

INVENTORY

PARTS – EDIT PART DEFINITION USER DEFINED

A **User Defined** panel has been added to the **Part Maintain** screens (the *Add new part* and *Edit Part* screens).

User defined fields in BPO enable the user to provide more information within a module so that work or associated processes can be carried out more efficiently.

These custom fields benefit the user in the following ways:

- They cut down the *transition time* between screens.
- They reduce the *amount of screens* open in order to find information.

In essence these fields serve as a shortcut, so that users do not have to leave the listing or maintain fields affected.

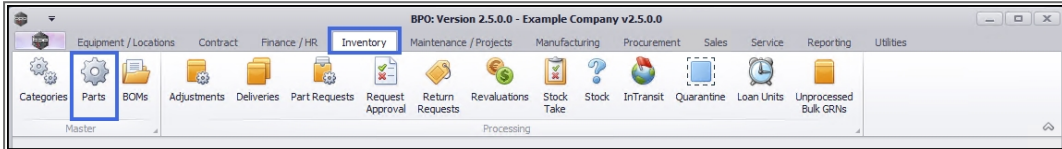
At present, these fields in the **Inventory - Parts** module can be used to add *extra* information relevant to the selected part. The added fields will reflect in the User Defined panel in the in the **Add new Part** screen and the **Edit Part** screens across *all* part definitions on the system, but the **Variable Values** selected for each User Defined field will be unique to the selected part definition.

This topic will expand on how to **edit** the User Defined custom fields for a selected part definition. Not all custom fields can be edited in the same way, it depends on what **Input Type** they have been set up with.



Note: It will be useful to familiarise yourself with the [Add Part Definition User Defined](#) topic before progressing with this manual.

Ribbon Access: Inventory > Parts

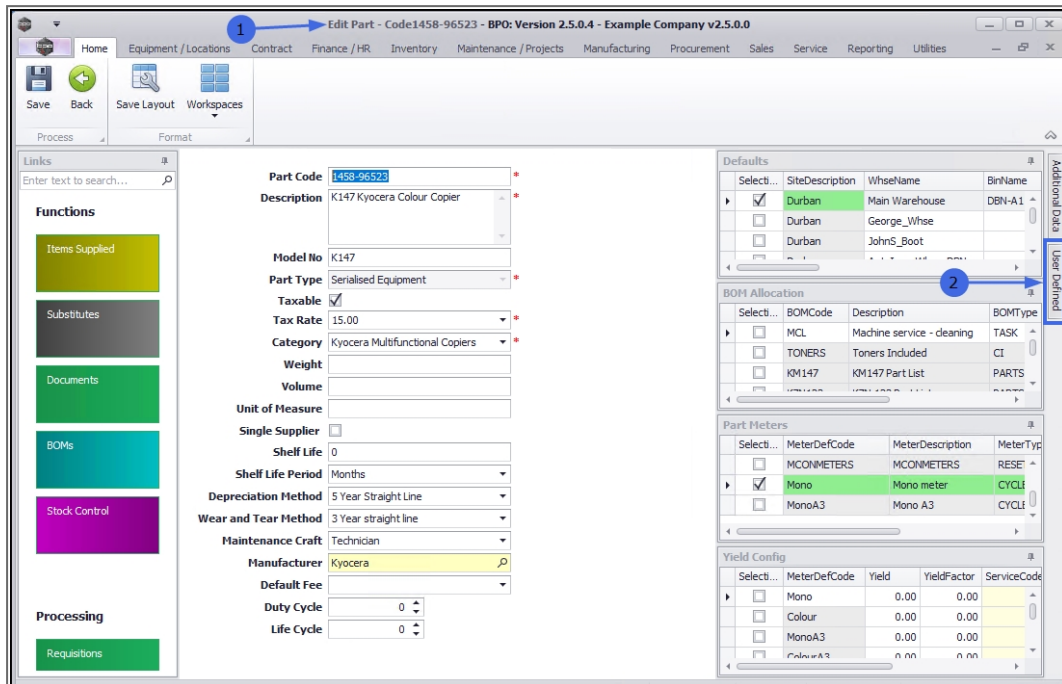


SELECT PART DEFINITION

1. The **Part Listing** screen will open.
2. The data grid will display a list of all the part definitions currently on the system.
3. Select the **row** of the part definition where you wish to edit the **User Defined** custom fields.
4. Click on **Edit**.

PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	PeriodTY
100PGFT	100 Page Feeder Tray	A	B	Accessories			100PGFT		0.00	
200PGFT	200 Page Feeder Tray	A	B	Accessories			200PGFT		0.00	
300PGFT	300 Page Feeder Tray	A	B	Accessories			300PGFT		0.00	
SP 109-147K	Black toner	A	C	Toners					0.00	
SP702-147K	Black toner	A	C	Toners					0.00	
TestDelete	TestDelete	I	C	Stationery					0.00	
SP2020	SP2020 Sprint Colour MF Copier	A	A	Sprint Copiers	6		SP2020	ea	10.00	yyyy
2020-147K	Black toner SP2020	A	C	Toners	.75		147K	kg	24.00	m
SP1919	SP1919 Sprint Colour MFC	A	A	Hardware			1919		0.00	
SP19-147K	Black Toner SP1919	A	C	Toners					0.00	
SP19-147C	Cyan Toner - SP1919	A	C	Toners					0.00	
SP19-147Y	Yellow Toner - SP1919	A	C	Toners					0.00	
SP19-147M	Magenta toner - SP1919	A	C	Toners					0.00	
2020-147M	Magenta toner SP2020	A	C	Toners					0.00	
2020-147C	Cyan toner SP2020	A	C	Toners					0.00	
CL-100-965	Cleaner	A	C	Stationery					0.00	
SP1818	Sprint copier	A	A	Hardware					0.00	
1458-96523	K147 Kyocera Colour Copier	A	A	Kyocera Multifu...			K147		0.00	m
147-888544	K147 Black toner	A	C	Toners					0.00	
K2N-122TFB	Kruger ZN Fax Machine	A	A	Hardware			ZN122		0.00	
123452N	ZN Paper	A	C	Stationery					0.00	
147-888741	K147 Yellow Toner	A	C	Toners					0.00	

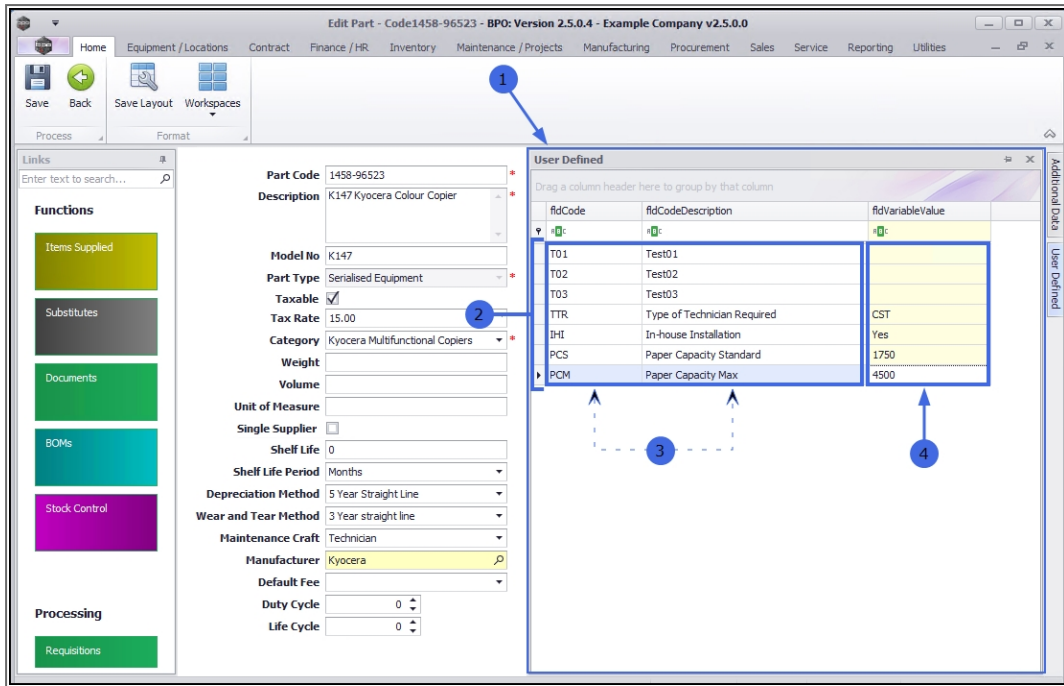
1. The **Edit Part - []** screen will open.
2. If the **User Defined** panel is not already extended, click on the **tab**.



1. The **User Defined** panel will open.
2. In this example, there are *custom fields* already set up in the system.
3. The **Code** and **Code Description** fields will reflect across all part definitions.
4. The data *entered* or *added* to the **Variable Value** field is unique to the selected part definition and will not reflect in any other part or other module *User Defined* fields.



Note: The content of these fields can be populated according to *individual* company requirements. The examples given here are pertinent to the system being demonstrated and are not universal.



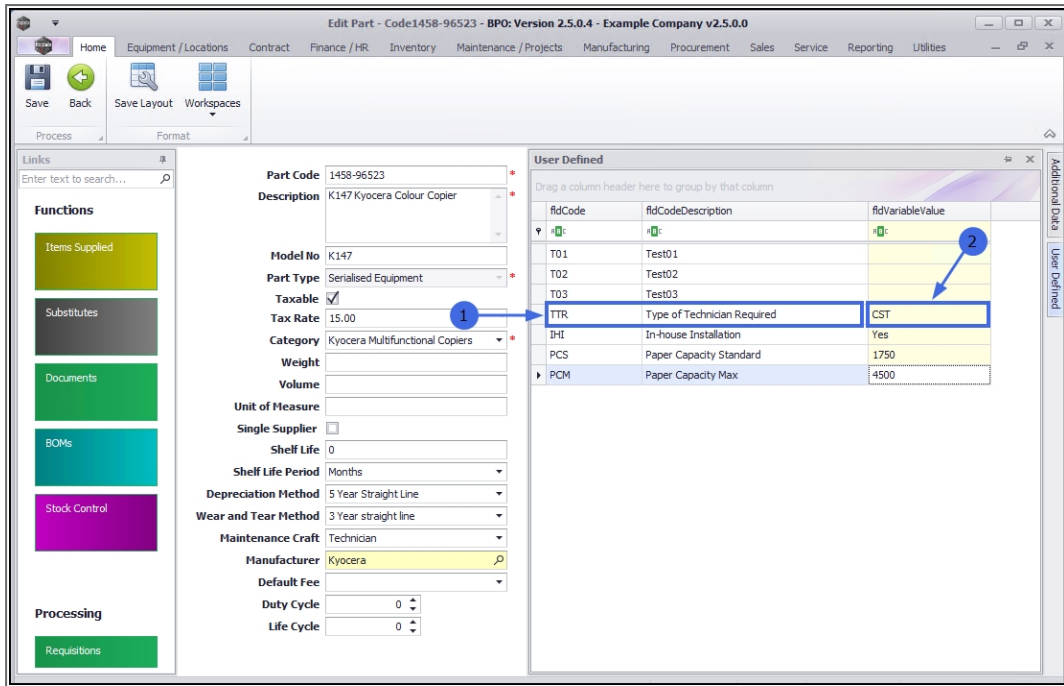
Although the data *selected* or *entered* into the **Variable Value** field is unique to the selected part definition, the **Input Type** set up in the **Variable Value** field will reflect across *all* part definitions.

The capacity to edit the Variable Value field will then depend on the Input Type set up:

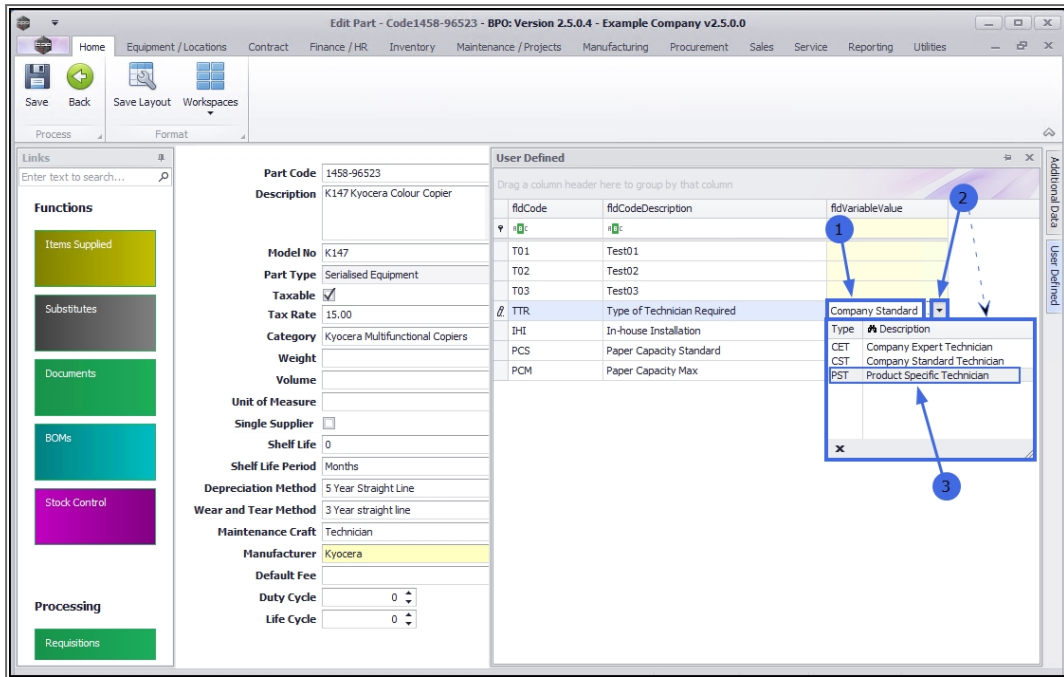
EDIT VARIABLE VALUES

LOOKUP LIST

1. In this example, the **TTR - Type of Technician Required** User Defined field has a **Lookup list** as the Input Type.
2. Currently, the Variable Value is **CST**



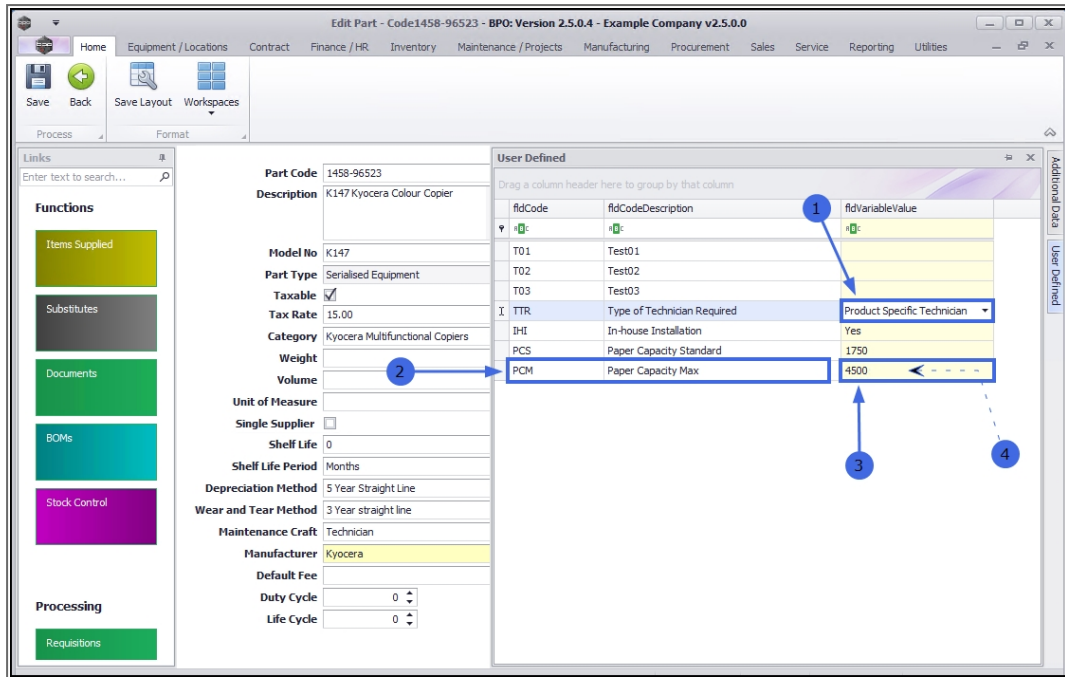
1. Click in the **Variable Value** field.
2. A drop-down arrow and list will appear - this is a **Lookup List** Input Type.
3. Select the **row** of the alternative Type you wish to link to this custom field.
 - In this example, **PST - Product Specific Technician** is selected.



1. The edited selection will populate the **Variable Value** field.

FREE INPUT TEXT

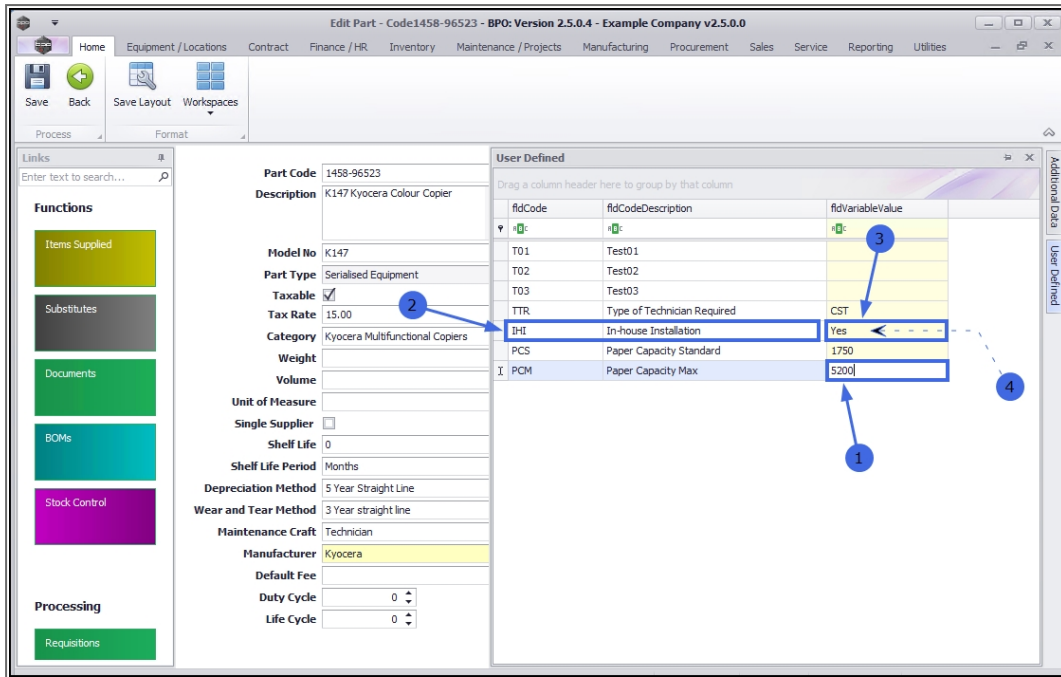
2. In the next example, the **PCM - Paper Capacity Max** User Defined field has **Free Input Text** as the Input Type.
3. Currently, the Variable Value is **4500**.
4. Click in the Variable Value field and either *modify* the original text or *delete* and *add* new text, as required to make the correct changes.



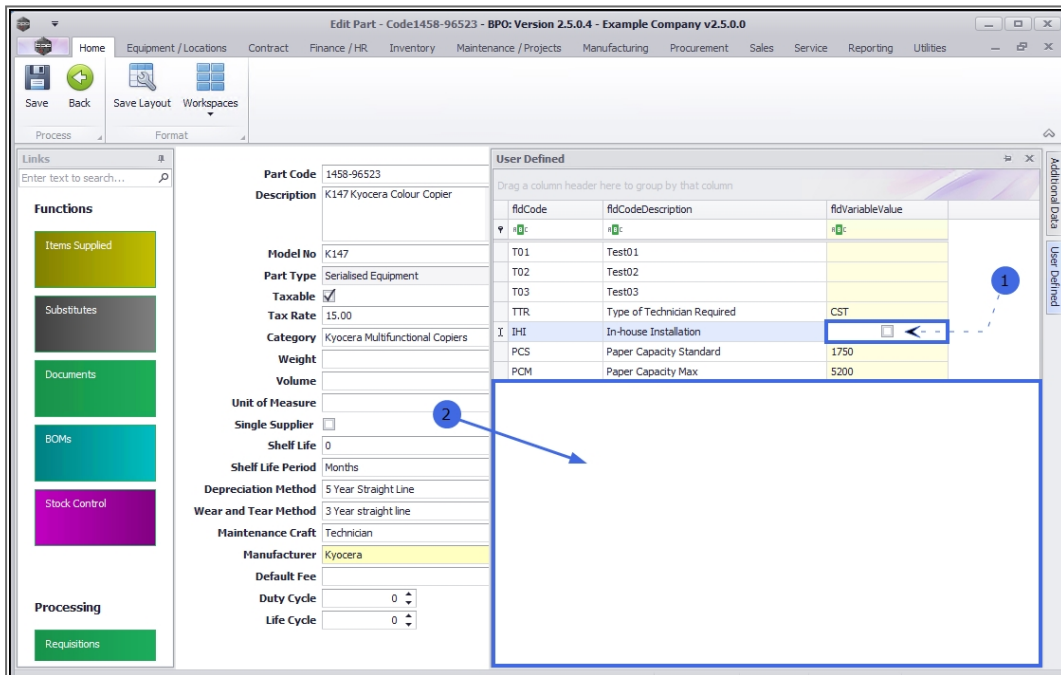
1. The edited text will populate the **Variable Value** field.

YES OR NO VALUE

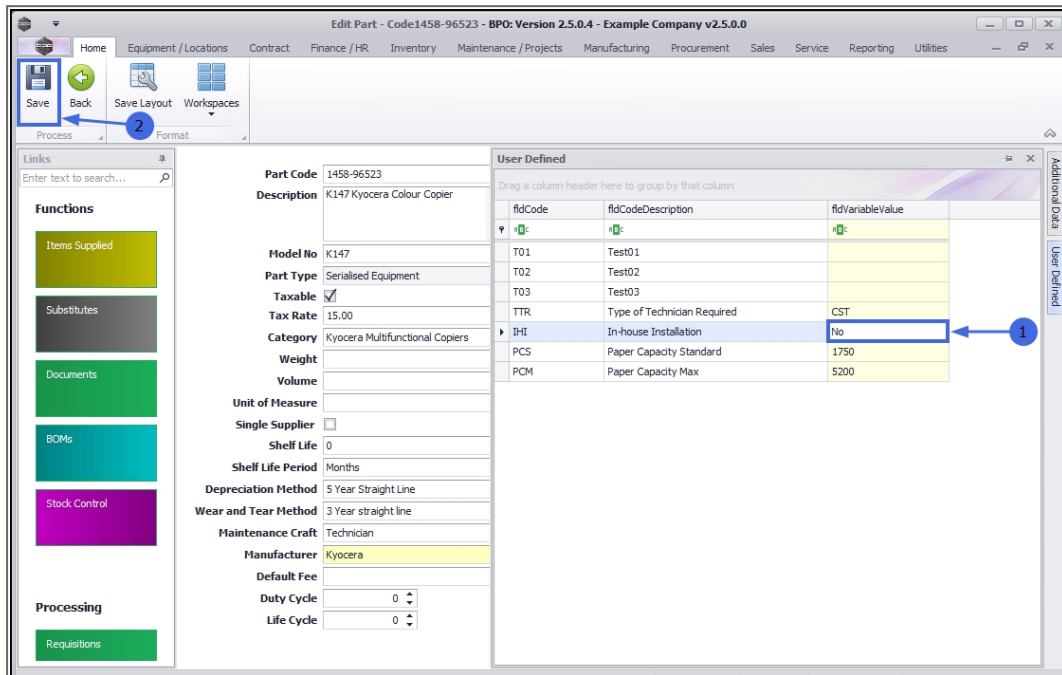
2. In the next example, the **IHI - In-house Installation** User Defined field has **Yes or No value** as the Input Type.
3. Currently, the Variable Value is **Yes**.
4. Click in the Variable Value field.



1. The "Yes" text will be replaced with a **check box** that is unselected.
2. Click anywhere in the panel, *outside* of the Variable Value field.



1. "**No**" will now populate the Variable Value field.
2. When you have finished editing the **Variable Values** of the User Defined fields, click on **Save**.

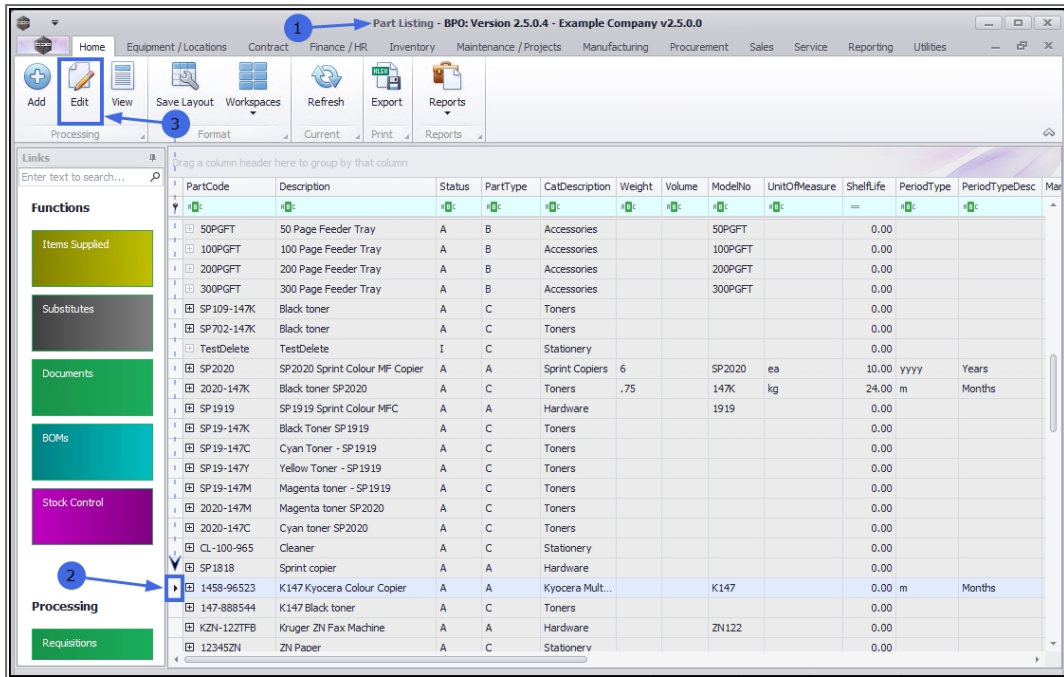


1. Your changes will be saved and you will return to the **Part Listing** screen.
2. The edited part definition will be selected in the data grid.

EDIT CUSTOM FIELDS

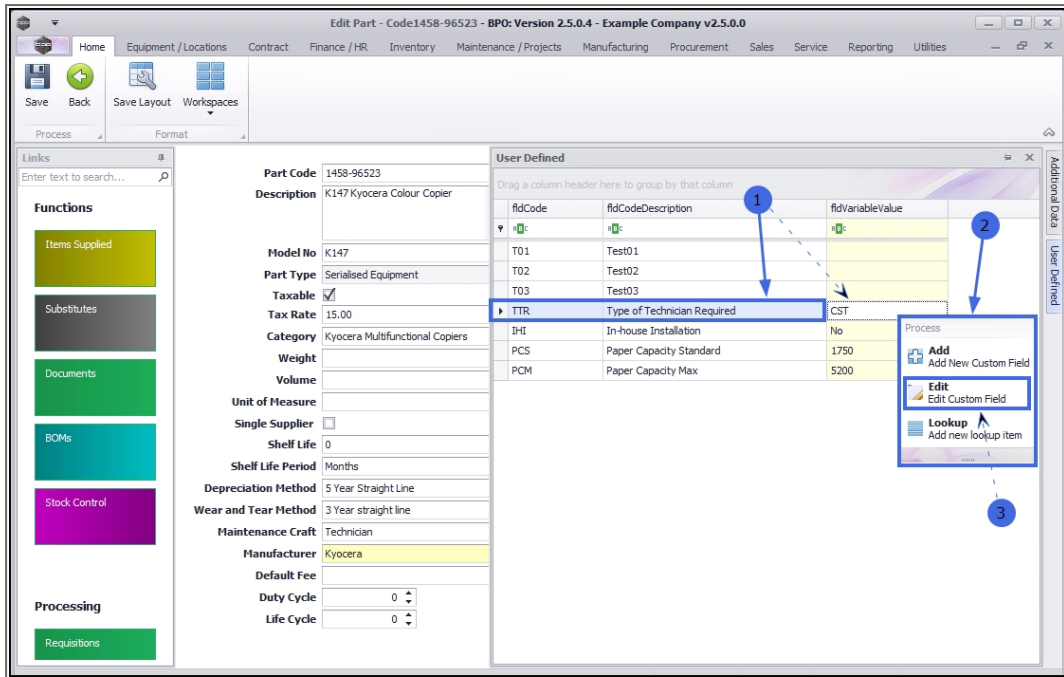
Follow the processes set out below to edit the **custom fields**.

3. Select the part definition where you wish to make changes to a custom field and click on **Edit**.



LOOKUP LIST

1. Right-click in the **row** of the custom field where you wish to make changes.
 - Ensure that you have selected a custom field that has **Input Type: Lookup List**.
2. A **Process** menu will pop up.
3. Click on **Edit - Edit Custom Field**.



1. The **Add new custom element** screen will open.
 - Even though the screen title is **Add new custom element**, you can *edit* some of the details from here.

Edit Code

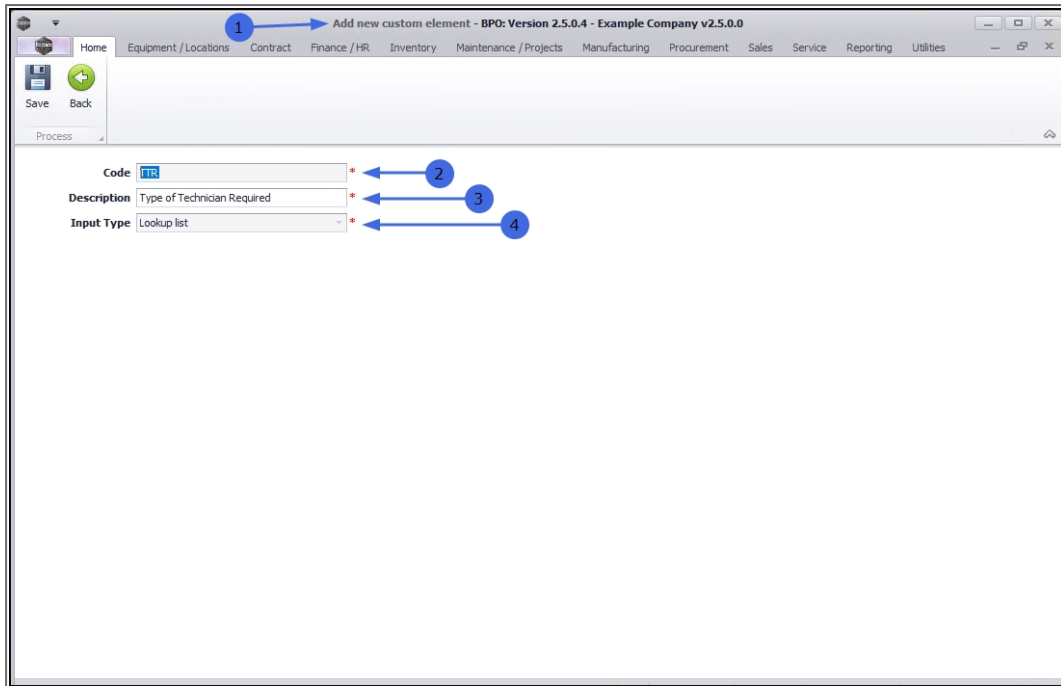
2. This field is greyed out, it is not possible to edit the **Code** from this screen.

Edit Description

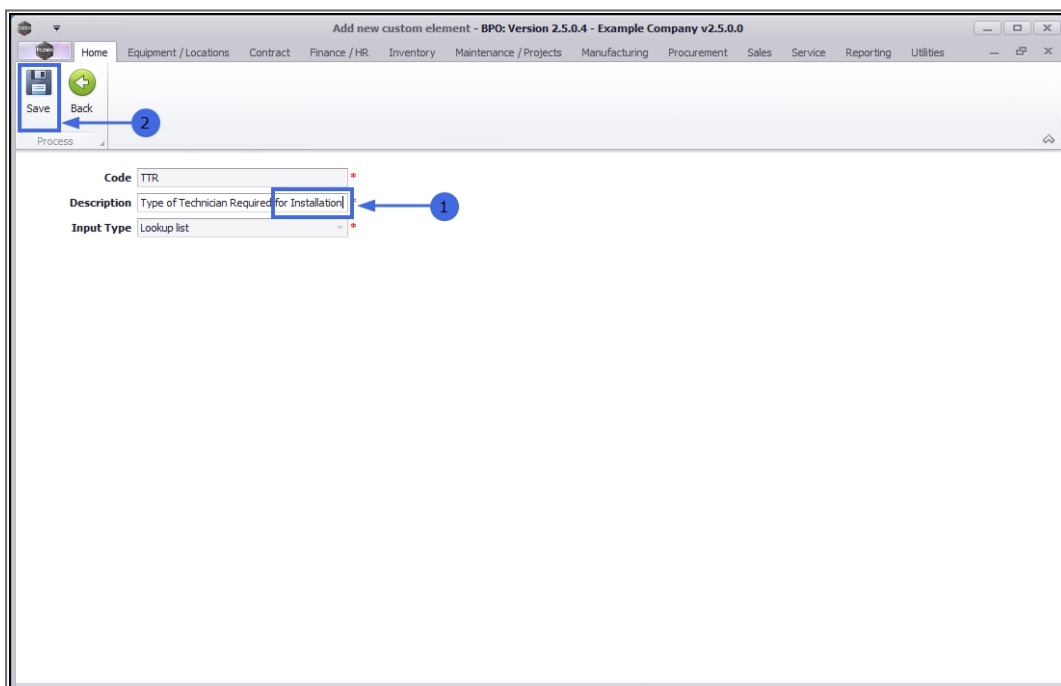
3. Click in this field and either add new text or remove text from the **Description**, as required.

Edit Input Type

4. This field is greyed out, it is not possible to edit the **Input Type: Lookup List** from this screen.

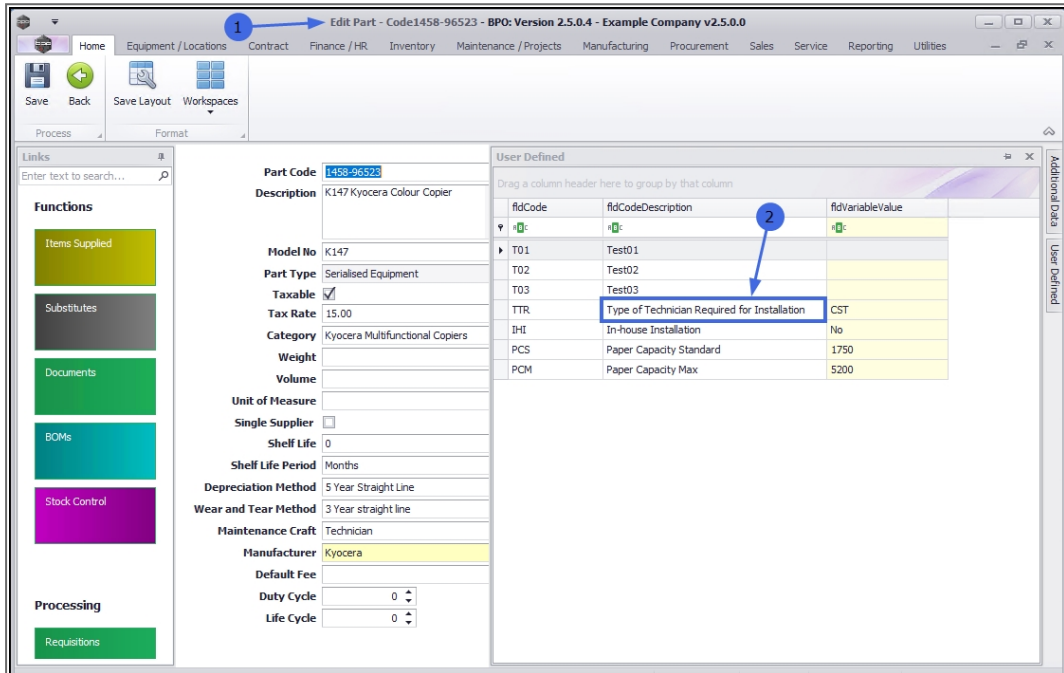


1. In this example, the **Description** has been edited to include the text: "*for Installation*".
2. When you have made the required changes, click on **Save**.



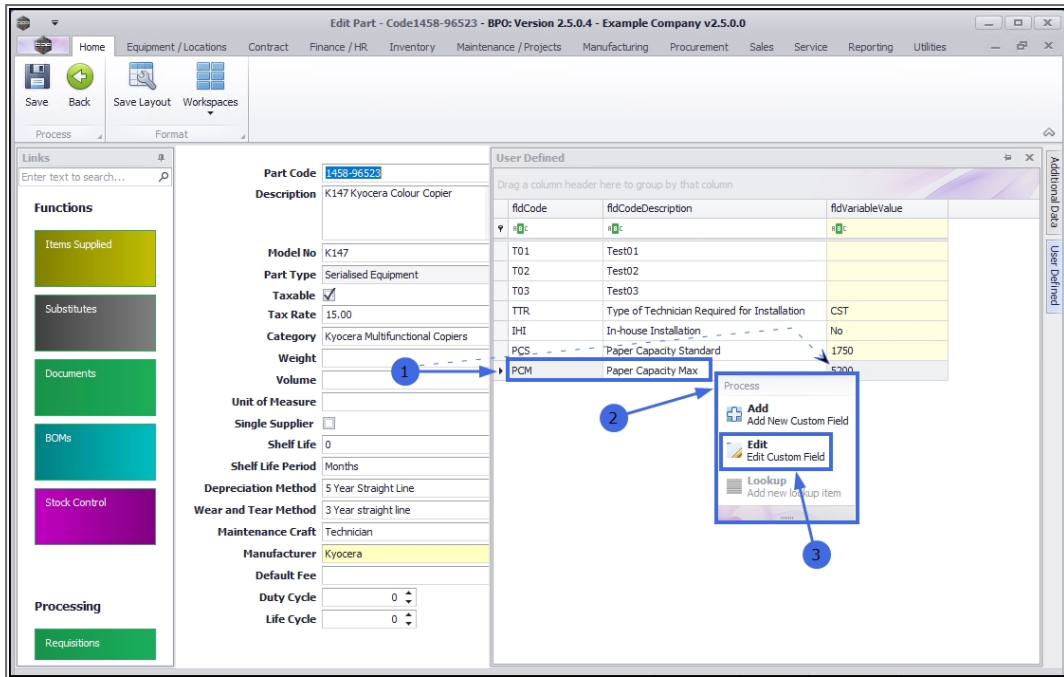
1. You will return to the **Edit Part** screen.
2. The **Code Description** has been updated in the User Defined panel.

Reminder: These custom elements are available to *all* part definitions in the **Add new Part** and **Edit Part** screens. This update will reflect across *all* part definitions.



FREE INPUT TEXT

1. Right-click in the **row** of the custom field where you wish to make changes.
 - Ensure that you have selected a custom field that has **Input Type: Free Input Text**.
2. A **Process** menu will pop up.
3. Click on **Edit - Edit Custom Field**.



1. The **Add new custom element** screen will open.
 - Even though the screen title is **Add new custom element**, you can *edit* the details from here.

Edit Code

2. Click in this field and either *add* new text or *remove* text from the **Code**, as required.

Edit Description

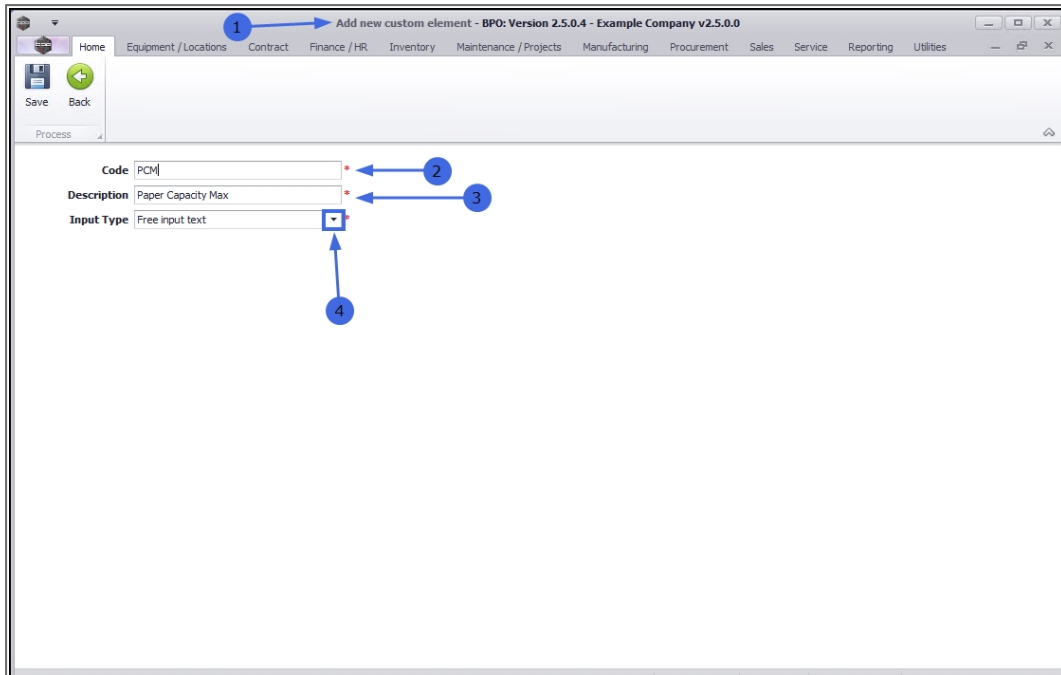
3. Click in this field and either *add* new text or *remove* text from the **Description**, as required.

Edit Input Type

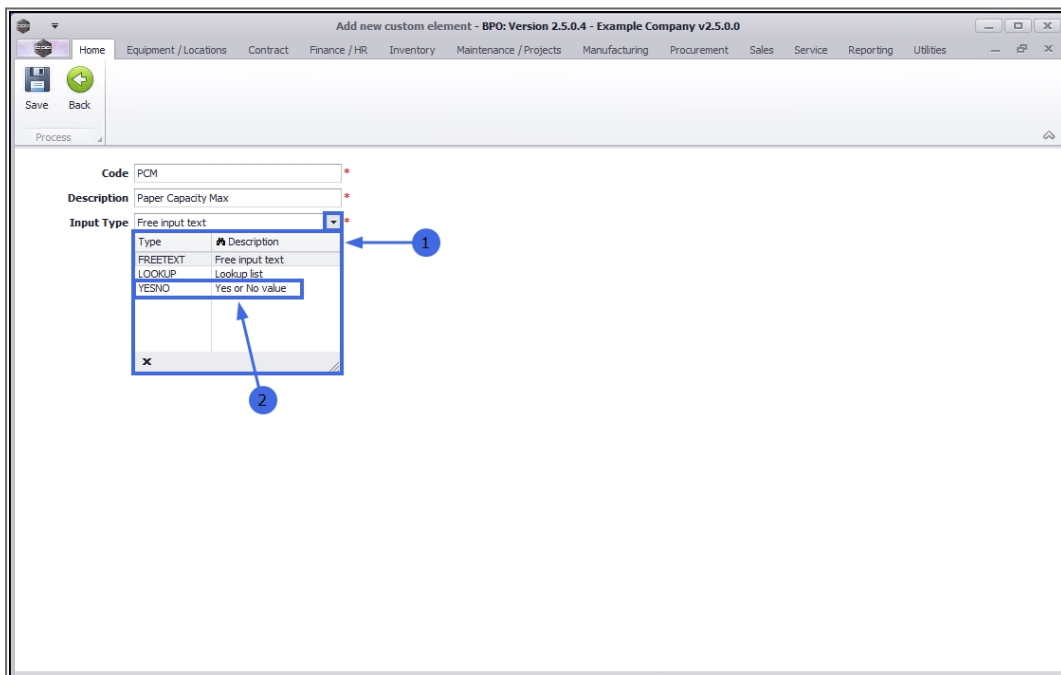
In this exercise, the **Input Type** will be edited as an example.

Reminder: This update will reflect across *all* part definitions.

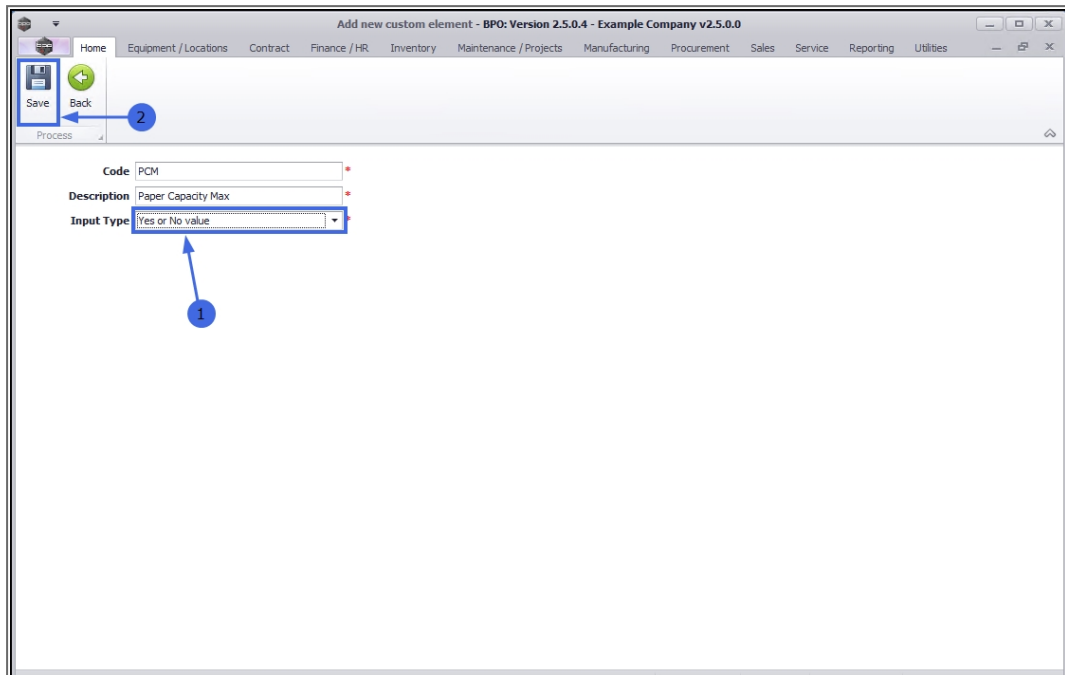
4. Click on the **drop-down arrow** in this field



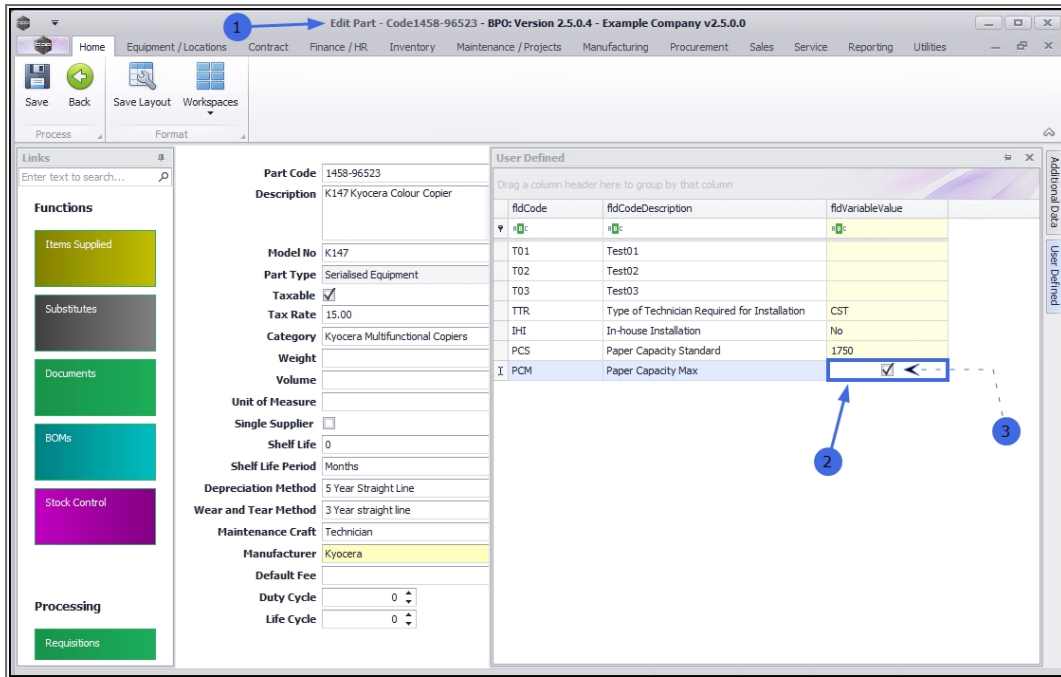
1. The **Input Type** menu will display.
2. Select the **alternative Type** you wish to link to this custom field.



1. The selected **Type** will populate the *Input Type* field.
2. Click on **Save**.

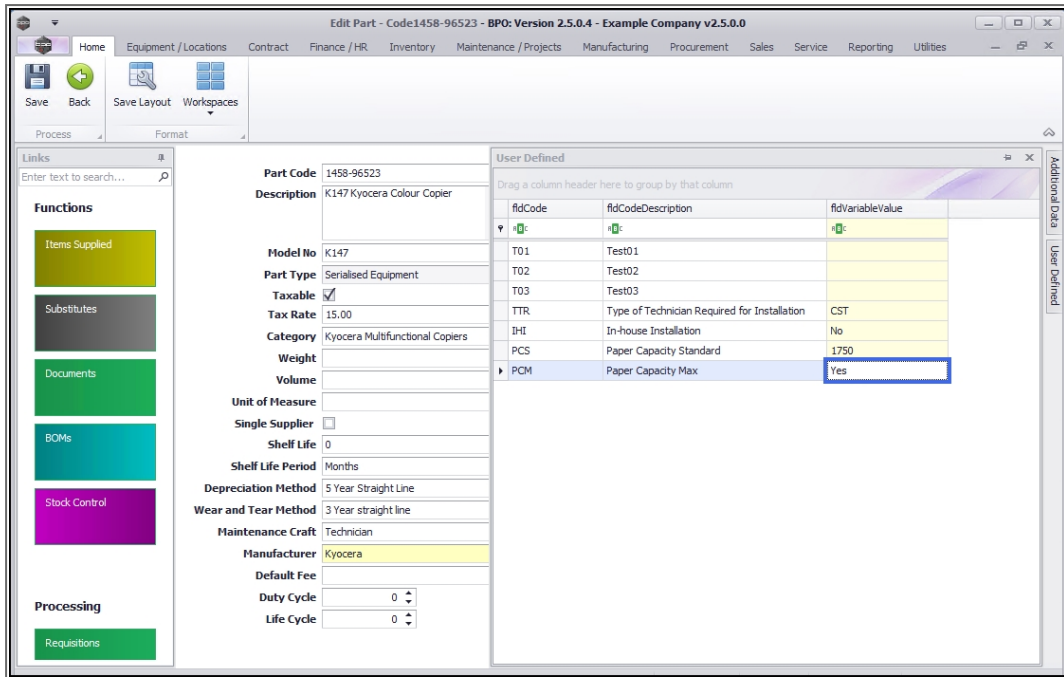


1. You will return to the **Edit Part** screen.
2. You may need to click in the Variable Value field to *refresh* the panel and display the changes
3. In this example, the field has updated to a **check box**, inherent of the **Yes or No value** Input Type.



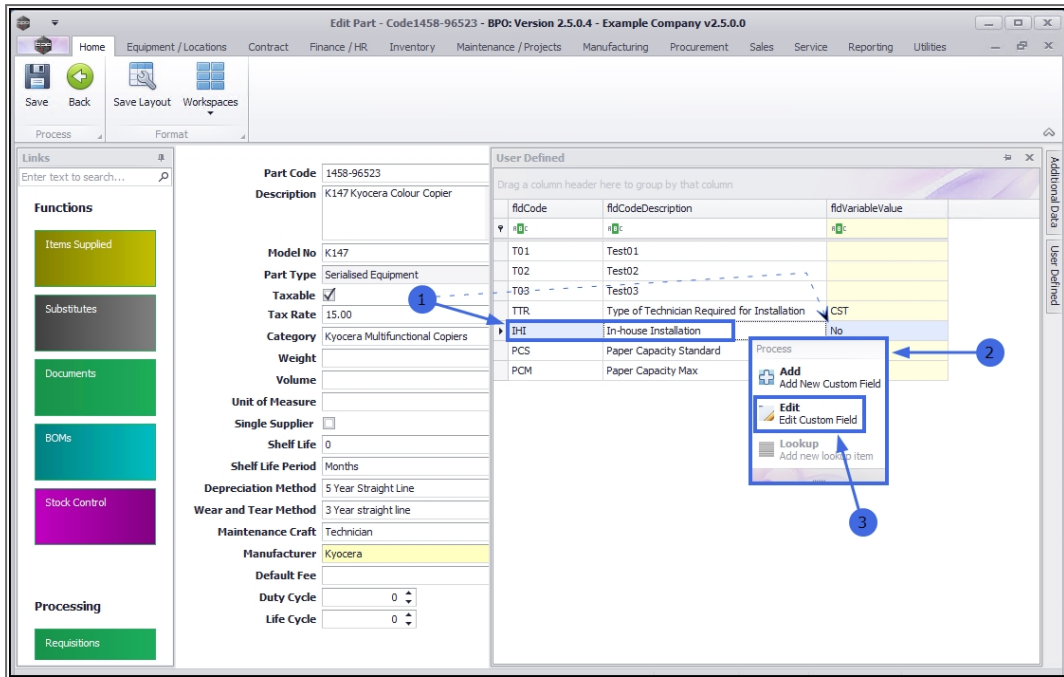
Click away from the Variable Value field to prompt the system to display the **Yes** or **No** value in text form.

Note: This Input Type is not applicable to the linked custom fields but is for *demonstration* purposes only to show how the *Input Type* can be edited.



YES OR NO VALUE

- Right-click in the **row** of the custom field where you wish to make changes.
 - Ensure that you have selected a custom field that has **Input Type: Yes or No value**.
- A **Process** menu will pop up.
- Click on **Edit - Edit Custom Field**.



1. The **Add new custom element** screen will open.
 - Even though the screen title is **Add new custom element**, you can *edit* the details from here.

Edit Code

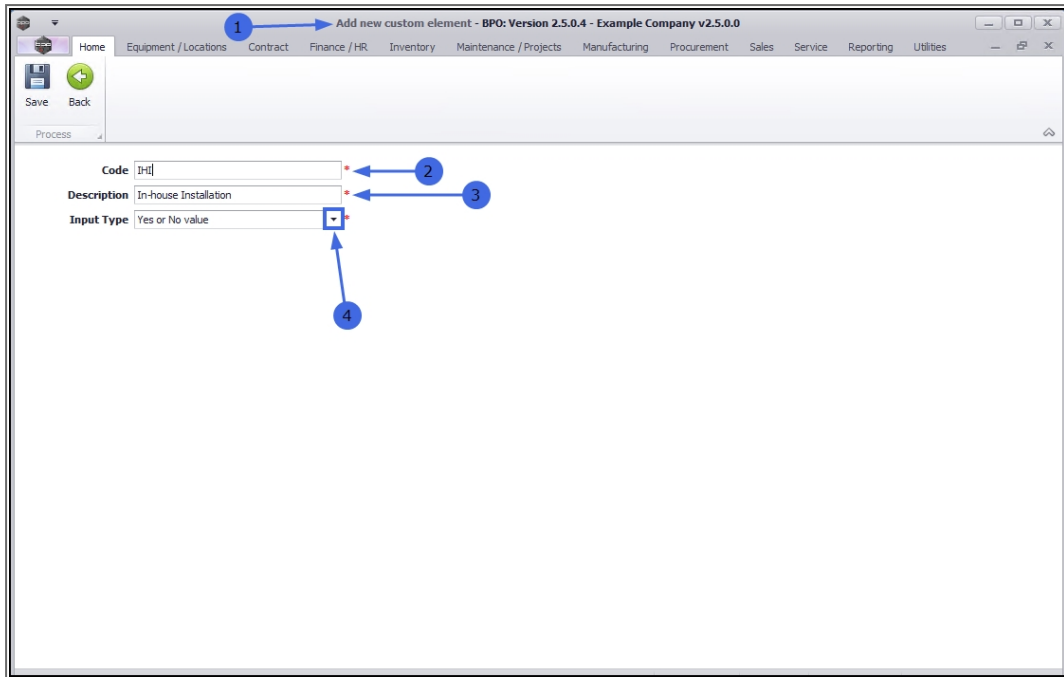
2. Click in this field and either *add* new text or *remove* text from the **Code**, as required.

Edit Description

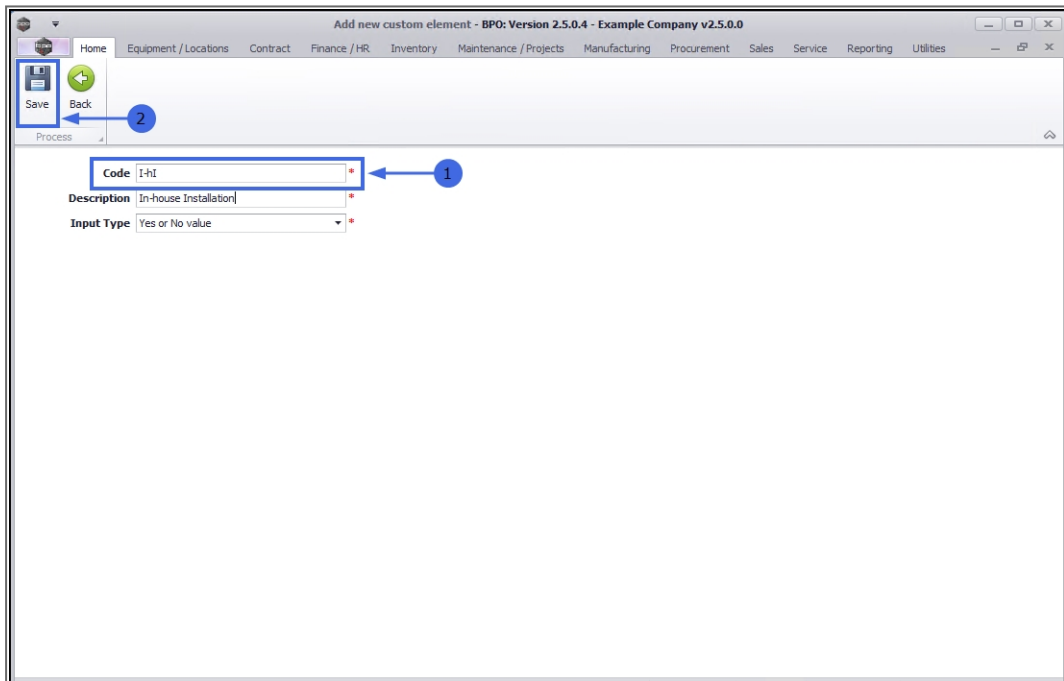
3. Click in this field and either *add* new text or *remove* text from the **Description**, as required.

Edit Input Type

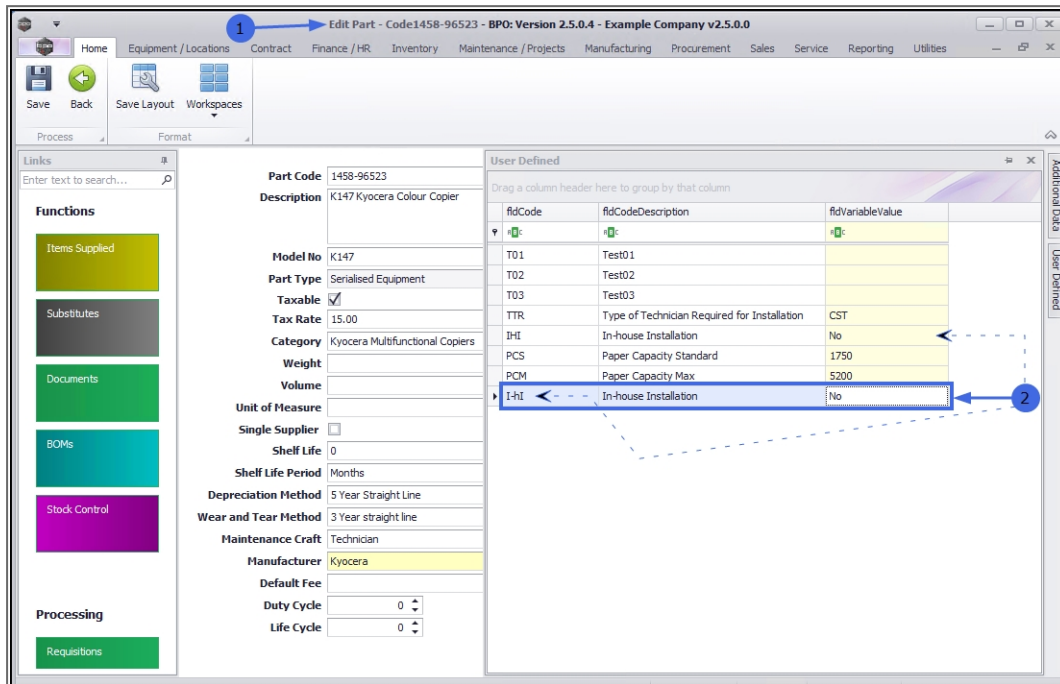
4. You can click on the **drop-down arrow** in this field and select an alternative Input Type if required.



1. In this example, the **Code** has been edited to: "I-hI".
2. When you have made the required changes, click on **Save**.



1. Your changes will be saved and you will return to the **Edit Part** screen.
2. Note that editing the **Code** of the custom field has resulted in a **new** custom field being created.



CONCLUSION

Where the custom field *Input Type* is **Lookup List**, it is only possible to edit the **Code Description** of the custom field

Where the custom field *Input Type* is either **Free Input Text** or **Yes or No value**, it is possible to edit the **Code, Description and Input Type** of the custom field

- However, if the **Code** is edited in either of these custom fields (*Free Input Text* or *Yes or No value*) then a **new** custom field will be created.

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 Additional Data](#)

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