

Viewing a Manufacturer

📅 Wed, Jan 17, 2024 📁 [Viewing/Editing an Asset](#)

Sometimes it may be required to view or edit existing Manufacturers within the system due to general inquiries about the Manufacturer details or to update any details concerning the Manufacturer. Follow the steps below to view Manufacturers:

1. Click the "Manufacturer List" button. A list of all the Manufacturers in the system appear. To open up a Manufacturer, either double click the item or select the item and click "Next".
2. When viewing a Manufacturer, it is possible to see and edit all the information that was added to the Manufacturer during the creation process.
3. Once the changes have been made, click "Save" to apply them. If the Manufacturer was only being viewed, click "Close".

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=121>