

# **Adding Equipment**

This document will go through the workflow of adding a piece of Equipment. Depending upon the process step, several users with different roles may be involved in the process.

#### Prerequisites

Depending on the process step, a role will need, View Equipment, Request Equipment, Approve Equipment, Purchase Equipment, Mark Equipment In Service.

#### To Add a New piece of Equipment, follow these steps:

North Equipment	<b>R</b> 100	rised liver Carp	*)	- C	-	3
Description Host current material	Model micro acco change chan	Mindel Vear	Status et service	Assigned To streamment came norm	3	-
Isozo Landscape Truck #1 Isozo 2017 Landscape Truck Poisso Touce #1	Neuro 2017 Landerape Track Inuro 2017 Landerape Track	2016	In Service Requiring	Enhancement Crew North Maintenance Crew South	a	C.E
Thurk 12 Thurk 13	First F250 Trusk First F250 Trusk	2011 2017	Dispussed In Service	Jou Crowbacker Mamurung Crow Rock	9	
Truck 14 Yruch II	Parti P250 Truck Fred P250 Truck	2017 2014	34: Sarvice Olinground	Erris Planter 1	9	9
Truck 16 Truck 18	Ford F250 Touck Ford F250 Touck	2017 2018	In Benide In Service	Joe Drewkader	9	10
XYZZY Z XYZZY Z	Ford F250 Truck Fand F250 Truck		Requested In Service Durchased		9	-
Fair Truck	Ford F250 Truck		Disposed			
· · · •				1-3	6 of 38	item

1. Go to the Equipment module and click on the Green Plus

- 2. Type in a name for the Equipment's Description
- 3. Select the Equipment Model
- Pick the Branch that this piece of equipment will belong to. Fill out any of the nonmandatory fields if possible/desired
- 5. Press the disk to Save



restantion and	-				
Description	2 Nove Truck		Active	×	
laulpment Model	Ferd Fish Truck		Nodal Year		
functioned Price		80.00	Asset Number		
allowed Purchase Price		m 10	Sectal Norther		
Vernently Depti			Englite Muniber		
terting Mileage-Hours		0			
ranch	6 laset Lines		Division	National Dise.	] (
in an and the	Select One		Rendu	Search Dec.	1
1753)					

To Approve a piece of Requested Equipment, follow these steps:

1. Find the Requested Equipment. Filter your list by the Status Requested can be helpful

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Description	Madal	Mindel Year	Status	Assigned To		
Iniuzu Domp Truck #2	Heuzu 2017 Dump Truck	:2017	In Service	Enhandament Stree North	1	-
facero Landnicape Thuris #1	Inuru 2017 Landauspa Truck	3018	In Service	Exhaustment Crew North	9	朝
hum 2017 Landscope Truck	Inizia 2017 Landbrager Touck	2010	Responsed	Maintenencer Greek Smith		
Dump Truck #1	leazy 2017 Duny Trock		Perguested	Esthancement Crew North		
Truck 12	Fund F250 Truck	2011	Disposed.	Join Grandmanny		
Thurs T3	Ford P250 Truce	2017	In Service	Mathemature Dress Tauth	9	파
Truck 16	Ford F250 Truck	2017	in Service	Ehh Route 1	9	-
Tiuce 8	Fund P250 Truck	2014	Disposed		2.0	
Truck 15	Fund F250 Truck	3017	in Service	Jan Crewinader	9	朝
Truck 10	Fund P250 Trunk	2018	In Service		9	R
XVZZY	Ford F250 Truck		Requested			-
WARTEN IN	Ford F350 Truck	2011	In Disruttier		9	리
A166.7 C						-

- 2. Change the Description to be more specific if allowed
- 3. Enter in an Estimated Purchase Price if desired
- 4. Hover over the Action Gear
- 5. Select Approve



any serged					
					(1)
escruttor	2 Tive 20		Active	×	
juljement Blodsi	Farst1300 Taok		Model Year		
archaeed Price		31.10	Read Humber		
altroduct Plancheses Price	3	900,000 mil	Secol Nettber		
Revendy Days		9	English Number		
larting Milasgalitours		. 0)			
nutch	bertine		British	Pulled One	
oparty	Notest Cires .		Route	Selection.	6 🎰 Appende
					Abart in Service
					Q then to a

## 6. Press the Green checkmark to approve purchase of this Equipment

Vol. 20		Activa	×
and F359 Truck	Confirm		
	Are you sure you war	nt to approve this equipment	?
Sant Louis	8	6	Select One
leiset One		Route	Select One



#### To Purchase a piece of Approved Equipment, follow these steps:

1. Find the Approved Equipment. Filter your list by the Status Approved can be helpful

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* . Description	Model	Model Year	Thetie	Assigned To	
Isago Dangi Track 42	Inits 2017 Dump Truck	2017	le Barvice	Erhanzahart Crew Notli	
Incard Landscape: Truck #1	Isuza 2017 Landscape Trust-	3018	in Service	Entransment Draw North	8
Inura 2017 Landscape Triads	Augu 2017 Landscoppe Truck	200.146	Plaqueened	Marrieverus Crew Bouth	
Shing Train #1	Instan 2017 During Truck		Perparate I	Enhancement Gree North	
Thurk 12	Ford F200 Truck	Saura -	Cheproned	Joe Crewiteatter	
Supl. 13	First F250 Trade	2017	in Service	Majorement une Crow Walth	.9
Tuck 14	Ford F250 Truck	2017	In Service	Einh Route 1	9
Tucké	Ford F250 Truck	(2014)	Crepetad		
Truck 15	Ferd F250 truck	2017	lei Barvita	Joe Crewteater	3
Truck 18	Frent F250 Truck	3018	the Starwing		9
30229	Ford F280 Track		Nettinglad		
and the state	First F280 Track		in Dervice		9
81223 8			-		

Steps 2-9 are not mandatory, but the more information entered the better for reporting purposes.

- 2. Type in the amount of days of the warranty
- 3. Type in the Starting Mileage of Hours the equipment has
- 4. Type in the Model Year
- 5. If you have an organization labeling system for your equipment, then enter it in the Asset Number
- 6. Type in the Serial Number
- 7. Type in the Engine Number if you can find it
- 8. Select if this piece of Equipment belongs to any specific Property, Division, or Route
- 9. Select the Info tab

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e organises	Trough and		Autor	*	6
sigment Model	Fiel FIEL York		Madel Year	0	1000
nitiased Trice		41.10	Accel Nambur	6	
dimeterit Punchase Price		\$2.80.W	Detai Nariber	6 waste	
inerts Days	2	100	Englise Hurdser	7 12HSATIN	
anting billingertruins	3	.0			
anch.	hard Loop		Chison	Intent One	
ritec)/	Indeal Que.		House 8	Barriet Cros	



Steps 10-15 are not mandatory, but the more information entered the better for reporting purposes. Steps 16-17 are mandatory.

- 10. Type in the bank (if any) where the loan is being financed through
- 11. Type in the license Plate Number
- 12. Type in the Vehicle's Gross Weight
- 13. Type in how many months the loan is
- 14. Type in the date when the license plates need to get renewed
- 15. Type in who you bought the Equipment from
- 16. Hover over the Actions Gear
- 17. Select Purchase

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landflaseed Dates		- B	Chapsood Date		
1 Berylca Outer			Chaptoned Price		01 Ŭ
Bachverrin.	a 📎		Diagonal Pleasury	Served line	
ineistig Bark	10 Change Black		Pay Schedule	8	ŝ
ale Number	40C 123		Reneved Linte	10	6
rcze Vetecle Weight	0	0,000	Dealer	Als: Fast of Messaal	
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					Contraction Contraction Contraction Contraction Contraction Contraction

- 18. Select the Purchased Date
- 19. Type in the Purchase Price
- 20. Press the Disk to Save

Interimenter	
Truck 20   Purchase Info	-
Pueshaaad Dete 102062010	
Francetting flames Descent liness Purchased Price 19 \$35,000,00	
Nation Maintoner ANIC, 122	
Sens Weight 🦕	

Confidential Aspire KB Article: Adding Equipment June 15, 2020



# To Mark a piece of Purchased Equipment in Service, follow these steps:

1. Find the Purchase Equipment. Filter your list by the Status Purchased can be helpful

Search Dipagement .	R fai	arang privagana		S	8	G
* Description	Model	Model Year	Status	Assigned To		
Isang Dump Truck #2	Issue 2017 Dump Truck	(1201F) (	W Service.	Exhausement Crew North	14	-
Iniana Landaniana Truch #1	Inury 2017 Landscape Triest	2016	in Service	Enhimmeriani Creek North	à	-
Huma 2017 Landscope Truck	Inury 2017 Landeraper Truck	2016	Plaqueeted	Maintenance Grew Starth	a.	
Dump Truck #1	Jaugu 2017 Duesp Thuck		Requested	Enhangement Gree North		
Truck 12	Ford F190 Tryck	:2011	Ompromised	Jus Crowlaster		
Truck 13	Ford F250 Truck	2017	In Cervice	Materieros Clew North	9	9
Truck M	Ford F200 Truck	2017	In Service	Enh Route 7	9	10
Truck 8	Ford R250 Truck	2014	Disgunst		1	
Truck 15	Ford F255 Truck	2017	in Service	Joe Crewlapter	9	-
Thuck \$8	Ford F250 Truck	2018	W Setvice		9	-
WZZY	Ford F200 Truck		Maquested			
XCZZY 2	First F250 Truck		In Service		9	1
Thus, 20	Frind F380 Thyde	2018	Purchased			
				1-34 0	134.0	in the second

- 2. Fill in any information need by your company on the Equipment and Info tabs
- 3. Hover over the Actions Gear
- 4. Select Mark in Service

defined and					
Description	Trink 20		Active	*	(1)
Equipment Model	Forest and frace		Model Year		2016
Purchased Price		820,040.00	Asset Number	30	
Sabouted Pluchage Price		831,290,00	Bartel Number	anno-curi	
Warranty Days		1.656	Ergine Humber	1214587389	
llaring Misegethiure		0			
iranch.	forcion		Dubier.	donier Gree	
Troperty	Select Crist		Route	Tablech Oria	
					Canal Strategy and

- 5. Select the date that the Equipment will start its Service
- 6. Press the disk to Save



Truck	20 (Purchased)		
	True 20	Active	*
	Kont F350 Track	+ Model Year	
	Truck 20   In	Service Info	
c+	InService Data 02/06	2019	6 10
			6 💀
	Sections	* Division	Select One .
	Bathest Onn:	* Route	Sedent One

### 7. The Equipment is now In Service

Requipment   Truck 20 (In Service)					
Fasterer (in)					
-			141451		٢
Designation	1100-31		ACTIV		
Equiprenet Model	East F35E Track		Should Year		2010
Platchased Price		\$5,000.00	Annel Harther	30	
Estimated Platchese Price		\$5,30 B	Berial Number	emsesh	
Wienenty Deps		1,025	Erigina Repúber	101456200	
Starting Masspellinum		0			