

WAREHOUSE

UPDATE A CONSUMABLE SPEC

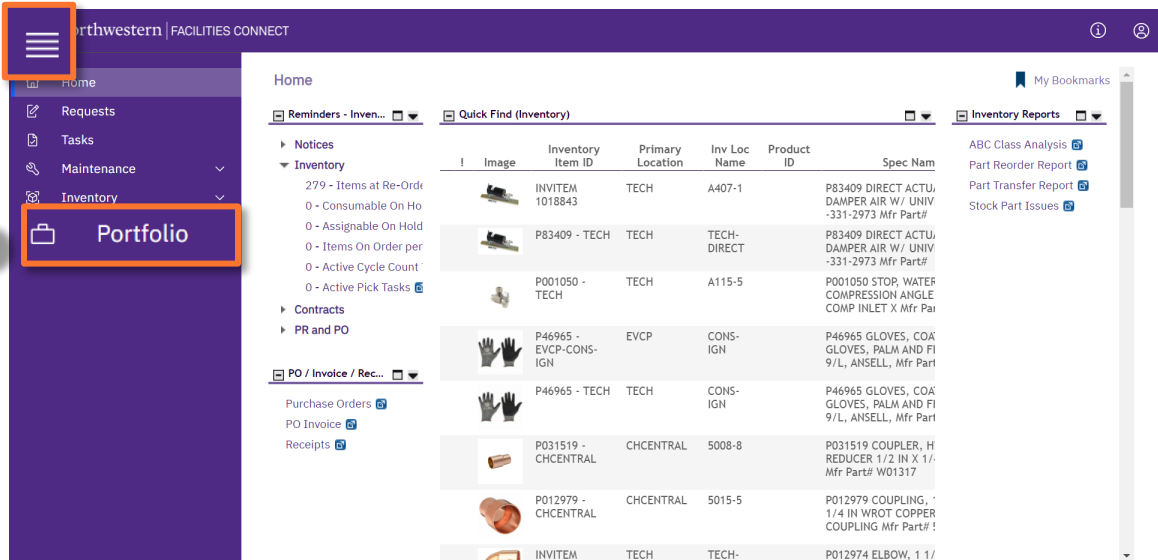
Provides guidance for how to update a consumable specification

DIRECTIONS:

1

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

- 1 Click on the **Portfolio** section.



2

Upon clicking, the Portfolio screen will open:

- 2a Locate the **Specifications** section.

- 2b Click on **Consumables**.



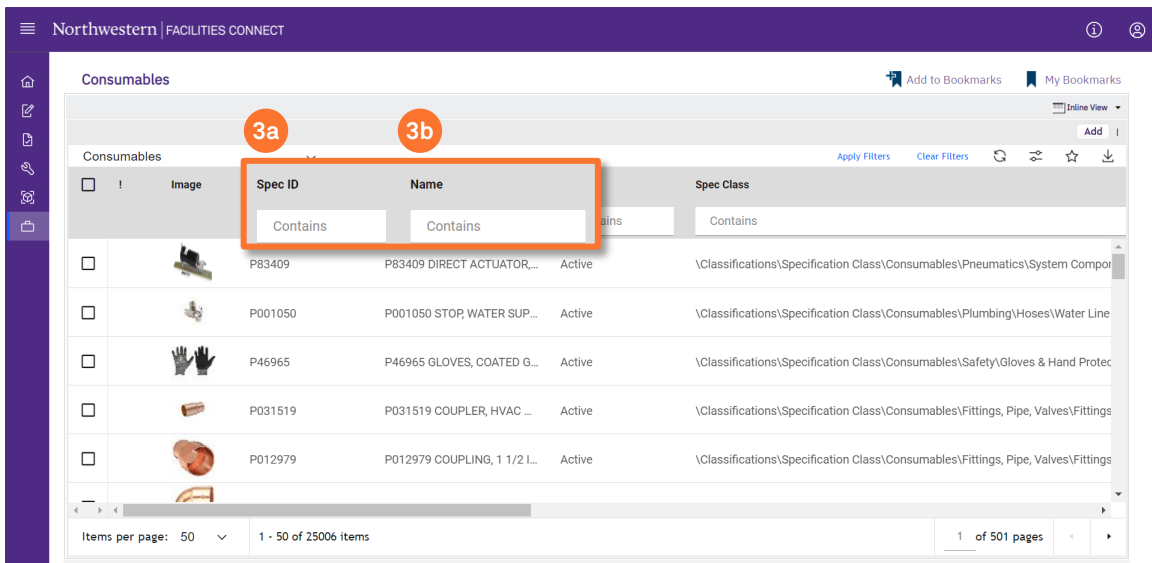
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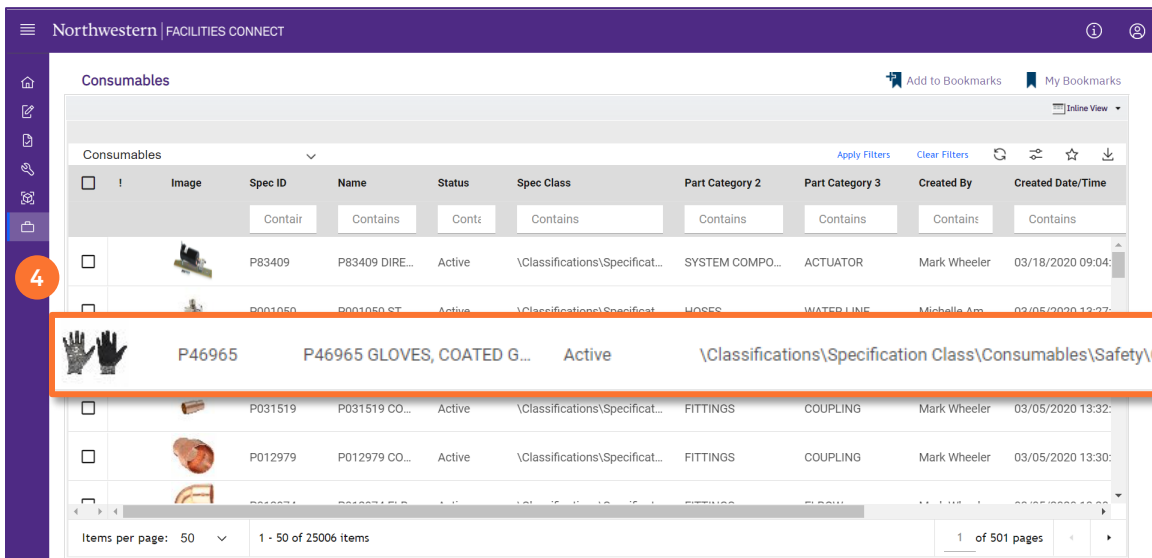
DIRECTIONS:

3 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**.
- 3b If you do not know the ID, type a partial or full word in the **Name Contains** text box, and press **Enter**.



4 Click on the **name** of the specification you want to update.



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DIRECTIONS:

5 Upon clicking, the Consumable Spec Record window opens:

5 Click on **Revise**.

Consumable Spec: P001050 STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X Mfr Part# KTR19XC-P001050

General Details Products Inventory Maintenance Self Service Notifications Notes & Documents

(Required): General information for Consumables Spec.

General

ID: P001050 Status: Active

Name: P001050 STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X Mfr Part# KTR19XC

Description: STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X 3/8 IN OD COMPT OUTLET BRASS CRAFT# KTCR19 ONLY PURCHASE BRASS CRAFT

Details

Spec Type: Hard Spec

Spec Class: \Classifications\Specification Class\Consumables\Plumbing\Hoses\Water Line

Spec Group:

Created by:

Manage as Inventory:

Self Service Request:

Part Category 2: HOSES

Specification Order Type:

Construction Class:

Building System Class:

Service Class: Inventory

Contains Haz Mat:

Part Type:

Part Category 3: WATER LINE

5 **Revise** More x

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

6 Click on **Activate** to save.

Consumable Spec: P001050 STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X Mfr Part# KTR19XC-P001050

General Details Products Inventory Maintenance Self Service Notifications Notes & Documents

(Required): General information for Consumables Spec.

General

ID: P001050 Status: Revision In Progress

Name: P001050 STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X Mfr Part# KTR19XC

Description: STOP, WATER SUPPLY COMPRESSION ANGLE 1/2 IN NOM COMP INLET X 3/8 IN OD COMPT OUTLET BRASS CRAFT# KTCR19 ONLY PURCHASE BRASS CRAFT

Details

Spec Type: Hard Spec

Spec Class: \Classifications\Specification Class\Consumables\Plumbing\Hoses\Water Line

Spec Group:

Created by:

Manage as Inventory:

Self Service Request:

Part Category 2: HOSES

Specification Order Type:

Construction Class:

Building System Class:

Service Class: Inventory

Contains Haz Mat:

Part Type:

Part Category 3: WATER LINE

6 **Activate** Save Save & Close More x

▼ 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.