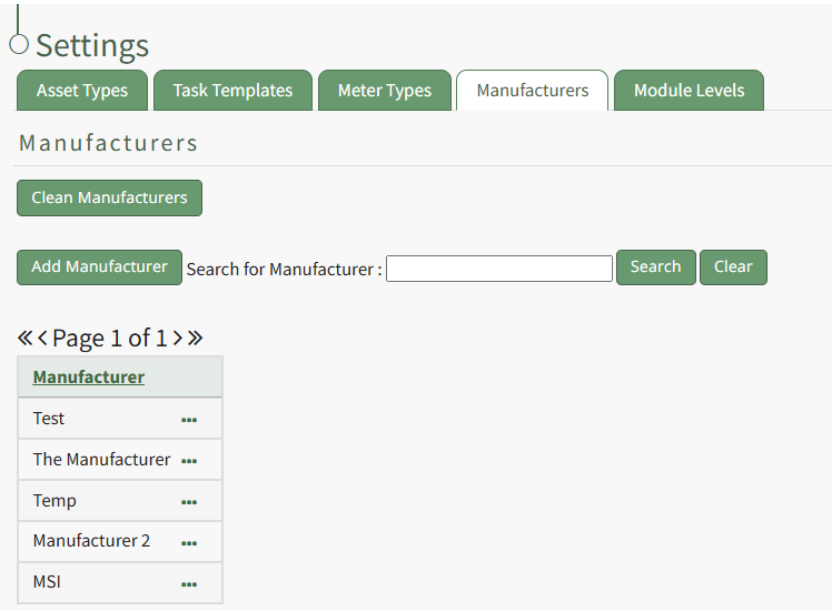
Assets Settings Page: Manufacturers Tab

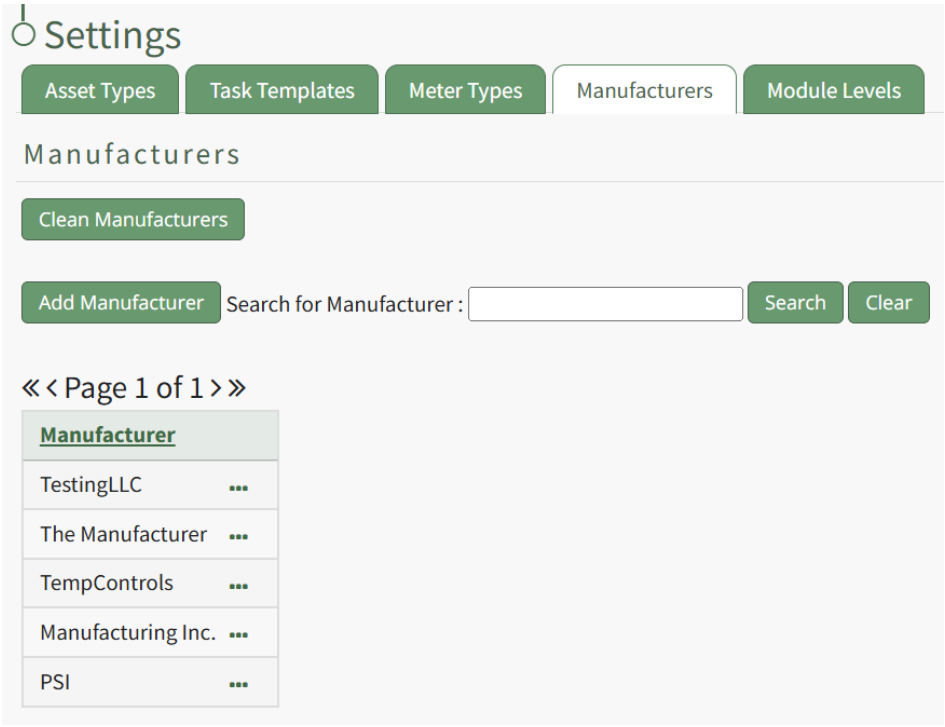
The Manufacturers Tab on the Settings Page of the Assets Module allows the user to add new manufacturers, search through existing manufacturers and manage them from this page.



Selecting the green “Add Manufacturer” button will open a modal that will allow the user to add a new manufacturer who will be added to the table on the Manufacturer tab.

How To: Add a New Manufacturer

To add a new manufacturer, open the Manufacturer Tabs on the Settings Page in the Assets Module from the Main Menu.



Select the Add Manufacturer button opening the New Manufacturer Modal.



Input the name of the new manufacturer and click the "Save" button.

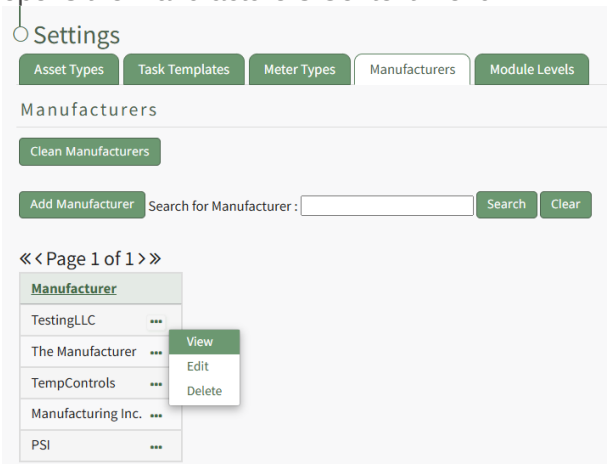
The new manufacturer will now show in the Manufacturer Table.

The “Clean Manufacturers” allows the user to remove any manufacturers with no asset associated and to merge any duplicate manufacturers listed.

> KAStrack is programmed to require a backup of data prior to cleaning the manufacturers, so if this button is selected and a backup has not yet been completed, a prompt will appear to remind the user to first save the data and then return to this page.

Selecting the three-dot icon located to the right of the manufacturer in the Manufacturer Title table allows you to Manage the specific Manufacturer information.

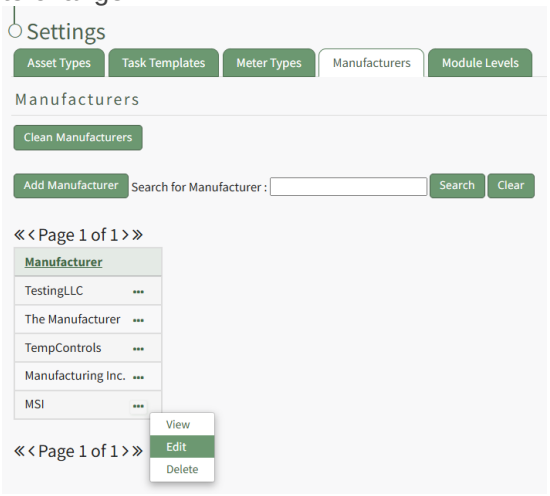
Manufacturer Context Menu Option Explanations Table	
Option	**Explanation**

View	Selecting "View" from the context menu will open the Manufacturer Modal which lists assets, task templates, and files associated with the specified manufacturer. **How To: View a Manufacturer's Key Information** To view the relevant information associated with a manufacturer, go to the Manufacturers Tab on the Settings Page of the Assets Module. Click the three-dot icon to the right of the manufacturer whose key information you wish to view. This opens the Manufacturers Context Menu.  Select "View" from the context menu opening the Manufacturer Modal. Any assets, task templates, or files associated with the manufacturer will show on this modal.  The Manufacturer Modal is read-only. Select "Close" to return to the Manufacturers Tab on the Settings Page.

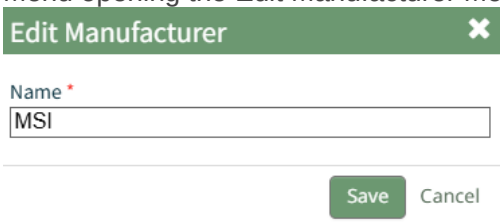
Edit	Selecting “Edit” from the context menu will open the Edit Manufacturer Modal where the manufacturer name can be altered.

How To: Change a Manufacturer's Name

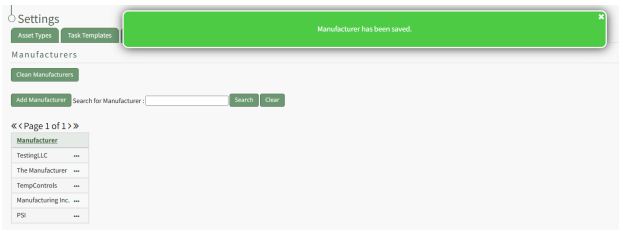
To edit the name of a manufacturer, go to the Manufacturers Tab on the Settings Page of the Assets Module. Select the three-dot icon to the right of the manufacturer whose name you wish to change.



Select "Edit" from the Manufacturers Context Menu opening the Edit Manufacturer Modal.



Make the necessary changes and select the "Save" button.

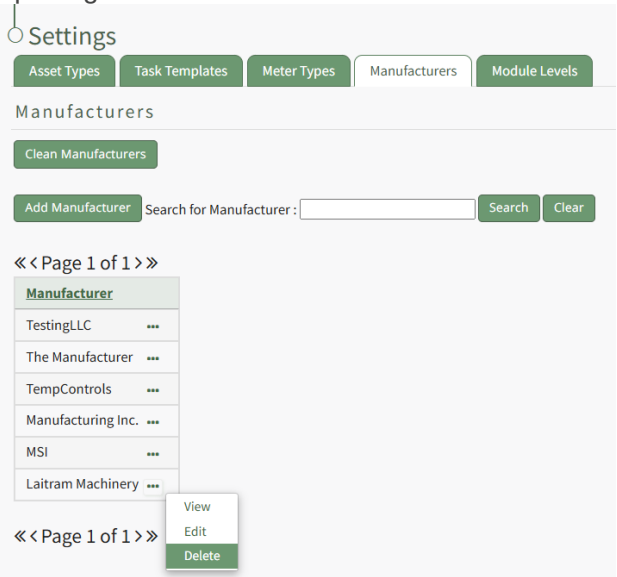


A pop up confirms that the edits to the Manufacturer have been saved, and the changes are now reflected in the Manufacturers Table.

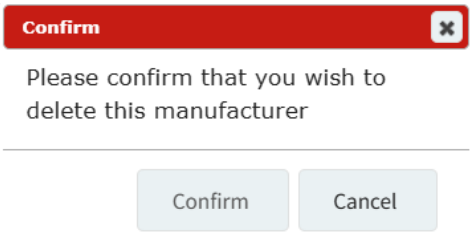
Delete	Selecting Delete from the context menu will open a deletion confirmation modal that states, "Please confirm you wish to delete this manufacturer."

How To: Delete a Manufacturer

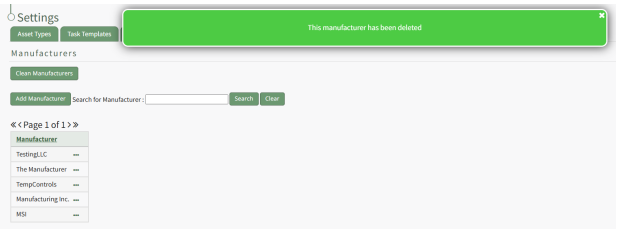
To delete a manufacturer, go to the Manufacturers Tab on the Settings Page of the Assets Module and click the three-dot icon to the right of the manufacturer you wish to delete opening the Manufacturers Context Menu.



Select "Delete" from the context menu opening the Delete Manufacturer Confirmation Modal which states, "Please confirm that you wish to delete this manufacturer."



Select the "Confirm" button and a pop up confirms the manufacturer has been deleted.



The deleted Manufacturer has been removed from the Manufacturer Table.

Revision #10
Created 2026-01-09 19:36:45 UTC by Mitzi Orkus
Updated 2026-01-30 00:00:44 UTC by Rob Clay