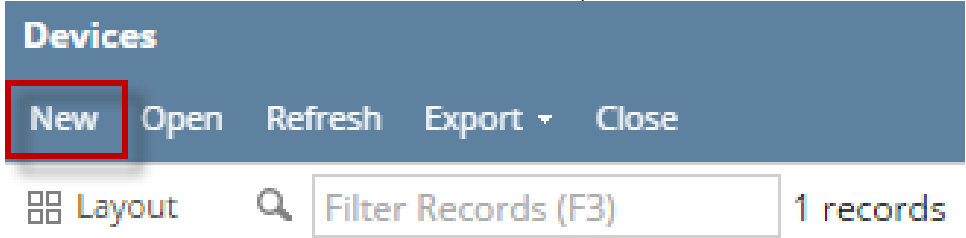


How to Create a new Device

- **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.

A screenshot of the 'Devices' form. The form has a blue header bar with the title 'Devices' and a close button. Below the header is a toolbar with buttons: 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate', 'Lease', 'Site', and 'Close'. The form is divided into several sections: 'General' (Device Type: Tank, Description, Ownership: Company Owned, Bulk Plant Number, Inventory Status, Comment, Installed on Tank, Regulator Type, Lease Number), 'Tank Info' (Tank Capacity: 0, Tank Reserve: 0, Tank Type, Est Gallons in Tank: 0, Underground checkbox), 'Asset Info' (Serial Number, Manufacturer, Manufactured Date, Model Number, Asset Number, Purchase Price: 0.000, Purchase Date), and 'Meter Info' (Meter Type, Meter Cycle: 0, Meter Status, Meter Reading: 0). The form also has a status bar at the bottom with a question mark, a lightbulb icon, '0.71s', 'Ready', and a 'Page 1 of 1' indicator with a 'Refresh' button.

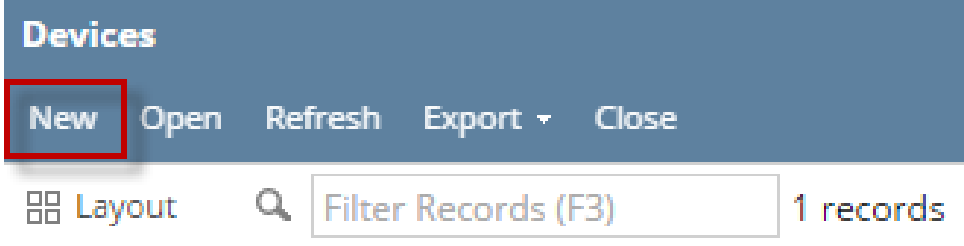
4. **Save** the changes. Note that **Tank Type** is required when Device Type is **Tank**.

- **Customer Owned device:**

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

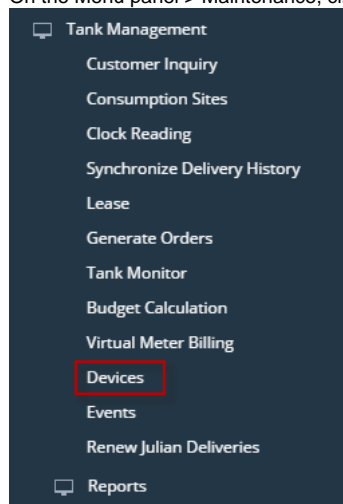
 You can also add a new device record using the **New toolbar button** in Device screen.

- **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.



- 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.
 - 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.

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.

Devices

New Save Search Delete Undo Duplicate Lease Site Close

Details

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:

Meter Info

Meter Type:

Meter Cycle: 0

Meter Status:

Meter Reading: 0.00

Tank Info

Tank Capacity: 0.00

Tank Reserve: 0.00

Tank Type:

Est Gallons in Tank: 0.00 Underground:

Ready

Page 1 of 1

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

◦ **Customer Owned device:**

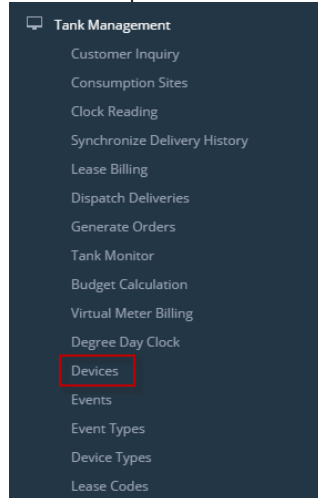
Refer to [How to Attach a Customer Owned device](#) topic.



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

◦ **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.

Devices

New Open Refresh Export Close

Layout Filter Records (F3) 1 records

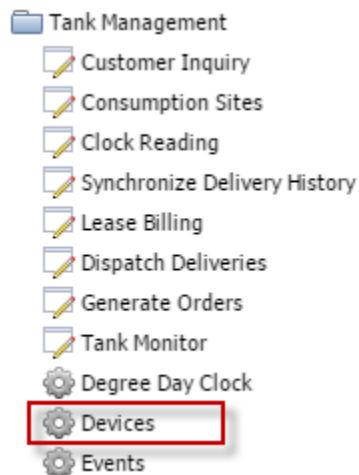
3. Enter the device details. Some of the fields have a default value but these are editable. You can be as detailed as necessary. Refer to [Devices](#) for the field descriptions.

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.

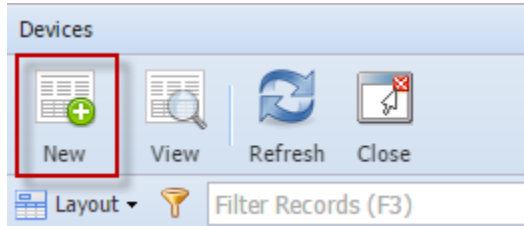


You can also add a new device record using the **New toolbar button** in Device screen.

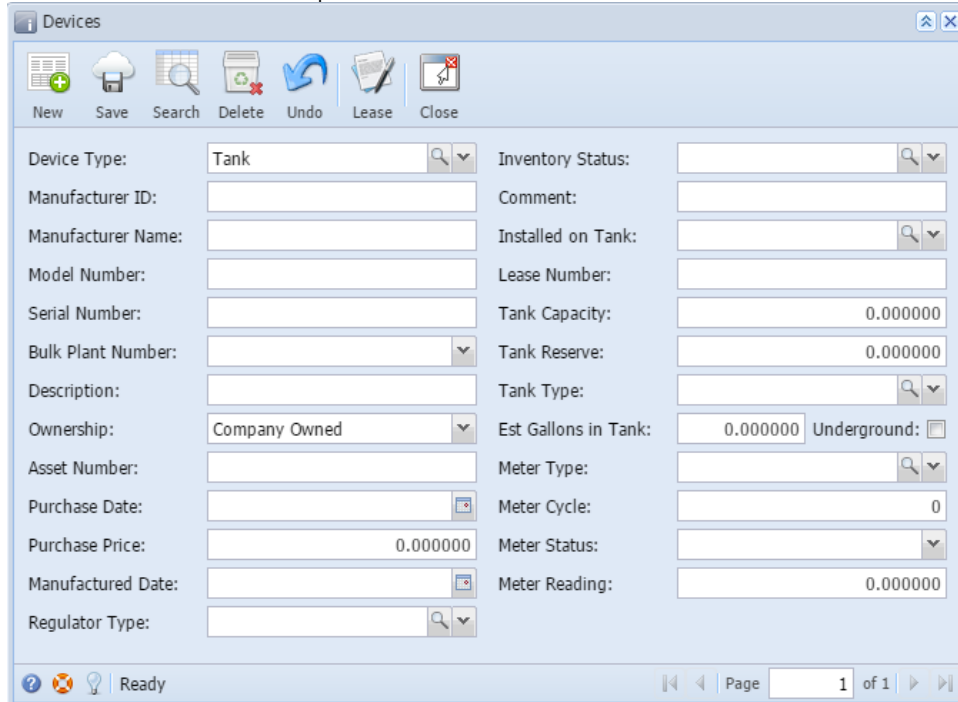
- **Company Owned device:**
 1. On the Menu panel > Maintenance, click the **Devices menu**. This will open the Search Devices screen.



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:**

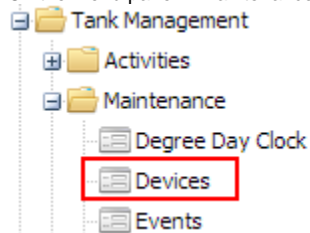
Refer to [How to Attach a Customer Owned device](#) topic.



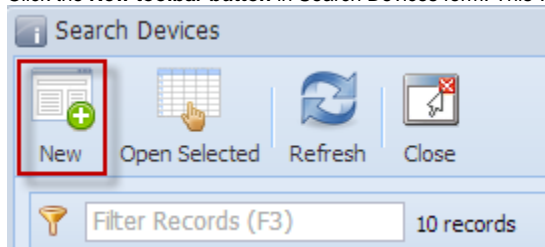
You can also add a new device record using the **New toolbar button** in Device screen.

- **Company Owned device:**

1. On the Menu panel > Maintenance, double 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 you see necessary. Refer to [Devices](#) for the field descriptions.

Devices

New Save Search Delete Undo Lease Close

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 Underground: ☐

Purchase Date: Meter Type:

Purchase Price: 0.00 Meter Cycle: 0

Manufactured Date: Meter Status:

Regulator Type: Meter Reading: 0.00

Ready Page 1 of 1

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.