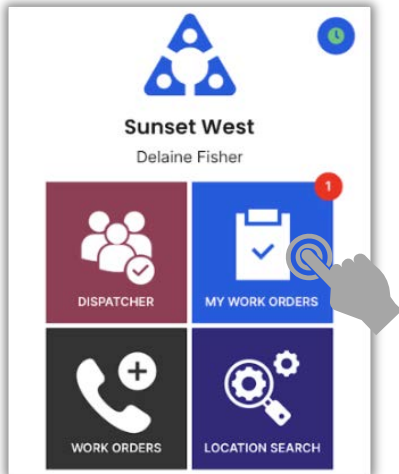
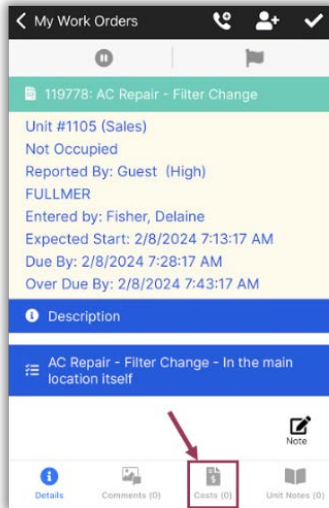


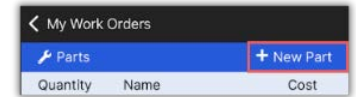
Step 1: Tap **My Work Orders** from the Home Screen.



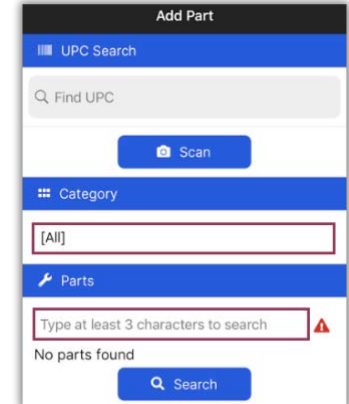
Step 2: Open a work order and tap **Costs** to access Parts.



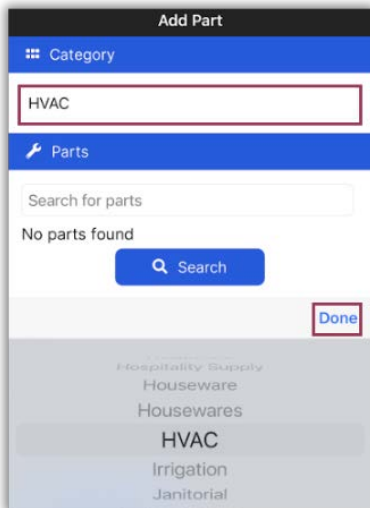
Step 3: Tap **New Part**.



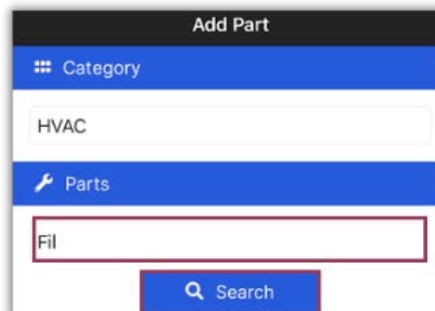
Search by **Category** or **Part**



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

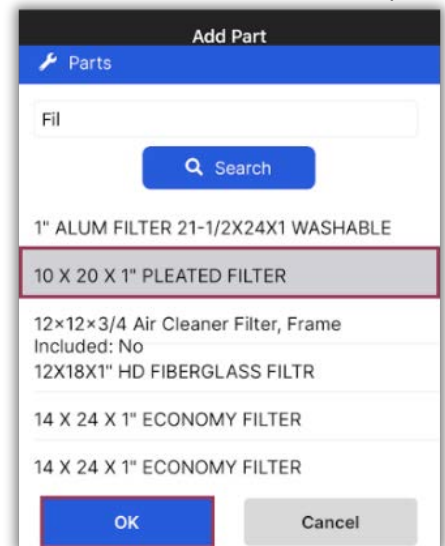


Step 5: To optimize efficiency, utilize the **Parts** field by typing at least three characters of the required part.

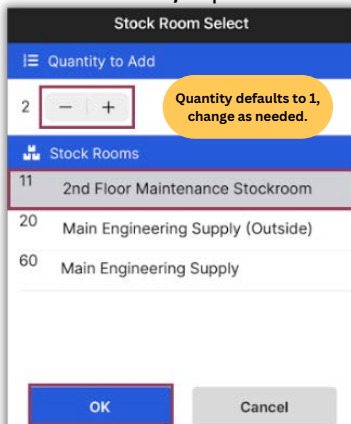


Tap **Search**.

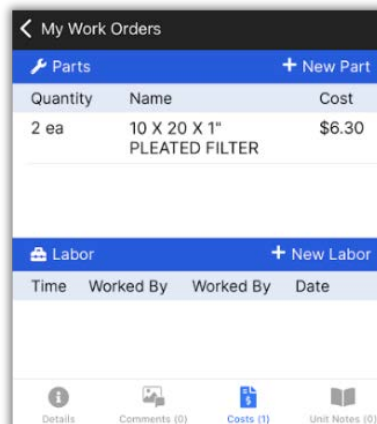
Select Stock Item from list, tap **OK**.



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



Step 7: Confirm information is correct.



You can **Edit** or **Remove** by swiping left on the stock item.