

Equipment File

This screen identifies your equipment to the DTS.

The screenshot shows a software window titled "Equipment File (EQDTS)". At the top, there are several input fields: "Unit: 100", "Make: PETERBILT", "Model: TRANSFER TR", "Year: 2001", "Type: TT", and "TRANSFER TRUCK". To the right, there are radio buttons for "Type: Power, Trailer, Other" (with "Power" selected) and a "Still In Use: Y" checkbox.

Below these fields are several tabs: "General", "Trailer Specific", "Parts", "Maintenance", "Notes", and "Tires". The "General" tab is active, showing a form with the following fields:

- License: 1A12345
- License Exp: 12/31/2012
- Vehicle ID No: 123ABC45678
- License 2: [empty]
- VIN 2: [empty]
- Insur. Exp: 12/31/2012
- Driver: [empty]
- CMAC: [empty]
- Financed?:
- Loan Number: [empty]

On the right side of the form, there are several checkboxes and text fields:

- Use on Dispatch:
- Exclude From BIT:
- Last 90 Day Date: [empty]
- RO: [empty]
- M.P.G.: [empty]

At the bottom right, there is a section titled "Purchased From:" with a list of fields:

- Purchased From: [empty]
- Purchase Date: [empty]
- Purchase Amount: [empty]
- Stated Value: [empty]
- Placed In Service: [empty]
- Disposed On: [empty]
- Years Used: [empty]
- Disposed \$: [empty]

At the bottom of the window, there is a row of buttons: [Back], [Save], [?], [Add Equipment], [Delete], [<], [>], [Go], [All], [Reports...], and [More...].

Buttons

Click on the **[Back]** button to exit this screen. Select **[Save]** to commit any pending changes. The **[?]** brings up this user guide. **[Add Equipment]** button is used to add new equipment pieces to the inventory. Equipment may only be deleted if it is not referenced in other places such as repair orders or billing. The **[Delete]** button is used on the Parts and Notes tabs.

General Information Tab

This tab is used to enter and maintain information on your equipment.

Trailer Specific Tab

This tab is used to enter and maintain information on your trailers.

Reports

Equipment Master List

This report groups by equipment type and lists the Unit, Year, Make, Vin, Purchase Price, License, License Expiration Date and Insurance Expiration Dates. The equipment types to be displayed on the report are set in the Equipment Types screen. To included equipment types on this report, enter a number in the "Order" column. Number the equipment types in the order you would like them to appear on the report.