

1 What are Part Groups?

At the heart of Repair Shop is a Catalogue of the Parts you buy, use and sell. To make it easier to manage these Parts these are collected into Part Groups. Each Part belongs to one Part Group. In Repair Shop your mark-up of Parts is also set by Part Group.

2 What Part Groups should you enter?

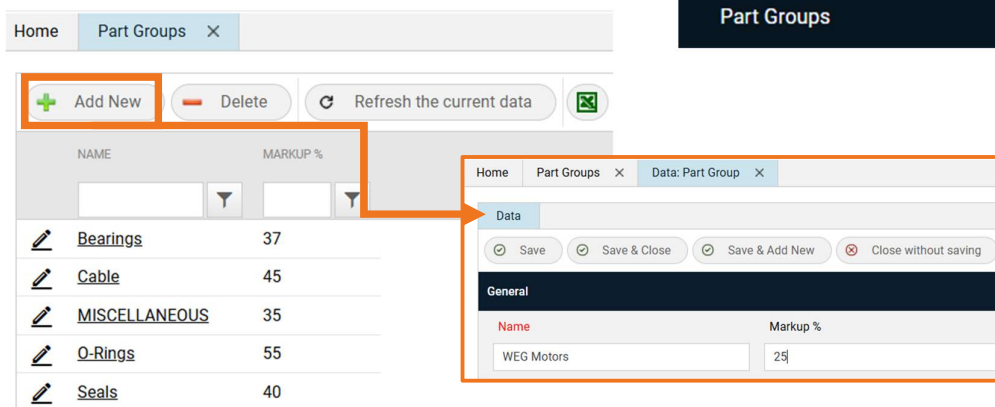
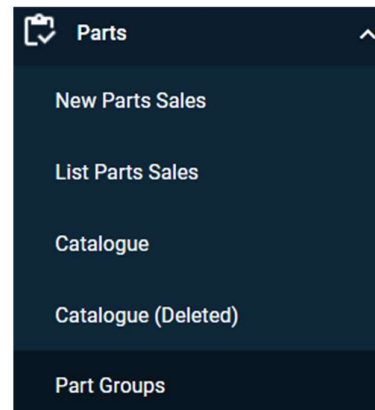
This depends on the Parts that you buy, use and sell in your business. Typical Part Groups in the Electro-Mechanical industry include:

- Bearings
- Seals
- O-Rings
- Motors
- Drives

Each Part that you enter into the Catalogue needs to belong to a Part Group, as this sets its mark-up.

3 How do you enter Part Groups?

- Log in with the Admin ID you have been provided with
- Go to the 'Parts' menu and select 'Part Group'
- Click on the 'Add New' button
- A new Window will open
- Add the Credit Term and a Description
- Hit 'Save', 'Save & Close' or 'Save & Add New' when done



To change the mark-up of a Part Group, press the Edit button next to that Group, change the figure and Save. To delete a group, select the line on the Part Groups list and use the 'Delete' button. The system will not let you delete Part Groups that have been assigned to Parts.