

# How to edit a Third Part?

[help.fracttal.com/hc/en-us/articles/25073666591885-How-to-edit-a-Third-Part](https://help.fracttal.com/hc/en-us/articles/25073666591885-How-to-edit-a-Third-Part)

To edit an existing third part, simply select the third part you want to modify and the system will display a bar with options to edit, delete, and more.

To edit, just click on edit and the system will take you to the screen of the selected third part.

The screenshot displays the Fractal One dashboard interface. On the left, a sidebar menu lists various navigation options: Start, Fracttal AI, Catalogs, Assets, Inhouse Personnel, **Third Parties** (highlighted with a red box), Warehouses, Work Management, Monitoring, Dispatcher, Business Intelligence, Cloud Disk, Requests, and Online help. The main dashboard area features several data visualization components:

- Top row of metrics: 1 (Review), 79 (Closed WOs), 34 (Pending Tasks with Delay).
- Compliance Percentage: A donut chart showing 68.7% for Closed WOs.
- Work Orders: A bar chart with three bars representing 115, 79, and 36.
- Work Requests: A bar chart with two bars representing 33 and 16.
- Bottom row of metrics: 4 (Loaded assets), 17 (Planned downtimes), 11 (Unlanned downtimes).

← (1) Selected

Enabled	Name	Code	Email	Web Site
<input type="checkbox"/> Yes	COMPANY THIRD PART	CTP-001		
<input checked="" type="checkbox"/> Yes	Third Part	TP0001		

Showing 2 of 2

+ (Add button)

Save

Enabled

Information  
You have pending changes to save!

- General
- Custom Form
- Branches
- Contacts
- Services
- Historical
- Attachments
- Document Management

Name: Third Part Code: TP0001

Type: Service Provider  OEM  Supplier  Client

Web Site: thirdpart.com Group 1: Electric Group 2: Motors

Address: Paulista Avenue City: São paulo State: Country: Zip code:

Map: Search on the map, Map, Satélite, Itasca Chile SpA, Global Jiu Jitsu Providencia

On this screen, you will find the following options:

- **Enabled:** Allows you to enable or disable the third part so that it is no longer visible in the rest of the platform (it will only be visible in activities prior to being disabled).
- **General:** General information related to the third part.
- **Custom Fields:** Group of custom tags with additional information about the third part.
- **Branches:** List of branches owned by the third part in question.
- **Contacts:** Contact personnel within the third part. It should be noted that these contacts are the people who can appear as responsible for a work order assigned to a third part.
- **Services:** List of the various services and costs offered by the third part. These services can be added and their costs accounted for within a work order.
- **Histories:** List of movement histories associated with warehouses.
- **Attachments:** List where you can add, view, edit, or download files, links, and notes attached to the third part.
- **Document Management:** Documents or guarantees subject to expiration that are associated with the third part.

Third Parties

Enabled

Type: Service Provider  OEM  Supplier   
Client

Web Site: thirdpart.com

Group 1: Electric

Group 2: Motors

Address: Paulista Avenue

City: São paulo

State

Country

Search on the map

Save

General

Custom Form

Branches

Contacts


Services

Historical


Attachments

Document Management

To make any changes to the third part, simply click on the field you want to edit and finally press the **"Save"** button located at the top right of the platform.



Enabled

 Information  
You have pending changes to save!

- General
- Custom Form
- Branches
- Contacts
- Services
- Historical
- Attachments

Type:  Service Provider  OEM  Supplier   
 Client

Web Site:  Group 1:  Group 2:

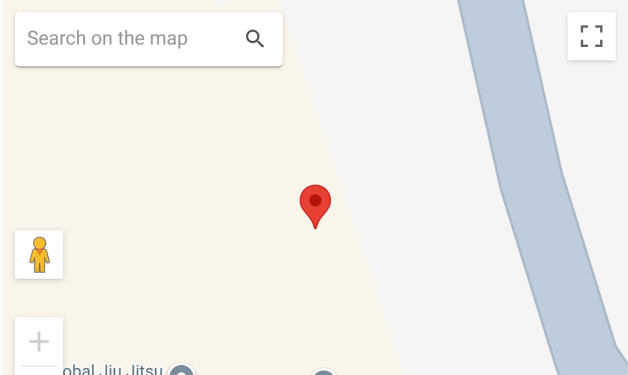
Address:

City:

State:

Country:

Search on the map



**Note:** Auxiliary fields have a limit of 50 characters. Exceeding this limit may affect data import, causing errors or truncation of information.