How to change Equipment Numbers

Important Notes:

- **All other users _MUST_ be out of CFA when changes are being made!**

- Verify you have a full backup of your CFAWin database before proceeding.

- Equipment numbers can be reused; however, they **MUST** be changed via CFAWin's Data Table Utilities with All Tables selected under Options. This allows the separate transaction files to reflect the Equipment number change and will allow future reference of older equipment data via CFAWin reports, Equipment Snapshot, etc.

- Renumbering equipment in Data Table Utilities **DOES NOT** rename your associated equipment JPG files. These files are stored outside of the CFAWin database. You will need to rename your equipment JPG files on your network so they will display with the correct record(s) in CFAWin. (Example: Unit 602 is renumbered to 602s1115 in CFAWin, you must then rename your JPG files on your network from EQP_602_xxxx.jpg to EQP_602s1115_xxxx.jpg.)

I. **Change Equipment Number:**
   1. *Access Tools -> Data Table Utilities*
   2. *Select the Equipment Changes tab*
        i. Choose All Tables from the Options section
            - Selecting **All Tables** when making changes to the Equipment Table will reflect to any associated tables, such as repair and fuel transactions
   3. *Highlight the equipment number to be changed in the Current Equipment# column*
   4. *Enter the new equipment number in the New Equipment# field*
        i. Use a meaningful naming convention. (Example: Equipment # 602 may be changed to 602S1206 to indicate equipment 602 was Sold in December 2006)
   5. *Click Start (green-light icon)*
   6. *Click OK after receiving the following message "Equipment Changes successful."*
   7. *Verify changes by reviewing the record in the Equipment Table, running the Equipment Snapshot repair history or by running a report.*