Creating a Part

To Create a Part

From the OPTO ribbon, select the 'Inventory' tab and **click** on the 'New/Edit Parts' icon to open the 'Parts Details' window.



Click in the *Part Code* field (1) enter a code **press** <**TAB**> to advance to the *Part Description* field (2) and enter a description. The *Active* box (3) will tick automatically, if the part is being made for a client, fill the *Client Code* field (4) by **pressing** <**F2**> and select the client from the pop-up list, then **click** on <u>OK</u>. **Press** <**TAB**> to advance to the *Emp No* field (5) and either enter your employee number or **press** <**F2**> and select required employee from the pop-up list and **click** <u>OK</u>.

	Parts										
Part Code:	Finish: Date Entered:										
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etails Build Labour MoreInfo Ancation History Used In											
Client Part No:	Unit: V Grp: V	Main Part Serial No									
Client Code:	Client Code:										
4 Denvine Net	4 Sub Sip: 3 Not for Sale Stop PRD										
Drawing No: Rev: STD / Custom STD / Custom											
CNC File No:	C File No: Date: Date:										
Emp No:	C Rev Check	Sell Price: G									
		Maroin: PPD									
Inventory Auto Order	Dummy Part Kit										
Location: 🗸	Safety Lev: ReOrd:	Qty Client Price									
C/On Hand:	Max Level: Multi:										
Allocated:	🗌 Fill to Max 🛛 No 🔿 Kanban										
Client Orders:	Lead Time: Critical:	Calc Cost: OPref									
Forecast: T	On Order: Weight:	Std Cost: O Last									
Available:	Planned: T OMan OPur	Last Cost: OPart									
Used In: Min Ord:	To Order:	Avr Cost: Pick Parts									

Fill the other fields as necessary. **Click** on the 'Build' tab to enter the materials and/or sub-parts. Enter the letter 'M' (Material) or 'P' (Part) in the *T* column (1). When you have entered the appropriate letter, **press <TAB>** to advance to the **Build** column (2) and **press <F2>** to select a material or part from the pop-up list. **Click** on the required item to highlight and then **click** on <u>OK</u>. **Press <TAB>** to generate the **Description** (3), **U** (Unit) (4) and **@** (Price per Unit) (5) columns. **Click** in the **Qty** column (6) to add the quantity, **press <TAB>** and enter the workcenter number in the **WC** column (7) or **press <F2>** and select the workcenter from the pop-up list and **click** <u>OK</u>. Continue to add materials or parts and workcenters as required.

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Part	Code:	Part Description:				Finish:	Date Entered:
AS	SB1002-X	The Complex Assembly				-	16/04/2015
Deta	ails Build Labour More Inf	o Allocation History Used In					
							Alt
	T Build	Description		Length	Width	Oty WC	Info
1	ABS102	Material 102 INV NS1K	FACH	Length		4,0000	hnskihifcOSIf
2	M SUBSTITUTION-TEST	SUBSTITUTION TEST MATERIAL	EACH			1.0000	kivkdivdsOVic
3	M OPTO250L1111	Drum of Liquid - Drum of 250 litres	LITRE			1.0000	
4	M OPTO21111	Stainless Steel 12mm Bolt	UNITS			20.0000	
5	M ABS102-31111	Material 102 INV NSTK	EACH			20.0000	
6	M ABS102-21111	2Material 102 INV NSTK	EACH			40.0000	
7	M OPTOLIT_TUB_10MMX10M1	C/SPLIT TUBING 10mm (10M)	LGT 10	1.000		10.0000	
8	M OPTOLIT_TUB_10MMX30M1	C/SPLIT TUBING 10mm (30M)	LGT 20	1.000		20.0000	
9	M OPTOLIT_TUB_10MMX3M11	C/SPLIT TUBING 10mm (3M)	LGT 30	1.000		30.0000	
10	P ASSB100-XXX	PART100 NSTK One Material + WC				5.0000	
11	P ASSB1000-TEST	A Really Great Assembly				4.0000	
12	P ASSB300	Some type of assembly				2.0000	
13	P ASSB100-110	PART100 NSTK One Material + WC				10.0000	
14	S01 OPTO50	SUB-CONTRACT POWDERCOAT	EACH			1.0000 50	
G	ASSB1002		ITM	IS]Rev 🗌 Manu	Sa 🖶

Click on the 'Labour' tab to add the workcenter information. Enter the workcenter number in the **WC** column (1) and **press <TAB>** to generate the **WC Description** column (2). Enter a brief description in the **Work Description** column (3), **press <TAB>** to advance to the **Set (Mins)** column (4). Enter time for the setup in minutes if this feature has been utilised for that workcenter. **Press <TAB>** to move onto the **Pro (Mins)** column (5) and enter the time in minutes the workcenter will take to complete its process. The **R** column (6) is used when a special employee rating is required and the **Text** column is for special 'in house' text to be entered. The **Lead** column (7) is to enter a number of days if a lead time is required.

Parts									
Part Code:		Part Description:					Finish:	Date	Entered:
ASSB1002-X	-	The Complex Assembly						▼ 16/0	4/2015
Details Build La	our More Info A	llocation History Used In							
								C	Alt
WC WC Descri	otion	Work Description		Set (Mins)	Pro (Min	s) Pro (H	RS) R	Text L	ead M
1 Workcenter 1	(charge: Enter your V	Vork Instructions here		.0	0 1	.00	.00		• 📙
40 GALVANIZE	*			.0	0 1	.00			4 🗄
								_	
Supplier Code	Supp Part Code	Description	Date F	Price Duty	Fre U	nit Price	Landed	Pr Pre	f L/T
						hi	2		
Quote Alert:			[Use Caro	usel Tot	al Set/Pro		.00	3.50
PRD Order Alert:				Set/Pro/Ma	t .00	00	.0000		.0000
Auto Ord Alert:			E	Prog Don	e Cus	t Supp 📃	Laser Par	t 🗌 Nee	ed Cert
Part Alert:	HELLO					G	View	%M:	.00

The 'More Info' tab is used to enter extra text relating to the Part for printing on Invoices and Quotes. Special comments can be entered in the Top or Bottom Text areas to be displayed on the Job Tickets. Drawings and/or instruction can be attached to the part via the *File Attachment* area and account codes can be entered in the fields at the bottom.

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Part Code:		Part Desc	ription:						Finish:	D	ate Entered:
ASSB1002-X	▼ The Complex Assembly									- 1	6/04/2015
Details Build	Labour More Info A	llocation	History (Used In							
Internal Info:	Internal Text										~
Add Text to Invoice or Quote:	Invoice or Quotes Text										~
Top Text:	Top Text										0
Bottom Text:	Bottom Text										~
File Attachmer	nts										
1	Description	Rev			Filename			JT-Print	Q-Email Yes	Lev Yes	Sub
							Fi	reeze Unit	Price:	Freez	e Tot Amt:
Sales Acc:	4-1600 • Purchase	Acc: 6-	1222 🔻	Asset Acc:	1-1110	 Fre Qty: 	0		.00	VarT	\$.00
Last Quote #	WXYZ400		Last C	Quote Date:		Var Qty:	0				\$.00

The remaining tabs display automatically generated information.

When the user has finished entering information on the separate tabs, **click** on the 'Details' tab and **click** on the 'Update' button (1) to update the Parts selling price and cost price based on the preferred suppliers material prices. The price can also be updated by last purchased price depending on the company's preference (2). The **Sell Price** field is password protected, so the user will need to enter the internal employee password before assessing the price.

Parts										- • ×
Part Code:		Part Description	on:						Finish:	Date Entered:
ASSB1002-X	•	The Complex	The Complex Assembly							• 16/04/2015
Details Build La	bour MoreInfo A	Allocation Hist	ory Used	d In						
Client Part No: 4	ASSB1002-X		Linit: E4	лсн –	Grn: 4	- 224	🗹 Main Part		🗌 Se	rial No
	15551002 X						🗹 ls Active		Lo	ocked
Client Code:	CAM_METALS	•		Sul	o Grp: 1	• • 00	Not for Sale	e	🗌 St	op PRD
Drawing No:	ASSB1002-X			Re	v:		List Price		🗌 Sa	mple
CNC File No:				Dat	e:		Date:	17/06	/2016	
Emp No: 3	32 🚽 Larry Mor	eton		C		Rev Check	Call Daires	\$2.002	0000	
							Sell Price:	\$2,903	.0000	
Inventory	🗹 Auto Order	📃 Dumr	ny Part			Kit	Margin:	.00	RRP	
Location:	•	Safety Lev:	ASSB100	ReOrd	::	4	Categor	у	F	Price
C/On Hand:	0	Max Level:	5	Mu	lti:	10		1		553.0000 415.0000
Allocated:	0	5	Fill to M	lax () No	🔿 Kanban				
Client Orders:	0	Lead Time:	5	0	Critical:	93	Calc Cost:		\$.0000	Pref
Forecast:	0 T 0	On Order:		23	Weight:		Std Cost:		\$.0000	Stand
Available:	0	Planned:	0 т	23	Man	OPur	Last Cost:		\$.0000	O Part O Avr
Used In: 0	Min Ord:	To Order:		0		1	Avr Cost:		\$.0000	Pick Parts

Press <F9> to save.