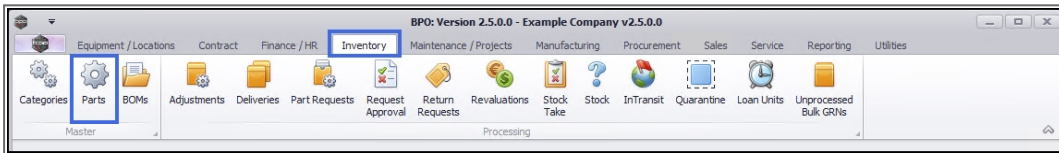


INVENTORY

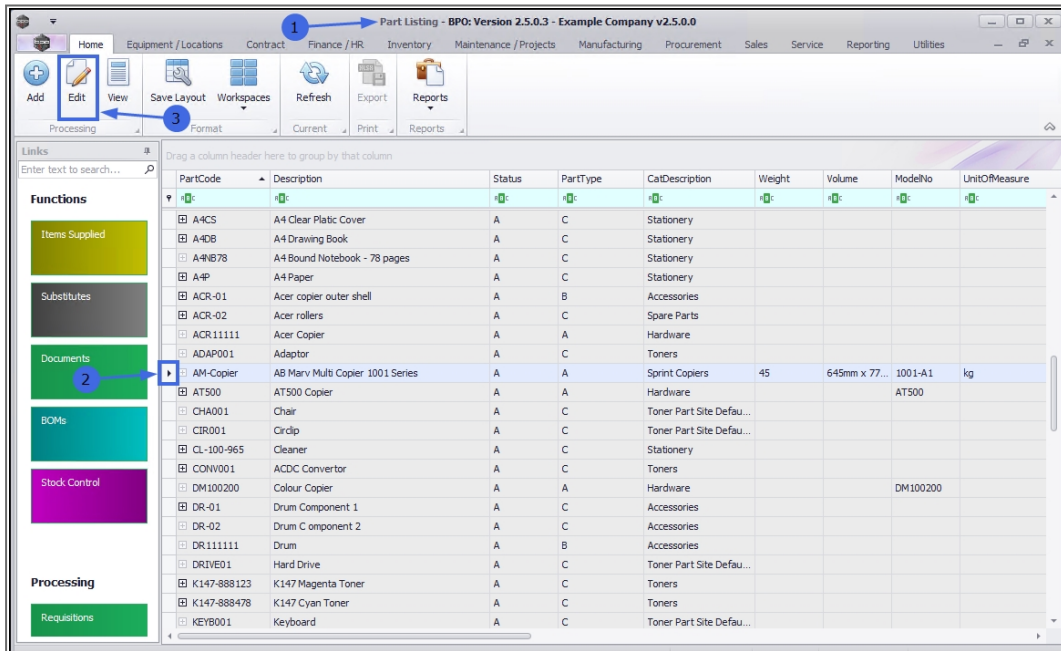
PARTS - EDIT PART DEFINITION DETAILS

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**.



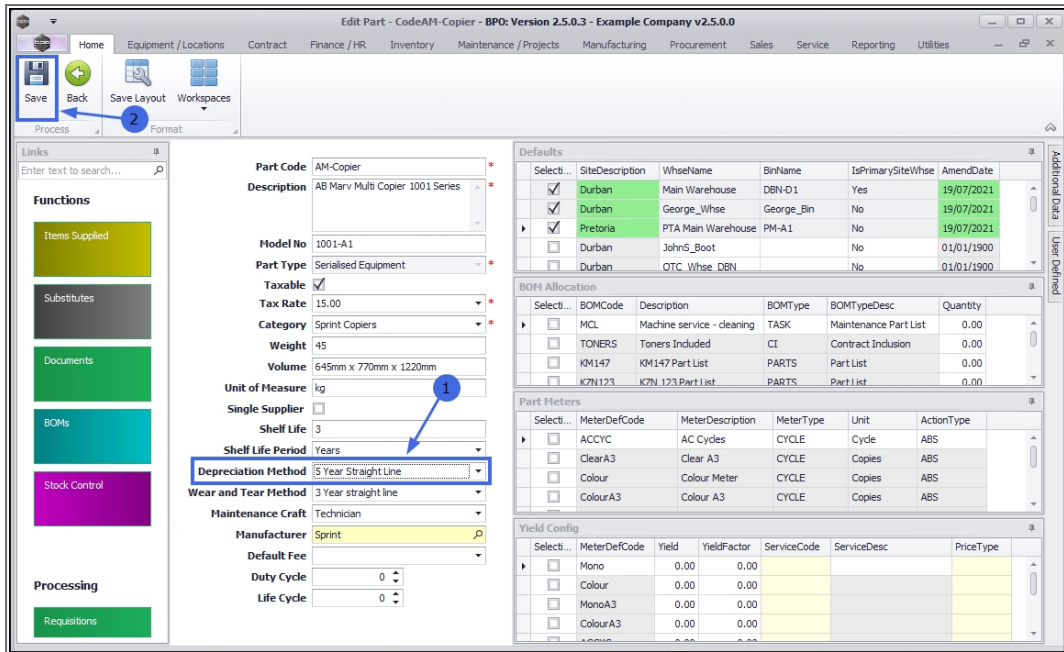
1. The **Edit Part - []** screen will open.
2. Make the required changes to the relevant part definition **details** fields.

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.

The screenshot shows the 'Edit Part' screen for 'CodeAM-Copier'. The 'Part Code' is 'AM-Copier'. The 'Description' is 'AB Marv Multi Copier 1001 Series'. The 'Model No' is '1001-A1'. The 'Part Type' is 'Serialised Equipment'. The 'Taxable' checkbox is checked. The 'Tax Rate' is '15.00'. The 'Category' is 'Sprint Copiers'. The 'Weight' is '45'. The 'Volume' is '645mm x 770mm x 1220mm'. The 'Unit of Measure' is 'kg'. The 'Single Supplier' checkbox is unchecked. The 'Shelf Life' is '3'. The 'Shelf Life Period' is 'Years'. The 'Depreciation Method' is currently '3 Year straight line'. The 'Wear and Tear Method' is '3 Year straight line'. The 'Maintenance Craft' is 'Technician'. The 'Manufacturer' is 'Sprint'. The 'Default Fee' is '0'. The 'Duty Cycle' is '0'. The 'Life Cycle' is '0'. The 'Save' button is highlighted with a blue circle and an arrow.

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.

