GoServicePro - Move Parts

This process is completed by Service Partners in GoServicePro.

This article reviews the steps to move parts to different bins with truck inventory.

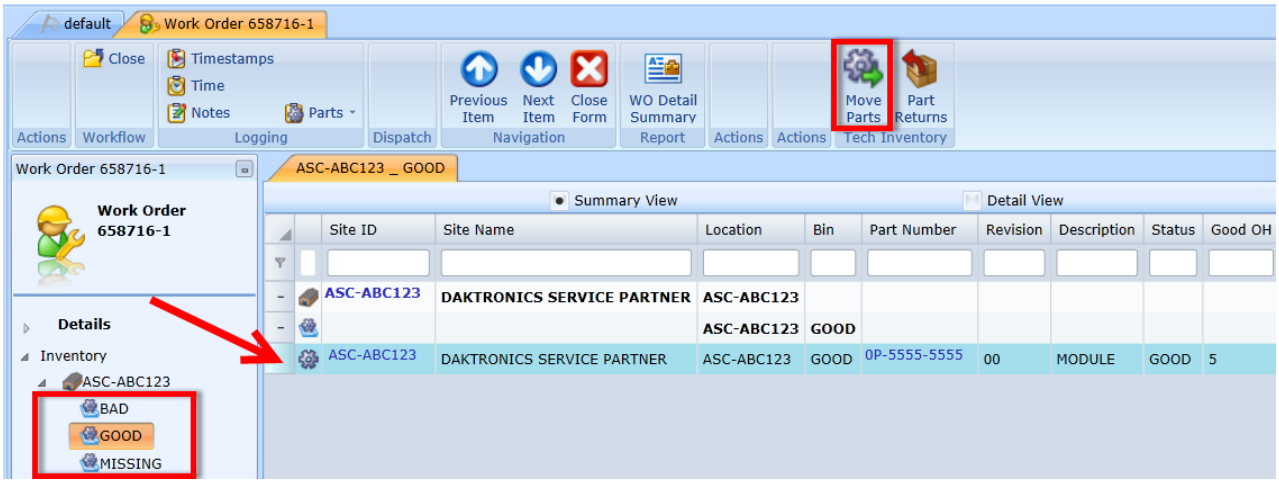
1. Access the Inventory bins from a Work Order **or** My Information under the My Work Service Workspace.

2. Click on the bin the part is currently stored in (BAD, GOOD, or MISSING).

3. Click the + signs to expand each section until you reach the part that needs to be moved.

4. Click to highlight the part line (do not click on the Site ID or Part Number hyperlinks).

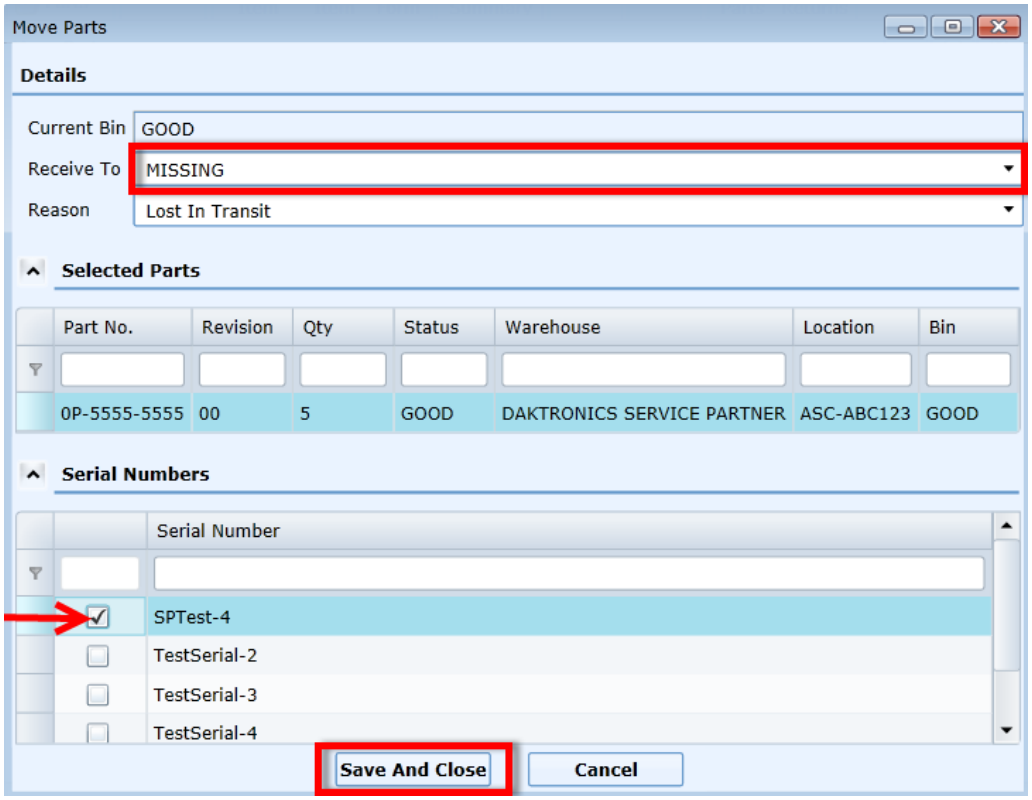
5. Click on the Move Parts button in the ribbon to display the Move Parts window.



6. Use the Receive To dropdown to specific the bin the part is being moved to:
   - GOOD
   - BAD
     - Reason = Manufacturing Defect
   - MISSING
     - Reason = Lost In Transit

7. Check mark the serial number.

8. Click the Save and Close button.


Move Parts
Details
Current Bin
GOOD
Receive To
MISSING
Reason
Lost In Transit
Selected Parts
Part No.
Revision
Qty
Status
Warehouse
Location
Bin
0P-5555-5555
00
5
GOOD
DAKTRONICS SERVICE PARTNER
ASC-ABC123
GOOD
Serial Numbers
Serial Number
SPTest-4
TestSerial-2
TestSerial-3
TestSerial-4
Save And Close
Cancel