INVENTORY

PART REQUESTS – REMAP PART

If a part request was raised for an incorrect part, the store person can **remap** the request to the correct part. This can be done directly from the **Part Requests** screen.

**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.

Note: Refer to Site Selection for more information.

- The State filter will default to '**All States**' upon opening. You do not need to select a specific **State** to proceed with the **Remap Part** process.

Note: Refer to State/Type Selection for more information.

- The list of **part requests** displayed will be dependant on the **Site** and **State** selected.
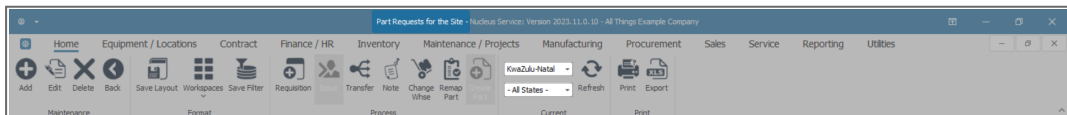
SELECT PART REQUEST

- Select the **row** of the part request where you wish to remap the part.
- In this image, part request **KPQ00000004** for part code **SP2020-2671** is selected.
- Click on **Remap Part**.

- A **Remap Part** message will pop up with the following prompt:
  - ○ **Are you sure you want to remap part no. [ ] to an existing part?**
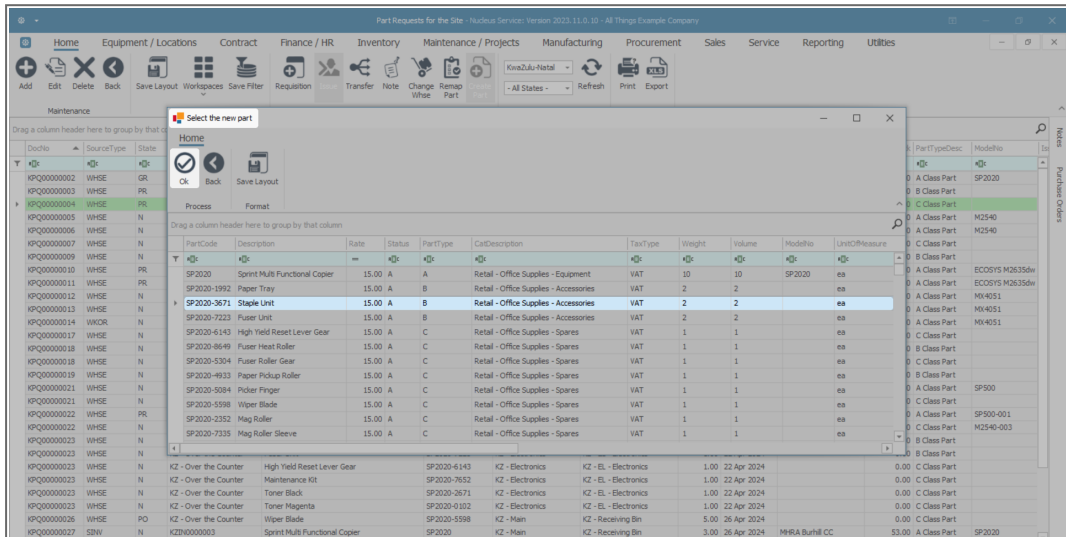- Click on **Yes**.

- A **Select the new part** screen will pop up.

REMAP THE PART

- Select the part to which you wish to remap this part.
  - In this image, part code **SP2020-3671** is selected.
- Click on **OK**.

- A **Remap Part** message box will pop up advising the following:
  - **Part No [ ] has been remapped to part no [ ].**
- Click on **Ok**.
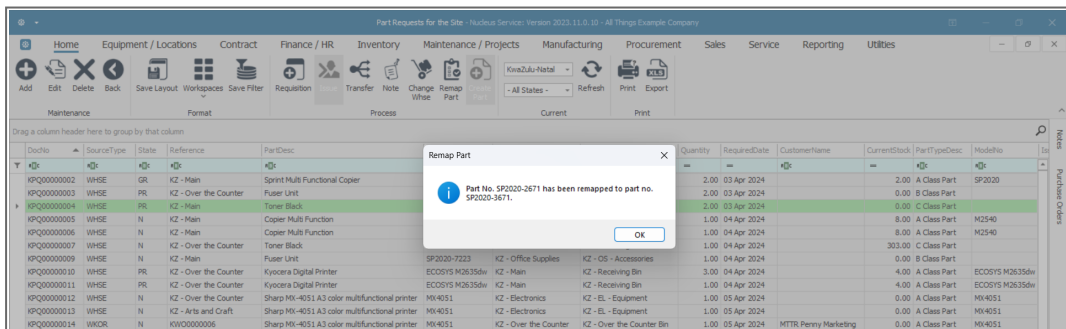
PRINT REMAPPING REPORT

- The **Remapping Report** message will pop up with the following prompt:
  - **Do you wish to print the part remapping report?**
- Click on **Yes**.
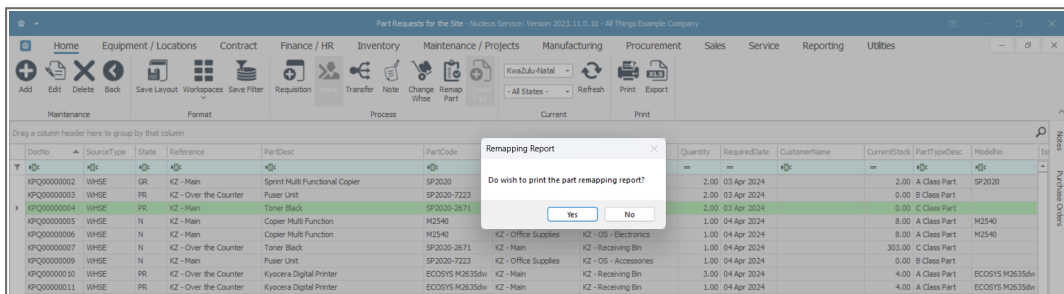
- The **Preview** screen will open with the **Part Remap Report** displayed.
- The **original** part that was requested is documented. In this example: **SP2020-2671** Toner Black.
- The part that the request has been **remapped** to is documented. In this example: part **SP2020-3671** Staple Unit.
- You can use the Preview toolbar to **print**, **email**, **add a watermark**, and **export** the document.
- The employee who remapped the part (usually the store person) is recorded.
- **Close** the screen when you are done.
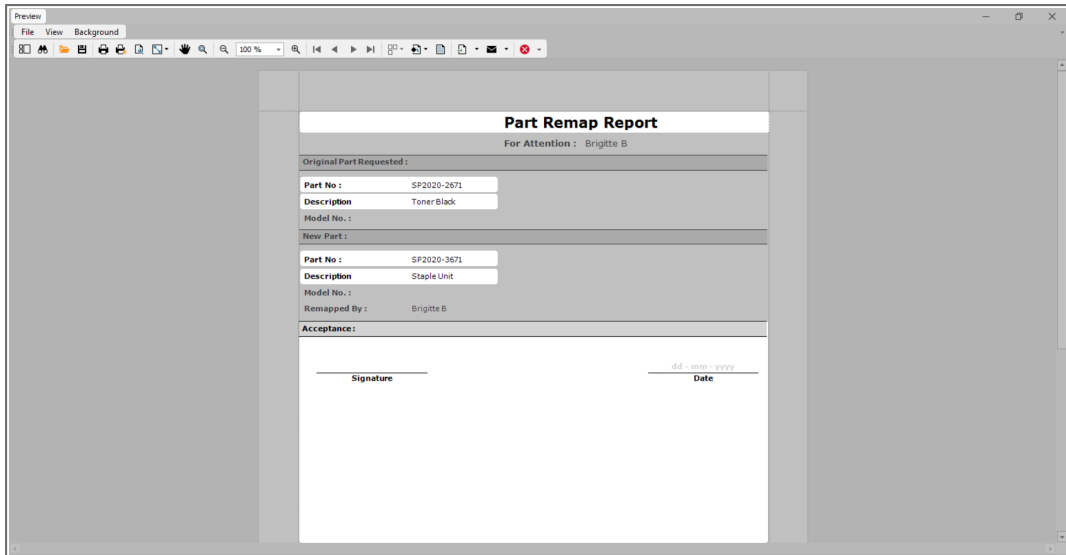
VIEW REMAPPED PART

- You will return to the **Part Requests for the Site** screen.
- The part request **KPQ00000004** is no longer linked to the original part (SP2020-2671) but to the remapped part:**SP2020-3671**.

Related Topics

MNU.032.017