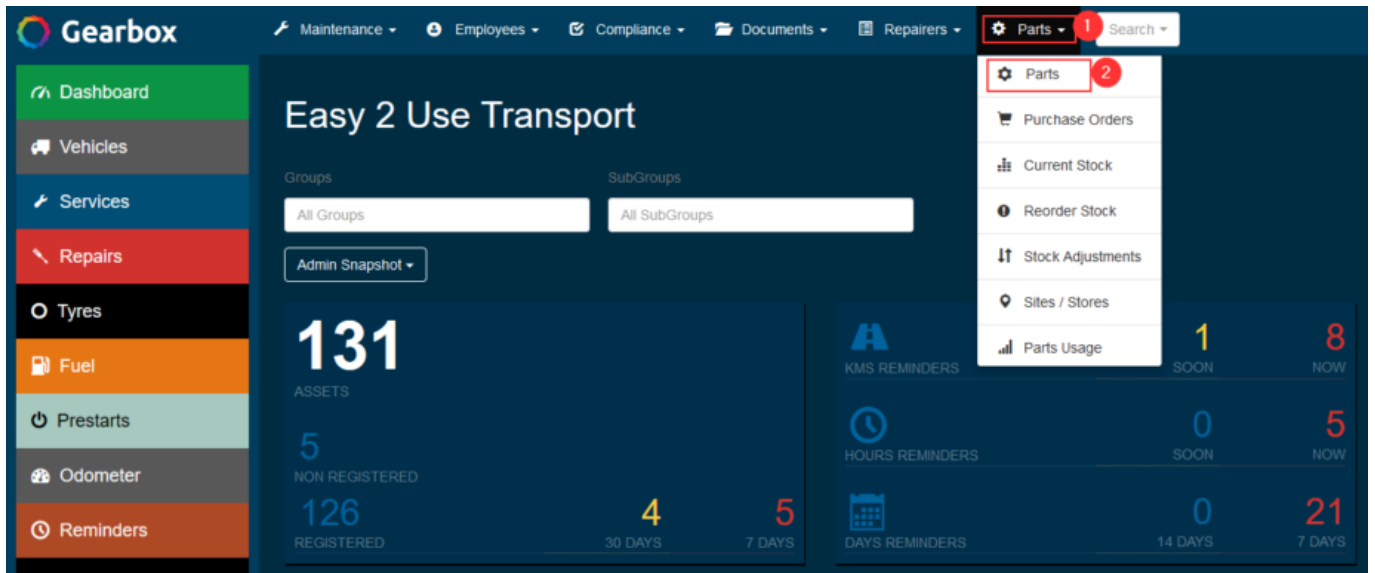
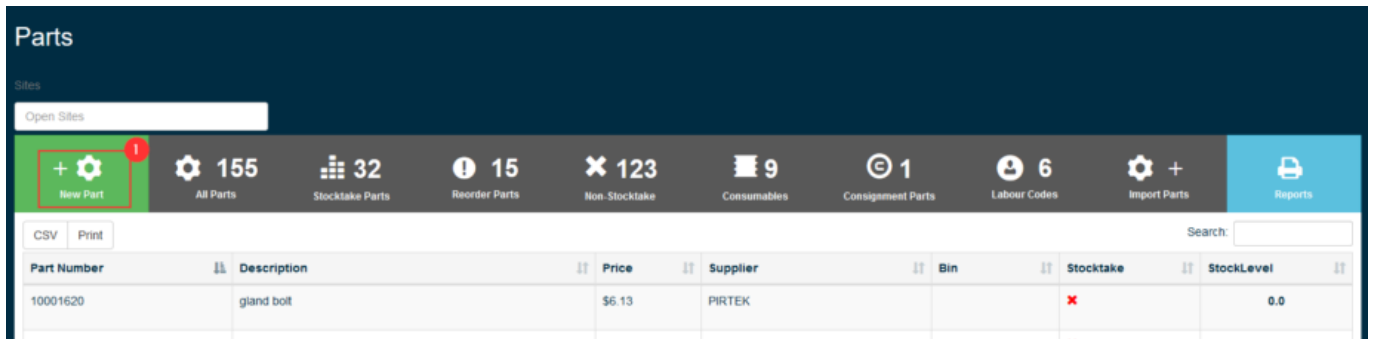


Click the 'Parts' (1) dropdown and select 'Parts' (2) from the dropdown:



Click the 'New Part' (1) button or click an existing Part in the table to edit a Part:



Enter the 'Part Number' (1), this must be unique, the remaining fields are optional:

**Part Number** 1

Example Part

Description

Supplier

Price Each

Each type

Stocktake Item  Consignment Item  Consumable  Labour Rate  Archived + Attach New Document

**Stock Levels** **Purchase History** **Usage** **Price History** **Stock Adjustments**

**Unallocated** + Add Site Part

<b>On Order</b>	0.0	<b>Allocated</b>	0.0	<b>Used</b>	0.0	<b>Adjustments</b>	0.0	<b>Stock Level</b>	0.0
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Max Stock Level

Reorder Level

BIN # / Location

Lead time (days)

Marking Parts as 'Stocktake Item', 'Consignment Item' etc. affects the reports in Gearbox.

If you have a bulk amount of Parts to add to the system it is recommend to use the 'Import Parts' option to efficiently add all Parts and their details.