

WAREHOUSE

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UPDATE A CONSUMABLE SPEC

Provides guidance for how to update a consumable specification

DIRECTIONS:



From the Facilities Connect Home Screen, navigate to the hamburger menu:

Click on the **Portfolio** section.

	NNECT							١
Requests	Home Reminders - Inven Notices 	Quick Find (In	iventory)	Primary	Inv Loc	Product		My Bookmarks
থ্ড Maintenance	▼ Inventory 279 - Items at Re-Orde 0 - Consumable On Ho	! Image	Item ID INVITEM 1018843	Location TECH	Name A407-1	ID	Spec Nam P83409 DIRECT ACTU, DAMPER AIR W/ UNIV -331-2973 Mfr Part#	Part Reorder Report 🙆 Part Transfer Report 🖻 Stock Part Issues 🖻
🖞 Portfolio	0 - Assignable On Hold 0 - Items On Order per 0 - Active Cycle Count	<u> </u>	P83409 - TECH	TECH	TECH- DIRECT		P83409 DIRECT ACTU, DAMPER AIR W/ UNIV -331-2973 Mfr Part#	
	0 - Active Pick Tasks Contracts PR and PO	4	P001050 - TECH	TECH	A115-5		P001050 STOP, WATEF COMPRESSION ANGLE COMP INLET X Mfr Pai	
	PO / Invoice / Rec	**	P46965 - EVCP-CONS- IGN	EVCP	CONS- IGN		P46965 GLOVES, COA GLOVES, PALM AND FI 9/L, ANSELL, Mfr Part	
	Purchase Orders 🗃 PO Invoice 🗃	**	P46965 - TECH	TECH	CONS- IGN		P46965 GLOVES, COA GLOVES, PALM AND FI 9/L, ANSELL, Mfr Part	
	Receipts 🖻		P031519 - CHCENTRAL	CHCENTRAL	5008-8		P031519 COUPLER, H REDUCER 1/2 IN X 1/- Mfr Part# W01317	
		Ø	P012979 - CHCENTRAL	CHCENTRAL	5015-5		P012979 COUPLING, 1 1/4 IN WROT COPPER COUPLING Mfr Part# !	
			INVITEM	TECH	TECH-		P012974 ELBOW, 1 1/	

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Upon clicking, the Portfolio screen will open:



2b Click on Consumables.

	Northwestern FACILITIES CONNECT		0 8
습	Portfolio Geography Locations Property Buildings Land G	Organizations My Company 6 Divisions 6 Departments 6 External Companies 6 Workgroups 6	Specifications Building Equipment
	Structures 🗃 Floors 🗃 Spaces 🗑	People Employees External Contacts	<u>*</u>



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DIRECTIONS:

3b



Upon clicking, the **Consumables** screen will open:

- ^{3a} If you know the Spec ID of the specification you want to update, click in the Spec ID Contains text box, type the ID, and press Enter.
 - If you do not know the ID, type a partial or full word in the Name Contains text box, and press Enter.

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ĉ			Contains	Contains	ains	Contains
		<u></u>	P83409	P83409 DIRECT ACTUATOR,	Active	\Classifications\Specification Class\Consumables\Pneumatics\System Compor
		S.	P001050	P001050 STOP, WATER SUP	Active	\Classifications\Specification Class\Consumables\Plumbing\Hoses\Water Line
		**	P46965	P46965 GLOVES, COATED G	Active	\Classifications\Specification Class\Consumables\Safety\Gloves & Hand Protec
		-	P031519	P031519 COUPLER, HVAC	Active	\Classifications\Specification Class\Consumables\Fittings, Pipe, Valves\Fittings
		1	P012979	P012979 COUPLING, 1 1/2 I	Active	\Classifications\Specification Class\Consumables\Fittings, Pipe, Valves\Fittings
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Click on the **name** of the specification you want to update.

	Nor	rthwestern	I FACILITIES C	ONNECT									() (S	þ	
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L L		L i	Image	Spec ID	Name	Status	Spec Class	Part Category 2	Part Category 3	Created By	Cre	eated Date/	Гime		
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4				P83409	P83409 DIRE	Active	\Classifications\Specificat	SYSTEM COMPO	ACTUATOR	Mark Wheeler	03	/18/2020 (9:04:		
			A	P001050	D001050 ST	Active	\Classifications\Specificat	LUNGER		Michelle Am	03	/05/2020 1	2-27-		
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			1	P012979	P012979 CO	Active	\Classifications\Specificat	FITTINGS	COUPLING	Mark Wheeler	03	/05/2020 1	3:30:		
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DIRECTIONS:



Upon clicking, the Consumable Spec Record window opens:

Click on Revise.

nsumable Spec: P001050 STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X Mfr Pa General Details Products Inventory Maintenance Self Service Notifications Notes & Document			5	Add To Bookmarks Revise More
General Details Products Inventory Maintenance Self Service Notifications Notes & Document	5		- O	Revise
Required): General information for Consumables Spec.				
- General				
ID P001050 Status Active		Image		
* Name P001050 STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X Mfr Part# KT	R19XC			
Description STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X 3/8 IN OD COMPT OUT	TLET BRASS CRAET# KTCR19	1		
ONLY PURCHASE BRASS CRAFT		-		
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ONLY PURCHASE BRASS CRAFT	Specification Order Type	-		
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ONLY PURCHASE BRASS CRAFT Details Spec Type Hard Spec Spec Class \Classifications\Specification Class\Consumables\Plumbing\Hoses\Water Line Spec Group	Specification Order Type Construction Class Building System Class			
ONLY PURCHASE BRASS CRAFT Details Spec Type Hard Spec spec Class \Classifications\Specification Class\Consumables\Plumbing\Hoses\Water Line Spec Group Created by	Specification Order Type Construction Class Building System Class & Service Class Ir			

Make the desired changes. When you are finished making changes:

Click on Activate to save.

Consumable															
	e Spec: PO	01050 STO	P, WATER SU	PPLY COMPRES	SION ANGLE	1/2 IN NOM CO	OMP INLET X Mfr Pa	art# KTR19XC-P00105	0			- - 1 ∏ ∧	dd To Bookmarks	🔒 Print 🧃	Hel
General	Details	Products	Inventory	Maintenance	Self Service	Notifications	Notes & Documents	5		6	Activate	Save	Save & Close	More	x
(Required):	: General	information	for Consuma	ibles Spec.											
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\star Name	e P00105	O STOP, WAT	ER SUPPLY	COMPRESSION A	ANGLE 1/2 IN	NOM COMP IN	LET X Mfr Part# KT	R19XC		-					
Description				SION ANGLE 1/	2 IN NOM COM	AP INLET X 3/8	IN OD COMPT OU	TLET BRASS CRAFT# KT	FCR19		1			📑 C	3
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▼ INFORMATION

If you are making several changes you may want to click **Save** to save your changes as you update, especially if you are moving from the General tab to other tabs.