Linking a Warehouse to Inventory Parts

When you first enter your inventory part numbers, they will automatically be linked to the main warehouse. To link other warehouses to the inventory parts list you will need to access each warehouse individually and follow the steps in this document.

Considerations for Linking Parts to Warehouses

You may want to set up one of your service or installer truck warehouses to have a complete listing of regularly stocked parts rather than loading every single inventory part to each truck warehouse; then use that one warehouse as a template to copy over to the other truck warehouses. This will prevent having a listing of inventory parts assigned to a vehicle that may never be stocked on the truck warehouse.

Begin by opening one of the Warehouses (Inventory module / Warehouses menu item) to which your inventory parts list is not linked. Next highlight the word *Parts* on the Warehouse menu tree. Right click and select *load parts to grid*. See figure 1.1 below. At the bottom of this window is field labeled *Load Parts From*. Select your main warehouse from the drop down list. See figure 1.2 below. This will load all the inventory part numbers that are currently linked to your main warehouse to the warehouse that you have selected. See figure 1.3 below. Press the OK button to save these inventory parts to the new warehouse. You will be prompted with a message box asking you if you are ready to save all of the parts on the grid to the warehouse being viewed; press the *Yes* button to confirm and save. See figure 1.4 below.

Follow these same steps for any other warehouses that need to be linked to your inventory parts.
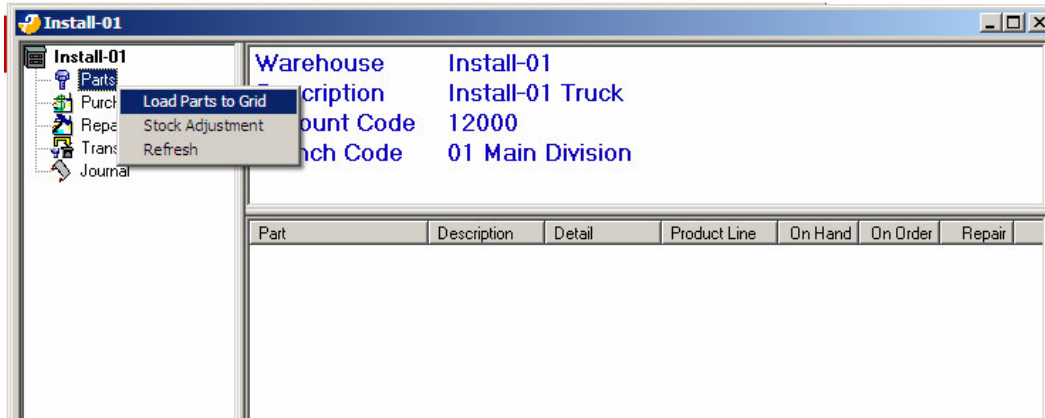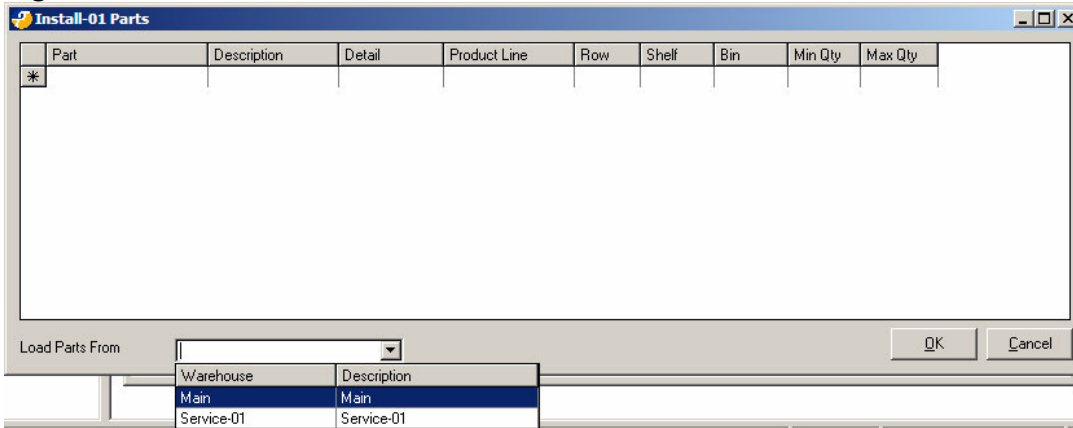
Figure 1. 1

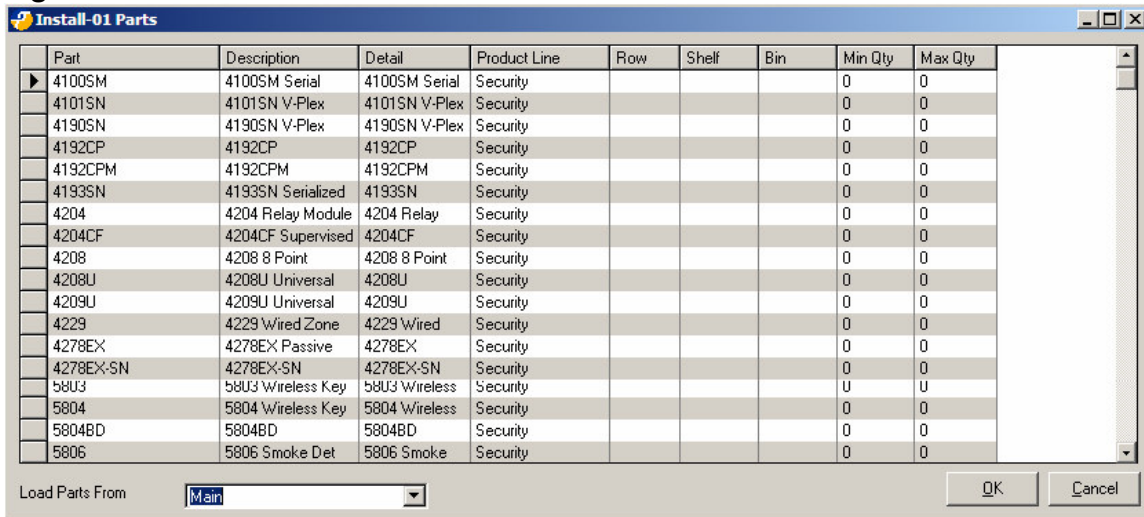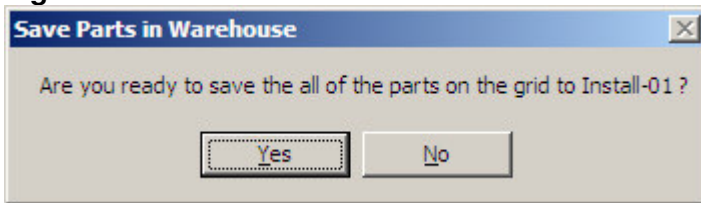**Figure 1. 2**

Figure 1. 3

Figure 1. 4

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