



Process Documentation

Department:

Customer Support

Last Updated:

6/18/2025 9:29 AM

NAME OF PROCESS

Maintaining Equipment Attributes [RolePlay]

Use Case / Objectives

This guide will walk you through how to [create](#), [update](#) and [assign](#) equipment attributes to a specific equipment number. If the customer knows they need a specific *feature* but is not sure which machine to request, you can [search](#) by attributes to ensure the customer receives exactly what they need. This can be a considerable benefit for training new sales reps who are not deeply familiar with the criteria of every machine in your fleet.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

Main Operations => Rental File => Attributes Master File Maintenance

Main Operations => Rental File => Equipment Attributes Maintenance

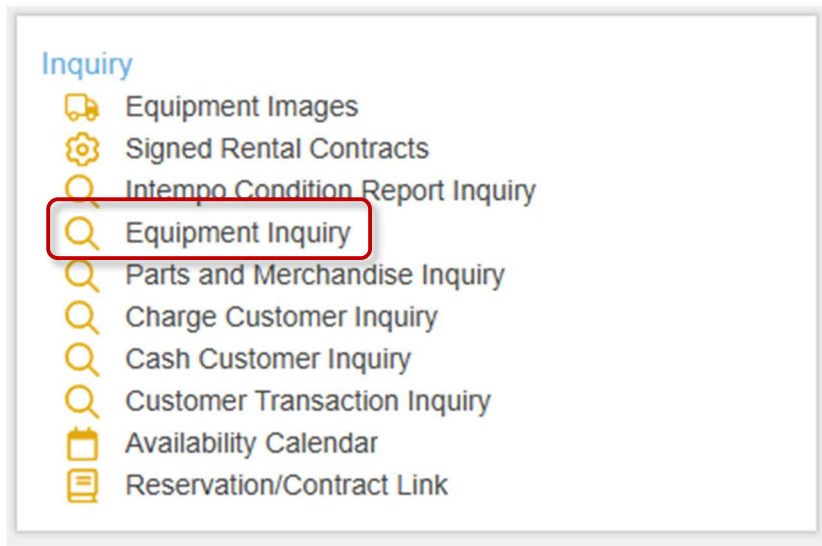
Maintaining Equipment Attributes

Searching for Equipment by Attributes

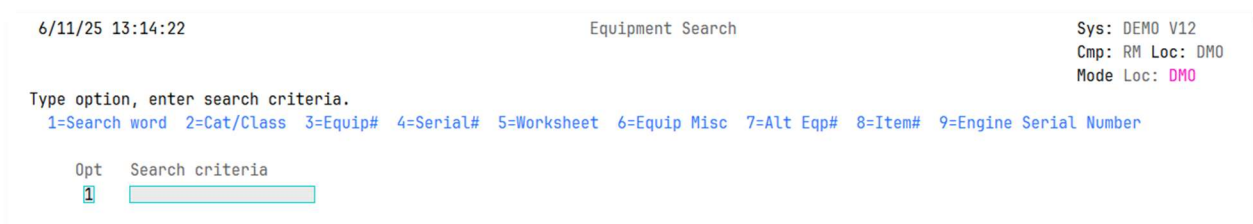
This section will show you how to search for equipment that meets certain criteria (attributes). In this example, we will walk through finding a 20' scissor lift that has non-marking tires because it is going to a high school and will be used on a gymnasium floor. We will search the available inventory for scissor lifts that have non-marking tires to ensure you are renting the right unit to the customer.

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Main Operations** menu option on the left side of the screen.
3. From here, you can either start a rental and navigate to the **Search Equipment** screen or go directly to the **Equipment Inquiry** screen. For the purposes of this document, we are going to walk through the latter.
4. On the **Main Operations** screen, in the **Inquiry** section, click on the **Equipment Inquiry** option.



- a. The **Equipment Search** screen opens.



- a. The **Equipment Attributes Filter** pop-up window opens, displaying attributes in the system.

```
Equipment Attributes Filter  Cmp: RM
Opt: 1=Select  Exact Match: N (Y/N)

0 CD Attributes Description  Sts
 AA A91 Package  A
 AS Auto Shutdown  A
 BA Backup Alarm  A
 DC Doc Attribute Test - EDIT  A
 DL Diesel Powered  A
 FT Fuel Tank  A
 PG Pressure Guage  A
 PP Propane Powered  A
More...
```

7. Scroll through the list using your mouse, the page up/down buttons on your keyboard, or by typing in the filter fields at the top of the table. **NOTE:** Set *Exact Match* to Y if you only want exact matches; set it to N if a partial match is acceptable.
 - a. For this example, “SKID” was entered in the filter field.

```
Equipment Attributes Filter  Cmp: RM
Opt: 1=Select  Exact Match: N (Y/N)

0 CD Attributes Description  Sts
```

8. Press Enter.
 - a. The pop-up window refreshes to show attributes containing the value entered. (Because N was selected in Exact Match, it shows options that partially match the entry.)

```
Equipment Attributes Filter  Cmp: RM
Opt: 1=Select  Exact Match: N (Y/N)

0 CD Attributes Description  Sts
 SM Skid Mount  A
 40 Non-Skid tires  A
```

9. Type 1 in the O column next to the desired option. Press Enter.
 - a. The **Equipment Attributes Filter** pop-up window closes. The **Equipment Search by Equipment #** screen refreshes and shows equipment with the selected attribute assigned.

6/11/25 13:45:15 Equipment Search by Equipment # Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Loc: DMO

Type option, press Enter to continue:
 1=Select 2=Avail 3=Detail 4=Hist 5=Rsvtns 6=Rates 7=Specs 8=Cal 9=Maint 10=Hold 11=Vendor 12=Comment 13=Accessories ...

Op	Equip #	Typ	Make	Model	Yr	Serial #	Lst/ Est	Status	FS	CN	AP	Service Due	Yard	Cur	Asn
<input type="checkbox"/>	1485	R	GENIE	GS 1930	06	889977	2/20/25	ON RENT	N			01/09/26 +		DMO	DMO
<input type="checkbox"/>	1616	R	GENIE	GS1930	06	4445	3/10/25	AVAILABLE	N			05/30/26 +		DMO	DMO
<input type="checkbox"/>	1618	R	GENIE	GS 1930	06	76	6/09/25	ON RENT	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>	1619	R	GENIE	GS 1930	06	6755	6/10/25	ON RENT	N			01/09/26 +		DMO	DMO
<input type="checkbox"/>	1622	R	GENIE	GS 1930	06	44456	11/10/16	AVAILABLE	N			03/07/07 *	DM01	DMO	DMO
<input type="checkbox"/>	1659	R	GENIE	GS 1930	06	1213	1/29/25	ON RENT	N			02/12/24 *		DMO	DMO
<input type="checkbox"/>	1778	R	GENIE	GS-2632	07	0032	9/27/17	AVAILABLE	N			02/15/07 **		DMO	DMO
<input type="checkbox"/>	1779	R	GENIE	GS-2632	07	029329	8/16/13	AVAILABLE	N			04/18/07 **		DMO	DMO
<input type="checkbox"/>	5102	R	C GENIE	GS 1930	10	88181181919182	11/16/24	AVAILABLE	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>	5105	R	C GENIE	GS 1930	10	181818191	3/16/24	AVAILABLE	N			01/27/15 *		DMO	DMO
<input type="checkbox"/>	8013	R	C GENIE	GS 1930	11	SERIAL NUMBER 123	1/08/18	AVAILABLE	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>	8046	R	C JLG	1930ES	10	98767801	11/16/24	AVAILABLE	N			02/12/24 *	DM02	DMO	DMO
<input type="checkbox"/>	8051	R	C JLG	1930ES	10	119982981	11/11/24	AVAILABLE	N			09/15/25 +		DMO	DMO
<input type="checkbox"/>	8140	R	C GENIE	GS 1930	12	129081309821301	11/16/24	AVAILABLE	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>	8141	R	C GENIE	GS 1930	12	092802183	12/15/20	AVAILABLE	N			03/02/13 *	DM02	DMO	DMO

More...

10. To view attribute(s) assigned to equipment, type 19 in the Op column. Press Enter.
 - a. The **Equipment Attributes** pop-up window opens, displaying the attributes assigned to the selected equipment.

6/11/25 13:49:19 Equipment Search by Equipment # Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Loc: DMO

Type option, press Enter to continue:
 14=Pickup 15=Cost inq 16=Tracking 17=Hierarchy 18=Steps/Inspections 19=Attributes 20=Not Rentable 21=Print Tags ...

Op	Equip #	Typ	Make	Model	Yr	Serial #	Lst/ Est	Status	FS	CN	AP	Service Due	Yard	Cur	Asn
<input type="checkbox"/>	1485	R	GENIE	GS 1930	06	889977	2/20/25	ON RENT	N			01/09/26 +		DMO	DMO
<input type="checkbox"/>	1616	R	GENIE	GS1930	06	4445	3/10/25	AVAILABLE	N			05/30/26 +		DMO	DMO
<input type="checkbox"/>					06	76	6/09/25	ON RENT	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>					06	6755	6/10/25	ON RENT	N			01/09/26 +		DMO	DMO
<input type="checkbox"/>					06	44456	11/10/16	AVAILABLE	N			03/07/07 *	DM01	DMO	DMO
<input type="checkbox"/>					06	1213	1/29/25	ON RENT	N			02/12/24 *		DMO	DMO
<input type="checkbox"/>					07	0032	9/27/17	AVAILABLE	N			02/15/07 **		DMO	DMO
<input type="checkbox"/>					07	029329	8/16/13	AVAILABLE	N			04/18/07 **		DMO	DMO
<input type="checkbox"/>					10	88181181919182	11/16/24	AVAILABLE	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>					10	181818191	3/16/24	AVAILABLE	N			01/27/15 *		DMO	DMO
<input type="checkbox"/>					11	SERIAL NUMBER 123	1/08/18	AVAILABLE	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>					10	119982981	11/11/24	AVAILABLE	N			09/15/25 +		DMO	DMO
<input type="checkbox"/>					12	129081309821301	11/16/24	AVAILABLE	N			11/21/25 +		DMO	DMO
<input type="checkbox"/>					12	092802183	12/15/20	AVAILABLE	N			03/02/13 *	DM02	DMO	DMO

More...

Equipment Attributes Cmp: RM

Equipment #: 1485

CD	Attributes	Description	Sts
40	Non-Skid tires		A
BA	Backup Alarm		A

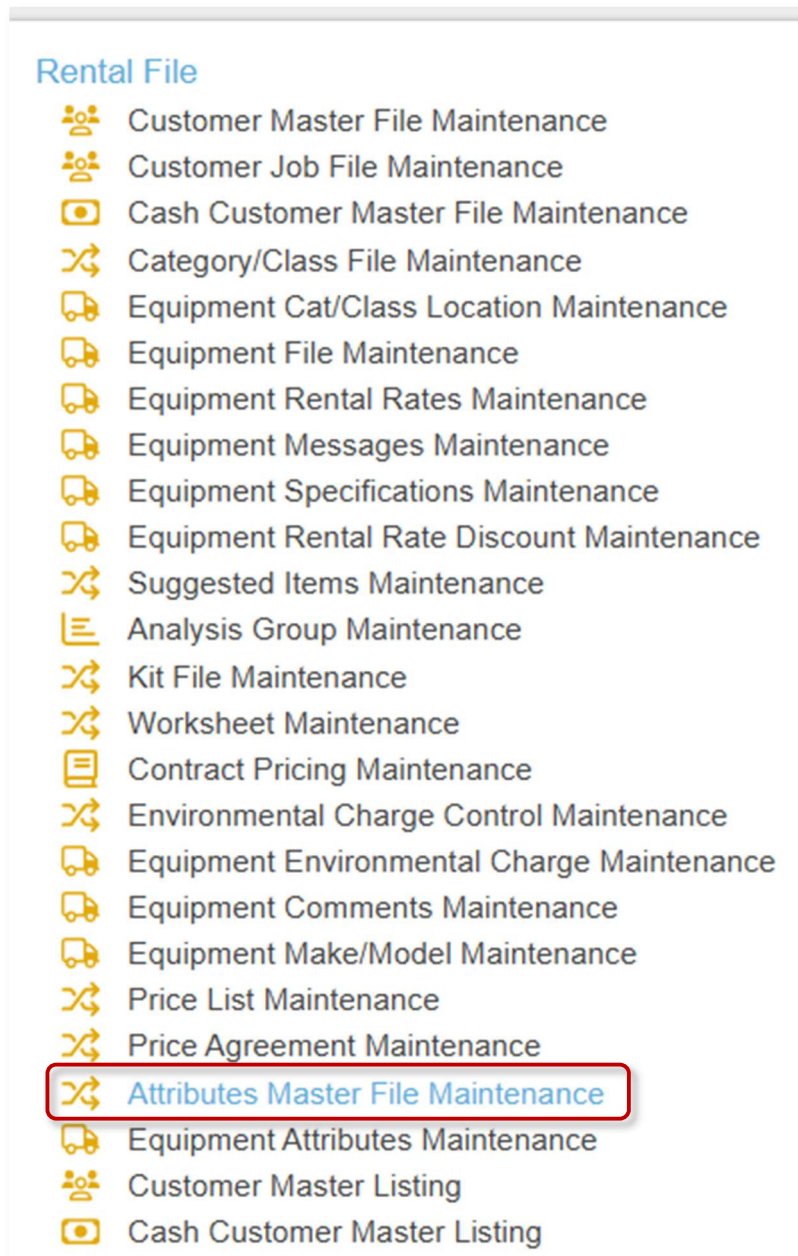
Bottom

11. Press F12 to close the **Equipment Attributes** pop-up window.

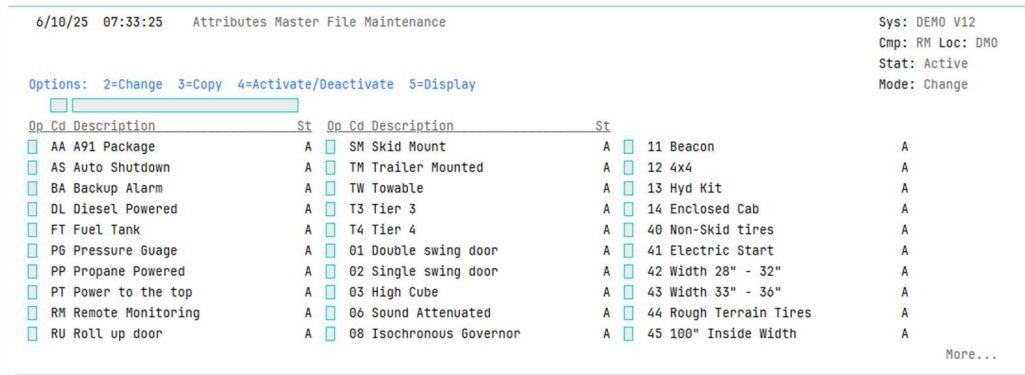
Creating Equipment Attributes

Process Steps

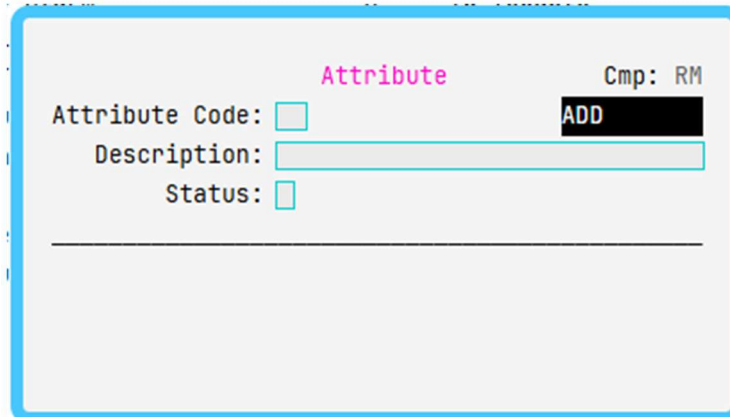
1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Main Operations** menu option on the left side of the screen.
3. In the **Rental File** section, click on **Attributes Master File Maintenance**.



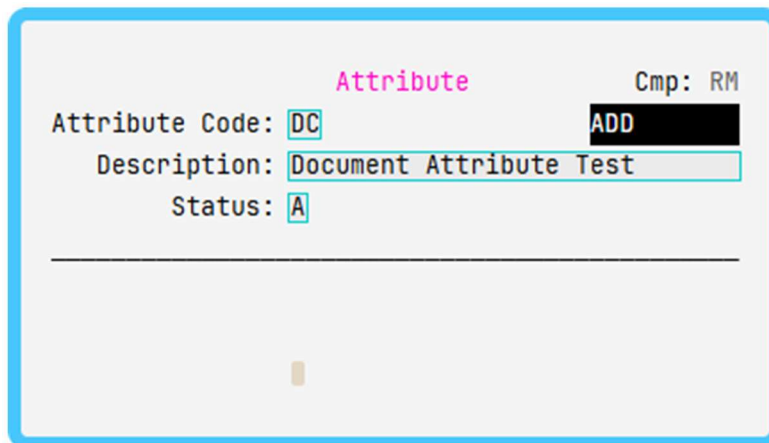
- a. The **Attributes Master File Maintenance** screen opens, displaying all attributes currently in the system.



4. To add a new attribute, press F6 on your keyboard or click on F06 Add in the **Display Functions** menu.
 - a. The **Add Attribute** pop-up window displays.



5. Type in the *Attribute Code*.
6. Type in the *Description*.
7. Type in the *Status*.



8. Press Enter to create the attribute.

- a. The **Add Attribute** pop-up window closes and the new attribute displays in the table.

6/10/25 07:50:13 Attributes Master File Maintenance Sys: DE
Cmp: RM
Stat: A
Mode: C

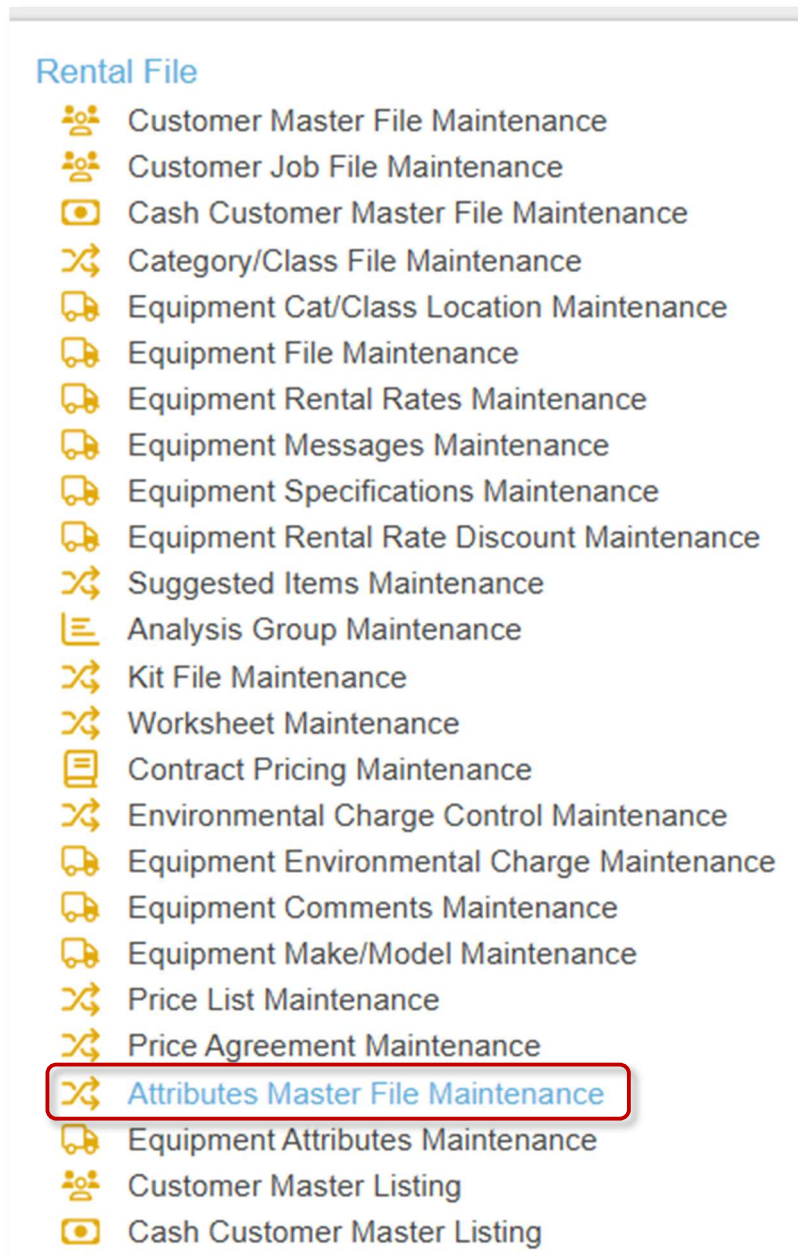
Options: 2=Change 3=Copy 4=Activate/Deactivate 5=Display

Op Cd	Description	St	Op Cd	Description	St
<input type="checkbox"/>	AA A91 Package	A	<input type="checkbox"/>	RU Roll up door	A
<input type="checkbox"/>	AS Auto Shutdown	A	<input type="checkbox"/>	SM Skid Mount	A
<input type="checkbox"/>	BA Backup Alarm	A	<input type="checkbox"/>	TM Trailer Mounted	A
<input type="checkbox"/>	DC Document Attribute Test	A	<input type="checkbox"/>	TW Towable	A
<input type="checkbox"/>	DL Diesel Powered	A	<input type="checkbox"/>	T3 Tier 3	A
<input type="checkbox"/>	FT Fuel Tank	A	<input type="checkbox"/>	T4 Tier 4	A
<input type="checkbox"/>	PG Pressure Guage	A	<input type="checkbox"/>	01 Double swing door	A
<input type="checkbox"/>	PP Propane Powered	A	<input type="checkbox"/>	02 Single swing door	A
<input type="checkbox"/>	PT Power to the top	A	<input type="checkbox"/>	03 High Cube	A
<input type="checkbox"/>	RM Remote Monitoring	A	<input type="checkbox"/>	06 Sound Attenuated	A
			<input type="checkbox"/>	08 Isochronous Governor	A
			<input type="checkbox"/>	11 Beacon	A
			<input type="checkbox"/>	12 4x4	A
			<input type="checkbox"/>	13 Hyd Kit	A
			<input type="checkbox"/>	14 Enclosed Cab	A
			<input type="checkbox"/>	40 Non-Skid tires	A
			<input type="checkbox"/>	41 Electric Start	A
			<input type="checkbox"/>	42 Width 28" - 32"	A
			<input type="checkbox"/>	43 Width 33" - 36"	A
			<input type="checkbox"/>	44 Rough Terrain Tires	A

Update Equipment Attributes

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Main Operations** menu option on the left side of the screen.
3. In the **Rental File** section, click on **Attributes Master File Maintenance**.



- a. The **Attributes Master File Maintenance** screen opens, displaying all attributes currently in the system.

6/10/25 07:50:13 Attributes Master File Maintenance Sys: DE
 Cmp: RM
 Stat: A
 Mode: C

Options: 2=Change 3=Copy 4=Activate/Deactivate 5=Display

Op Cd	Description	St	Op Cd	Description	St
<input type="checkbox"/>	AA A91 Package	A	<input type="checkbox"/>	RU Roll up door	A
<input type="checkbox"/>	AS Auto Shutdown	A	<input type="checkbox"/>	SM Skid Mount	A
<input type="checkbox"/>	BA Backup Alarm	A	<input type="checkbox"/>	TM Trailer Mounted	A
<input type="checkbox"/>	DC Document Attribute Test	A	<input type="checkbox"/>	TW Towable	A
<input type="checkbox"/>	DL Diesel Powered	A	<input type="checkbox"/>	T3 Tier 3	A
<input type="checkbox"/>	FT Fuel Tank	A	<input type="checkbox"/>	T4 Tier 4	A
<input type="checkbox"/>	PG Pressure Gauge	A	<input type="checkbox"/>	01 Double swing door	A
<input type="checkbox"/>	PP Propane Powered	A	<input type="checkbox"/>	02 Single swing door	A
<input type="checkbox"/>	PT Power to the top	A	<input type="checkbox"/>	03 High Cube	A
<input type="checkbox"/>	RM Remote Monitoring	A	<input type="checkbox"/>	06 Sound Attenuated	A
			<input type="checkbox"/>	08 Isochronous Governor	A
			<input type="checkbox"/>	11 Beacon	A
			<input type="checkbox"/>	12 4x4	A
			<input type="checkbox"/>	13 Hyd Kit	A
			<input type="checkbox"/>	14 Enclosed Cab	A
			<input type="checkbox"/>	40 Non-Skid tires	A
			<input type="checkbox"/>	41 Electric Start	A
			<input type="checkbox"/>	42 Width 28" - 32"	A
			<input type="checkbox"/>	43 Width 33" - 36"	A
			<input type="checkbox"/>	44 Rough Terrain Tires	A

4. With your cursor in the *Op* column next to the desired attribute, type 2. Press Enter.
 - a. The **Change Attribute** pop-up window opens. **NOTE:** The only value that you can update on this screen is the *Description*.

Attribute

Cmp: RM

Attribute Code: DC CHANGE

Description:

Status: A

5. Type the updated value in the *Description* field. Press enter.
 - a. The **Change Attribute** pop-up window closes. The updated attribute displays in the table.

6/10/25 08:08:18 Attributes Master File Maintenance Sys: DE
 Cmp: RM
 Stat: Ac
 Mode: CH

Options: 2=Change 3=Copy 4=Activate/Deactivate 5=Display

Op Cd	Description	St	Op Cd	Description	St
<input type="checkbox"/>	AA A91 Package	A	<input type="checkbox"/>	RU Roll up door	A
<input type="checkbox"/>	AS Auto Shutdown	A	<input type="checkbox"/>	SM Skid Mount	A
<input type="checkbox"/>	BA Backup Alarm	A	<input type="checkbox"/>	TM Trailer Mounted	A
<input type="checkbox"/>	DC Doc Attribute Test - EDIT	A	<input type="checkbox"/>	TW Towable	A
<input type="checkbox"/>	DL Diesel Powered	A	<input type="checkbox"/>	T3 Tier 3	A
<input type="checkbox"/>	FT Fuel Tank	A	<input type="checkbox"/>	T4 Tier 4	A
<input type="checkbox"/>	PG Pressure Gauge	A	<input type="checkbox"/>	01 Double swing door	A
<input type="checkbox"/>	PP Propane Powered	A	<input type="checkbox"/>	02 Single swing door	A
<input type="checkbox"/>	PT Power to the top	A	<input type="checkbox"/>	03 High Cube	A
<input type="checkbox"/>	RM Remote Monitoring	A	<input type="checkbox"/>	06 Sound Attenuated	A
			<input type="checkbox"/>	08 Isochronous Governor	A
			<input type="checkbox"/>	11 Beacon	A
			<input type="checkbox"/>	12 4x4	A
			<input type="checkbox"/>	13 Hyd Kit	A
			<input type="checkbox"/>	14 Enclosed Cab	A
			<input type="checkbox"/>	40 Non-Skid tires	A
			<input type="checkbox"/>	41 Electric Start	A
			<input type="checkbox"/>	42 Width 28" - 32"	A
			<input type="checkbox"/>	43 Width 33" - 36"	A
			<input type="checkbox"/>	44 Rough Terrain Tires	A

6. To copy an attribute, place your cursor in the *Op* column next to the desired attribute. Type 3; press Enter.
 - a. The **Copy Attribute** pop-up window opens for the selected attribute.

Attribute Cmp: RM

Attribute Code: **COPY**

Description:

Status:

7. Update the *Attribute Code* field. Press Enter to continue. **NOTE:** You cannot have duplicate *Attribute Codes* in the system. Values must be unique.
 - a. The **Copy Attribute** pop-up window closes and the copied attribute displays in the table.

6/10/25 08:12:16 Attributes Master File Maintenance Sys: D
Cmp: F
Stat:
Mode:

Options: 2=Change 3=Copy 4=Activate/Deactivate 5=Display

Op	Cd	Description	St	Op	Cd	Description	St
<input type="checkbox"/>	AA	A91 Package	A	<input type="checkbox"/>	RM	Remote Monitoring	A
<input type="checkbox"/>	AS	Auto Shutdown	A	<input type="checkbox"/>	RU	Roll up door	A
<input type="checkbox"/>	BA	Backup Alarm	A	<input type="checkbox"/>	SM	Skid Mount	A
<input type="checkbox"/>	CD	Doc Attribute Test - Copy	A	<input type="checkbox"/>	TM	Trailer Mounted	A
<input type="checkbox"/>	DC	Doc Attribute Test - EDIT	A	<input type="checkbox"/>	TW	Towable	A
<input type="checkbox"/>	DL	Diesel Powered	A	<input type="checkbox"/>	T3	Tier 3	A
<input type="checkbox"/>	FT	Fuel Tank	A	<input type="checkbox"/>	T4	Tier 4	A
<input type="checkbox"/>	PG	Pressure Guage	A	<input type="checkbox"/>	01	Double swing door	A
<input type="checkbox"/>	PP	Propane Powered	A	<input type="checkbox"/>	02	Single swing door	A
<input type="checkbox"/>	PT	Power to the top	A	<input type="checkbox"/>	03	High Cube	A
				<input type="checkbox"/>	06	Sound Attenuated	A
				<input type="checkbox"/>	08	Isochronous Governor	A
				<input type="checkbox"/>	11	Beacon	A
				<input type="checkbox"/>	12	4x4	A
				<input type="checkbox"/>	13	Hyd Kit	A
				<input type="checkbox"/>	14	Enclosed Cab	A
				<input type="checkbox"/>	40	Non-Skid tires	A
				<input type="checkbox"/>	41	Electric Start	A
				<input type="checkbox"/>	42	Width 28" - 32"	A
				<input type="checkbox"/>	43	Width 33" - 36"	A

8. To activate or deactivate an attribute, place your cursor in the *Op* column next to the desired attribute. Type 4; press Enter.
 - a. The **Deactvate Attribute** pop-up window opens for the selected attribute.

Attribute Cmp: RM

Attribute Code: CD **DEACTIVATE**

Description: Doc Attribute Test - Copy

Status:

9. Type D in the *Status* field. Press Enter.
 - a. The **Deactivate Attribute** pop-up window closes. The deactivated attribute no longer appears in the table.
10. To view ALL attributes, press F8 on your keyboard or click on *F08 Toggle Status* in the **Display Functions** menu.
 - a. The **Attributes Master File Maintenance** screen refreshes to display ALL attributes in the system. **NOTE:** If you press F8 again, only A (ACTIVE) attributes display in the table.

6/10/25 08:30:07 Attributes Master File Maintenance Sys: DEF
Cmp: RM
Stat: AL
Mode: CF

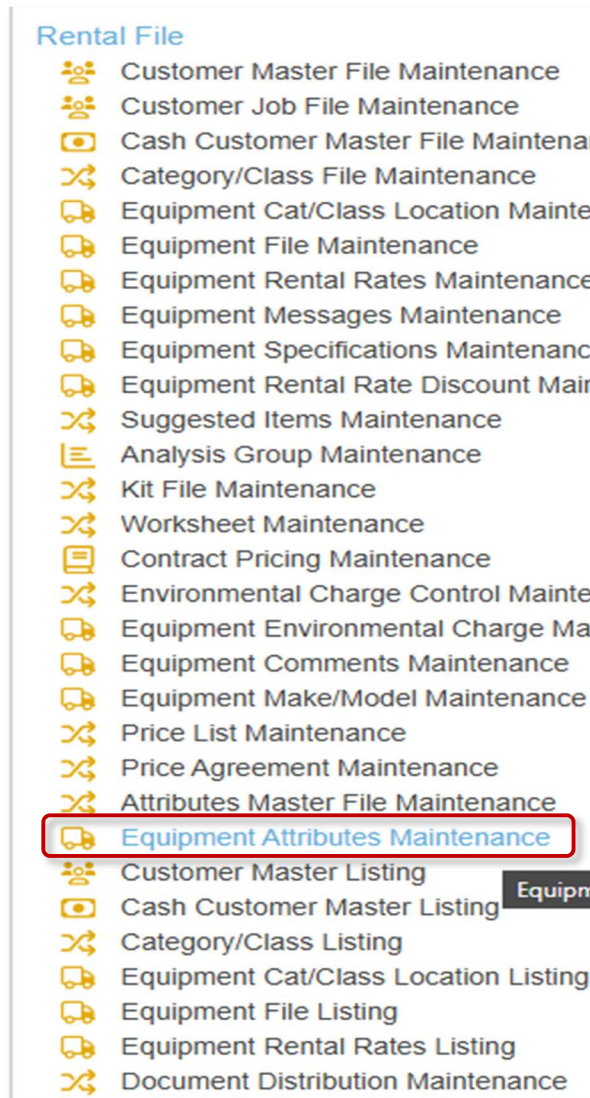
Options: 2=Change 3=Copy 4=Activate/Deactivate 5=Display

Op Cd	Description	St	Op Cd	Description	St
<input type="checkbox"/>	AA A91 Package	A	<input type="checkbox"/>	PT Power to the top	A
<input type="checkbox"/>	AS Auto Shutdown	A	<input type="checkbox"/>	RM Remote Monitoring	A
<input type="checkbox"/>	AT Attachment	D	<input type="checkbox"/>	RU Roll up door	A
<input type="checkbox"/>	BA Backup Alarm	A	<input type="checkbox"/>	SM Skid Mount	A
<input type="checkbox"/>	CD Doc Attribute Test - Copy	D	<input type="checkbox"/>	SZ Machine Size	D
<input type="checkbox"/>	DC Doc Attribute Test - EDIT	A	<input type="checkbox"/>	TM Trailer Mounted	A
<input type="checkbox"/>	DL Diesel Powered	A	<input type="checkbox"/>	TW Towable	A
<input type="checkbox"/>	FT Fuel Tank	A	<input type="checkbox"/>	T3 Tier 3	A
<input type="checkbox"/>	P6 Pressure Guage	A	<input type="checkbox"/>	T4 Tier 4	A
<input type="checkbox"/>	PP Propane Powered	A	<input type="checkbox"/>	01 Double swing door	A
			<input type="checkbox"/>	02 Single swing door	A
			<input type="checkbox"/>	03 High Cube	A
			<input type="checkbox"/>	06 Sound Attenuated	A
			<input type="checkbox"/>	08 Isochronous Governor	A
			<input type="checkbox"/>	11 Beacon	A
			<input type="checkbox"/>	12 4x4	A
			<input type="checkbox"/>	13 Hyd Kit	A
			<input type="checkbox"/>	14 Enclosed Cab	A
			<input type="checkbox"/>	40 Non-Skid tires	A
			<input type="checkbox"/>	41 Electric Start	A

Assign Equipment Attributes

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Main Operations** menu option on the left side of the screen.
3. In the **Rental File** section, click on **Equipment Attributes Maintenance**.



- a. The **Equipment Attributes Maintenance** screen opens.



4. With your cursor in the *Equipment #* field, type in the number for the desired piece of equipment. Press F4 to search if you do not know the number.
5. Press Enter to continue.
 - a. The **Equipment Attributes Maintenance** screen opens for the selected equipment. Any attributes assigned will display in the table. **NOTE:** For the equipment in this example, there are not any attributes currently assigned.

```

6/10/25 08:49:27      Equipment Attributes Maintenance      Sys: DEMO V12
                                                                Cmp: RM Loc: DMO
                                                                Mode: Change

Equipment #: 8544      Serial #: 77777777777777777777
Cat/Cls Desc: AIR COMPRESSOR
Make:      KAJ      Model: KAJ      Model year: 13

Category: 011      Class: 0002      Sub Class: 00      Item #: 0110002
Current Loc: DMO      Assigned Loc: DMO      Last Loc: DMO      Yard:

Option: 4=Delete

Attribute      Attribute
Opt Cd Description      Opt Cd Description
      NO RECORDS FOUND
    
```

6. To assign a new attribute to your equipment, press F6 on your keyboard or click on F06 Add in the **Display Functions** menu.
 - a. The **Equipment Attributes** pop-up window displays, showing all active attributes in the system.

```

Equipment Attributes      Cmp: RM
Opt: 1=Select
Position to code: 
0 CD Attributes Description
 AA A91 Package
 AS Auto Shutdown
 BA Backup Alarm
 DC Doc Attribute Test - EDIT
 DL Diesel Powered
 FT Fuel Tank
 PG Pressure Guage
 PP Propane Powered
 PT Power to the top

More...
    
```

7. To select an attribute, type 1 in the *O* column next to the desired attribute. Press Enter.
 - a. The **Equipment Attributes** pop-up window closes. The **Equipment Attributes Maintenance** screen refreshes to display the selected attribute in the table.

```

6/10/25 09:26:12      Equipment Attributes Maintenance      Sys: DEMO V12
                                                                Cmp: RM Loc: DMO
                                                                Mode: Change

Equipment #: 8544      Serial #: 77777777777777777777
Cat/Cls Desc: AIR COMPRESSOR
Make: KAJ      Model: KAJ      Model year: 13

Category: 011      Class: 0002      Sub Class: 00      Item #: 0110002
Current Loc: DMO      Assigned Loc: DMO      Last Loc: DMO      Yard:

Option: 4=Delete

Attribute      Attribute
Opt Cd Description      Opt Cd Description
 DC Doc Attribute Test - EDIT
    
```

8. To add more attributes, repeat the steps above.
9. To remove an attribute, type 4 in the *Opt* field next to the desired attribute.

Reference Glossary

Field Definitions for Tasks

Equipment Attributes Filter

- **Exact Match** - When searching using the filter fields, this indicates whether the results returned should be an exact match to the value entered.
- **Attribute Code** - The account code associated with the attribute.
- **Attributes Description** - The description entered for the attribute.
- **Status** - The status of the requisitions to include on the report. The following options are available:
 - **A** - Active/Activate
 - **D** - Inactive/Deactivate
 - **S** - Suspended

Attributes Master File Maintenance

- **Attribute Code** - The account code associated with the attribute.
- **Description** - The description for the category/class of equipment.
- **Status** - The status of the requisitions to include on the report. The following options are available:
 - **A** - Active/Activate
 - **D** - Inactive/Deactivate
 - **S** - Suspended

Add Attribute

- **Attribute Code** - Enter an account code to associate with the attribute.
- **Description** - Enter a description for the category/class of equipment.
- **Status** - Enter the status of the requisitions to include on the report. The following options are available:
 - **A** - Active/Activate
 - **D** - Inactive/Deactivate
 - **S** - Suspended

Equipment Attributes Maintenance

- **Equipment #** - Enter the exclusive number assigned to the piece of equipment, pressing F4 to open the Search window.

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- **Equipment #** - Displays the unique number of the equipment you are viewing.
- **Serial #** - Displays the unique serial number assigned to this piece of equipment.

- *Category/Class Description* - Displays the description of the equipment's category/class.
- *Make* - Displays the manufacturer's type for the equipment.
- *Model* - Displays the manufacturer's model for the equipment.
- *Model year* - Displays the year that model was manufactured.
- *Category* - Displays the code for the category to which this piece of equipment belongs.
- *Class* - Displays the code for the class to which this piece of equipment belongs.
- *Sub Class* - Displays the code for the sub-class to which this piece of equipment belongs.
- *Item #* - Displays the unique item number assigned to this piece of equipment.
- *Current Location* - Displays the location where the equipment is physically or from where it was last rented.
- *Assigned Location* - Displays the location where this equipment was put into rental availability.
- *Last Location* - Displays the location where the equipment was found prior to its current location.
- *Yard* - Indicates the current yard location of the equipment.
- **Attribute**
 - *Attribute Code* - The account code associated with the attribute.
 - *Description* - The description for the category/class of equipment.