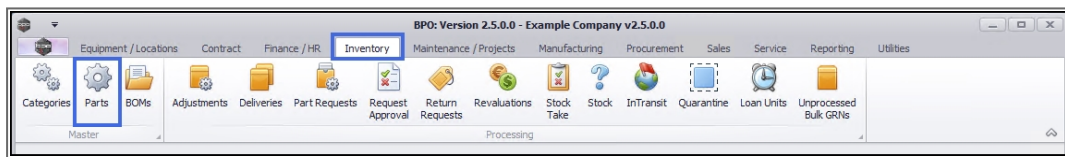


INVENTORY

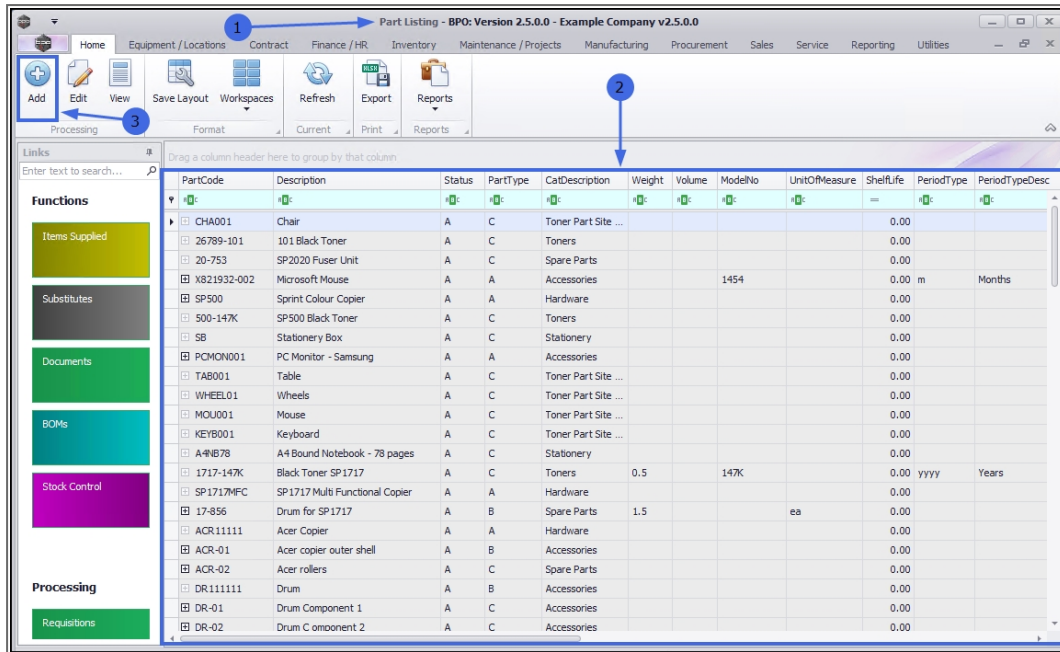
PARTS – ADD PART DEFINITION ADDITIONAL DATA

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

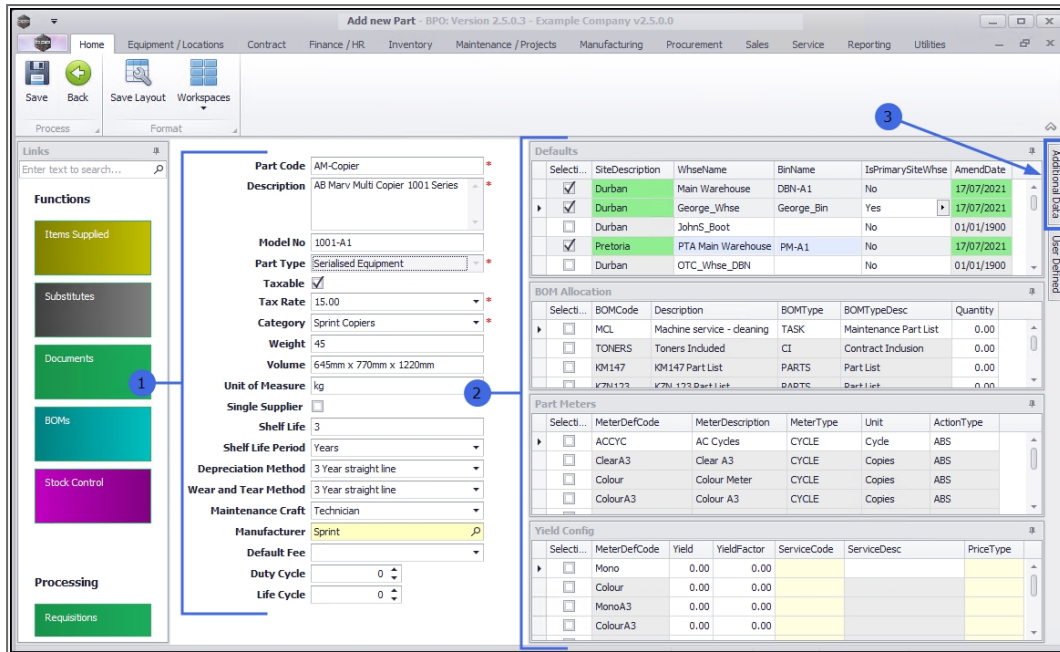
Ribbon Access: *Inventory > Parts*



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. Click on **Add**.



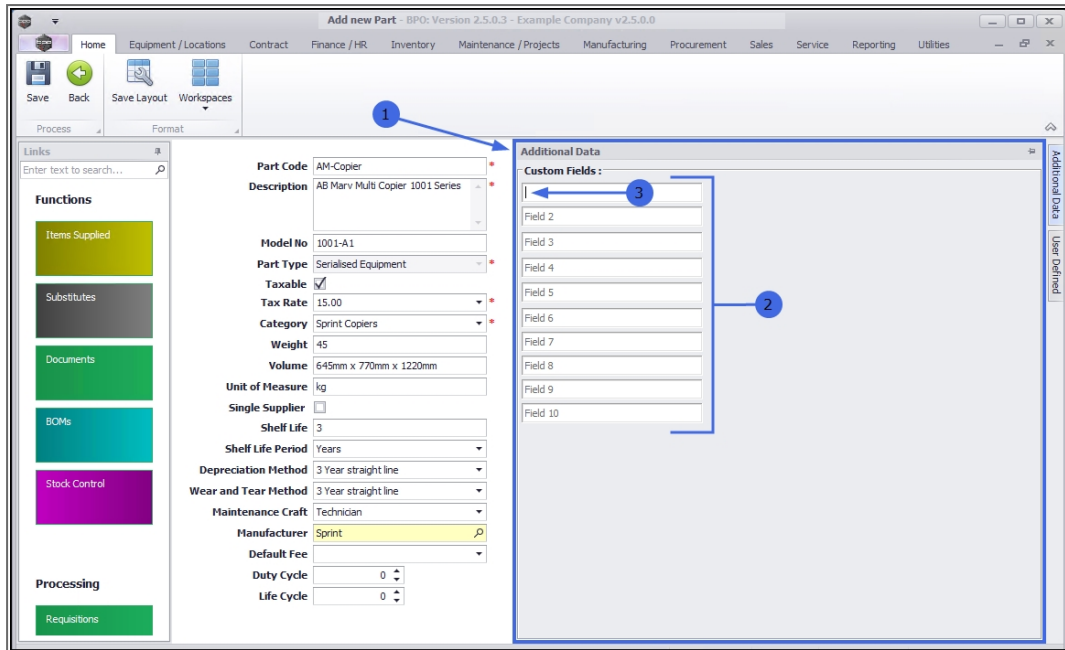
1. The **Add new Part** screen will be displayed.
2. Once the following information has been added to this screen:
 - [Part definition Details](#)
 - [Part definition Defaults](#)
 - [Part definition BOM Allocation](#) (if applicable)
 - [Part definition Part Meters](#) (if applicable)
 - [Part definition Yield Config](#) (if applicable)
3. Click on the **Additional Data** tab.



ADD ADDITIONAL DATA

1. The **Additional Data** panel will *expand*.
2. There are 10 **Custom Fields** for you to type in additional information, as required.
3. Click in the field where you wish to type in information. Note that the cursor is auto placed in the 1st Custom Field.

Note: These additional data labels (e.g. *Field 1*, *Field 2* etc.) can be re-named as per your company requirements.



Add new Part - BPO: Version 2.5.0.3 - Example Company v2.5.0.0

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Links
Enter text to search...

Functions

- Items Supplied
- Substitutes
- Documents
- BOMs
- Stock Control

Processing

- Requisitions

Part Code AM-Copier

Description AB Marv Multi Copier 1001 Series

Model No 1001-A1

Part Type Serialised Equipment

Taxable ☒

Tax Rate 15.00

Category Sprint Copiers

Weight 45

Volume 645mm x 770mm x 1220mm

Unit of Measure kg

Single Supplier ☐

Shelf Life 3

Shelf Life Period Years

Depreciation Method 3 Year straight line

Wear and Tear Method 3 Year straight line

Maintenance Craft Technician

Manufacturer Sprint

Default Fee

Duty Cycle 0

Life Cycle 0

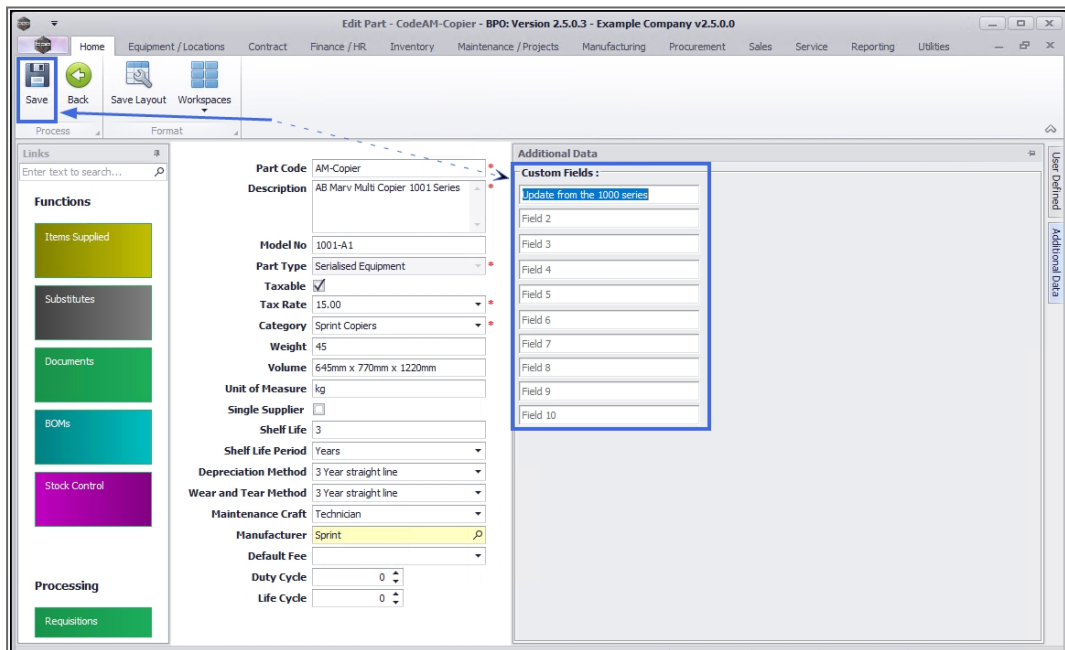
Additional Data

Custom Fields :

Field 1
Field 2
Field 3
Field 4
Field 5
Field 6
Field 7
Field 8
Field 9
Field 10

SAVE ADDITIONAL DATA

When you have added the desired information to the Custom Data fields, click on **Save**.



Edit Part - CodeAM-Copier - BPO: Version 2.5.0.3 - Example Company v2.5.0.0

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Links
Enter text to search...

Functions

- Items Supplied
- Substitutes
- Documents
- BOMs
- Stock Control

Processing

- Requisitions

Part Code AM-Copier

Description AB Marv Multi Copier 1001 Series

Model No 1001-A1

Part Type Serialised Equipment

Taxable ☒

Tax Rate 15.00

Category Sprint Copiers

Weight 45

Volume 645mm x 770mm x 1220mm

Unit of Measure kg

Single Supplier ☐

Shelf Life 3

Shelf Life Period Years

Depreciation Method 3 Year straight line

Wear and Tear Method 3 Year straight line

Maintenance Craft Technician

Manufacturer Sprint

Default Fee

Duty Cycle 0

Life Cycle 0

Additional Data

Custom Fields :

Update from the 1000 series
Field 2
Field 3
Field 4
Field 5
Field 6
Field 7
Field 8
Field 9
Field 10

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

Related Topics

- [Add Part Definition Details](#)
- [Add Part Definition Defaults](#)
- [Add Part Definition BOM Allocation](#)
- [Add Part Definition Part Meters](#)
- [Add Part Definition Yield Config](#)
- [Add Part Definition User Defined](#)

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