How to Manually Issue Parts to a Work Order

1) Log into the work order in question and make sure you are in non-edit mode (if you see a red void button in your upper right corner you are in edit mode, pushing the cancel button here will take you to non-edit mode)
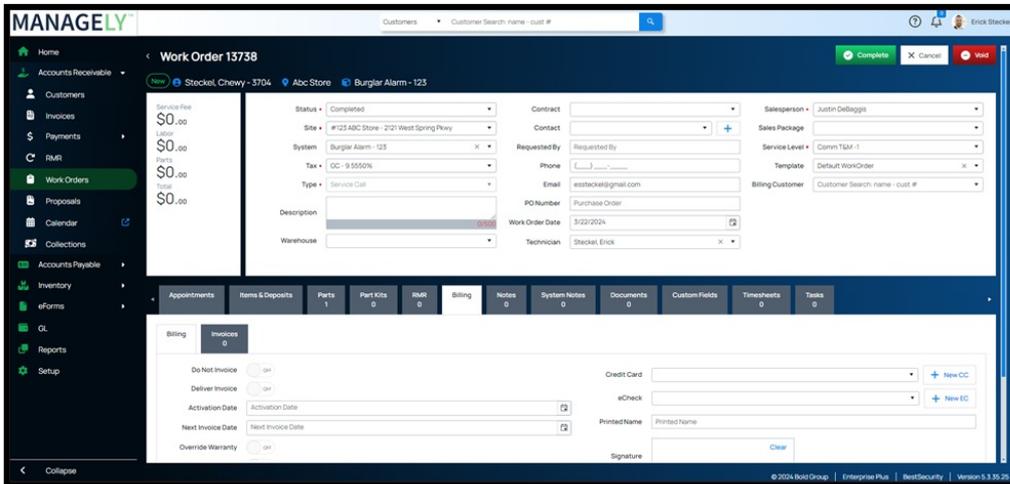
2) Click on the parts tab, Click the Issue/Return tab and then push the + issue parts button in blue
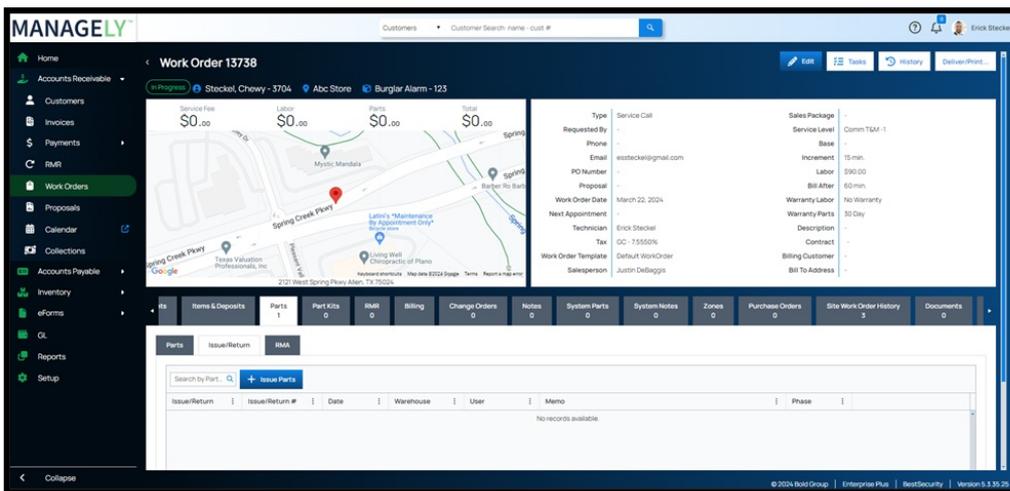
3) Fill out the fields as shown below and then push the green Save button in the upper right corner
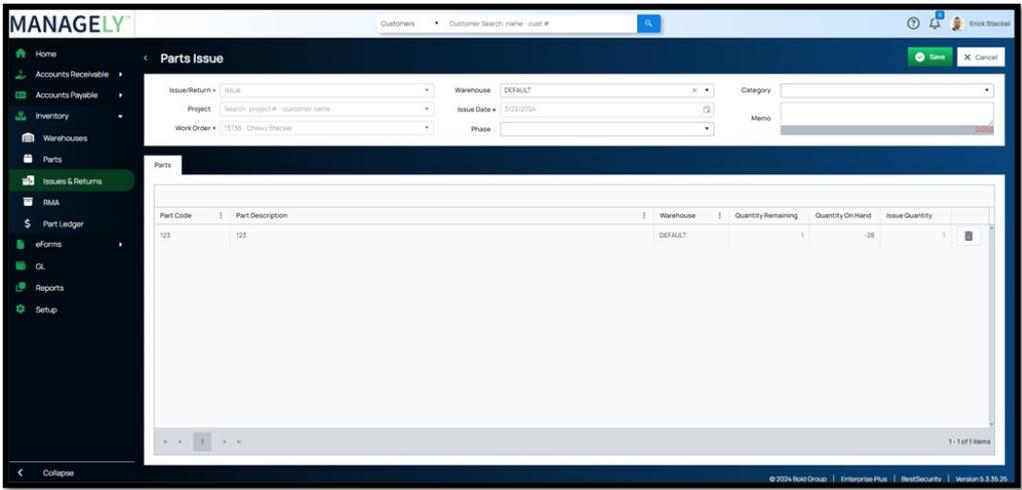
4) You will receive a message that "Issue request is saved successfully"
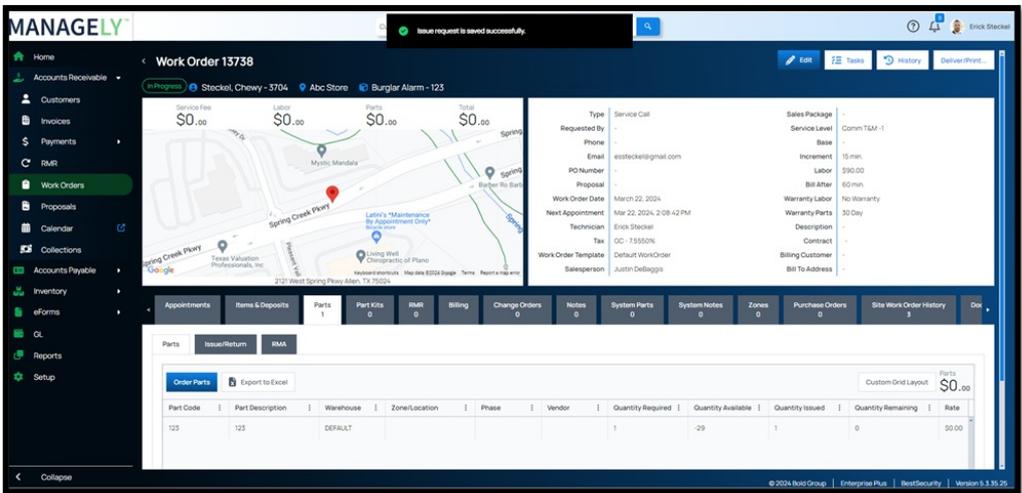
5) Repeat as necessary and when you close out the work order you will receive a message informing you that the "work order successfully closed"
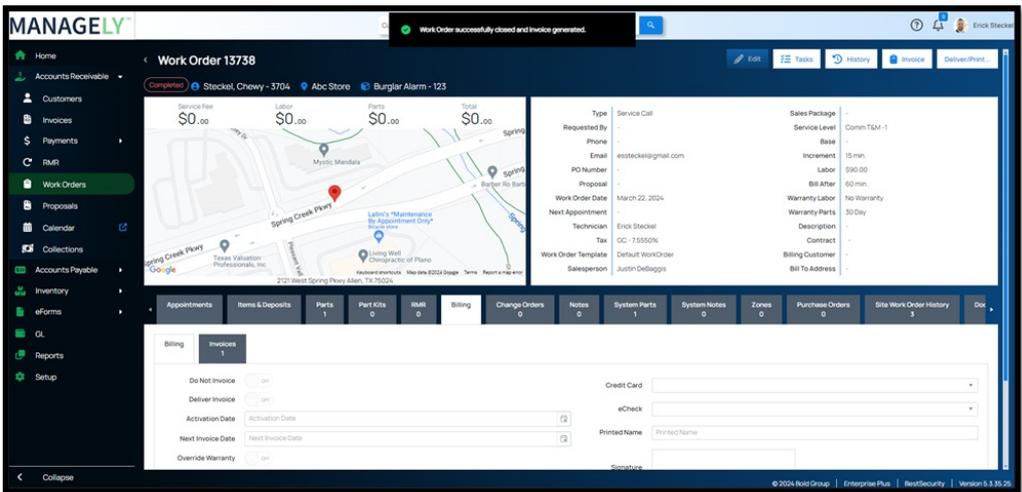
If you do not issue the parts manually Managely will issue them automatically and you will receive this message upon closing the work order -

Non Issued Parts

If you continue, remaining unissued parts will be issued. Do you still want to continue?

Yes No

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