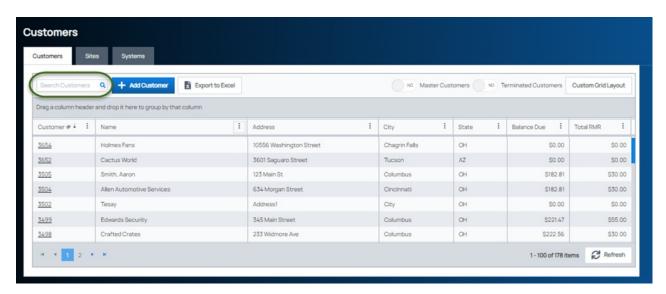# Add a System

A System is a group of equipment installed and serviced by the company or an outside service company. A Site may have an unlimited number of Systems.

Systems are attached to Site records. To add additional Systems, you must first access the customer record.
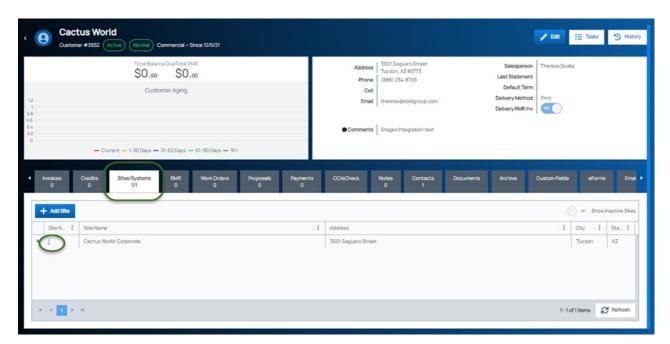
From the main menu, arrive at the Customers list with this path: Accounts Receivable> Customers.

The Customers list will be displayed. If you know the name of the customer to which the Site is attached, locate the Customer, and then click on the hyperlink in the Customer # column to open the customer record.
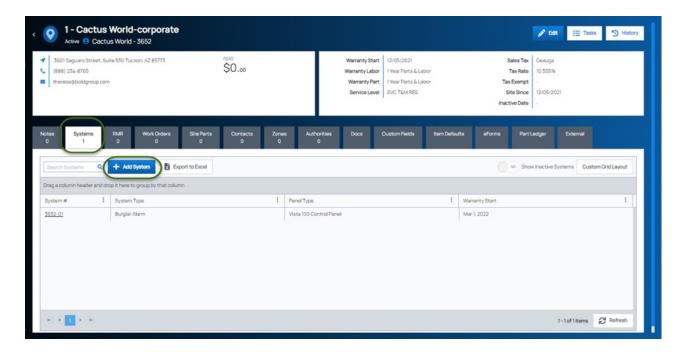
If you do not know the customer number or customer name to which the Site is attached, however you do know the Site Name, click on the Sites tab to search for the customer by Site Name.

The Customer record will be displayed. Click on the Sites/Systems tab, and then in the Site Number column, click on the hyperlink of the Site to which you want to add a new System .

The Site record will be displayed. Click on the Systems tab, and then click on the Add System button.

The Add System form will be displayed. Fill in the form, and then click on the Save button at the bottom of the form when finished.

Data entry fields with a red bullet next to the field name are required.