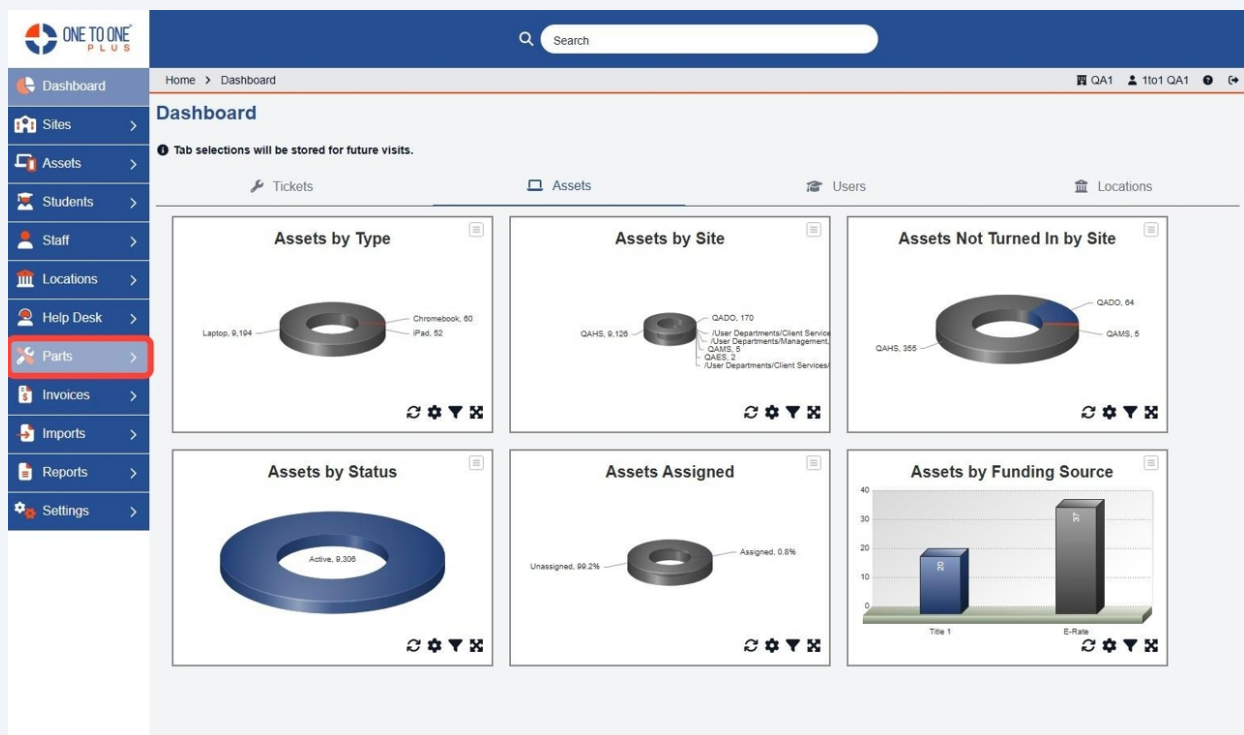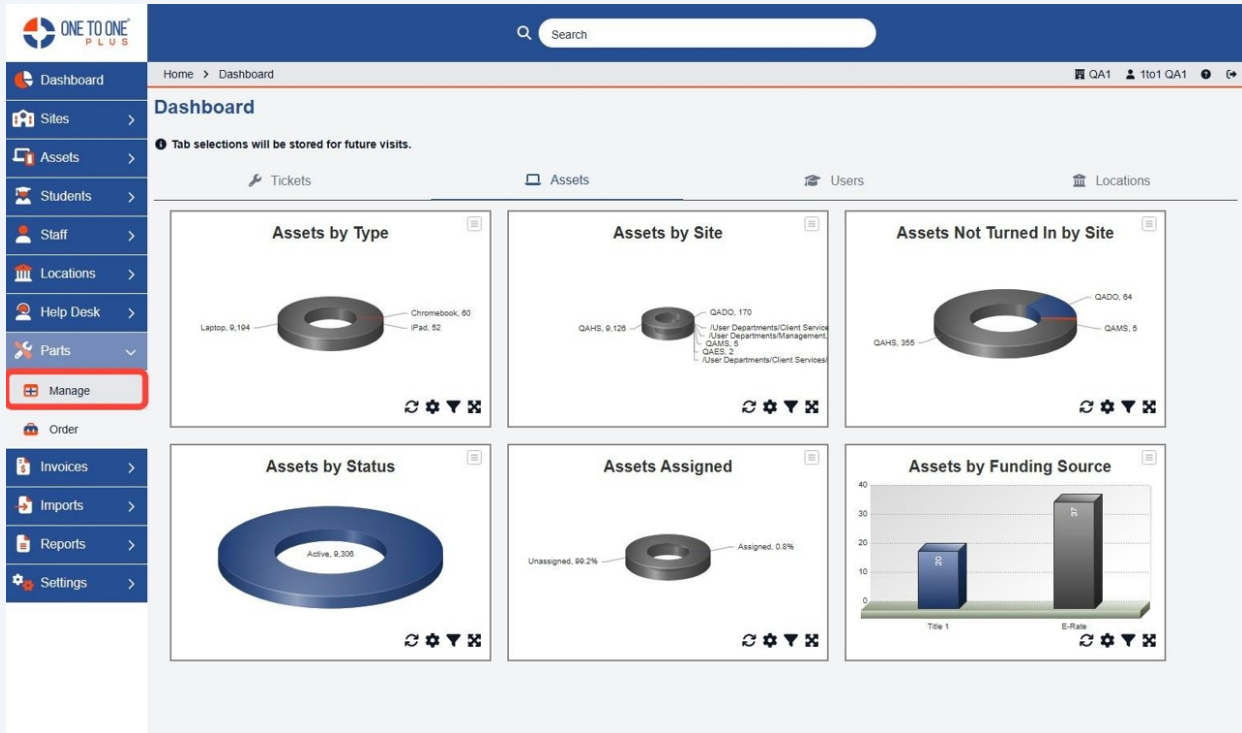# Manage Parts

This guide helps you efficiently search, filter, and edit parts inventory, improving accuracy and organization. It's a valuable resource for enhancing your parts management workflow.

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

2 Select "Manage" to access your parts in the system.

3 User this area to search for parts.

4   Select "Columns" to set your column selections.

5   Within the columns you can filter the options.

6 Select a part by clicking on the part number.

7 Select "Edit" to edit an existing part.

8 Edit the fields in the parts record.