

Parts Search

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Inventory Parts are created and maintained from the Inventory Parts List form.

SedonaOffice customers that have activated Stock Tracking will have access to inventory tracking functions contained within the Parts Explorer.

If your company has not activated the Stock Tracking feature, Users will have the ability to enter parts, vendors from whom the parts are purchased (and default unit costs), alternate part numbers and one primary warehouse, but will not have access to the Parts Explorer.

Part Search Options

1. Navigate to the Inventory module and select the Parts menu option.
2. The Inventory Parts form will be displayed. This form provides filters which enable you to narrow the list of parts displayed in the form. Searching for parts is performed by using one of the three Match radio buttons located at the top of the form which allow you to search for a part by one of the methods listed below.

- Part Code
- Part Detail
- Part Description
- Vendor Part Number

If the Pre-Load Parts option is selected in the header of the form, all active parts will be listed. This list may be sorted by clicking on the column header of any of the columns within the list area.

Match Radio Buttons

- Exact - An exact match of characters entered in the search criteria box
- Beginning - A part beginning with certain characters entered in the search criteria box
- Contains - A part that contains characters within the part number, entered in the search criteria box

For example, if you selected the Contains radio button and entered 1100 in the search criteria box, the following parts would be displayed: LNL1100, 1100-ABC, PF1100XP.

Filters

You have the ability to search for parts using one or a combination of any of the three filters located at the top of the Parts Search form. Using filters shortens the list of parts displayed making it easier to locate the part number.

The three filters available are:

- Product Line
- Manufacturer
- Warehouse

Once the list of parts has populated the Inventory Parts form, double-clicking on a Part in the list will open the Parts Explorer record.

If Stock Tracking has not been activated, the Part will be opened in edit mode.

For more information on the structure and use of the Parts Explorer, follow the topic link :[The Parts Explorer](#).

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