

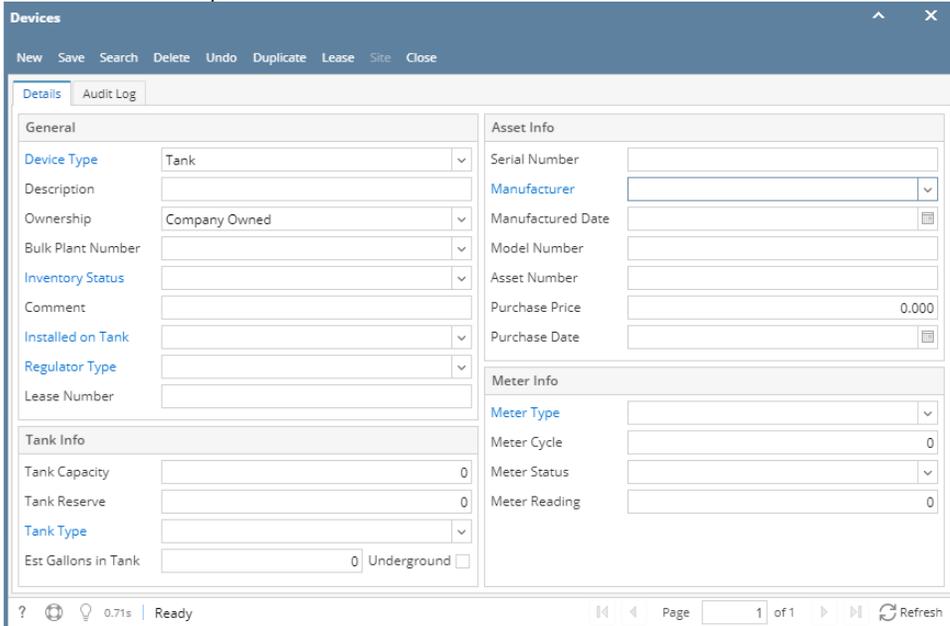
# How to Create a new Device

- **Company Owned device:**

1. On the Menu panel > Maintenance, click the **Devices menu**. This will open the Search Devices screen.
2. Click the **New toolbar button** in Search Devices form. This will open a new Devices screen.



3. Enter the device details. Some of the fields have a default value but these are editable. You can be as detailed as necessary. Refer to [Devices](#) for the field descriptions.



4. **Save** the changes. Note that **Tank Type** is required when Device Type is **Tank**.

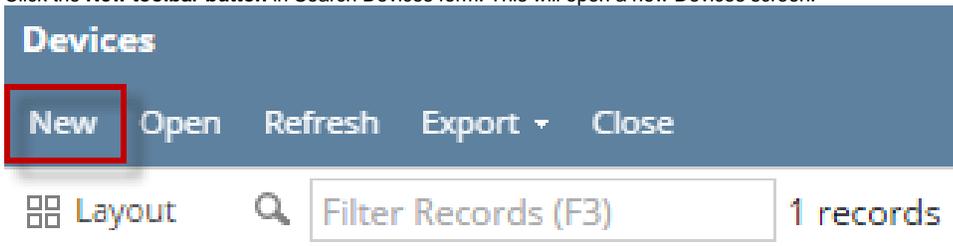
- **Customer Owned device:**

Refer to [How to Attach a Customer Owned device](#) topic.

 You can also add a new device record using the **New toolbar button** in Device screen.

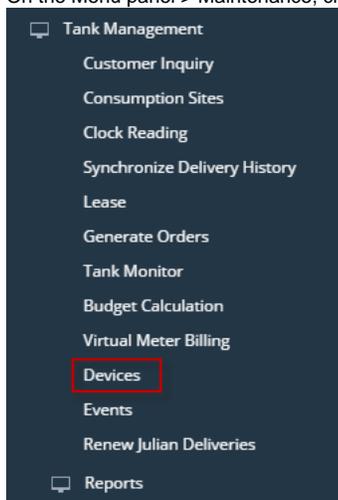
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- Save the changes. Note that **Tank Type** is required when Device Type is **Tank**.
  - Customer Owned device:**  
Refer to [How to Attach a Customer Owned device](#) topic.
  - Company Owned device:**
    - On the Menu panel > Maintenance, click the **Devices** menu. This will open the Search Devices screen.



- Click the **New** toolbar button in Search Devices form. This will open a new Devices screen.

- Enter the device details. Some of the fields have a default value but these are editable. You can be as detailed as necessary. Refer to [Devices](#) for the field descriptions.

The screenshot shows the 'Devices' form with the following sections and fields:

- General:** Device Type (Tank), Description, Ownership (Company Owned), Bulk Plant Number, Inventory Status, Comment, Installed on Tank, Regulator Type, Lease Number.
- Asset Info:** Serial Number, Manufacturer ID, Manufacturer Name, Manufactured Date, Model Number, Asset Number, Purchase Price (0.00), Purchase Date.
- Tank Info:** Tank Capacity (0.00), Tank Reserve (0.00), Tank Type, Est Gallons in Tank (0.00), Underground checkbox.
- Meter Info:** Meter Type, Meter Cycle (0), Meter Status, Meter Reading (0.00).

- Save the changes. Note that **Tank Type** is required when Device Type is **Tank**.

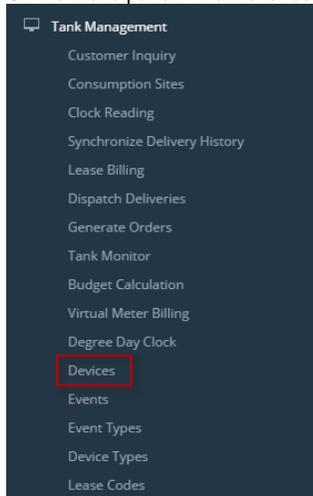
- Customer Owned device:  
Refer to [How to Attach a Customer Owned device](#) topic.



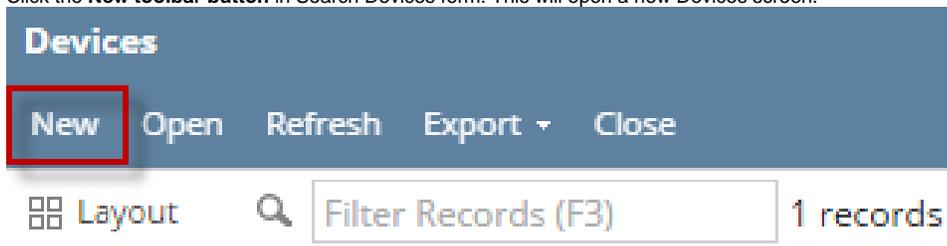
You can also add a new device record using the **New toolbar button** in Device screen.

- Company Owned device:

- On the Menu panel > Maintenance, click the **Devices** menu. This will open the Search Devices screen.



- Click the **New toolbar button** in Search Devices form. This will open a new Devices screen.



- Enter the device details. Some of the fields have a default value but these are editable. You can be as detailed as necessary. Refer to [Devices](#) for the field descriptions.

The screenshot shows the 'Devices' form with the following sections and fields:

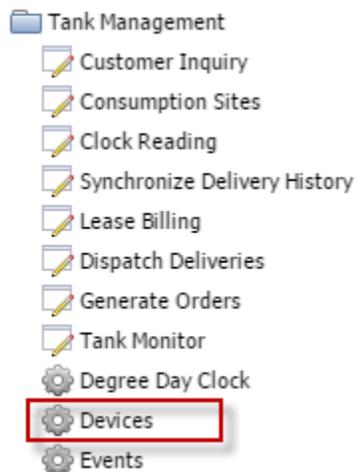
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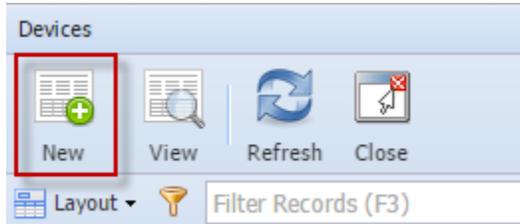
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You can also add a new device record using the **New toolbar button** in Device screen.

- Company Owned device:  
1. On the Menu panel > Maintenance, click the **Devices menu**. This will open the Search Devices screen.



- Click the **New toolbar button** in Search Devices form. This will open a new Devices screen.



- Enter the device details. Some of the fields have a default value but these are editable. You can be as detailed as necessary. Refer to [Devices](#) for the field descriptions.

- Save the changes. Note that **Tank Type** is required when Device Type is **Tank**.

- Customer Owned device:

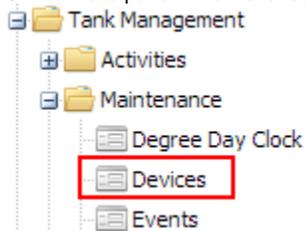
Refer to [How to Attach a Customer Owned device](#) topic.



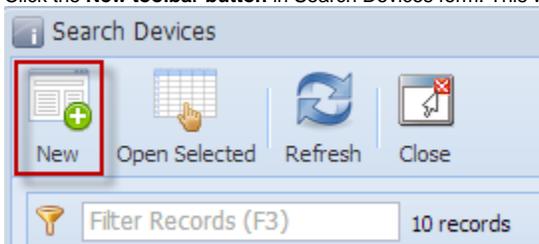
You can also add a new device record using the **New toolbar button** in Device screen.

- Company Owned device:

- On the Menu panel > Maintenance, double click the **Devices menu**. This will open the Search Devices screen.



- Click the **New toolbar button** in Search Devices form. This will open a new Devices screen.



3. Enter the device details. Some of the fields have a default value but these are editable. You can be as detailed as you see necessary. Refer to [Devices](#) for the field descriptions.

Device Type:	Tank	Inventory Status:	
Manufacturer ID:		Comment:	
Manufacturer Name:		Installed on Tank:	
Model Number:		Lease Number:	
Serial Number:		Tank Size:	0.00
Bulk Plant Number:		Tank Capacity:	0.00
Description:		Tank Reserve:	0.00
Ownership:	Company Owned	Tank Type:	
Asset Number:		Est Gallons in Tank:	0.00
Purchase Date:		Underground:	<input type="checkbox"/>
Purchase Price:	0.00	Meter Type:	
Manufactured Date:		Meter Cycle:	0
Regulator Type:		Meter Status:	
		Meter Reading:	0.00

4. **Save** the changes. Note that **Tank Type** is required when Device Type is **Tank**.
- o **Customer Owned device:**  
Refer to [How to Attach a Customer Owned device](#) topic.



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