Mobile Inventory

The Mobile Inventory module allows users to locate Parts that are available in warehouses that are near their location. It is helpful in situations where the parts you need for the job are not in your vehicle.

Locating the Inventory Module

Tap on the three bars located in the upper left corner of the page. It will load the dashboard, and select **Inventory**.

8:08 . Ali, Jorji Wills	
Last sync 8:08 PM	
Timesheet	SI
Ø Job	Link
Estimates	[Job
S Invoices	Cos
🗟 SnowTrack	
Forms	
പ്പ് Customers	
T Inventory	
PriceBook	
🕼 Мар	
Settings	
Eugout	

Search	the	Inventory
--------	-----	-----------

Once you get to the Inventory Page, find the parts you need by using the search field or by scrolling down manually on the listed parts.

Use the Barcode Icon to Scan Inventory parts.

9:37		a I 🗢 💽
≡	Inventory	+
Q Search		
[SKU]	Part Name	QTY
8000001D-142 6192795	#3 1" Bolt edited	451
09090	01 Plans and Permits	0
	01.1 Plans	0
	01.2 Building Permits	0
	01.3 City License	0
	02 Site Work	0
	02.10 Demo	0
	03 Excavation	0
	04 Concrete	0
	05 Masonry	0
Inventory	S Purchase Orders	^{ft} 앞) Tools

If the part is available on the list, tap on it and it will take you to the Part Details Page. It will give you a list of warehouses where the part is available. You can use the **Sort by Distance** button for you to find the nearest warehouse at your current location. The top on the list is closest to you.

9:38		a I 🗢 💷
< Inventory	#3 1" Bolt edited	
	Sort by distance	
Warehouse		QTY
[Industrack_1]		1
[Industrack_1]		0
Main warehouse		450

Adding Parts on the Inventory

This module also allows you to add Parts to the inventory manually. Just tap on the Add / + button in the upper right corner of the page.

9:37		
≡	Inventory	+
Q Search		
[SKU]	Part Name	QTY
8000001D-142 6192795	#3 1" Bolt edited	451
09090	01 Plans and Permits	0
	01.1 Plans	0
	01.2 Building Permits	0
	01.3 City License	0
	02 Site Work	0
	02.10 Demo	0
	03 Excavation	0
	04 Concrete	0
	05 Masonry	0
Inventory	S Purchase Orders	Tools

It will take you to the Add Inventory Page.

Select a warehouse by tapping **Select Warehouse**. Please fill out the form. The **Name** field is required. Other fields such as **Initial Quantity on Hand**, **Sales Price**, and **Cost** should also be filled out because it can help with the Estimates report and Job Tasks.

To finalize everything, hit the **Check** button in the upper right corner to save the inventory.

9:38			
< Inventory Add Inventory			
Select Warehouse			
Name *			
SKU			
Initial quantity on hand	1		
Sales price/rate	0		
Sales description	Input Sales description		
Cost			
Purchasing description	Input Purchasing descriptic		
Non Taxable			
Serial #	Input Serial Numer		

Click on Purchase Orders to view all existing purchase orders.

9:37		
≡	Inventory	+
Q Search		
[ѕки]	Part Name	QTY
8000001D-142 6192795	#3 1" Bolt edited	451
09090	01 Plans and Permits	0
	01.1 Plans	0
	01.2 Building Permits	0
	01.3 City License	0
	02 Site Work	0
	02.10 Demo	0
	03 Excavation	0
	04 Concrete	0
	05 Masonry	0
Inventory	S Purchase Orders	Tools

Purchas	se Orders	+
#	Vendor	Amount
1047	Industrack	₱215.00
1046	Master Plumber	₽5.00
1045	Master Plumber	₱100.00
1044	Master Plumber	₱12.00
1043	Local Store	₱150.00
1042	Local Store	₱860.00
1041	Alibaba	₱2,700.0 0
5-15-20 23	Industrack	₱2,500.0 0
	# 1047 1046 1045 1044 1043 1042 1041 5-15-20	Purchase Orders#Vendor1047Industrack1046Master Plumber1045Master Plumber1044Master Plumber1043Local Store1042Local Store1041Alibaba5-15-20Industrack

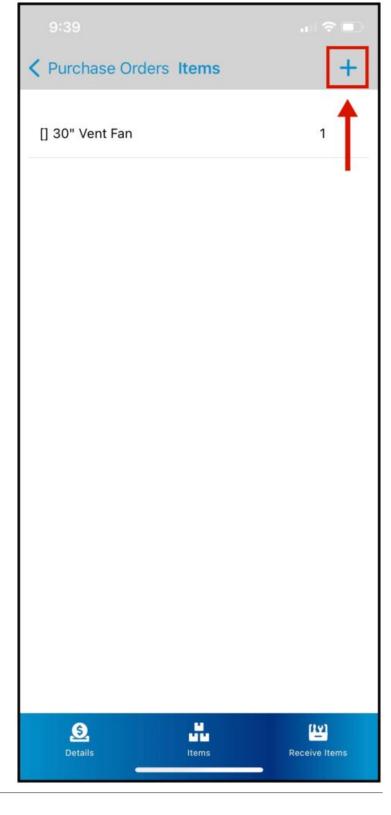
S Purchase Orders

10

Inventory

Purchase Order

Click on Purchase Orders to view all existing purchase orders. Select one of the existing purchase orders to view and edit.



Purchase Order

After clicking an existing purchase order, it will show you the list of all items that were added to the purchase order.

Click on the Plus Icon to add a new item/s.

Add Items to Purchase Order

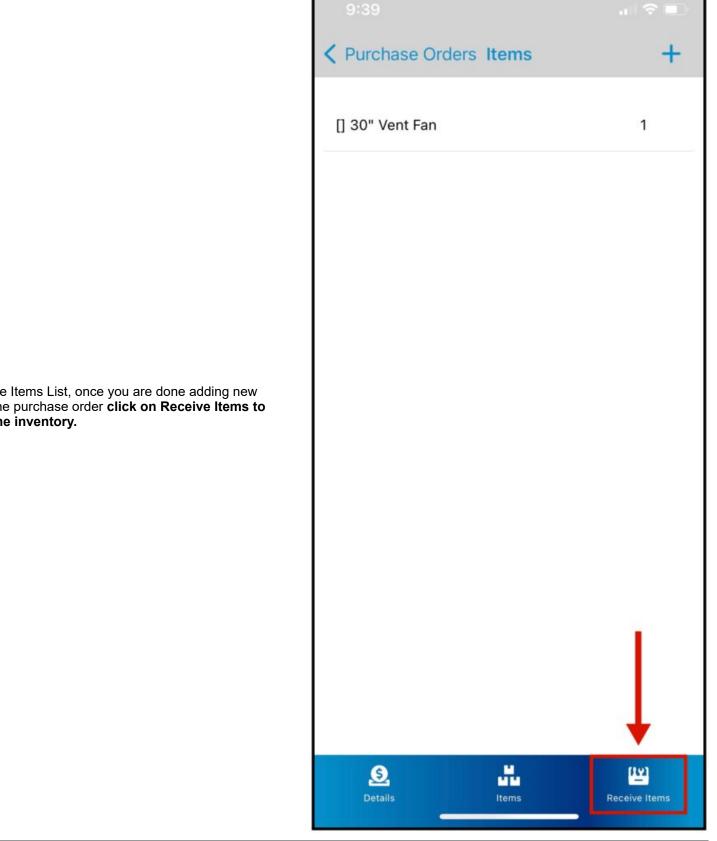
After clicking on the Plus Icon, it will redirect you to this page where you will be able to see the inventory items list.

Search in the search bar or scan using a barcode to look for an item you want to add to the purchase order.

To add the Item/s, add a quantity and enable the toggle button.

Tap the back to Items List, you will see that the newly added item/s are added to the purchase order.

Search		IIII SCAN
SKU	8000001D-1426192	79
Name	#3 1" Bolt edited	
QTY	0	
Desc	Bolt: nu	
Unit Cost	5	
SKU		
Name	100 service	
QTY	0	
Desc		
Unit Cost	400	
SKU		



Back in the Items List, once you are done adding new items to the purchase order **click on Receive Items to receive the inventory.**

Click on Tools to view all the Tools Inventory List.

9:37		
	Inventory	+
Q Search		
[SKU]	Part Name	QTY
8000001D-142 6192795	#3 1" Bolt edited	451
09090	01 Plans and Permits	0
	01.1 Plans	0
	01.2 Building Permits	0
	01.3 City License	0
	02 Site Work	0
	02.10 Demo	0
	03 Excavation	0
	04 Concrete	d
	05 Masonry	d
Inventory	S Purchase Orders	(từ) Tools

Tools Inventory

Tools are used when techs are doing or on a job, Tools are added by the office user once they dispatch a job for the tech. Techs will also have an option to add a tool to the job.

Once the tech is done using the tool/s, they can check it in back to the inventory. This will track and show in the report which employee used the tool/s.

Click on Tools to view all the Tools Inventory List.

9:37		- -
\equiv	Inventory	+
Q Search		
[SKU]	Part Name	QTY
8000001D-142 6192795	#3 1" Bolt edited	451
09090	01 Plans and Permits	0
	01.1 Plans	0
	01.2 Building Permits	0
	01.3 City License	0
	02 Site Work	0
	02.10 Demo	0
	03 Excavation	0
	04 Concrete	d
	05 Masonry	q
Inventory	S Purchase Orders	Tools

On the Tools Page, it will show you the list of all Tools Inventory.

Search by the search bar or use the barcode icon to search for a tool.

Tools Check in Q Search IIII SKU 4562211 Name Screw Driver Desc. Flat screw SN 4455663322 SKU 5858409 Name Jack Hammer Desc. Heavy Duty Jack Hammer SN SD940394034	9:40		
SKU 4562211 Name Screw Driver Desc. Flat screw SKU 5858409 Name Jack Hammer Desc. Heavy Duty Jack Hammer SN SD940394034	Ξ	Tools	Check in
Name Screw Driver Desc. Flat screw SKU 5858409 Name Jack Hammer Desc. Heavy Duty Jack Hammer S\N SD940394034	Q Search		
Name Screw Driver Desc. Flat screw SKU 5858409 Name Jack Hammer Desc. Heavy Duty Jack Hammer S\N SD940394034			
Name Jack Hammer Desc. Heavy Duty Jack Hammer S\N SD940394034	Name Desc.	Screw Driver Flat screw	
	Name Desc.	Jack Hammer Heavy Duty Jack Hammer	

Check-in Tools

After using the tool on a job, check in back the tools to the inventory.

Click on the Toggle Icon and click on Check-in.



A Signature Pad will pop up, input your signature so the office user will know who checked in the tool/s.

Click on Save after signing, and a notification will pop up that you've checked in x number of tools.

