

Add Parts to a Work Order

Last Modified on 12/18/2025 7:00 pm EST

To add Parts to a Work Order, open the work order from the customer record or from Accounts Receivable > Work Orders.

Once the work order is displayed, click on the Parts tab, and then click the **Edit** button at the upper right of the page. Click the **Add Parts** button.

Work Order 2563

Save

Cancel

Void

Wood, Emily - 3719

Emily Wood

Burglar Alarm - 9173-01

Service Fee
\$85.00

Labor
\$93.75

Parts
\$0.00

Total
\$199.48

Status: New

Requested By: Emily Wood

Technician: Carolyn Johnson

Site: #3719-01 Emily Wood - 45722 Chandler

Phone: (734) 258-4646

Salesperson: Dan Brown

System: Burglar Alarm - 9173-01

Email: emilylwood@gmail.com

Sales Package:

Tax: MI

PO Number: Purchase Order

Service Level: Time and Material Residential

Type: Service Call

Work Order Date: 4/1/2022

Warehouse: Main Warehouse

Appointments

Items 1

Parts 1

RMR 0

Billing

Notes 0

System Parts

System Notes

Documents

Custom Fields

+ Add Parts

Parts \$125.00

Part Code	Part Description	Zone / Location	Qty	Rate	Taxable	Tax Code	Amount	Part Cost	Total Cost	Labor Units	Total Labor
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0 - 0 of 0 items

The Add Parts page opens. Select the checkbox to the left of each part to add it to the work order. Click the **Add Parts** button at the bottom of the page.

Add Parts

Search Parts

Parts Selected: 0

Create Part

Drag a column header and drop it here to group by that column

	Stock?	Image	Part Code	Name	MFR	Type	Subtype	Rate	Cost	Labor Uni	GL	Is Panel?	QTY
<input type="checkbox"/>	<input type="radio"/> NO		Billi	Part for billi				\$10.00	\$20.00	1		<input type="radio"/> NO	-19
<input type="checkbox"/>	<input type="radio"/> NO		CE936WIR	BULLET CAMERA WITH IR	Clinton	CCTV Dev...	Camera	\$200.00	\$90.00	0		<input type="radio"/> NO	23
<input type="checkbox"/>	<input type="radio"/> NO		CECC115	COLOR CAMERA	Clinton	CCTV Dev...	Camera	\$350.00	\$135.00	0		<input type="radio"/> NO	25
<input type="checkbox"/>	<input type="radio"/> NO		DMECO16C500	16CH 500 GIG DVR	Dedicat...	CCTV Dev...	DVR / NVR	\$1,300.00	\$550.00	0		<input type="radio"/> NO	28
<input type="checkbox"/>	<input type="radio"/> NO		DSC-G525ANTQ	DSC 25" Cell Antenna	General El...			\$95.70	\$45.00	0		<input type="radio"/> NO	145
<input type="checkbox"/>	<input type="radio"/> NO		DSC-GSM-ANT30B	Antenna Accessory	General El...			\$165.00	\$85.00	0		<input type="radio"/> NO	126
<input type="checkbox"/>	<input type="radio"/> NO		EV15	Idfjsdofiu	General El...	Fire Devic...		\$75.00	\$55.00	1		<input type="radio"/> NO	3
<input type="checkbox"/>	<input type="radio"/> NO		GE-60010250195R	GE NetWoks NX Reciever	General El...			\$98.95	\$25.00	0		<input type="radio"/> NO	53
<input type="checkbox"/>	<input type="radio"/> NO		GE-600106495R	GE 4 Button Remote	General El...			\$28.60	\$12.00	0		<input type="radio"/> NO	61
<input type="checkbox"/>	<input type="radio"/> NO		GE-60362N103195	GE Wireless Door Contact	General El...	Intrusion ...	Door Cont...	\$36.64	\$11.00	0		<input type="radio"/> NO	148
<input type="checkbox"/>	<input type="radio"/> NO		GE-6067095R	GE Wireless Saw Door Cont	General El...			\$33.99	\$15.00	0		<input type="radio"/> NO	144

1 2 3 50 items per page

51 - 100 of 142 items Refresh

+ Add Parts

Cancel

Appointments

Items2

Parts2

Part Kits0

RMR0

Billing

Notes0

System Notes2

Documents0

Custom Fields

Timesheets0

+ Add Parts

:	Part Code	:	Part Description	:	Stock?	:	Warehouse	:	Zone	:	Location	:	Phase	:	Vendor	:
≡	01PART		Part One		<div>YES</div>		ZDEFAULT								Acme Alarm Ser...	
≡	02PART		Test Part Zero Two		<div>YES</div>		ZDEFAULT								Ace Hardware	