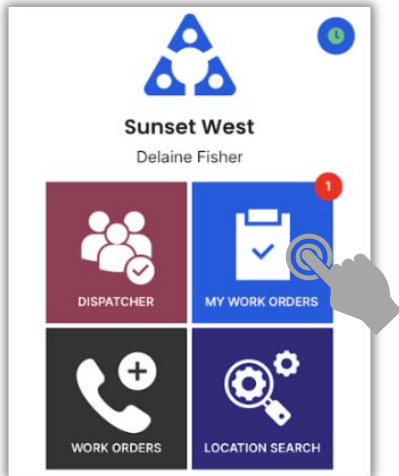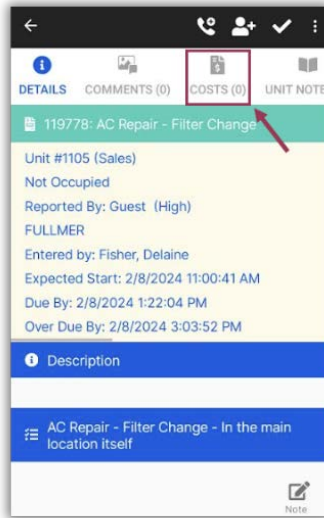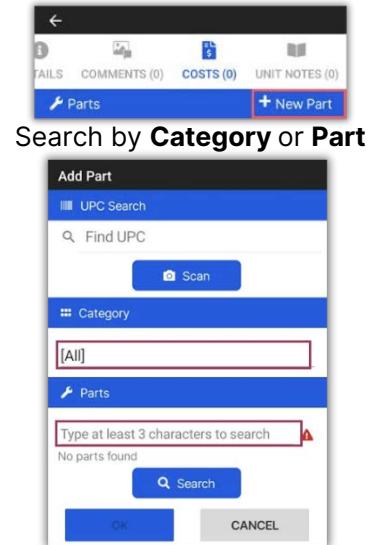**Step 1:** Tap **My Work Orders** from the Home Screen.
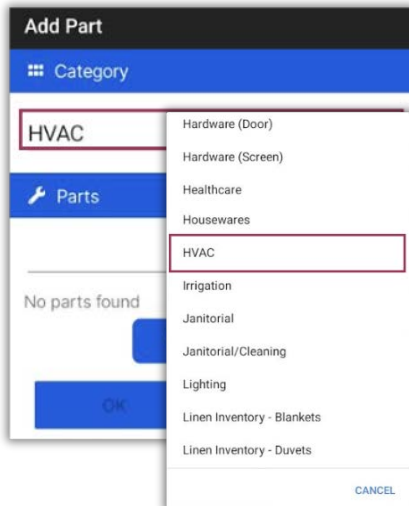

Step 2: Open a work order and tap **Costs** to access Parts.
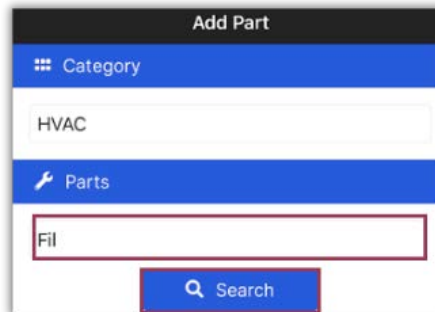

Step 3: Tap **New Part**.

Search by **Category** or **Part**

Step 4: Select a **Category** from the list and tap **Search**.
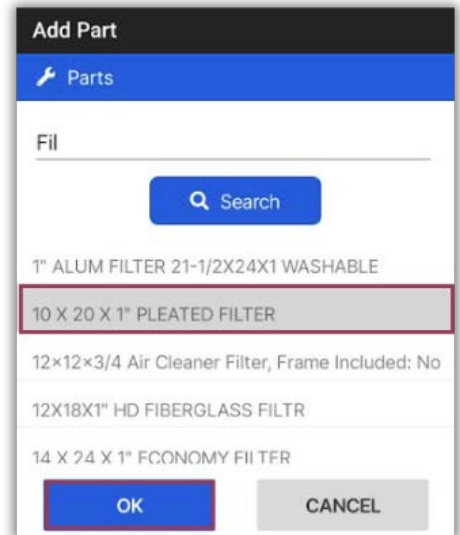

Step 5: To optimize efficiency, utilize the **Parts** field by typing at least three characters of the required part.
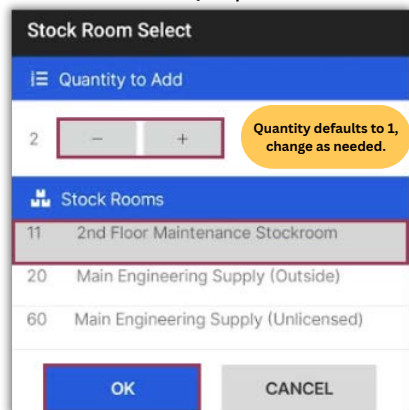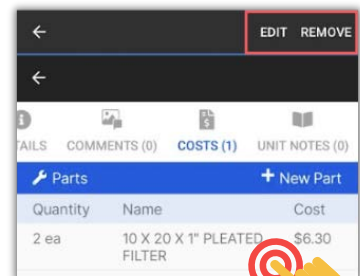

Tap **Search**.

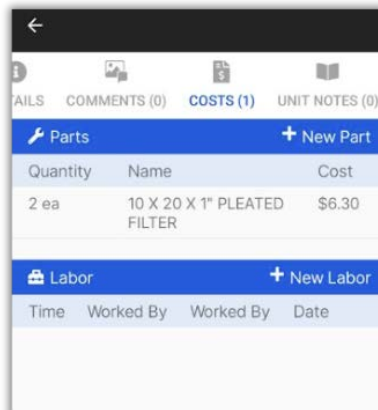Select Stock Item from list, tap **OK**.

Step 6: Select **Quantity** and **Stock Room**, tap **OK**.

Quantity defaults to 1, change as needed.

Step 7: Confirm information is correct

You can **Edit** or **Remove** by **pressing down** on the stock item.