

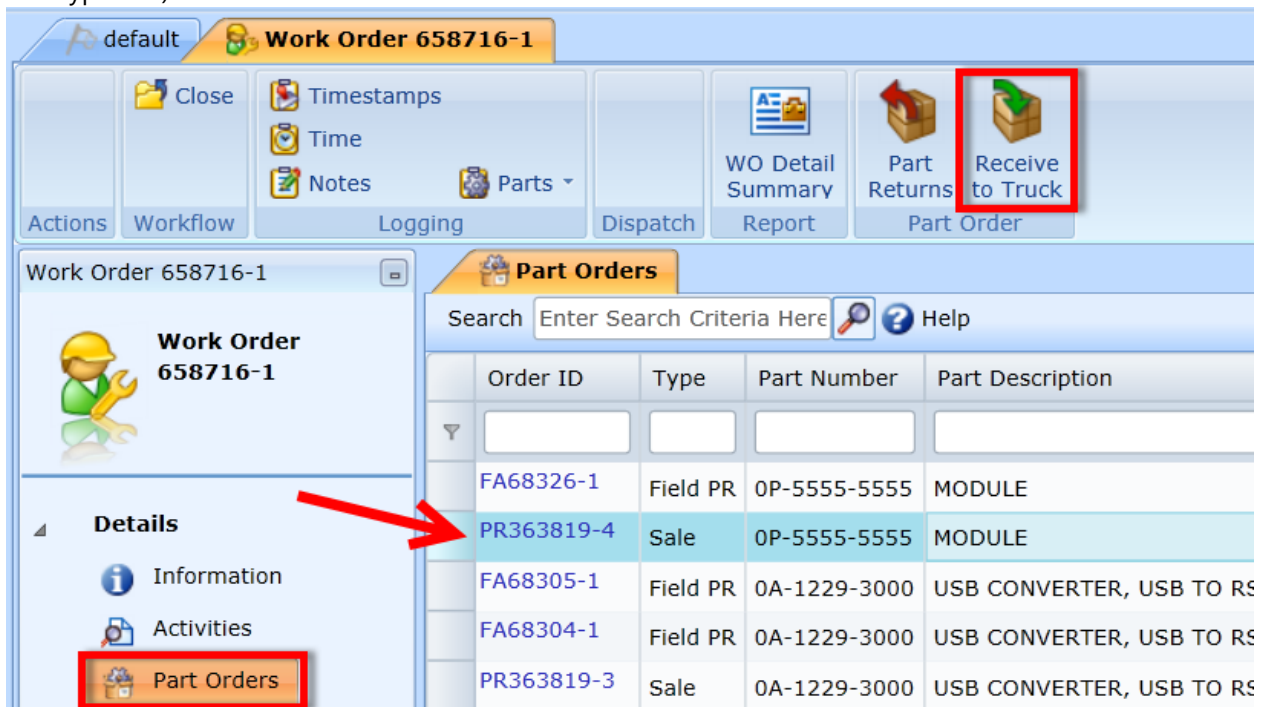
GoServicePro - Receive a Part to Truck

This process is completed by Service Partners using GoServicePro.

This document reviews the steps to receive a part to truck (aka your inventory) for use at a later point.

Video: [GoServicePro for Field Service: Receive a Part to Truck Inventory](#)

1. From an existing open Work Order, click on the Part Orders Detail.
2. Click to highlight the Part Order line that needs to be received in (do not click on the Order ID hyperlink).



The screenshot displays the GoServicePro interface for Work Order 658716-1. The ribbon at the top includes buttons for 'Close', 'Timestamps', 'Time', 'Notes', 'Parts', 'WO Detail Summary', 'Part Returns', and 'Receive to Truck'. The 'Receive to Truck' button is highlighted with a red box. Below the ribbon, the 'Part Orders' section is visible, featuring a search bar and a table of part orders. The 'Part Orders' button in the left sidebar is also highlighted with a red box, and a red arrow points to it.

Order ID	Type	Part Number	Part Description
FA68326-1	Field PR	0P-5555-5555	MODULE
PR363819-4	Sale	0P-5555-5555	MODULE
FA68305-1	Field PR	0A-1229-3000	USB CONVERTER, USB TO RS
FA68304-1	Field PR	0A-1229-3000	USB CONVERTER, USB TO RS
PR363819-3	Sale	0A-1229-3000	USB CONVERTER, USB TO RS

3. Click on the Receive to Truck button in the ribbon.
4. Update the Receive To dropdown
 - Good: unopened, unused
 - Bad: damaged, defective
 - Missing: never received package, can't find
5. Checkmark the Serial Number
6. Click the Save and Close button

Receive To Truck

(UTC -06:00) Customer Time (CST) Help

Details

Part: OP-5555-5555

Receive To: GOOD

Serial Numbers

	Serial Number
<input checked="" type="checkbox"/>	SPTTest-2

Save And Close Cancel

7. The part order line will now be at a Status of "Part Not Used" and a Condition of "Closed".

8. The part can now be found in your Inventory under the Bin it was received into.

default Work Order 658716-1

Close Timestamps Time Notes Parts - Previous Item Next Item Close Form WO Detail Summary Report Actions Actions Move Parts Part Returns Tech Inventory

Work Order 658716-1 ASC-ABC123_GOOD

Summary View Detail View

	Site ID	Site Name	Location	Bin	Part Number	Revision	Description	Status	Good OH
-	ASC-ABC123	DAKTRONICS SERVICE PARTNER	ASC-ABC123						
-	ASC-ABC123	DAKTRONICS SERVICE PARTNER	ASC-ABC123	GOOD	0P-5555-5555	00	MODULE	GOOD	5

Work Order 658716-1

Details

Inventory

- ASC-ABC123
 - BAD
 - GOOD**
 - MISSING