How to Revise or Update Part Information

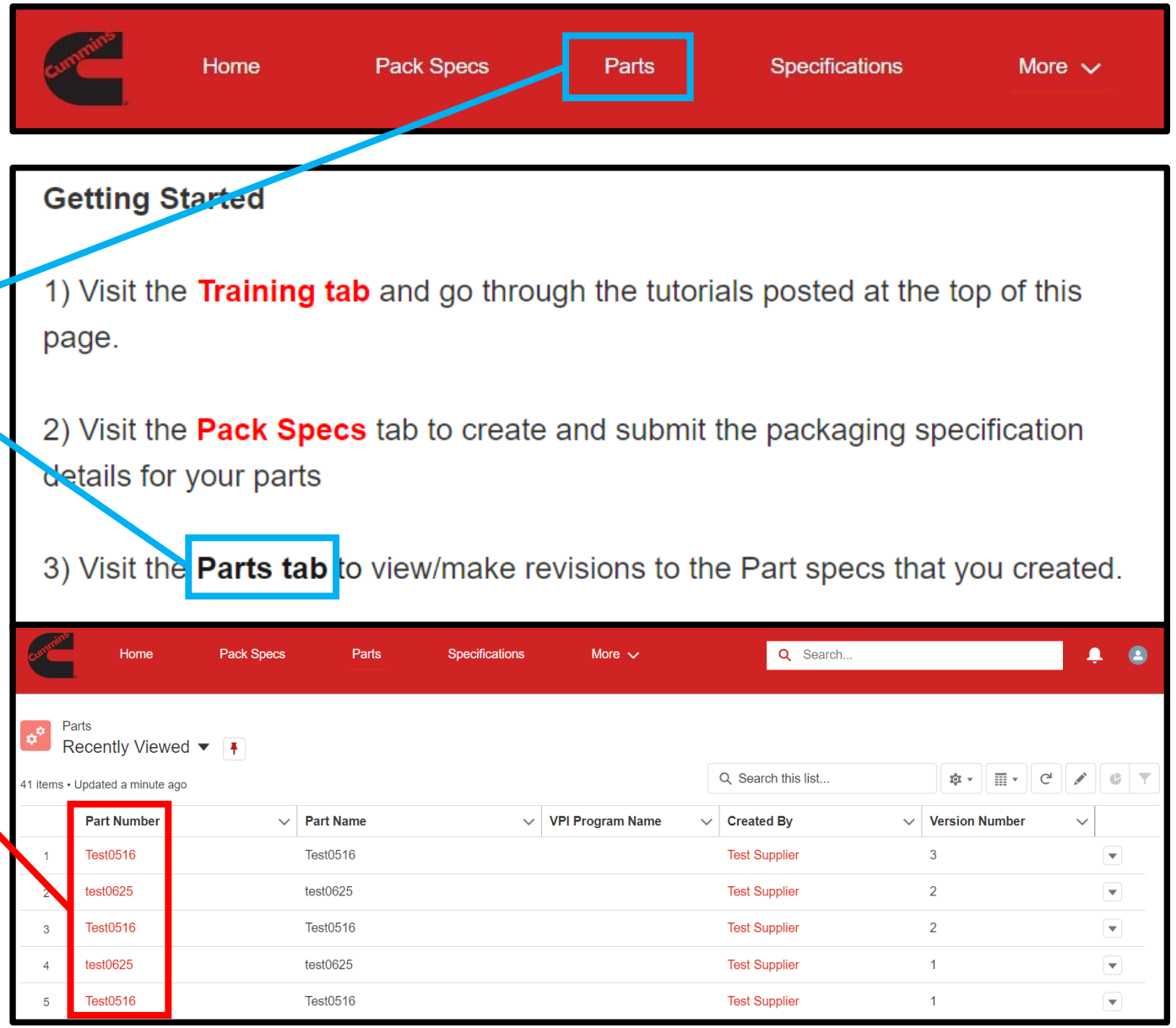
Ronnie Hickling

Version: 1
July 12, 2024

External

View Part Specs

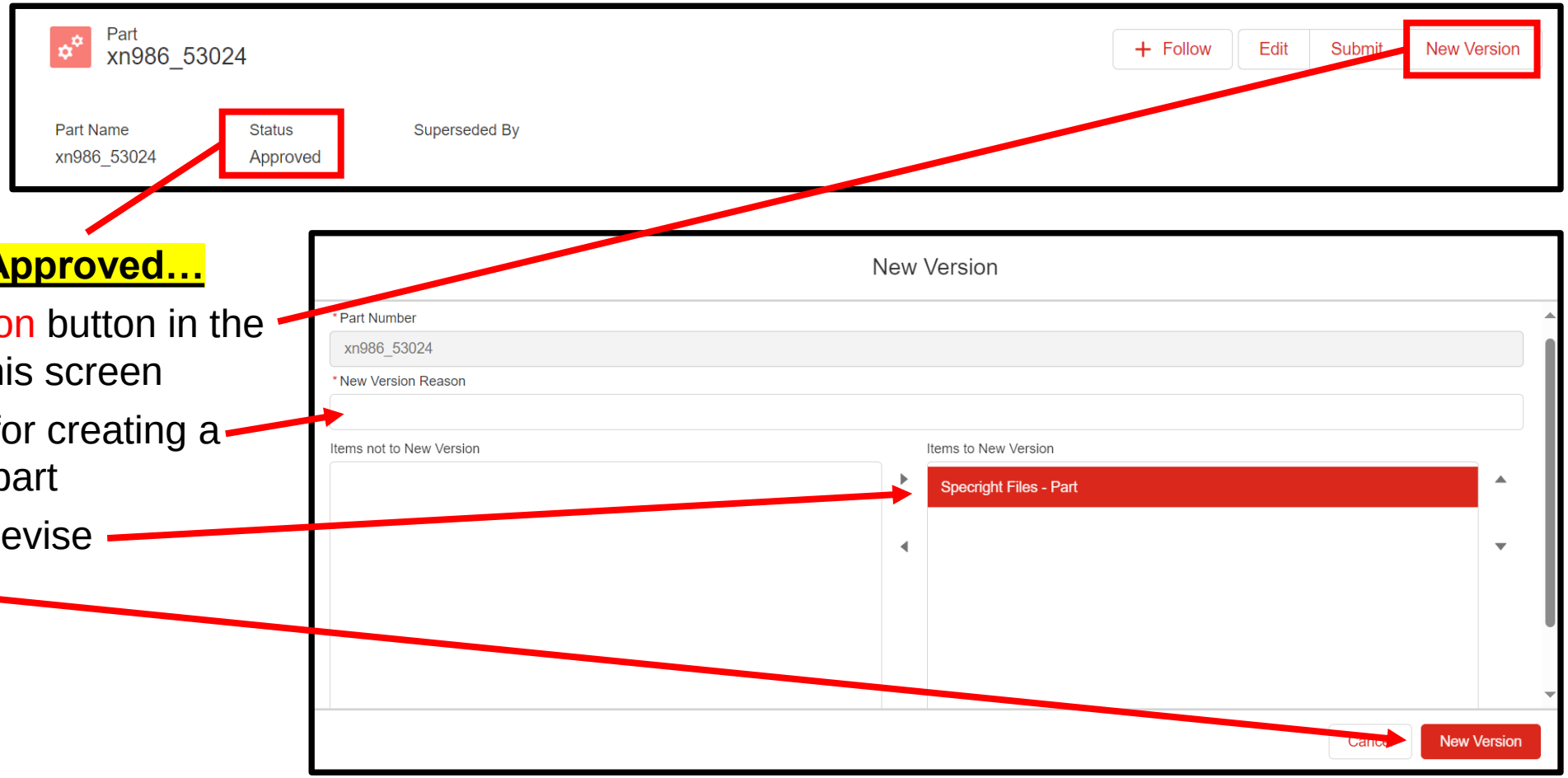
- Click on the Parts tab on the home page
- Select the part in need of spec changes



Note...

Once you create any specification; parts/BOM, from the pack specs tab, it will get auto-approved. You cannot make changes when the spec status is listed as “Approved.” Proceed for further instructions on making spec changes.

Edit Part Spec – Step 1



- **If Part Spec has been Approved…**
  - Click the New Version button in the top right corner of this screen
  - Specify the reason for creating a new version of this part
  - Select the items to revise
  - Click New Version

Edit Part Spec – Step 2

- Status will change to “In Process”
- Utilize the “Edit” button in the top right corner of this screen

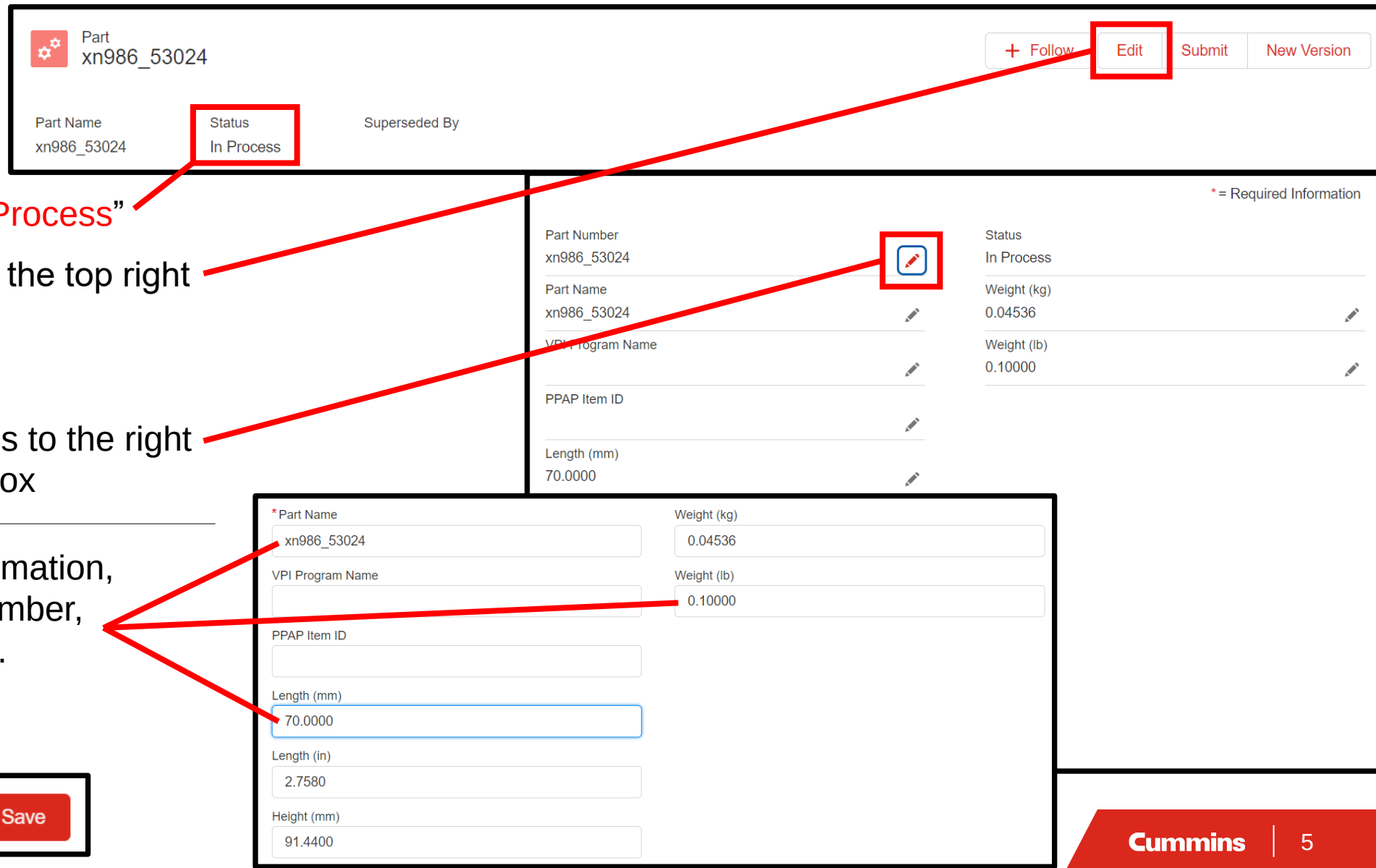
OR

- Use the pencil edit buttons to the right of each information text box

---

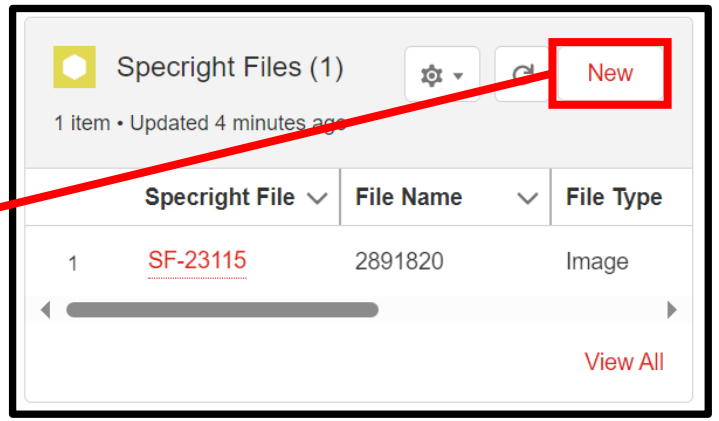
➢ Enter updated part information, including part name, number, dimensions, and weight.

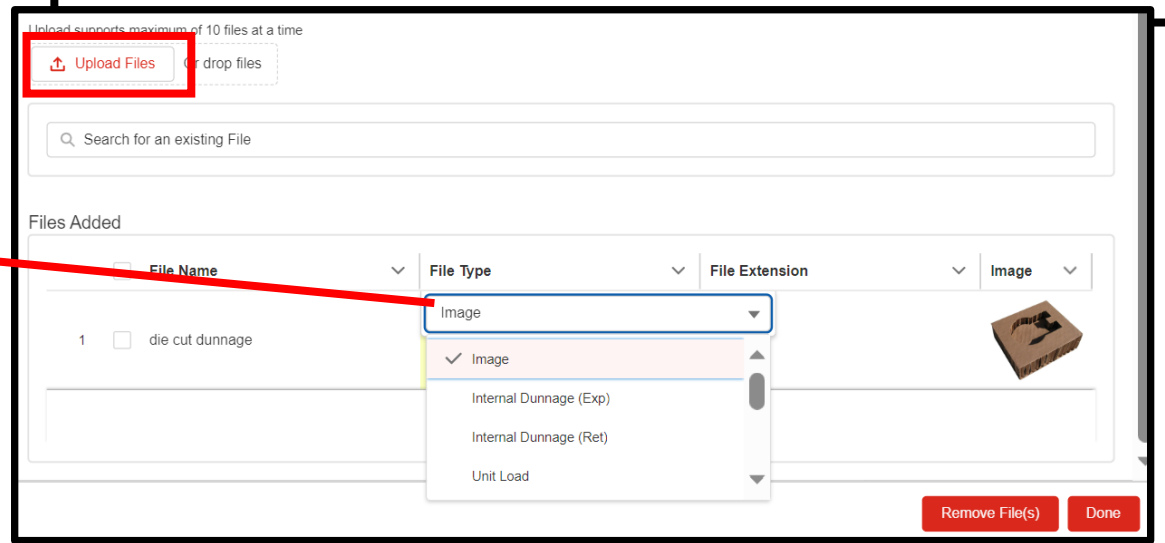
➢ Click Save



Upload Files (optional)

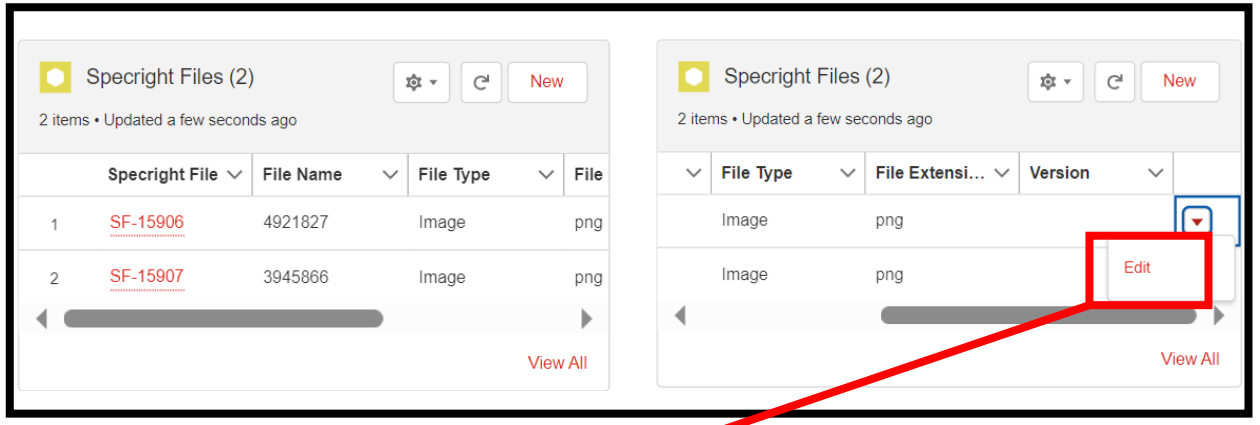
- Click New under “Specright Files”
- Click Supplier Library under “Select libraries.”
- Click the arrow pointing to the right to select the supplier library.
- Upload file(s)
- Select file type as “Image” in the File Type dropdown
- Click Done





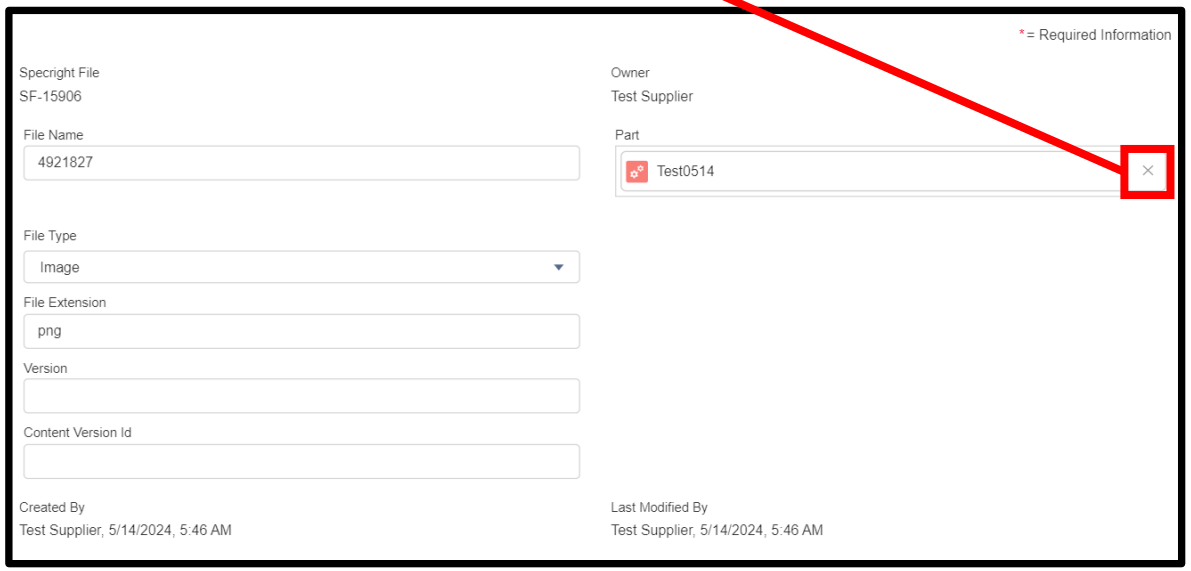
Delete Files (optional)

- Identify the file you wish to remove from this part spec



- Scroll to the right, click the dropdown next to the file, and select Edit

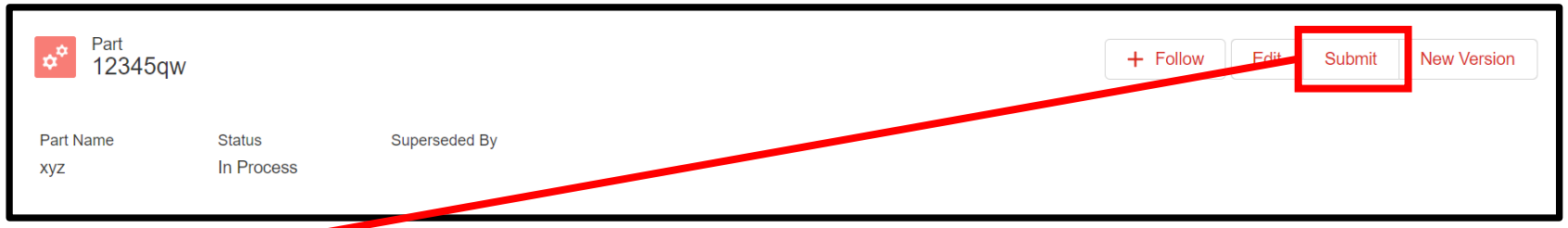
- Click the “X” next to the selected part to remove the file from that part spec

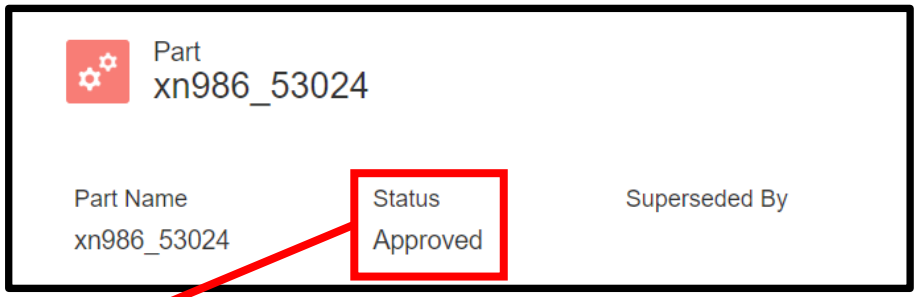


- Click Save to formally remove the selected file

Submit Updated Part Spec

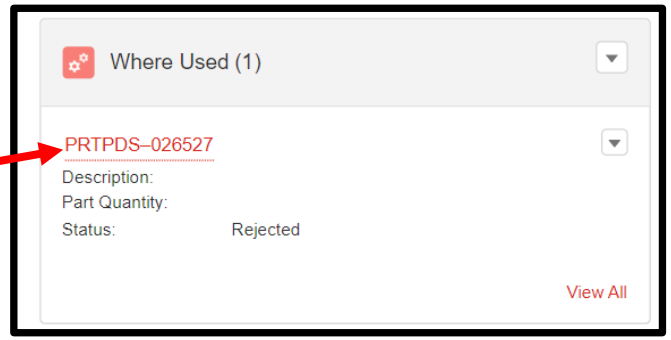
- **Once all desired changes have been made…**
  - Click the Submit button in the top right corner of this screen. The spec will be auto-approved.
  - The old version will become “Obsolete,” and the new version will get superseded/approved

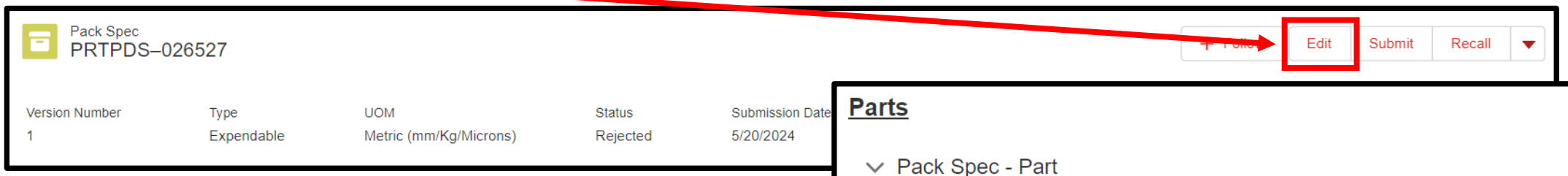


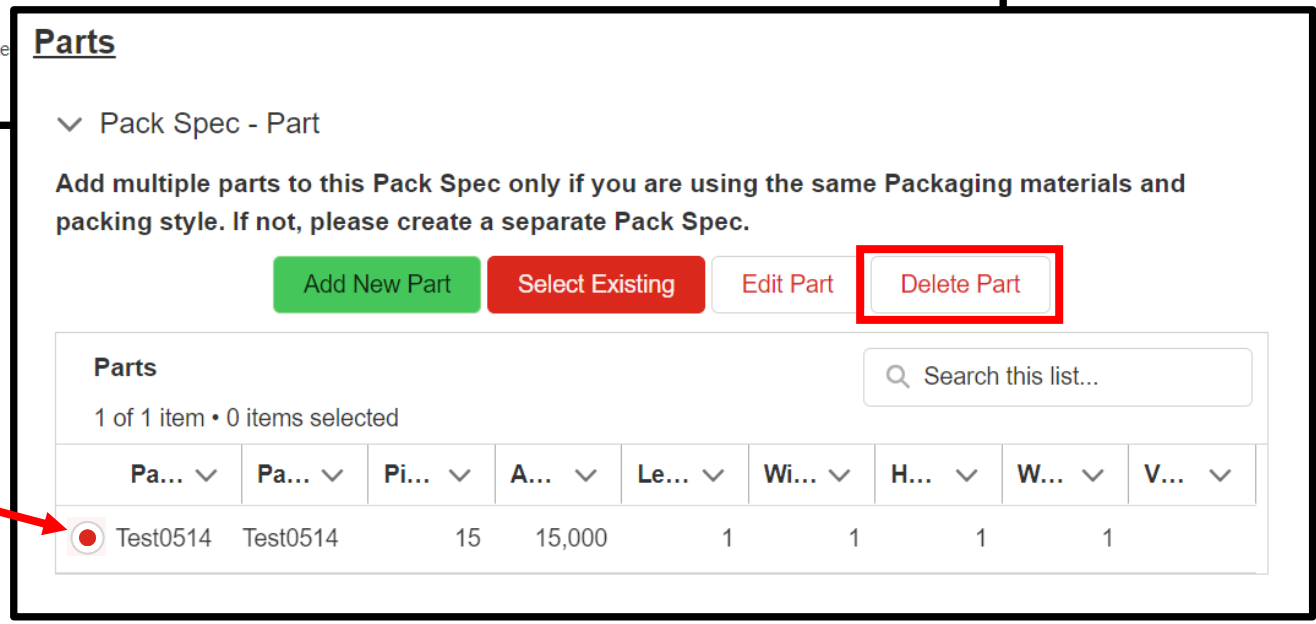


Updating Pack Spec…

- Scroll down under “Where Used”
  - Open the PRTPDS/Pack Spec in scope
- Click Edit
- Go to Parts tab, remove old version by deleting the part.
  - Select part
  - Click “Delete Part”
- Click Select Existing
- Search for updated part name/number, and add revised details

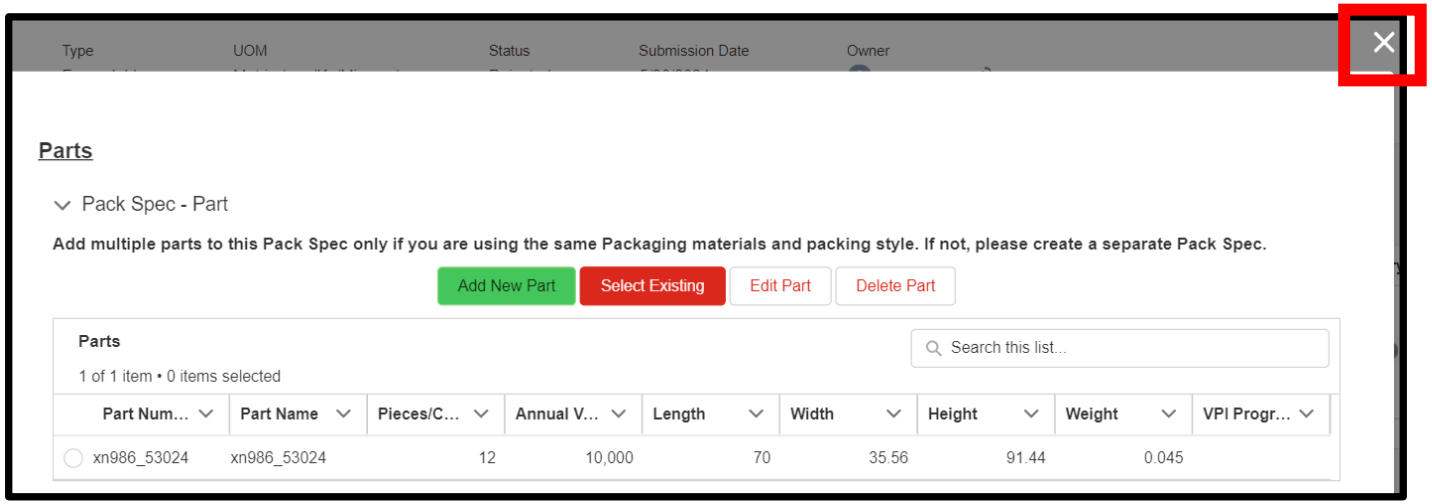


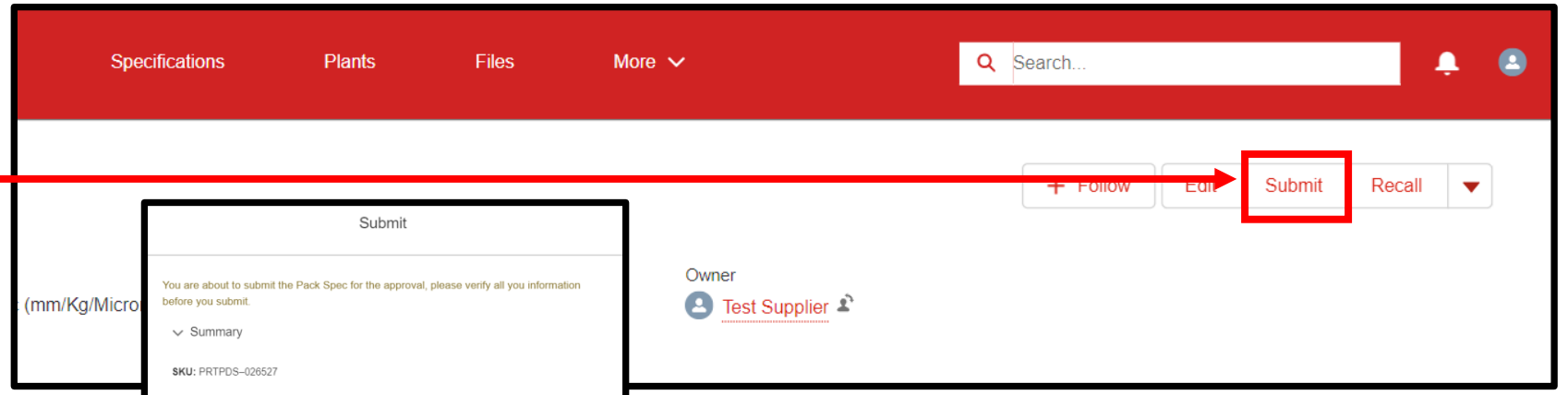




Updating Pack Spec…

- Once the new, updated part has been added, click the Exit button located above the top right corner of the window
- Refresh the page and review updated details
- Click the Submit button in the top right corner of this page
- Add necessary comments and submit the pack spec





Cummins