

Order Parts by Phases

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In the work order Parts tab, you can order parts by phases.

As you order parts, if you are not using phases, leave the Order Parts by Phases switch set to No:

The screenshot shows the 'Order Parts' window with the 'Order Parts by Phases' toggle set to 'NO'. The interface includes a search bar for 'Vendor Search: name - vendor #' and a 'Selected: 0' indicator. The main table area is empty, displaying 'No records available.' The bottom of the window features a '+ Create Purchase Order' button and an 'X Cancel' button.

If you are using phases, change the Order Parts by Phases switch to Yes:

The screenshot shows the 'Order Parts' window with the 'Order Parts by Phases' toggle set to 'YES'. The interface includes a 'Search Phase' search bar and a 'Vendor Search: name - vendor #' search bar. The 'Phases Selected: 0' indicator is visible. The main table area displays two rows of phases:

	Phase Name	Description
<input type="checkbox"/>	PH1	Phase 1
<input type="checkbox"/>	PH2	phase 2

The bottom of the window features a '+ Create Purchase Order' button and an 'X Cancel' button. The pagination bar shows '1' and '1 - 3 of 3 items'.

This shows the phases for the work order. Select the checkbox in a row to select the phase to order parts.