

# How to Add a Manufacturer

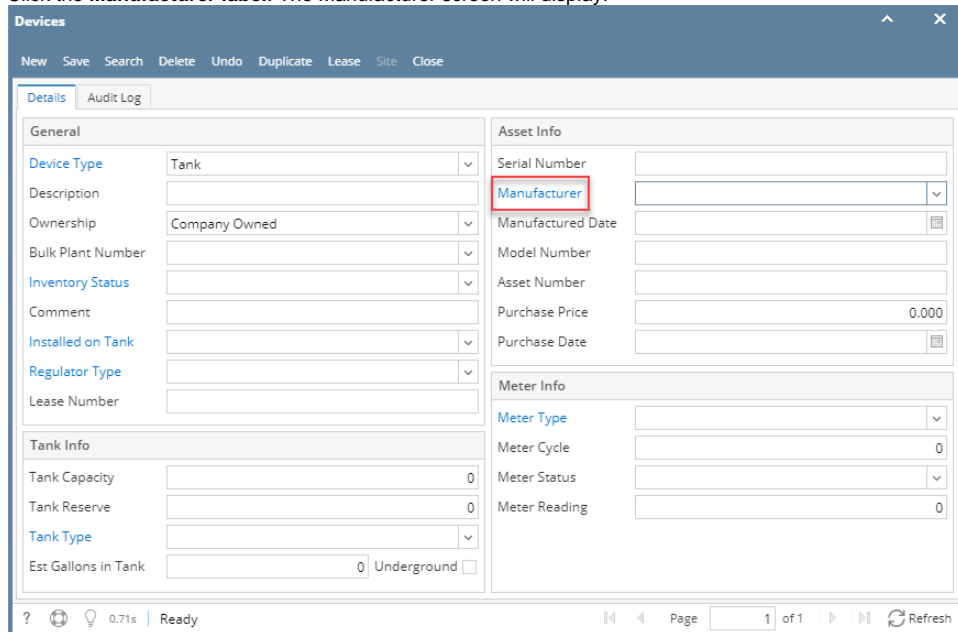
- **Company Owned device:**

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.



The screenshot shows the 'Search Devices' interface. At the top, there's a blue header bar with the title 'Devices'. Below it is a toolbar with buttons: 'New' (highlighted with a red box), 'Open', 'Refresh', 'Export' (with a dropdown arrow), and 'Close'. Below the toolbar, there's a 'Layout' button (represented by a grid icon), a search bar containing 'Filter Records (F3)', and a status indicator showing '1 records'.

3. Click the **Manufacturer label**. The Manufacturer screen will display.



The screenshot shows the 'Manufacturer' screen. It has a title bar 'Devices' with standard window controls. Below the title bar is a menu bar with options: 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Lease', 'Site', and 'Close'. The main area is divided into two tabs: 'Details' (selected) and 'Audit Log'. The 'Details' tab is further divided into sections: 'General', 'Tank Info', 'Asset Info', and 'Meter Info'. The 'General' section includes fields for 'Device Type' (set to 'Tank'), 'Description', 'Ownership' (set to 'Company Owned'), 'Bulk Plant Number', 'Inventory Status', 'Comment', 'Installed on Tank', 'Regulator Type', and 'Lease Number'. The 'Tank Info' section includes 'Tank Capacity' (0), 'Tank Reserve' (0), 'Tank Type' (dropdown), and 'Est Gallons in Tank' (0) with an 'Underground' checkbox. The 'Asset Info' section includes 'Serial Number', 'Manufacturer' (highlighted with a red box), 'Manufactured Date', 'Model Number', 'Asset Number', 'Purchase Price' (0.000), and 'Purchase Date'. The 'Meter Info' section includes 'Meter Type' (dropdown), 'Meter Cycle' (0), 'Meter Status' (dropdown), and 'Meter Reading' (0). At the bottom, there's a status bar showing '0.71s | Ready' and a pagination bar showing 'Page 1 of 1' with a 'Refresh' button.

4. Enter the manufacturer's Id and Name on the grid below.
5. **Save** the changes. Manufacturer field is not required in Devices screen.

