

Equipment Module – Quick Start Guide

Managing Equipment Models – These QSG’s provide information on how manage (add & change) equipment models within the Equipment Module.

This QSG details how to add new equipment models to the Equipment Module (EM).

Adding New Models to the EM

<i>Starting point</i>	Verify that the model is not already in the EM by doing an “Equipment Model search” (under the Equipment tab)
<i>Model not found, then...</i>	Select “Add Equipment Model” from the Equipment tab Select the proper classification levels using the dropdown menus and press “Next” NOTE: Use classifications from similar models as a starting point for the new model.
<i>Equipment Model & Classification Info</i>	Fill out this page with the necessary information about the new model. Please be as complete as possible. Please note that the model will be added to the system, but it will be listed as an unapproved model until it is reviewed by a Data Administrator.
COMMON MISTAKES:	<ol style="list-style-type: none"> 1) It is NOT necessary to add a new model for each piece of new equipment. One model can be used by multiple pieces of equipment. 2) Please search the database carefully before adding a new model. It may be necessary to search by several keywords, manufacturers, model names, etc. It may not be listed using the name that you are used to using.
HELP with new models	If you have any questions about adding new models please contact the Help Desk [emullin@dynamac.com, 240-620-6841 or 888-886-5501]

This QSG details how to change the equipment model in cases where the wrong model was selected.

Changing the Equipment Model

<i>Locate “wrong” model</i>	Perform an equipment search for the wrong model. If more than one item needs to be changed search for all of them to make it easier to change the model info.
<i>Go to “Equipment Info” page</i>	Click on the barcode number of one of the items to be changed
<i>Change the model</i>	Click on the “Change Equipment Model” link at the top.
<i>Search for new model</i>	Search for the new model using either the model name or keyword.
<i>Select the “new” model</i>	From the list of models click on the correct model and then press “Select”.
	When returned to the Equipment Info page there should be a “Save Successful” message displayed.
<i>Change another model...</i>	For multiple changes use the breadcrumbs to return to “Search Results” and select the next item by clicking on the barcode number.