

INVENTORY

PART REQUESTS - EDIT (VIEW)

Although the **Edit** button is active in the '*Part Requests for the Site*' listing screen, it is not possible to edit a request from here. If a request has changed, it would need to be *deleted* and *re-added* as a new request.

The **Edit** button can be used to *view* the full details of a selected part request.

Ribbon Access: Inventory > Part Requests



- 1. The *Part Requests for the Site* screen will display.
- 2. The *Site* filter will be set according to your company configuration. If required, select the *Site* you wish to work in.
 - For a detailed handling of this topic refer to Site Selection.
- The State filter will default to '*All States*' upon opening. You do not need to select a specific State to proceed with the *edit* process. However, if you wish to narrow your search parameters, select the *State* that contains the part request you wish to edit.
 - For a detailed handling of this topic refer to State/Type Selection.
- The list of *part requests* displayed will be dependent on the Site and State selected.
- 5. Select the *row* of the part request where you wish to make changes
- 6. Click on *Edit*.



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PQ000	05243	VKOR	N			CN0005271	BathBin	WES001	Westwood Dynamic			WO0006129	BathBinMaint - Bathroom Bin		2
PQ000	05242	VKOR	N	4								WO0006128	1MMS - 1 Month Machine Ser		2
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PQUUU	05239	VKOR	N									WO0006127	BathBinMaint - Bathroom Bin		2
PQUUU	05236	VKOR	N									WO0006126	WS - Weekly Service		2
PQUUU	05235	VKOR	N									WO0006126	WS - Weekly Service		2
PQUUU	05234	VKOR	N									W00006126	WS - Weekly Service		2
PQUUU	05231	VKOR	N									WO0006125	WS - Weekly Service		2
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1. A *Part Request* message box will pop up:

° Are you sure you want to edit this part request [] on WO []?

2. Click on **Yes**.

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PQ00	005248	WKOR	N	PRJ0000411	Site Inspecti.			HOP001	Hope Works (Pty) Ltd			WO0006131	1818-1-1 - Check network re	2	2
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PQ00	005246	WHSE	PR									George_W		3	3
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PQ00	005236	WKOR	N				-			_		WO0006126	WS - Weekly Service	2	2
PQ00	005235	WKOR	N									WO0006126	WS - Weekly Service	2	2
PQ00	005234	WKOR	N									WO0006126	WS - Weekly Service	2	2
PQ00	005231	WKOR	N									WO0006125	WS - Weekly Service	2	2
PQ00	005230	WKOR	N									WO0006125	WS - Weekly Service	2	2
PQ00	005229	WKOR	N									WO0006125	WS - Weekly Service	2	2
PQ00	005228	WKOR	N									WO0006124	AirMaint - Airfreshner Mainte	2	2
PO00	005227	WKOR	N									WO0006123	1MMS - 1 Month Machine Ser	2	2 -

- 1. The *Maintenance of Interwarehouse Request: []* screen will open.
- 2. Here you can view the item details of the part request.



- You will note that there is only a *Back* button available in this screen (no *Save* button).
- 4. The request header information fields are also greyed out.

The part request details <u>cannot</u> be edited from this process.

 Click on *Back* or *Close* the screen to return to the *Part Requests for the Site* listing screen.



Related Topics

- Part Requests Add
- Part Requests Delete

MNU.032.003