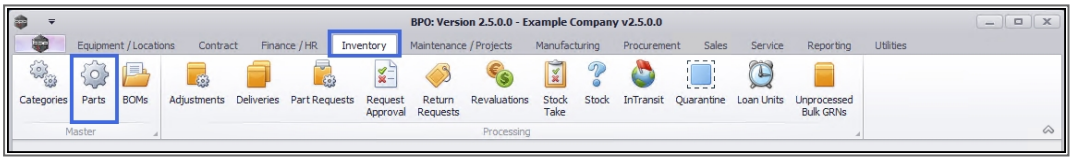
INVENTORY

PARTS - EDIT PART DEFINITION ADDITIONAL DATA

An Additional Data panel has been added to the Part Maintain screens (the ***Add new part*** and ***Edit Part*** screens). The fields in this panel are available to add and track custom data relevant to the part definition. These fields can hold extra information that is not covered by the static data fields already in this screen.

Ribbon Access: *Inventory > Parts*



SELECT THE PART DEFINITION

1. The ***Part Listing*** screen will open.
2. Select the ***row*** of the part definition where you wish to edit the ***Additional Data*** information.
3. Click on ***Edit***.

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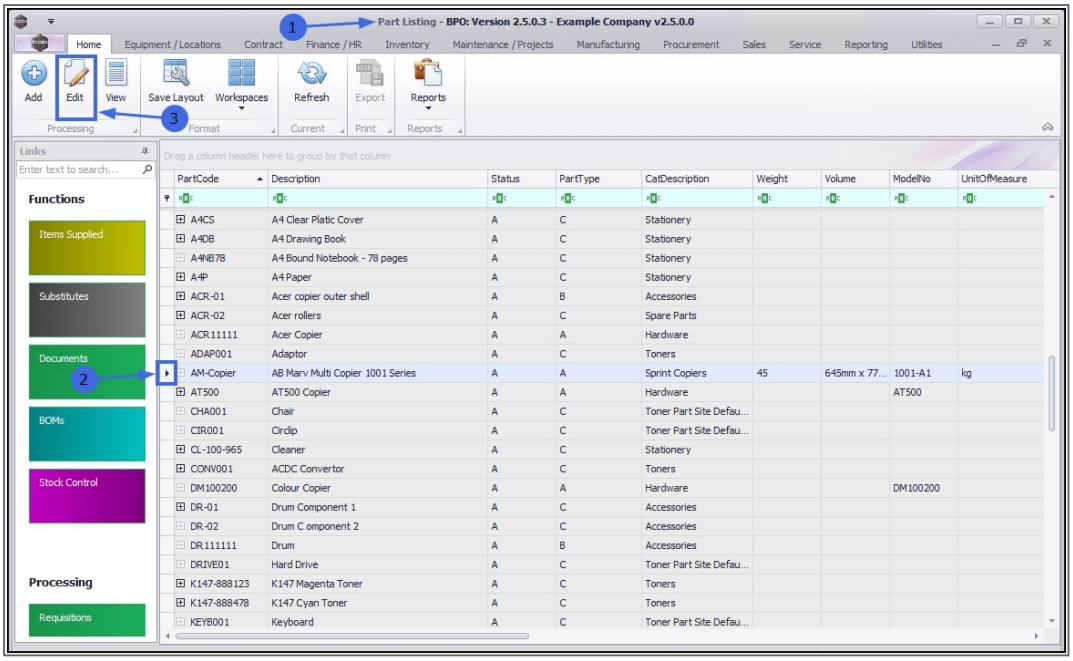
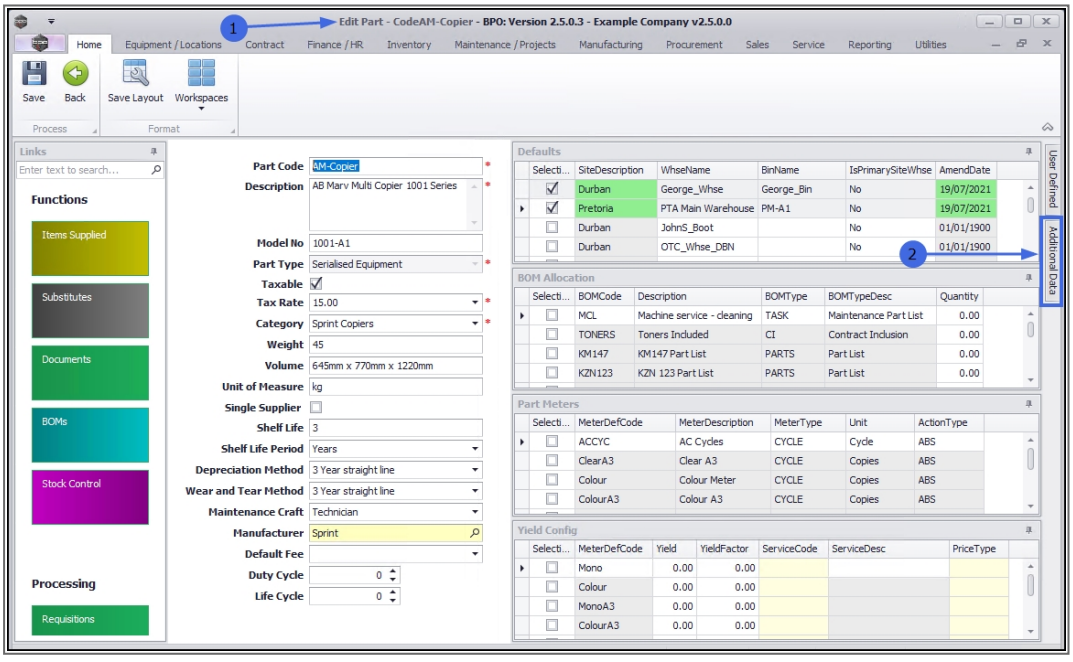


OPEN THE ADDITIONAL DATA PANEL

1. The ***Edit Part*** screen will open.
2. Click on the ***Additional Data*** tab.



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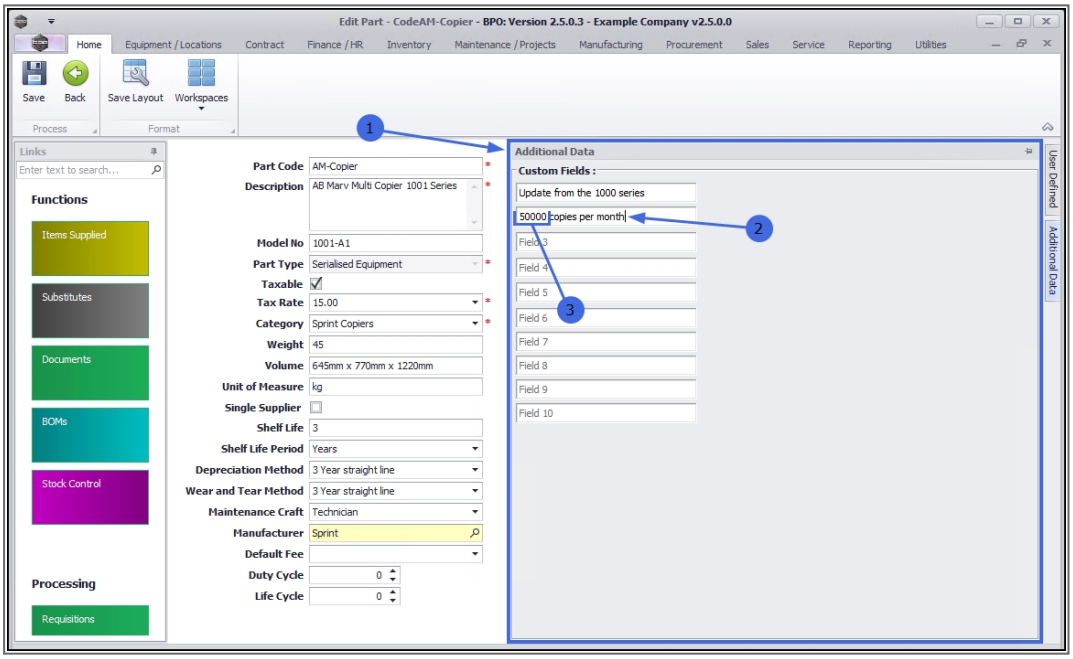
EDIT ADDITIONAL DATA

1. The ***Additional Data*** panel will open.
2. Place your cursor in the ***Custom Field*** where you wish to make changes.
    - You can edit the fields in the following ways:
        - ***highlight*** and ***type over*** the original text with new information
        - ***backspace*** and ***type in*** the new information
        - ***add*** new information to the text currently in the field.
3. In this example, the figure **50000** in Field 2 is going to be highlighted and replaced with **45000**.



SAVE EDITED DETAILS

When you have finished editing the Custom Fields, click on ***Save***.

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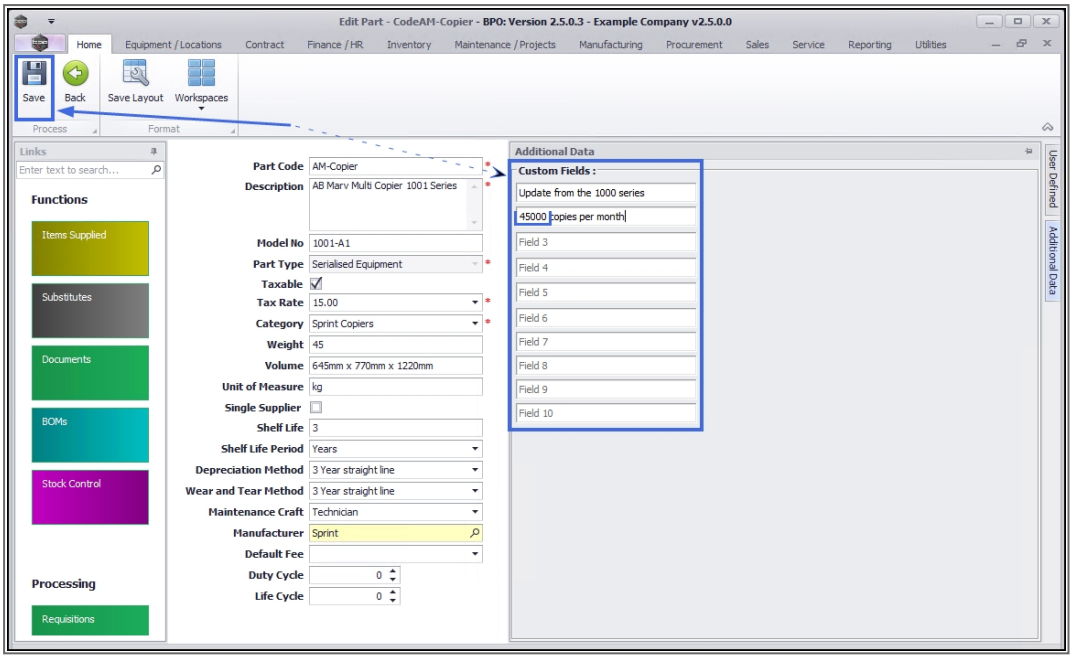

The changes will be ***saved*** and you will return to the ***Part Listing*** screen.

DELETE ADDITIONAL DATA

Information can be ***deleted*** from the Additional Data panel.

1. Open the ***Part Listing*** screen.
2. Select the ***row*** of the part definition where you wish to delete the ***Additional Data*** information.
3. Click on ***Edit***.

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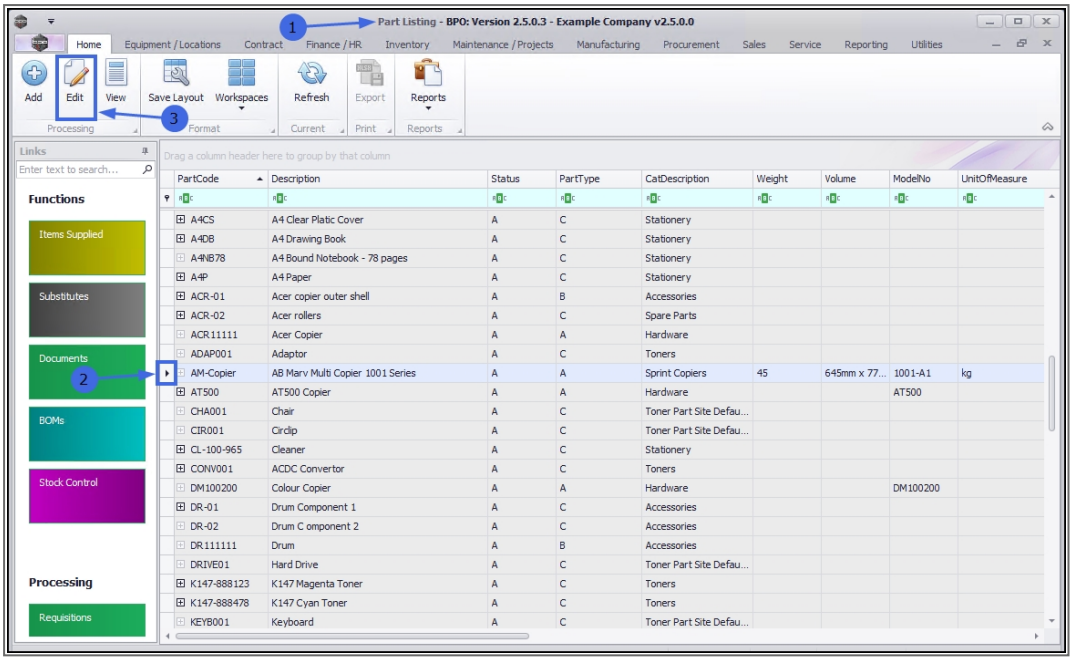

1. The ***Edit Part*** screen will display.
2. Click on the ***Additional Data*** tab to expand the panel.

Either,

3. Highlight the current text in the ***Custom Field*** and press Delete or Backspace on your keyboard.

Or,

4. Place your cursor at the end of the text in the ***Custom Field*** and press Backspace on your keyboard until the superfluous text is removed.

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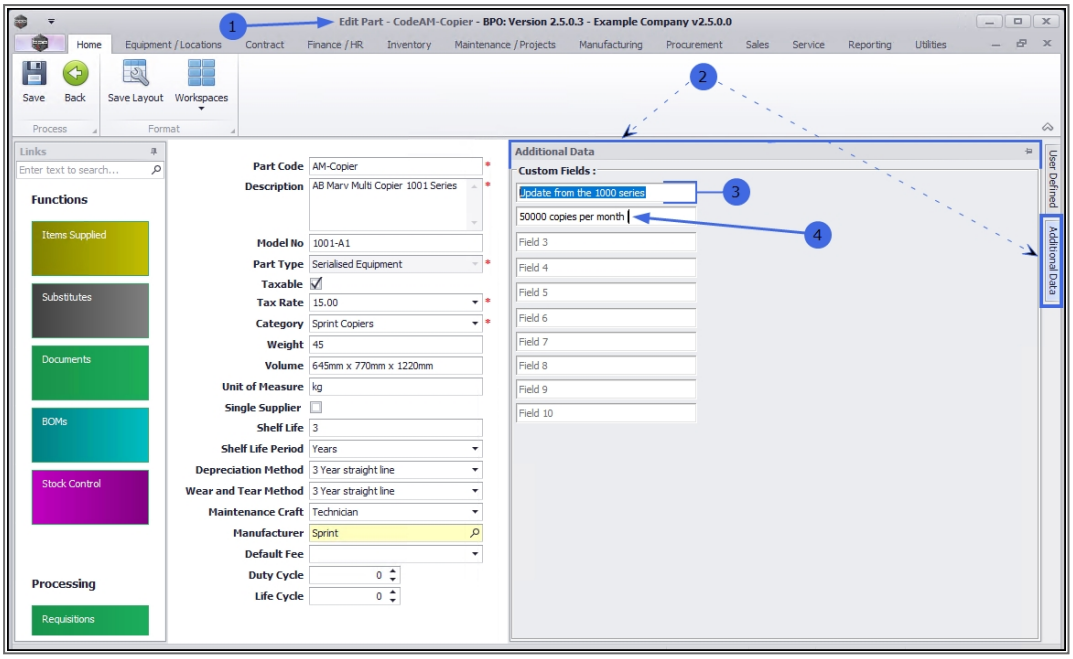
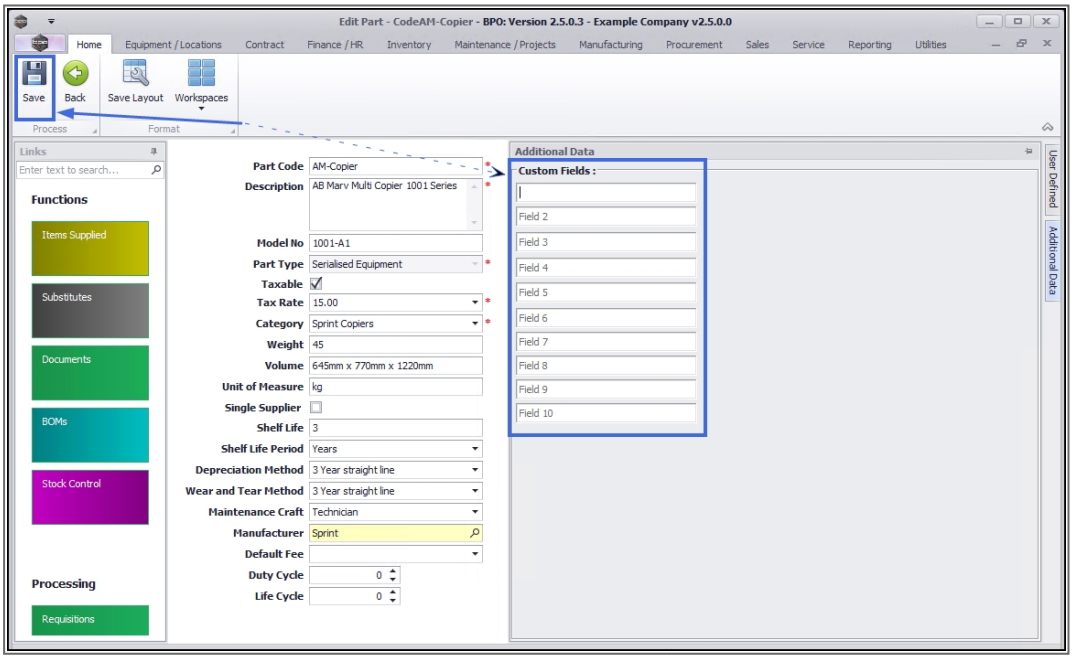


SAVE DELETION

When you have deleted the required information in the ***Custom Fields***, click on ***Save***.



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The information will be ***saved*** and you will return to the ***Part Listing*** screen.

Related Topics

- Edit Part Definition Details
- Edit Part Definition Defaults
- Edit Part Definition BOM Allocation
- Edit Part Definition Part Meters
- Edit Part Definition Yield Config
- Edit Part Definition User Defined

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