

How to Attach a Company Owned device

1. [Open a Consumption Sites record.](#)
2. Click the **Attach Device > Attach Company Owned** toolbar button. This will open the Search Devices screen. This search screen will display the devices where Ownership is Company Owned only.

Consumption Sites - 0001005055

New Save Search Undo **Attach Device** Site Action Orders

Customer [] No 000

Address [] 3 - 1

Phone [] Regular Credit [] Credit Limit []

Attach Customer Owned

Attach Company Owned

3. Search for the device, select it on the grid, and then click the **Open Selected** toolbar button.

Devices

Close

Devices

Open Selected Export Columns View 1 record (1 selected)

Serial Number Contains Add Filter Clear Filters

Serial Number	Manufacturer ID	Manufacturer Name	Device Type	Inventory Status	Tank Type	Meter Type	Regulator Type	Tank Capacity	Bulk Plant Location
✓ tank01	MI0011	iRely	Tank	In	Propane			1,000.00	0001-Fort Wayne

4. You will be automatically navigated to the **Devices** tab where the newly attached device is displayed.

Site Detail **Devices** Associated Sites Order Appliances Deliveries Events Work Orders(1) Attachment Audit Log

Open Remove Export View Filter (F3)

Device Type	Serial No.	Ownership	Manufacturer	Tank Capacity	Description
Tank	tank01	Company Owned	iRely	1,000.00	Sample Tank Device

5. **Save** the changes in the Consumption Sites record.
6. Tank Capacity of attached devices on site will be summed up in Site Tab > **Total Capacity**.

Site Information

Location 0001-Fort Way Total Capacity **1,000**

Clock 001 Total Reserve 225

Account Status H Delivery Terms Net 30

Price Adjustment 0.100 Price Level []

Sales Tax [] Recurring PO No []

Tax Group IN Class Fills No

Item Propane

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- b. Click the **Attach Device > Attach Company Owned** toolbar button. This will open the Search Devices screen. This search screen will display the devices where Ownership is Company Owned only.

Consumption Sites - 0001005078

New Save Search Undo **Attach Device** Site Action Print Call Entry Add Call Entry Dispatch Contract Customer

Customer: Customer A No: 0001005078 Current:

Address: 1234 Main St. Fort Wayne, IN 46801 Due on Receipt: Total Past Due:

Phone: 1000000000 Regular Credit: 0.00 Budget Amt Due:

Credit Limit: 0.00 Prepaid Balance:

Showing 1 Consumption Site

Address	Description
1234 Main St.	Tank A

Location Information

Site No: 0001 Billing By: Tank ☐ Active

Description: Tank A

Address: 1234 Main St.

- c. Search for the device, select it on the grid, and then click the **Open Selected** toolbar button.

Search Devices

Open Selected Refresh Export Close

Filter Records (F3) 1 records (1 selected)

Serial Number	Manufacturer ID	Manufacturer Name	Device Type	Inventory Status	Tank Type	Meter Type	Regulator Type	Tank Capacity	Bulk Plant Location
Tank1234		iRely	Tank	In	Propane			500.00	

- d. You will be automatically navigated to the **Devices** tab where the newly attached device is displayed.

Consumption Sites - 0001005078

Site Detail **Devices** Associated Sites Appliances Call Entry Delivery History Event History Work Orders Attachment (0) Audit Log (4)

Open X Remove Layout Filter Records (F3)

Device Type	Serial No.	Ownership	Manufacturer	Tank Capacity	Description
Tank	Tank1234	Company Owned	iRely	500.00	Tank 1

- e. **Save** the changes in the Consumption Sites record.

- a. **Open a Consumption Sites record.**

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Consumption Sites - 0001005078

New Save Search Undo **Attach Device** Site Action Print Call Entry + Call Entry Dispatch Contract Customer

Customer: Customer A No: 0001005078 Current:

Address: 1234 Main St. Fort Wayne, IN 46801 Due on Receipt: Total Past Due:

Phone: 1000000000 Regular Credit: 0.00 Budget Amt Due:

Credit Limit: 0.00 Prepaid Balance:

Showing 1 Consumption Site

Address	Description
1234 Main St.	Tank A

Location Information

Site No: 0001 Billing By: Tank ☐ Active

Description: Tank A

Address: 1234 Main St.

- c. Search for the device, select it on the grid, and then click the **Open Selected** toolbar button.

Search Devices

Open Selected Refresh Close

Filter Records (F3) 1 records (1 selected)

Serial Number	Manufacturer ID	Manufacturer Name	Device Type	Inventory Status	Tank Type	Meter Type	Regulator Type	Tank Capacity	Bulk Plant Location
SN5678	MN1111	iRely	Tank	In	Propane			500.00	0001 - Fort Wayne

d. You will be automatically navigated to the **Devices** tab where the newly attached device is displayed.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders	Audit Log (2)
<div> <input type="text"/> <input type="button" value="Open"/> <input type="button" value="Remove"/> <input type="button" value="Layout"/> <input type="button" value="Filter Records (F3)"/> </div>									
Device Type	Serial No.	Ownership	Manufacturer	Tank Capa...	Description				
Tank	SN1234	Customer Owned	iRely	500.00	Customer Tank A				
Tank	SN5678	Company Owned	iRely	500.00	Tank A				

e. **Save** the changes in the Consumption Sites record.

a. **Open a Consumption Sites record.**

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Consumption Sites - 0000000021

New

Save

Search

Undo

Attach Device

Site Action

Print Call Entry

Customer:

SHELL PROPANE

Address:

GREEN ROAD
CHISAGO CITY, MN

Phone:

1000000000

Attach Customer Owned

Attach Company Owned

Showing 1 Consumption Site

Filter:

Address

GREEN ROAD

Description

Site 1

Site

Detail

Devices

Associated S

Location Information

Site No:

0001

Billing By:

Tank

Description:

Site 1

c. Search for the device, select it in the grid, and then click the **Open Selected** toolbar button.

Search Devices

Open Selected

Refresh

Close

Filter Records (F3)

1 records (1 selected)

	Serial Number	Manufacturer ID	Manufacturer Name	Device Type	Inventory Status	Tank Type	Meter Type
<input checked="" type="checkbox"/>	012345678	M111	M-Tank	Tank		P	

d. You will automatically be navigated to the **Devices** tab where the newly attached device is displayed.

Site	Detail	Devices	Associated Sites	Appliances	Call Entry	Delivery History	Event History	Work Orders
<div> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="text"/> <input type="button" value="Filter:"/> <input type="button" value=""/> </div>								
Device Type	Serial No.	Ownership	Manufacturer	Tank Capacity	Description			
Tank	012345678	Company Owned	M-Tank	1,000.00	Tank 1			

e. **Save** the changes in the Consumption Sites record.