

INVENTORY

PART REQUESTS - EDIT (VIEW)

Although the **Edit** button is active in the '**Part Requests for the Site**' listing screen, it is not possible to edit a request from here.

If a request has changed, it would need to be **deleted** and **re-added** as a new request.

The **Edit** button can be used to **view** the full details of a selected part request.

Ribbon Select Inventory > Part Requests



- The Part Requests for the Site screen will display.
- The **Site** filter will be set according to your company configuration. If required, select the **Site** you wish to work in.

For a detailed handling of this topic refer to Site Selection.

• The **State** filter will default to '**All States**' upon opening. You do not need to select a specific State to proceed with the **edit** process. However, if you wish to narrow your search parameters, select the **State** that contains the part request you wish to edit.

For a detailed handling of this topic refer to State/Type Selection.



- The list of **part requests** displayed will be dependent on the **Site** and **State** selected.
- Select the **row** of the part request where you wish to make changes.
- Click on **Edit**.

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1	KP00000096	WKOR	KW00000044	Toper Black				SP999-001			KZ - Main	KZ - Recei	ving bin ving Bin	4.00	0.00	2.00	52999-001		24 May 2024		chas
	KPC00000094	WKOR	KW00000043	SP Multi Funct	ion Printer			50000		1	KZ - Main	K7 - Perei	ving Bin	4.00	0.00	2.00	SP999		22 May 2024		0
	KP00000093	WKOR	KW00000041	Sprint Multi Fi	nctional Copie	r		ZT0050	-	1	KZ - Internal Assets	KZ - Interr	val Assets Bin	1.00	0.00	0.00	2T0060		22 May 2024		rder
	KP00000092	WKOR	KW(00000041	Sprint Multi Fi	nctional Conie	ч		ZT0050		\	K7 - Internal Assets	KZ - Interr	nal Assets Bin	1.00	0.00	0.0	7T0060		22 May 2024		1
	KP00000090	WKOR	KW/Q0000042	Kypcera Digiti	Printer			ECOSYS M26	35dw 4		KZ - Internal Assets	KZ - Interr	nal Assets Bin	1.00	0.00	0.0	ECOSYS M2635dw		21 May 2024		
	KP00000088	WKOR	KW00000041	Kyocera Digit	l Printer			ECOSYS M26	35dw 4	A	KZ - Internal Assets	KZ - Interr	hal Assets Bin	1.00	0.00	0.00	ECOSYS M2635dw		21 May 2024		
	KP00000087	WKOR	KWO0000041	Sprint Multi Fu	nctional Copie	r		SP2020	4	A	KZ - Main	KZ - Recei	ving Bin	1.00	62.00	0.00	SP2020		21 May 2024		
	KPQ00000086	WKOR	KWO0000041	Sprint Multi Fu	nctional Copie	r		SP2020	1	4	KZ - Main	KZ - Recei	ving Bin	1.00	62.00	0.00	SP2020		21 May 2024		
	KPQ00000083	WKOR	KWO0000040	Toner Black				M2540-001	0		KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.00	2540-001		21 May 2024		
	KPQ00000081	WKOR	KWO0000040	Copier Multi F	unction			M2540	4	A	KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.00	M2540		21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Cyan				M2540-002	(KZ - Main	KZ - Recei	ving Bin	1.00	2.00	0.00	M2540-002	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Toner Black				M2540-001	(KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.0	2540-001	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi F	unction			M2540	1	A	KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Copier Multi F	unction			M2540	4	Α	KZ - Main	KZ - Recei	ving Bin	1.00	8.00	0.00	M2540	Cairns Oscroft CC	21 May 2024		
	KPQ0000080	SINV	KZIN0000013	Paper Tray				SP2020-1992	E	3	KZ - Main	KZ - Recei	ving Bin	1.00	19.00	0.00		Cairns Oscroft CC	21 May 2024		
	KPQ0000079	WKOR	KWO0000039	Toner Black				SP2020-2671	. (KZ - Main	KZ - Recei	ving Bin	1.00	315.00	0.00			20 May 2024		
	KPQ0000073	SINV	KZIN0000010	Toner Black				SP2020-2671	. (IN - Main	IN - Receiv	ving Bin	1.00	300.00	0.00		Cairns Oscroft CC	17 May 2024		
	KPQ00000071	SINV	KZIN000008	Toner Black				SP2020-2671	. 0		IN - Main	IN - Receiv	ving Bin	2.00	300.00	0.00		Barker Wraight Security	16 May 2024		
	KPQ00000070	SINV	KZIN000007	Sprint Multi Fu	nctional Copie	r		SP2020	4	4	KZ - Main	KZ - Recei	ving Bin	1.00	62.00	0.00	5P2020	MHRA Burhill CC	16 May 2024		
	KPQ0000069	WHSE	KZ - Over the Counter	Toner Black				SP2020-2671	. (KZ - Main	KZ - Recei	ving Bin	2.00	315.00	0.0			16 May 2024		
	KPQ0000066	SINV	KZIN0000005	High Yield Res	et Lever Gear			SP2020-6143			IN - Main	IN - Receiv	ving Bin	1.00	1.00	0.0		Cairns Oscroft CC	15 May 2024		
	KPQ0000066	SINV	KZIN0000005	Fuser Unit				SP2020-7223	E	3	IN - Main	IN - Receiv	ving Bin	1.00	50.00	0.0		Cairns Oscroft CC	15 May 2024		
	KPQ0000066	SINV	KZIN0000005	Paper Tray				SP2020-1992	E	3	IN - Main	IN - Receiv	ving Bin	1.00	20.00	0.0		Cairns Oscroft CC	15 May 2024		
	KPQ00000066	SINV	KZIN000005	Sprint Multi Fu	nctional Copie	sr 👘		SP2020	4	A	KZ - Main	KZ - Recei	ving Bin	1.00	62.00	0.00	0 SP2020	Cairns Oscroft CC	15 May 2024		
	KPQ00000060	WKOR	KWO0000033	Toner Black				M2540-001	(KZ - Office Supplies	KZ - OS - 0	Consumables	1.00	1.00	0.00	2540-001		10 May 2024		
	KPQ00000057	WKOR	KWO0000033	Toner Black				M2540-001	0		KZ - Office Supplies	KZ - OS - 0	Consumables	1.00	1.00	0.00	2540-001		10 May 2024		
	KPQ0000056	WKOR	KWO0000033	Toner Black				M2540-001	(0	KZ - Office Supplies	KZ - OS - 0	Consumables	1.00	1.00	0.00	2540-001		10 May 2024		

- A Part Request message box will pop up:
 - Are you sure you want to edit this part request [] on WO []?
- Click on Yes.

4						F	Part Requests for	the Site	- Nucleus Se	ervice: Version 2023	.11.0.10 - A	ll Things Example	e Company							
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Þ	KPQ00000096	WKOR	KW00000044	Wiper Blade			👩 Are	you sure	e you want	to edit this part re	quest KPQ0	0000096	1.00	7.00	0.0	00		241	May 2024	E E
	KPQ00000095	WKOR	KWO0000044	Toner Black			on on	WO KWO	20000044?				4.00	0.00	2.0	00 SP999-001		241	May 2024	hase
	KPQ00000094	WKOR	KWO0000043	SP Multi Functi	on Printer								4.00	0.00	2.0	00 SP999		221	May 2024	9
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	KPQ0000092	WKOR	KWO0000041	Sprint Multi Fu	nctional Copier		L			16	<u> </u>	NO	1.00	0.00	0.0	00 ZT0060		221	May 2024	
	KPQ00000090	WKOR	KWO0000042	Kyocera Digita	Printer		ECOSYS M26350	św A	KZ	- Internal Assets	KZ - Inter	nal Assets Bin	1.00	0.00	0.0	DO ECOSYS M2635d		21	May 2024	
	KPQ0000088	WKOR	KWO0000041	Kyocera Digita	Printer		ECOSYS M26350	A wb	KZ	- Internal Assets	KZ - Inter	nal Assets Bin	1.00	0.00	0.0	DO ECOSYS M2635d		21	May 2024	
	KPQ0000087	WKOR	KWO0000041	Sprint Multi Fu	nctional Copier		SP2020	A	KZ	- Main	KZ - Rece	iving Bin	1.00	62.00	0.0	00 SP2020		21	May 2024	
	KPQ0000086	WKOR	KWO0000041	Sprint Multi Fu	nctional Copier		SP2020	А	KZ	- Main	KZ - Rece	iving Bin	1.00	62.00	0.0	00 SP2020		21	May 2024	

- The Maintenance of Interwarehouse Request: [] screen will open.
- Here you can <u>view</u> the item details of the part request.



- You will note that there is only a **Back** button available in this screen (no **Save** button).
- The request header information fields are also greyed out.

The part request details <u>cannot</u> be edited from this process.

• Click on **Back** or **Close** the screen to return to the **Part Requests** for the Site listing screen.

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Þ.	с	SP50	0-5598	Wiper Blade		KZ - Main		KZ - Receiving Bin	1.00	24 May 2024		Yes	No	No	A		
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Related Topics

- Part Requests Add
- Part Requests Delete

MNU.032.003