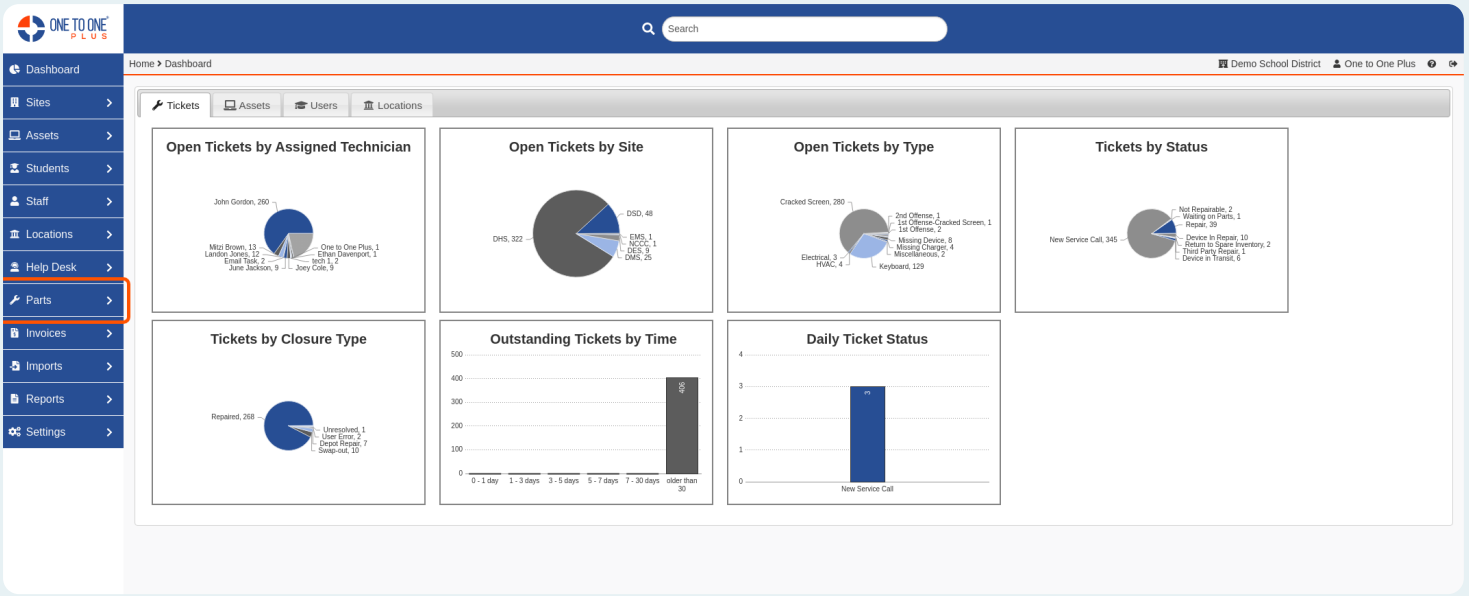
Manage Parts

Author: Burt Lancaster
Updated: 2 years ago

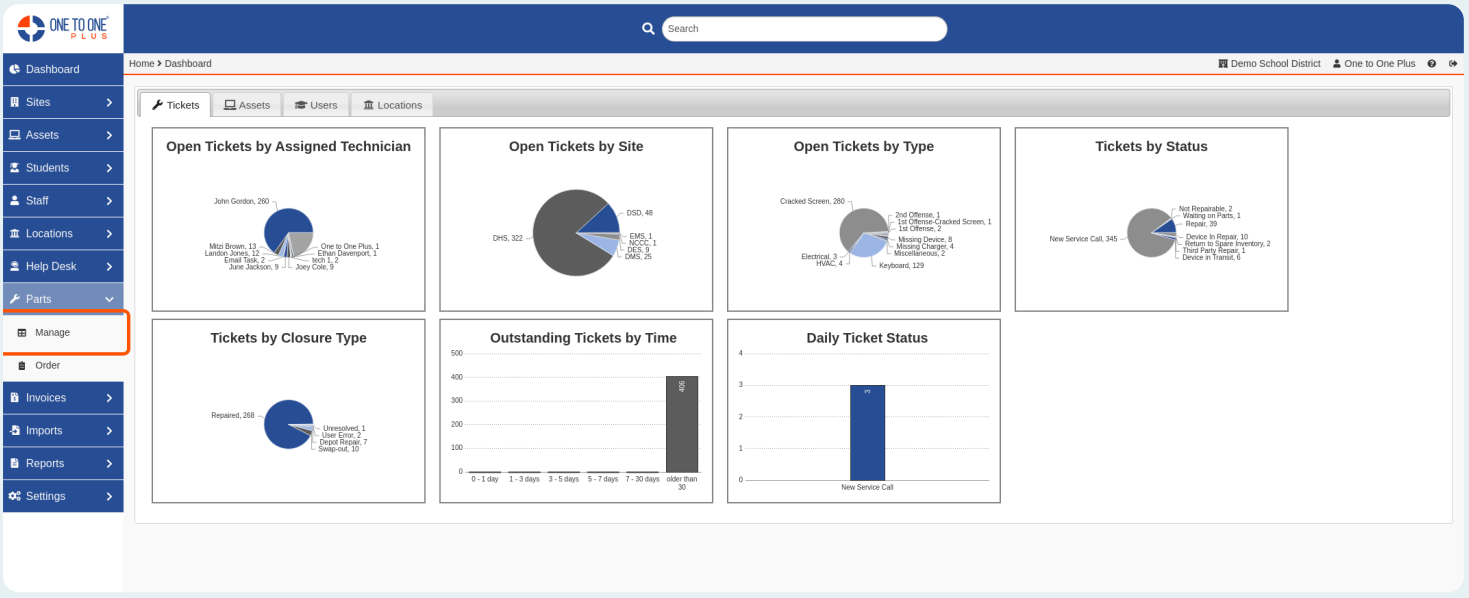
Click on Parts

Click on the Parts button to access the sub-menus of the parts inventory.



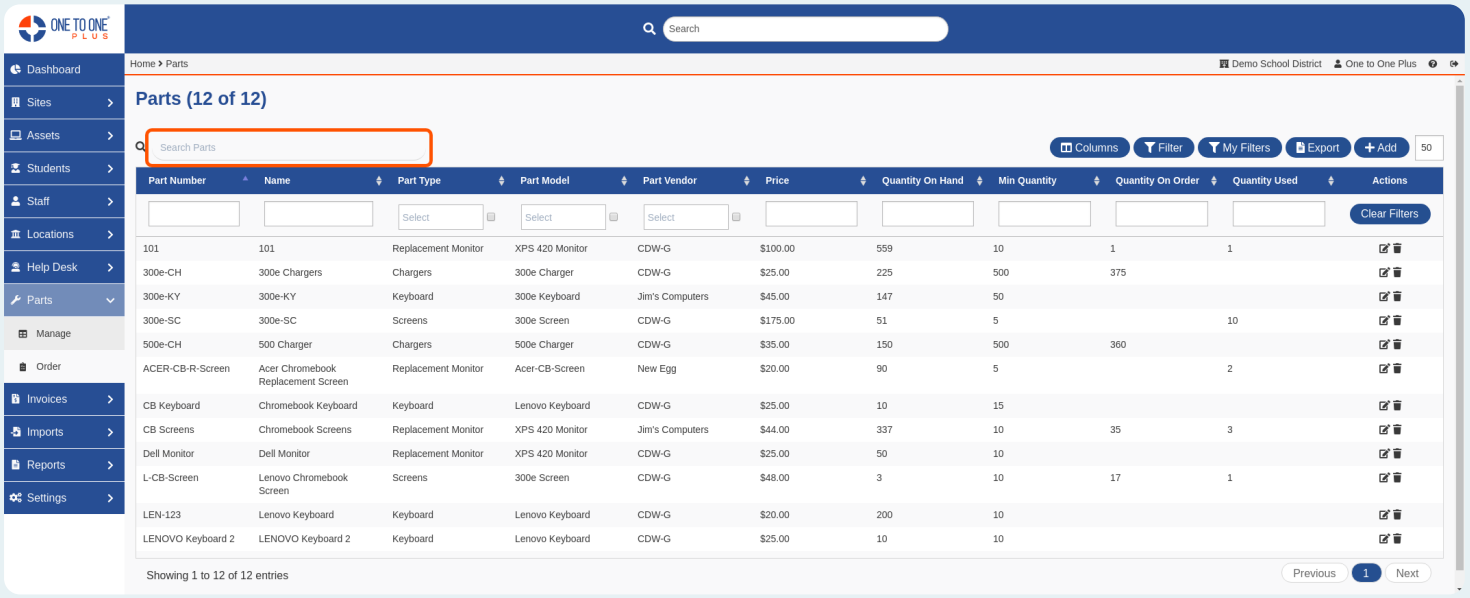
Click on the Manage Button

Select the Manage button to access your parts in the system.



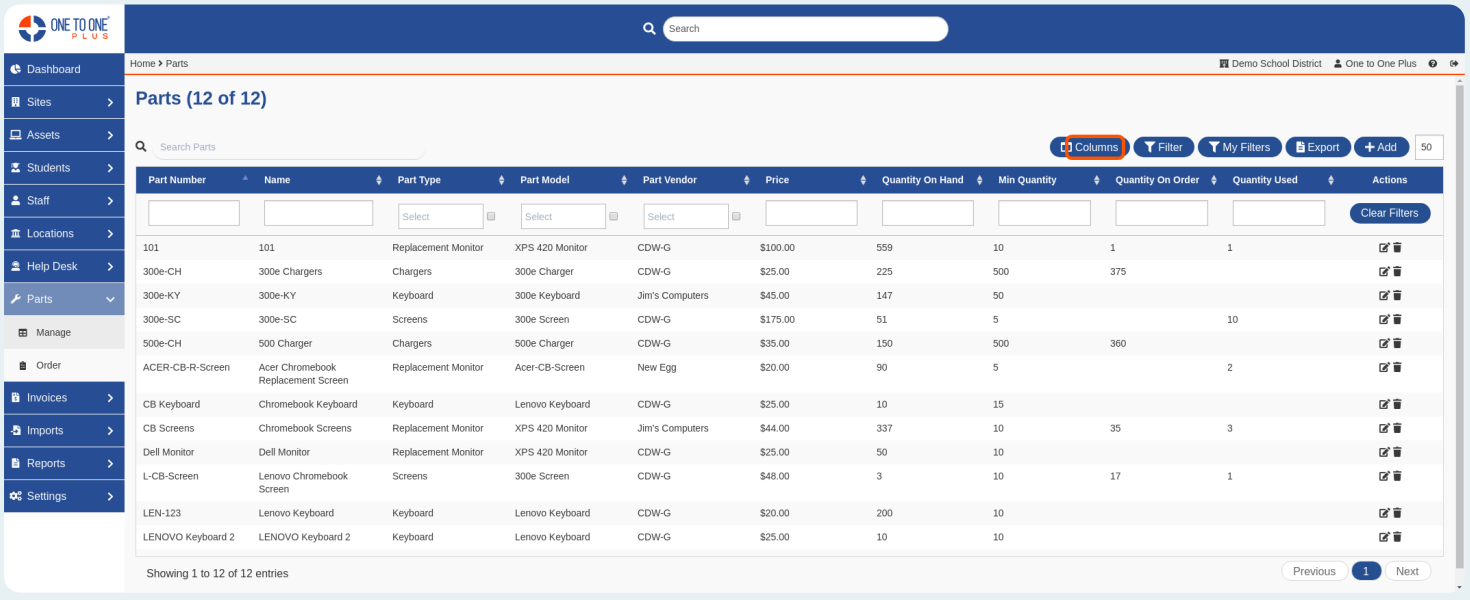
Search for Parts

Use this area to search for Parts.



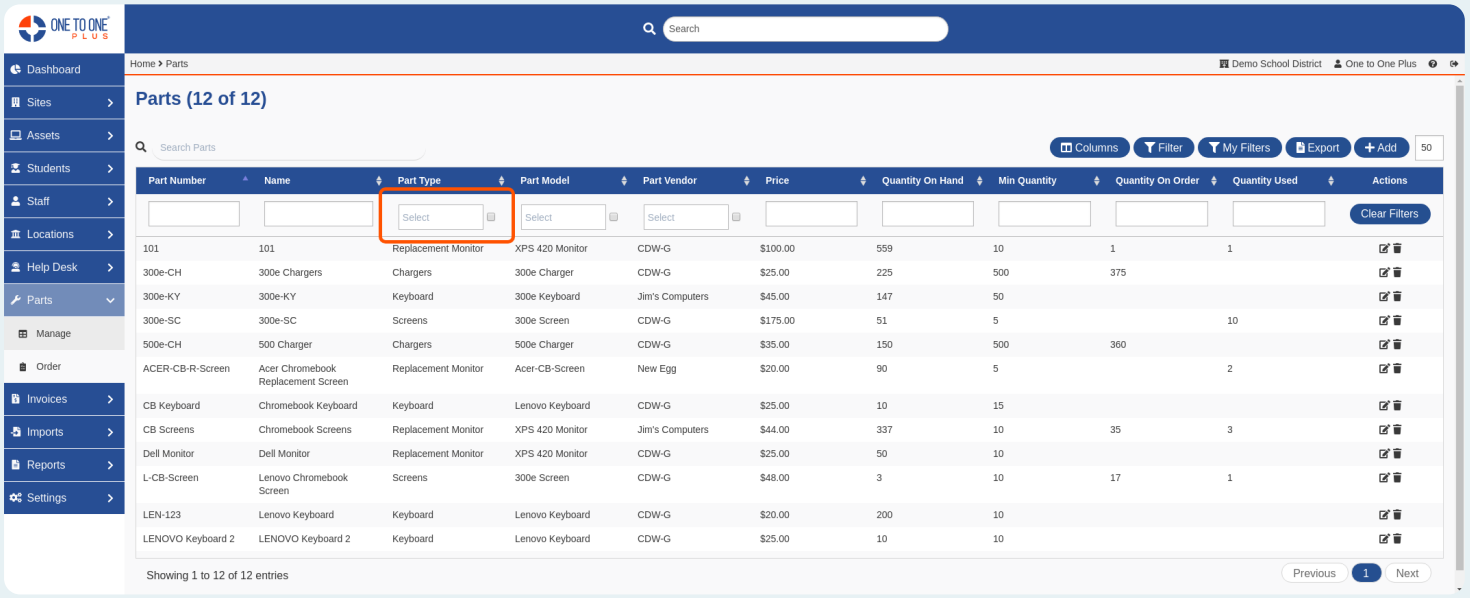
Select the Columns Button

To set your columns, select this button and make your selections.



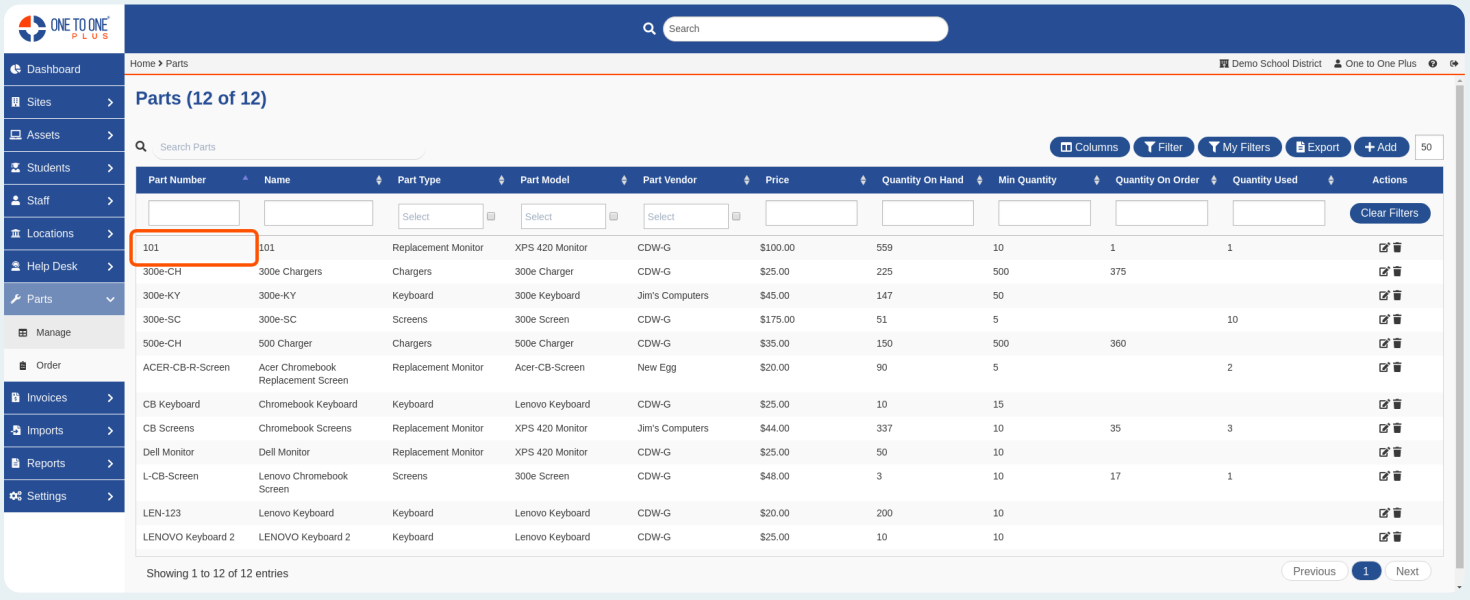
Filter Options

Within the columns, you can filter the options.



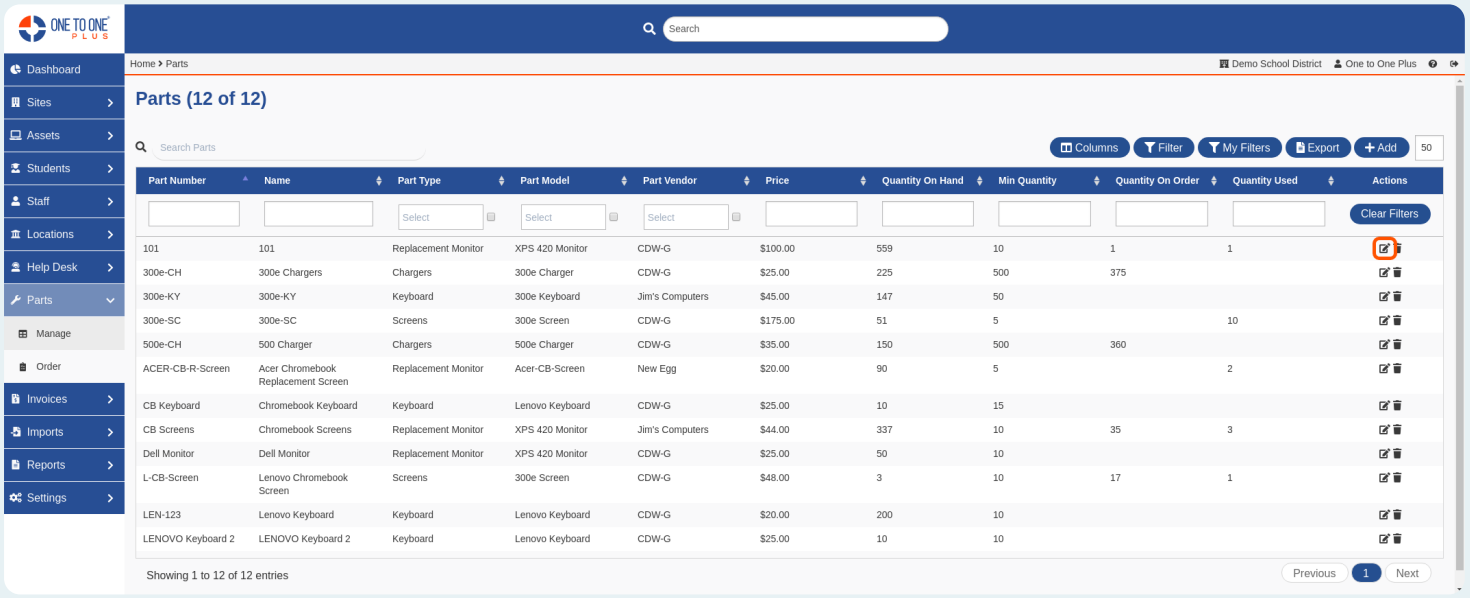
Select a Part

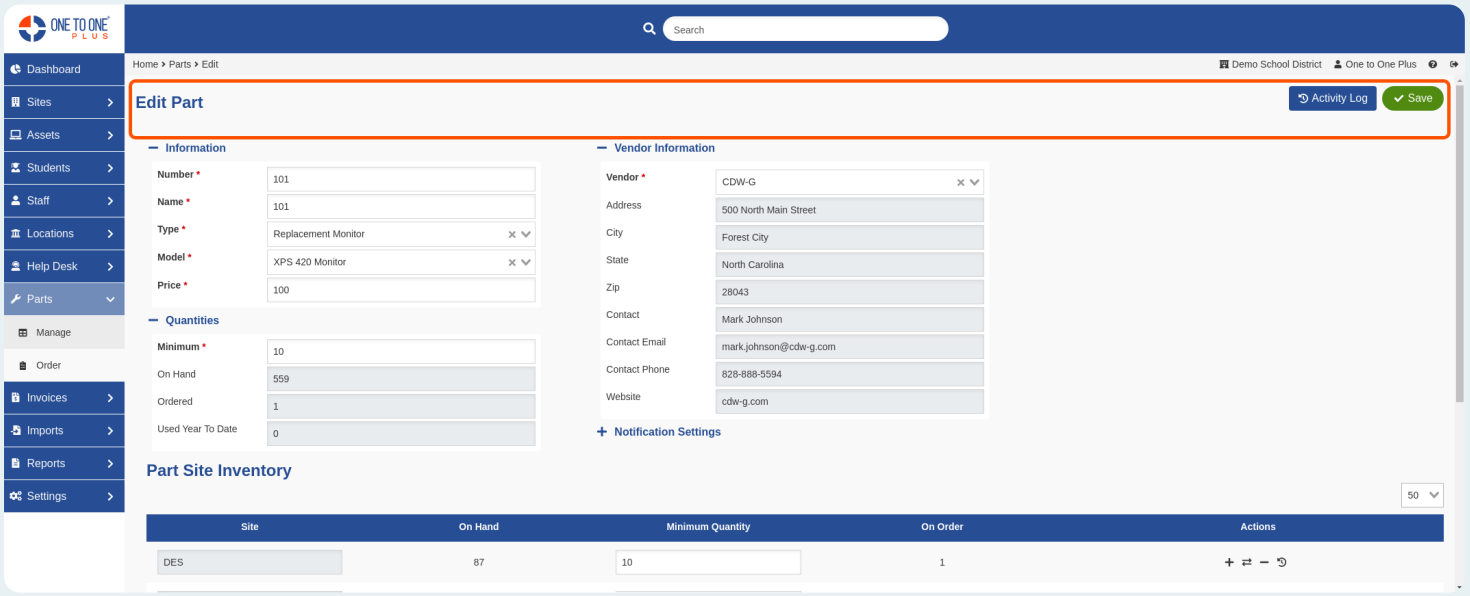
Users can select a part by clicking on the part number.



Click Edit

Click on the Edit button to edit an existing part.



Edit Fields

Edit the fields in the parts record.