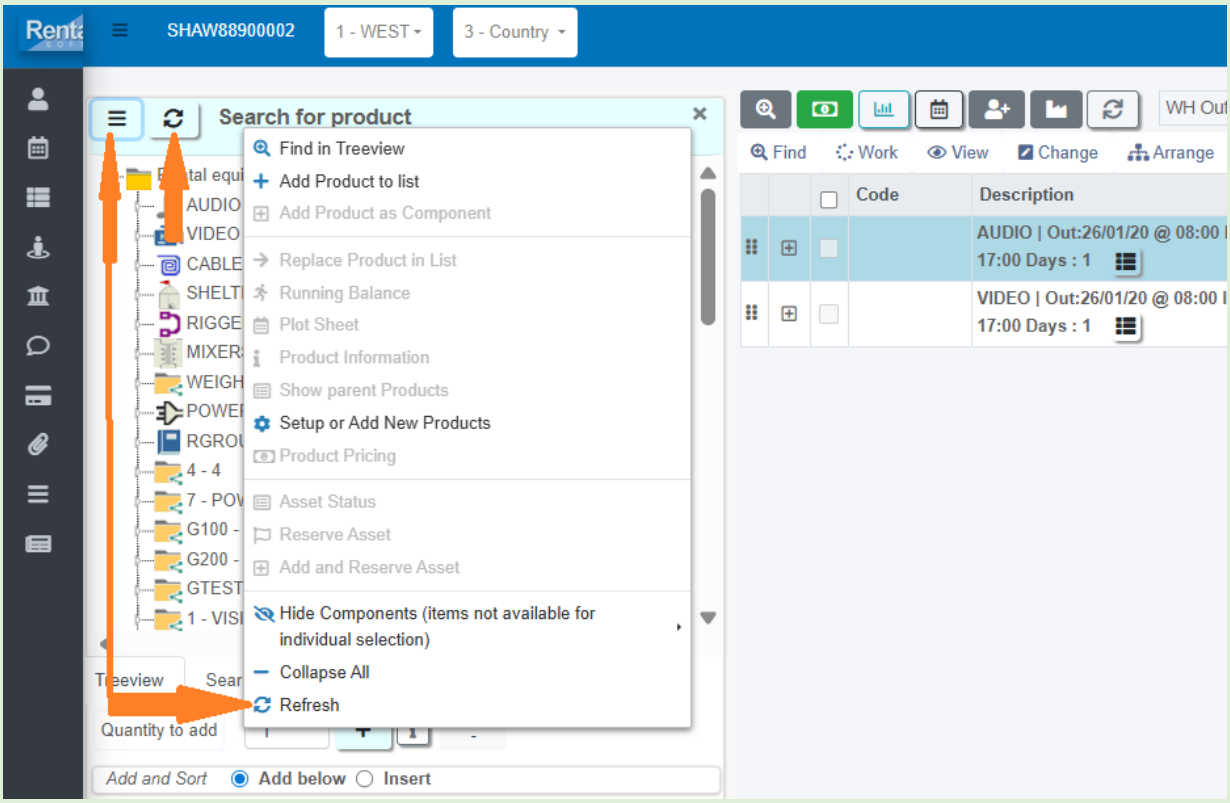
Find & Add Products to Equipment Grid

Last Modified on 31/07/2026 12:16 pm EDT

Refresh the product tree whenever changes are made to inventory or equipment data, including but not limited to:

- Changes to equipment prices or other properties
- Adding, removing, or modifying components or accessories
- Moving products within the inventory structure
- Enabling, disabling, or reconfiguring inventory items

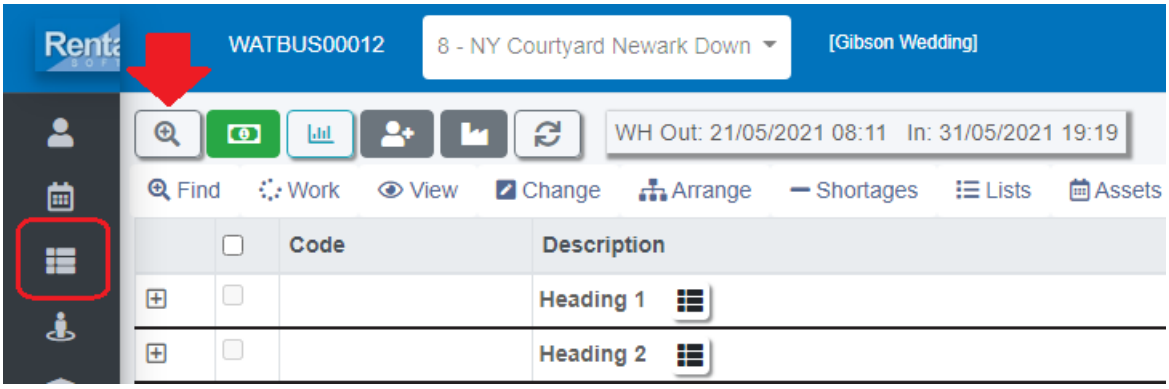
The equipment list is cached to improve performance, so changes will not be visible until the product tree is refreshed. Refreshing clears the product cache and ensures the latest inventory updates are displayed.



Find & Add Products

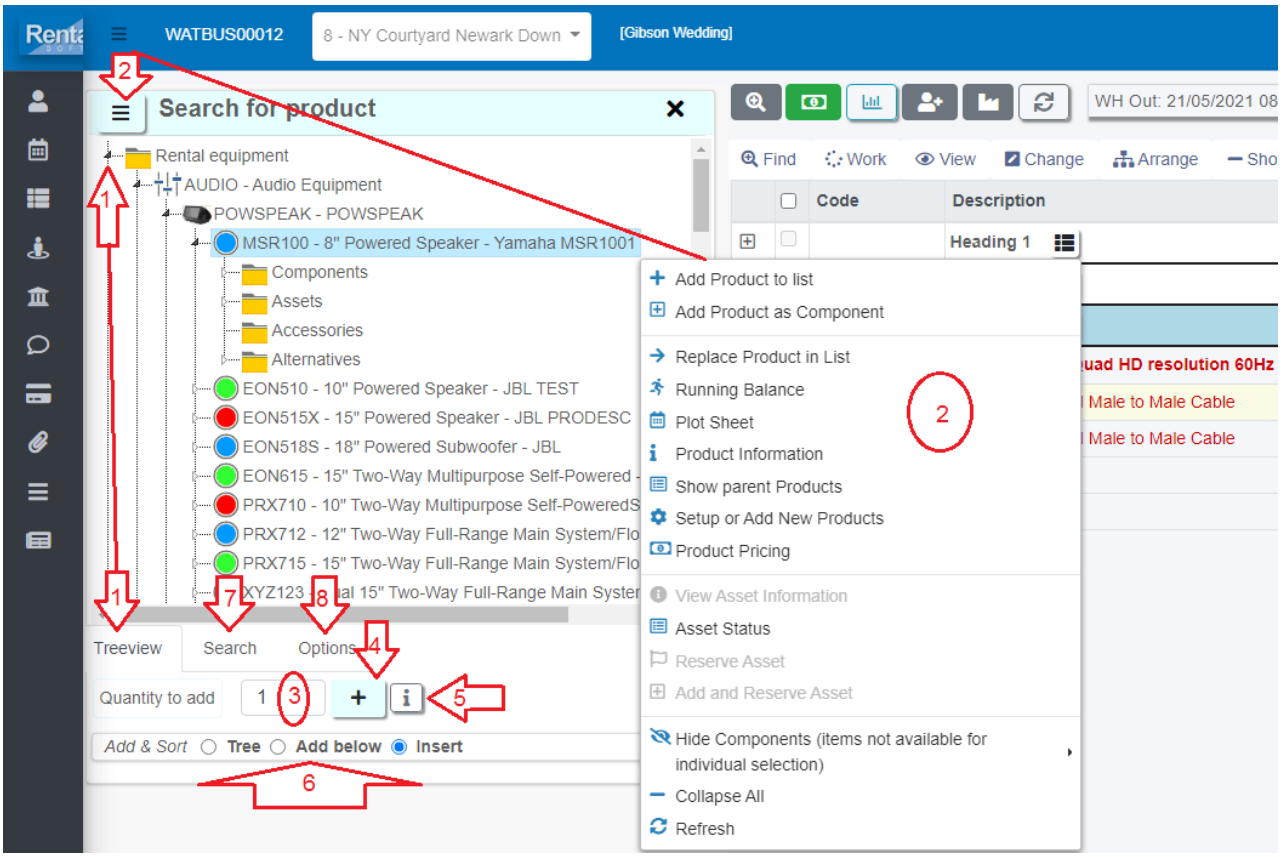
From the Equipment Grid, click  to find and add existing inventory to your booking Fig1.1 below

Fig 1.1



The Product Search window offers the options illustrated below and itemized under Fig 1.2

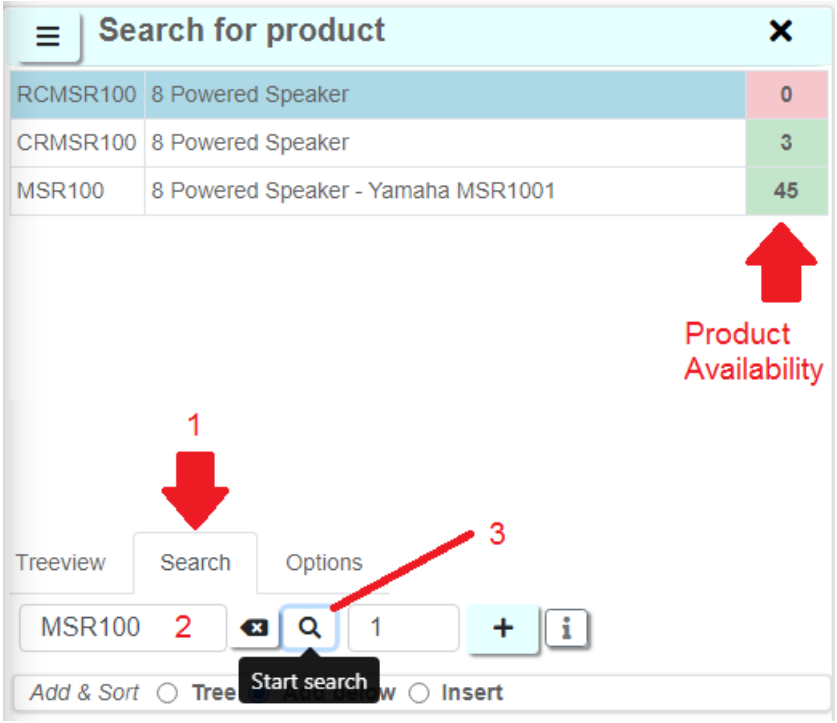
Fig 1.2



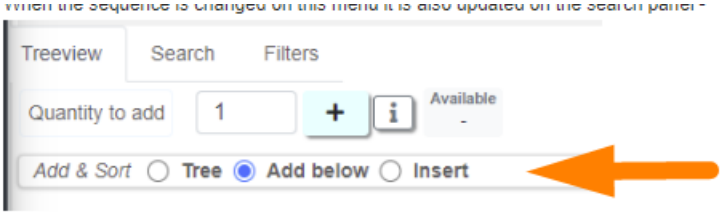
1. Use the arrows to the left of the Inventory Tree to expand sections of inventory and access products
2. Right click on the 'Search for Product' window or use the ☰ icon to access the Product operations menu
3. Amend Quantity to add to reflect product quantity to add to the booking
4. Use the + icon to add the set product quantity (step 3 above) to the booking
5. Use the ℹ icon to access product information as define in Inventory Setup
6. Add & Sort products in the style defined by the selectable radio buttons (When the sequence is changed on this menu it is also updated on the search panel)
    - Tree - Add using the same sequence as the product treeview

- Add below - Add below the currently highlighted line on the equipment grid
- Insert - Insert the selected product above the currently highlighted line on the equipment grid

7. Search for specific products via the Search tab. Availability of the product shows to the right of the product description.



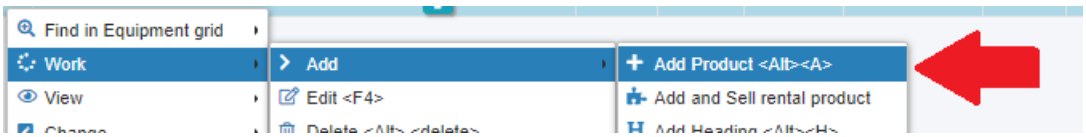
8. Filter product search by location/region via Options Tab



Add Product

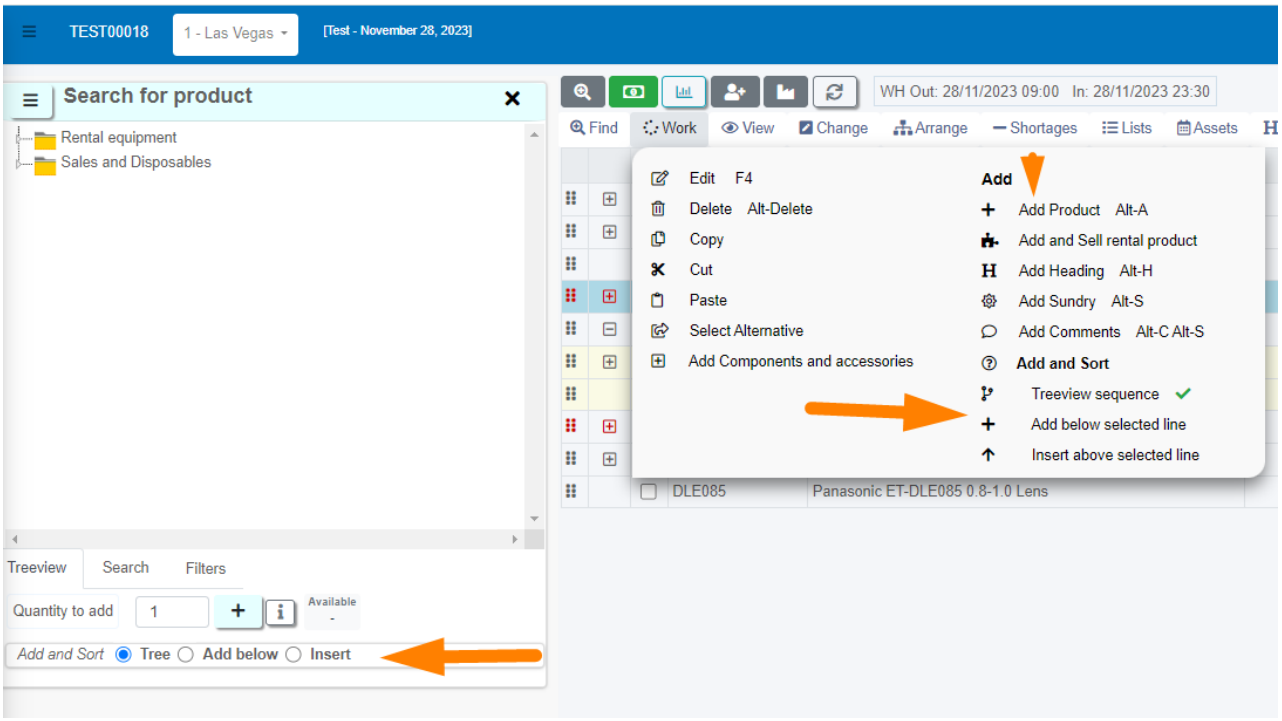
When you know the Product Code of the equipment you want to add simply hit <Alt> <A> on your keyboard OR

Right click on the equipment grid-->Work-->Add-->Add a Product

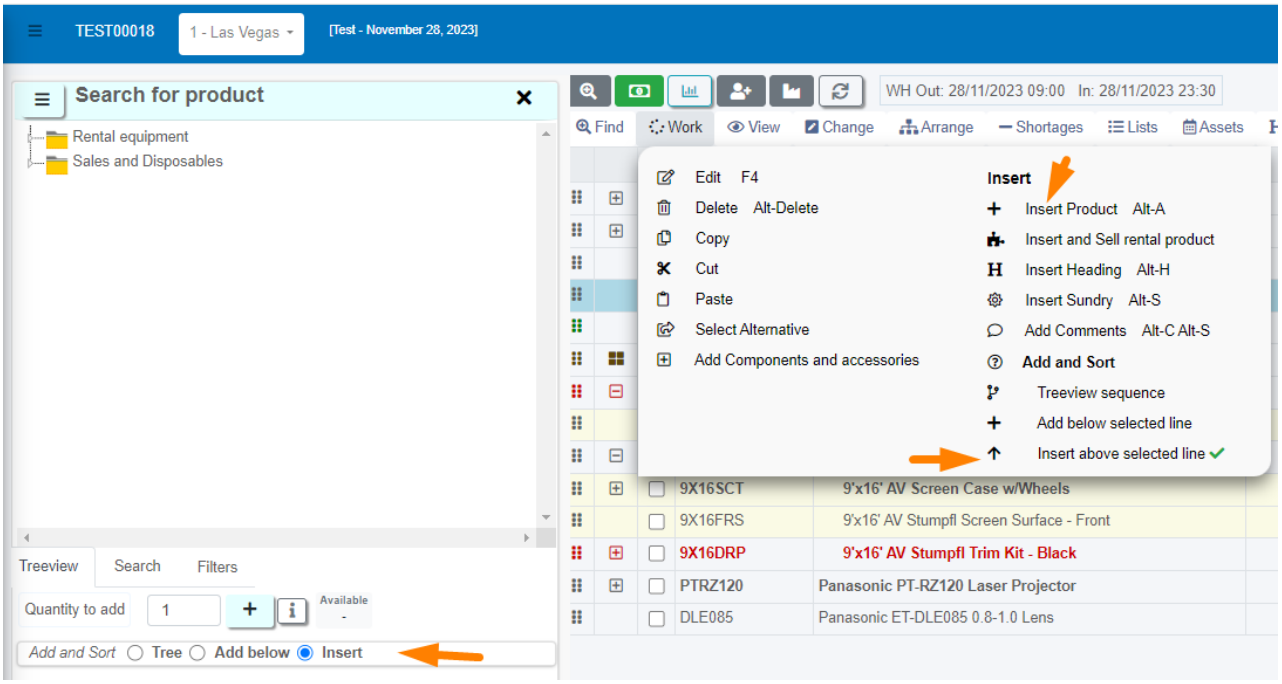


OR

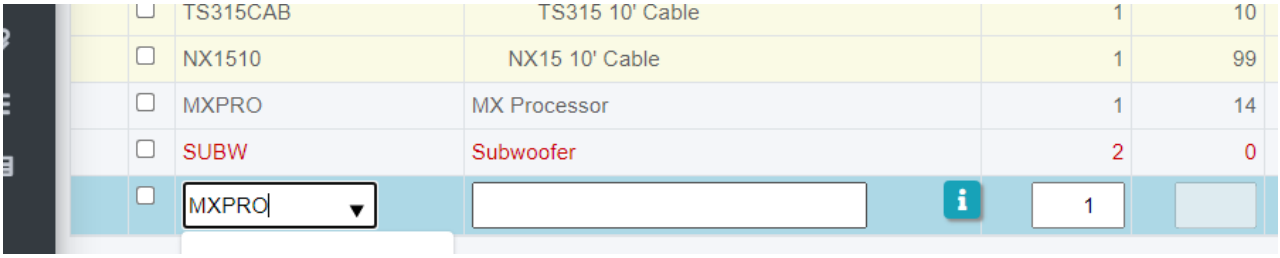
Click the Work menu at the top of the grid



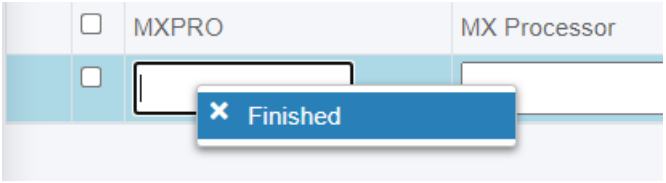
Equipment will be added or inserted on the 'Add and Sort' setting in the Product Search window. The same setting is reflected at the end of the add/insert menu.



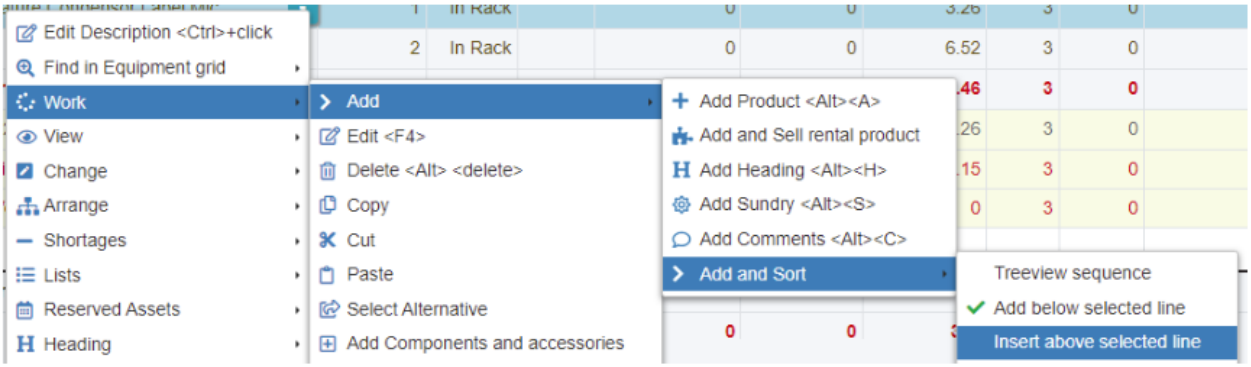
Enter a valid product code and tab across the line to complete the entry.



OR Right click again, then click Finished to cancel the operation

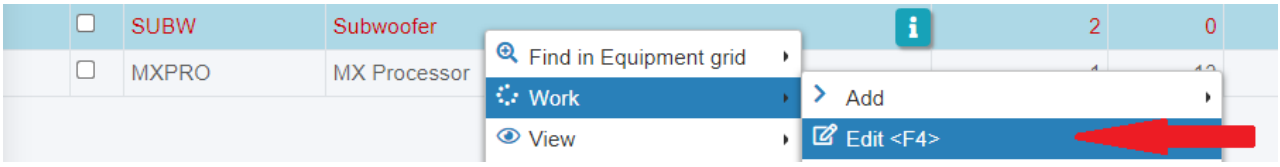


To Add and Sort a product on the grid, use the 'Add and Sort' option on the Work menu

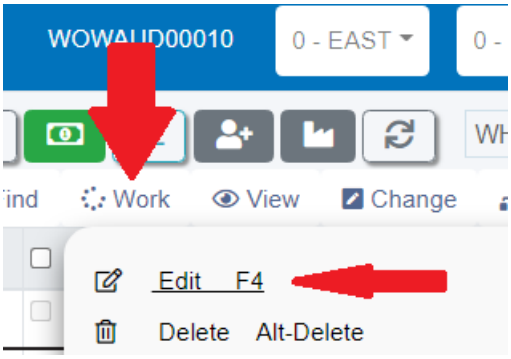


Edit any Line on Equipment Grid

Highlight any line on the equipment grid, then hit F4 to edit the line OR Right Click-->Work-->Edit



OR use the Work menu at the top of the grid



Modify the line as needed, then tab to the end of the line OR right click againt, then click Finished to exit edit mode

