

9.5. Vendor Edit

In vendor detail's view page, we have an option to edit and update the vendor details by clicking on edit icon (available nearby vendor name top left side of vendor view page).

And we can edit individual sections vendor info, contact person, skillset....by clicking on respective edit icons.

The screenshot shows the 'divi company4' vendor detail page. The vendor name 'divi company4' and its ID 'VND2572024819529' are at the top, with an 'Edit' icon. Below are fields for Registration No. (345678), Description (new company), Company Email (divyajanga9@gmail.com), Company Phone 1 (+917032219459), Company Phone 2, Address (vijayawada, Vijayawada, Andhra Pradesh, 522503 India), and Contractor Type (Direct Contractor). There are 'Edit' icons for the registration number and contractor type. The 'Contact Person' section shows 'Field Agent-Divi both' with contact details and an 'Edit' icon. The 'Agent' section lists 'divi new jang CUSTODIAN' as a Building Manager with an 'Active' status. The 'Asset' section lists 'Lenovo ThinkPad-divi LENOVO THINKPAD' as a LAPTOP-DIVI with a 'Normal' health status and 'ACTIVE' status.

When you click on the edit icon, the system will navigate to vendor edit page.

The screenshot shows the 'Edit Vendor' page. The title 'Edit Vendor' is at the top. The 'Vendor Info' section includes fields for Vendor Name (divi company4), Registration No. (345678), Description (new company), and Contractor Type (Direct Contractor). There are 'Edit' icons for the vendor name, registration number, and contractor type. The 'Contact Person' section shows 'Field Agent-Divi both' with contact details and an 'Edit' icon. The 'Asset' section lists 'Lenovo ThinkPad-divi LENOVO THINKPAD' as a LAPTOP-DIVI with a 'Normal' health status and 'ACTIVE' status.

Here users can edit/update the vendor details.

asseto Vendors < Vendors

Vendor Info

Account

Contact Person

Skill Set

Tenant Supervisor

Vendor Type

Documents

Direct Contractor

Contact Details

Company Email * divyajanga9@gmail.com

Company Phone 1 * +91 7032219459

Company Phone 2

Company Website * www.abc.com

Company Address * vijayawada

Country * India

State * Andhra Pradesh

City * Vijayawada

Post Code * 522503

☐ Address 2

Vendor Type

☐ Is Tenant

Cancel Update

Edit the data and click on 'update' button at the bottom of the page.

System will navigate to vendor detail view page and "vendor successfully updated" confirmation message will be displayed.

asseto Vendors < divi company4

divi company4 Edit VND2572024819529

Registration No. 345678

Description new company

Company Email divyajanga9@gmail.com

Company Phone 1 +917032219459

Company Phone 2

Address vijayawada, Vijayawada, Andhra Pradesh, 522503 India

Contractor Type Direct Contractor

Date Of Joining 25 Jul 2024

Date Of Leaving 03 Oct 2029

Status Active

Contact Person

Field Agent-Divi both

- +917032219459
- divyabharathi.marreddy@neuronsolutions.com
- CASE OWNER DIVI

Success
Vendor successfully updated

Agent + New Agent

Name	Profile	Skill Set	Resource Group	Status
divi new jang CUSTODIAN	Building Manager	Electrical Engineer		Active

Items per page: 5 1 - 1 of 1

Asset + New Asset

Asset	Category	Location	Asset Health	Status	Maintenance
Lenovo ThinkPad-divi LENOVO THINKPAD	LAPTOP-DIVI	VIJAYAWADA NEW	Normal	ACTIVE	18 Sep 2024 54 Days

Items per page: 5 1 - 1 of 1

Revision #2

Created 11 September 2024 10:38:32 by Divya Bharathi Marreddy

Updated 20 September 2024 06:55:40 by Divya Bharathi Marreddy