



WAREHOUSE

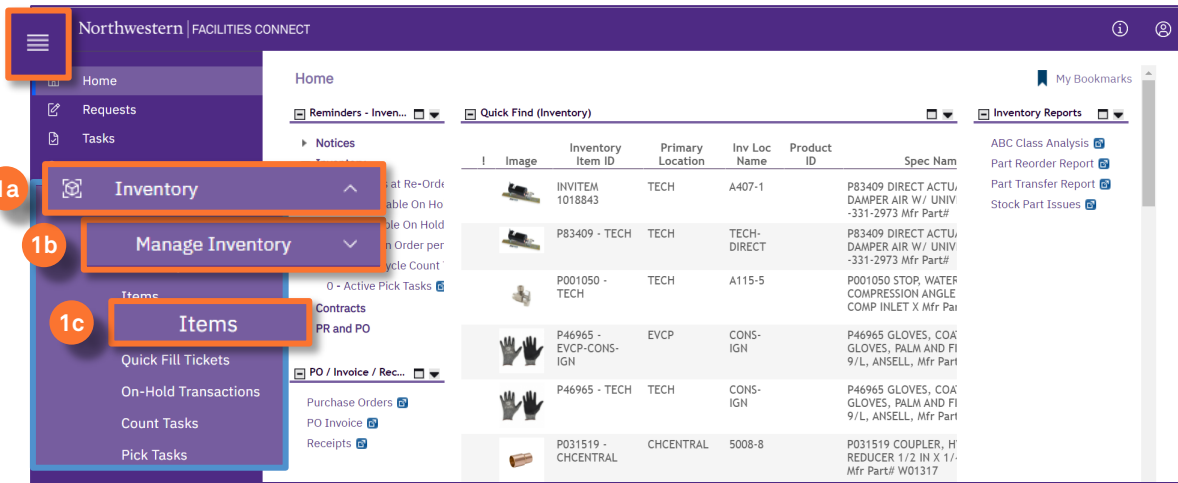
UPDATE INVENTORY ITEM

Provides guidance for how to update an inventory item

DIRECTIONS:

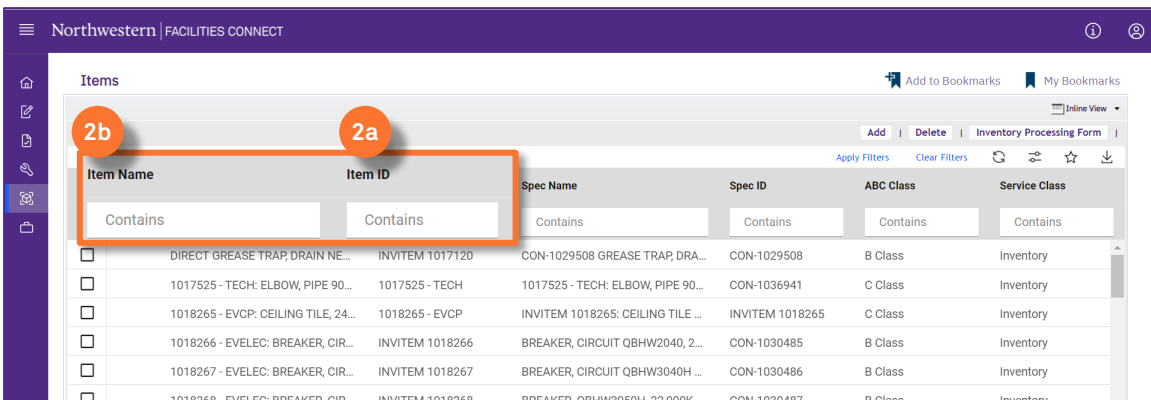
1 From the **Facilities Connect Home Screen**, navigate to the hamburger menu:

- 1a** Click on the **Inventory** section drop down menu.
- 1b** Click on the **Manage Inventory** section drop down menu.
- 1c** Click on **Items**.



2 Upon clicking, the **Items** screen will open:

- 2a** If you know the ID of the item you want to update, click in the **Item ID Contains** text box, type the ID, and press **Enter**.
- 2b** If you do not know the ID, type a partial or full word in the **Item Name Contains** text box, and press **Enter**.





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DIRECTIONS:

3 Click on the **name** of the item you want to update.

Item Name	Item ID	Spec Name	Spec ID	ABC Class	Service Class
DIRECT GREASE TRAP, DRAIN NE...	INVITEM 1017120	CON-1029508 GREASE TRAP, DRA...	CON-1029508	B Class	Inventory
1017525 - TECH: ELBOW, PIPE 90...	1017525 - TECH	1017525 - TECH	1017525 - TECH	1017525 - TECH	1017525 - TECH
1018266 - EVELEC: BREAKER, CIR...	INVITEM 1018266	BREAKER, CIRCUIT QBHW2040, 2...	CON-1030485	B Class	Inventory
1018267 - EVELEC: BREAKER, CIR...	INVITEM 1018267	BREAKER, CIRCUIT QBHW3040H ...	CON-1030486	B Class	Inventory
1018268 - EVELEC: BREAKER, CIR...	INVITEM 1018268	BREAKER, QBHW3050H, 22,000K...	CON-1030487	B Class	Inventory
1018854 - EVCP: RAPID SET 55LB...	1018854 - EVCP	CON-1030985: BUILDING SUPPLI...	CON-1030985		Inventory
1018855 - EVCP: RAPID SET 25LB...	1018855 - EVCP	CON-1030985: BUILDING SUPPLI...	CON-1030985		Inventory
1019708 - CHCENTRAL: GLOVES, ...	1019708 - CHCENTR...	GLOVES, DISPOSABLE, BLACK NI...	CON-1031694	A Class	Inventory

4 Upon clicking, the **Inventory Item** record will open in a new window:

4 Click on **Revise**.

Inventory Item: INVITEM 1018265

General | Contacts | Notifications | Notes & Documents | History | Audit Actions

Refresh Inventory | **Revise** | More | x

(Required): General Details Required for Inventory Item.

General

ID 1018265 - EVCP Status Active

* Name 1018265 - EVCP: CEILING TILE, 24 x 24 x 3/4; ARMSTRONG# 1911A

Description CEILING TILE, 24 x 24 x 3/4; ARMSTRONG# 1911A
GRAINGER# 5NGK1 12/PK
FAMIS# P012512

Units

* Quantity each * Currency US Dollars

Specification (Stock Item)

* ID INVITEM 1018265 Image

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UPDATE INVENTORY ITEM

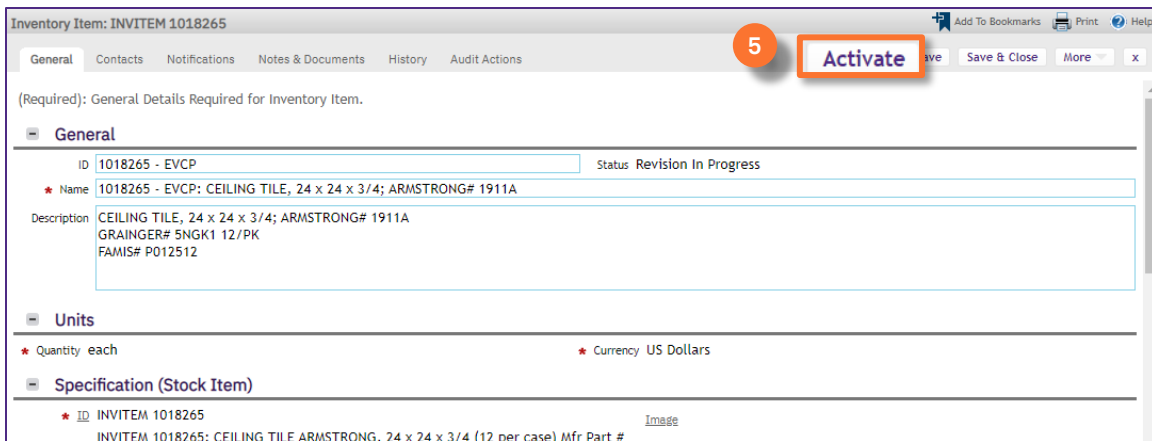
DIRECTIONS:

5

Make the desired changes. When you are finished making changes:

6

Click on **Activate** to save.



Inventory Item: INVITEM 1018265

General Contacts Notifications Notes & Documents History Audit Actions

(Required): General Details Required for Inventory Item.

General

ID 1018265 - EVCP Status Revision In Progress

* Name 1018265 - EVCP: CEILING TILE, 24 x 24 x 3/4; ARMSTRONG# 1911A

Description CEILING TILE, 24 x 24 x 3/4; ARMSTRONG# 1911A
GRAINGER# 5NGK1 12/PK
FAMIS# P012512

Units

* Quantity each * Currency US Dollars

Specification (Stock Item)

* ID INVITEM 1018265
INVITEM 1018265: CEILING TILE ARMSTRONG, 24 x 24 x 3/4 (12 per case) Mfr Part # [Image](#)

▼ INFORMATION

If you are making several changes you may want to click **Save** to save your changes as you update, especially if you are moving from the General tab to other tabs.