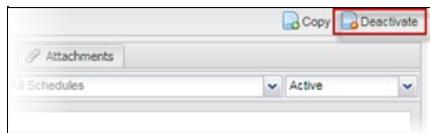
Equipment that is no longer in use, or is temporarily unavailable (due to extensive repairs and/or temporary removal from the property), can be deactivated. Users can also reactivate equipment that was previously deactivated.

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### **Note:**

- In order to preserve work order histories, equipment cannot be deleted, only deactivated.
- If equipment is replaced, create a new equipment entry on the Equipment list instead of editing the original equipment, as this will cause issues with the original equipment's work order history.
- Deactivated equipment will also deactivate any schedules associated with it; work orders which have already been issued by these schedules will have to be manually completed or cancelled.

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1. Locate the equipment that needs to be deactivated in the Equipment list. Once located, click on the equipment's name to view the equipment's details.
  2. From the Equipment Details screen, click **Deactivate**, located at the top-right corner.



3. In the confirmation window that opens, click **Yes** to complete deactivation of the equipment. Please note that the equipment's schedules will also be deactivated; however, any work orders already issued by these schedules will have to be manually completed or cancelled.

