

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.

The screenshot shows the 'Equipment Details' screen with a sidebar on the left and a main content area on the right. The sidebar contains four cards: 'Equipment Information', 'Location', 'Details', and 'References'. The 'Equipment Information' card is highlighted with a red border. The main content area has tabs for 'Schedules (2)', 'Work Orders', 'Gauges', and 'Attachments'. The 'Schedules' tab is active, showing 'AHU General Maintenance' and 'AHU Weekly Maintenance' sections. Each section has a table with columns for Task, Estimated Time, Frequency, and Next Work Order.

Task	Estimated Time	Frequency	Next Work Order
AHU Monthly	0 hr 30 min	Monthly	Sat, Aug 09, 2014
AHU Semi-Annual	1 hr 30 min	Semiannually	Fri, Jan 09, 2015
AHU Annual	2 hr 0 min	Annually	Thu, Jul 09, 2015

Task	Estimated Time	Frequency	Next Work Order
AHU Weekly	0 hr 30 min	Weekly	Tue, Jul 29, 2014

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).

The screenshot shows the 'Edit Equipment References' window. It has a title bar with a close button. Below the title bar is a section labeled 'Add Reference' with a green plus icon. There are two input fields: 'Description' and 'Url'. The 'Description' field contains the text 'Maintenance Manual' and the 'Url' field contains 'http://webaddress.xom'. At the bottom right of the window are 'Save' and 'Cancel' buttons.

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](#).