We are currently updating our site; thank you for your patience.

INVENTORY

SEARCH FOR A PART DEFINITION

You can search for a specific part and view the transactional history for that part.
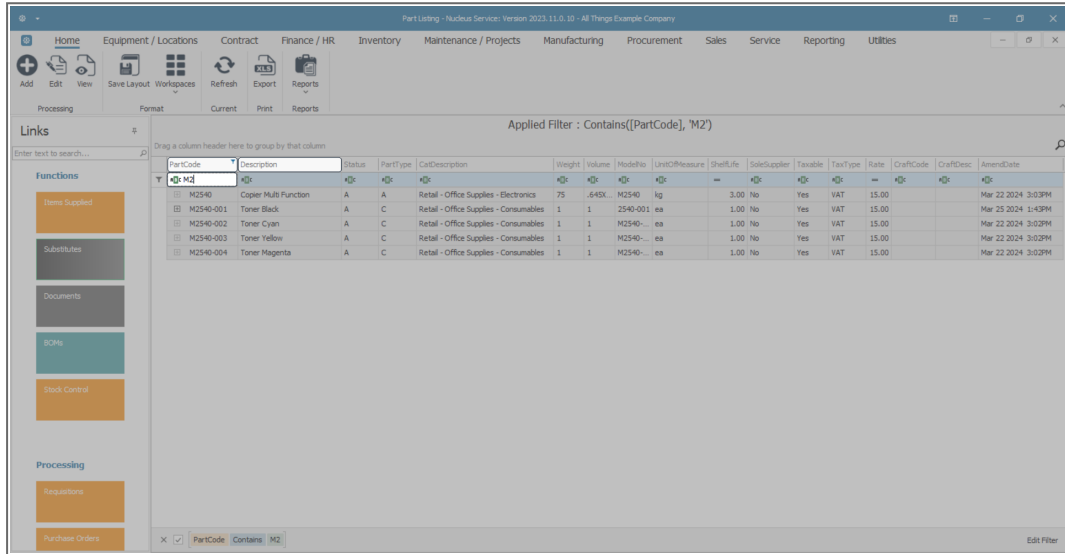
Ribbon Select **Inventory > Parts**

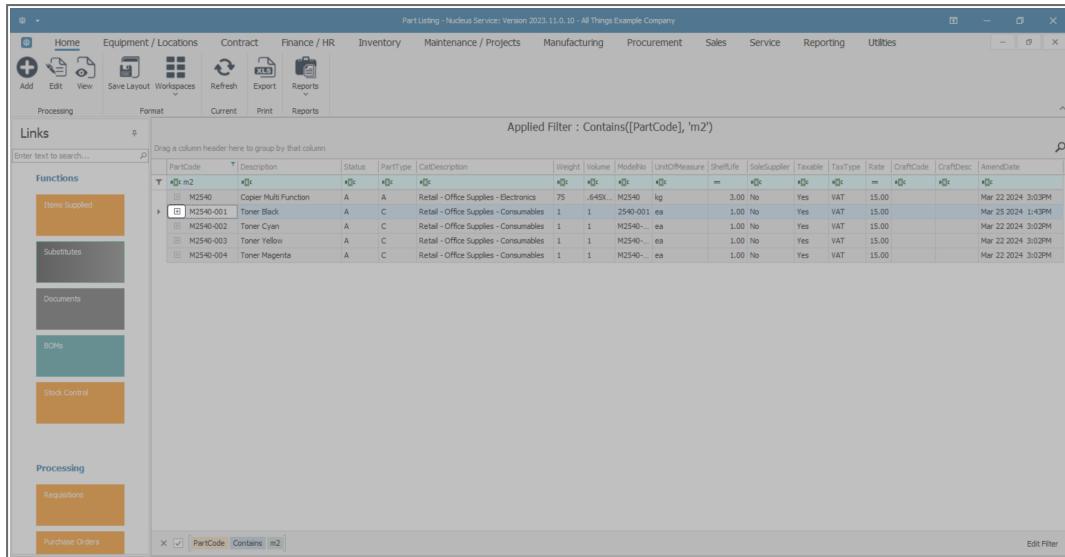- The **Part Listing** screen will be displayed.

SEARCH VIA PART CODE OR PART DESCRIPTION

- In the **filter row**, type in the:
    - **Part Code** or **Part Description** that you are searching for.
- As you type, the system will search for and display the **row** that contains the details of that part.
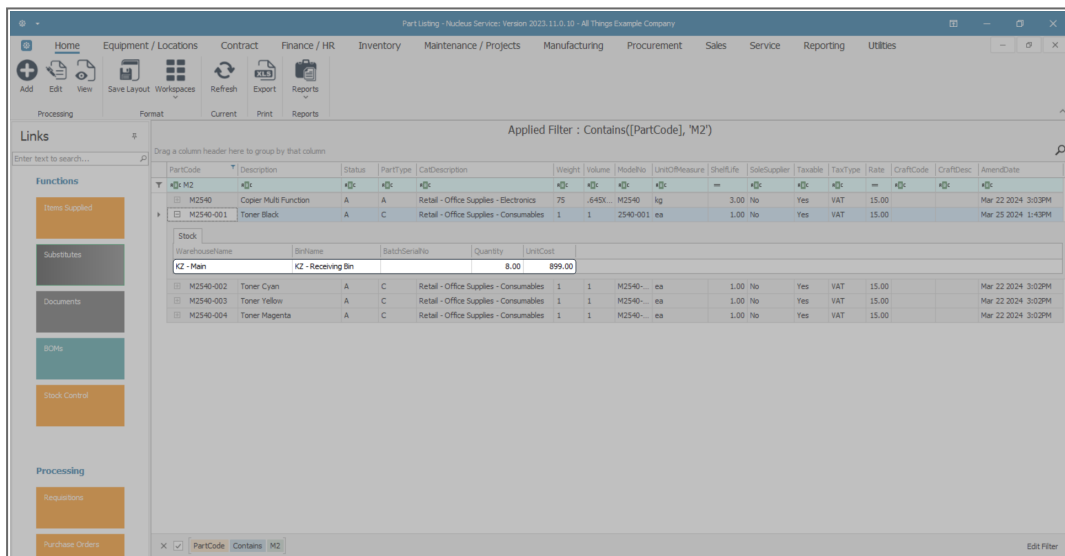

VIEW THE PART STOCK FRAME

- Click on the **expand** button in the row of the part.

- The **Stock** frame will be expanded.
- You can view the
  - **Quantity**, **Location** and **Unit Cost** of items for the selected part code. (and Batch Serial No. if applicable.)

VIEW PART DETAILS

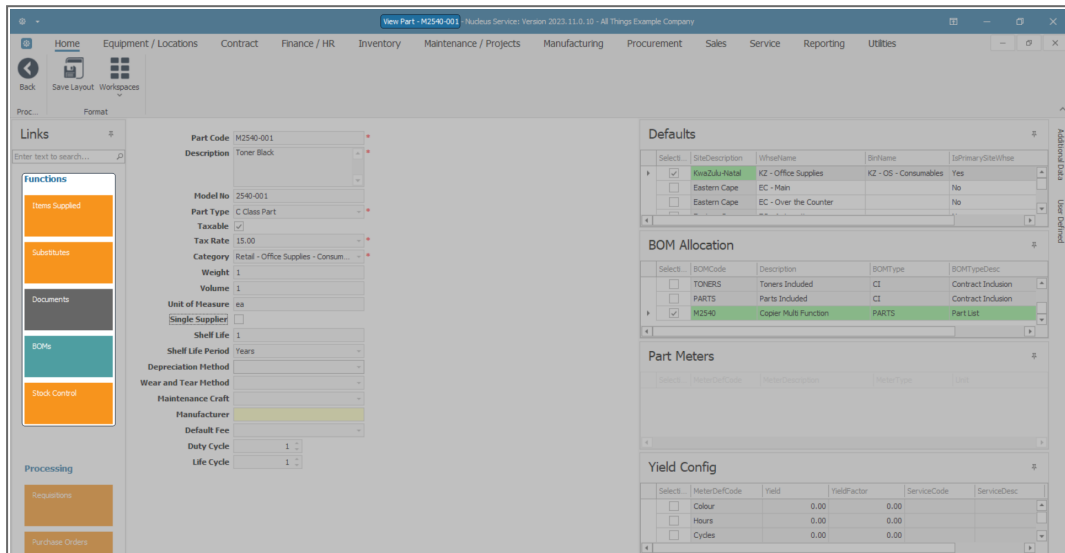- To view the part **details** of the selected part, click on **View**.

- The **View Part** screen will be displayed and from this screen you can view more detailed information concerning the selected part.
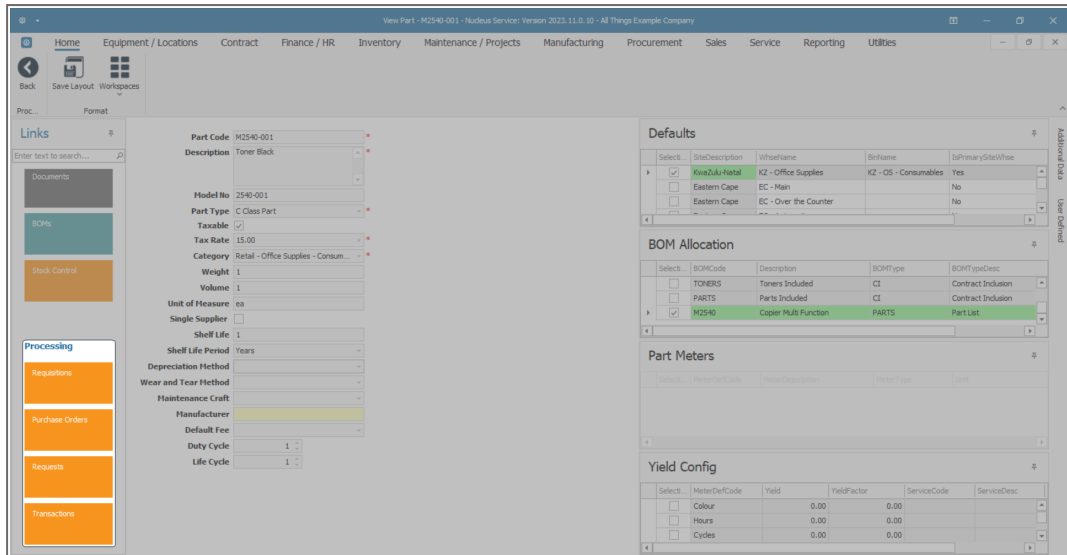

VIEW THE FUNCTIONS TILES

- You can view the **functional** data of the selected part by clicking on any of the **Functions** tiles.

- **Item Supplied**: Suppliers of the part.
- **Substitutes**: Linked alternate part numbers.
- **Documents**: Documents related to the part.
- **BOMs**: Bill of materials linked to the part.
- **Stock Control**: Stock control method for the part.

VIEW THE PROCESSING TILES

- You can view the **transactional** data of the selected part by clicking on any of the **Processing** tiles.

  - **Requisitions**: Purchase requisitions raised for the part.
  - **Purchase Orders**: Purchase orders raised for the part.
  - **Requests**: Part requests raised for the part.
  - **Transactions**: Transactional data for the part for a selected period.

- For detailed information on the **view** part process, refer to Introduction to Inventory.

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