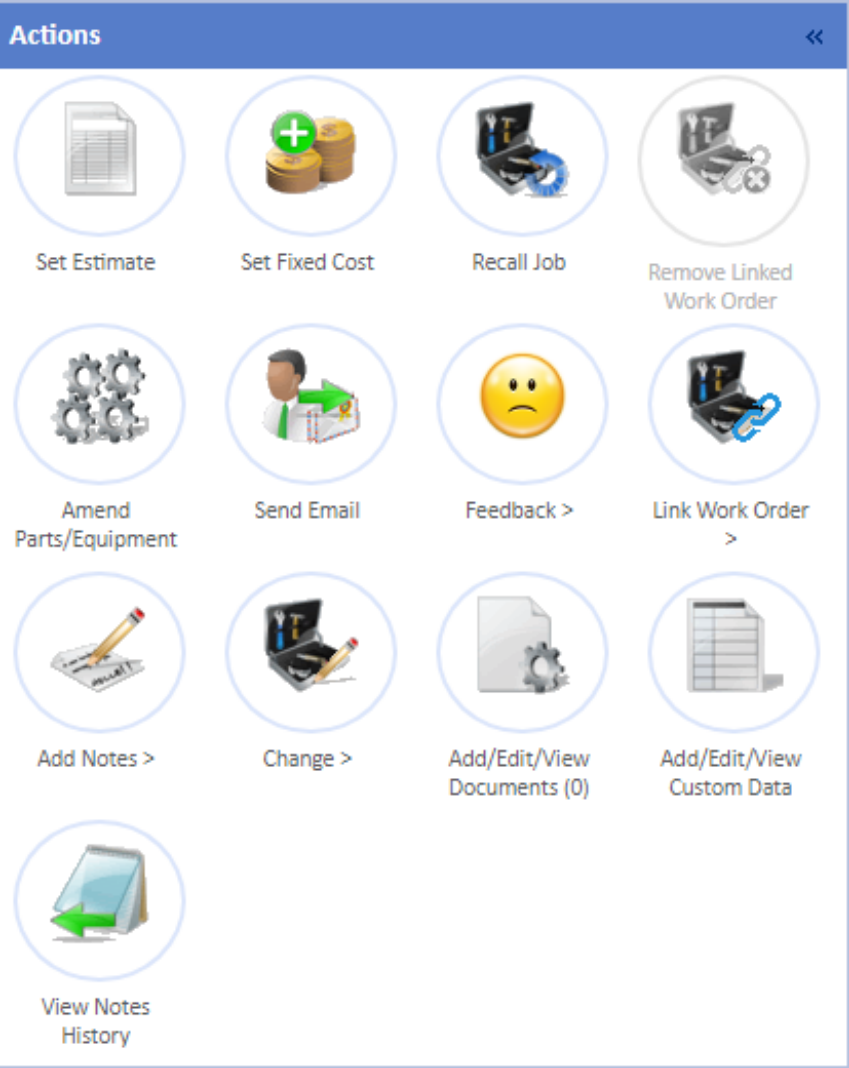


# Amending Parts/Equipment/Material

When a job is completed, it is possible that there were some Parts missed off during the Stop Job process or were added incorrectly and requires amendment. This can be done using the "Amend Parts/Equipment/Materials" button.

1. On the Job Detail screen (for completed jobs), select the "Amend Parts/Equipment/Materials" button to display the Amend Parts/Equipment/Materials page.



2. The screen will display the Attendance date and time of the job along with a list of Parts/Equipment/Materials that were added to the job (if any) during the Stop Job process. From here, the User can add Parts (either freeform, Contract or Inventory Parts) and remove Parts. To add Parts from the Contract or Inventory, use the "Add Contract/Inventory Part(s)..." button. To add one manually, use the "Add Other Part/Equipment/Material" button. Finally, to clear the list of all Parts click the "Clear List" button.

Amend Parts/Equipment						
Attendance	Type	Description	Quantity	Estimated Cost	Total Cost	
20/11/2023 13:47 - 20/11/2023 13:50	Part	Air Conditioning Filter ACT99 (Contract Part)	1	7.82	7.82	<a href="#">Remove</a>
Add Contract/Inventory Part(s)...    Add Part/Equipment <a href="#">Clear List</a>						
<a href="#">Save</a>						
Return to job without saving						

3. Once all the necessary amendments and additions have been made, click "Save" to save the changes.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=609>