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Optimize Fleet Productivity

Adding/Editing Equipment Notes

CFAWin includes an Equipment Notes feature, with ample space for recording information for each piece of equipment. Up to 30,000 characters (approximately six typed pages) including spaces, of notes may be stored for each equipment record.

To Add/Edit Equipment Notes:

1. Access the **Equipment Table** (Shift+F1).
2. Select the **Equipment** record to modify.
3. Select the **Notes** tab (Alt+5).
4. Place your cursor in the Equipment Notes section and type the desired information (Alt+1).
5. Click the **Save** icon (Ctrl+S).

Note: If you are unable to add/edit Equipment Notes, check with your CFAWin administrator. Your CFAWin User Id must have All selected under Master Table Access to add/edit Equipment Notes.

Tips:

- Equipment Notes can be used for recording the following types of information:
    - Key code numbers for ignition, trunk, fuel system, etc.
    - Paint codes
    - Tire & filter sizes
    - Accident notes
    - Information on hard-to-find or specialty parts for that equipment
    - Miscellaneous information previously stored in paper files

- For faster updating, the Copy (Ctrl+C) and Paste (Ctrl+V) functions can be used to copy and paste text copied to the Windows Clipboard from another CFAWin equipment record or another application (e.g., Word, Notepad, etc.).

- The Notes field is a notepad, not a word processor. Formatting, such as bold, indentation, etc., is not available. Notes copied from a word processing application will lose any formatting once copied to the Notes field.

- You can use ====, _____, [   ], spacing, etc. to provide visual breaks and make the notes easier to read.