

Editing Equipment

1. Click the Equipment tab and navigate to the Equipment feature.
2. Scroll to the right end of the equipment grid to find the Actions column and click the View button to edit.

The screenshot shows the 'Equipment' page in the Building Engines interface. The left sidebar contains navigation options like Dashboard, Work Orders, and Equipment (highlighted). The main area displays a table of 37 total equipment items. The table columns include ID #, Equipment, Status, Asset Type, Asset Tag, Critical, Category, Property, and Location. A red arrow points to the 'View' button in the Actions column of the last row.

ID #	Equipment	Status	Asset Type	Asset Tag	Critical	Category	Property	Location
E-000032	Demo Equipment	Active	AC		Yes	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	Basement,
E-000035	AC Unit - Monthly	Active	AC		No	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	3rd Floor, C
E-000031	Air Filter	Active	AC		No	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	Basement,
E-000037	Alca Properties ...	Active	Alca Prop Asset ...		Yes	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	Above Cor Roof
E-000034	Demo Equipmen...	Active	AC		Yes	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	2nd Floor, 2
E-000036	Demo Equipmen...	Active	AC		Yes	HVAC	215 Lexington Ave	Roof

The screenshot shows the 'Equipment' page in the Building Engines interface. The left sidebar contains navigation options like Dashboard, Work Orders, and Equipment (highlighted). The main area displays a table of 37 total equipment items. The table columns include Tag, Critical, Category, Property, Location, Manufacturer, Model, Last Serviced, and Actions. A red box highlights the 'View' button in the Actions column of the first row.

Tag	Critical	Category	Property	Location	Manufacturer	Model	Last Serviced	Actions
	Yes	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	Basement, BSM...			06/25/2021	View
	No	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	3rd Floor, Corridor			06/25/2021	View
	No	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	Basement, BSM...	Camfil	ZORESC-200SE...	06/15/2021	View
	Yes	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	Above Company X Roof			06/15/2021	View
	Yes	HVAC	215 Lexington Ave 215 Lexington Ave, Ne...	2nd Floor, 200		v4567	--	View
	Yes	HVAC	215 Lexington Ave	Roof			--	View

3. Edit Floor/Space, Location, Manufacturer, Model, Serial Number etc. Click the Save Equipment button at the bottom of the page to save any changes.

Demo Equipment
HVAC / AC

YES Critical Equipment ⓘ

215 Lexington Ave
215 Lexington Ave, New York, NY 10016

Actions ▾

Floor / Space
BSMT-1 (Vacant) ▾

Location
Enter Specific Location

Manufacturer
Enter Manufacturer

Model
Enter Model

Serial Number
Enter Serial Number

Barcodes
[+ Add QR or Barcodes](#)

Equipment Notes
Enter Notes

Asset Tag
Enter Asset Tag

Condition
Choose Condition ▾

Safety Notes
Enter Notes

Photos ⓘ
Drop photos to attach, or [browse](#)

History
Add comment

Fri 06/25/2021
system user 17 days ago
Floor changed from None to Basement.

Tue 05/04/2021
system user 2 months ago
Floor changed from Basement to None.
Robert Commiskey 2 months ago

Save Equipment

4. To edit Property, Equipment Category, and Equipment Asset Types, click the Actions tab in the top right corner of the page, then click Edit from the drop down.

Demo Equipment
HVAC / AC

YES Critical Equipment ⓘ

215 Lexington Ave
215 Lexington Ave, New York, NY 10016

Actions ▾
Edit
Clone Equipment
Relocate
Deactivate

Floor / Space
BSMT-1 (Vacant) ▾

Location
Enter Specific Location

Manufacturer
Enter Manufacturer

Model
Enter Model

Serial Number
Enter Serial Number

Barcodes
[+ Add QR or Barcodes](#)

Equipment Notes
Enter Notes

Asset Tag
Enter Asset Tag

Condition
Choose Condition ▾

Safety Notes
Enter Notes

Save Equipment

Service History | Meters | Purchase & Replacement | Custom Fields | Files | Schedules

History
Add comment

Fri 06/25/2021
system user 18 days ago
Floor changed from None to Basement.

Tue 05/04/2021
system user 2 months ago
Floor changed from Basement to None.
Robert Commiskey 2 months ago
Criticality changed from 0 to 1.
Robert Commiskey 2 months ago
Floor changed from None to Basement.

Edit Equipment ✕

Name
Demo Equipment

Property
215 Lexington Ave ▾

Equipment Category
HVAC ▾

Floor / Space (Optional)
BSMT-1 (Vacant) ▾

Equipment Asset Type
AC ▾

Specific Location (Optional)
Enter location

Save Equipment

5. Click the blue Save Equipment button after making changes.