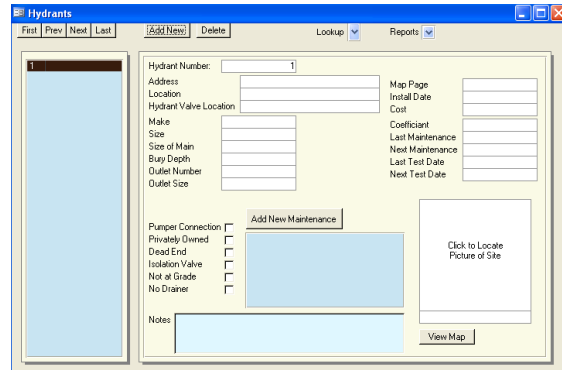


## HYDRANT MANAGEMENT (ADD ON MODULE)

Hydrant Management is an add-on module which you must purchase from Banyon Data. Once you have activated this module you can access it by right-clicking on the Account screen and selecting **Hydrants** from the menu.

To add a new hydrant, click on the **Add New** button. The system will automatically assign a default number. You may change this number to suit your needs. If you have photos of the hydrants you may upload them into the system. **NOTE: All photos need to be saved as a .jpg or .bmp file. However, .jpg (i.e. from a digital camera) files work much better.**

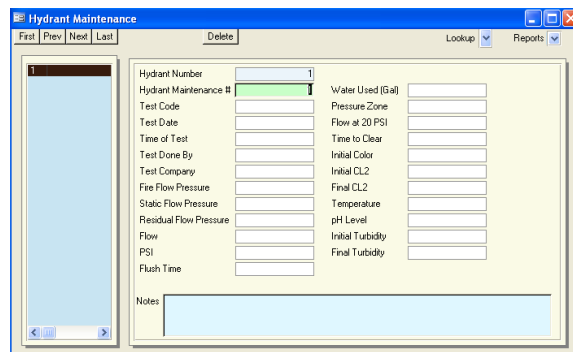


On the Hydrant screen, above the photo of the hydrant, is information about the hydrant. You will want to fill in the information for those fields.

You can move to a different Hydrant by clicking on the Hydrant number and name on the left or use the drop down Lookup arrow. The Reports drop down arrow allows you to print a list of all hydrants.

Clicking on **Add New Maintenance** will bring up the Hydrant Maintenance screen.

This is specific information about the testing period, unique for each hydrant.



You can move to a different maintenance record by clicking on the lookup box on the left or using the drop down Lookup arrow.

The Reports drop down arrow allows you to preview and print the maintenance report for the hydrant.

We have also added Hydrant to the Report Categories in Report Writer. There you may create new reports pertaining to the hydrants.