



QUICK REFERENCE GUIDE:

# Test Equipment

## Background:

Currently only Ignition Ovens and Nuke Gauges are referenced on Sample Records, meaning they are the only Equipment that needs added to the system.

## Roles:

Materials Rover, Material Lab Supervisor, Material Lab Admin

## Navigation:

Materials Reference Data or Reference Data > Test Equipment >

1. On the Test Equipment Overview page, each row represents one piece of test equipment recorded in the system. Do a quick search to ensure the Test Equipment is not already in the system.
  - a. If the Test Equipment is in the system, click the **Type** link. Edit the Test Equipment information as needed and **Save**.
  - b. If the Test Equipment is not in the system move to step 2.
2. To add a new piece of test equipment, click the Component Actions Menu in the upper right and click the **Add**.
3. On the Add Test Equipment page, enter the following fields:
  - a. Serial Number - equipment's serial number

- b. **Equipment Type**
- c. **Effective Date** - enter today's date
- d. **Status** - select **ACTIVE**

4. Click **Save**.

## Next Steps:

If a user was requesting test equipment be added, communicate the task has been completed.

If you need further assistance please contact your Module Admin  
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