

## Editing Par Information across Par Locations

Navigation: Inventory – Replenish Par Locations – Maintain Par Locations



Put in the unit and choose the Action you want to take (see screen shot for drop down listing).

**Maintain Par Locations**

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Unit:   \*Action:

**Item ID:**

**Replenishment Control:**

**Optimal Qty:**

**FOQ:**

**Maximum Qty:**

Then click the Search link

Select All Par Locations  
 Input the Item ID you want to change/delete  
 Click OK

### Change Item Attributes



All Par Locations  
 Par Location Group  



\*Item ID:  

GL Business Unit:  

Depending on the Action you chose – you may need to input your change information.  
 (You can change the charge code of an item using the Change Item Attributes Action and the Usage Link)

### Maintain Par Locations

Unit:   \*Action:   [Search](#)

Item ID: 100620 . NEEDLE SPINAL 18X3-1/2 #230836  
 Replenishment Control:    
 Optimal Qty:    [Details](#)  
 FOQ:  [Usage](#)  
 Maximum Qty:

Main Content



Par Locations			
Par Location ID	Description	Par Location Group	Count
<input type="checkbox"/> MCWHS-MED4	WHS MEDICINE UNIT 4 CATALOG		1
<input type="checkbox"/> MCWHS-OR	WHS OPERATING ROOM CATALOG		1

**Maintain Par Locations**

Unit:  \*Action:  [Search](#)

Item ID: 100620      NEEDLE SPINAL 18X3-1/2 #230836



Par Locations			
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   1-2 of 2   <a href="#">Last</a>			
<input type="checkbox"/>	<u>Par Location ID</u>	<u>Description</u>	<u>Par Location Group</u> <u>Count</u>
<input type="checkbox"/>	MCWHS-MED4	WHS MEDICINE UNIT 4 CATALOG	1
<input type="checkbox"/>	MCWHS-OR	WHS OPERATING ROOM CATALOG	1

Once you have complete any necessary information – select the Par Locations where you want this change to be made.

Click Save