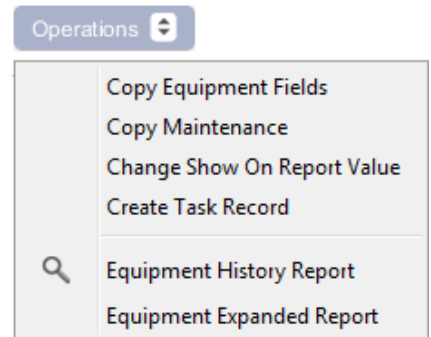


## Equipment Operations

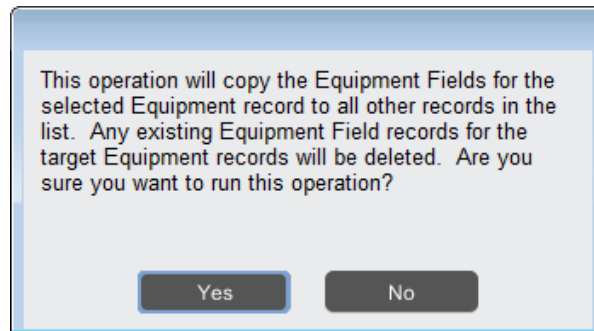
Access these Operations by clicking on the Operations menu of the Equipment list and selecting Copy Equipment Fields, Copy Maintenance, Change Show On Report Value, or Create Task Record.



### Copy Equipment Fields

This operation will copy the Equipment Fields for a selected Equipment record in the list to all other records in the list. It will overwrite any Equipment Field lines listed on other records.

When this operation is selected, you will see the following window:

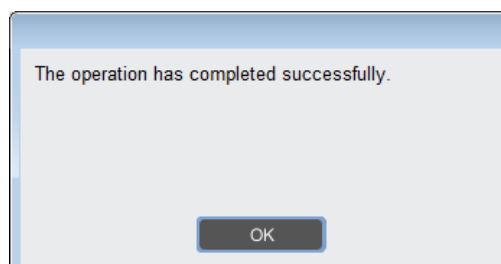


The list of Equipment Fields associated with the selected record in the list will be copied to all other records in the list.

Equipment Field	Title	Data Type	Value	Show On Work Report
POWER		Text	AC	<input type="checkbox"/>
VOLTAGE		Number 4DP	100.0000	<input type="checkbox"/>

**Note:** This operation will copy only the Equipment Fields, not their associated values.

When the operation is complete, you will see the following window:



## Copy Maintenance

This operation will create Maintenance records for all of the other equipment records with the same maintenance schedules.

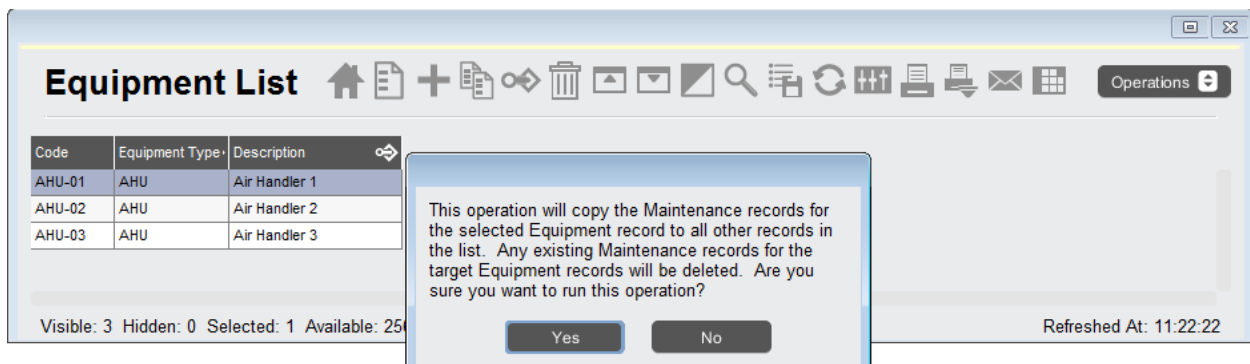
1. Search for all of the Equipment records with the same maintenance schedules, making sure that the equipment you already created the maintenance records for is included in the list.

**Hint:** If all the equipment is of the same type, do a search based on the Equipment Type.

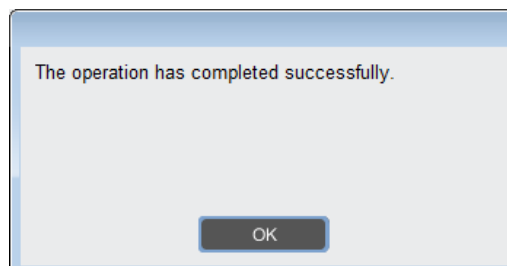
2. Highlight the Equipment record whose Maintenance records are all set up.
3. Click on **Operations** and select **Copy Maintenance**.
4. You will be warned that any maintenance already linked to the target equipment in the list will be deleted. Press **OK** to proceed.

**Note:** This operation will copy all dates. To stagger the dates, review the Maintenance records (search by Equipment Type) and adjust the dates manually.

5. The new Maintenance records will automatically be created for all of the other pieces of Equipment in the list.



When the operation is complete, you will see the following window:

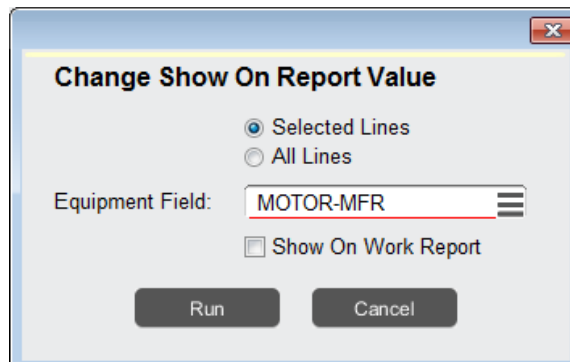


### Change Show On Report Value

This operation is used to change the “Show On Work Report” checkbox, located on the Equipment Field tab of Equipment records.

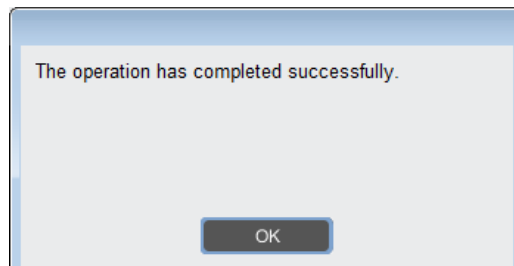
Equipment Field	Title	Data Type	Value	Show On Work Report
POWER	Power	Text	120	<input checked="" type="checkbox"/>
VOLTAGE	Voltage	Text	40.00	<input checked="" type="checkbox"/>
MOTOR-MFR	Motor Manufacturer	Text	GE	<input type="checkbox"/>

When this operation is selected, you will get the following window:



You may choose to run this operation on “Selected Lines” or “All Lines” and can then select the Equipment Field that you would like the “Show On Work Report” checkbox to be changed for.

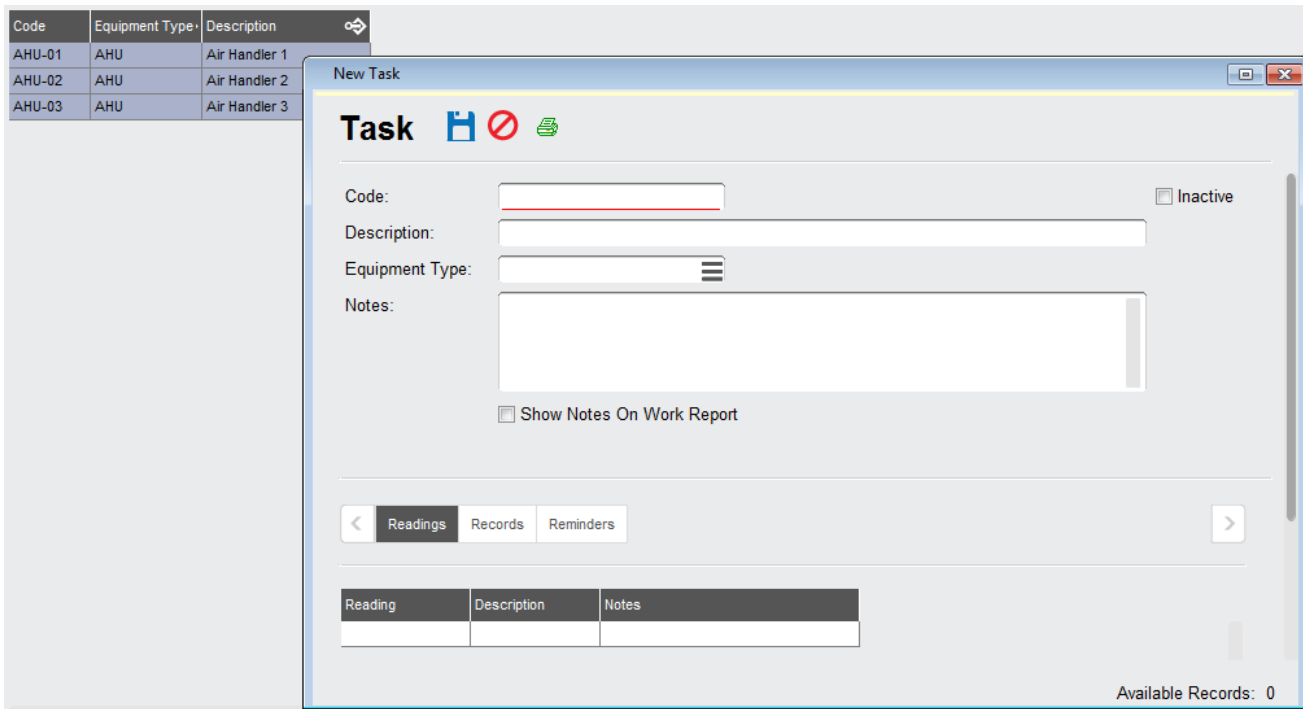
When the operation is complete, you will see the following window:



### Create Task Record

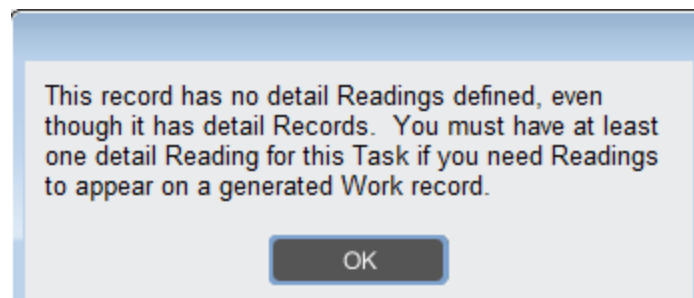
This operation allows you to create a new Task record directly from the Equipment list, so that it is automatically linked to the selected Equipment records.

Before selecting this operation you should highlight all Equipment records you want included on the task. Then, when this operation is selected, you will see the following window:



On the Task record, the Records tab will list all of the Equipment records that are selected in your list. Complete the rest of the fields as you normally would to create a new Task record.

**Note:** If you save the Task record without linked the Task to any Readings, you will see the following message:



If you want the Equipment records to print, you must define at least one Reading value.