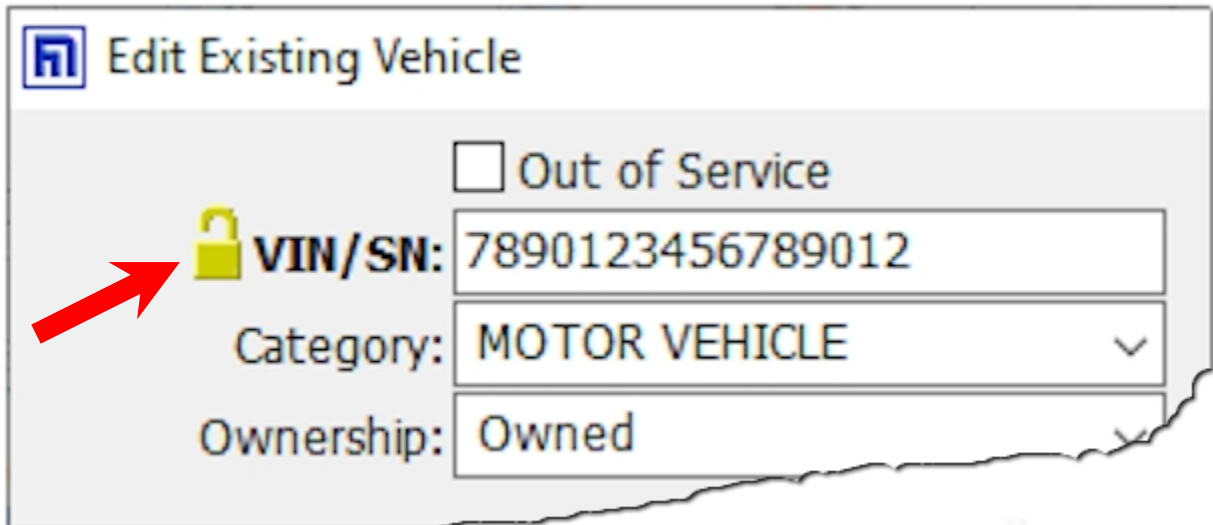**CUSTOMER GUIDE:** How to Edit a VIN

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.

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