

Add Parts to a Work Order

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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 on the edit button at the upper right of the page. Click the **Add Parts** button.

The screenshot shows the 'Work Order 2563' interface. At the top, there are buttons for 'Save', 'Cancel', and 'Void'. Below this, the work order details are displayed, including the customer 'Wood, Emily - 3719', location 'Emily Wood', and system 'Burglar Alarm - 9173-01'. A summary box on the left shows the following costs: Service Fee \$85.00, Labor \$93.75, Parts \$0.00, and Total \$199.48. The main form contains various fields for status, site, system, tax, type, requested by, phone, email, technician, salesperson, sales package, service level, warehouse, and work order date. Below the form is a navigation bar with tabs for 'Appointments', 'Items', 'Parts', 'RMR', 'Billing', 'Notes', 'System Parts', 'System Notes', 'Documents', and 'Custom Fields'. The 'Parts' tab is selected, and the 'Add Parts' button is highlighted with a green circle. The parts table is currently empty, with a total of \$125.00 for parts. The table has columns for Part Code, Part Description, Zone / Location, Qty, Rate, Taxable, Tax Code, Amount, Part Cost, Total Cost, Labor Units, and Total Labor. The bottom of the table shows '0 - 0 of 0 Items'.

The Add Parts page is displayed. Select the checkbox to the left of each Part to add to the work order. Click the **Add Parts** button at the bottom of the page.

The selected Parts appear in the grid area on the work order Parts tab. If the amount and/or quantity that auto-fills is incorrect, double-click on the row to edit.

Click the **Save** button at the upper right of the page.

Add Parts
- □ ×

Parts Selected: 1
+ Create Part

	Part Code ↑	Description	Rate	Cost	Labor Units	CL	Pnl	Qty
<input type="checkbox"/>	0300-004	AXIS SMALL INDOOR NETWORK CAMERA	\$504.00	\$152.00	0	42001 - Servi...	<input type="radio"/> NO	0
<input type="checkbox"/>	5800PIR	Wireless Motion Detector	\$125.00	\$62.10	0	42001 - Servi...	<input type="radio"/> NO	0
<input checked="" type="checkbox"/>	5816	Door/Window Transmitter	\$50.00	\$30.00	0	42001 - Servi...	<input type="radio"/> NO	0
<input type="checkbox"/>	5834	4-Button Wireless Keyfob	\$45.00	\$16.16	0	42001 - Servi...	<input type="radio"/> NO	0
<input type="checkbox"/>	6160	Keypad	\$125.00	\$45.00	0	42001 - Servi...	<input type="radio"/> NO	0
<input type="checkbox"/>	AC-RP26	Alarm Control Remote Plate	\$15.00	\$5.00	0	42001 - Servi...	<input type="radio"/> NO	0
<input type="checkbox"/>	AC-RP44	Alarm Control Remote Plate	\$16.00	\$5.00	0	42001 - Servi...	<input type="radio"/> NO	0
<input type="checkbox"/>	ARV1355DNIHK	AVI355DNIHK IP DOME W/HEATER	\$1,500.00	\$755.00	0	42001 - Servi...	<input type="radio"/> NO	0

1
1 - 55 of 55 items
Refresh

+ Add Parts
X Cancel