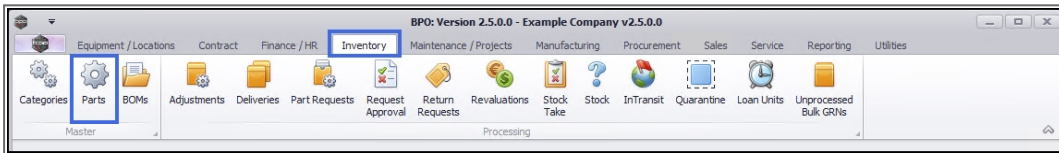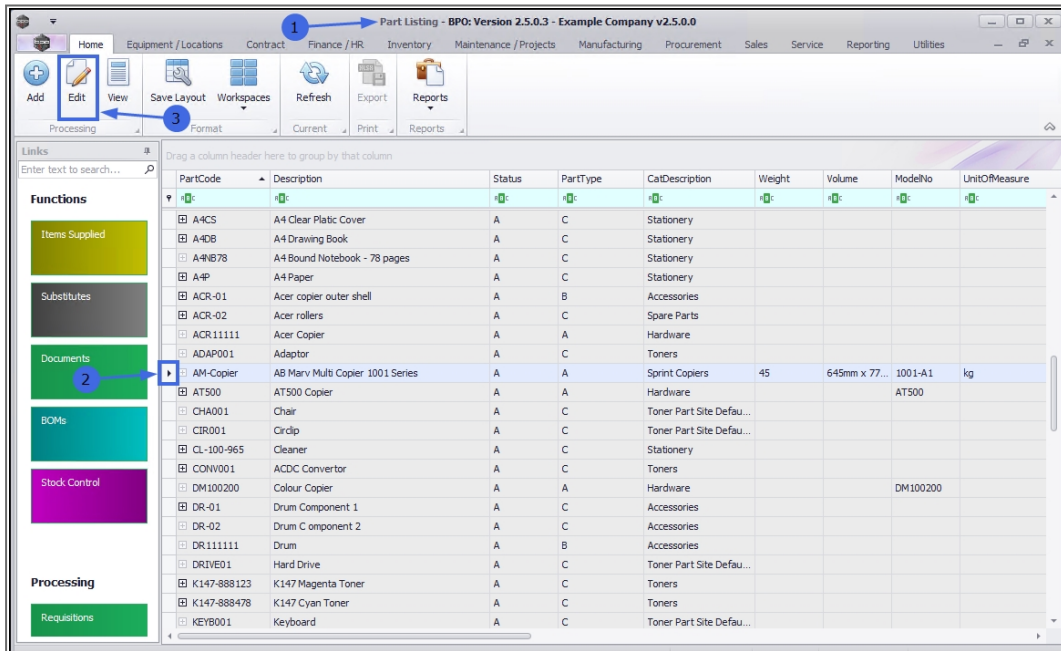# INVENTORY

PARTS – EDIT PART DEFINITION DETAILS

A part definition's **details** may need to be edited after it has been added and saved to the system.

Ribbon Access: *Inventory > Parts*

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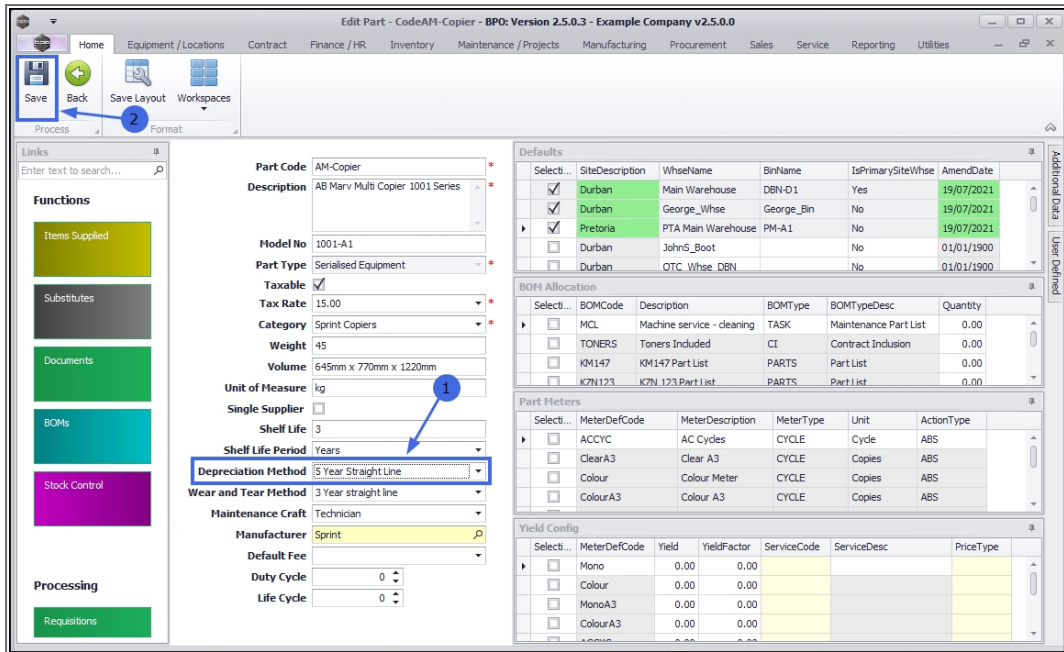3. Click on *Edit*.

1. The **Edit Part - []** screen will open.

2. Make the required changes to the relevant part definition **details** fields.

Note: The *Part Type* field is greyed out and uneditable in this screen.

3. In this example, the **Depreciation Method** is to be changed from **3** Year straight line to **5** Year straight line.

1. When you finished editing the required fields,

2. Click on **Save**.

1. The edited details will be **saved** and you will return to the *Part Listing* screen.
2. The part definition **row** will be selected.
3. Scroll across the screen to find the **column** that reflects the edited details.

1. In this example, the *Depreciation Description* column reflects the change made in the *Edit Part - []* screen.

2. *Close* the screen when you are done.

Related Topics

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

MNU.026.040