

CUSTOMER GUIDE: How to Edit a VIN

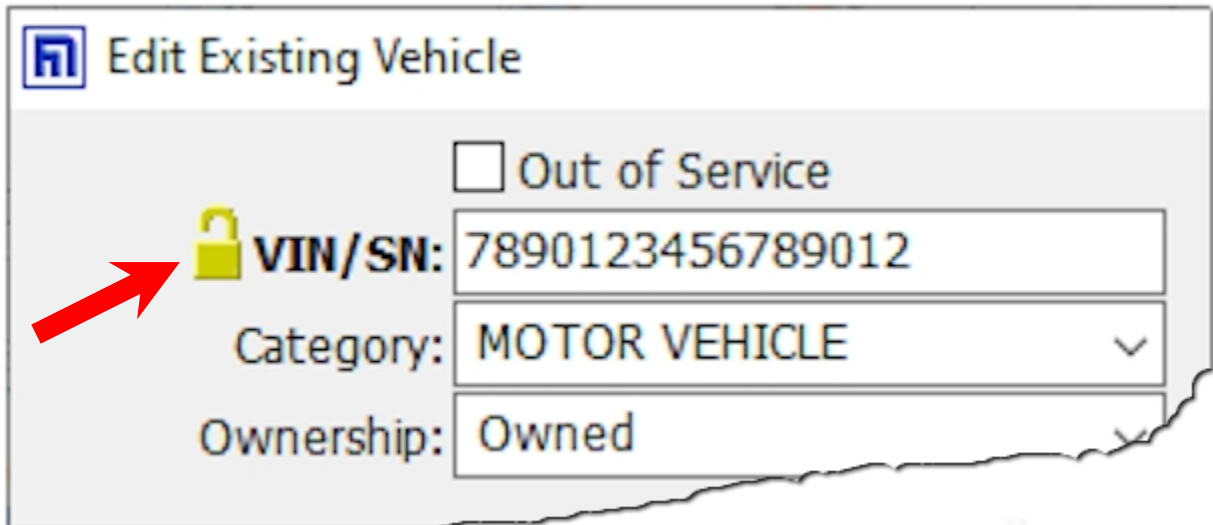
The VIN/SN Field is Locked

The value in the VIN/SN field is an essential value that relates many other data elements to an asset. Therefore, after initial entry, this value is locked to prevent changes.

Editing a VIN/SN Value

If you find that you have a reason to edit this value, double-click the asset to open its record.

Next click the lock icon (pictured below) to unlock the field.



The screenshot shows a software window titled "Edit Existing Vehicle". At the top right, there is a checkbox labeled "Out of Service". Below this, the "VIN/SN:" field contains the value "7890123456789012" and is preceded by a yellow padlock icon. A red arrow points to this padlock icon. Below the VIN/SN field are two dropdown menus: "Category:" with the value "MOTOR VEHICLE" and "Ownership:" with the value "Owned".

You may now make any necessary changes to the value in the VIN/SN field, then click OK.