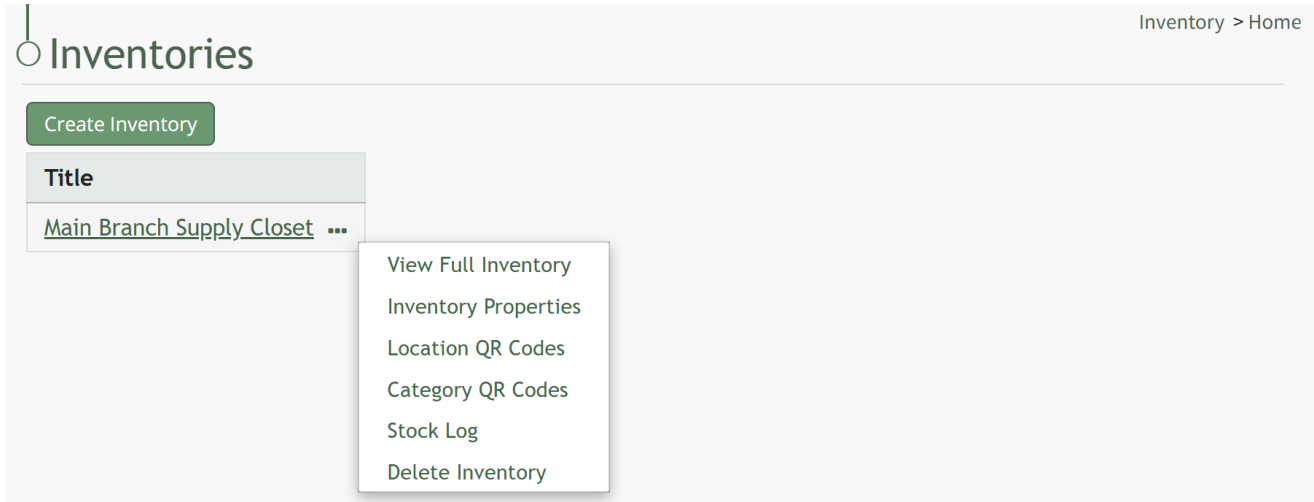


Edit an Inventory

To make edits to an existing inventory, go to the Home Page of the Inventory Module.



You can access a specific inventory by clicking the inventory title or by clicking the three dot (...) icon to the right of the inventory title and selecting “Inventory Properties”.

This opens the Inventory Properties Modal.

Inventory Properties

Title *

Main Branch Supply Closet

Tags

Select Some Options

Locations Databases *

Add

Main Branch Admin Closet

Stock Database *

Stock Supplies

Locations Fields

Add

Locations

Title Pattern *

#Items#

Quantity Field *

Quantity

Part Type (Generic/Unique) Field

Part Type

Category Fields

Category

Unique Items Database

Save

Cancel

From this modal, the title, tags, integrated databases selected, and the formatting for the way inventory items are displayed in an inventory can be altered. Make your desired changes to the

inventory properties.

Click “Cancel” to return to the full inventory without changes being saved. Select the “Save” button to record the changes to the inventory properties and return to the Inventory Page.

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