





# Equipment

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## About Equipment:

Equipment that users wish to schedule work orders for must be added to the Equipment list. Maintenance tasks that have been added to the Task Library list can then be associated with equipment to create schedules. Work orders are automatically generated from the schedules that are set up for each piece of equipment.

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### **Note:**

- It is necessary to enter equipment *before* setting up schedules.
  - Tasks are created independently from schedules.
  - When adding new equipment, enter descriptive names and/or number pieces of equipment when there are several of the same type (e.g. AHU#1, AHU#2).
  - It is not necessary to enter all of the information regarding the equipment at first. Only the name, system, and floor need to be added during setup; additional information can be provided later.
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