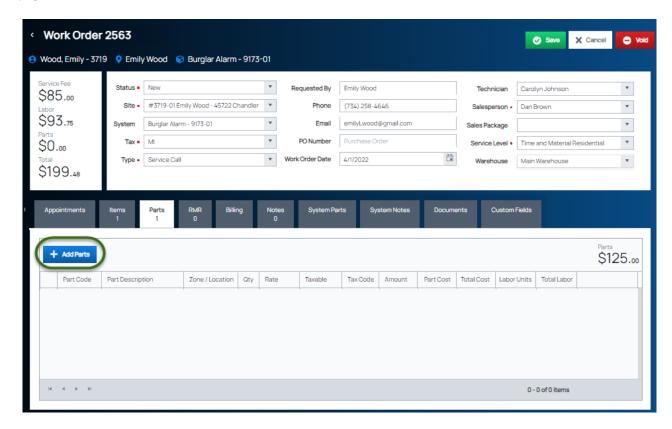
Add Parts to a Work Order

Last Modified on 10/29/2024 4:12 pm EDT

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 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.

