

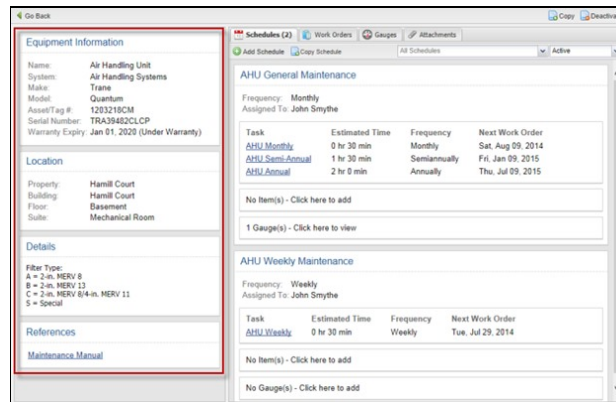




# Editing Equipment

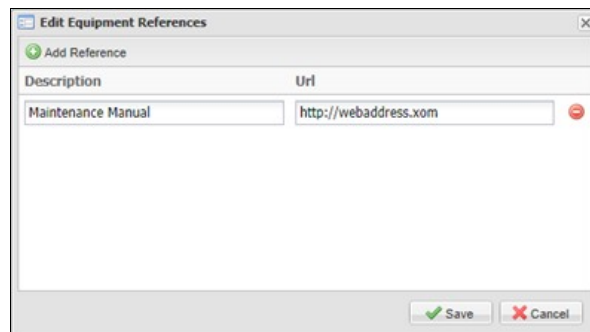
## Editing Equipment:

Users can edit basic equipment information from the Equipment Details screen. The Equipment Details screen is accessed by clicking on the name of an equipment record in the Equipment list.



To edit the Equipment, Location, Details, or References card:

1. Click on the desired card that needs to be updated. A popup window will open, allowing users to edit the information (in the example shown below, the Edit Equipment References window is shown).



2. Edit the information displayed in the window, then click **Save**.
  - In the Equipment References window, users can:
    - Add a reference by clicking **Add Reference**, then filling in a description for the link (this text appears in the References card) and entering the URL that the description should link to.
    - Delete a reference by clicking on the associated **Delete** button (⊖).

On the right side of the Equipment Details screen is a tabbed interface (Schedules, Work Orders, Gauges, and Attachments). Users can view or edit the following information under these tabs:

- The Schedules tab allows users to add, edit, or delete work order schedules associated with the equipment. See the following related topics for additional details:
  - [Adding a Schedule](#)
  - [Editing a Schedule](#)
  - [Deactivating a Schedule](#)

- The Work Orders tab allows users to view a list of work orders generated by the equipment's schedules. Users can click on a work order ID to view the work order's details. See [Work Order Details Overview](#) for additional information.
- Under the Gauges tab, users can add, edit, and delete gauges associated with the equipment. Users can also view and edit gauge readings. See [The Gauges Tab](#) for additional details.
- The Attachments tab displays any files which have been attached to the equipment. Users can upload, download, and delete attached files. For more information, see [The Attachments Tab](#).
- Users can also Deactivate or Reactivate equipment which was previously set to Inactive. For additional details, see [Deactivating Equipment](#) and [Reactivating Equipment](#).