INVENTORY

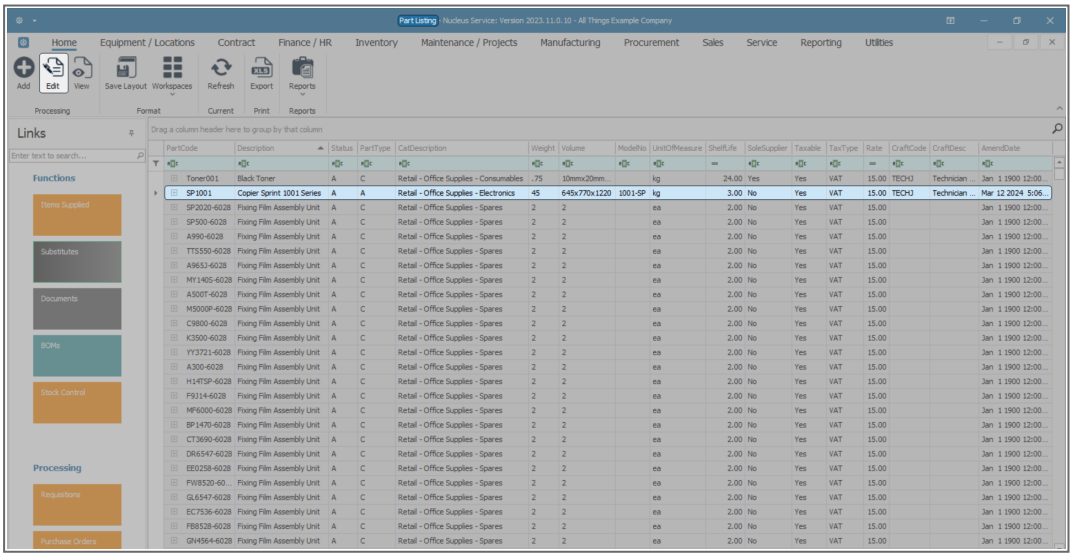
PARTS - EDIT PART DEFINITION DEFAULTS

The information in the part definition **Defaults** panel may need to be edited.

For example, you may wish to change the part site warehouse **selection** or change the **primary** site warehouse.

Ribbon Select **Inventory > Parts**

- The **Part Listing** screen will be displayed.
- Select the **row** of the part definition where you wish to make changes to the part site **Defaults** information.
- Click on **Edit**.



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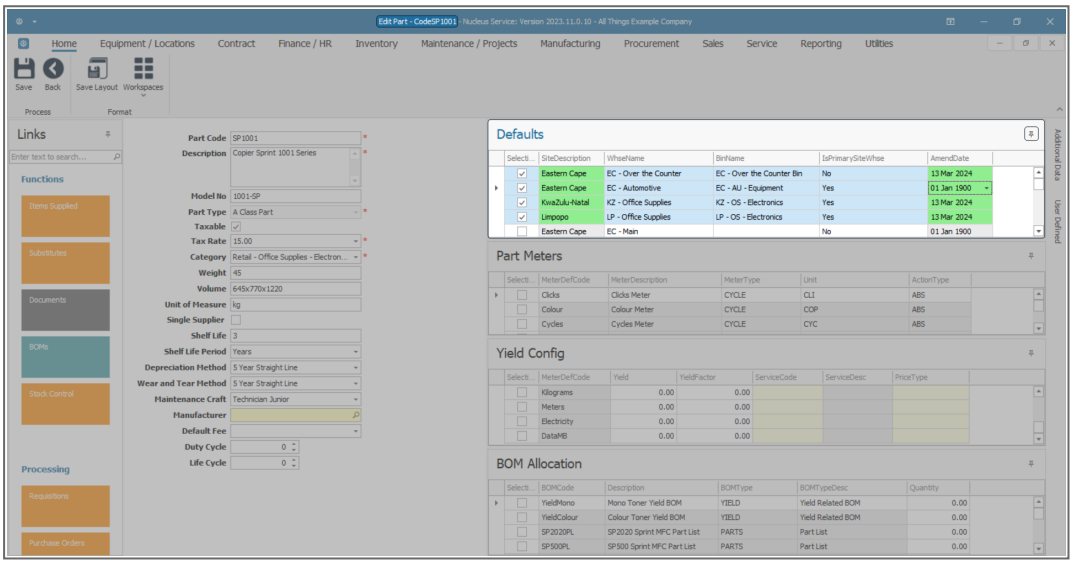
- The **Edit Part - Code [ ]** screen will display.
- Expand the **Defaults** panel if necessary to make it easier to work in.
- Note that the site warehouses currently linked to the part definition are: **Eastern Cape** - Over the Counter Warehouse, **Eastern Cape** - Automotive Warehouse, **Kwa-Zulu Natal** - KZ - Office Supplies Warehouse, **Limpopo** - LP - Office Supplies Warehouse.



EDIT PART SITE WAREHOUSE SELECTION

To edit a **site warehouse**(s) linked to the part definition, you will either wish to link a new site warehouse(s) or unlink a current site warehouse(s).

- To link a new site warehouse, ensure that you mark the **Selection** check box in the row of the site warehouse.
- To unlink a current site warehouse, ensure that you unmark the **Selection** check box in the row of the site warehouse.
    - In this example, the **Eastern Cape** - **Automotive Warehouse** is being unlinked and the **Eastern Cape** - **Main Warehouse** is being linked.

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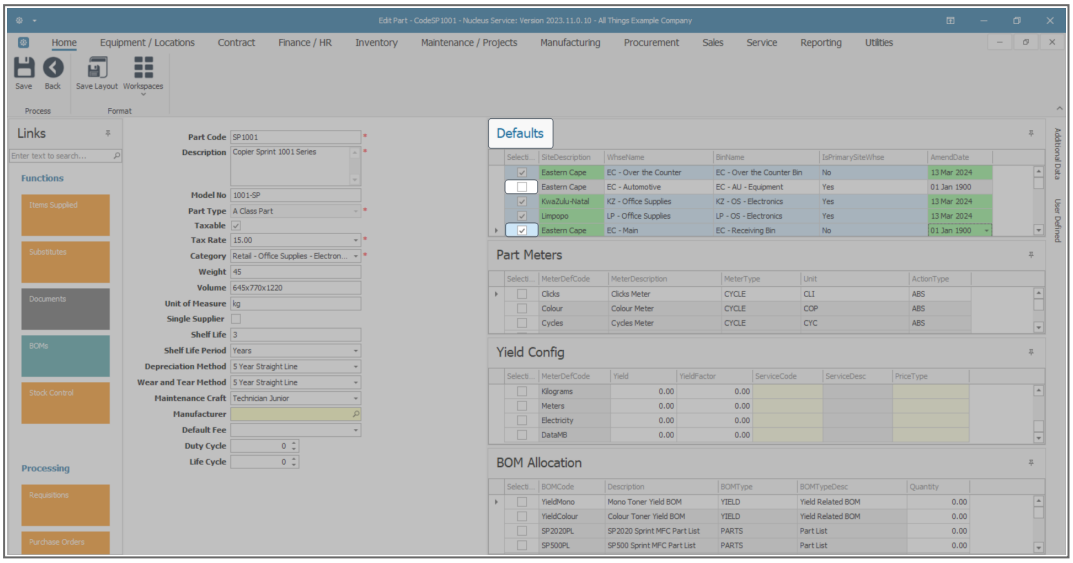
Note: You will need to link a BinName to the newly linked site warehouse before you can Save your changes. See how to Add a Part Site Warehouse Bin or Edit a Part Site Warehouse Bin (below) for more information.



EDIT PART SITE WAREHOUSE

To edit a **Warehouse Name**:

- Click in the **WhseName** field to reveal an **ellipsis** button.
- Click on this button to display the **Select the default warehouse for this part** pop up screen.
- Select the row of the alternative warehouse description in the data grid and click on **OK**.

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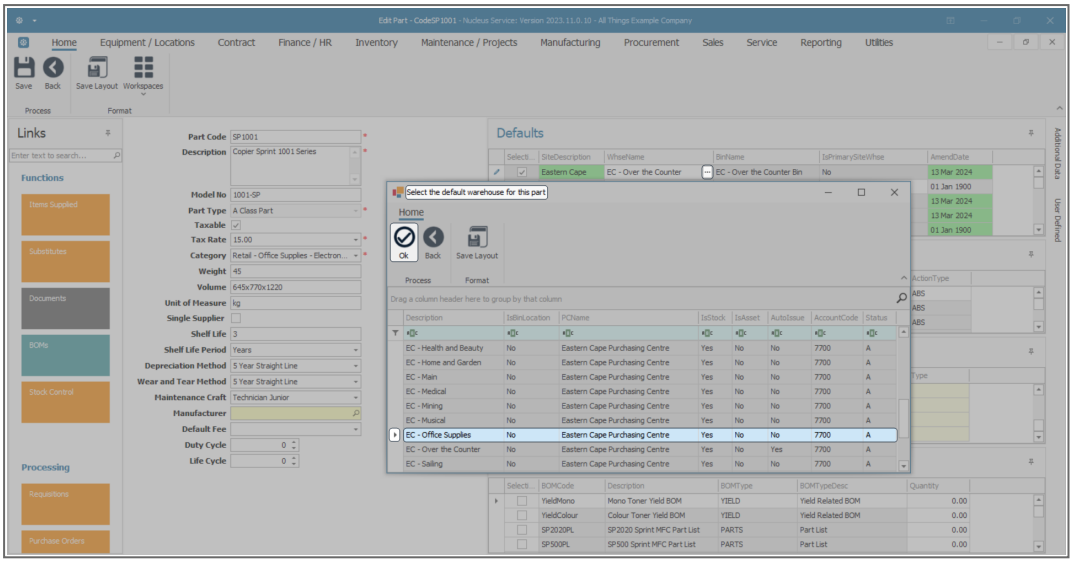
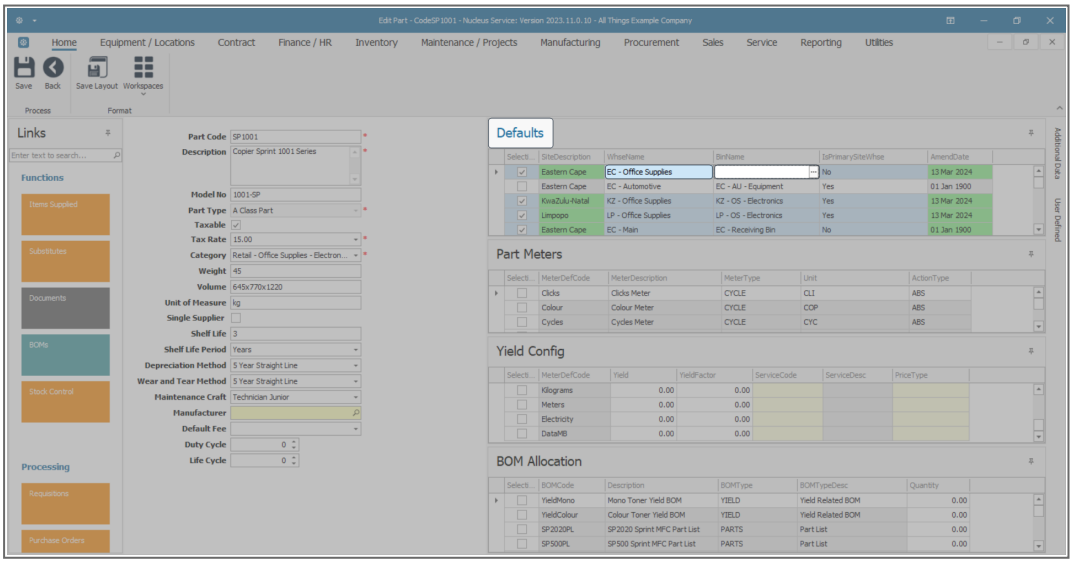


- The selected warehouse name will now populate the **WhseName** field.
- Note that the **BinName** field is now unpopulated. A bin specific to this warehouse will need to be selected before you can **Save** your changes.

Note: See how to Add a Part Site Warehouse Bin or Edit a Part Site Warehouse Bin (below) for more information.



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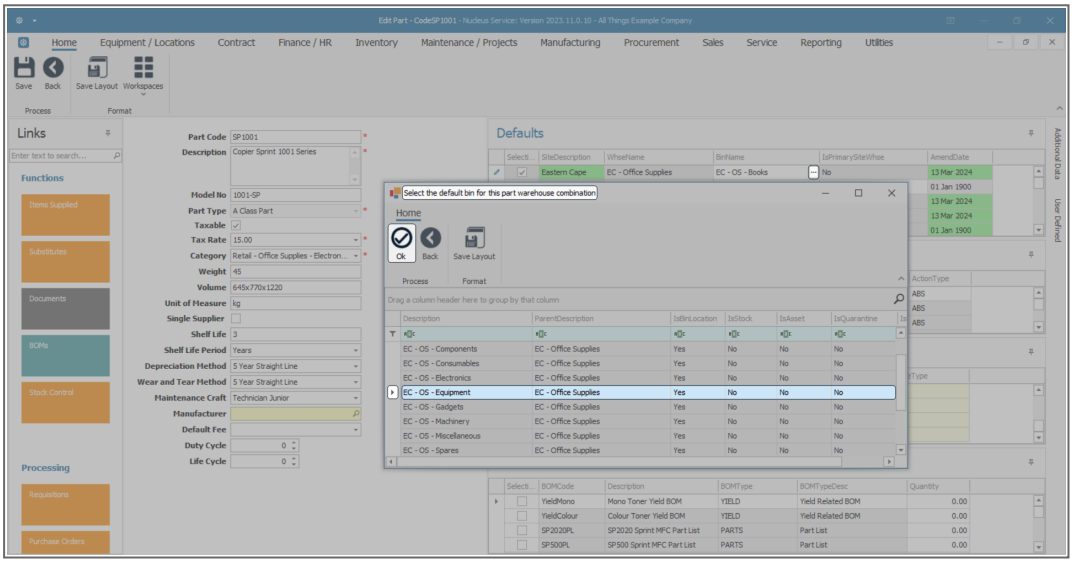
EDIT PART SITE WAREHOUSE BIN

To edit a **Bin Name**:

- Click in the **BinName** field to reveal an **ellipsis** button.
- Click on this button to display the **Select the default Bin for this part warehouse combination** pop up screen.
- Select the **row** of the alternative bin description in the data grid and click on **OK**.



- The selected bin name will now populate the **BinName** field.

EDIT PRIMARY PART SITE WAREHOUSE

You may wish to change the **primary site warehouse**.

For example, one of the newly selected site warehouses may need to be linked as the **primary** one.

To edit the **primary site warehouse**:

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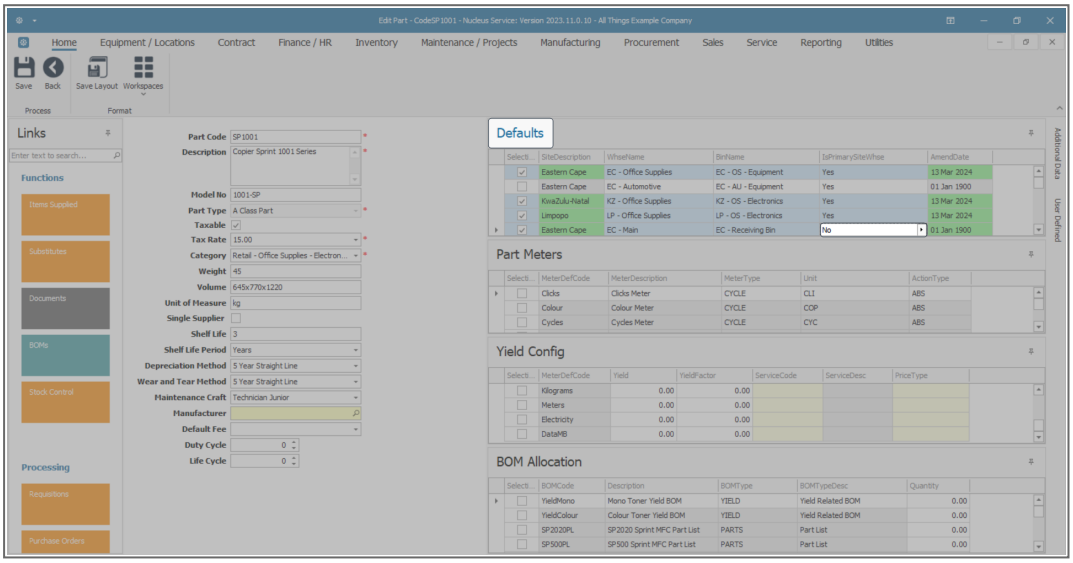
- Ensure that you are in the row of the warehouse that you wish to make the **primary** default warehouse.
- Click in the **IsPrimarySiteWhse** field to reveal an arrow button.

> **Note**: The **IsPrimarySiteWhse** field will be populated with "**No**" at this point.



- Click on the **arrow** button to edit the text to "**Yes**".
- It is important to ensure that no other warehouses in the same site are selected as the primary site warehouse. The system will not allow you to save the changes if there is more than one **IsPrimarySiteWhse** field within the same site marked as "Yes".

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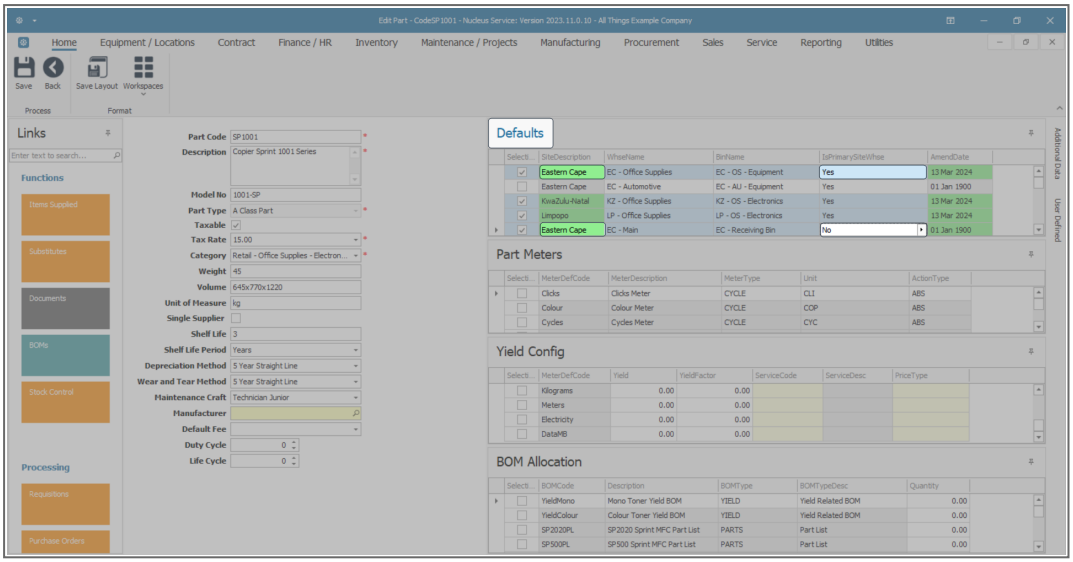

- An **Input Validation** message will pop up stating:
    - Only 1 primary default warehouse must be specified for each site. Please deselect one of the primary selections.
- Click on **OK** and go back and reselect the appropriate warehouses.

> **Note**: You can select a primary warehouse **per site** e.g. the Kwa-Zulu Natal site and the Eastern Cape site can each have a primary default warehouse.

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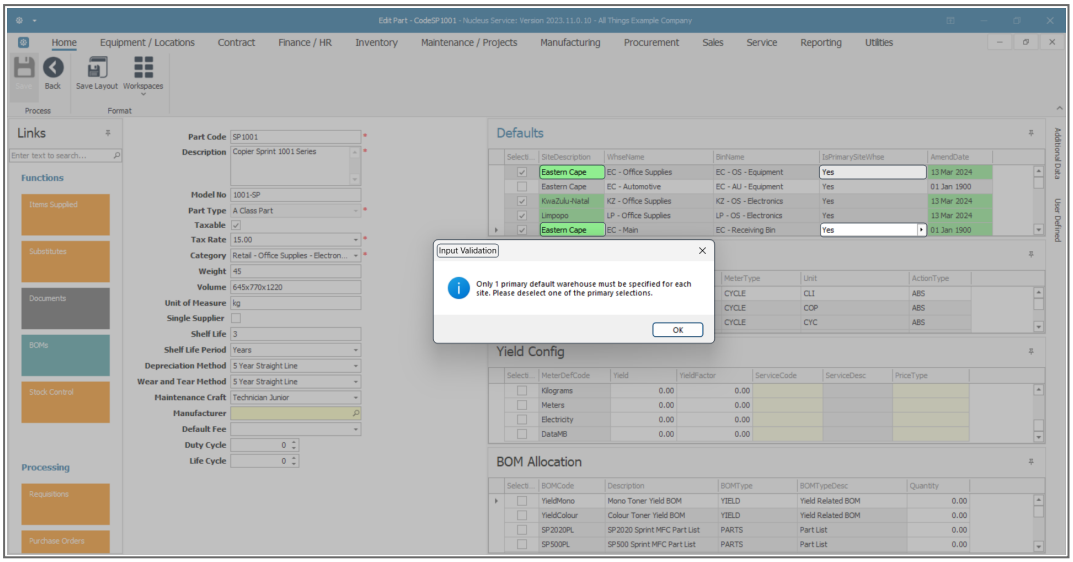
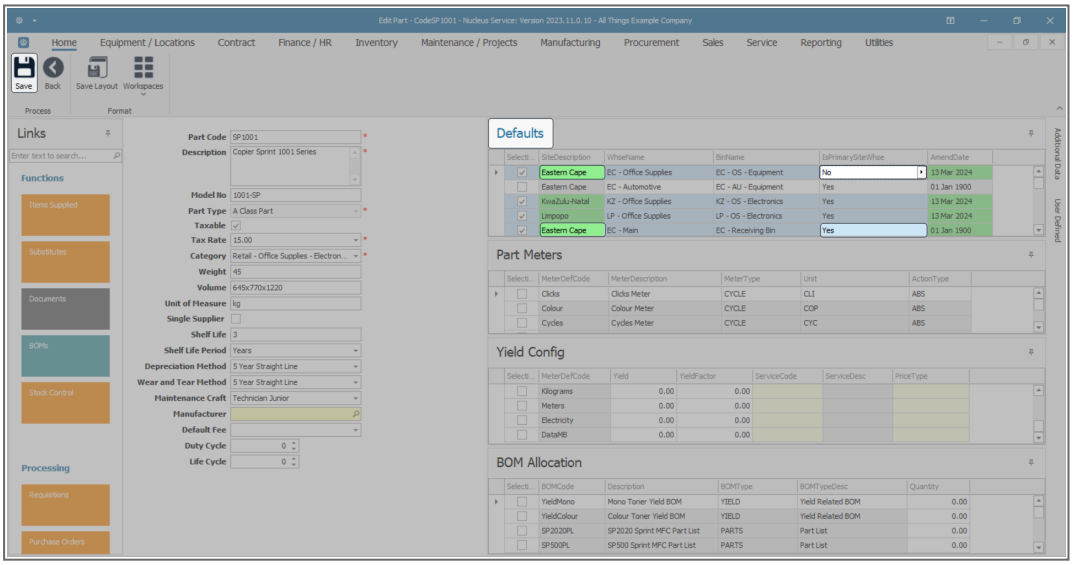


SAVE CHANGES

When you have finished editing the details in the part definition **Defaults** panel, click on **Save**.



Your changes will be **saved** and you will return to the **Part Listing** screen.

Related Topics

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- Edit Part Definition Details
- 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

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