

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 Select Inventory > Part Requests



- The **Part Requests for the Site** screen will display.
- 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 dependant on the **Site** and **State** selected.
- Select the **row** of the part request where you wish to make changes.
- Click on **Edit**.

DocNo	SourceType	Reference	PartDesc	PartCode	PartType	WarehouseName	BinName	Quantity	CurrentStock	IssuedStock	ModHNo	CustomerName	RequiredDate
KPQ0000096	WKOR	KW0000044	Wiper Blade	SP500-598	C	KZ - Main	KZ - Receiving Bin	1.00	7.00	0.00			24 May 2024
KPQ0000095	WKOR	KW0000044	Toner Black	SP999-001	C	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999-001		24 May 2024
KPQ0000094	WKOR	KW0000043	SP Multi Function Printer	SP999	A	KZ - Main	KZ - Receiving Bin	4.00	0.00	2.00	SP999		22 May 2024
KPQ0000093	WKOR	KW0000041	Sprint Multi Functional Copier	ZT060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT060		22 May 2024
KPQ0000092	WKOR	KW0000041	Sprint Multi Functional Copier	ZT060	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ZT060		22 May 2024
KPQ0000090	WKOR	KW0000042	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024
KPQ0000088	WKOR	KW0000041	Kyocera Digital Printer	ECOSYS M2635dw	A	KZ - Internal Assets	KZ - Internal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024
KPQ0000087	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	62.00	0.00	SP2020		21 May 2024
KPQ0000086	WKOR	KW0000041	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	62.00	0.00	SP2020		21 May 2024
KPQ0000083	WKOR	KW0000040	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540-001		21 May 2024
KPQ0000081	WKOR	KW0000040	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540		21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Cyan	M2540-002	C	KZ - Main	KZ - Receiving Bin	1.00	2.00	0.00	M2540-002	Carns Oscroff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Toner Black	M2540-001	C	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540-001	Carns Oscroff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Carns Oscroff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Copier Multi Function	M2540	A	KZ - Main	KZ - Receiving Bin	1.00	8.00	0.00	M2540	Carns Oscroff CC	21 May 2024
KPQ0000080	SNV	KZIN000013	Paper Tray	SP2020-1992	B	KZ - Main	KZ - Receiving Bin	1.00	19.00	0.00	M2540	Carns Oscroff CC	21 May 2024
KPQ0000079	SNV	KW0000039	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	1.00	315.00	0.00			20 May 2024
KPQ0000073	SNV	KZIN000010	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	1.00	300.00	0.00		Carns Oscroff CC	17 May 2024
KPQ0000071	SNV	KZIN000008	Toner Black	SP2020-2671	C	IN - Main	IN - Receiving Bin	2.00	300.00	0.00		Banker Wright Security	16 May 2024
KPQ0000070	SNV	KZIN000007	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	62.00	0.00	SP2020	MHKA Burhill CC	16 May 2024
KPQ0000069	WHSZ	KZ - Over the Counter	Toner Black	SP2020-2671	C	KZ - Main	KZ - Receiving Bin	2.00	315.00	0.00			16 May 2024
KPQ0000066	SNV	KZIN000005	High Yield Reset Lever Gear	SP2020-6143	C	IN - Main	IN - Receiving Bin	1.00	1.00	0.00		Carns Oscroff CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Fuser Unit	SP2020-7223	B	IN - Main	IN - Receiving Bin	1.00	50.00	0.00		Carns Oscroff CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Paper Tray	SP2020-1992	B	IN - Main	IN - Receiving Bin	1.00	20.00	0.00		Carns Oscroff CC	15 May 2024
KPQ0000066	SNV	KZIN000005	Sprint Multi Functional Copier	SP2020	A	KZ - Main	KZ - Receiving Bin	1.00	62.00	0.00	SP2020	Carns Oscroff CC	15 May 2024
KPQ0000060	WKOR	KW0000033	Toner Black	M2540-001	C	KZ - Office Supplies	KZ - OS - Consumables	1.00	1.00	0.00	M2540-001		10 May 2024
KPQ0000057	WKOR	KW0000033	Toner Black	M2540-001	C	KZ - Office Supplies	KZ - OS - Consumables	1.00	1.00	0.00	M2540-001		10 May 2024
KPQ0000056	WKOR	KW0000033	Toner Black	M2540-001	C	KZ - Office Supplies	KZ - OS - Consumables	1.00	1.00	0.00	M2540-001		10 May 2024

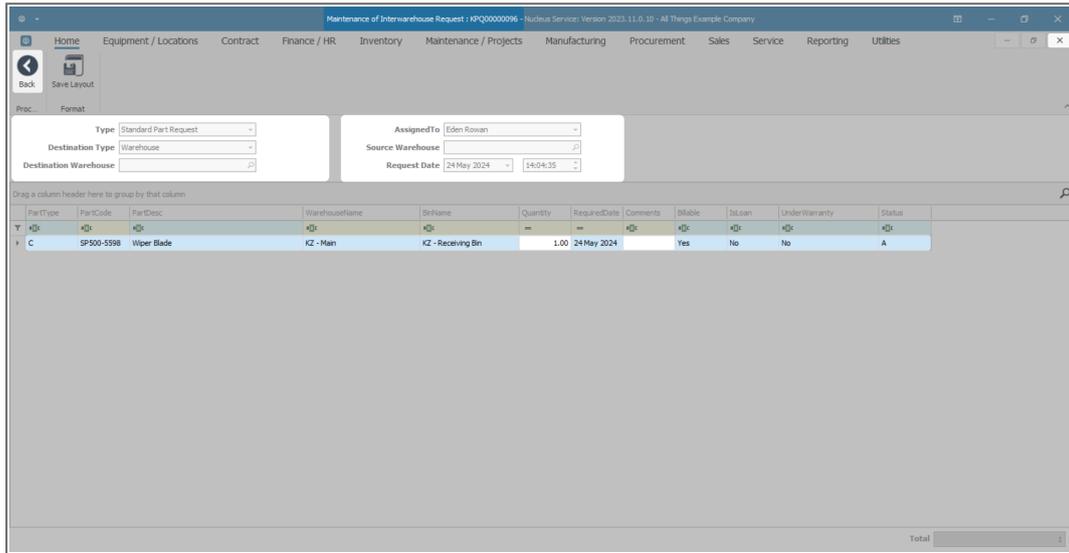
- A **Part Request** message box will pop up:
 - Are you sure you want to edit this part request [] on WO []?
- Click on **Yes**.

- The **Maintenance of Interwarehouse Request: []** screen will open.
- 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).
- The request header information fields are also **greyed out**.

The part request details cannot be edited from this process.

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



PartType	PartCode	PartDesc	WarehouseName	BinName	Quantity	RequestDate	Comments	Billable	IsLoan	UnderWarranty	Status
C	SP500-5598	Wiper Blade	K2 - Main	K2 - Receiving Bn	1.00	24 May 2024		Yes	No	No	A

Related Topics

- [Part Requests - Add](#)
- [Part Requests - Delete](#)

MNU.032.003

