Edit a Part

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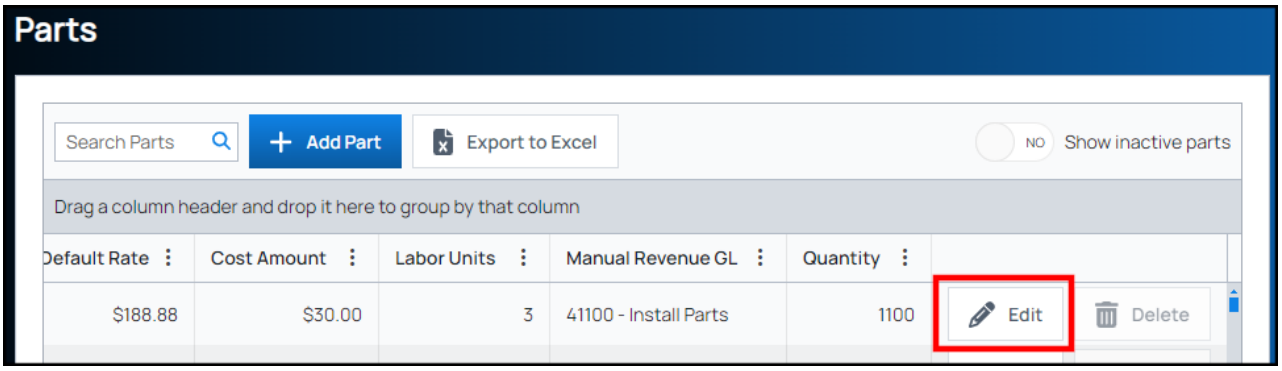
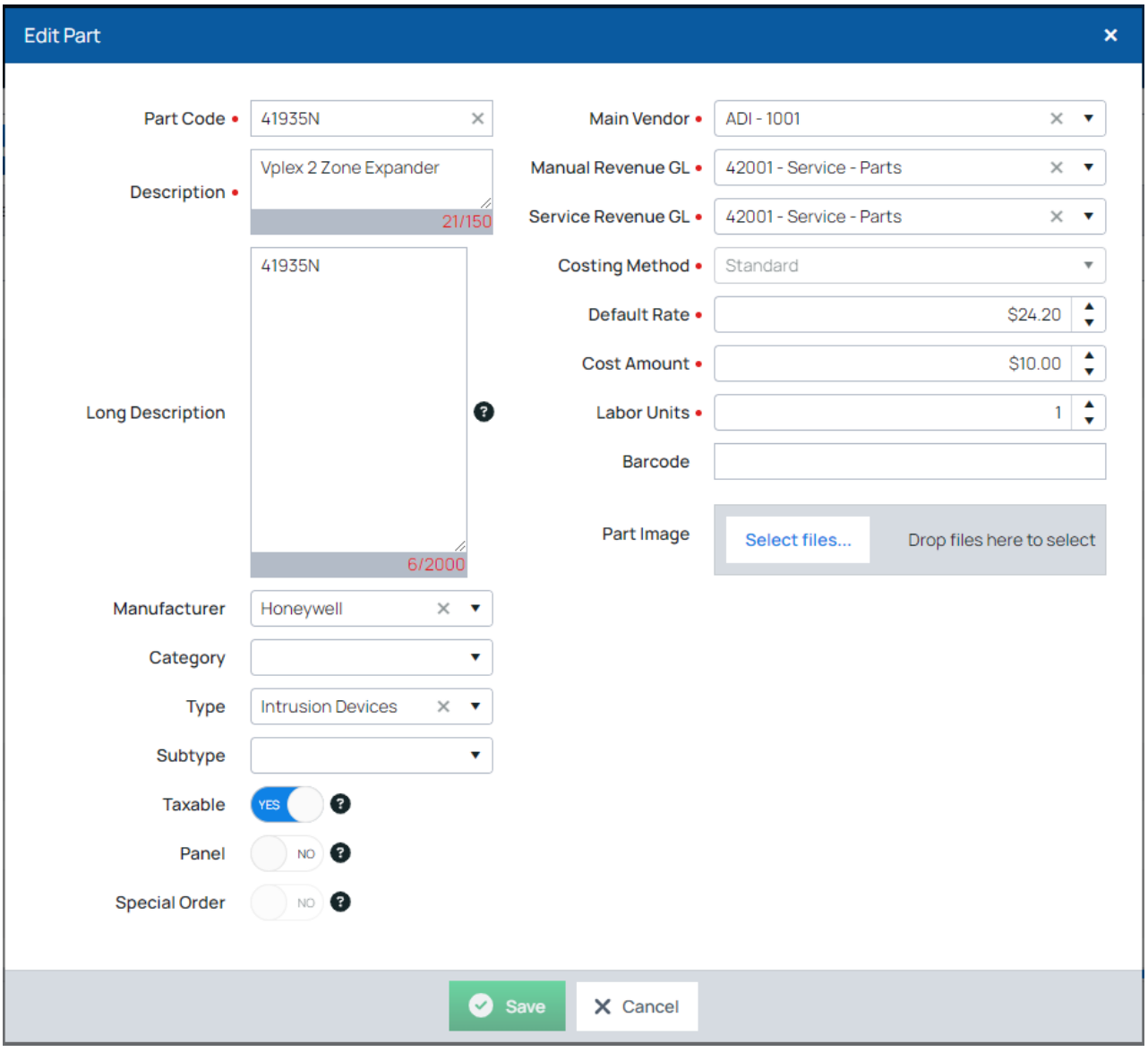
To edit a part, from the main menu, arrive at the Parts page with this path: Inventory > Parts.

The Parts page opens. Locate the part you want to edit, and then click on the Edit button (pencil icon).



The Edit Part form opens. Make the necessary changes, and then click the **Save** button when finished.