

System Parts Tab

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Build a parts list on the system level in this tab.

Adding a a System Part

To add a part to this system, Click "Add System Part" in the upper right corner.

Part	Location	Zone #	Install Date	Removal Date	Serial Number	
123			3/6/2015			

An "Add Parts" page will appear. Check the boxes to the left of the part's name to choose which parts you would like to add. if you would like to create a new part, select "Create Part" in the upper right corner, fill out the fields in the "New Part" page that appears (hyperlink to adding parts setup table), and press save in the bottom right corner. When you are done adding parts, click "Add Parts" in the bottom right corner.

Complete Fields

Complete applicable fields for the part by clicking the blank space beneath each header.

Location	Zone #	Install Date	Removal Date	Serial Number
back wall	1	6/1/2016		34958769

Location

Input the part's location.

Zone

Select the part's zone number from the dropdown box. To add zones to this system go to the hyperlink to zones systems tab).

Install Date

Input the date this part was installed.

Removal Date



Input the date this part was removed if applicable.

Serial Number

input the part's serial number if applicable.



Documents

To view any documents attached to a part, click the book icon to the right of the part whos documents you'd like to view. (hyperlink add parts setup table)

System Part							+ Add System Part
Save Changes		Cancel Changes					<input type="checkbox"/> Show Removed System Parts
Part	Location	Zone #	Install Date	Removal Date	Serial Number		
5828VRF	back wall		7/7/2016		73477	  0	

Deleting Parts

to delete a system part, click the trash icon to the right of the part you would like to delete.

System Part							+ Add System Part
Save Changes		Cancel Changes					<input type="checkbox"/> Show Removed System Parts
Part	Location	Zone #	Install Date	Removal Date	Serial Number		
5828VRF	back wall		7/7/2016		73477	  0	

Show Removed System Parts

To view removed system parts. Check the "Show Removed System Parts" box. If you enter a date in the "Removal Date" field, this part will be classified as removed.

System Part + Add System Part

Save Changes Cancel Changes Show Removed System Parts

Part	Location	Zone #	Install Date	Removal Date	Serial Number	
5828VRF	back wall		7/7/2016		73477	0

*Note Deleted parts will not appear when checking this box.

Save Changes

Click "Save Changes" on the left side of the screen to finish updating.

System Part + Add System Part

Save Changes Cancel Changes Show Removed System Parts

Part	Location	Zone #	Install Date	Removal Date	Serial Number	
5828VRF	back wall		7/7/2016		73477	0