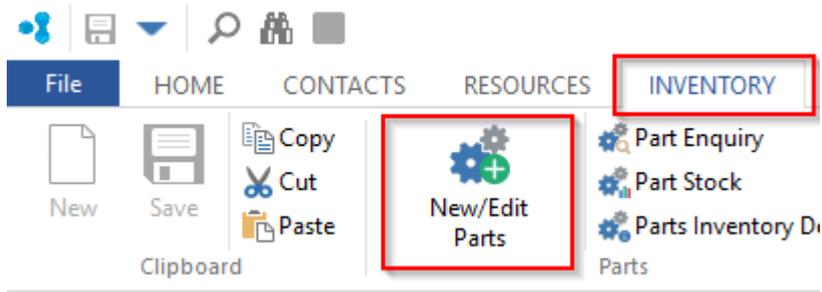


Creating a Part

To Create a Part

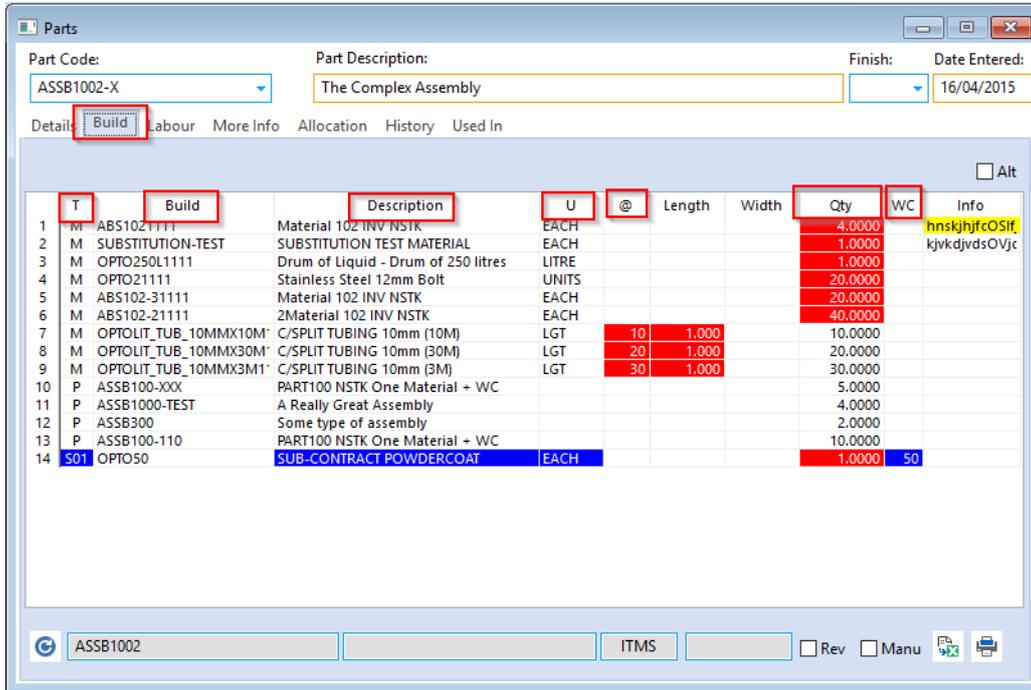
From the OPTO ribbon, select the 'Inventory' tab and **click** on the 'New/Edit Parts' icon to open the 'Parts Details' window.



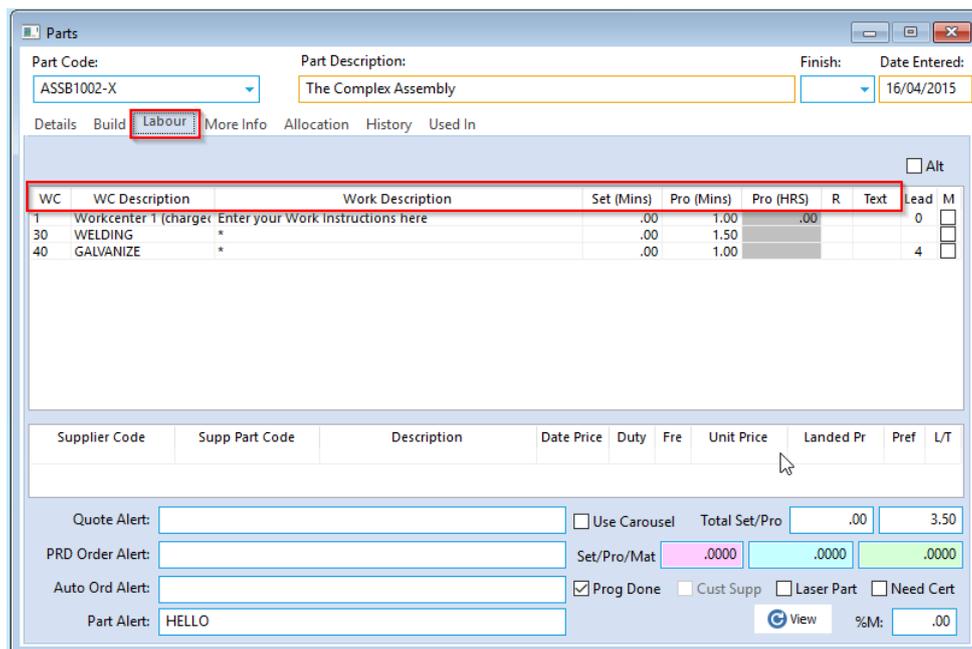
Click in the **Part Code** field (1) enter a code **press <TAB>** to advance to the **Part Description** field (2) and enter a description. The **Active** box (3) will tick automatically, if the part is being made for a client, fill the **Client Code** field (4) by **pressing <F2>** and select the client from the pop-up list, then **click** on **OK**. **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** **OK**.

The screenshot shows the 'Parts' window with several fields highlighted by red boxes and numbered 1 through 5. The fields are: 1. Part Code (dropdown), 2. Part Description (text), 3. Is Active (checkbox), 4. Client Code (dropdown), and 5. Emp No (dropdown). The window also contains various other fields for part details, such as Client Part No, Unit, Grp, Sub Grp, Rev, Date, Sell Price, Margin, and a table for Qty, Client, and Price.

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 **OK**. **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 OK**. Continue to add materials or parts and workcenters as required.



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.



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.

Part Code: ASSB1002-X Part Description: The Complex Assembly Finish: Date Entered: 16/04/2015

Details Build Labour **More Info** Allocation History Used In

Internal Info: Internal Text

Add Text to Invoice or Quote: Invoice or Quotes Text

Top Text: Top Text

Bottom Text: Bottom Text

File Attachments

	Description	Rev	Filename	JT-Print	Q-Email	Lev	Sub
1					Yes	Yes	

Sales Acc: 4-1600 Purchase Acc: 6-1222 Asset Acc: 1-1110 Fre Qty: 0 Freeze Unit Price: .00 Freeze Tot Amt: \$0.00

Last Quote # WXYZ400 Last Quote Date: Var Qty: 0 Var Total Amt: \$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.

Part Code: ASSB1002-X Part Description: The Complex Assembly Finish: Date Entered: 16/04/2015

Details Build Labour More Info Allocation History Used In

Client Part No: ASSB1002-X Unit: EACH Grp: ASS Main Part Serial No
 Client Code: CAM_METALS Sub Grp: 100 Is Active Locked
 Drawing No: ASSB1002-X Rev: Not for Sale Stop PRD
 CNC File No: Date: List Price Sample
 Emp No: 32 Larry Moreton C Rev Check

Inventory Auto Order Dummy Part Kit
 Location: Safety Lev: ASSB100 ReOrd: 4
 C/On Hand: 0 Max Level: 5 Multi: 10
 Allocated: 0 Fill to Max No Kanban
 Client Orders: 0 Lead Time: 5 0 Critical: 93
 Forecast: 0 T 0 On Order: 23 Weight:
 Available: 0 Planned: 0 T 23 Man Pur
 Used In: 0 Min Ord: To Order: 0 1

Date: 17/06/2016 Sell Price: \$2,983.0000 Margin: .00 RRP
 Category Price
 1 553.0000
 5 415.0000

Calc Cost: \$0.0000 Std Cost: \$0.0000 Last Cost: \$0.0000 Avr Cost: \$0.0000
 Pref Last Stand Part Avr
 Pick Parts

Press <F9> to save.