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 De vices for the field descriptions.

Devices		^ X
New Save Search	Delete Undo Duplicate Lease Site Close	
Details Audit Log		
General		Asset Info
Device Type	Tank 🗸	Serial Number
Description		Manufacturer v
Ownership	Company Owned V	Manufactured Date
Bulk Plant Number	~	Model Number
Inventory Status	~	Asset Number
Comment		Purchase Price 0.000
Installed on Tank	~	Purchase Date
Regulator Type	~	Meter Info
Lease Number		Meter Type
Tank Info		Meter Cycle 0
Tank Capacity	0	Meter Status 🗸
Tank Reserve	0	Meter Reading 0
Tank Type	~	
Est Gallons in Tank	0 Underground	
? 🔘 🖓 0.71s	Ready	I I Page 1 of 1 ▷ ▷ G Refresh

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.

$^{\circ}~$ 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.

Devices		^ X				
New Save Search	Delete Undo Duplicate Lease Site Close					
Details Audit Log						
General		Asset Info				
Device Type	Tank ~	Serial Number				
Description		Manufacturer ID				
Ownership	Company Owned 🗸	Manufacturer Name				
Bulk Plant Number	~	Manufactured Date				
Inventory Status	~	Model Number				
Comment		Asset Number				
Installed on Tank	~	Purchase Price 0.000				
Regulator Type	~	Purchase Date				
Lease Number		Meter Info				
Tank Info		Meter Type				
Tank Capacity	0	Meter Cycle 0				
Tank Reserve	0	Meter Status 🗸				
Tank Type	~	Meter Reading 0				
Est Gallons in Tank	0 Underground					
? 🔘 🍚 1.72s	? © ♀ 1.72s Ready II of 1 ▶ ▶ ⊖ ⊖ Refresh					

- 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.
- Company Owned device:

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

🖵 Ta	ank Management
	Customer Inquiry
	Consumption Sites
	Clock Reading
	Synchronize Delivery History
	Lease
	Generate Orders
	Tank Monitor
	Budget Calculation
	Virtual Meter Billing
	Devices
	Events
	Renew Julian Deliveries
Ţ	Reports

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

Devices						
New	Open	Ref	iresh	Export +	Close	
문 Lay	out	Q,	Filter	Records (-3)	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.

Devices			^ X
New Save Search	Delete Undo Duplicate Lease Site Close		
Details			
General		Asset Info	
Device Type	Tank ~	Serial Number:	
Description:		Manufacturer ID:	
Ownership:	Company Owned 🗸	Manufacturer Name:	
Bulk Plant Number:	~	Manufactured Date:	
Inventory Status	~	Model Number:	
Comment:		Asset Number:	
Installed on Tank	~	Purchase Price:	0.00
Regulator Type	~	Purchase Date:	
Lease Number:		Meter Info	
Tank Info		Meter Type	~
Tank Capacity:	0.00	Meter Cycle:	0
Tank Reserve:	0.00	Meter Status:	~
Tank Type	~	Meter Reading:	0.00
Est Gallons in Tank:	0.00 Underground:		
⑦ ① ② ☑ Re	ady	🔢 🔄 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.

₽	Tank Management
	Consumption Sites
	Clock Reading
	Synchronize Delivery History
	Lease Billing
	Dispatch Deliveries
	Tank Monitor
	Budget Calculation
	Virtual Meter Billing
	Degree Day Clock
	Event Types
	Device Types
	Lease Codes

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.

Devices					^ X
New Save Search	Delete Undo Lease Site Close				
Details					
General		Asset I	nfo		
Device Type	Tank	✓ Serial N	lumber:		
Description:		Manufa	acturer ID:		
Ownership:	Company Owned	✓ Manufa	acturer Name:		
Bulk Plant Number:		✓ Manufa	actured Date:		
Inventory Status		∽ Model	Number:		
Comment:		Asset N	lumber:		
Installed on Tank		✓ Purcha	se Price:		0.00
Regulator Type		✓ Purcha	se Date:		10
Lease Number:		Meter	Info		
Tank Info		Meter	Гуре		~
Tank Capacity:		0.00 Meter (Cycle:		0
Tank Reserve:		0.00 Meter S	Status:		~
Tank Type		✓ Meter F	Reading:		0.00
Est Gallons in Tank:	0.00 U	nderground:			
⑦ Ø Ø M Re	eady	J		Id d Page	1 of 1 🕨 🕅

- 4. Save the changes. Note that Tank Type is required when Device Type is Tank.
- Customer Owned device:

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Refer to How to Attach a Customer Owned device topic.

View

7

New

Layout 🗸

Refresh Close

Filter Records (F3)

Δ	You can also add a new device record using the New toolbar button in Device screen.
Compa 1	any Owned device: I. On the Menu panel > Maintenance, click the Devices menu. This will open the Search Devices screen.
	Customer Inquiry
	Consumption Sites
	Synchronize Delivery History
	📝 Lease Billing
	Generate Orders
	Degree Day Clock
2	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.

Devices	·		× ×
New Save Search	Delete Undo Lease Close		
Device Type:	Tank 🔍 🗸	Inventory Status:	٩ 🗸
Manufacturer ID:		Comment:	
Manufacturer Name:		Installed on Tank:	٩, ۲
Model Number:		Lease Number:	
Serial Number:		Tank Capacity:	0.000000
Bulk Plant Number:	v	Tank Reserve:	0.000000
Description:		Tank Type:	٩ ٧
Ownership:	Company Owned	Est Gallons in Tank:	0.000000 Underground: 🗐
Asset Number:		Meter Type:	۹ ۲
Purchase Date:	•	Meter Cycle:	0
Purchase Price:	0.000000	Meter Status:	¥
Manufactured Date:		Meter Reading:	0.000000
Regulator Type:	Q ¥		
🕜 🔮 🏆 Ready		M	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, 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.

Search Devices				
New	Open Selected	2 Refresh	Close	
💎 [ilter Records (F3	3)	10 records	

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			â 🗙
New Save Search	Delete Undo Lease Close		
Device Type:	Tank \cdots 💌	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		14 4	Page 1 of 1 🕨 🕅 🥲

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