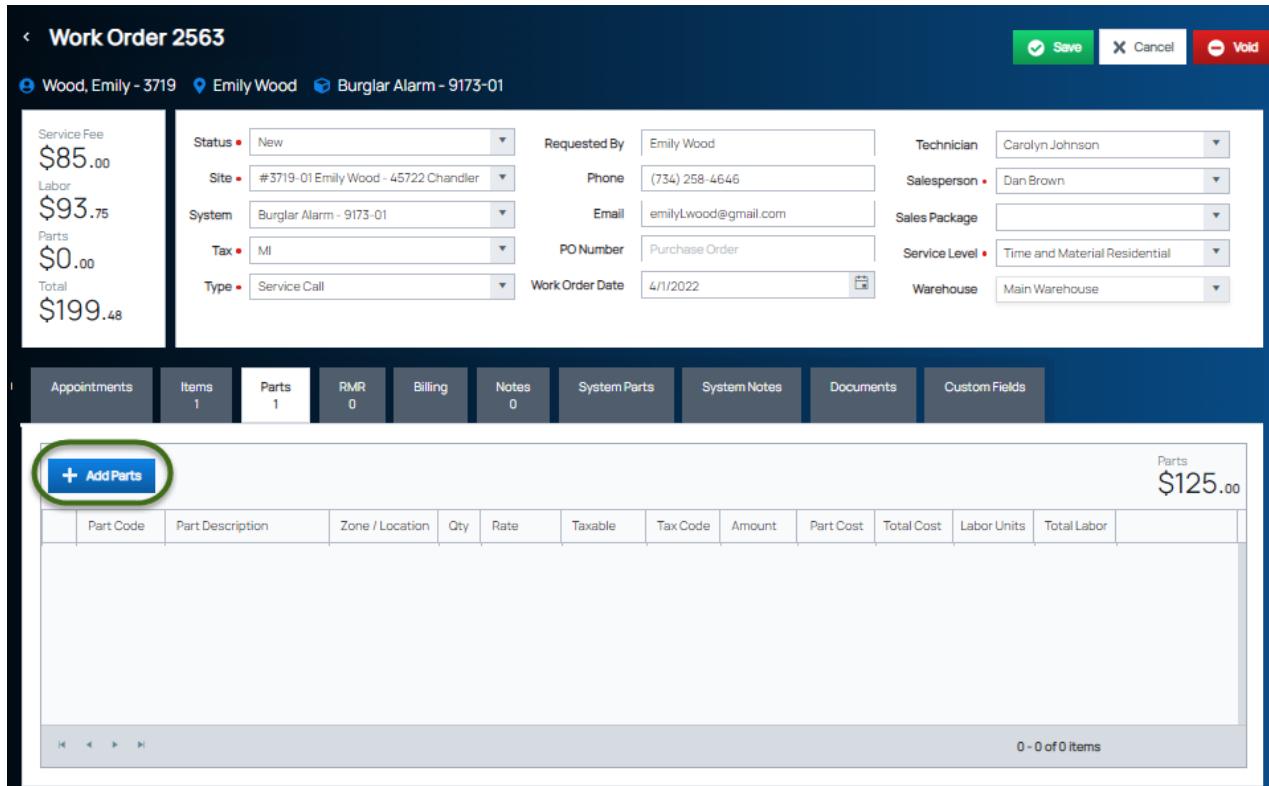


# Add Parts to a Work Order

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

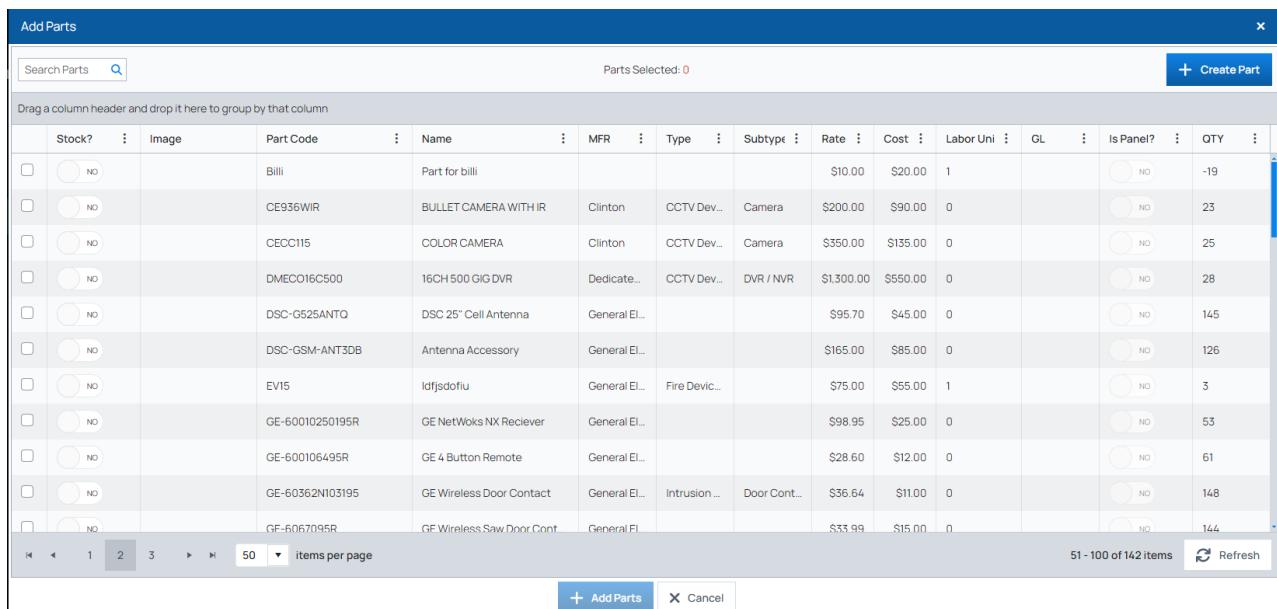
To add Parts to a Work Order, open the work order from the customer record or from Accounts Receivable > Work Orders.

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.



The screenshot shows the Work Order 2563 page. At the top, there are buttons for Save, Cancel, and Void. Below the header, there are sections for Service Fee (\$85.00), Labor (\$93.75), Parts (\$0.00), and Total (\$199.48). The main form contains fields for 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), PO Number (Purchase Order), Service Package, Service Level (Time and Material Residential), Tax (MI), Work Order Date (4/1/2022), Type (Service Call), and Warehouse (Main Warehouse). Below the form, there are tabs for Appointments, Items (1), Parts (1), RMR (0), Billing, Notes (0), System Parts, System Notes, Documents, and Custom Fields. The Parts tab is selected. At the top of the Parts section, there is a button labeled '+ Add Parts' with a green circle around it. The table below shows 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.



The screenshot shows the Add Parts page. At the top, there is a search bar and a '+ Create Part' button. Below the search bar, there is a message 'Parts Selected: 0'. The main area is a table with columns: Stock?, Image, Part Code, Name, MFR, Type, Subtype, Rate, Cost, Labor Uni, GL, Is Panel?, and QTY. The table contains 142 items, with pages 1 to 50 shown at the bottom. The 'Add Parts' and 'Cancel' buttons are at the bottom of the page.

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

When picked parts are added to a work order, the stocked parts show their warehouse, non-stocked parts do not show a warehouse.

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

## Changing the Order of Parts

To reorder parts, edit a work order, and click the Parts tab. Reorder parts using the three horizontal lines to the left of the part code.