

Parts Wizard Quick Reference Guide

Daily Scanner Start-Up Procedure

- Step 1.** Open Parts Wizard on the PC
- Step 2.** Hit **Done Scanning** on the scanner
- Step 3.** Click **Download** in Parts Wizards on the PC
- Step 4.** Select **OK** in the download box
- Step 5.** When the download box goes away click **Start Scanning** on the scanner.

Bin Check Procedure

- Step 1.** Click on **Inventory**
- Step 2.** Scan bin location or use drop down to select bin location you will be scanning
- Step 3.** Scan the barcode tied to the part number on your part or type in the part number
- Step 4.** Enter your on hand quantity or if you only have one you can scan your next part

NOTE: if you have more than one you can scan part x amount of times or enter the quantity in the quantity field

- Step 5.** When done with your bin press the **ENT** button bottom right of keypad for enter

Bin Change Procedure

- Step 1.** Click on **Bin Changes**
- Step 2.** Under “Box 1”, scan the bin you want the part to move to
- Step 3.** Scan your part barcode or type in part number
- Step 4.** Once you have scanned all parts to move to this bin hit the **ENT** button bottom right of keypad for enter

Parts Wizard Quick Reference Guide Cont.

Cross Reference

Step 1. Select **Cross Reference**

Step 2. In the top box scan the barcode you want to change to the valid DMS part number

Step 3. In the bottom box enter the valid part number from the DMS using the keypad

Step 4. Click **Apply**

Parts Lookup and Parts List

Step 1. Select **Parts Lookup**

Step 2. Scan the part number—or enter it manually if there's no barcode

This allows you to quickly see the expected inventory for that part based on your DMS

Step 3. If you want to create a Parts List: Check the Create a Parts List box on the left side of the screen. As you scan, Parts Wizard will build a list of the parts for you. You can then print the list for returns, give it to the Parts Manager, or use it for other tracking needs.

Printing Bin Labels and Parts Labels

Bin Labels

Step 1. Select **Additional Features** on the scanner

Step 2. Click **Print**

Step 3. If you only want one label at a time you can use the drop down arrow and scroll through to the bin you want and tap on it

Step 4. Click **Print Bin Location** directly under the drop down box

Step 5. For multiple bins leave the top drop down box blank; press print **Bin Location Labels**.

Step 6. Check the box next to each bin you want to print, then click the gray **OK** button at the bottom of the screen.

Parts Labels

Step 1. To print a single label select **Parts Lookup**

Step 2. Scan your part

Step 3. Hit **Print Item** on the left hand side of the screen

Multiple Parts Labels

Step 1. Select **Additional Features**

Step 2. Click **Print**

Step 3. Using the top drop down menu select the bin you want part labels for

Step 4. Click **Print** to the left of the dropdown box, this will print a label for every part in that bin