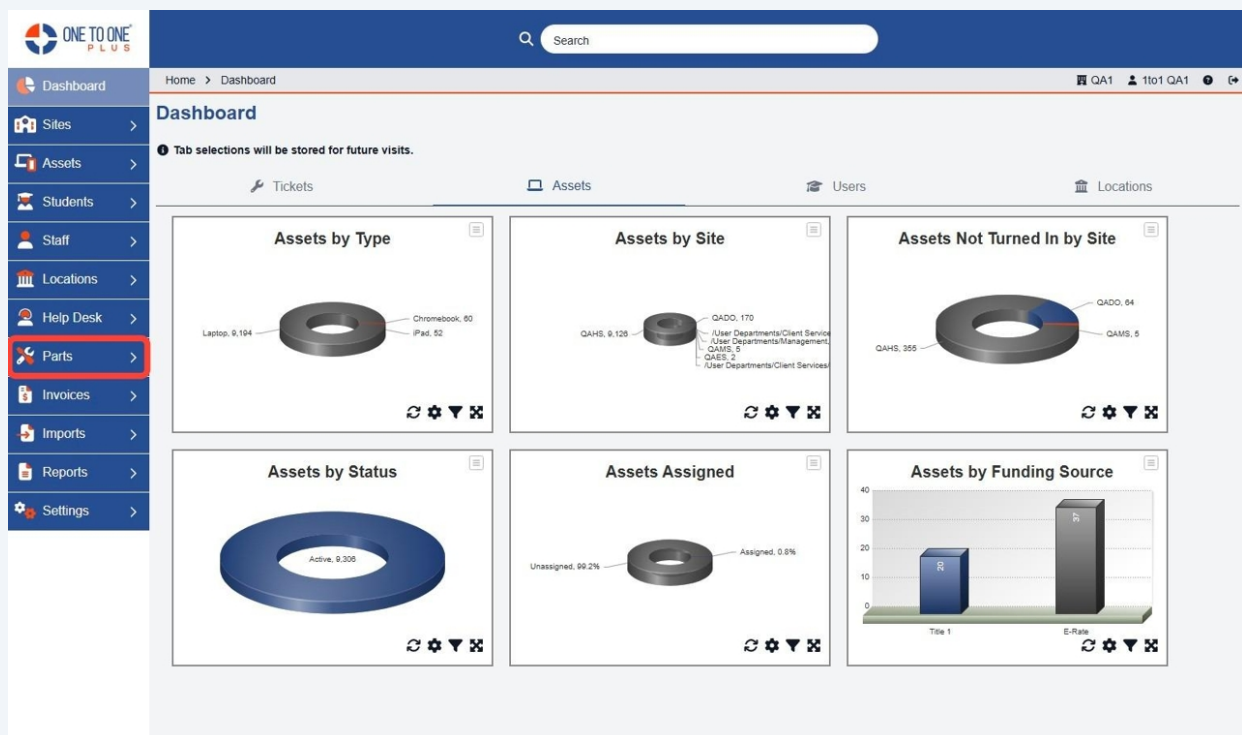# Edit a Part

This guide offers easy steps to search, edit, and update parts in your inventory, helping you save time and keep accurate records. It's essential for streamlining parts management.

**1**    Select "Parts" to access the sub-menus of parts inventory.

**2**    Select "Manage" to access the primary parts menu.



**3**    Search for the part using this search box or by applying filters to one of the columns.

**4**  Select the part that you wish to edit.



**5**  Edit any of the part information that you wish to update.

**6** Select "Save" to save your changes.