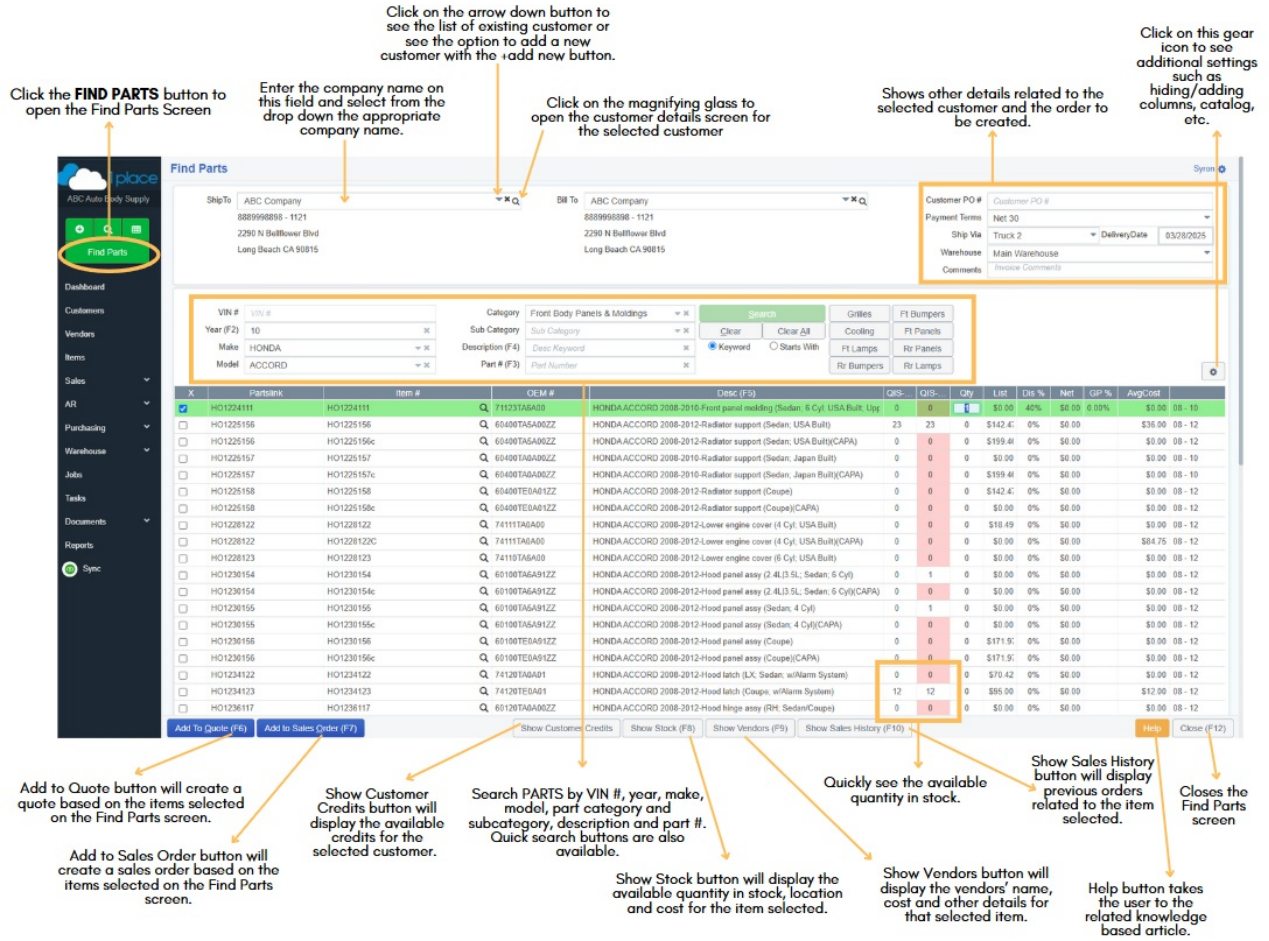
Find Parts screen (Automotive - Year, Make, Model format) - How To's

Last Modified on 11/02/2026 3:32 pm EST

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:



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.

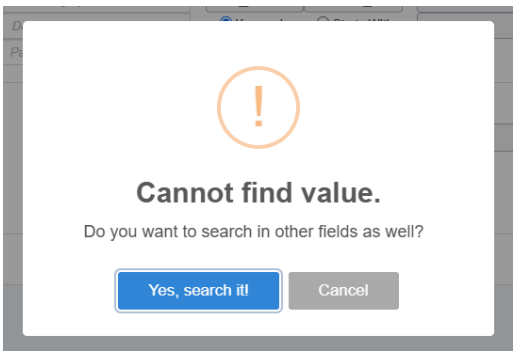
Primary Search (Based on Your Selected Field)

- 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 Selected Data 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)

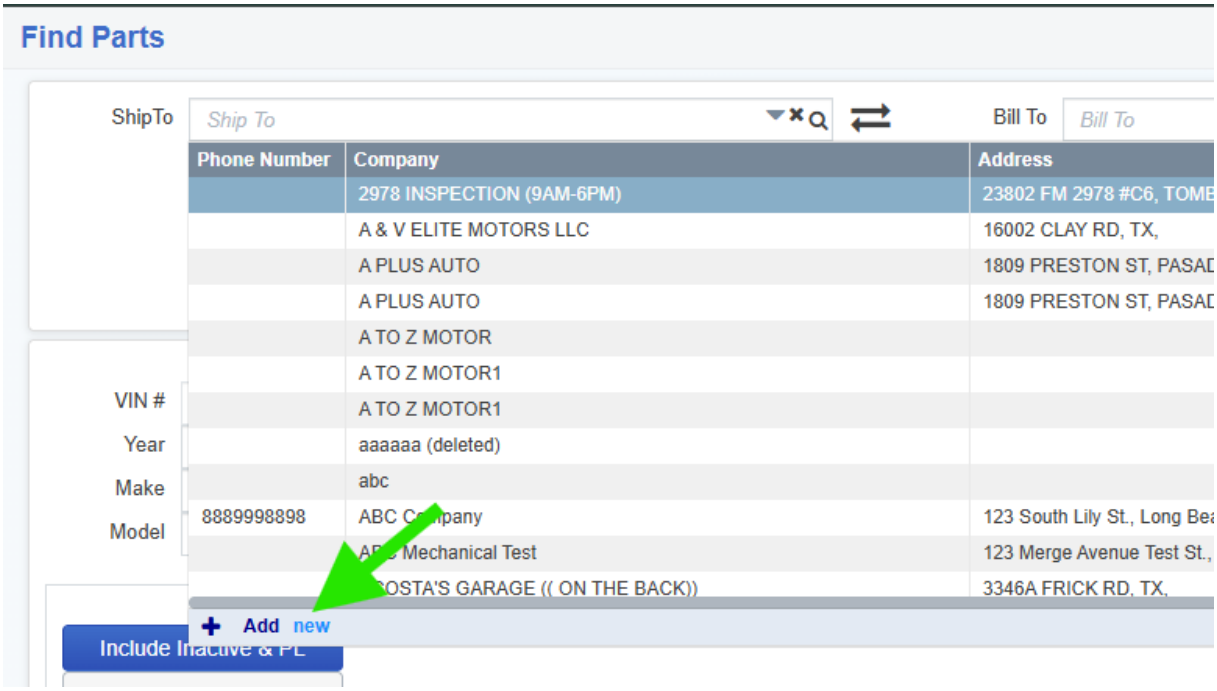
- Once the broader search is performed, the system will display any relevant matches across all searchable fields.

Why This Design?

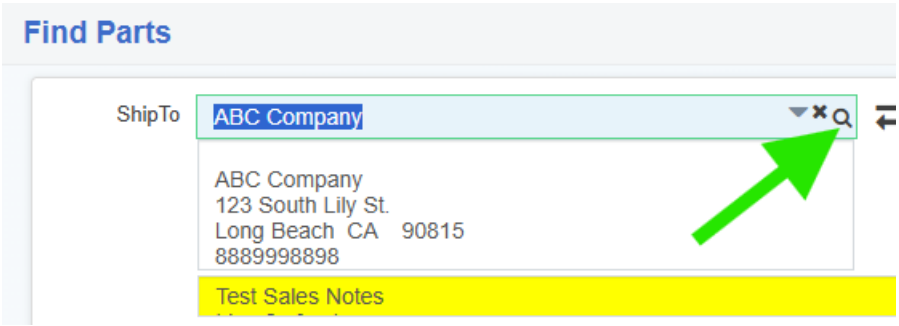
This is known as a Progressive or Tiered Search Pattern, and it offers several benefits:

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

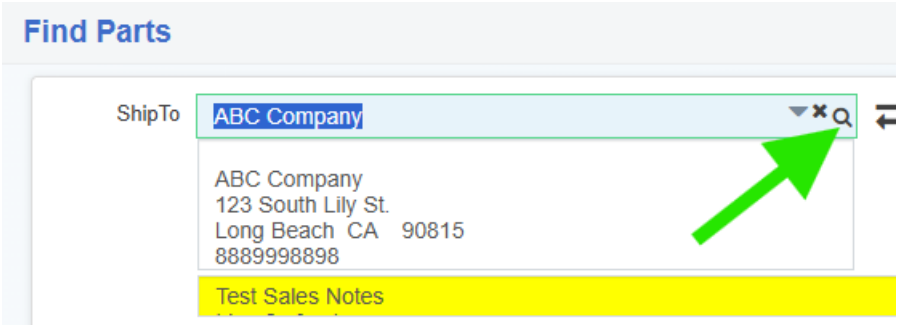
- Click on the arrow down button on the Ship to or Bill to Customer field to see the customer list and below it would be the +Add New button which will allow you to create a new customer.



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



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



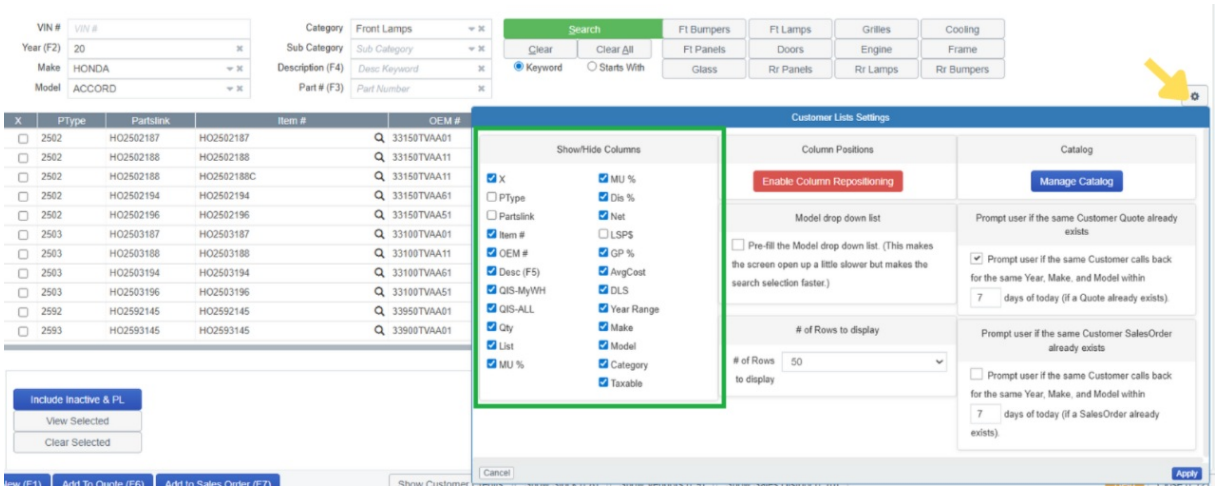
The inventory list in the Find Parts screen is fully customizable, allowing you to adjust how information is displayed to improve visibility and ease of use. Below are the customization options available:

1. **Adjust Column Widths**

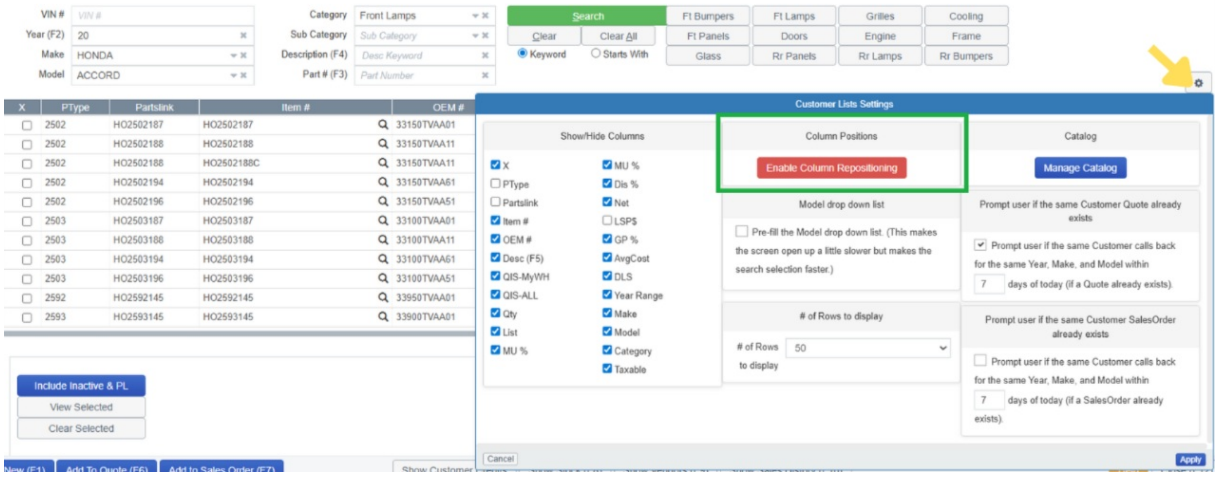
- You can resize any column by hovering your mouse over the divider line between column headers. When the resize cursor appears, **click and drag** to adjust the width.

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

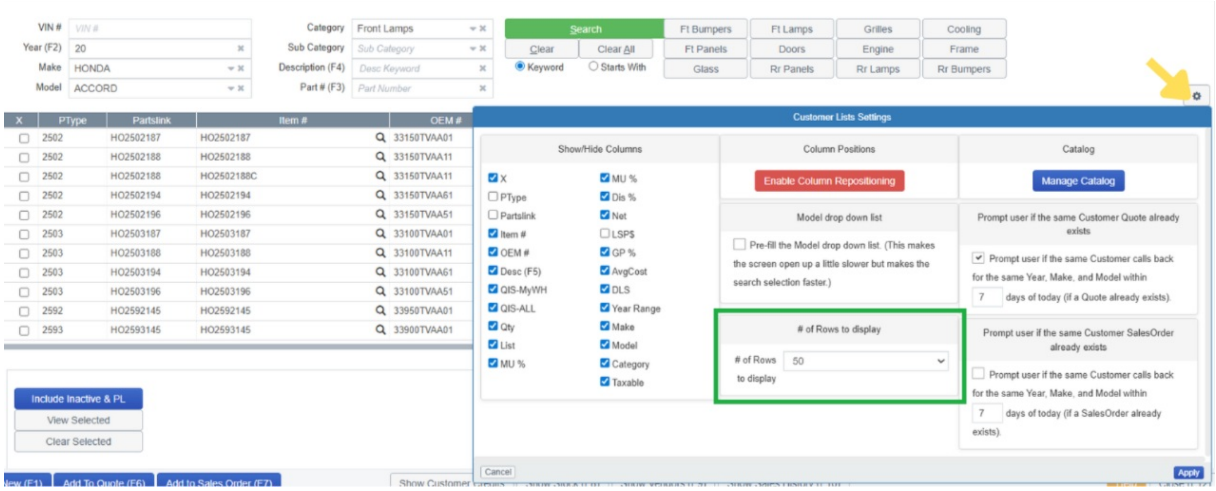
- **Show or Hide Columns**
  - To control which columns are visible:
    - Click the settings icon located at the top right above the table.
    - Under the "**Show/Hide Columns**" section, a list of available columns is shown.
    - Check the boxes to show a column, or uncheck to hide it.
  -



- **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.



- **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.

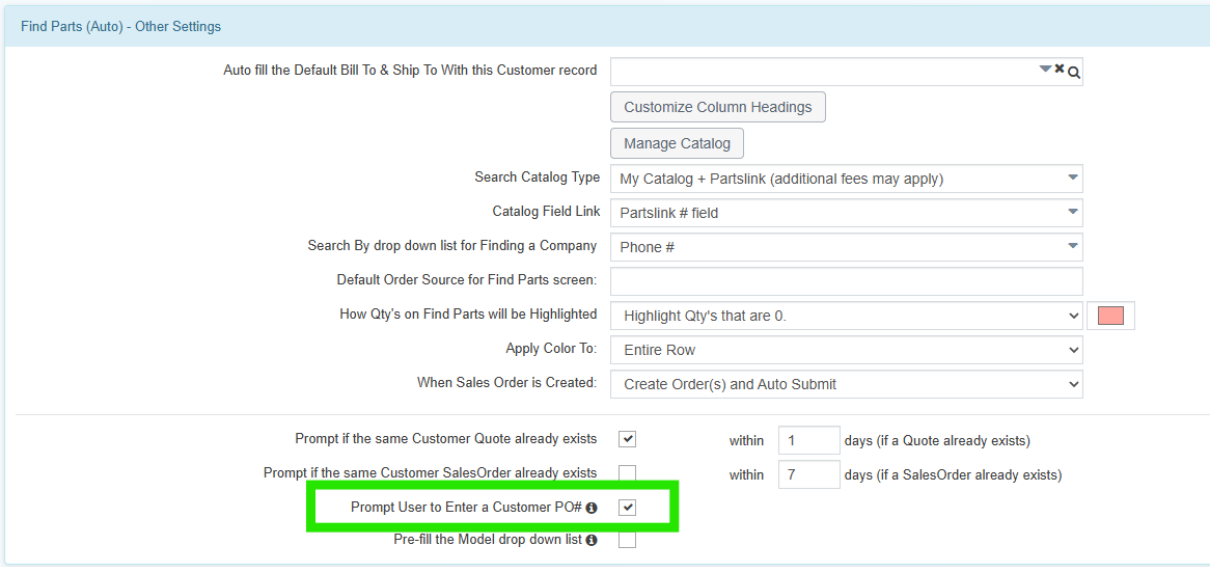


How to Prompt Users to Enter a Customer PO#

A new setting under **Settings > Sales > Find Parts** allows you to prompt users to enter a **Customer PO#** when creating a Sales Order.

1. Go to **Settings > Sales > Find Parts**.

2. Enable **Prompt User to Enter a Customer PO#**.



3. Save the setting.

When enabled:

- The **Customer PO#** is included in the tab order.
- When **Create Sales Order** is clicked and the Customer PO# field is empty, a prompt appears:

Customer PO#

Enter a **Customer PO#** for this Sales Order.

- Enter the Customer PO# and select **OK** to add it to the Sales Order.
- Select **Skip** to continue without entering a PO#.

The prompt allows users to enter a Customer PO#, but **does not require one** to create the Sales Order.

How to Record a Lost Sale on the Find Parts Screen

When searching for an item on the **Find Parts** screen, you may find that the item is currently out of stock (Quantity Available is 0). If a customer wants to purchase the item but it is unavailable, you can record the lost sale in 1place.

To record a lost sale:

1. Search for the item on the **Find Parts** screen.
2. Locate the item with zero available quantity.
3. Double-click any field under the **Qty** column.
4. A confirmation window will appear asking whether you want to record a lost sale.

   Record Lost Sale?

   "Do you want to record a lost sale of (1) of item (AC1000120) for (ABC Company) Customer?"
5. Click **Yes** to record the lost sale.

How to Generate a Lost Sales Report

You can view recorded lost sales using the **Lost Sales by Date** report.

1. Navigate to **Reports**.
2. Select **Lost Sales by Date**.
3. Set the report criteria and report period.
4. Click **Run Report** to generate and view the report.

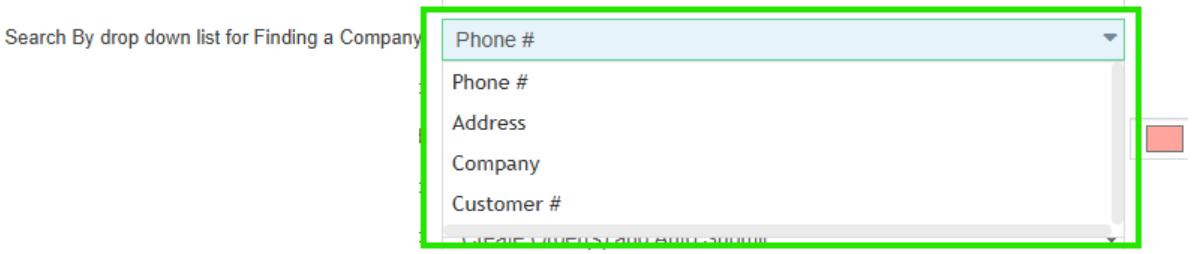
You can also **email, print, or export** the report.

How to set the initial data field to be used on the primary search?

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** > **Find Parts**.
2. Under **Find Parts (Auto) - Other Settings**, find the **Search By dropdown for Finding a Company.**



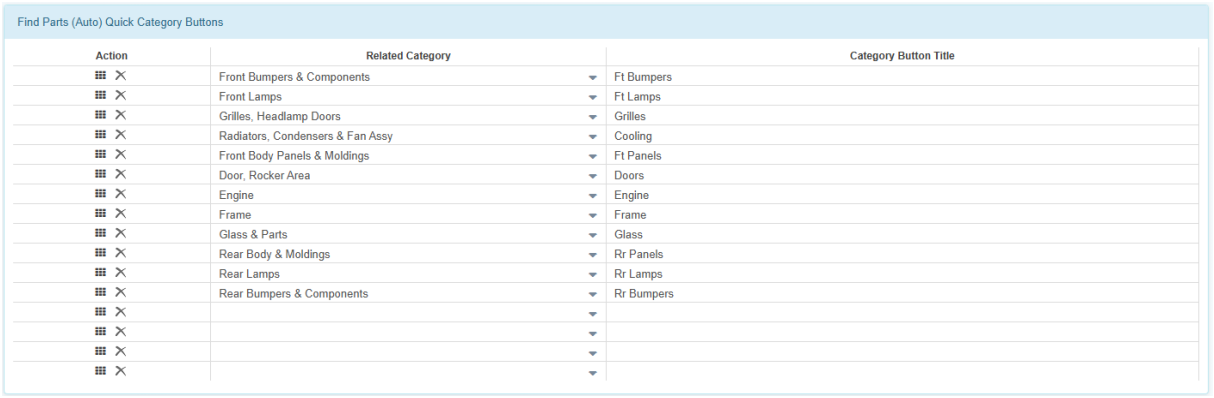
3. Select your **preferred data field** from the dropdown list — this will be used for the **initial search.**

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

The **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.

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:

1. **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.)
2. **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.