





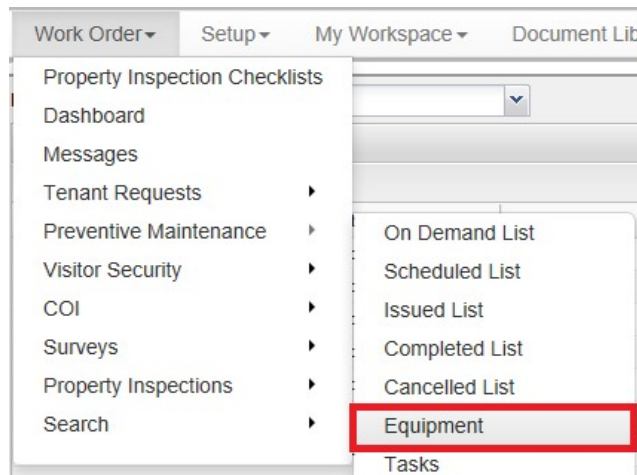
# The Equipment List

[Control Panel](#) > [Work Order](#) > [Preventive Maintenance](#) > [Equipment](#)

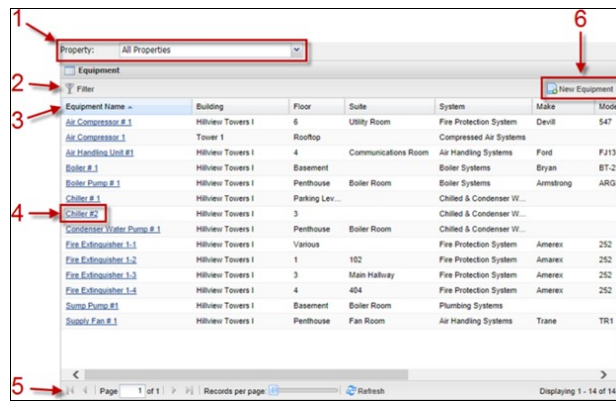
## The Equipment List:

This list displays basic information about equipment that has been entered into the Preventive Maintenance (PM) work order system. From this list, users can also access the Equipment Details Screen and update schedules, gauge readings, file attachments, and other information.

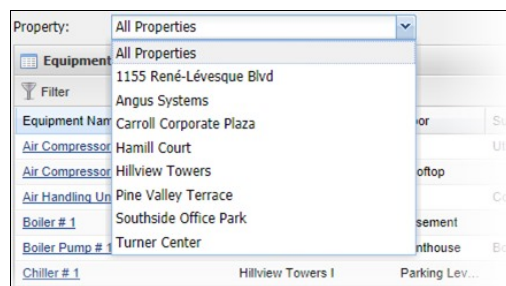
To access the Equipment list, log into the Axis Control Panel at <http://cp.axisportal.com>, hover over **Work Order**, hover over **Preventive Maintenance**, and click on **Equipment**.



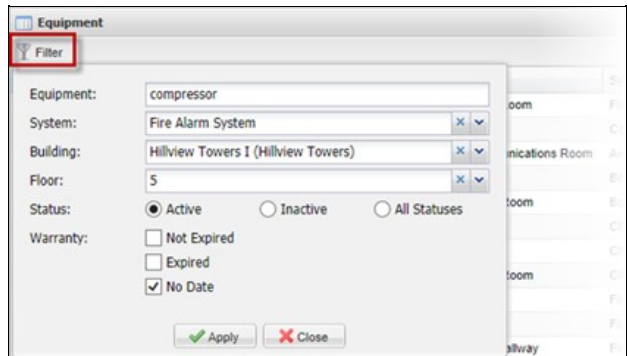
An overview of the various sections in the Equipment list are provided below.



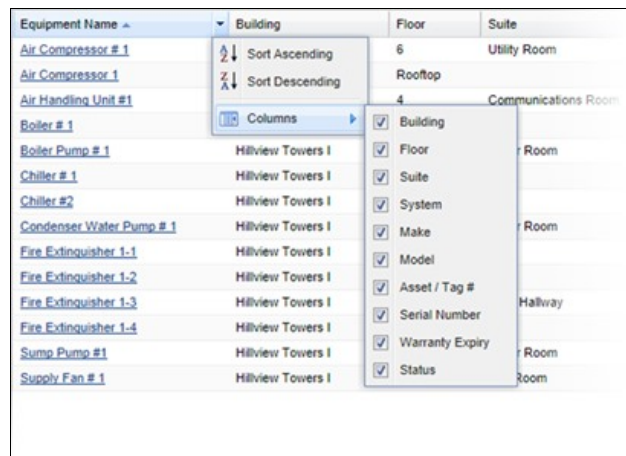
1. Use the **Property** drop-down to filter the list by property.



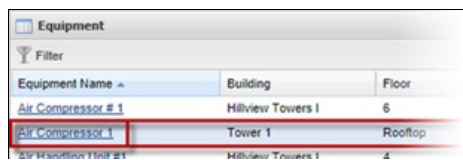
- The **Filter** button opens an interface, which allows users to choose a wide variety of filtering options.
  - Filtering information is stored locally on your web browser, and is remembered between sessions. The filter is automatically reset if users change properties using the Property drop-down list mentioned in (1) above.



- The list headings are highly customizable. All list customizations for a specific user are remembered between sessions and are stored locally on your web browser.
  - Users can click on a list heading to toggle between sorting the list in ascending or descending order.
  - Click and drag on headings to change the order they are displayed in.
  - Users can add or remove list headings by doing the following:
    - Click on the right side of a column heading (near the border between column headings, as shown in the image on the right).
    - Move your mouse pointer to the Columns entry in the list to display all available column headings.
    - Select the column headings that are preferred to be displayed and/or deselect the headings that are preferred to be hidden.

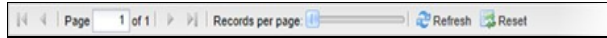


- Clicking on an equipment name or double-clicking on a row in the list will display the Equipment Details page for that piece of equipment. See [The Equipment Details Screen](#) for additional details.



Equipment Name	Location	Level
<a href="#">Boiler # 1</a>	Hillview Towers I	Basement
<a href="#">Boiler Pump # 1</a>	Hillview Towers I	Penthouse
<a href="#">Boiler # 2</a>	Hillview Towers I	Basement

5. At the bottom of the list is a control toolbar that allows users to access several commonly used display features.



The following list controls are available:

	Return to the first page of the list.
	Go to the previous page.
Page <input type="text" value="1"/> of 1	Manually enter a specific page to go to.
	Go to the next page.
	Go to the last page.
Records per page:	Use the slider to adjust the number of records displayed per page.
Refresh	Reload the list (checks for updates to the list since it was last loaded).
Reset	Reset the list display settings to default (also removes any previously applied filters).

6. Click **New Equipment** to create a new entry in the Equipment list. See [Adding Equipment](#) for additional information.