

Move a machine by changing Equipment location

1. From the **Operations** page, click/tap the **three-line menu button** located at the top left of your screen
2. Open the **Maintenance** page
3. Use the search bar located at the top right of the page to find the equipment

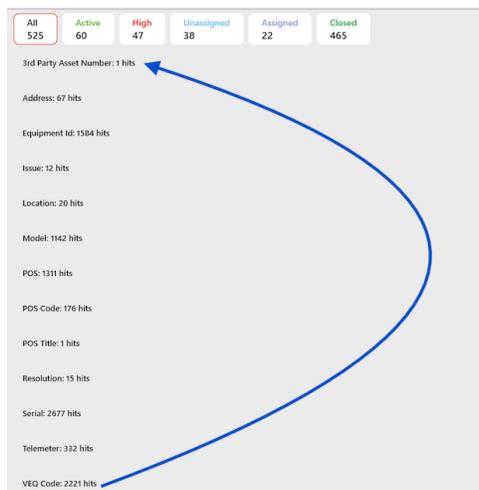


You may search** for the equipment using the following search filters:

- 3rd Party Asset Number*
- Address
- Equipment ID
- Issue
- Location
- Model*
- POS
- POS Code
- POS Title
- Resolution
- Serial Number*
- Telemeter Number
- VEQ Code*

**must be entered in VMS on the equipment to use this filter in your search*

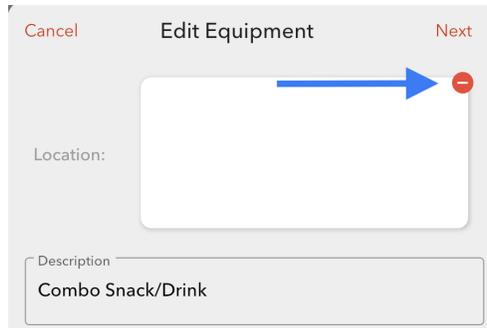
***Note: spaces and dashes will impact your search results*

A screenshot of a search filter interface. At the top, there is a row of filter buttons: "All" (525), "Active" (60), "High" (47), "Unassigned" (38), "Assigned" (22), and "Closed" (465). Below this is a list of search filters with their respective hit counts. A blue arrow points from the "3rd Party Asset Number: 1 hits" filter to the "High" filter button.

| Filter | Count |
|------------|-------|
| All | 525 |
| Active | 60 |
| High | 47 |
| Unassigned | 38 |
| Assigned | 22 |
| Closed | 465 |

| | |
|------------------------|-----------|
| 3rd Party Asset Number | 1 hits |
| Address | 67 hits |
| Equipment Id | 1584 hits |
| Issue | 12 hits |
| Location | 20 hits |
| Model | 1142 hits |
| POS | 1311 hits |
| POS Code | 176 hits |
| POS Title | 1 hits |
| Resolution | 15 hits |
| Serial | 2677 hits |
| Telemeter | 332 hits |
| VEQ Code | 2221 hits |

1. Once the equipment is located click on the image to open it
 - a. This navigates you to the **Edit Equipment** page for this machine
 - b. Tap/Click the **red, three-dot button** located at the top right of your screen
 - c. Tap/click **Edit**
 - i. In the **Edit Equipment** window next to **Location** tap the **red circle with a white line** (*This will remove the current location of the machine*)



- ii. Tap/click the **+ Add POS** button to choose the new location or **+ Add Warehouse** to document moving the equipment to the POS, then tap/click **Next**

[Video: Change equipment location]