

Find Parts screen (Automotive - Year, Make, Model format) - How To's

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What is the Find Parts Screen?

Quick Start Information

Common Scenarios:

- How do I search for a Customer by Phone #, Street Address, Customer #, etc?
- How do I create a new customer from the Find Parts screen?
- How do I open a customer record from the Find Parts Screen?
- How do I open an Item record from the Find Parts screen?
- How Do I Customize the Table View in the Find Parts Inventory List?

Related Settings

- How do I Add, Edit, or Remove the Quick Category Search Buttons?

The Find Parts screen will allow you to do the following:

- Search for Parts by Year, Make, Model, Part #, etc.
- Check Prices and Inventory Levels
- Create Quotes and Sales Order
- See Sales History Information

See image below to **see** all the buttons, fields, and features on the **Find Parts** screen:

Click the **FIND PARTS** button to open the Find Parts Screen

Enter the company name on this field and select from the drop down the appropriate company name.

Click on the arrow down button to see the list of existing customer or see the option to add a new customer with the +add new button.

Click on the magnifying glass to open the customer details screen for the selected customer

Shows other details related to the selected customer and the order to be created.

Click on this gear icon to see additional settings such as hiding/adding columns, catalog, etc.

Add to Quote button will create a quote based on the items selected on the Find Parts screen.

Add to Sales Order button will create a sales order based on the items selected on the Find Parts screen.

Show Customer Credits button will display the available credits for the selected customer.

Search PARTS by VIN #, year, make, model, part category and subcategory, description and part #. Quick search buttons are also available.

Show Stock button will display the available quantity in stock, location and cost for the item selected.

Show Vendors button will display the vendors' name, cost and other details for that selected item.

Quickly see the available quantity in stock.

Show Sales History button will display previous orders related to the item selected.

Help button takes the user to the related knowledge based article.

Closes the Find Parts screen

The search field in 1place is designed to provide fast, relevant results by letting you choose which data field is used for the primary search — such as Company Name, Phone Number, Customer Number, or others. This allows you to tailor the search to your workflow while keeping results clean and focused.

Primary Search (Based on Your Selected Field)

- When you enter a search term, the system will first look for matches **only in the data field you've set** as your primary search field.
- This ensures **quick results** from the most relevant dataset.

Note: You can configure which data field is used for the primary search. See the related [Search Settings](#) article for setup instructions.

No Results Found? You'll Be Prompted

If the system does not find a match in the Company Name field, it will display a prompt: **"Cannot find value. Do you want to search in other fields as well?"**

Clicking "Yes, search it" will re-run the search across additional fields, such as:

- Contact Name
- Phone Number
- Address

- Customer Number

Expanded Search (Optional)

- Once the broader search is performed, the system will display any relevant matches across all searchable fields.

Why This Design?

This is known as a Progressive or Tiered Search Pattern, and it offers several benefits:

- Speed: Faster searches when results are likely to be found in the Company Name.
- Clarity: Keeps initial results clean and easy to scan.
- Flexibility: Still allows you to dig deeper without needing to run a completely separate search.

- Click on the arrow down button on the Ship to or Bill to Customer field to see the customer list and below it would be the +Add New button which will allow you to create a new customer.

ShipTo	ABC Company ▼✕Q					Bill To	ABC Company ▼✕Q				
	Company	Address	Address Type	Phone Number	Warehouse	Customer Nu...					
	ABC Company	2290 N Bellflower Blvd, Long B...	8889998898	Both (Bill To ...	Main Warehouse	1121					
	ABC Customer	1061 N Grove Street, Anaheim, ...	8989998898	Both (Bill To ...		2012					
	+ Add New										

- Click on the magnifying glass icon beside the Ship to or Bill to Customer field to open the customer record of the customer selected.

ShipTo	ABC Company ▼✕Q					Bill To	ABC Company ▼✕Q				
	Company	Address	Address Type	Phone Number	Warehouse	Customer Nu...					
	ABC Company	2290 N Bellflower Blvd, Long B...	8889998898	Both (Bill To ...	Main Warehouse	1121					
	ABC Customer	1061 N Grove Street, Anaheim, ...	8989998898	Both (Bill To ...		2012					
	+ Add New										

- Click on the magnifying glass icon beside the item number to open the item record.

To open the item record, click on the magnifying glass icon beside the item #.

X	Partslink	Item #	OEM #	Desc (F5)	QIS	QIS	Qty	Lst	Dis %	Net	GP %	AvgCost
☒	HO1224111	HO1224111	Q 71123TAA00	HONDA ACCORD 2008-2010-Front panel molding (Sedan, 6 Cyl, USA Built, Upc)	0	0	0	\$0.00	40%	\$0.00	0.00%	\$0.00 08 - 10
☐	HO1225156	HO1225156	Q 60400TAA00ZZ	HONDA ACCORD 2008-2010-Radiator support (Sedan, USA Built)	23	23	0	\$142.4	0%	\$0.00		\$36.00 08 - 12
☐	HO1225156	HO1225156c	Q 60400TAA00ZZ	HONDA ACCORD 2008-2010-Radiator support (Sedan, USA Built)(CAPA)	0	0	0	\$199.4i	0%	\$0.00		\$0.00 08 - 12
☐	HO1225157	HO1225157	Q 60400TAA00ZZ	HONDA ACCORD 2008-2010-Radiator support (Sedan, Japan Built)	0	0	0	\$0.00	0%	\$0.00		\$0.00 08 - 10
☐	HO1225157	HO1225157c	Q 60400TAA00ZZ	HONDA ACCORD 2008-2010-Radiator support (Sedan, Japan Built)(CAPA)	0	0	0	\$199.4i	0%	\$0.00		\$0.00 08 - 10
☐	HO1225158	HO1225158	Q 60400TEA01ZZ	HONDA ACCORD 2008-2010-Radiator support (Coupe)	0	0	0	\$142.4	0%	\$0.00		\$0.00 08 - 12
☐	HO1225158	HO1225158c	Q 60400TEA01ZZ	HONDA ACCORD 2008-2010-Radiator support (Coupe)(CAPA)	0	0	0	\$0.00	0%	\$0.00		\$0.00 08 - 12
☐	HO1228122	HO1228122	Q 74111TAA00	HONDA ACCORD 2008-2010-Lower engine cover (4 Cyl, USA Built)	0	0	0	\$18.49	0%	\$0.00		\$0.00 08 - 12
☐	HO1228122	HO1228122C	Q 74111TAA00	HONDA ACCORD 2008-2010-Lower engine cover (4 Cyl, USA Built)(CAPA)	0	0	0	\$0.00	0%	\$0.00		\$84.75 08 - 12
☐	HO1228123	HO1228123	Q 74111TAA00	HONDA ACCORD 2008-2010-Lower engine cover (6 Cyl, USA Built)	0	0	0	\$0.00	0%	\$0.00		\$0.00 08 - 12
☐	HO1230154	HO1230154	Q 60100TAA01ZZ	HONDA ACCORD 2008-2010-Hood panel assy (2.4L3.5L, Sedan, 6 Cyl)	0	1	0	\$0.00	0%	\$0.00		\$0.00 08 - 12
☐	HO1230154	HO1230154c	Q 60100TAA01ZZ	HONDA ACCORD 2008-2010-Hood panel assy (2.4L3.5L, Sedan, 6 Cyl)(CAPA)	0	0	0	\$0.00	0%	\$0.00		\$0.00 08 - 12
☐	HO1230155	HO1230155	Q 60100TAA01ZZ	HONDA ACCORD 2008-2010-Hood panel assy (Sedan, 4 Cyl)	0	1	0	\$0.00	0%	\$0.00		\$0.00 08 - 12
☐	HO1230155	HO1230155c	Q 60100TAA01ZZ	HONDA ACCORD 2008-2010-Hood panel assy (Sedan, 4 Cyl)(CAPA)	0	0	0	\$0.00	0%	\$0.00		\$0.00 08 - 12
☐	HO1230156	HO1230156	Q 60100TEA01ZZ	HONDA ACCORD 2008-2010-Hood panel assy (Coupe)	0	0	0	\$171.9	0%	\$0.00		\$0.00 08 - 12
☐	HO1230156	HO1230156c	Q 60100TEA01ZZ	HONDA ACCORD 2008-2010-Hood panel assy (Coupe)(CAPA)	0	0	0	\$171.9	0%	\$0.00		\$0.00 08 - 12
☐	HO1234122	HO1234122	Q 74120TAA01	HONDA ACCORD 2008-2010-Hood latch (LX, Sedan, w/Alarm System)	0	0	0	\$70.42	0%	\$0.00		\$0.00 08 - 12
☐	HO1234123	HO1234123	Q 74120TAA01	HONDA ACCORD 2008-2010-Hood latch (Coupe, w/Alarm System)	12	12	0	\$95.00	0%	\$0.00		\$12.00 08 - 12
☐	HO1236117	HO1236117	Q 60120TAA00ZZ	HONDA ACCORD 2008-2010-Hood hinge assy (RH, Sedan/Coupe)	0	0	0	\$0.00	0%	\$0.00		\$0.00 08 - 12

The inventory list in the Find Parts screen is fully customizable, allowing you to adjust how information is displayed to improve visibility and ease of use. Below are the customization options available:

1. Adjust Column Widths

- You can resize any column by hovering your mouse over the divider line between column headers. When the resize cursor appears, **click and drag** to adjust the width.

X	PType	Partslink	Item #	OEM #
☐	2502	HO2502187	HO2502187	Q 33150TVAA01
☐	2502	HO2502188	HO2502188	Q 33150TVAA11
☐	2502	HO2502188	HO2502188C	Q 33150TVAA11
☐	2502	HO2502194	HO2502194	Q 33150TVAA61
☐	2502	HO2502196	HO2502196	Q 33150TVAA51
☐	2503	HO2503187	HO2503187	Q 33100TVAA01
☐	2503	HO2503188	HO2503188	Q 33100TVAA11

2. Show or Hide Columns

- To control which columns are visible:
 - Click the settings icon located at the top right above the table.
 - Under the **"Show/Hide Columns"** section, a list of available columns is shown.
 - Check the boxes to show a column, or uncheck to hide it.

o

Customer Lists Settings

Column Positions

Enable Column Repositioning

Model drop down list

Pre-fill the Model drop down list. (This makes the screen open up a little slower but makes the search selection faster.)

of Rows to display

50

Catalog

Manage Catalog

Prompt user if the same Customer Quote already exists

Prompt user if the same Customer calls back for the same Year, Make, and Model within 7 days of today (if a Quote already exists)

Prompt user if the same Customer SalesOrder already exists

Prompt user if the same Customer calls back for the same Year, Make, and Model within 7 days of today (if a SalesOrder already exists)

Show/Hide Columns

☒ X ☒ MU %

☐ PType ☒ Dis %

☐ Partlink ☒ Net

☒ Item # ☐ LSPS

☒ OEM # ☒ GP %

☒ Desc (F5) ☒ AvgCost

☒ QIS-MyWH ☒ DLS

☒ QIS-ALL ☒ Year Range

☒ Qty ☒ Make

☒ List ☒ Model

☒ MU % ☒ Category

☒ Taxable

3. Reorder Columns

- To rearrange the order of columns:
 - Click the settings icon above the table and enable the “Column Repositioning” option.
 - Once enabled, you can **click and drag** any column header to a new position.
- This allows you to customize the table layout to improve visibility and ease of use.

Customer Lists Settings

Column Positions

Enable Column Repositioning

Model drop down list

Pre-fill the Model drop down list. (This makes the screen open up a little slower but makes the search selection faster.)

of Rows to display

50

Catalog

Manage Catalog

Prompt user if the same Customer Quote already exists

Prompt user if the same Customer calls back for the same Year, Make, and Model within 7 days of today (if a Quote already exists)

Prompt user if the same Customer SalesOrder already exists

Prompt user if the same Customer calls back for the same Year, Make, and Model within 7 days of today (if a SalesOrder already exists)

Show/Hide Columns

☒ X ☒ MU %

☐ PType ☒ Dis %

☐ Partlink ☒ Net

☒ Item # ☐ LSPS

☒ OEM # ☒ GP %

☒ Desc (F5) ☒ AvgCost

☒ QIS-MyWH ☒ DLS

☒ QIS-ALL ☒ Year Range

☒ Qty ☒ Make

☒ List ☒ Model

☒ MU % ☒ Category

☒ Taxable

4. Select Number of Rows to Display

- To control how many rows appear per page:
 - Click the settings icon above the table.
 - Under the “# of Rows to Display” section, choose from: 10, 25, 50, or 100 rows.
- This setting helps you manage how much data is visible at once to improve visibility and ease of use.

The screenshot shows the 'Customer Lists Settings' dialog box in the 1place software. The 'Show/Hide Columns' tab is selected, displaying a list of columns with checkboxes for selection. The 'Column Positions' tab is also visible, showing a 'Model drop down list' with a '# of Rows to display' dropdown set to 50. A yellow arrow points to the 'Apply' button in the bottom right corner.

To give users flexibility, 1place allows you to select which data field is used for the primary search. This setting controls where the system looks first when you search for a customer.

To configure this:

1. Go to **Settings > Sales > General Sales Settings**.
2. Under **Sales Defaults**, find the **Search By dropdown list for Finding a Company**.
3. Select your **preferred data field** from the dropdown list — this will be used for the **initial search**.

You can change this anytime based on your preference or business needs.

The screenshot shows the 'Settings' screen in the 1place software. The 'Sales Settings' tab is selected, and the 'Sales Defaults' section is expanded. The 'Search By dropdown list for Finding a Company' is highlighted, showing a dropdown menu with options: 'Company', 'Phone #', 'Address', 'Company', and 'Customer #'. The 'Company' option is selected.

The **Quick Category Search Buttons** in the Find Parts screen lets you instantly filter parts by category with a single click. Instead of manually typing or selecting filters, just click on a category to quickly view all parts within that group. It's a fast and easy way to narrow down your search and find the right item.

Find Parts

Syron

ShipTo

ABC Company

888998898 - 1121

123 South Lily St

Long Beach CA 90815

Bill To

A PLUS AUTO

1021

1809 PRESTON ST

PASADENA TX

Customer PO #

Customer PO #

Payment Terms

Net 30

Ship Via

Truck 2

DeliveryDate

07/05/2025

Warehouse

Anaheim

Comments

Invoice Comments

Quick Category Search Buttons

VIN #

VIN #

Year (F2)

20

Make

HONDA

Model

ACCORD

Category

Front Lamps

Sub Category

Sub Category

Description (F4)

Desc Keyword

Part # (F3)

Part Number

Search

Clear

Clear All

Keyword

Starts With

Ft Bumpers

Ft Lamps

Grilles

Cooling

Ft Panels

Doors

Engine

Frame

Glass

Rr Panels

Rr Lamps

Rr Bumpers

X	PType	Partslink	Item #	OEM #	Desc (F5)	QIS-MyWH	QIS-ALL	Qty
☐	2502	HO2502187	HO2502187	Q 33150TVAA01	HONDAACCORD 2018-2022-LT Headlamp assy composite (Exc. TOURING; H	0	0	0
☐	2502	HO2502188	HO2502188	Q 33150TVAA11	HONDAACCORD 2018-2020-LT Headlamp assy composite (TOURING; LED H	0	0	0
☐	2502	HO2502188	HO2502188C	Q 33150TVAA11	HONDAACCORD 2018-2020-LT Headlamp assy composite (TOURING; LED H	0	0	0
☐	2502	HO2502194	HO2502194	Q 33150TVAA61	HONDAACCORD 2018-2020-LT Headlamp assy composite (HYBRID; LED Hig	0	0	0
☐	2502	HO2502196	HO2502196	Q 33150TVAA51	HONDAACCORD 2018-2020-LT Headlamp assy composite (HYBRID; Halogen	0	0	0
☐	2503	HO2503187	HO2503187	Q 33100TVAA01	HONDAACCORD 2018-2022-RT Headlamp assy composite (Exc. TOURING; f-	0	0	0
☐	2503	HO2503188	HO2503188	Q 33100TVAA11	HONDAACCORD 2018-2020-RT Headlamp assy composite (TOURING; LED f-	0	0	0
☐	2503	HO2503194	HO2503194	Q 33100TVAA61	HONDAACCORD 2018-2020-RT Headlamp assy composite (HYBRID; LED Hig	0	0	0
☐	2503	HO2503196	HO2503196	Q 33100TVAA51	HONDAACCORD 2018-2020-RT Headlamp assy composite (HYBRID; Halogen	0	0	0
☐	2592	HO2592145	HO2592145	Q 33950TVAA01	HONDAACCORD 2018-2020-LT Fog lamp assy (I)	0	0	0
☐	2593	HO2593145	HO2593145	Q 33900TVAA01	HONDAACCORD 2018-2020-RT Fog lamp assy (I)	0	0	0

1place allows you to customize the Quick Category Search Buttons based on what you use most frequently. Follow the steps below to add, edit, or remove Quick Category Search Buttons:

- Open the Find Parts Screen Settings.** Click the gear icon in the upper-right corner next to your username. This should take you directly to the Find Parts Screen Settings. (If you're not redirected, navigate manually to Setting Type > Sales > Find Parts.)
- Locate the Quick Category Buttons Section.** Scroll down to find the section labeled Find Parts (Auto) Quick Category Buttons.

Find Parts (Auto) Quick Category Buttons			
Action	Related Category	Category Button Title	
	Front Bumpers & Components	Ft Bumpers	
	Front Lamps	Ft Lamps	
	Grilles, Headlamp Doors	Grilles	
	Radiators, Condensers & Fan Assy	Cooling	
	Front Body Panels & Moldings	Ft Panels	
	Door, Rocker Area	Doors	
	Engine	Engine	
	Frame	Frame	
	Glass & Parts	Glass	
	Rear Body & Moldings	Rr Panels	
	Rear Lamps	Rr Lamps	
	Rear Bumpers & Components	Rr Bumpers	

- Arrange or Remove Categories**
 Use the available **action buttons** to reorder or remove any category buttons as needed.
- Edit Related Categories**
 In the **Related Category** column, select the category you want to associate with each button. This determines which parts are shown when the button is clicked.
- Customize Category Button Titles**
 In the **Category Button Title** column, enter the label you want to appear on the button.