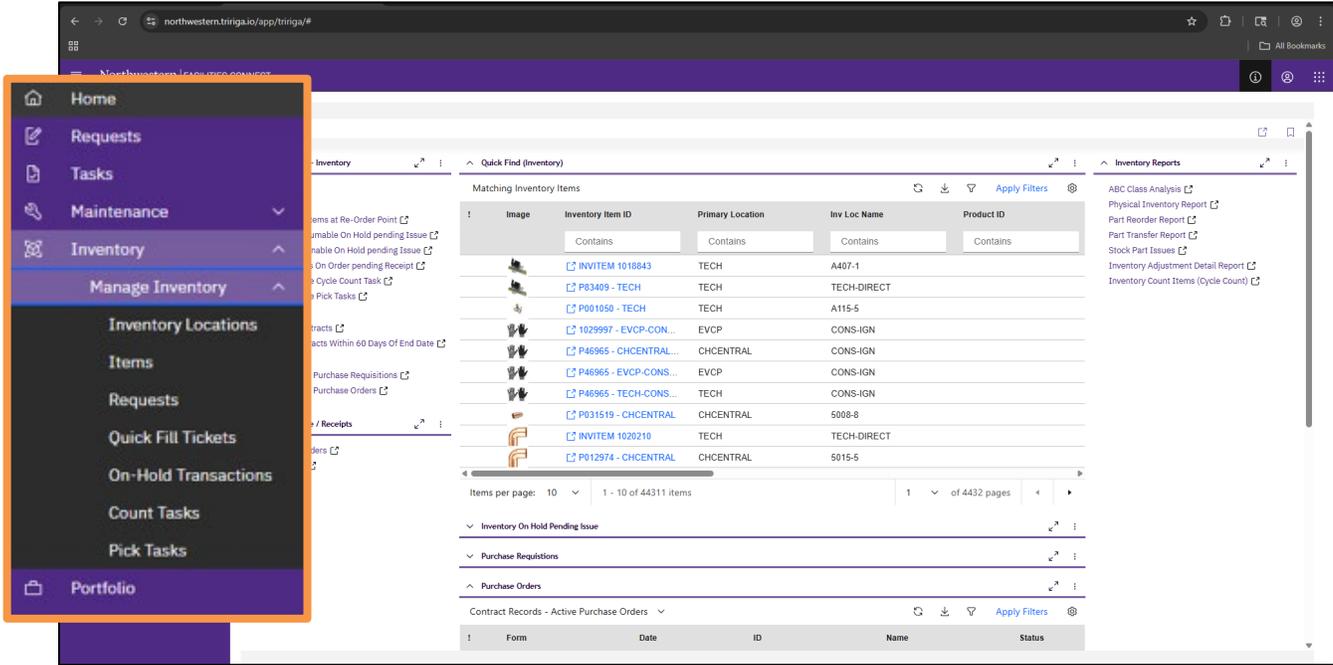# WAREHOUSE
ISSUING PARTS

Provides guidance for how to search and issue parts to a Resource after the part has been requested, and how to remove items from being on hold using Facilities Connect.
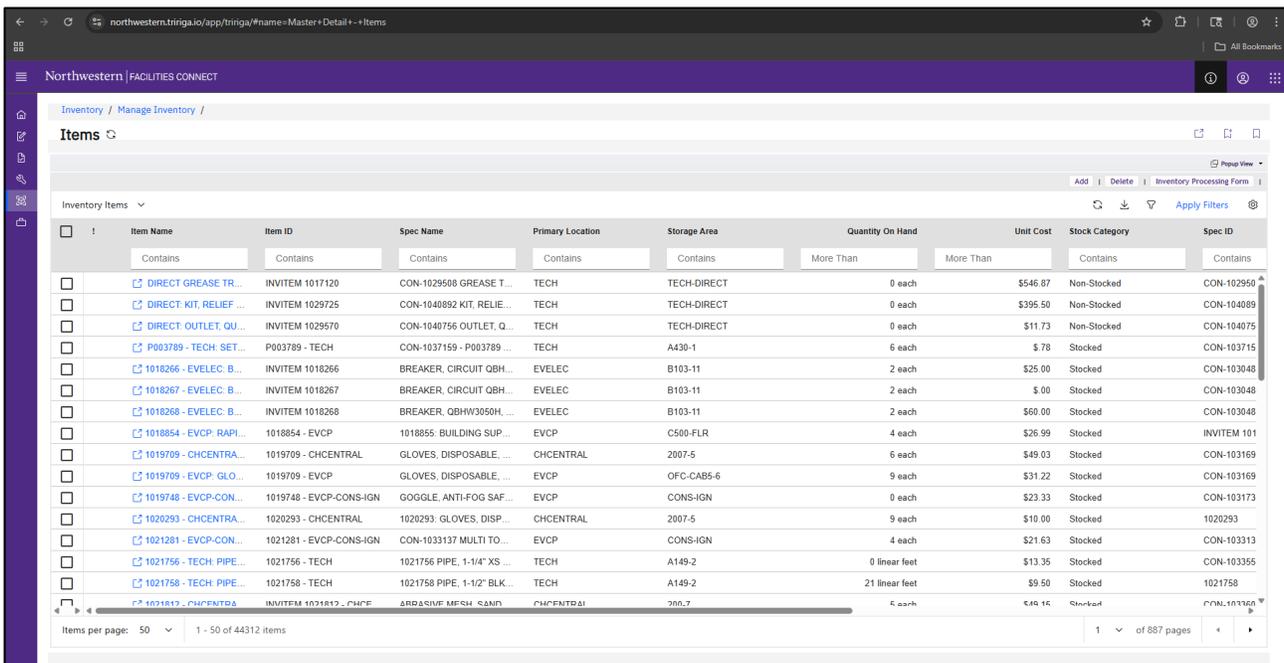
DIRECTIONS:

1 From the **Facilities Connect Home Screen** click on the **Inventory Tab,** then select **Items** on the left dropdown bar menu.

2 The **Items** homepage will populate

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DIRECTIONS:

3 On the **Issue Inventory Items** screen, enter the **Item ID** that needs to be issued. **Select Primary Location based on location of Work Task and Resource.** Check item, click **Add.**

4 The Inventory Item General tab will populate. Click **Revise**

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DIRECTIONS:

5 Scroll down to **Inventory Summary** to view the total on hand before issuing inventory.

6 In the **Detail** section, update the **Quality to be Posted** and **Issued To** fields. The Issued To field uses a wildcard search, so you can find a person by typing part of their name. Click Search.

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DIRECTIONS:

7 After adding a Resource, a Work Task (WT) will need to be added. Enter the WT in the **ID**.

8 Select the radio button, click **OK**.

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DIRECTIONS:

7 Once the form has been completed, click **Post.**

8 Quantity will now be updated on the Inventory Summary, click **Activate.**