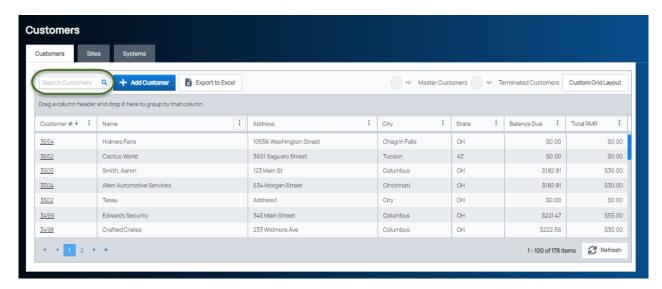# Edit System Parts

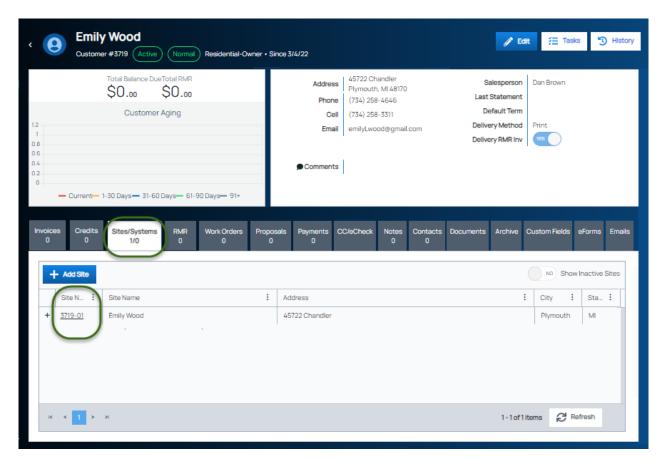Last Modified on 05/01/2022 6:20 am EDT

To edit the System Parts List, you must begin by accessing a Customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable> Customers.
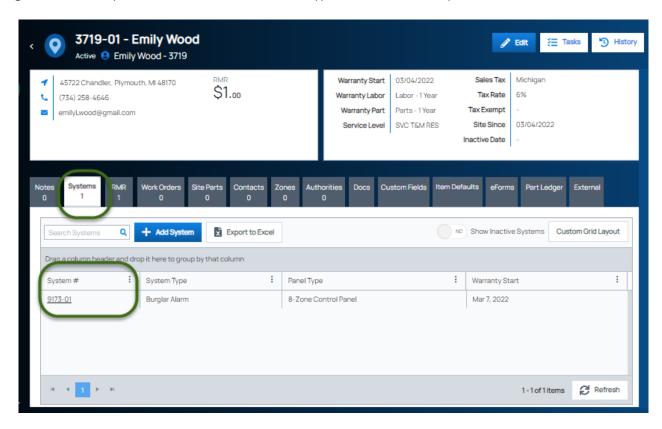
The Customers list will be displayed. Locate the Customer, and then click on the hyperlink in the Customer # column to open the customer record.
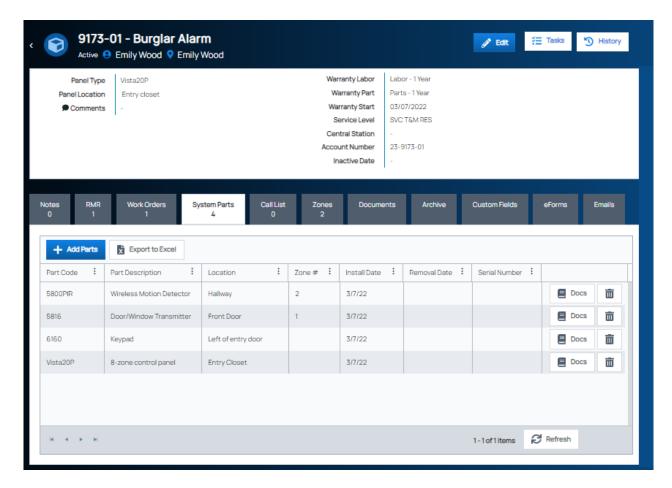

 The Customer record will be displayed. Click on the Sites/Systems tab, and then in the Site Number column, click on the hyperlink of the Site to which the System is linked.

The Site record will be displayed. Click on the Systems tab. A list of Systems attached to the Site will be listed in the grid area. In the System Number column, click on the hyperlink of the desired System.

The System record will be displayed. Click on the System Parts tab. Within the grid area, double-click on the part to be edited.

A dialog box will be displayed. In the banner, the part selected is displayed. Make the necessary changes, and then click on the OK button when finished.