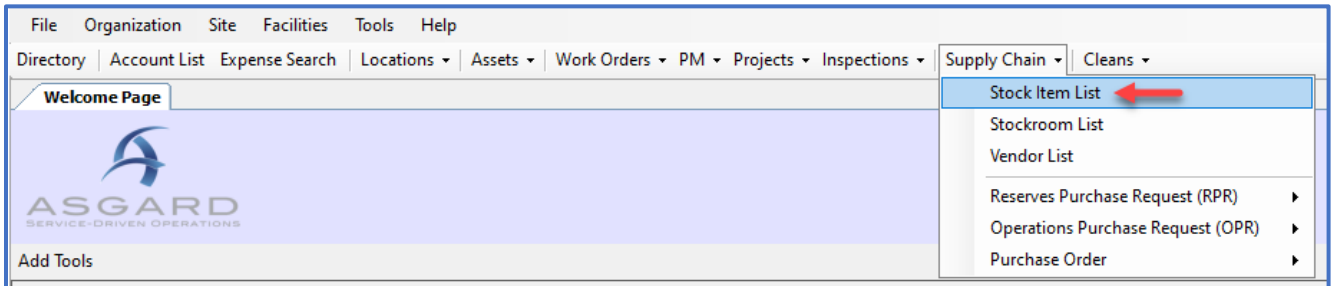


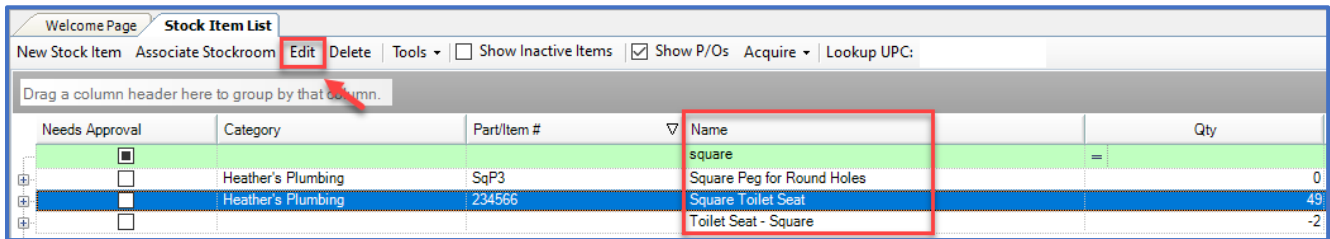
## Supply Chain Management – Editing Stock Items

Follow the steps below to edit **Site Specific** stock items, including categories, costs, and adding UPCs. You should never edit **Organizational Shared** stock items. This would result in making that stock item unusable for other sites within your organization. If you are unsure about which items you can edit please contact [support@katanasoft.com](mailto:support@katanasoft.com). You must have permissions to Edit Stock Items. Permissions will be granted at the request of a manager.

**Step 1:** From the Supply Chain drop-down, open the **Stock Item List** page.

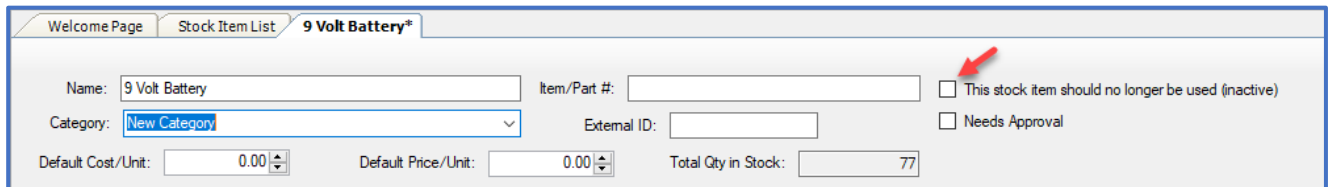


**Step 2:** Using the green filter bar, search for the Name of the Stock Item. Highlight the item and either double-click or click the **Edit** button.



**Step 3:** You can edit the Name, Item/Part #, Category or External ID at the top of the detail screen. You can select a new Category from the drop-down or type in a new Category name.

Stock Items cannot be deleted. To ensure an item is no longer used, click the flag next to **This stock item should no longer be used (inactive)**.



Note: Edits to the Cost and Price in the top half of the screen do not update the impact the dollar amount used in work orders or billings. To update the Cost or Price, see **Steps 4-6**.

**Step 4:** To edit the Cost or Price, move to the Stockrooms tab. Highlight the first stockroom double-click or click **Edit**.

**Step 5:** Update the Cost or Price, and any other fields. Click **OK**.

**Step 6:** Repeat **Steps 4 & 5** for each stockroom.

**Step 7:** To add a UPC to allow for bar code scanning, click the **Add UPC** button on the UPCs tab.

**Step 8:** Enter the UPC number and select the Format, either A or E. If desired, select the Manufacturer from the drop-down and enter the Model. Click **OK**.

**Step 9:** When all changes have been made, click **Save** or **Save/Close**.



If your item has an asterisk (\*) next to the name on the tab, your changes have not been saved.