

We are currently updating our site; thank you for your patience.

INVENTORY

PARTS – EDIT PART DEFINITION ADDITIONAL DATA

An **Additional Data** panel has been added to the **Part Maintain** screens: the **Add new part** screen and the **Edit Part** screen.

The **Additional Data** fields are available to add and track custom data relevant to the part definition.

These fields can hold extra information that is not covered by the static fields already present in this screen.

Examples of data that can be added include special notes, unique identifiers, specific usage instructions, or any other relevant details.

Ribbon Select **Inventory > Parts**



- The **Part Listing** screen will open.

SELECT THE PART DEFINITION

- Select the **row** of the part definition where you wish to edit the **Additional Data** information.
- Click on **Edit**.

PartCode	Description	Status	PartType	CaDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	SoldSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDate
SP2020-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Sep 26 2023 11:44AM
SP2020-4192	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-2333	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP900	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-4933	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-5998	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-2352	Mag Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-7335	Mag Roller Sleeve	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-0192	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM

OPEN THE ADDITIONAL DATA PANEL

- The **Edit Part** screen will open.
- Click on the **Additional Data** tab.

Additional Data

Select	Site/Description	VirtualName	ShrinkName	IsPrimarySite/Use	AmendDate
<input checked="" type="checkbox"/>	International	WC - Main	WC - Receiving Bin	Yes	01 Jan 1900
<input type="checkbox"/>	Eastern Cape	EC - Over the Counter		No	01 Jan 1900
<input type="checkbox"/>	Eastern Cape	EC - Automotive		No	01 Jan 1900

BOM Allocation

Select	BOMCode	Description	BOMType	BOMYieldDesc	Quantity
<input type="checkbox"/>	YieldMono	Mono Toner Yield BOM	YIELD	Yield Related BOM	0.00
<input type="checkbox"/>	YieldColour	Colour Toner Yield BOM	YIELD	Yield Related BOM	0.00
<input type="checkbox"/>	SP2020PL	SP2020 Sprint MFC Part List	PARTS	Part List	0.00
<input type="checkbox"/>	SP900PL	SP900 Sprint MFC Part List	PARTS	Part List	0.00

Part Meters

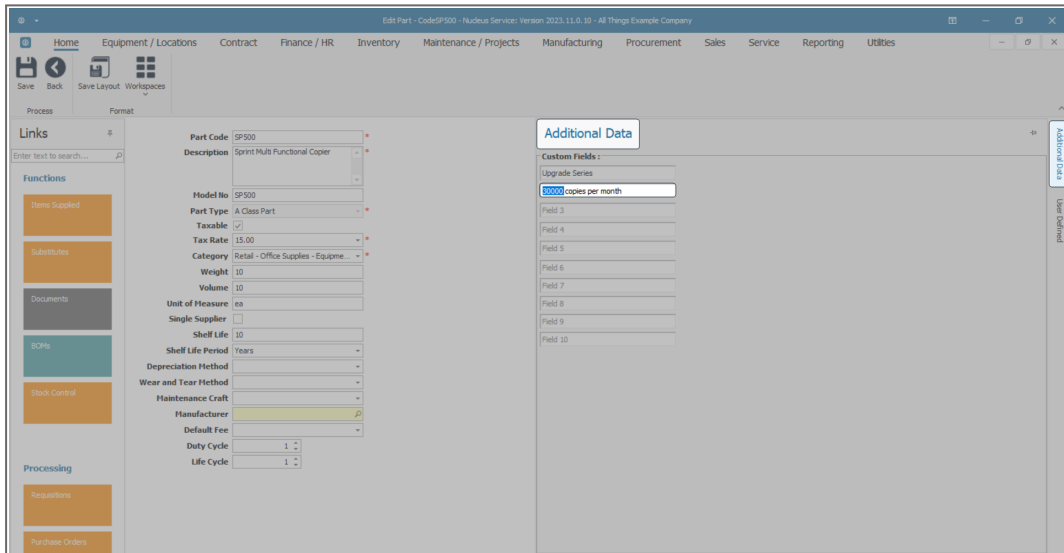
Select	MeterDefCode	MeterDescription	MeterType	Unit	ActionType
<input type="checkbox"/>	Litres	Litres Meter	RESET	LTR	ABS
<input type="checkbox"/>	Meters	Meters Meter	RESET	MET	ABS
<input checked="" type="checkbox"/>	Mono	Mono Meter	CYCLE	COP	ABS

Yield Config

Select	MeterDefCode	Yield	YieldFactor	ServiceCode	ServiceDesc	PriceType
<input type="checkbox"/>	Mono	0.00	0.00			
<input type="checkbox"/>	Colour	0.00	0.00			
<input type="checkbox"/>	Hours	0.00	0.00			
<input type="checkbox"/>	Cycles	0.00	0.00			

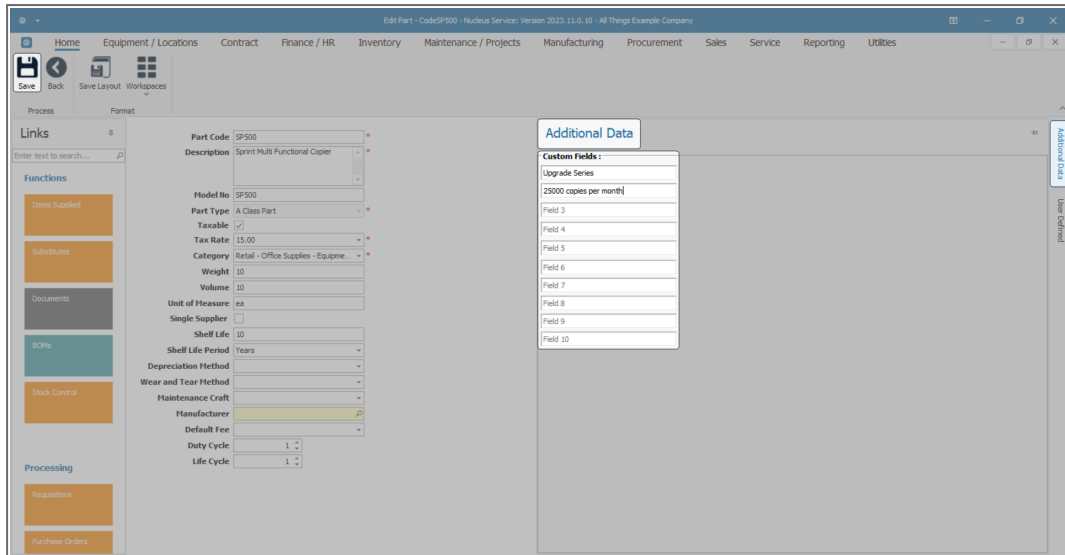
EDIT ADDITIONAL DATA

- The **Additional Data** panel will open.
- Place your cursor in the **Custom Field** where you wish to make changes.
- You can edit the fields in the following ways:
 - **Highlight** and **type over** the original text with new information.
 - **Backspace** and **type in** the new information.
 - **Add** new information to the text currently in the field.
- In this example, the figure **30000** in Field 2 has been highlighted and will be replaced with **25000**.



SAVE EDITED DETAILS

- When you have finished editing the Custom Fields, click on **Save**.



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

DELETE ADDITIONAL DATA

- Information can be **deleted** from the Additional Data panel.
- Open the **Part Listing** screen.
- Select the **row** of the part definition where you wish to delete the **Additional Data** information.
- Click on **Edit**.

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SP2020-6028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP2020-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP2020-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP2020-2671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1	ea	1.00	No	Yes	VAT	15.00				Sep 26 2023 1:44PM
SP2020-4192	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1	ea	1.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP2020-2333	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1	ea	1.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP2020-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1	ea	1.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP900	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2	ea	10.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2	ea	10.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2	ea	5.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-4933	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-5998	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
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SP900-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-4028	Fixing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
SP900-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1	ea	2.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM
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SP900-0192	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1	ea	1.00	No	Yes	VAT	15.00				Jan 1 1900 12:00AM

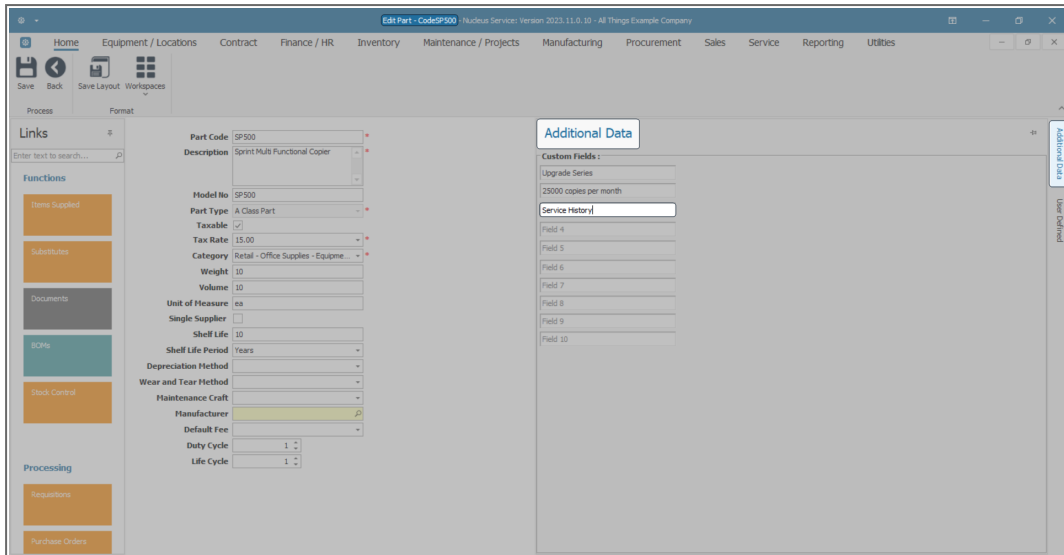
- The **Edit Part** screen will display.
- Click on the **Additional Data** tab to expand the panel.

Either,

- Highlight the current text in the **Custom Field** and press Delete or Backspace on your keyboard.

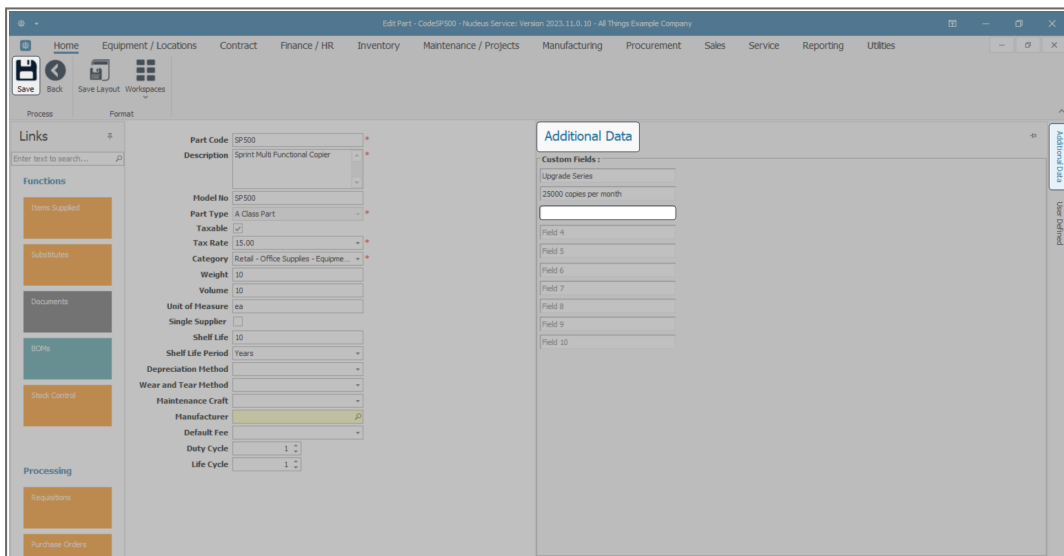
Or,

- Place your cursor at the end of the text in the **Custom Field** and press Backspace on your keyboard until the superfluous text is removed.



SAVE DELETION

- When you have deleted the required information in the **Custom Fields**, click on **Save**.



- The information will be **saved** and you will return to the **Part Listing** screen.

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 User Defined](#)

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