

# How to remove equipment from a System

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When a customer needs to remove equipment from a customer's system, the steps are below.

1. Find the account
2. Goto Sites> and choose the respective System
3. Under the system choose Equipment
4. Right-click on the part that needs to be removed and choose Remove Equipment.
5. Once step 4 is done, the part is removed and goes to Equipment History

The screenshot displays a software interface for managing equipment. On the left, a tree view shows the hierarchy: Radio Shack > Sites > (21283) Radio Shack > Systems > 13498 Intrusion System > Equipment. The 'Equipment' folder is highlighted with a red box. The main window shows account information for Radio Shack (1154 E 9Th St, Cleveland, OH 44110, (440) 336-4361). To the right, financial details are listed: Balance Due: \$8,289.69; Last Statement Date: Never; Last Late Fee: \$2,114.10; \* Legal \* Over 120 Days; Total Active RMR: ; Total Active RAR: ; Customer Type: Commercial; Customer Since: 6/17/1989; Salesperson: Oliver Blais; # of Disp Last 30 Days: 0. Below this is a table of equipment items.

Part	Local Zone	Description	Install Date	Qty	Job	Serial #	Lot #	Location	Kit
028225-32		028225-32	10/11/2021	1	2553				N
02822		028225-32	10/11/2021	1	2553				N
02822		028225-32	10/11/2021	1	2553				N
02970		6112US412VDC STRIK...	10/11/2021	1	2553				N
02CCA...		02CCAMKT	10/11/2021	1	2553				N
02CCAMKT		02CCAMKT	10/11/2021	1	2553				N
02CCAMKT		02CCAMKT	10/11/2021	1	2553				N
02CCAMKT		02CCAMKT	10/11/2021	1	2553				N
02CCAMKT		02CCAMKT	10/11/2021	1	2553				N