

Non-Inventory Equipment Items

The Non-Inventory Equipment area allows you the option to put in other items you would like to keep track of. This area also allows you the ability to keep a record in ATS of the recertification/calibration or Preventative Maintenance that is done or needs to be done.

To add Non-Inventory Equipment, you do need to have access to the inventory module of ATS. IF you do not see it, speak with your system administrator about enabling the module or giving access to it.

Go to the Inventory Tab, and then select Add Equipment under the Non-Inventory Equipment area.

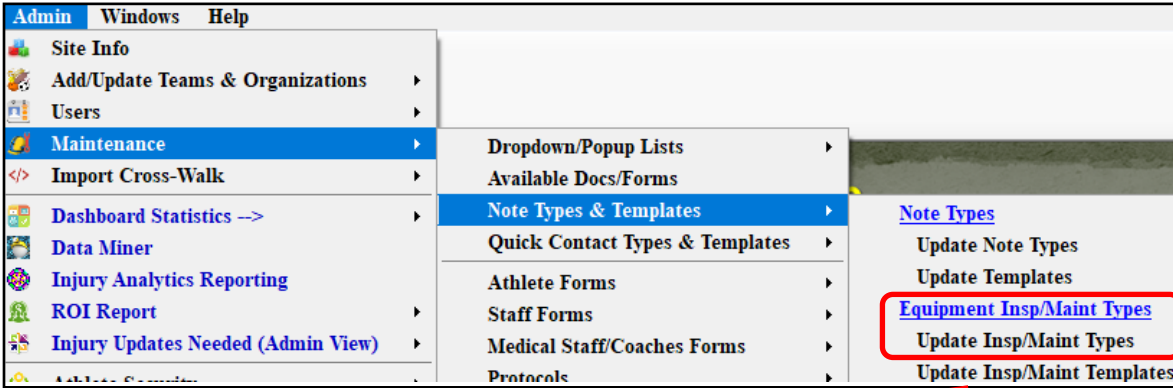
The image shows two parts of the software interface. On the left is a menu with the following items: **Inventory**, Reports, Admin, Windows, He. Under the **Inventory** tab, there is a list of options: Add a New Inventory Item, Search Inventory Items, Modify Inventory Items, Inventory Transactions, Add New Purchases for Items, Add New Purchases for Items/Location, Physical Inventory Updates, Update Travel Kits, Utilities, Vendors, Purchase Orders, **Non-Inventory Equipment** (highlighted with a rounded rectangle), Add Equipment (pointed to by an arrow), and Search Equipment. On the right is the 'Equipment' form. It has fields for Name, Type, Abbrev, and Location. The Name and Status fields are highlighted with a yellow box. Below these are fields for Vendor, Model, etc., Purchase Date, Last Inspected, and Cost. At the bottom are buttons for New, Remove, Save, Search, and Close. An arrow points from the 'Add Equipment' option in the menu to the 'Equipment' form.

Enter as much information about the piece of equipment as you would like. The requirements to save an entry are Name and Status, Type and Abbreviation, the other fields are optional. Complete the entry, with as much detail and hit save. That will create the Equipment.

Non-Inventory Equipment Items

Maintenance Note Templates:

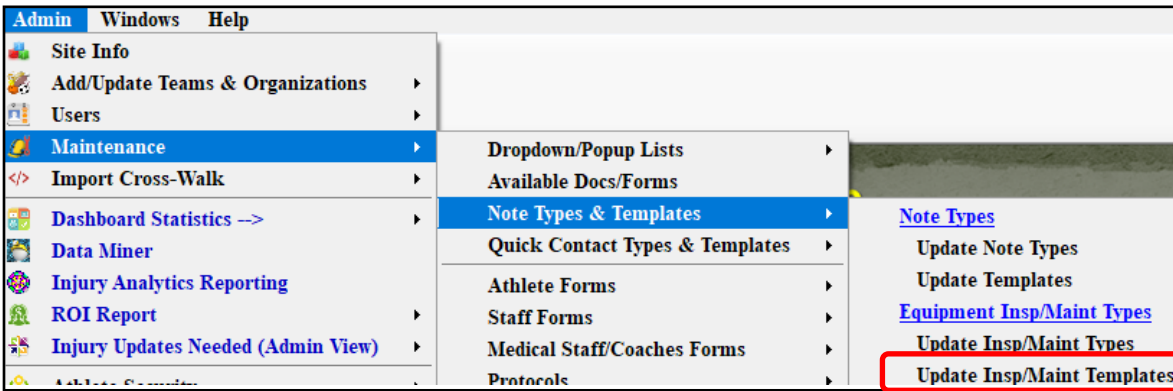
If you are entering equipment to track preventative maintenance, or verify every month that your AED battery and pads are not expired you can enter a Maintenance Note Template. Note Templates are a way to pre-load the information, from your paper copy into ATS, allowing you to enter the necessary information into the pre-filled note.



The 'Pop Up Area Maintenance' window displays a table with the following data:

Description	Abbrev	Sort	Active	Last Used
Inspection	Insp	1	<input checked="" type="checkbox"/>	
AED	AED	2	<input checked="" type="checkbox"/>	
Exam Table	ExTab	3	<input checked="" type="checkbox"/>	
Whirlpool Motor	WHP	4	<input checked="" type="checkbox"/>	

First add a note type for the equipment you need to keep a record of the preventative maintenance done on; give an abbreviation, sort and make active.



The 'Equipment Inspection/Maintenance Templates' window shows a form for creating a new template. The 'Note Type' dropdown is set to 'AED'. The form contains the following text:

Present and free of damage (Y/N)
Battery Ok (Y/N)
Expiration Date: _____
Pads Present/Not expired/sealed (Y/N)
Expiration Date: _____
2 pair of non-latex gloves, barrier, mask, scissors, disposable razor and cloth/towel/gauze present in case (Y/N)
If AED is stored in alarmed cabinet, is alarm functioning/battery replaced (Y/N)
Comments/action taken
Initials <CURRUSER>
Date <TODAYMM>

At the bottom, there are buttons for 'Previous', 'Next', 'Remove', 'Save', 'Clear Template', '+Tag', and 'Close'.

To create the new template, select the Name you created from the dropdown. After doing that, enter the information you would like to have prefilled in.

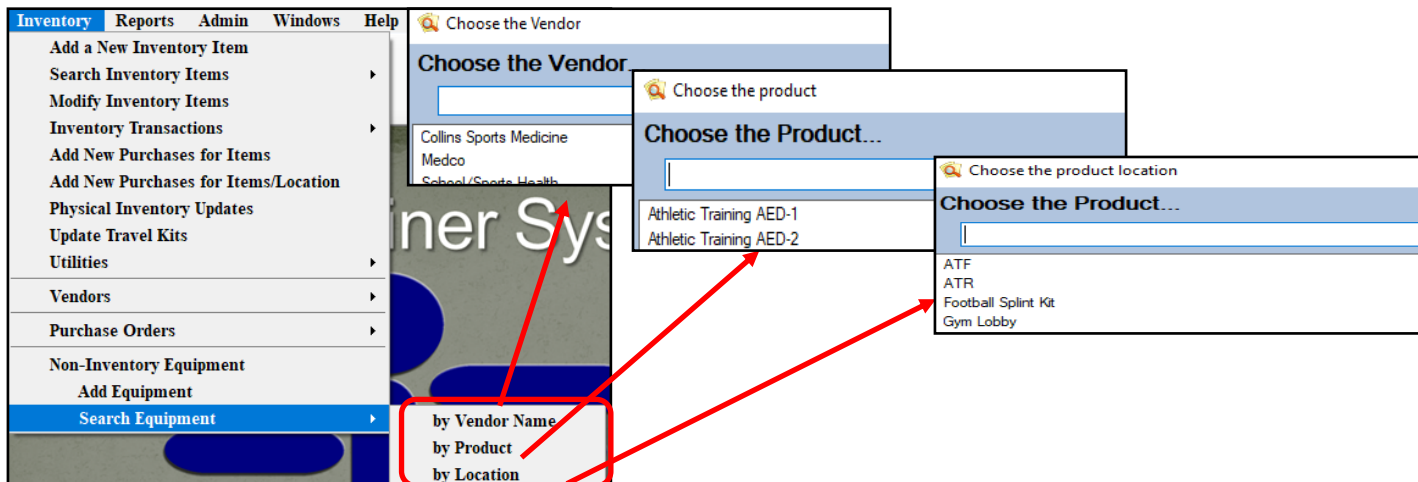
With these notes, you can also make use of some of the field tags, by clicking the **+Tag** button. For more information on using **+Tag** field tags here or other notes; please see the [Field Tags](#) help doc.

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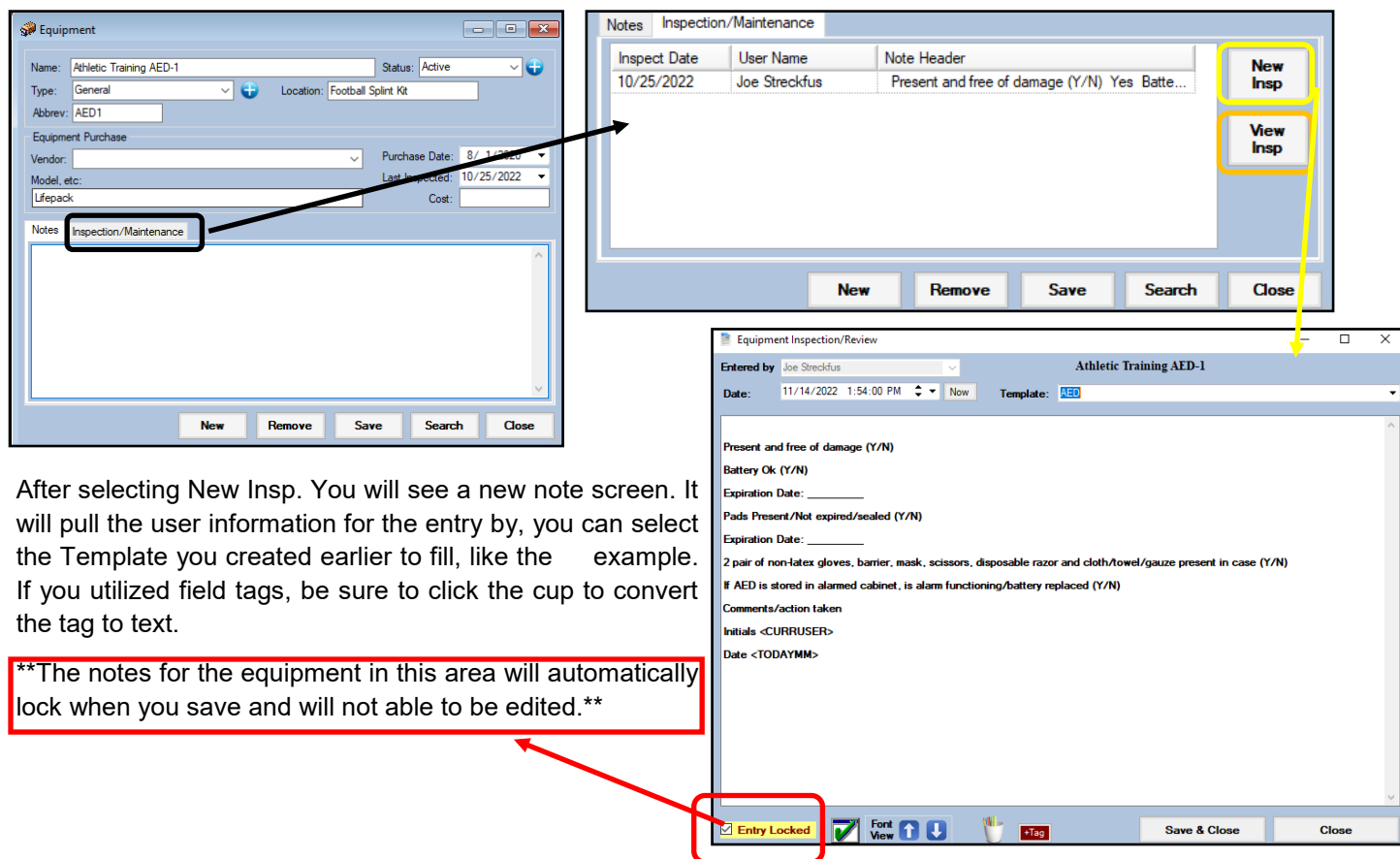
Tracking Equipment Maintenance:

Once you have entered the equipment and created the template if you wish, you can begin tracking the maintenance.

Go to the Inventory Menu—> Select Search Equipment. You can then choose to search by Vendor, Product or the Location. Select one of the options from the screens that open.



Once you open the equipment, you will see the equipment information you entered previously. To enter your notes for the equipment select the inspection/maintenance tab. On the inspection/maintenance tab, you will see any previously done inspections. To enter a new inspection click the New Inspection, to review the previous inspections, select the entry and click on View Inspection.



After selecting New Insp. You will see a new note screen. It will pull the user information for the entry by, you can select the Template you created earlier to fill, like the example. If you utilized field tags, be sure to click the cup to convert the tag to text.

****The notes for the equipment in this area will automatically lock when you save and will not able to be edited.****

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Equipment Reports:

There is a report available for equipment information and the inspection notes for your equipment.

Report menu—> Reports #20 Inventory & Equipment Reports—>#11 Equipment Details with Insp/Maint—> Then select either all equipment or the individual product you need the information for.

