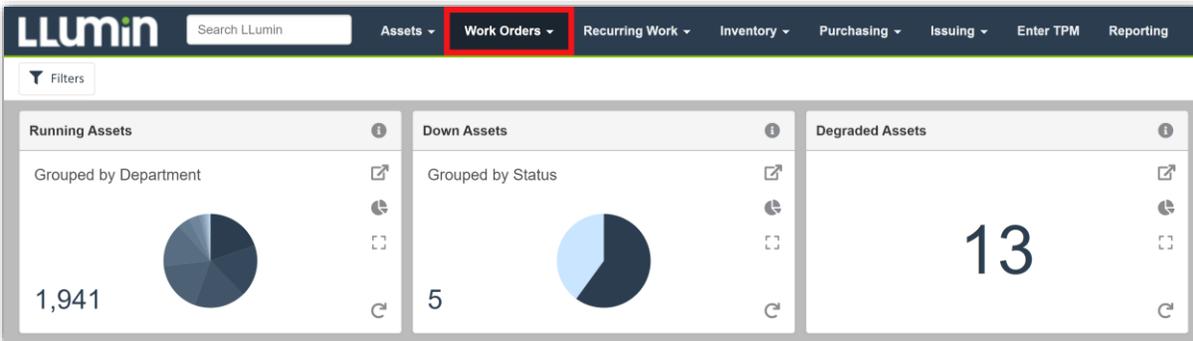# How to Issue Parts to a Work Order

When repairing Assets, additional parts may be required. Issuing parts to a Work Order tracks these requirements and automatically updates your inventory counts.
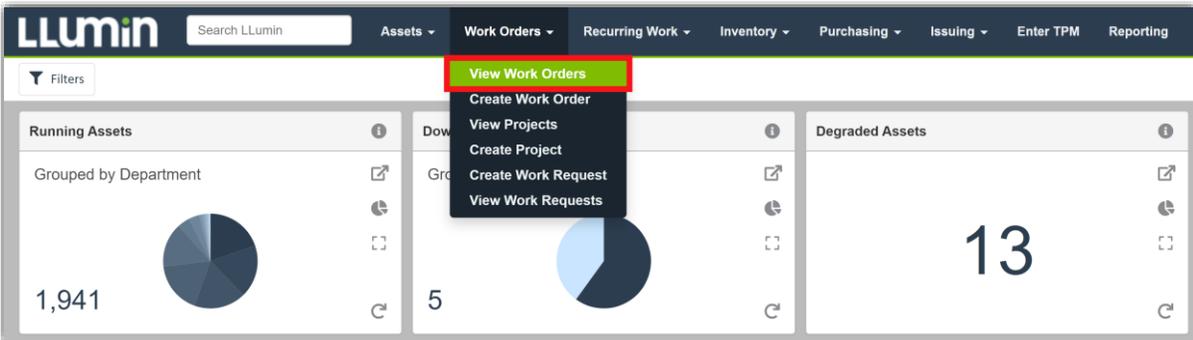
Instructions

To issue a part to a Work Order, perform the following steps:

1. Navigate to the **Work Orders** drop-down menu on the menu bar.

2. Select **View Work Orders**.

3. In the Work Order Finder, select the Work Order you want to issue parts to.

4. Click **View** to open the Work Order.

5. Select **Issue Parts** at the bottom.

6. Use the search bar to find and add the parts needed. Before selecting a part, enter the required quantity in the field to the left of the search bar.

7. If there is insufficient stock, a popup will appear, giving you the option to create a Backorder.

8. In the **Asset** field, choose to associate the parts issue with one asset or all assets tied to the Work Order.

9. Once done, click **Finish** to submit the issue.

10. After submission, a popup will allow you to print the receipt. This receipt can be used for record-keeping and verifying the parts used during repairs.