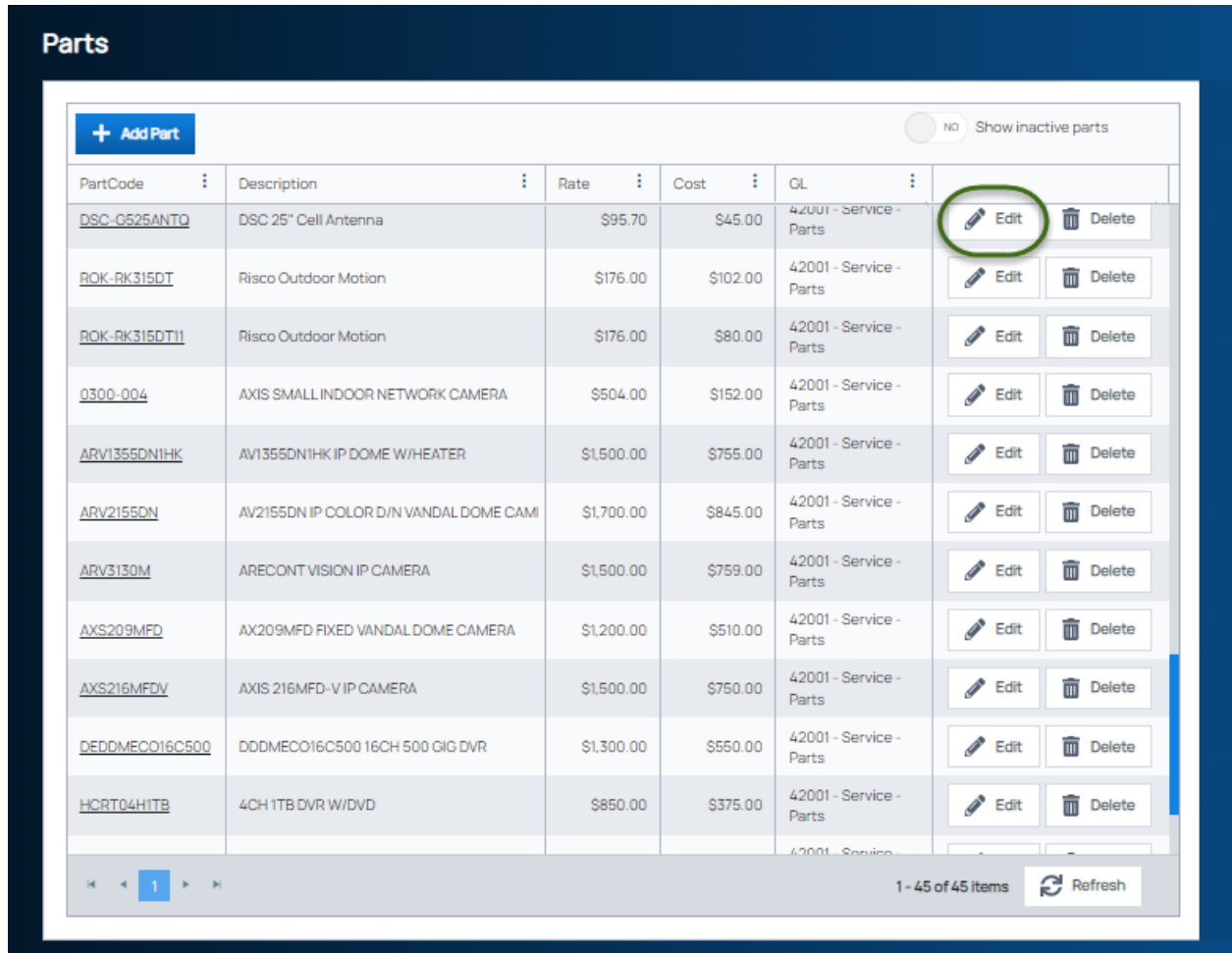


# Edit a Part

Last Modified on 04/27/2022 4:22 pm EDT

To edit a Part, from the main menu, arrive at the Parts setup with this path: Setup > Items & Parts > Parts.

The Parts list will be displayed. Locate the Part you want to edit, and then click on the Edit button (pencil icon).



The Parts form will be displayed. Make the necessary changes, and then click the Save button when finished.

Parts ✕

Part Code •	<input type="text" value="DSC-GSM-ANT3DB"/>	Main Vendor •	<input type="text" value="ADI"/>
Description •	<input type="text" value="Antenna Accessory"/> <small>17/150</small>	Manual Revenue GL •	<input type="text" value="42001 - Service - Parts"/>
Long Description •	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>0/2000</small>	Service Revenue GL •	<input type="text" value="42001 - Service - Parts"/>
		Default Rate •	<input type="text" value="\$165.00"/>
Manufacturer	<input type="text" value="General Electric"/>	Cost Amount •	<input type="text" value="\$85.00"/>
Type	<input type="text" value="Please Select"/>	Labor Units •	<input type="text" value="0"/>
Sub Type	<input type="text" value="Please Select"/>	Barcode	<input type="text"/>
Taxable	<input checked="" type="radio"/> YES <span>?</span>	Part Image	<input type="button" value="Select files..."/> Drop files here to select
Panel	<input type="radio"/> NO <span>?</span>		