

Equipment Module – Quick Start Guide – Equipment Search

This QSG details how to search for equipment, and some of the functions that you can access once you have located the appropriate equipment.

Equipment Search

<i>Main Search page</i>	Clicking on the “Home” tab will bring up the main Search page. From this page you can search for an individual piece of equipment or for a group of equipment.
<i>Search for SINGLE piece of equipment</i>	Entering the barcode number will locate that piece of equipment provided all the necessary fields are properly filled in. Status: Check that this is set correctly. Checked In is not the same as Available. Warehouse: The system default may not be the warehouse that you need. Selecting ALL will let you find equipment but it will limit what you can do with the equipment (i.e. Service Check-out)
<i>Search for a GROUP of equipment</i>	One of the best ways to search for a group of equipment is to use a combination of search terms such as the Model Name/Number, Manufacturer, and Keyword Search. NOTE: Check the Status and Warehouse as discussed above. Model Name/Number: This field will search on partial names and numbers. Manufacturer: Use the ‘pick’ link, begin typing the name and the system will fill in the matching names, use the ‘pick link to select the company. Keyword (Classification): This field uses the Nomenclature system as keywords to search for equipment. (i.e. pump, SCBA, radiological)
<i>Unsuccessful Search Results</i>	When your search is complete you will see a list of equipment that matches your search criteria. If the equipment you are interested in is not listed, then you can select “New Search” and revise your criteria.
<i>Successful Search Results</i>	When the search is complete you can select several pieces of equipment or a single piece of equipment to work with. Some of the functions that you perform are briefly listed below.
<i>SINGLE piece of equipment</i>	Clicking on the Barcode Number will open the Equipment Info page where you have access to the Maintenance links for adding or reviewing maintenance records (See the QSG, Recording Maintenance/Repairs for more information)
<i>MULTIPLE pieces of equipment</i>	Select the desired equipment using the check boxes on the left. This will allow you to select one of the function buttons at the top & bottom of the list. “Add to Field Check Out Chart, Add to Transfer Cart, Add to Service Check Out Cart”

Related Quick Start Guides

- Recording Maintenance/Repairs
- Service Organizations and Invoices