

To move a unit to a new worksite, click on the **EQUIPMENT** tab and then the BROWSE EQUIPMENT tile. On the left side open the hierarchy and select the **worksite** where the unit you are moving is located. On the right, click on the unit you want to move.





Need Help (?)

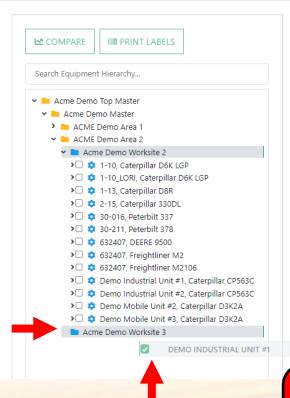
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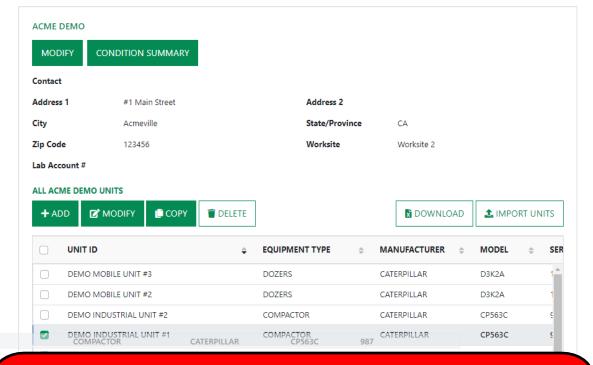


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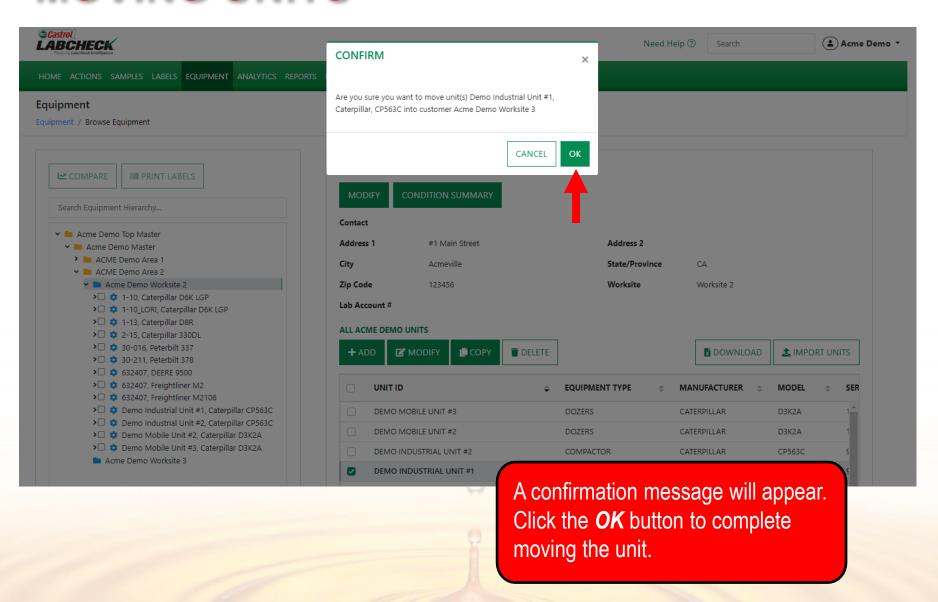
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Left click on the unit you are moving. Hold your mouse down to drag and drop it on top of the worksite you are moving it to. Release your mouse when the worksite you are moving the unit to is highlighted.









Need Help ?

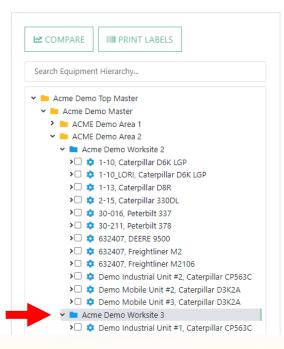
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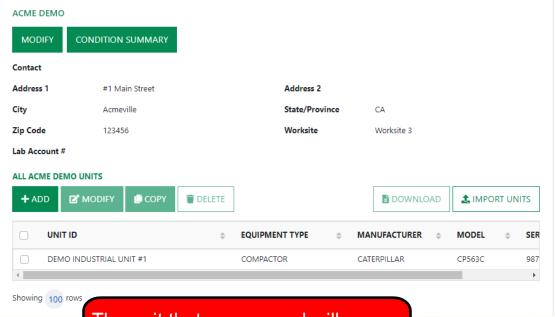
(🏝) Acme Demo 🔻

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Equipment

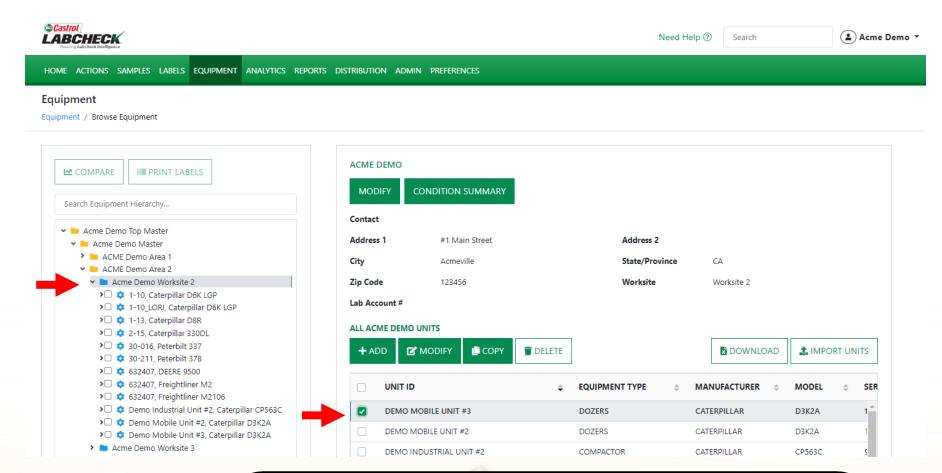
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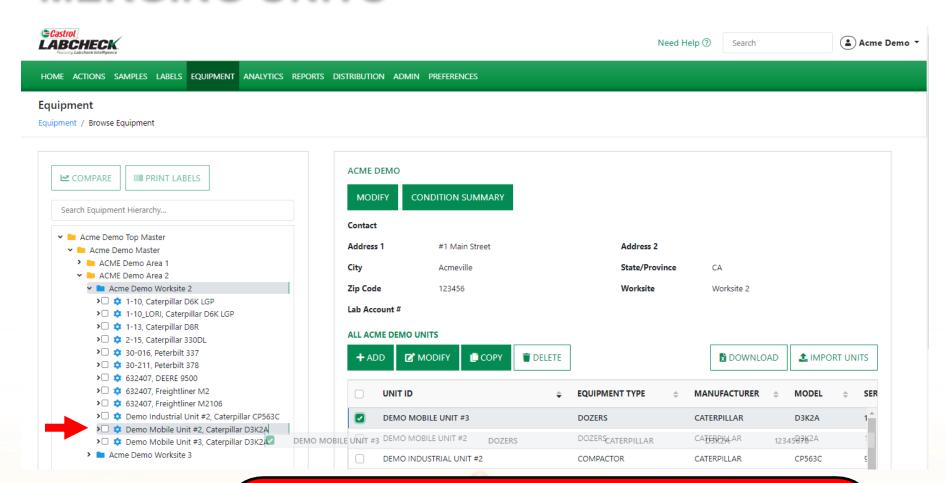
The unit that was moved will now appear under its new location.





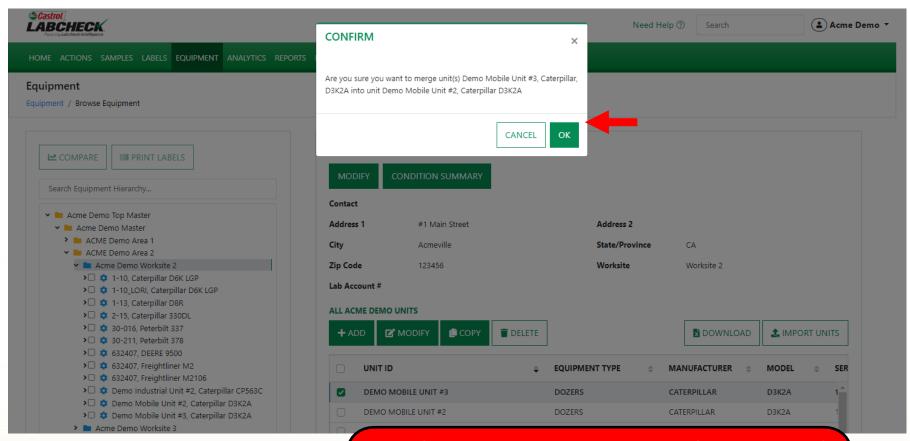
To merge duplicate units, click on the **EQUIPMENT** tab and then the BROWSE EQUIPMENT tile. On the left side open the hierarchy and select the **worksite** where the unit you are merging is located. On the right, click on the unit you want to merge.





Left click on the unit you are merging, hold your mouse down to drag and drop it on top of the unit you are merging it into. In this example, Unit #3 is being merged into Unit #2. Release your mouse when the unit you are keeping is highlighted.





A confirmation message will appear. Components of the same name will be merged together. Sample histories will be combined. Click *OK* to complete the merge.





Need Help ?

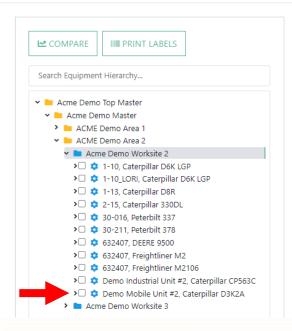
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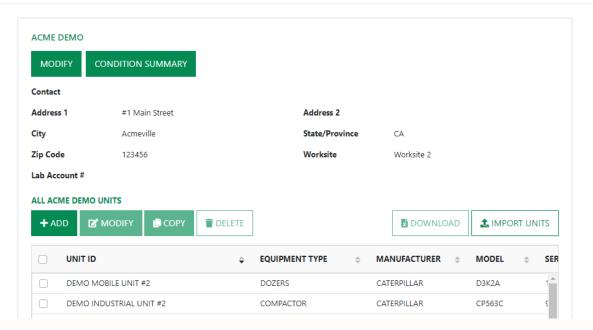


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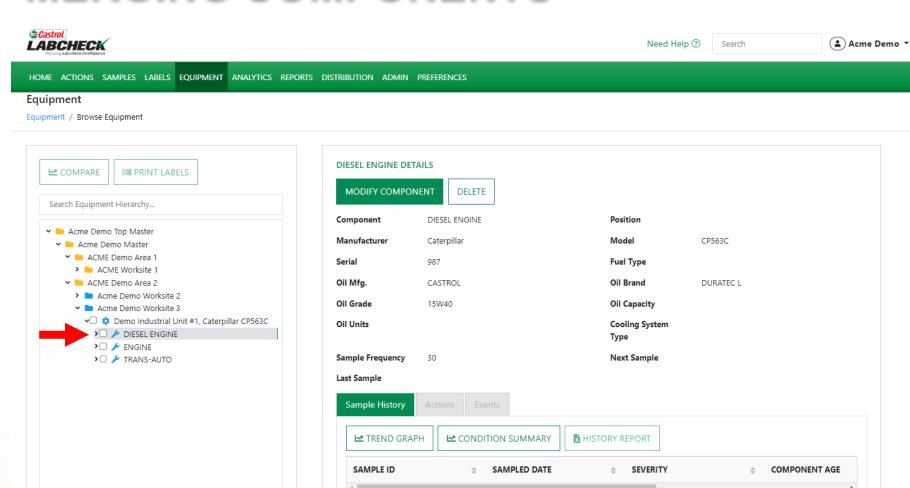
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Once complete, you will notice that the unit you merged is no longer listed in the hierarchy or in the list of units. The two units are now one. In this example, Unit #2.





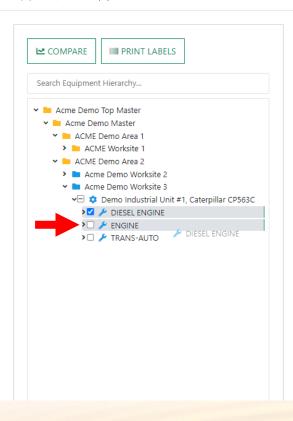
To merge duplicate components, on the left side, open the hierarchy and select on the Unit Level. Staying on the left side, click the arrow next to the Unit and expand to view all components. Click on the duplicate component so that it is highlighted.

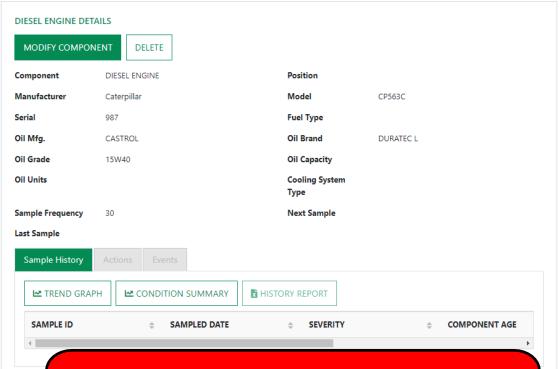






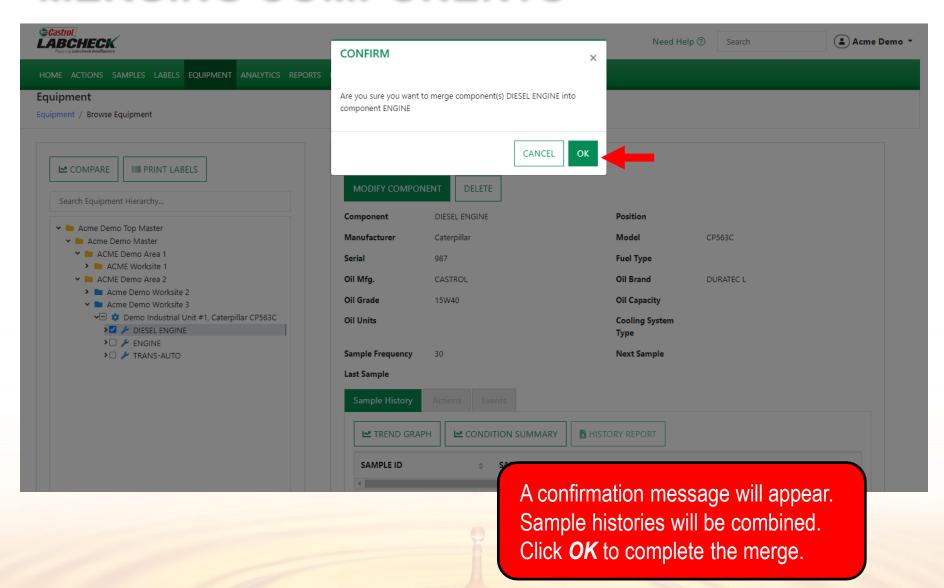
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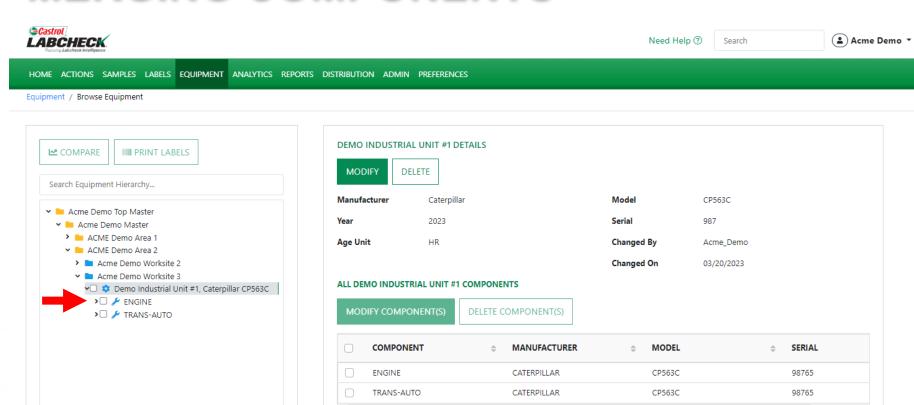


Hold your mouse down to drag and drop the duplicate component on top of the original. Release your mouse once the original component is highlighted.









The duplicate component is gone and all sample histories are now merged into one component.

Please note that only duplicate components under the same unit can be merged.



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