



# Part Inquiry User Guide

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Look Up Any Part, Print Labels, Check Stock

Part of ScanIt Parts  
Inventory Management System

Innovative Programming Systems

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# 1. Part Inquiry Overview

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Part Inquiry lets you scan any part barcode and see its details right away. You can view the bin location, stock levels, pricing, and more. You can also print new barcode labels from the scanner without going back to a computer.

Part Inquiry is useful all day long:

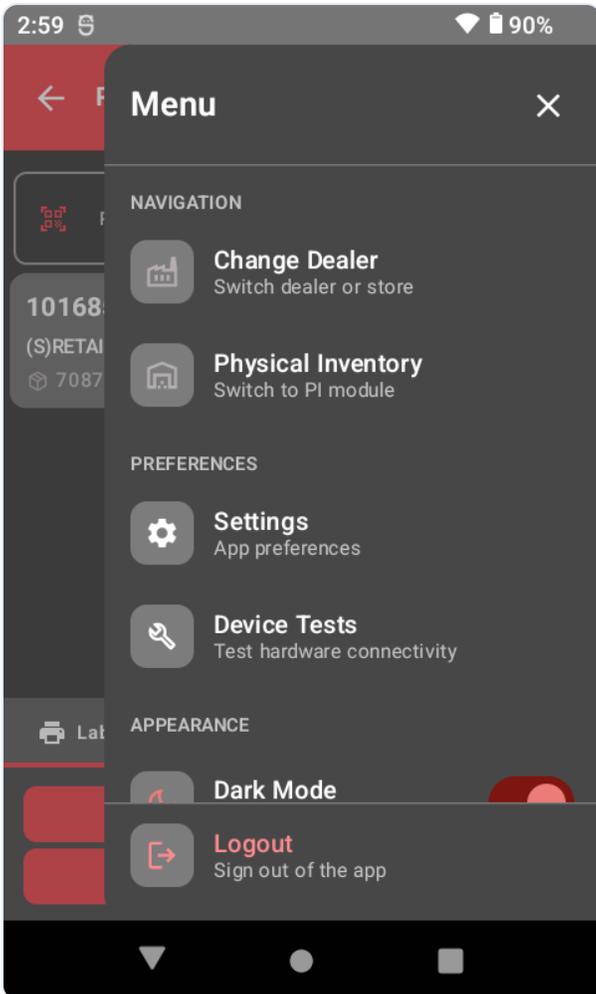
- Found a part out of place? Scan it to see where it goes.
- Customer has an old part number? Scan it to find the current one.
- Label missing or torn? Print a new one on the spot.
- Need to check stock? Scan and see the count right away.

## 2. Looking Up Parts

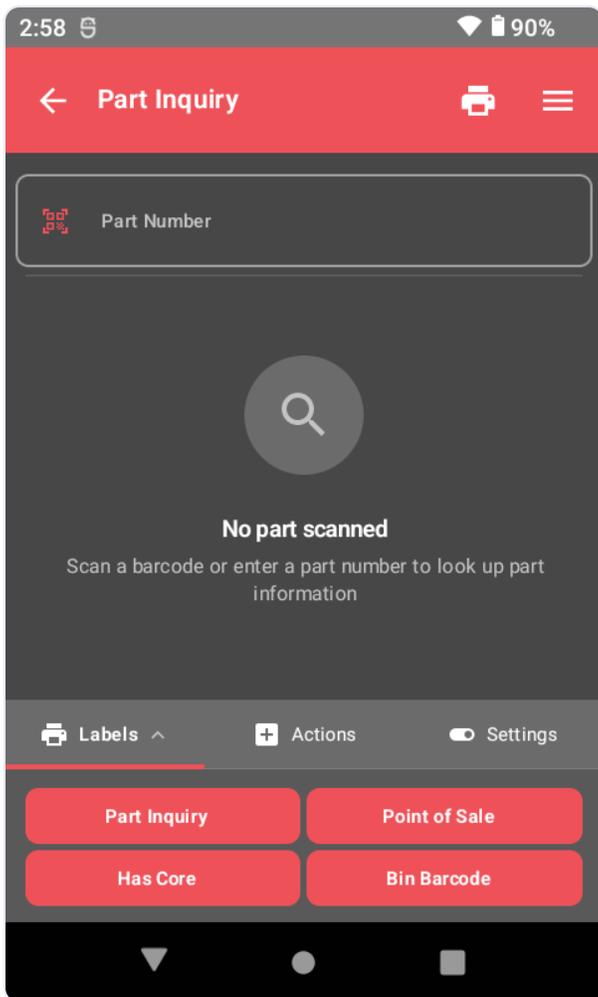
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### 2.1 Scanning a Part

- 1 Select **Part Inquiry** from the scanner main menu



- 2 Scan the **part barcode** - this can be a 1D barcode, 2D barcode, or QR code on the part, on the shelf, or on any label



3 The part details show on screen right away

ScanIt Parts reads every barcode format used in the industry:

- 1D barcodes (UPC, Code 128, Code 39)
- 2D barcodes (Data Matrix, PDF417)
- QR codes

It works with all OEM and maker labels across automotive (GM, Ford, Toyota, Jaguar, Land Rover, and all other makes), powersports (Yamaha, Kawasaki, Harley Davidson, Suzuki, Polaris, Honda Powersports, Sea-Doo, Ski-Doo, Can-Am, Indian, and more), and heavy-duty (Caterpillar, Detroit Diesel, International, Cummins) fields.

You can also type a part number by hand if the barcode is damaged or missing. If a part has no barcode at all, type the part number and your scanner can print a label to stick right on the part.

## 2.2 Details Shown

When you scan a part, the screen shows:

Field	What It Shows
<b>Part Number</b>	Current part number (may differ from what was scanned if superseded)
<b>Description</b>	Part name from your DMS
<b>Bin Location</b>	Where the part is stored (bin number or container name)
<b>On Hand</b>	Current count in stock
<b>On Order</b>	Count on order from vendor
<b>Committed</b>	Count held for open repair orders or customer orders
<b>Available</b>	On Hand minus Committed = what you can actually sell
<b>List Price</b>	Suggested retail price from the maker
<b>Cost</b>	Your cost for the part
<b>Source</b>	Stocking status (stock, non-stock, special order, etc.)

## 2.3 Superseded Part Numbers

Makers often update part numbers. When you scan an old part number:

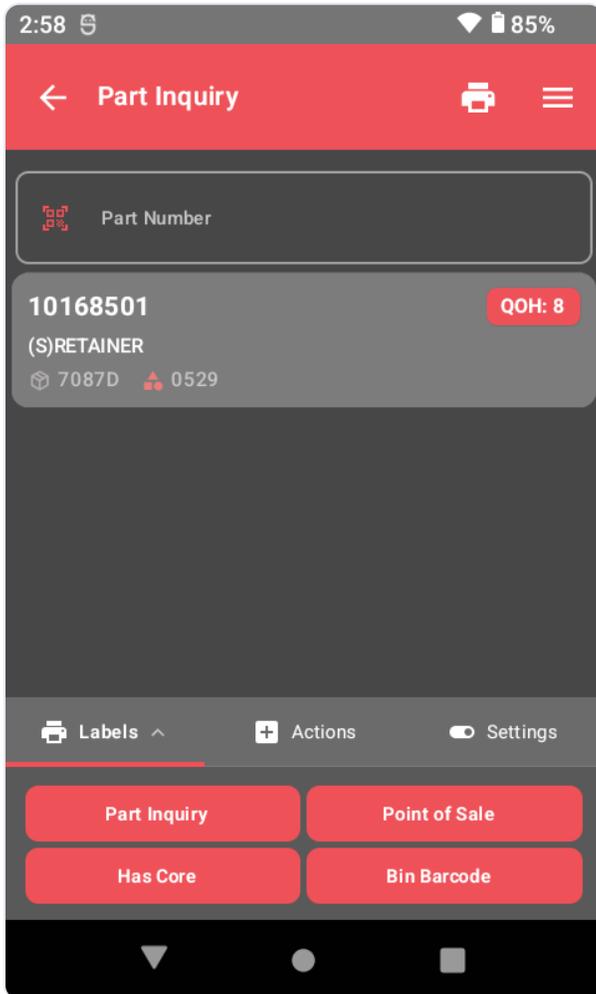
- The system spots it as an old number
- It shows the **current** part number and all its details
- The old number may be shown as a reference

**Tip:** This is very useful when customers bring in old boxes or guides with outdated part numbers. Scan the old barcode and the system finds the current part.

## 3. Printing Labels

### 3.1 Label Types

From Part Inquiry, you can print these label types:



Label Type	What It Shows	When to Use
<b>Part # Barcode</b>	Part number barcode, bin location, description	Replacing missing shelf/bin labels
<b>Point of Sale</b>	Large price, barcode, part number, description	Counter sales, customer-facing labels
<b>Bin Barcode</b>	Bin location barcode	New bin spots, replacing damaged bin labels

## 3.2 When to Print Labels

Print labels when you find:

- **Missing labels** - A part on the shelf with no label
- **Damaged labels** - Barcode is torn, faded, or will not scan
- **New bin locations** - Setting up a new bin or moving things around
- **Price tags** - Customer needs to see the price

### How to Print a Label

- 1 Scan the part in **Part Inquiry**
- 2 Select the **Labels** tab or button
- 3 Choose the label type you want to print
- 4 The label prints from your scanner's built-in printer



Part Number

10168501

QOH: 8

(S)RETAINER

7087D 0529

Labels

Actions ^

Settings

↔ Bin Change

## 4. Common Use Cases

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### Finding Where a Part Belongs

You found a part sitting on a counter or out of place:

1. Scan the part barcode
2. Part Inquiry shows the bin location
3. Walk the part to the right bin and put it away

### Customer Has Old Part Number

A customer calls with a part number from an old receipt:

1. Scan or type the old part number
2. System shows the current part number
3. Check if it is in stock (on hand, on order)
4. Give the customer the right answer

### Replacing Damaged Labels

You see a shelf label that is faded or torn:

1. Scan the part (or type the part number from the shelf tag)
2. Select print label
3. Peel off old label, stick on new one

### Quick Stock Check on the Floor

A tech asks if you have a certain part:

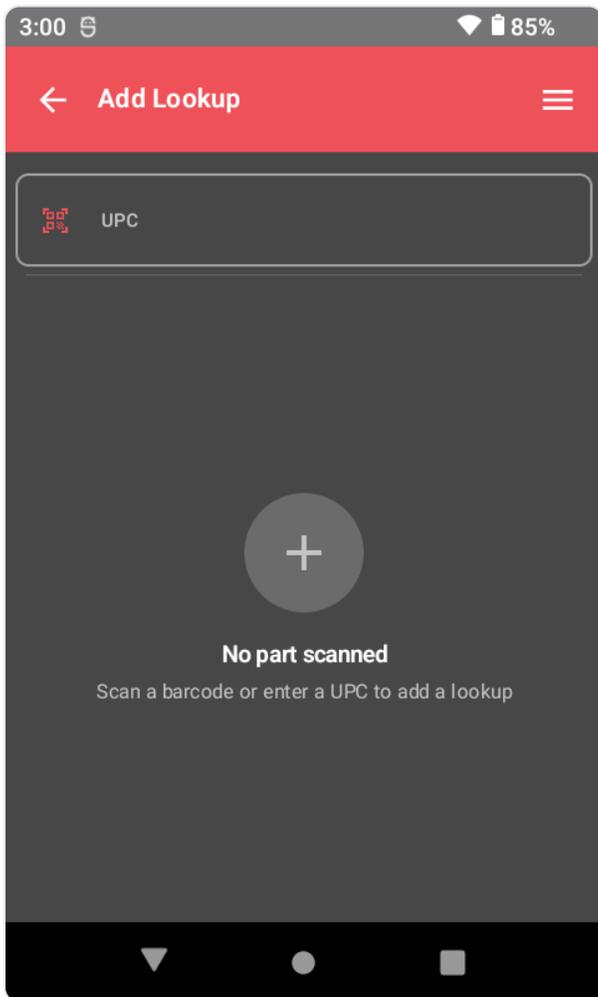
1. Scan the part number they give you
2. See count on hand, on order, and committed
3. Give them an answer right away without going back to the counter

## 5. Add to Lookup (Barcode Cross-Reference)

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Not every barcode matches the part number in your DMS. UPC codes, tire barcodes, aftermarket boxes, and retail items often use different numbers. **Add to Lookup** lets you link any scanned barcode to the part number in your DMS.

Once a link is saved, scanning that barcode in *any* ScanIt Parts screen -- Receiving, Part Inquiry, Cycle Counting, Bin Changes, Returns -- will pull up the correct dealer part number.



### 5.1 How It Works

- 1 You scan a barcode in any scan screen (Receiving, Part Inquiry, Perpetual, Bin Changes, Returns, or Other Items)

2 The system checks its lookup database. If the barcode is not found, the **Add to Lookup** dialog pops up: "The UPC does not exist. Please enter the manufacturer part number."

3 Scan or type the **dealer part number** -- the number your DMS uses for this item (up to 30 characters, auto-uppercased)

4 Press Enter or tap **Save**. The system confirms "Cross over added!" and the link is saved for good.

5 From now on, scanning that barcode anywhere in ScanIt Parts will show the correct part details from your DMS

**Tip:** You only need to add a lookup once. After that, every user at your dealership gains from the link. The cross-reference works across all scan screens -- add it during Receiving and it works in Part Inquiry, Cycle Counting, and everywhere else.

## 5.2 Common Examples

Scenario	What You Scan	What You Enter
<b>AC-Delco UPC</b>	UPC barcode on the AC-Delco box	The GM dealer part number from your DMS
<b>Motorcraft UPC</b>	UPC barcode on the Motorcraft package	The Ford dealer part number from your DMS
<b>Tire barcode</b>	Barcode on the tire sidewall or label	Your DMS tire part number
<b>Accessories</b>	UPC on a hat, shirt, or branded item	The accessory part number in your DMS
<b>Aftermarket parts</b>	Third-party maker barcode	Your dealership's part number for the item
<b>Case/pallet barcode</b>	Barcode on bulk packaging	The single part number inside

**Key Point:** Add to Lookup works for *anything* you store in your DMS. If it has a barcode and a DMS part number, you can map it -- parts, tires, gear, merchandise, golf clubs, gift items, or any other product your dealership carries.

## Important Details

- **Dealer-specific:** Each dealership has its own lookup database. Your links do not affect other dealers.
- **No duplicates:** If a barcode has already been mapped, scanning it goes straight to the part details -- no prompt appears.
- **No identical matches:** The barcode and part number cannot be the same value.
- **Tracked in reports:** Add Lookup activity shows up as a scan type in the Enterprise Dashboard. Managers can see how many new links are being created.

## 6. Part Inquiry Reporting

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Part Inquiry activity is tracked in the **Parts Per Day** report. It shows how many part lookups each user does per day. This helps managers see how much the scanner is being used for lookups across the team.

The report includes:

- **Lookups per user** - Number of Part Inquiry scans by each person per day
- **Not Found counts** - How many lookups returned no results, helping find data gaps or training needs
- **Daily trends** - Patterns in lookup volume over time

**Tip:** A high "Not Found" rate may mean outdated barcodes in the field or parts not yet loaded into the DMS. Check these often.

## 7. Troubleshooting

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Problem	Fix
Part not found when scanned	Try typing the number by hand. Check for extra characters. The part may not be in your DMS.
Shows "No Bin Location"	The part does not have a bin set. Use Bin Changes to assign one.
Stock levels seem wrong	Data comes from DMS in real time. Check DMS for recent changes.
Old part number not found	The supersession chain may not be in your DMS. Contact your DMS provider.
Label prints but will not scan	Check print head alignment. Clean the print head. Replace label stock if old.

Pricing not showing	Price data depends on DMS setup. Contact your admin.
Add to Lookup keeps showing for the same barcode	The last lookup may not have saved. Make sure you press Enter or Save after typing the part number. Check WiFi.
"Parts match" error in Add to Lookup	The barcode and part number you typed are the same. Enter the DMS part number, not the same barcode value.

## 8. Quick Reference

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### Look Up a Part

Part Inquiry > Scan Part > View Info (bin, stock, price)

### Print a Label

Part Inquiry > Scan Part > Labels Tab > Select Label Type > Print

### Add a Barcode Cross-Reference

Any Scan Screen > Scan Unknown Barcode > Enter DMS Part Number > Save

### Details You Can See

- Part number and description
- Bin location
- On hand / On order / Committed / Available
- List price and cost
- Source (stock, non-stock, special order)
- Superseded part numbers

### Label Types You Can Print

- **Part # Barcode** - Shelf/bin labels
- **Point of Sale** - Customer-facing price labels
- **Bin Barcode** - Bin location labels

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## Part Inquiry

Part Inquiry Guide

