



Add Equipment

1. Open **Equipment Manager** module
2. Select **Equipment** from Left Side Bar
3. Select the **add (+) icon** on top right
4. Populate required fields:
 - a. **Init**
 - b. **Num**
 - c. **Equipment Type**
 - d. **Car Type** (not required, recommended)
5. Select **Save Equipment**

NOTE** Equipment will be INACTIVE until *Asset Assignment* section is populated

Additional Recommended Steps (see instructions)

Assign Asset Assignment

Assign Fleet and Business Group

Assign Display Grouping and Equipment Component Categories

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