Inventory: Parts

Parts are managed in a full inventory system with items, kits, vendors, warehouses, and purchasing.

Navigating to Parts

- Go to **Service**
- Go to **Parts**
- Existing parts from the migration may already be on the list. Migrated parts show their old SKU beside the new one, and the old SKU is searchable.
- One part search is used everywhere in the app, so office staff and technicians see the same results and stock counts.

Adding a New Part

- Click **Add New Part**
- Write in the part name
- Write in the supplier
- Write in the shelf location in the parts room
- Add any additional description
- Write in the sell price and buy price
- Add inventory info to make ordering easier (optional; no issues if skipped)
- Add variants when one item comes in several sizes or models.
- Print item labels from the item screen.

Updating a Part

- Click the edit pencil button and update

Kits

- Use the kit editor to bundle parts that are always used together, so a job gets them in one step.

Ordering and Receiving

- The **Shopping List** shows items that need reordering, based on stock levels and parts reserved for jobs.
- Create a purchase order, track its status, and receive the shipment against it.
- Upload a vendor's packing slip or invoice to match it to the order.

- Use the **Scan Station** to scan items in and out of a warehouse or van instead of typing them.

Parts on a Job

- Technicians can use a part from van stock or request one from the job's parts tab. The board's part-request badge counts every outstanding request.
- The office can consume a part reserved for a job, and it carries through to the invoice.
- Stock can go negative, so a count mismatch never blocks a technician from finishing a job. Review negative stock in the inventory reports.
- Inventory reports cover stock levels and movement.

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