

Equipment Maintenance - Parts and Supplies

Last Modified on 12/15/2025 11:42 am PST

Pathway: [Setup > Operations > Equipment Maintenance > Parts and Supplies](#)

The **Equipment Maintenance Parts Setup** screen is used to record the inventory of parts required for maintenance and repair activities on a truck. The screen consists of two separate grids: one for entering the part details in the upper section and another for inputting the cost of the part in the lower section.

Equipment Maintenance Parts Setup					Setup > Operations > Equipment Maintenance > Parts and Supplies
ID	Name	Equipment System	Description	Active	
1000	Battery and Charging System			Yes	
1001	Brakes and Steering			Yes	
1002	Tires			Yes	
1003	Synthetic Oil			Yes	
1004	Oil Filter			Yes	
1005	Cabin Filter			Yes	
1006	Engine Filter			Yes	
1007	Wheel Well			Yes	

Cost				
ID	Effective Date	Quantity	Cost Per Unit	Note
1001	06/23/2023	6.00	450.00	

Field Descriptions

Parts (Upper Grid)

ID	The ID that the system assigns to the equipment part upon save.
Name	The name of the equipment part that displays for selection when a maintenance plan is created.
Equipment System	Identifies the system or functional area of the equipment that the part is associated with.
Description	Option to add a description to better identify the equipment part with.
Active	Controls the availability of the equipment part for selection when adding it to a maintenance plan. Defaults to 'Yes.'

Cost (Lower Grid) Cost is based on the Equipment selected.

ID	The ID that the system assigns to the cost upon save.
Effective Date	Date to track when a cost was effective.
Quantity	Identifies the required quantity of parts or equipment when performing maintenance.
Cost Per Unit	Indicates the unit cost of the equipment part required when performing maintenance.

Note

Option to add a note such as special pricing for bulk purchases.

Add and Edit Equipment Maintenance Parts

By default, parts and supplies are active and only require a Name. When selecting a part to add to a maintenance order, only the Name is displayed.

The screenshot shows the 'EQUIPMENT MAINTENANCE PARTS SETUP' screen. At the top, there is a grid of equipment parts with columns for ID, NAME, EQUIPMENT SYSTEM, DESCRIPTION, and ACTIVE. A red arrow points from the 'NAME' column of the row with ID 1002 (Tires) to the 'NAME' input field in the 'ADD EQUIPMENT MAINTENANCE PARTS' dialog box. The dialog box has fields for NAME, EQUIPMENT SYSTEM, ACTIVE (set to Yes), and DESCRIPTION. Below the dialog box is a 'Cost' section with an 'Add' icon and a table for entering cost details. The table has columns for ID and EFFECTIVE DATE, with a single row (ID 1001, Effective Date 06/23/2023).

Add

1. Select the **Add** icon from the upper grid.
2. Enter a **Name** for the Equipment Part.
3. Select the **Equipment System** if one applies.
4. Enter a **Description** (optional).
5. Verify the **Active** drop down is set to **Yes** to make the equipment part available for use.
6. Click **Save** when finished.
7. Add **Cost**:
 - Select an equipment part from the grid above.
 - Click the **Add** icon from the **Cost** section.
 - Enter an **Effective Date**.
 - Enter the **Quantity**, or number of parts needed when maintenance is performed.
 - Enter the expected **Cost Per Unit**.
 - Add a **Note** (optional) that will display in the maintenance plan for the cost of the parts.
 - Click **Save** when finished.

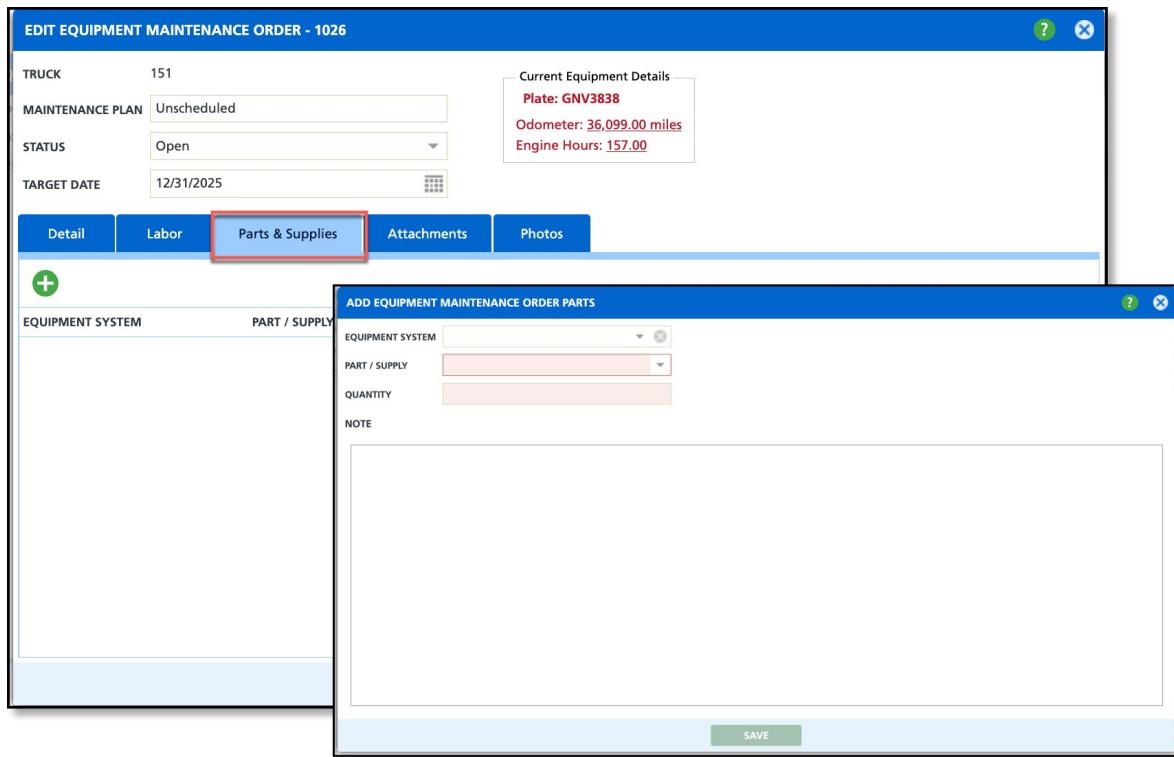
Edit

This process also applies to edit Costs.

1. From the setup screen, double-click the row of the part you would like to edit to display the **Update Equipment Maintenance Parts** popup editor.
2. Apply your changes and click **Save**.

Apply Parts & Supplies to a Equipment Maintenance Order

Attach Parts and Supplies to a maintenance order from the Parts & Supplies tab.



The screenshot shows the 'Edit Equipment Maintenance Order' interface for order number 1026. The 'Parts & Supplies' tab is highlighted with a red box. On the right, a modal window titled 'ADD EQUIPMENT MAINTENANCE ORDER PARTS' is open, also with a red box around the 'Parts & Supplies' tab. The modal contains fields for 'EQUIPMENT SYSTEM', 'PART / SUPPLY', 'QUANTITY', and a 'NOTE' area, with a 'SAVE' button at the bottom.

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