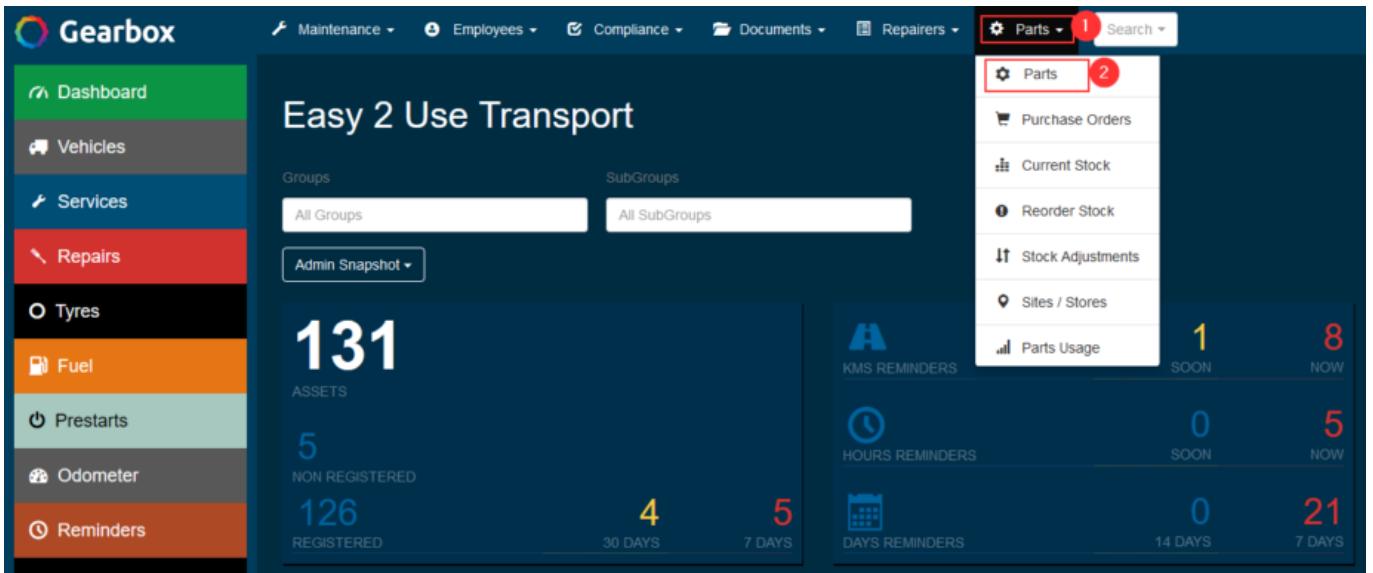
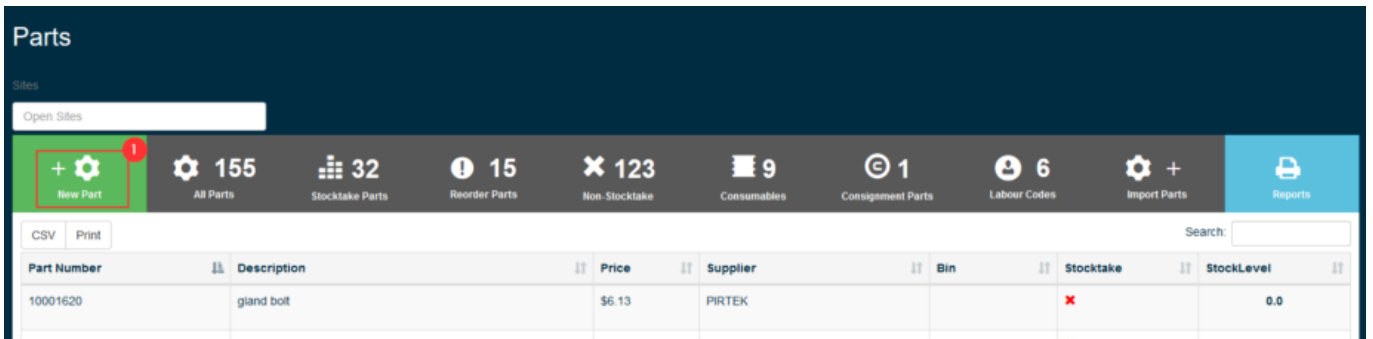


Click the 'Parts' (1) dropdown and select 'Parts' (2) from the dropdown:



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

On Order	0.0	Allocated	0.0	Used	0.0	Adjustments	0.0	Stock Level	0.0
-----------------	------------	------------------	------------	-------------	------------	--------------------	------------	--------------------	------------

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.