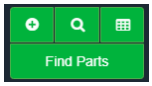
How to find, price, and sell parts using the Find Parts screen

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Open the Find Parts screen

- Click on the (green) **Find Parts** button (in the top left corner of 1place).



- Or, press **F1** on your keybard
- Or, press **Qtrl+Q** (The OneSource 'Quick Price Check')

Select a Bill to and Ship to Customer

- In the **Ship To** drop down list, type the name of the Company you want to deliver the part to.
  - To search by a Phone #, or Street Address, or Customer Number just start typing it and you will be prompted to search in all columns.
  - To temporarily search by Phone #, or Street Address, just click the 2 arrows button to shift the search columns.
  - 
    To permanently change the default order of the search columns (for example to always search by phone #) this can be changed in the Settings.
- The **Bill To** Customer usually populates automatically. You can change it manually as well.
- The **Payment Terms**, **Shipped Via**, and **Warehouse** should all populate automatically from the selected **Ship To** Customer.

Enter a Customer PO

- Enter the Customer PO #. This will help you (and the Customer) find it later on if necessary.
  - You can enter a setting to remind the user to enter a PO # when the Sales Order is created.

Enter the Year, Make, Model

- 2 digit year.
- Make
- Model
- Then press **Enter** key (2 more times) to auto click the **Search** button.
  - There is a setting that can tab all fields or skip over the Category, Sub-Category, Description, and Part#.

Filtering the List

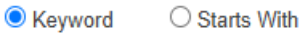
- Click on one of the Category buttons.
-



Or, select a Category and/or Sub Category from the drop down lists.

Searching by Part

- Enter a part # and press **Search**.
  - You can search for any part of the part # when the**Keyword** option is selected.
  - Or, you can search for a part # that starts with a value when the**Starts With** option is selected.



Selecting Parts

- Without using the mouse...
  - The focus will be set on the first item **Description**. Just start pressing the down arrow are you read the part descriptions.
  - Press the **Enter** key (or the **Space Bar**) to select the item.
    - The checkbox (to select the row) will get checked.
    - The row will turn green.
    - The focus will be set to the Qty to Order, and highlight the Qty (for easy editing).
  - You can also press the Space Bar to un-select the row.
- With the mouse.
  - Click the X checkbox to select the row.
  - The Qty to Order changes to a 1 and gets highlighted (for easy editing).

Pricing Parts

- ...
- ...
- ...