Follow the steps below to edit **Site-Specific** stock items. Do not edit **Organizational Shared** stock items, as this can make them unusable for other sites within your organization. If you're unsure which items you can edit, contact support@asgardsoftware.com. Permission to edit stock items must be granted by a manager upon request.
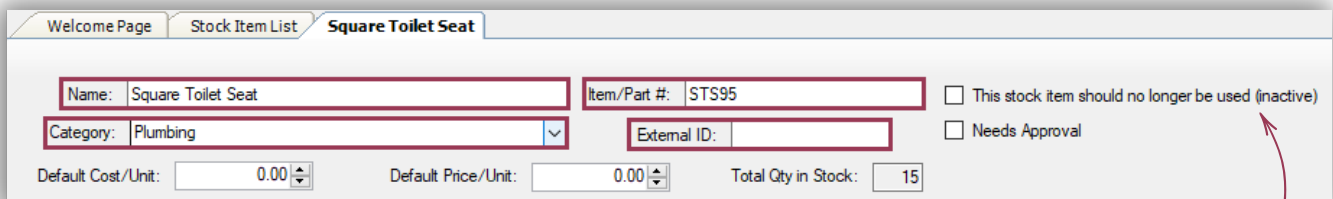
Step 1: From the Supply Chain drop-down, open the **Stock Item List** tab.
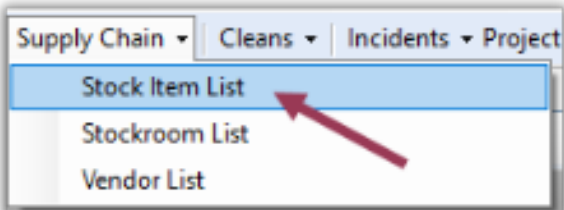
Step 2: Search for the **Name** of the stock item using the **green filter bar**. Highlight the item and double-click or click **Edit**.
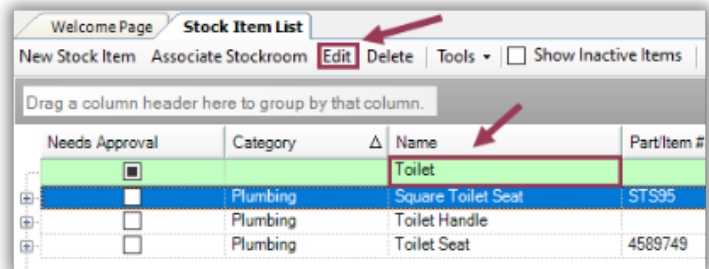
Step 3: You can **Edit** the Name, Item/Part #, Category, or External ID at the top of the detail screen. Select the Category from the drop-down menu or type in a new one.


Stock Items cannot be deleted. To inactivate an item to ensure it is no longer used, check the box 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 dollar amount used in work orders or billings.

Step 4: Adjust the Cost or Price under the Stockrooms tab. Highlight a stockroom and double-click or click **Edit**.
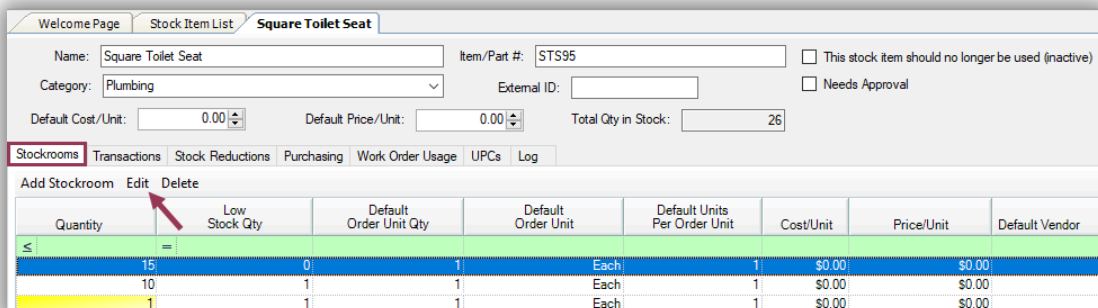
Step 5: Update the Cost or Price, and any other fields. Click **OK**.

Repeat Steps 4 and 5 for **each** stockroom.

Step 6: To add a UPC to allow for bar code scanning, click the Add UPC button on the UPCs tab.

Step 7: 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 8: When all changes have been made, click **Save** or **Save/Close**.

NOTE!

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