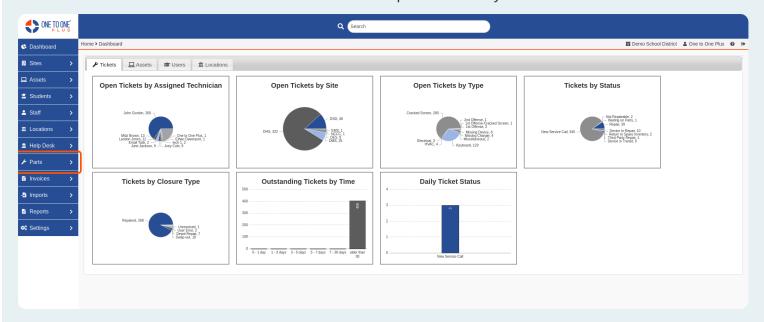
# Add a Part

Author: Burt LancasterUpdated: 2 years ago

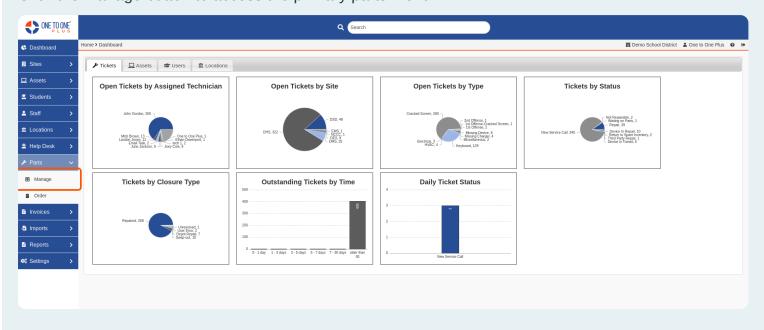
### **Click on Parts**

Click on the Parts button to access the sub-menus of parts inventory.



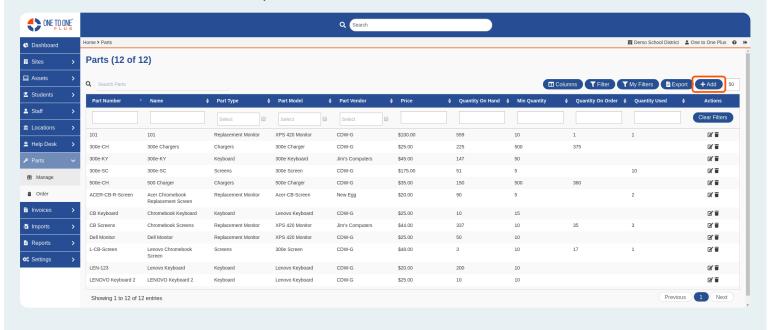
### **Click the Manage Button**

Click the Manage button to access the primary parts menu.



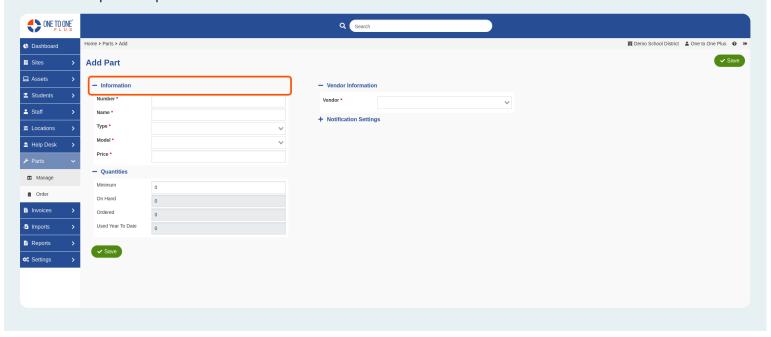
#### Click the Add Button

Click the Add button to add a new part.



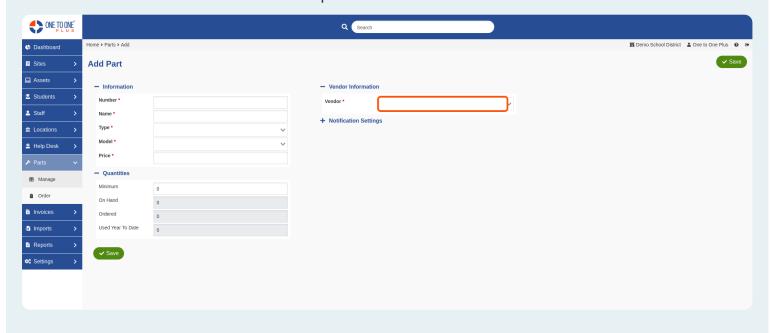
### **Add the Part Information**

Add the requested part information.



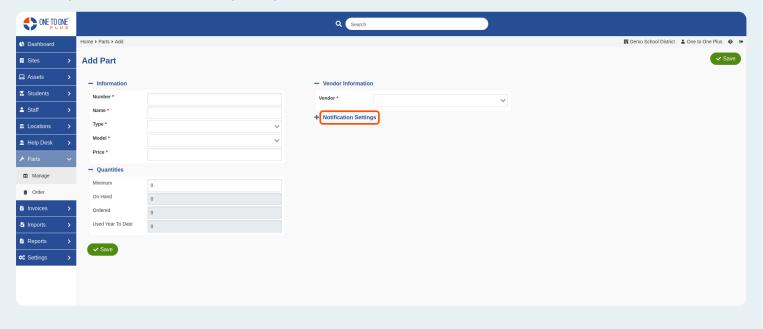
### **Select the Vendor**

Select the vendor information from the drop-down menu.



## **Select the Notification Group**

Select from the list of Email Groups (settings area) to identify the users that you wish to be notified once a part hits the minimum quantity.



# **Click the Save Button**

Click the Save button to save the part information.

