

Issue Parts to a Ticket from Inventory

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1. Navigate to the Main Application Menu and select the Issues>Returns option from the Inventory module.
2. The Issue Parts form will be displayed. Fill in the information in the header section of this form; see the data entry field definitions below.

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Data Entry Field Definitions

- Radio Buttons - Select the Service radio button.
 - Warehouse - Select the Warehouse from the drop-down list from which the parts are being issued.
 - Service Ticket - The User may type in the Service or Inspection Ticket Number or click the lookup button to the right of the field to select from a list of open Tickets.
 - Issue Date - Enter or select a date from the calendar. This is the date the parts are being removed from the Warehouse.
 - Category Code - Select the appropriate Category from the drop-down list.
 - Parts List - In the Parts List grid, either type in the exact part number or click the button to the right in the part field to search for and select the part. Enter the quantity being issued from the Warehouse. If more than one part is being issued, continue on to the next line and select the next part and quantity until all needed parts are listed.
3. Once all information has been entered, click the Save button located at the lower right of the Issue Parts form.