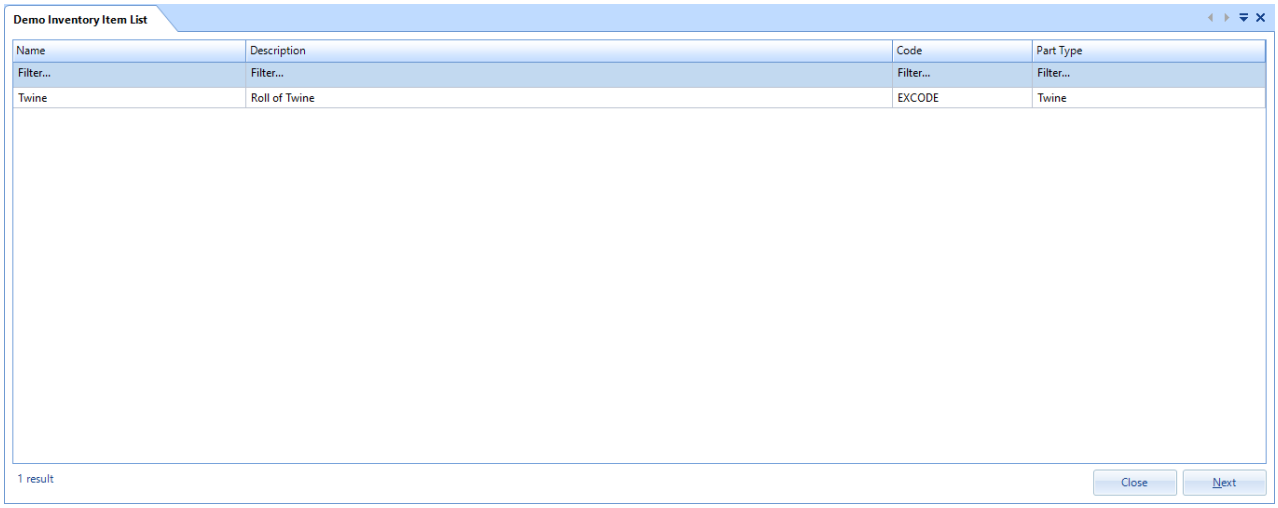
Viewing/Editing an Inventory Item

Wed, Jan 17, 2024 Parts

It may at some point be necessary to view or edit the details of an Inventory Item. This can be done by clicking the "Inventory Item List" button.

1. Upon clicking the "Inventory Item List" button, the Inventory Item List is shown. This contains all the Items entered in the system for all Clients. Either double-click or highlight an item and click "Next" to open an Item.



2. Once an Item is selected, the Inventory Item Detail screen will open displaying fields relating to Items.

3. This can now be edited in the same way as Adding a New Inventory Item.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=110