



**Training/User  
Manual –  
Parts &  
Stockrooms**

**3.8**



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# Parts

## Overview

The *Parts* page in the *Inventory* Functional Area is used to record and continually maintain a master list of all parts within a company. *Parts* is a complete list of spare parts and maintenance supplies for your entire organization at all locations. Parts are located in specific stockrooms, where current quantity information is maintained. You may or may not have a specific part in your facility, but if it appears on the parts list, another location may have it. You may have the part under a different part number if the company has not standardized on part numbers.

Every part is identified by a unique Part Number.

If there is not an existing part database that can be converted to a Proteus MMX database, each part must be manually entered into *Parts*. Enter the Part information into the data entry fields on the screen (See the **Entering Data** section below.); as with all data in Proteus MMX, parts can be imported using the import utility tool as well. Required fields will be identified before you save the record. There are separate documents describing the use of the Proteus MMX import templates.

Vendor Part Number	Part Name	Category	Stock Class	Part Size	Description	Measurement Unit	Manufacturer
H000560AAA	WIRING HARNESS, ASSEMBLY	CONVEYOR	CABLE	25'	EXTENSION	EA	DEMATIC
105460	WIRING HARNESS	BUILDING MAINT	CABLE	N/A	N/A	EA	RITE HITE
A6500000105136	WHEEL, YOKE	CONVEYOR	MISCELLANEOUS	N/A	Y-GEAR ASSY, STEERABLE DVRT	EA	DEMATIC
A6500000105137	WHEEL, YOKE	CONVEYOR	MISCELLANEOUS	N/A	L-GEAR ASSY, STEERABLE DVRT	EA	DEMATIC
A6500000105138	WHEEL, YOKE	CONVEYOR	MISCELLANEOUS	N/A	S-GEAR ASSY, STEERABLE DVRT	EA	DEMATIC
K040293AAA	WHEEL, RETURN	CONVEYOR	ROLLER	N/A	9265ES W/MTG HDW METRIC-10	EA	DEMATIC
100462-402-88	WHEEL, LOAD	LIFT/MOBILE EQ	MISCELLANEOUS	N/A	ASM	EA	CROWN LIFT TRUCK
K041543AAB	WHEEL ASSEMBLY, SKATE	CONVEYOR	MISCELLANEOUS	1-15/16 DIA	N/A	EA	DEMATIC
K001805AAA	WHEEL	CONVEYOR	MISCELLANEOUS	N/A	V-GROOVE	EA	DEMATIC
0072409051	WHEEL	CONVEYOR	MISCELLANEOUS	N/A	SL300 CAST VERSION	EA	DEMATIC
0072410100	WHEEL	CONVEYOR	MISCELLANEOUS	2-1/16"OD, 1" WIDE	ALUMINIUM, FOR FLT TIRE	EA	DEMATIC
0072109042	WHEEL	CONVEYOR	MISCELLANEOUS	1-15/16"OD, 15/16HUB	CONVEYOR, STEEL	EA	FRANTZ MFG
0072109048	WHEEL	CONVEYOR	MISCELLANEOUS	1-15/16"OD, 15/16HUB	CONVEYOR, STEEL	EA	DEMATIC
K040551WAA	WELDMENT, BELT TENSIONER	CONVEYOR	MANUFACTURED ASSEMBLY	N/A	N/A	EA	DEMATIC
K040551WAB	WELDMENT, BELT TENSIONER	CONVEYOR	MANUFACTURED ASSEMBLY	N/A	N/A	EA	DEMATIC
111551	WEATHERSEAL	BUILDING MAINT	MANUFACTURED ASSEMBLY	12 GA	CHANNEL FORMED	EA	RITE HITE

## Details

The Details Tab consists of basic part fields. These fields are Part Number, Part Name, Stock Class, Shelf Life, Category, Manufacturer, Manufacturer Part Number, Part Size, Measurement Unit, and Description.

**Note:** The required fields are Part Number and Part Name. By default, all other fields are optional. However, additional fields can be required by the administrator using the Data Fields page in Settings. Leaving information fields blank will decrease Proteus MMX's effectiveness in building complete maintenance history records. Make sure all available information has been gathered prior to recording.

The screenshot shows the 'Parts' details form for part W706400018. The form is organized into several sections:

- Vendor Part Number:** W706400018
- Part Name:** 18" BENT RAIL SUPPORT
- Stock Class:** BRACKET
- Category:** RAILING
- Shelf Life:** (empty)
- Part Size:** 18"
- Manufacturer:** DEMATIC
- Description:** 18" RAIL SUPPORT
- Measurement Unit:** INCHES
- Manufacturer Part Number:** W706400018
- FULL OEM DESCRIPTION:** 18" X 1/2" DIA BENT GUARD RAIL SUPPORT
- Default Vendor:** DEMATIC
- UserField 3:** (empty)
- UserField 4:** (empty)
- UserField 5:** (empty)
- UserField 6:** (empty)
- UserField 7:** (empty)
- REPLACEMENT PART NUMBER:** W706400018
- OBSOLETE/ACTIVE:** ACTIVE
- Criticality:** C-NON-CRITICAL INVENTORY-(SYSTEM CAN FUNCTION W/ LITTLE TO NO IMPACT)
- Inventory Usage:** (empty)
- Inventory Classification:** (empty)
- Contracted Vendor:** (empty)
- Contracted Price:** (empty)
- Runtime Limit:** 0.0000
- Last Cost Amount:** (empty)

At the bottom of the form is a 'Notes' section with a rich text editor toolbar.

## Stockroom Parts

The Stockroom Parts Tab displays a listing of all stockroom information that is relevant to the current part record. This information includes stockroom information, cost, and quantities.

While the Quantity on Hand is not required, it is a good idea to enter it immediately after creating a part, otherwise, a transaction will need to be performed to update Quantity on Hand.

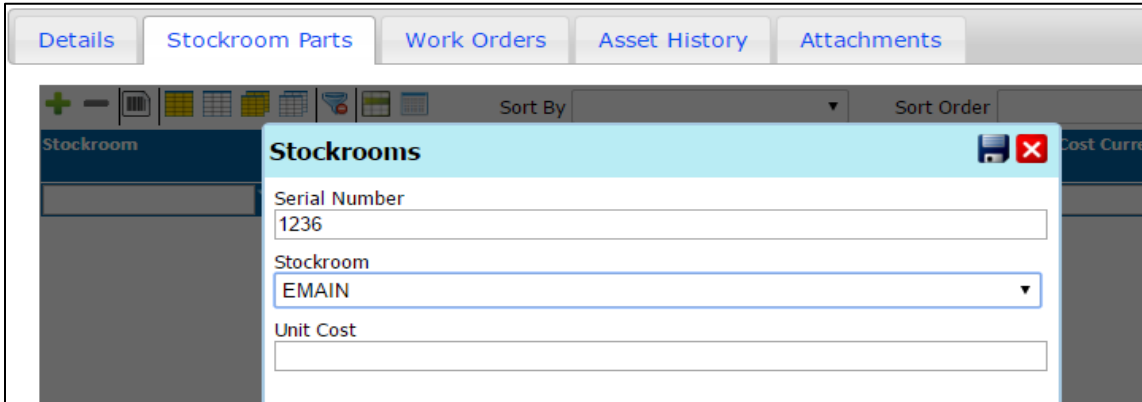
**Note:** After the part record has been initially created and assigned to a stockroom, the information on this tab will not be able to be edited. It will be read-only and displayed for reference purpose only. To make changes to this information, see “Stockrooms” later in this manual.

The screenshot shows the Proteus MMS interface. At the top, there is a navigation bar with the Proteus MMS logo and a menu of options: Home, Assets, Inventory, Personnel, Providers, Purchasing, Reports, Service Requests, Work Orders, Company, Rights, KPI, and Settings. Below this is a 'Quick Links' button and a breadcrumb trail: 'Inventory - Parts >> Parts'. The main header area displays 'Parts' and the number '11111'. A secondary navigation bar contains tabs for 'Details', 'Stockroom Parts' (which is active), 'Work Orders', 'Asset History', and 'Attachments'. Below the tabs is a toolbar with various icons and 'Sort By' and 'Sort Order' dropdown menus. The main content area is a form titled 'Stockroom Parts' with a close button. The form contains the following fields:

Stockroom	Serial Number
Category	Description
Stock Class	Measurement Unit
Manufacturer	Physical Inventory Frequency (days)
Manufacturer Part Number	Next Physical Inventory Date
Shelf Life	Carrying Cost(%)
Shelf/Bin	Last Physical Inventory Date
Part Size	

### **Stockroom Parts**

In this tab, the user can also serialize a part. It may be necessary to serialize certain parts that will be repaired and used on Repair Orders. To assign a serialized part to a stockroom, Select the *Serialize* icon and fill in the Serial Number and Stockroom.



**Serialize Part**

**Note:** Parts must be serialized before they are first added to a stockroom.

**Work Orders**

The Work Orders Tab displays various information for parts that are currently associated to open work orders. When a part is used on a work order, the quantity information will be displayed in this tab. This data is read-only and is used for references purpose only.

The fields listed on the Work Orders Tab are: Work Order Number, Activation Date, Quantity Allocated, and Quantity Required.

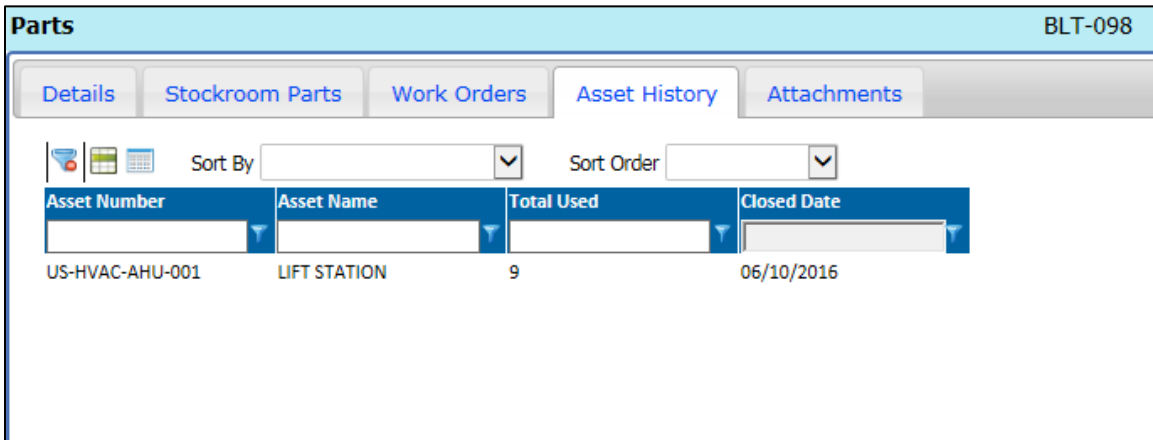
Parts <span style="float: right;">BLT-098</span>			
<span style="float: left;">Details</span> <span style="margin-left: 20px;">Stockroom Parts</span> <span style="margin-left: 20px;">Work Orders</span> <span style="margin-left: 20px;">Asset History</span> <span style="margin-left: 20px;">Attachments</span>			
<span style="float: left;">Sort By</span> <span style="margin-left: 20px;">Sort Order</span>			
Work Order Number	Activation Date	Quantity Allocated	Quantity Required
20160502023	05/02/2016	2	2
20160606022	06/06/2016	2	2
20160622004	06/22/2016	2	2
20160622005	06/22/2016	2	2

**Work Orders Tab**

## Asset History

The Asset History Tab displays various information regarding the assets on which a specific part was used. When a part is used on an asset (via a Work Order), the information will be displayed in this tab. This data is read-only and is used for reference purpose only.

The fields listed on the Work Orders Tab are: Asset Number, Asset Name, Total Used, and Last Used Date.

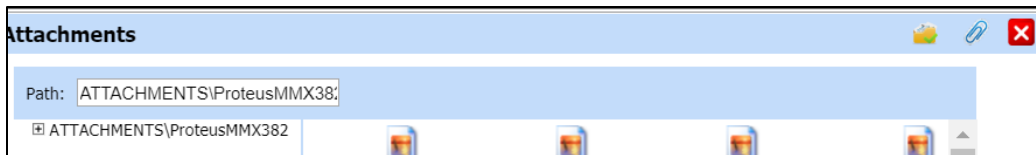
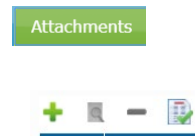


Asset Number	Asset Name	Total Used	Closed Date
US-HVAC-AHU-001	LIFT STATION	9	06/10/2016

Asset

History Tab

## Attachments

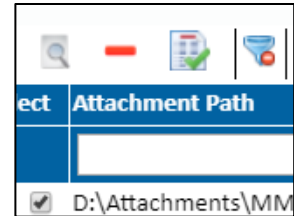


If it is not in the current folder, you can select *choose file*, which allows you to search any drive/folder and add a file to the part attachments. Selecting the file to be attached, and then select the upload icon.



to the number of attachments on a part.

The remaining icons on the tab are; view, delete and associate with every part. These Icons will only be active if one or more attachments are selected.



## **Entering Data**

To enter a new Part into the database, follow these steps:

From the Part Record Navigator, Select the *New* icon.

Enter the Part Number, Part Name, and any other relevant data.

**Note:** Each Part Number must be unique.

On the Stockroom Parts tab, Select the green + sign to allocate that part to the stockroom(s) it's located in.

Enter the Stockroom, Quantity On Hand, Unit Cost, Vendor, and any other relevant data.

Select *Save*.

**Note:** You can only allocate Parts to Stockrooms when you are first entering a new part. Once a part is saved, the part can be allocated to stockrooms at a later time using the Stockrooms module.

Select the *Save* icon on the top right of the screen. (You can also Select the *Save and Continue* icon on the top right of the screen if you wish to add another new Part at this time.)



## Exercises

Add 3 records to the Parts Master File using the examples below:

<b>Part No.</b>	BLT001
<b>Part Name</b>	Belt, Drive
<b>Stock Class</b>	Class1
<b>Part Size</b>	24 inch
<b>Measurement Unit</b>	Each
<b>Manufacturer</b>	3COM
<b>Manufacturer Part No.</b>	3CDB24PR
<b>Description</b>	24 inch serpentine belt

<b>Part No.</b>	LUB002
<b>Part Name</b>	Lube, Gear
<b>Stock Class</b>	Class4
<b>Part Size</b>	55 gallon drum
<b>Measurement Unit</b>	Gallons
<b>Manufacturer</b>	Various
<b>Manufacturer Part No.</b>	See Vendor list
<b>Description</b>	90w gear lube

<b>Part No.</b>	FLT004
<b>Part Name</b>	Filter
<b>Stock Class</b>	Class2
<b>Part Size</b>	36 x 28 x 1
<b>Measurement Unit</b>	Each
<b>Manufacturer</b>	Trane
<b>Manufacturer Part No.</b>	TR3628
<b>Description</b>	Air filter for Trane AHU

# Stockrooms

## Overview

The *Stockrooms* page in the *Inventory* Functional Area is used to enter and display quantity details about a part. It is also used to conduct transactions (adjusting part quantities) and move tickets (moving parts between stockrooms).

The main page of Stockrooms consists of two different areas: a navigation tree and the Record Navigator.

The navigation tree displays all stockrooms by company location. Users can place stockrooms in certain physical locations. Users can then choose parts that already exist in the Parts Master List and add them to one or many stockrooms.

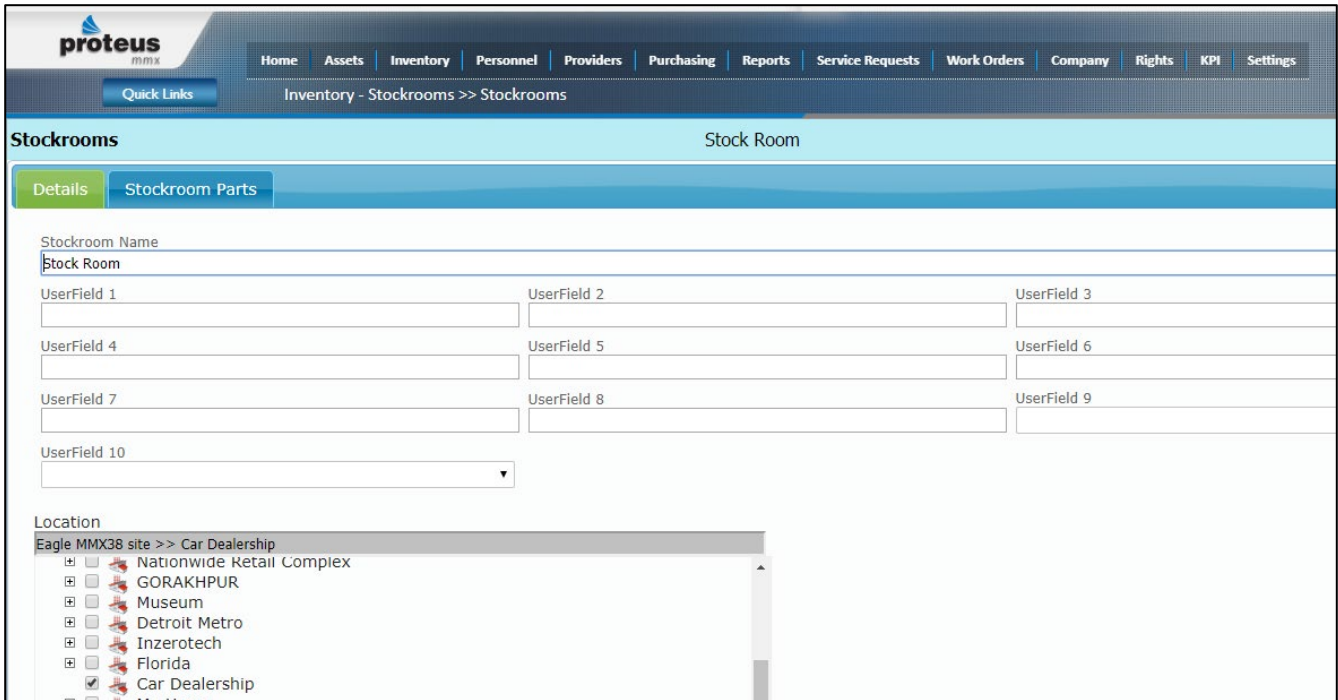
**Note:** A part must be located in a stockroom in order to have quantities associated with it.

The Record Navigator displays a listing of the stockrooms and various stockroom related information. When a specific stockroom is expanded, a details grid appears on the screen and lists the parts in the specific stockroom as well as part related information. The fields listed in the Record Navigator are Stockroom Name, Number of Parts, Quantity on Hand, Quantity Allocated, Quantity Available, and Total Price. The fields listed in the details grid are Part Number, Part Name, Category, Stock Class, Part Size, Serial Number, Description, Measurement Units, Manufacturer, Manufacturer Part Number, Last Cost, Shelf Life, Quantity on Hand, Quantity Allocated, Unit Cost, and Quantity Available.

Stockroom Name	Number Of Parts	Quantity On Hand	Quantity Allocated	Total Quantity Available	Total Cost Amount	Total Cost Currency	User File
Stock Room	2	87	0	87	21,750.00	USD	
Warehouse Parts	4	71	17	54	2,968.04	USD	
Stock FLD F	5	276	0	276	2,245.81	USD	
stockroom test	11	242	4513	-4271	1,846.25	USD	
Garage	4	64	0	64	1,082.70	USD	
STK Build	2	111	0	111	946.49	USD	
Stockroom-01	2	90	1	89	486.06	USD	

## Stockrooms

**Note:** The main grid displays information specific to the stockroom. The name and location can be edited by selecting the *Edit* icon. Expanding a stockroom reveals the details grid. The details grid displays the parts in the stockroom. Further information regarding this area is listed below.



### Stockrooms Details

The Details tab consists of basic part information that is pulled from the Parts Master page as well as quantity, cost, and date fields. All quantities are drawn from the selected stockroom except for *Total Quantity on Hand*, which is a summary of all stockrooms.

These fields are: Part, Category, Stock Class, Manufacturer, Manufacturer Part Number, Shelf Life, Part Size, Serial Number, Description, Measurement Unit, Physical Inventory Frequency, Next Physical Inventory Date, Carrying Cost, Last Physical Inventory Date, Economic Order Quantity, Quantity on Hand, Quantity Allocated, Quantity Available, Maximum Quantity, Unit Cost, and Re-Order Point.

## Stock Room Parts

### Details

Following is an explanation of some of these fields:

The screenshot shows the Proteus MMX interface for the 'Stockroom Parts' section. The breadcrumb trail is 'Inventory - Stockrooms >> Stockrooms'. The current view is for '12345 - Air Filter'. The interface includes tabs for 'Details', 'Vendors', and 'Attachments'. The 'Details' tab is active, showing a form with the following fields:

Part	12345 - Air Filter	
Serial Number		
Category	Description	Economic Order Quantity
HVAC		
Stock Class	Measurement Unit	Quantity On Hand
	Inches	87
Manufacturer	Physical Inventory Frequency (days)	Quantity Allocated
		0
Manufacturer Part Number	Next Physical Inventory Date	Quantity Available
DNCB-50-100-PPV-A		87
Shelf Life	Carrying Cost(%)	Maximum Quantity
		100

**Quantity Allocated:** This is the total number of parts that will be needed for all active work orders. It is possible that this value may exceed the quantity on hand, but will never be negative. Quantity Allocated is automatically updated to reflect the total number of parts attached to work orders in the Active Work Order page.

**Quantity Available:** This value is calculated from the following formula: Qty on Hand – Qty Allocated. It is possible that this value may become negative, based upon part usage in work orders. This value is used when the system calculates a part's reorder point ( $Qty\ Available + Qty\ on\ Order \leq Reorder\ Point$ ).

**Maximum Quantity:** Use the value in Maximum Quantity to manage inventory levels and avoid overstocks.

**Physical Inventory:** The Physical Inventory fields provide a place to enter physical inventory schedules. Routine physical inventories may be performed to double check the Qty on Hand.

The Next Physical Inventory field is not editable. Proteus MMX calculates this field as follows:

Last Physical Inventory + Physical Inventory Frequency = Next Physical Inventory.

**Automatic Purchase Order** generation can be added on reorder point. Purchase orders will

automatically be created when a part reaches its reorder threshold by selecting Auto-Order. A part can be made “Critical” by selecting ‘Is Critical Part.’ Once checked, a star icon will display in the grid view.

Shelf/Bin GC-CR-006	Carrying Cost	Unit Cost 3.00
Part Size N/A	Last Physical Inventory Date	Reorder Point
Quantity On Requisition 0	Quantity On Purchase Order	Is Critical Part <input type="checkbox"/>
Auto-Order <input type="checkbox"/>	Auto PO Number	Use Date Based PO Number <input type="checkbox"/>

**Note:** Some of this data is read-only and is used for references purpose only.

## Vendors

The Vendors Tab displays a list of Vendors associated with the current part.

These fields are Vendor Code, Vendor Name, Vendor Part Number, Last Cost, and Lead Time.

**Stockrooms**
AMITYVILLE MAINTENANCE SHOP

Details
Stockroom Parts

**Stockroom Parts**
190789 - GRIPPER

Details
Vendors
Attachments

+
-
+
+
+
+
+

Sort By ▼
 Sort Order ▼

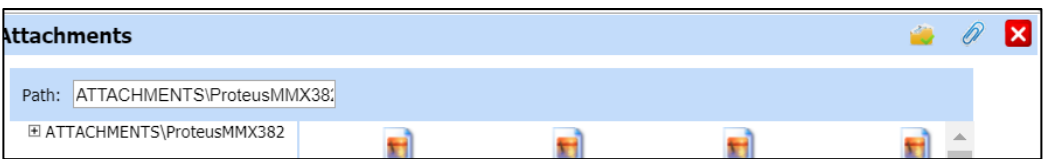
Vendor Code	Vendor Name	Vendor Part Number	Default Vendor	Last Cost Amount	Last Cost Currency
30001777-014	POLYCHEM CORPORATION	190789	false	0.00	


**Vendors Tab**

## Attachments

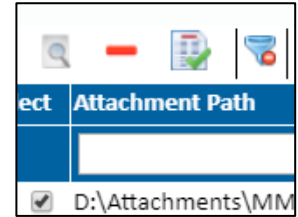


To add an Attachment, on the Attachments tab, select the green + sign . Find the file you want to attach (just like adding an attachment to an email. If the attachment is in the current attachments folder, you can *Attach* (paperclip) icon in the top left of the window.



If it is not in the current folder, you can select *choose file*, which allows you to search any drive/folder and add a file to the stockroom parts attachments. Selecting the file to be attached, and then select the upload icon.  The attachment will be uploaded to the stockroom part attachments, and appear in the attachments folder in the future. Any type of file can be attached to stockroom parts.

It can be viewed as long as the person trying to view the attachment has the proper tool to view the file type on their specific device. There is no limit to the number of attachments on a stockroom part. The remaining icons on the tab are; view, delete and associate with every stockroom part. These Icons will only be active if one or more attachments are selected.



**Related information:-**

**Work Orders**

The screenshot shows the 'Stockrooms' application with the 'Stockroom Parts' tab selected. The interface includes several input fields for data entry:

- Shelf Life: [Empty field]
- Shelf/Bin: GC-CR-006
- Part Size: N/A
- Quantity On Requisition: 0
- Auto-Order:
- Next Physical Inventory Date: [Empty field]
- Carrying Cost: [Empty field]
- Last Physical Inventory Date: [Empty field]
- Quantity On Purchase Order: [Empty field]
- Auto PO Number: [Empty field]

Below the input fields is a 'Notes' section with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and font size. The notes area is currently empty.

At the bottom of the application, there is a navigation bar with the following links: [Related Information](#), [Work Orders](#), [Other Stockrooms](#), and [Closed Work Orders](#).

**Stockrooms - Stockrooms Parts - Details Tab**

The Work Orders link displays a list of active work orders that are using the specified part. These fields are: Work Order Number, Activation Date, and Quantity Allocated.

Work Orders		
Sort By	Work Order Number	Sort Order Ascending
Work Order Number	Activation Date	Quantity Allocated
No Data To Display		
Records/Page 15    Goto Page    Page 0 Of 0    0 Item(s) in 0 Pages		

### Work Orders

### Other Stockrooms

The Other Stockrooms link displays a list of other stockrooms that contain the current part. The fields are Stockroom, Quantity Available and Serial Number.

Other Stockrooms		
190789 - GRIPPER		
Sort By		Sort Order
Stockroom Name	Quantity Available	Serial Number
GLEN ALLEN MAINTENANCE SHOP	1	
Records/Page 15    Goto Page 1    Page 1 Of 1    1 Item(s) in 1 Pages		

### Stockrooms

## Closed work orders

The Closed Work Orders link displays a list of closed work orders that are using the specified part. These fields are Work Order Number, Activation Date, and Quantity Allocated.

The screenshot shows the 'Closed Work Orders' window for part 12345 - Air Filter. The table contains the following data:

Work Order Number	Activation Date	Quantity Allocated
20181113001	11/13/2018	1
20181102001	11/02/2018	10
1111111299999	10/12/2018	2
20190104005	01/04/2019	1
20190104004	01/04/2019	1

Additional details visible in the interface include: Part: 12345 - Air Filter, Category: HVAC, and Stock Class. The right sidebar shows inventory metrics such as Quantity On Hand (87), Quantity Available (87), and Unit Cost (250.00).

Closed Work Orders

## Asset Where Used

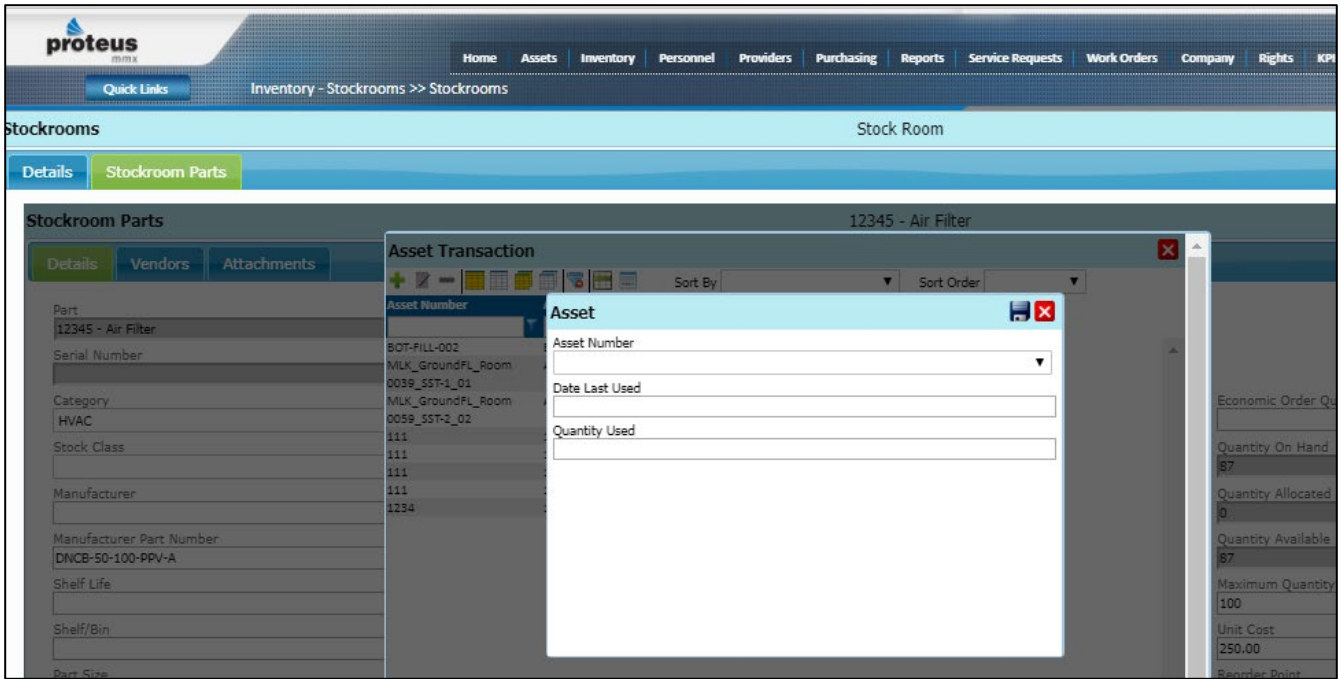
The screenshot shows the 'Asset Transaction' window for part 12345 - Air Filter. The table contains the following data:

Asset Number	Asset Name	Quantity Used	Date Last Used
BOT-FILL-002	Bottle Filler 2	3	02/01/2019
MLK_GroundFL_Room	AirCuity Sensor Suite	1	02/01/2019
0039_SST-1_01			
MLK_GroundFL_Room	AirCuity Sensor Suite	1	02/01/2019
0039_SST-2_02			
111	11	1	02/20/2019
111	11	1	02/20/2019
111	11	1	02/22/2019
111	11	1	02/22/2019
1234	123	1	03/15/2019

The interface also shows the part details on the left and inventory metrics on the right, including Quantity On Hand (87) and Quantity Available (87).







### Stockroom Dialog Icons

In addition to the standard icons, the stockroom page contains these icons:



### Transactions

Transactions are used to update part quantities in a stockroom. Users can: *add*, *subtract*, or *adjust* the quantity of a part in a given stockroom. All Transactions are recorded in the Transaction History page.

**Note:** *Adjust* will replace the current quantity in the stockroom with the new quantity.

To perform a transaction on a part:

- Open *Stockrooms* from the *Inventory* area.
- Select a stockroom and expand it.
- Select a part.
- Select *Perform Transaction*.
- Enter in all required data
- Select the *Save* icon when completed.

**Perform Transaction**

Part Number	Part Name	Stockroom
BRG-021	Bearing 21. 1 1/4"	CSB 2nd Floor
Quantity On Hand	Transaction Type	Adjustment Quantity
18		
Unit Cost	Description	Transaction Reason
1.55		
Cost Center		

## Transactions

## Transaction History

All transactions performed in the Stockroom Part will be recorded in the Transaction History module under Inventor

The screenshot shows the Proteus MMS Inventory interface. The 'Inventory' menu is open, and the 'Transaction History' option is highlighted with a red box. The background shows a 'Stockrooms' table with columns for 'Serial Number' and 'Quantity'.

Serial Number	Quantity	Part Name	Stock Class Name
	87	Air Filter	
	0	Widget	

Transaction Number	Transaction Date	Description	Cost Center	Part Name	Part Number
20181018001	10/18/2018			Air Filter	12345
20181018002	10/18/2018			Air Filter	12345
20181026001	10/26/2018			CS156 LP & VIV Wheel and Housing	026 17329 004
20181026002	10/26/2018			Air Filter	12345
20181028001	10/27/2018	Testing record	Fld-Inventory Cost	AC Parts	FLD-01
20181028002	10/27/2018			Screw Driver	FLD-02
20181028003	10/27/2018	Only for testing purpose	Fld-Inventory Cost	Screw Driver	FLD-02
20181028004	10/27/2018	Subtract 5	Fld-Work Order	Hacksaw	FLD-03
20181028005	10/27/2018	subtract 10	Fld-PO	Hacksaw	FLD-03
20181028006	10/27/2018	test	Fld-PO	Hacksaw	FLD-03
20181028007	10/28/2018	s		AC Parts	FLD-01
20181028008	10/28/2018			Screw Driver	FLD-02
20181105001	11/05/2018			Air Filter	12345
20181106001	11/06/2018			part name-01	Part-01

Transaction history page

## Move Tickets

Move Tickets are used to move parts between stockrooms. Users can select a part and move a quantity of those parts to a different stockroom. All Move Tickets are recorded in the Move Ticket History page.

To move a part to another stockroom:

- Open *Stockrooms* from the *Inventory*.
- Select a stockroom and expand it.
- Select a part.



- Choose a stockroom and enter all the required data.
- Select the Transfer icon when completed.

**Note:** The *Destination Stockroom* drop-down will be filtered to display all stockrooms in which the currently selected part is located.

**Note:** Serialized parts will not display a quantity when a move ticket is issued against them.

**Move Ticket** [Save] [Close]

Source Stockroom	Destination Stockroom	Quantity Available
CSB 2nd Floor	<input type="text"/>	16
Transfer Quantity	Unit Cost	
<input type="text"/>	1.55	

**Move Ticket**

**Move Ticket History**

All details of moving a part from one stockroom to another will be recorded in Move Ticket history.

The screenshot shows the Proteus MMS web application interface. The top navigation bar includes 'Home', 'Assets', 'Inventory', 'Personnel', 'Providers', 'Purchasing', 'Reports', 'Service Requests', and 'Work Order'. The 'Inventory' menu is open, showing options like 'Parts', 'Stockrooms', 'Bill Of Materials', 'Tools', 'Move Ticket History', 'Transaction History', 'Stock Request', 'Stock Fulfillment', and 'Stock Fulfillment Report'. The 'Move Ticket History' option is highlighted with a red box. The main content area shows a 'Stockrooms' section with a table of stockroom parts and a 'Stock Room' section with a table of stock items.

Serial Number	Quantity	Part Name	Stock Class Name
	87	Air Filter	
	0	Widget	

Move Ticket Number	Part Name	Part Number	Source Stockroom	Destination Stockroom	Quantity	Transfer Date
20190621001	Air Filter	12345	Stock Room	Warehouse Parts	12	06/21/2019
20190621002	Widget	B234875234523	Stock Room	stockroom test	0	06/21/2019

Move ticket history page

## Scrap

Scrap can be performed on only serialized parts.

Stockrooms Warehouse Parts

Details Stockroom Parts

Scrap Stockroom Part

Cost Center  
Museum Engineering

Unit Cost  
12.00

## Kit Orders

A kit is a part that exists in a stockroom and is a collection of other parts. A kit order is an active work order generated to create a kit for the purpose of capturing labor costs and part costs. The labor cost will be the cost of creating the kit. The part costs will be the total cost of all parts going into the kit. These costs will be used to calculate the unit cost of the kit (represented as a part) in the stockroom.

To issue a kit order:

Open *Stockrooms* from the *Inventory* area.

Select a stockroom and expand it.

Select a part/kit.

Select *Create Kit*.

Enter all required data.



The screenshot displays the 'Stockrooms' application window with the 'Work Order' form open. The window title is 'Stockrooms' and the current view is 'CSB 2nd Floor'. The 'Work Order' form has a tabbed interface with 'Details' selected. The form contains the following fields:

Description	Assigned To	Required Date
Actual Downtime	Estimated Downtime	Shift
Cost Center	Maintenance Code	Work Order Status
Work Started Date	Priority	Work Type
Completion Date	Requester	Miscellaneous Materials Cost
Miscellaneous Labor Cost		Requester Full Name
Vendor Invoice Number	UserField 2	UserField 3

## Kit Orders

## Repair Orders

A repair order is very similar to a work order with one main difference. A repair order is used to fix a serialized part.

To issue a repair order:

Open *Stockrooms* from the *Inventory* area.

Select a stockroom and expand it.

Select a serialized part.



Enter all required data.



The screenshot shows a software interface for 'Stockrooms' with a sub-window for 'Work Order'. The window title is 'CSB 2nd Floor'. The 'Work Order' window has tabs for 'Details', 'Target', 'Tasks and Labor', 'Parts', 'Email', and 'Attachments'. The 'Details' tab is active, showing a form with various fields for data entry. The fields are arranged in a grid-like structure:

Description	Assigned To	Required Date
		08/11/2015
Actual Downtime	Estimated Downtime	Shift
Cost Center	Maintenance Code	Work Order Status
Work Started Date	Priority	Work Type
Completion Date	Requester	Miscellaneous Materials Cost
Miscellaneous Labor Cost		Requester Full Name
Vendor Invoice Number	UserField 2	UserField 3

## Repair Orders