

INVENTORY

PARTS – ADD PART DEFINITION ADDITIONAL DATA

An **Additional Data** panel has been added to the **Part Maintain** screens: the **Add new part** screen and the **Edit Part** screen.

The **Additional Data** fields are available to add and track custom data relevant to the part definition.

These fields can hold extra information that is not covered by the static fields already present in this screen.

Examples of data that can be added include special notes, unique identifiers, specific usage instructions, or any other relevant details.

Ribbon Select Inventory > Parts



- The **Part Listing** screen will open.
- The data grid will display a list of all the part definitions currently on the system.
- Click on **Add**.

PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	SoleSupplier	Taxable	TaxType	Rate	AmendDate
SP2020	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP2020	ea	10.00	No	Yes	VAT	15.00	Sep 15 2023 4:00PM
SP2020-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-5304	Fuser Roller Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-4933	Paper Pickup Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-5084	Picker Finger	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-5598	Wiper Blade	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-2352	Mag Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-7335	Mag Roller Sleeve	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-5526	Fuser Film	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-6028	Fusing Film Assembly Unit	A	C	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-7652	Maintenance Kit	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-3295	Fuser Cleaning Web	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-3671	Toner Black	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00	Sep 26 2023 1:44PM
SP2020-0102	Toner Magenta	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-2333	Toner Cyan	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP2020-6376	Toner Yellow	A	C	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP900	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP900	ea	10.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP900-1992	Paper Tray	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP900-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP900-7223	Fuser Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP900-6143	High Yield Reset Lever Gear	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM
SP900-8649	Fuser Heat Roller	A	C	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00	Jan 1 1900 12:00AM

- The **Add new Part** screen will open.
- Once the following information has been added to this screen:
- [Part Definition Details](#)
- [Part Definition Defaults](#)
- [Part Definition BOM Allocation](#) (if applicable)
- [Part Definition Part Meters](#) (if applicable)
- [Part Definition Yield Config](#) (if applicable)
- Click on the **Additional Data** tab.

Part Code AM1-Copier

Description Copier MFL 1001 Series

Model No 1001-AM1

Part Type A Class Part

Taxable

Tax Rate 15.00

Category Retail - Office Supplies - Electron...

Weight 45

Volume 645x770x1220

Unit of Measure kg

Single Supplier

Shelf Life 3

Depreciation Method 3 Year Straight Line

Wear and Tear Method 3 Year Straight Line

Manufacturer Technician Sensor

Default Fee 1

Duty Cycle 1

Life Cycle 1

Defaults

Select	DisDescription	AltName	BrName	IsPrimary/Shell/We	AmendDate
<input type="checkbox"/>	Coaching	GT - Office Supplies	GT - OS - Electronics	No	11 Sep 2023
<input checked="" type="checkbox"/>	King24xRental	K2 - Office Supplies	K2 - OS - Electronics	No	11 Sep 2023
<input type="checkbox"/>	Limpopo	LP - Office Supplies	LP - OS - Electronics	No	11 Sep 2023

BOM Allocation

Select	BOMCode	Description	BOMType	BOMTypeDesc	Quantity
<input checked="" type="checkbox"/>	TONERS	Toners Included	CI	Contract Inclusion	2
<input checked="" type="checkbox"/>	YieldColour	Colour Toner Yield BOM	YIELD	Yield Related BOM	2
<input type="checkbox"/>	PARTS	Parts Included	CI	Contract Inclusion	1
<input type="checkbox"/>	E43N866PL	E43N866 Sprint MFC Part List	PARTS	Part List	1

Part Meters

Select	MeterDefCode	MeterDescription	MeterType	Unit	ActionType
<input type="checkbox"/>	Clicks	Clicks Meter	CYCLE	CL1	ABS
<input checked="" type="checkbox"/>	Colour	Colour Meter	CYCLE	CCP	ABS
<input type="checkbox"/>	Cycles	Cycles Meter	CYCLE	CYC	ABS
<input type="checkbox"/>	DataMB	DataMB Meter	RESET	DMB	ABS

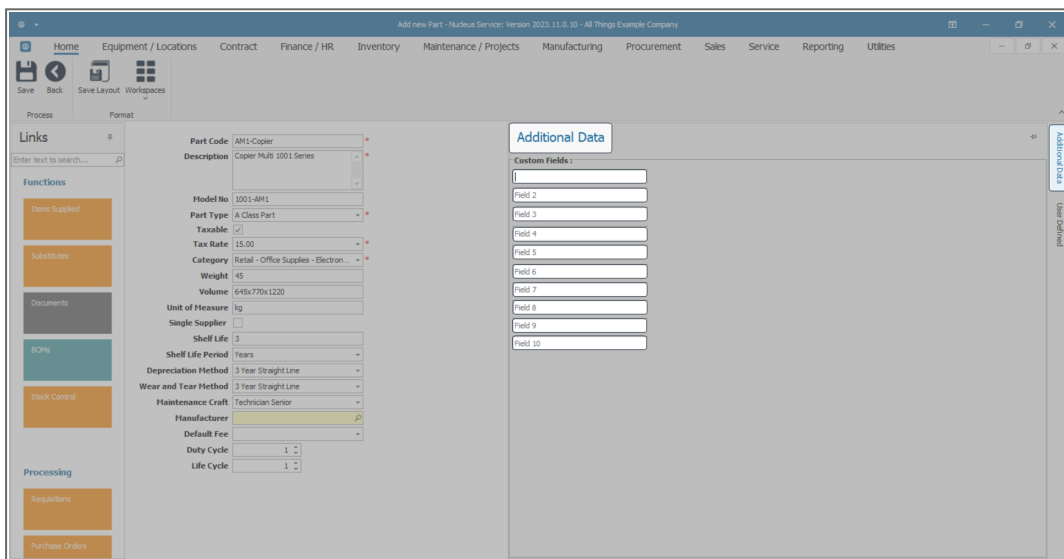
Yield Config

Select	MeterDefCode	Yield	YieldFactor	ServiceCode	ServiceDesc	PriceType
<input type="checkbox"/>	Mono	0.00	0.00			
<input type="checkbox"/>	Colour	0.00	0.00			
<input type="checkbox"/>	Hours	0.00	0.00			
<input type="checkbox"/>	Cycles	0.00	0.00			

ADD ADDITIONAL DATA

- The **Additional Data** panel will expand.
- There are 10 **Custom Fields** for you to type in additional information, as required.
- Click in the field where you wish to type in information.
- Note that the cursor is auto placed in the first Custom Field.

Note: These additional data labels (e.g. Field 1, Field 2 etc.) can be re-named as per your company requirements.

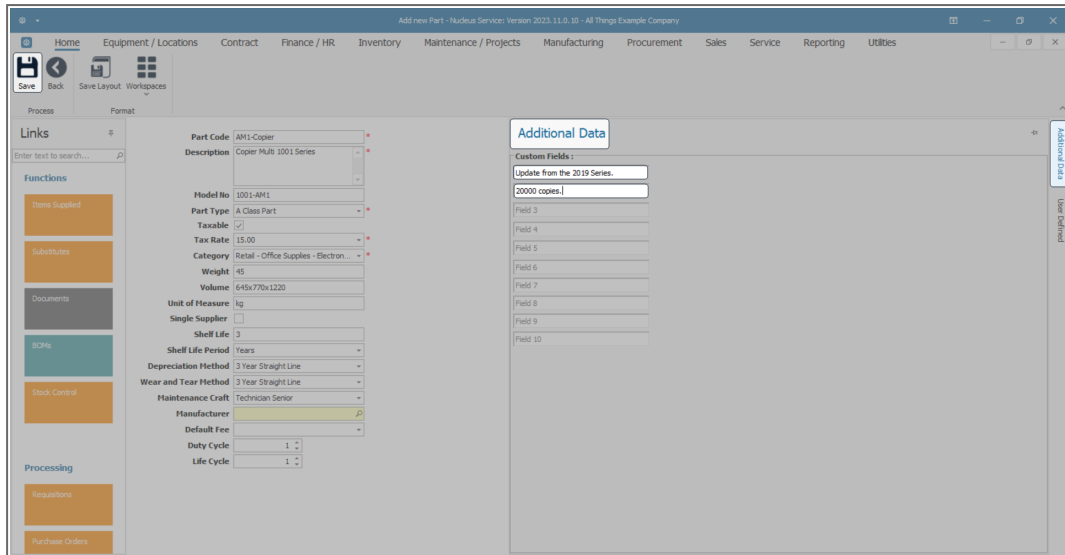


The screenshot displays the 'Add new Part' interface in a web browser. The main area is divided into several sections:

- Links:** A search bar and a list of functions including 'Items Supplied', 'Substitutes', 'Documents', 'SOPs', 'Stock Control', 'Processing', 'Requisitions', and 'Purchase Orders'.
- Part Details:** A central form with fields for:
 - Part Code: AM1-Copper
 - Description: Copper Multi 1001 Series
 - Model No: 1001-AM1
 - Part Type: A Class Part
 - Taxable:
 - Tax Rate: 15.00
 - Category: Retail - Office Supplies - Electron...
 - Weight: 45
 - Volume: 645x770x1220
 - Unit of Measure: kg
 - Single Supplier:
 - Shelf Life: 3
 - Shelf Life Period: Years
 - Depreciation Method: 3 Year Straight Line
 - Wear and Tear Method: 3 Year Straight Line
 - Maintenance Craft: Technician Senior
 - Manufacturer: [dropdown]
 - Default Fee: [dropdown]
 - Duty Cycle: 1
 - Life Cycle: 1
- Additional Data:** A panel on the right titled 'Additional Data' containing a list of 'Custom Fields' from Field 1 to Field 10. Each field is represented by a text input box.

SAVE ADDITIONAL DATA

- When you have added the desired information to the Custom Data fields, click on **Save**.



- The information will be **saved** and you will return to the **Part Listing** screen.

Related Topics

- [Add Part Definition Details](#)
- [Add Part Definition Defaults](#)
- [Add Part Definition BOM Allocation](#)
- [Add Part Definition Part Meters](#)
- [Add Part Definition Yield Config](#)
- [Add Part Definition User Defined](#)

MNU.026.035