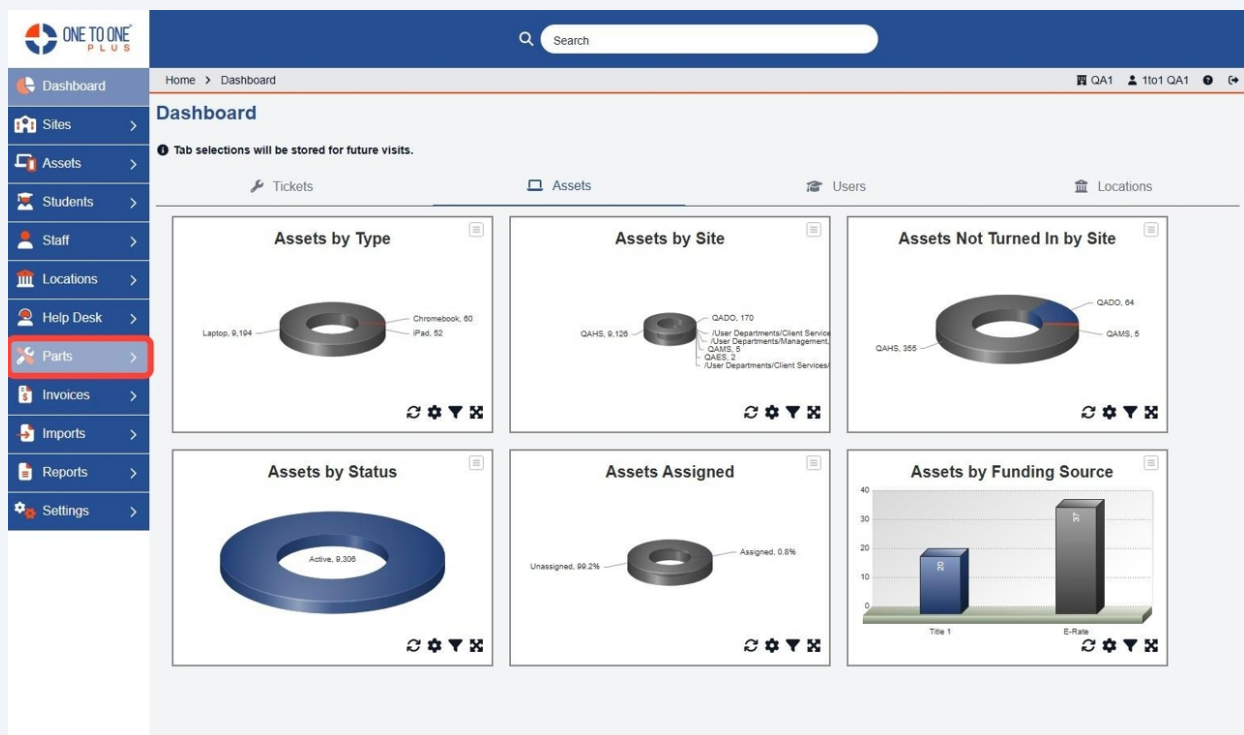


# Manage Parts



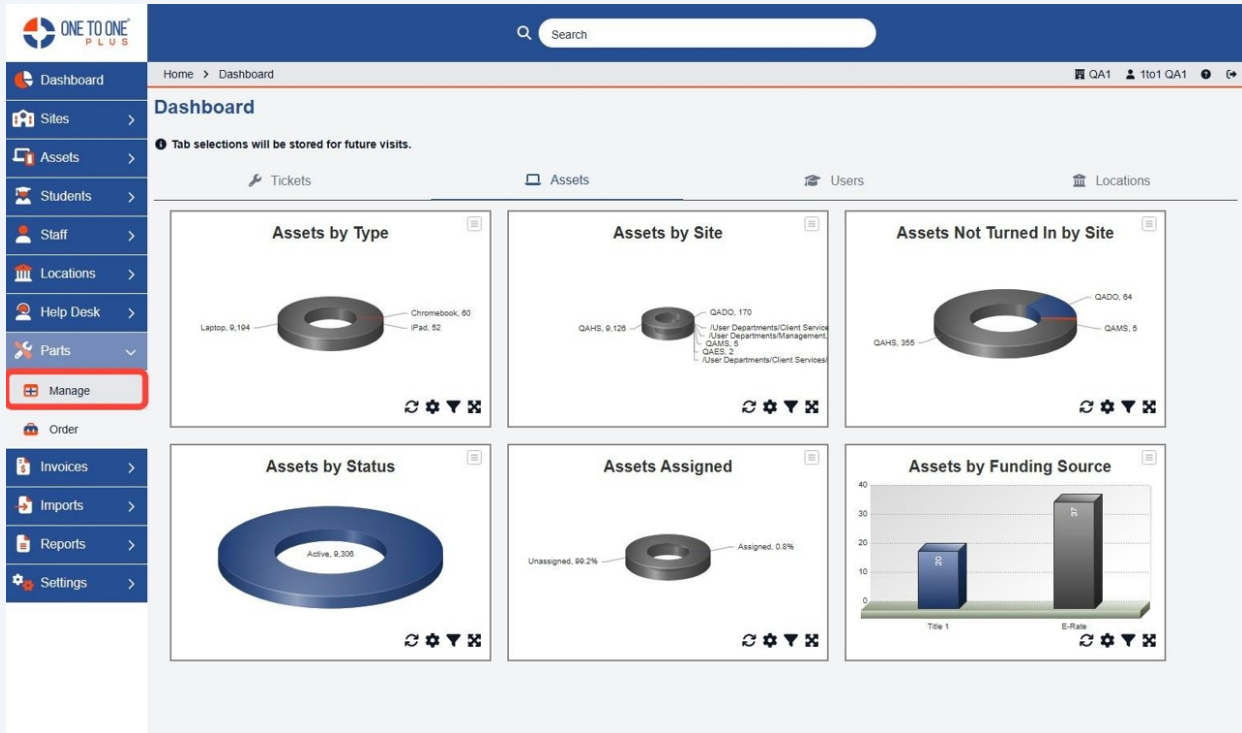
This guide helps you efficiently search, filter, and edit parts inventory, improving accuracy and organization. It's a valuable resource for enhancing your parts management workflow.

- 1 Select "Parts" to access the sub-menus of the parts inventory.



## 2

Select "Manage" to access your parts in the system.



## 3

User this area to search for parts.

**Dashboard**

Home > Parts

Parts Showing You can press enter to search

[Search Bar]

Refresh Column Finder [Dropdown] Page Size 50

View Applied: Standard Modified

Created Date	Part Number	Name	Part Type	Part Model	Part Vendor	Price
Select	Select	Select	Select	Select	Select	Select
11/14/2024, 2:10 PM	<a href="#">Screen</a>	Chromebook replacement screen	Screen	Screen	Amazon	\$139.00
11/14/2024, 2:11 PM	<a href="#">Laptop Screen</a>	Laptop screen	Screen	Screen	Amazon	\$45.00
1/8/2025, 9:52 AM	<a href="#">XXXXXXXXXXXXXXXXXXXXXXX</a>	Keyboard	Keyboard	Keyboard	Amazon	\$20.00
1/6/2025, 3:18 PM	<a href="#">777</a>	SSD Drive	Solid State Drive	SATA Hard Drive	Amazon	\$50.00
1/8/2025, 9:50 AM	<a href="#">77</a>	Keyboard for Chromebook	Keyboard	IBM Keyboard	Amazon	\$25.00
12/20/2024, 4:10 PM	<a href="#">600</a>	keyboard 600	Keyboard	Keyboard	Amazon	\$20.00
12/18/2024, 5:28 PM	<a href="#">500</a>	Screen	Screen	Screen	Amazon	\$125.00
11/15/2024, 3:14 PM	<a href="#">300</a>	Solid State Drive	Solid State Drive	SATA Hard Drive	Amazon	\$90.00
11/14/2024, 2:59 PM	<a href="#">200</a>	Chromebook keyboard	Keyboard	Keyboard	Dell	\$45.00
12/20/2024, 2:36 PM	<a href="#">140</a>	Keyboard 140	Keyboard	Microsoft Keyboard	Amazon	\$25.00
12/20/2024, 2:35 PM	<a href="#">130</a>	keyboard 130	Keyboard	Microsoft Keyboard	Amazon	\$25.00
12/20/2024, 2:35 PM	<a href="#">100</a>	Microsoft Keyboard	Keyboard	Microsoft Keyboard	Amazon	\$25.00

## 4

[illegible]

## 5

[illegible]

## 6

Select a part by clicking on the part number.

[illegible]

## 7

Select "Edit" to edit an existing part.

**Dashboard**

Sites >

Assets >

Students >

Staff >

Locations >

Help Desk >

Parts >

Manage >

Order >

Invoices >

Imports >

Reports >

Settings >

Home > Parts

Parts Showing all 14 records

Columns My Views Export Add New

Refresh Column Finder Page Size 50

Price	Quantity On Hand	Min Quantity	Quantity On Order	Quantity Used	Notes	Created Date	Modified Date	Actions
Select	Select	Select	Select	Select	Select	Select	Select	X Clear
\$139.00	21	1	0	4	chromebook screen notes	11/14/2024, 2:10 PM	1/8/2025, 10:31 AM	[Edit] [Delete]
\$45.00	11	1	4	0	Laptop screen notes	11/14/2024, 2:11 PM	11/21/2024, 3:49 PM	[Edit] [Delete]
\$20.00	0	1	0	0		1/8/2025, 9:52 AM	1/8/2025, 9:52 AM	[Edit] [Delete]
\$50.00	4	1	3	0	part 777 notes	1/6/2025, 3:18 PM	1/6/2025, 3:30 PM	[Edit] [Delete]
\$25.00	4	1	0	0	part 77 keyboard	1/8/2025, 9:50 AM	1/8/2025, 9:58 AM	[Edit] [Delete]
\$20.00	1	1	1	0		12/20/2024, 4:10 PM	12/20/2024, 4:13 PM	[Edit] [Delete]
\$125.00	7	1	0	0	part notes	12/18/2024, 5:28 PM	12/20/2024, 4:15 PM	[Edit] [Delete]
\$90.00	8	2	0	0		11/15/2024, 3:14 PM	12/20/2024, 4:01 PM	[Edit] [Delete]
\$45.00	16	1	0	0	chromebook keyboard	11/14/2024, 2:59 PM	12/20/2024, 3:30 PM	[Edit] [Delete]
\$25.00	4	1	0	0	Keyboard 140	12/20/2024, 2:36 PM	12/20/2024, 3:05 PM	[Edit] [Delete]
\$25.00	5	1	0	0		12/20/2024, 2:35 PM	12/20/2024, 2:58 PM	[Edit] [Delete]
\$15.00	1	1	0	0	Keyboard 140 Mouse	12/20/2024, 3:05 PM	12/20/2024, 3:05 PM	[Edit] [Delete]

8

Edit the fields in the parts record.

**ONE TO ONE PLUS**

Home > Parts > Edit

QA1 1to1 QA1

Activity Log Save

### Edit Part

**Information**

Number \*

Screen

Name \*

Chromebook replacement screen

Type \*

Screen x v

Model \*

Screen x v

Price \*

139.00

**Quantities**

Minimum \*

1

On Hand

21

Ordered

0

Used Year To Date

4

**Vendor Information**

Vendor \*

Amazon x v

Address

123 Amazon drive

City

Clarksville

State

Tennessee

Zip

38456

Contact

Dan Miller

Contact Email

dmiller@amazon.com

Contact Phone

847-456-4778

Website

www.amazon.com

**+ Notification Settings**

**Part Notes**

chromebook screen notes!