

# Creating Your First Fixture

A fixture is any fixed asset on a property that requires maintenance, service, or documentation — an HVAC unit, a pole light, an AV system, a door, or any piece of equipment you need to track. Fixtures live inside a property's trade, and they're what work orders, surveys, checklists, and reports are built around. Here's how to create your first one.

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## Step 1: Find the New Fixture Form

From the property detail page, navigate to the trade where the fixture belongs. Look for the **+ Fixture** button in the fixtures section and click it. A modal window opens with the **New Fixture** tab selected by default.

## Step 2: Name Your Fixture

**Fixture Name** is required. Keep it short and specific — something like "RTU-4" or "Pole Light 6" rather than "Unit" or "Light." This name appears in work orders, surveys, reports, and dropdown menus throughout the system. A name that means something on its own, without any surrounding context, will serve you well as your fixture list grows.

## Step 3: Write a Description

**Description** is also required. Think of the name as a label and the description as a sentence. "Northwest corner rooftop gas pack, 25-ton, 3-phase" tells the next technician something they can actually use when they arrive on site.

## Step 4: Select a Type

**Type** is a dropdown populated from the fixture types configured in your account. Select the category that best fits this piece of equipment. If the type you need isn't listed, an account administrator will need to add it before you can proceed.

## Step 5: Confirm the Vendor

The **Vendor** field is pre-filled with the default vendor assigned to this property and trade. If a different vendor is responsible for this specific fixture, start typing a name and select the right one from the autocomplete list.

## Step 6: Save and Position

Click **Save**. You'll land on the fixture detail page. The fixture is created, but its map marker is

sitting at the property's center coordinates — go ahead and drag it to the fixture's actual location on the map or floor plan right away, before the list gets long and harder to sort out.

From the fixture detail page you can add parts, upload photos, assign the fixture to a group, and attach checklists.

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## **More Ways to Create Fixtures**

Creating fixtures one at a time works well when you're building a new property or adding individual pieces of equipment. When you need to add a large number of fixtures at once, Sytewise offers additional options: you can **import fixtures in bulk using a CSV file, deploy a complete fixture with all its parts from a saved Library template, or clone an existing fixture** on the same property to avoid re-entering identical specifications. For a full walkthrough of all these methods, see the complete article below.

*Additional Reading: [CREATING AND MANAGING FIXTURES](#)*

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Revision #5

Created Wed, Oct 28, 2020 11:18 PM by [Jeff Thornhill](#)

Updated Mon, Jun 1, 2026 5:51 PM by [Jeff Thornhill](#)