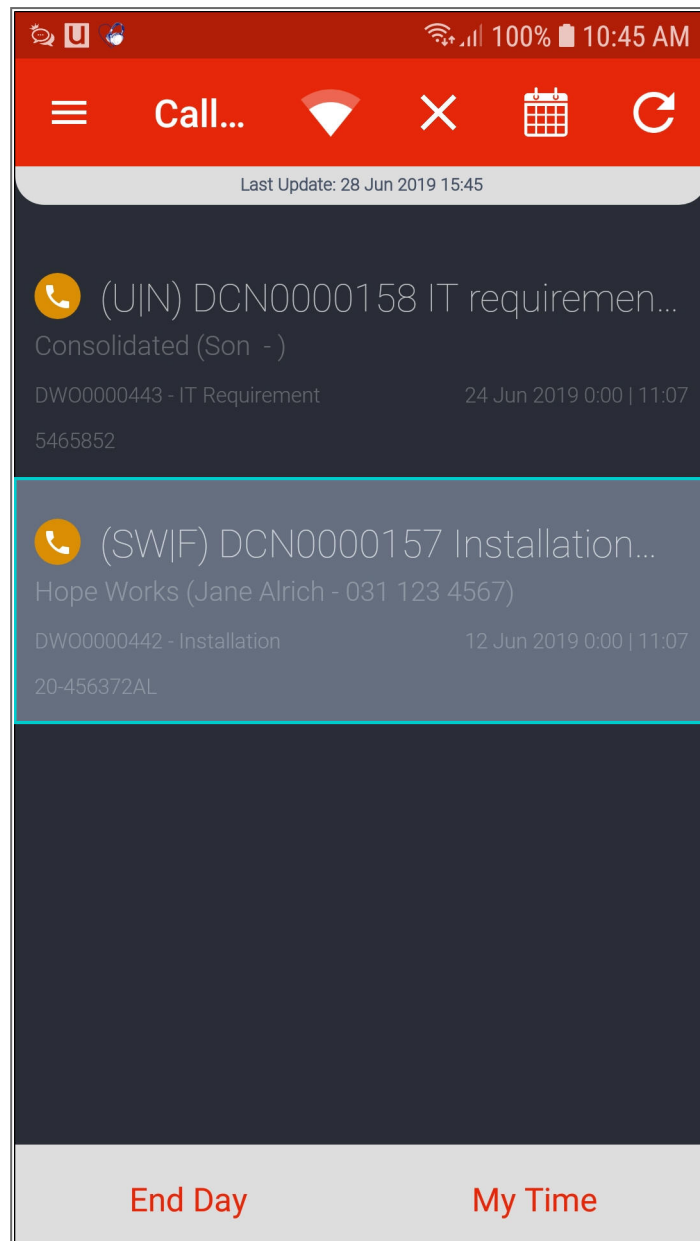# TECHCONNECT

SITE PART AUDIT

SITE PARTS

- You can view a list of parts, audit parts and do parts swap outs on the site you are currently working on.
- This functionality only works with *BPO_V2*.
- The IsVersionBPO2 flag must be set to *Yes* in *BPO Configurator*.
- Click on the call / project you wish to work on.

- The *Call* screen will be displayed.
- Click on the *Side Menu*.

- A *Side Menu* will be displayed.
- Click on *Site Parts*.
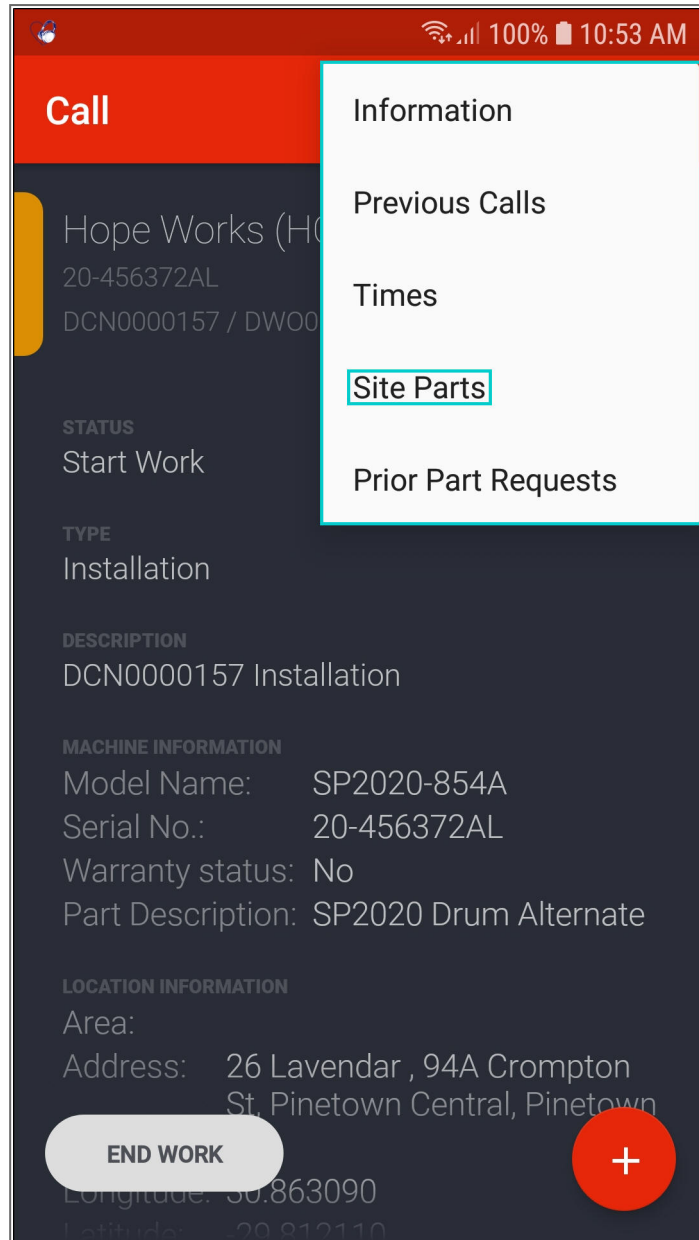
- Assets that should be at the address according to **BPO** transactions are displayed in the **Site Parts List** screen showing the;
    1. the part description,
    2. part code,
    3. serial number,
    4. swap out icon,

5. missing part icon

6. and add part icon.
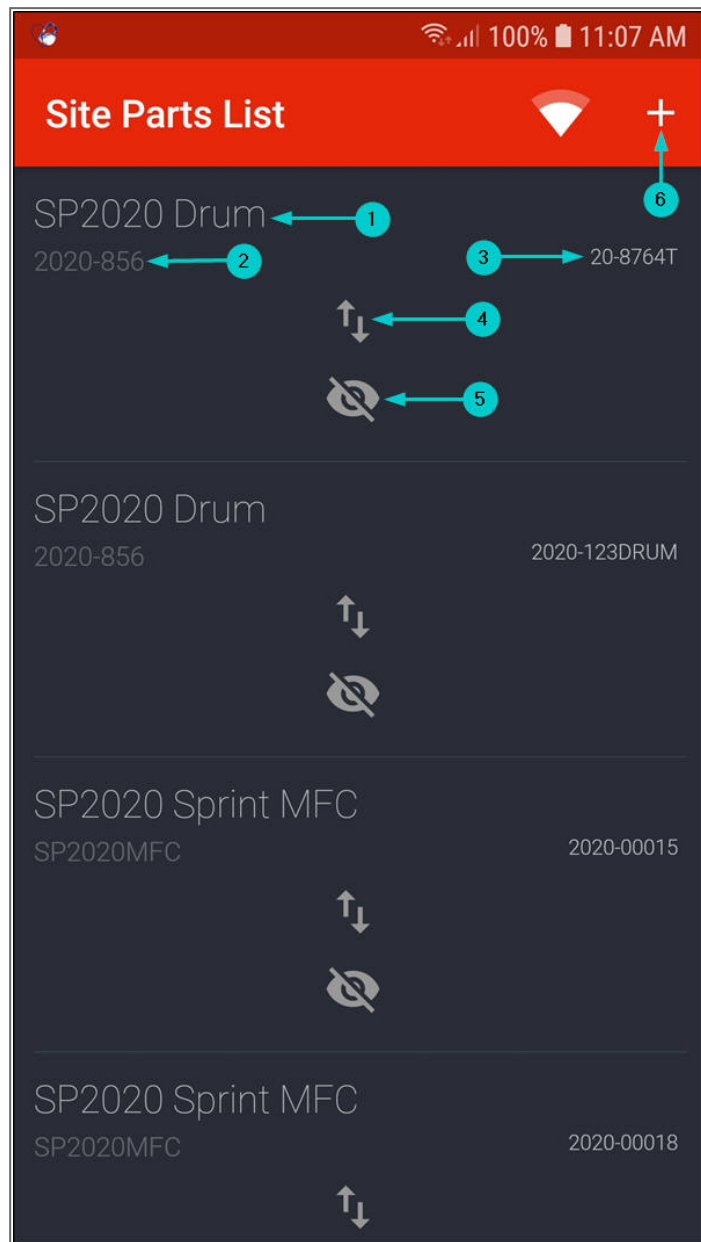
PARTS AUDIT

MARK A PART AS MISSING

- If a part displayed on the part list is <u>missing</u> on site,
- click on the **_Missing Part_** icon to mark the part as missing.

- A *Missing Part* message box will pop up asking you;
  - *Are you sure this part is not on-site and should be marked as missing?*
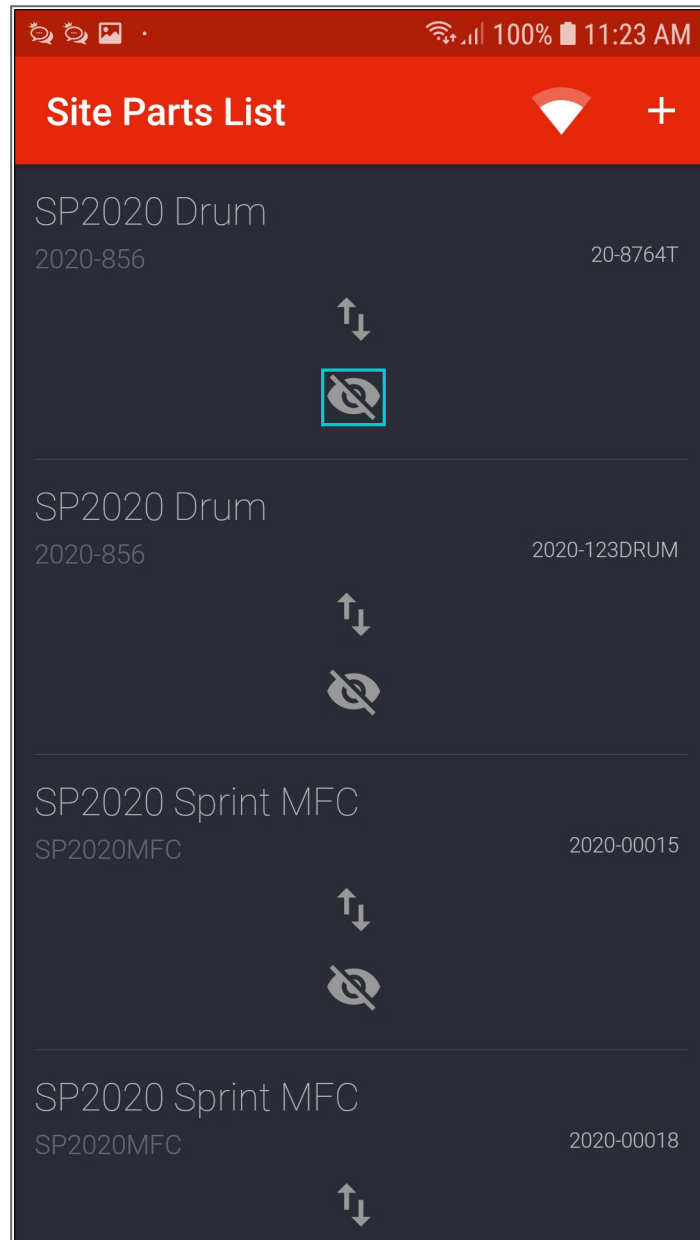- Click on *Yes*.
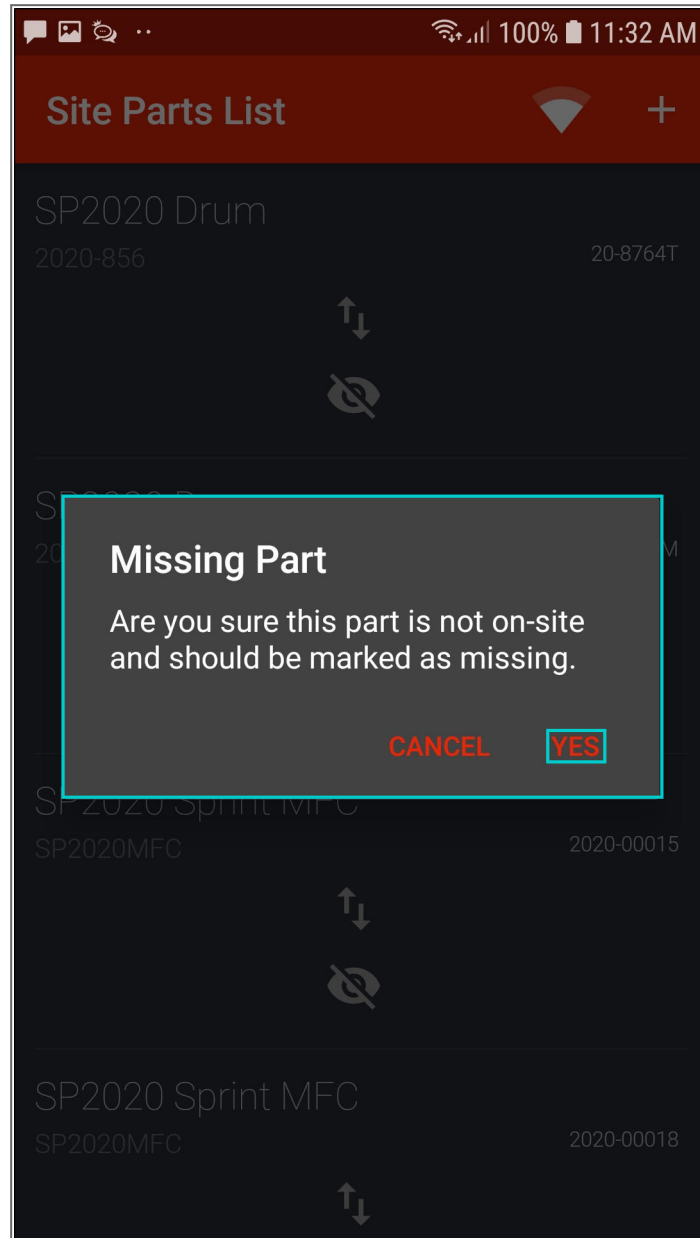
- The part will now be marked as *Missing* in the *Site Parts List* screen.
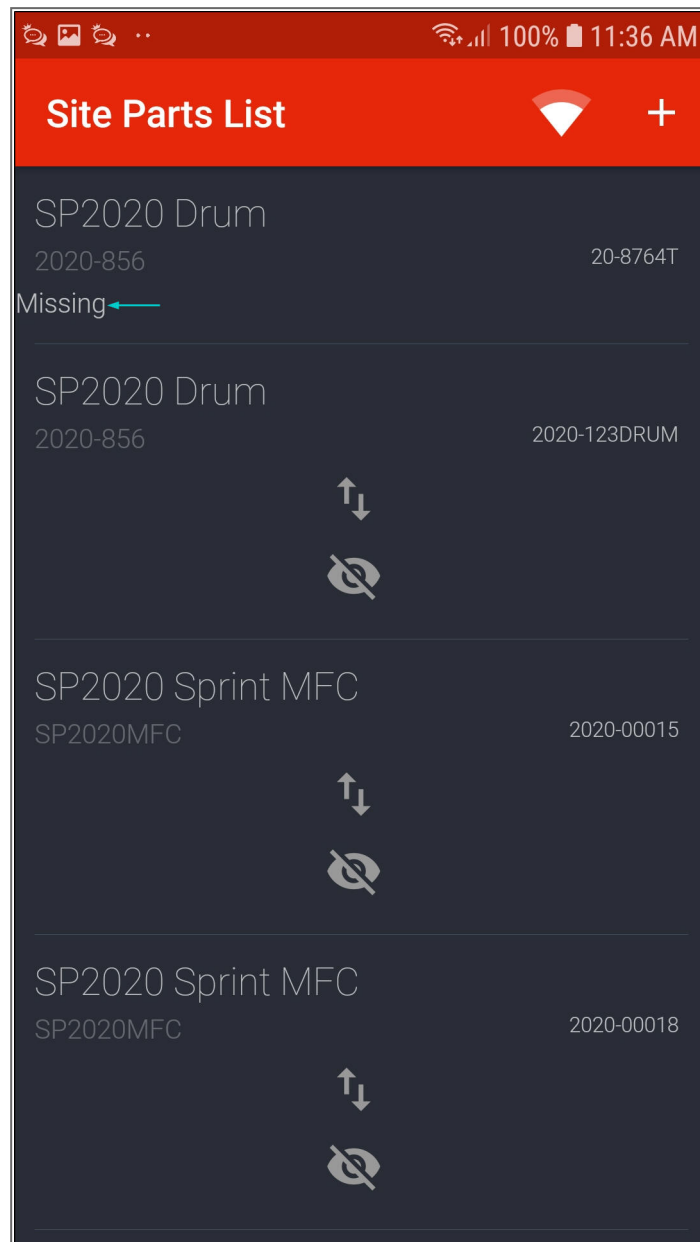
ADD A MISSING PART

- If a part is not displayed on the part list but is on site,
- click on the *Add Part* icon to add the part.
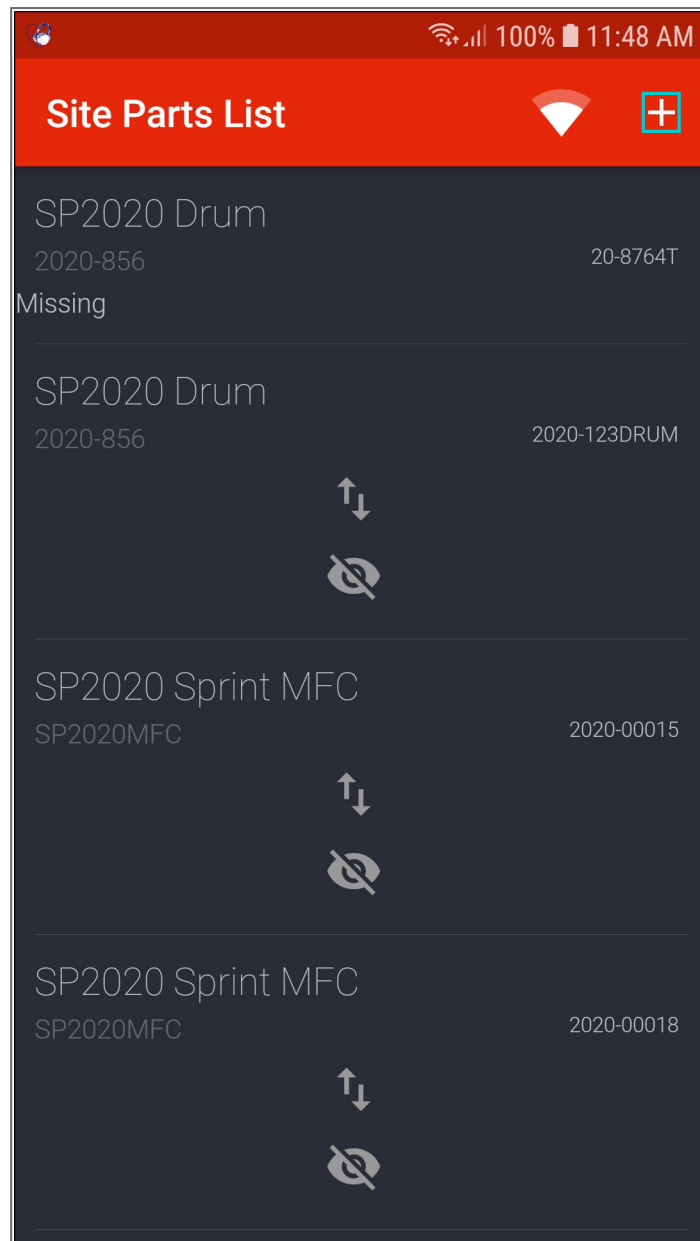
- The *Site Part* screen will be displayed. You will either receive

  1. a message informing you;

     - *Please download the parts list by going to the Parts section from the main menu and clicking on the reload icon.*

- Click on *Cancel*. Refresh your parts database and start the process of adding a missing part again.
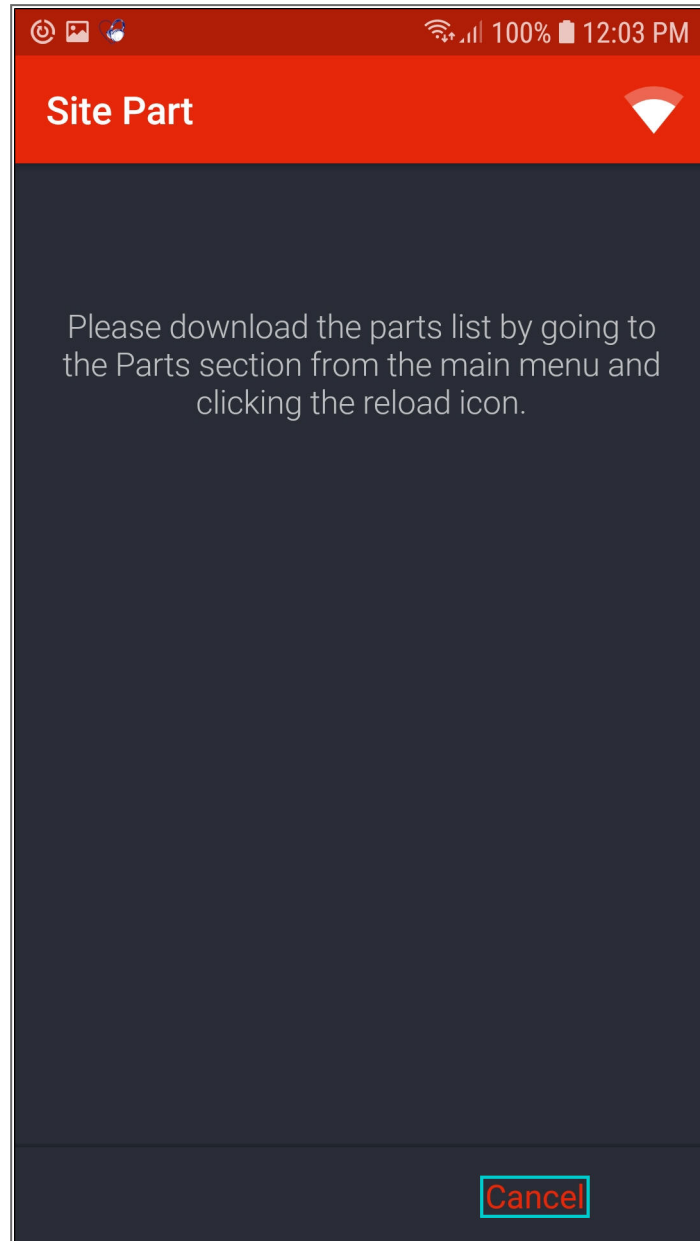
2. or a *Search* field will be displayed.

  - In the *Search* field, type in the part description or model of the part you wish to add.
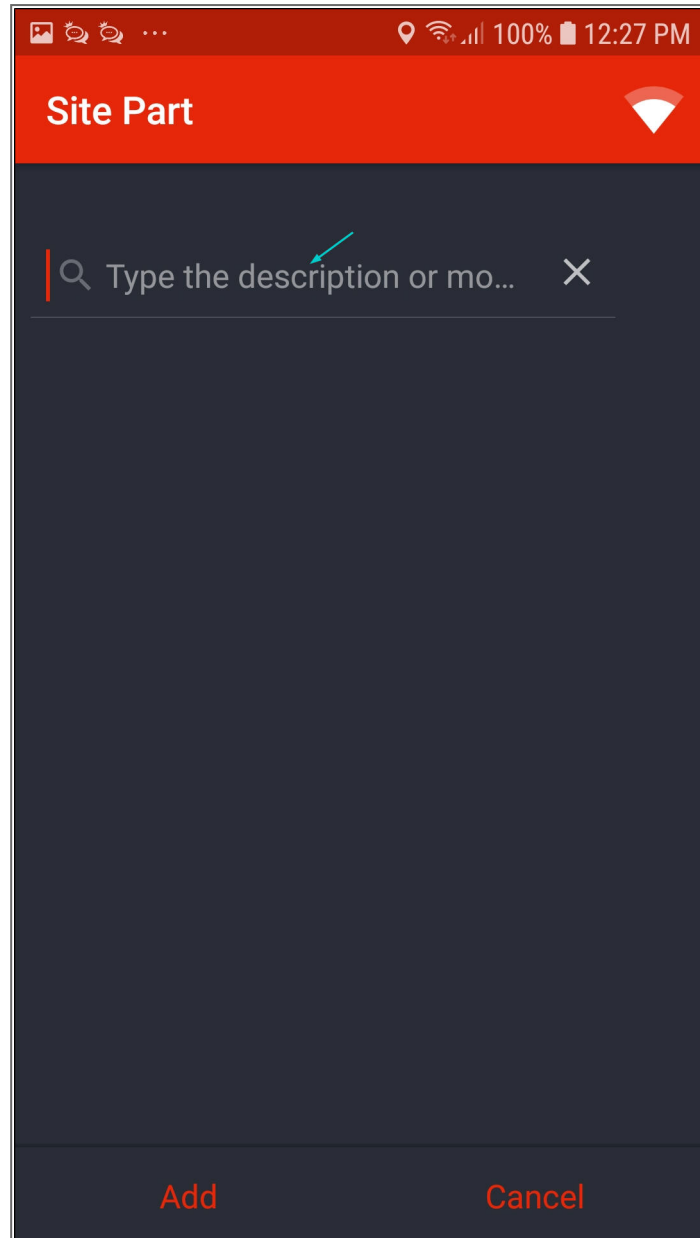
- A list of part codes that match your description will be displayed.
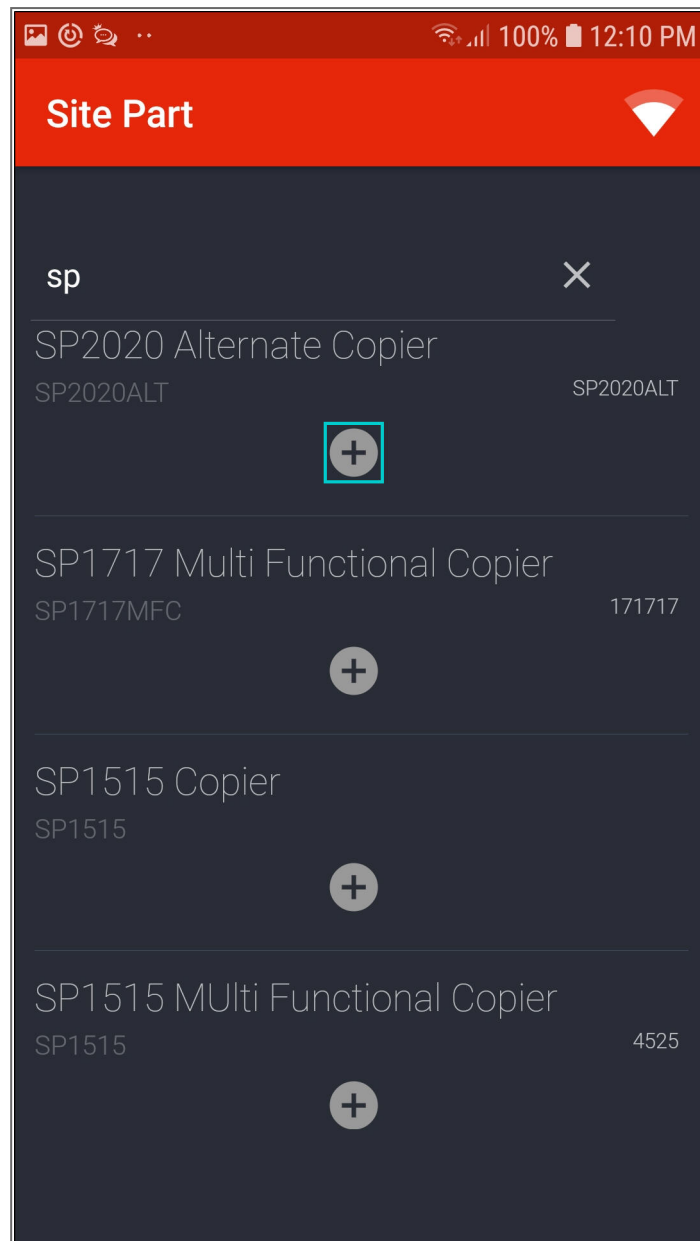- Click on the '＋' icon on the part code you wish to add.
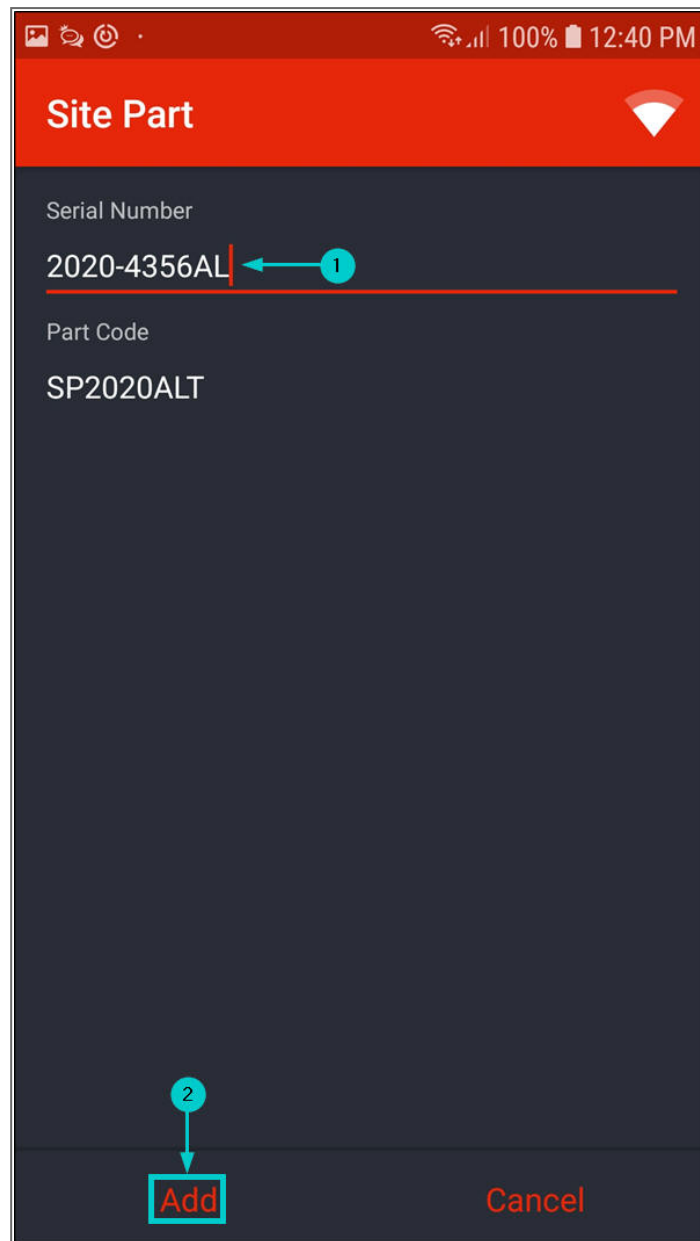
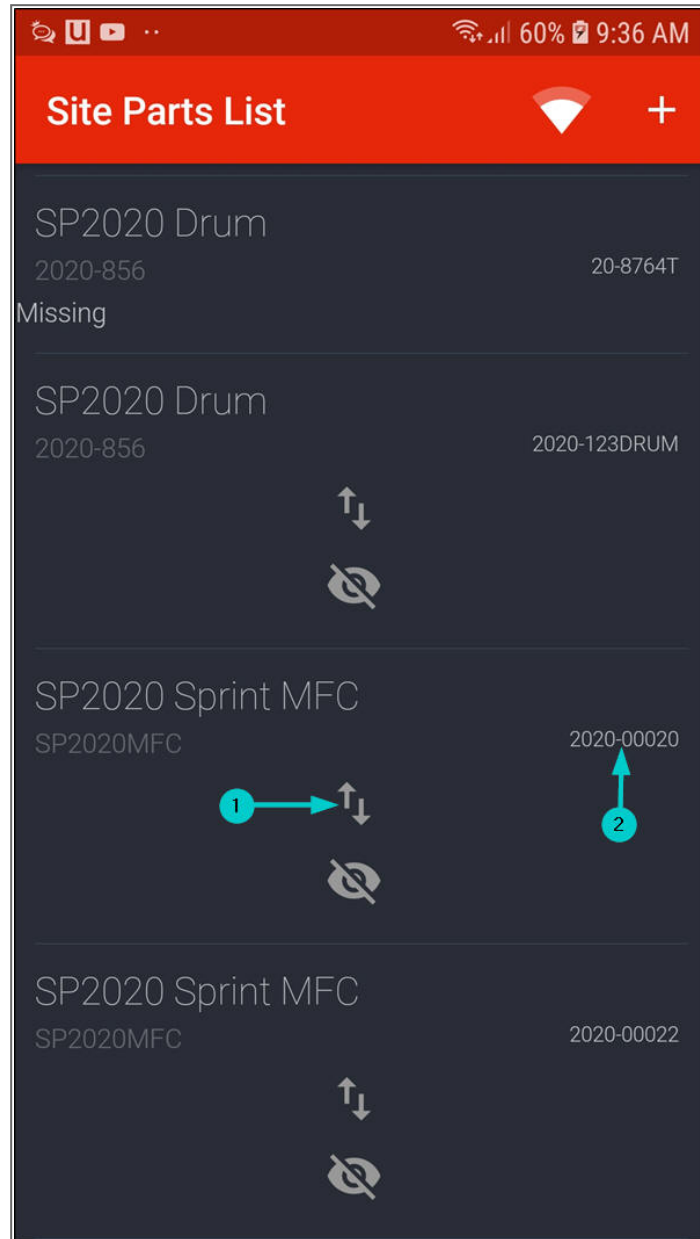1. In the *Serial Number* field, type in the serial number of the part you wish to add.
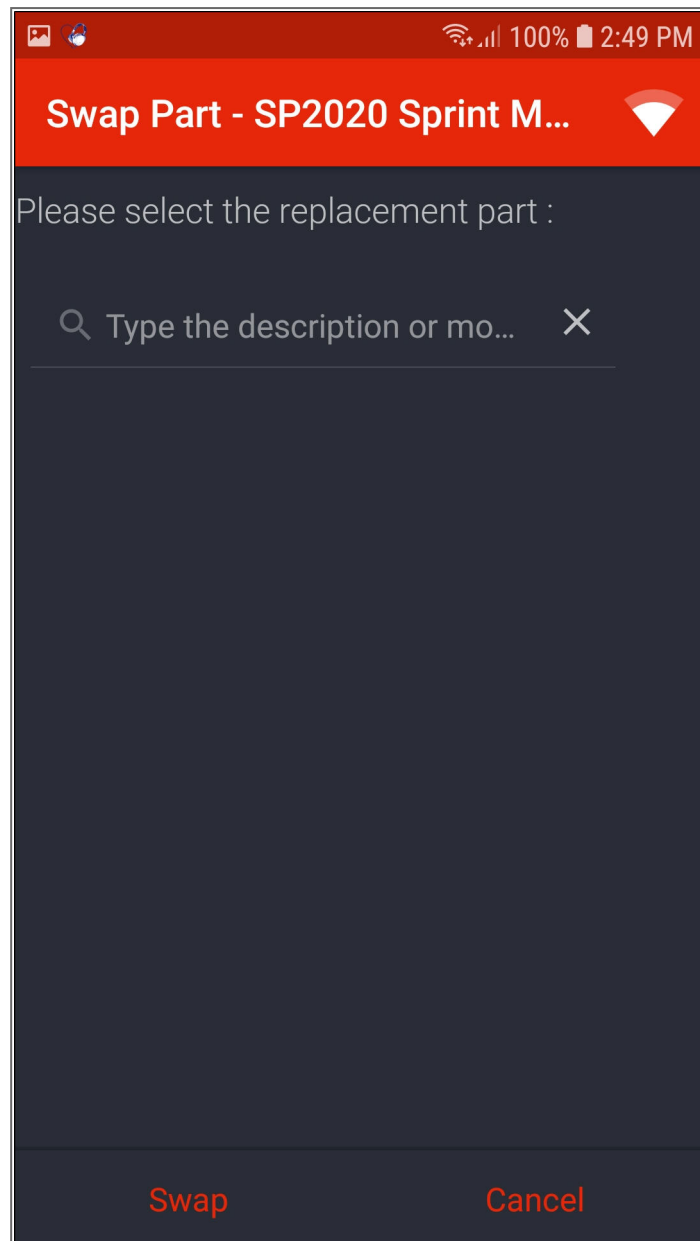2. Click on *Add*.

- You will return to the *Site Parts List* screen.
- The part will now be displayed in the *Site Parts List* screen.

SWAP OUTS

1. Click on the *Swap Out* icon on the part you wish to swap out.
2. In this image, serial number *2020-00020* has been selected.

- The *Swap Part - [ ]* screen will be displayed.

1. Type in the description or model of the replacement part.

   - A list of parts in your boot stock warehouse which match your description / model will be displayed.

2. Click on the '+' sign on the part you wish to add as a replacement.

- In this image, serial number *2020-7865GE* has been selected.
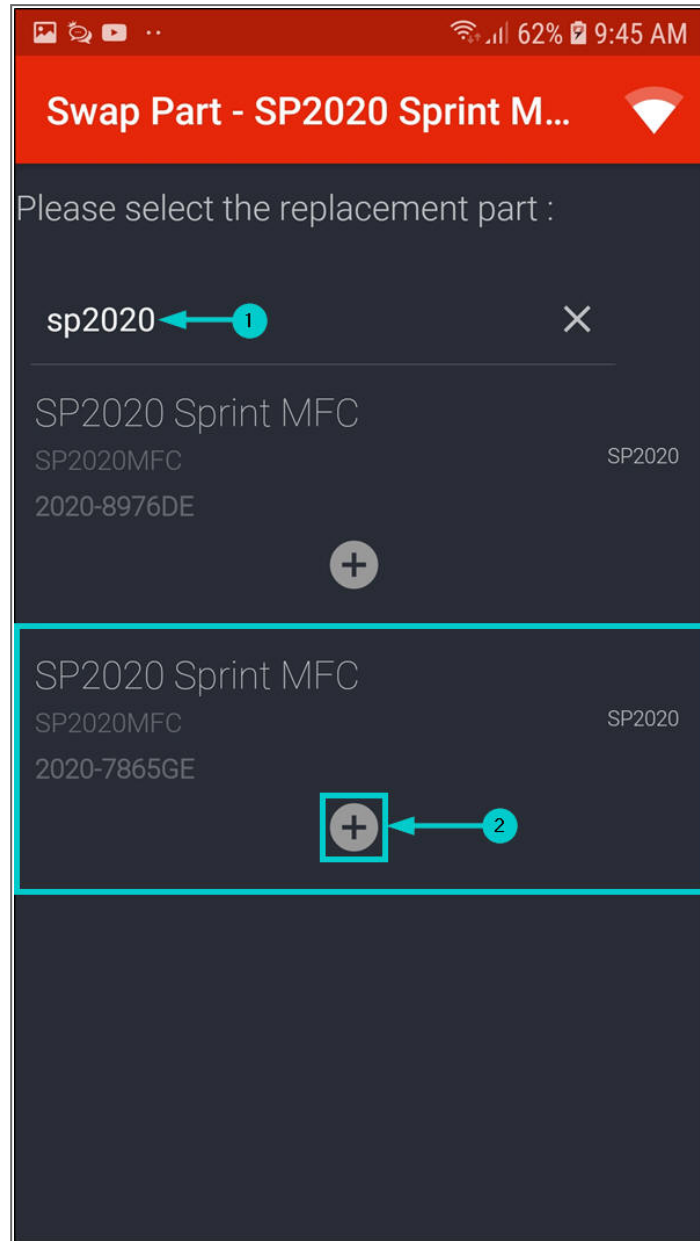
1. The details of the replacement item will be displayed.
2. Click on *Swap*.

- *Note*: If you try to swap out an item that is not linked to a contract, an *Alert* message in the *Site Parts List* screen will pop up telling you;

  - *There is some configuration missing required for this swap out. Please contact your system*
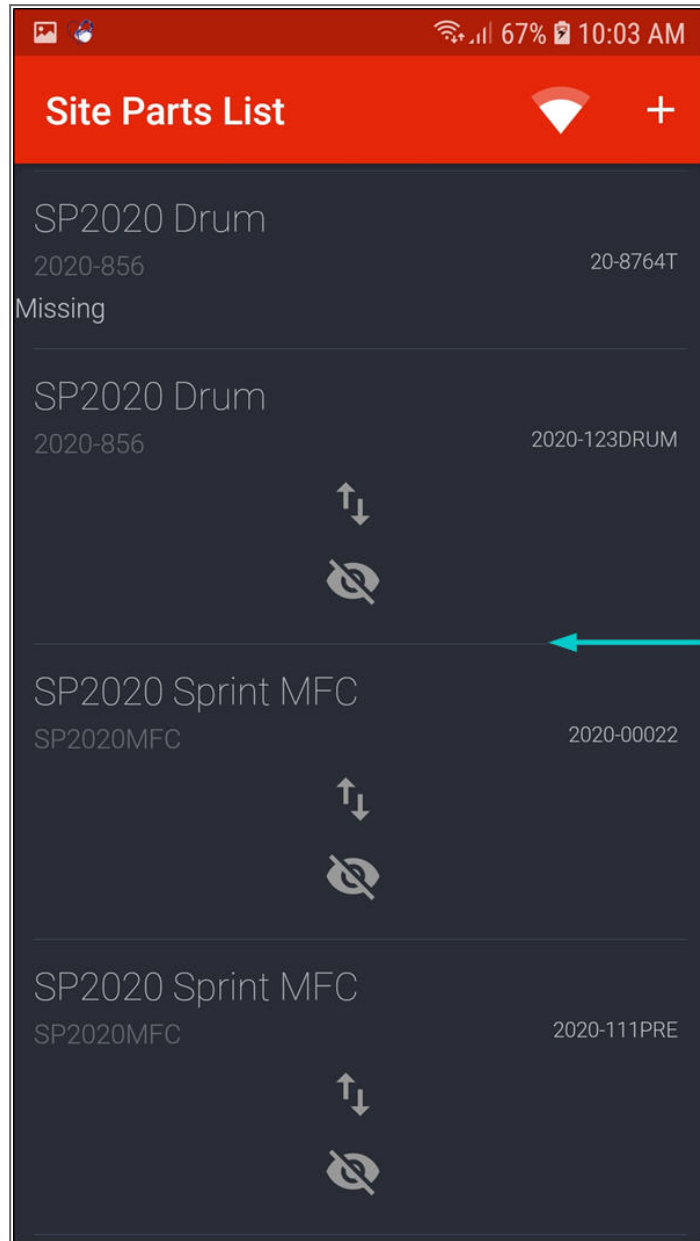
administrator.

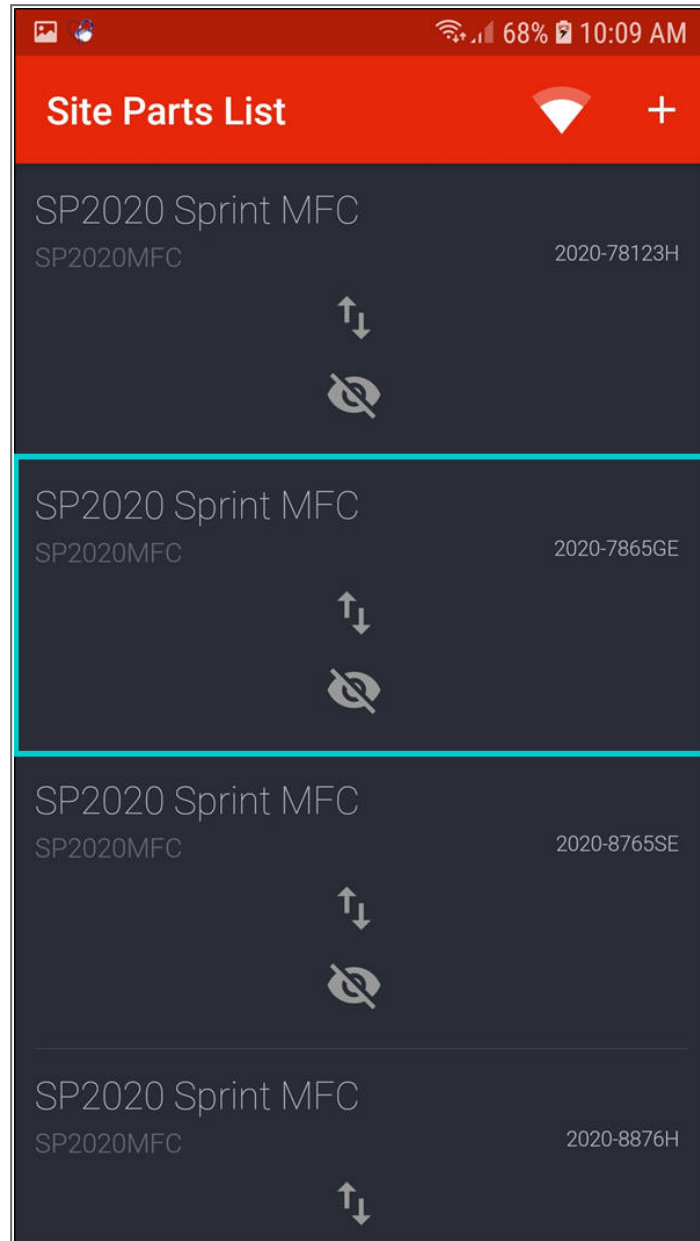- Click on **Ok** and make sure the item is linked to a contract.
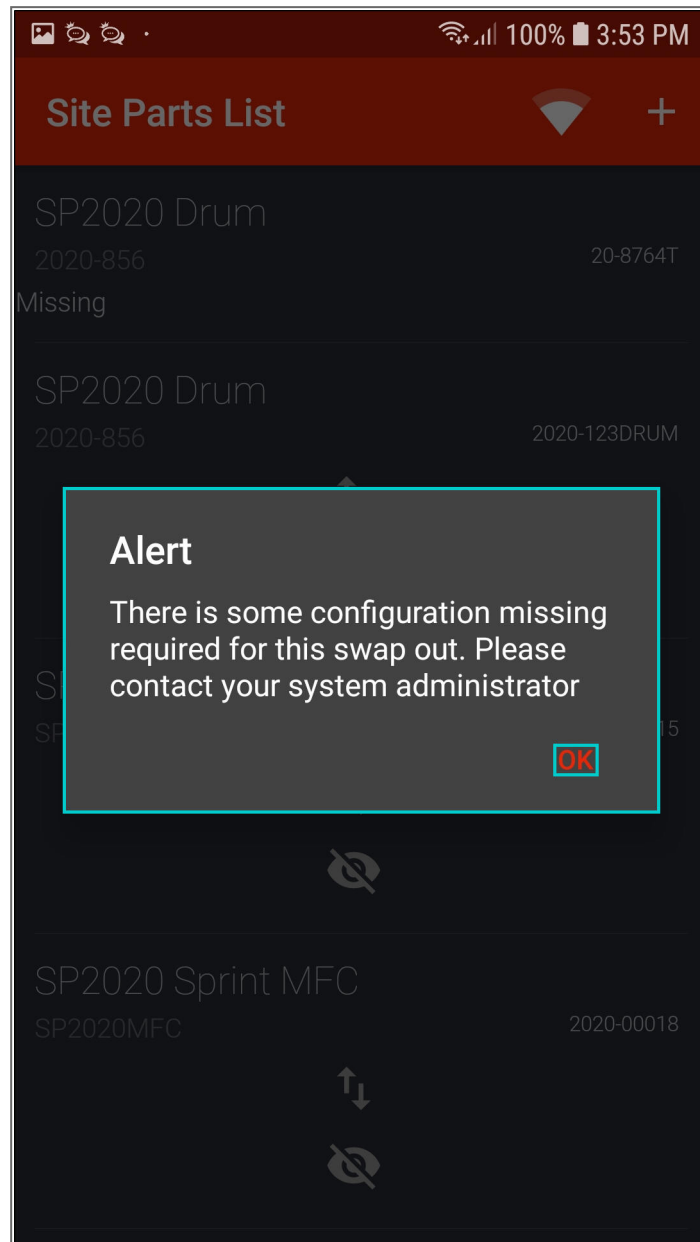
- The part that was swapped out will no longer be displayed in the **Site Parts List** screen, it will now be in the **Asset Warehouse** in **BPO**.

- In this image, serial number *2020-00020* is no longer displayed in the *Site Parts List* screen.

- The replacement part will now be displayed in the *Site Parts List* screen.

- In this image, serial number *2020-7865GE* is now displayed in the *Site Parts List* screen.

MNU.150.007