

HOW TO SEARCH – INVENTORY PART PROFILE

There are various methods and multiple screens that can be used in AiM to search for parts. The result you are looking for and the information you have on hand will help determine which type of search is the best starting point. Here are a few examples:

1. **Inventory Part Profile screen:** If you have specific information about a manufacturer or a model number, using the part profile screen will be the most direct method of searching.
2. **Warehouse Bin Definition screen:** A more generic search based on the description of the part that searches across all warehouses on campus.
3. **Material Request screen:** A search of previous orders either for parts in Stores or from a vendor. This might provide helpful information and can be limited to only your shop's purchases.

In the Inventory Part Profile screen you can search based on a manufacturer's name, or a model number. There are currently over 1,000 names listed as manufacturers in AiM.

1 – Inventory > Inventory Part Profile > Search

If you want to know does Stores carry Grinnell parts then change the “=” to “contains” on the Manufacturer field and type Grinnell in the text box. Also change Active from blank to “YES” on the drop down list by clicking on the down arrow by the field box.

The screenshot shows the 'Inventory Part Profile' search interface. The left sidebar lists various fields for search criteria. The main area shows the search criteria being applied:

- Part:** 1
- Description:** 2 contains
- Class:**
- Commodity:**
- Item:**
- Green:**
- Type:**
- Cycle Code:**
- Manufacturer:** contains GRINNELL (highlighted with a red arrow)
- Model:** 3
- MSDS Number:**
- MSDS Required:**
- Active:** Yes (highlighted with a red arrow)
- UOM:** 4
- UOM Fractional:**
- Extra Description:** 5 contains
- Edit Date:**
- Editor:**

The resulting search returns a list of 124 parts (see page 2).

NOTE: Always set the field “Active” to “Yes.” If you left out this condition of the search you would get a result of 134 parts, ten of which are currently NOT available at Stores.

Part	Description	Model	UOM	Extra Description
1004399	SENSOR, CO, SUB-ASSEMBLY, MODULE, 4098-9746	4098-9746	EA	
1000942	KIT, REPAIR, RUBBER, GRINNELL B2 BFP 8", B12800	OH0105	EA	
1000943	KIT, REPAIR, RUBBER, GRINNELL B2 BFP 4", B12400	OH0105	EA	
1000944	KIT, REPAIR, RUBBER, GRINNELL B2 BFP 6", B12600	OH0105	EA	
6413132	HANGER, PIPE, ADJUSTABLE RING, 2", FIG 70	FIG-70	EA	
6413963	FITTING, EARTHQUAKE, BRACE, 1"	112_FS	EA	
1004398	BASE, DETECTOR, WITH CO GAS MODULE, IDNET, 4098-9798	4098-9798	EA	
1003795	MONITOR, MAPNET II ZAM MODULE, CLASS A	2190-9153	EA	
5840163	MANUAL STATION, ADDRESSABLE, IDNET, 4099-9001		EA	
1003660	RELAY, IAM W/T SENSE, 4090-9118_617-996	617-996	EA	
1003661	ADDRESS MODULE CONTROL, CNTL ZAM, 4100+, 2190-9164_0617623	0617623	EA	
1003662	AMPLIFIER POWER SUPPLY, 25W, 4100+, 562-917	0562917	EA	
1003665	MAPNET II ISOLATOR PC BOARD ASSEMBLY, 4100-3103_742-725	742-725	EA	
1003666	MOTHERBOARD, U.T., W/CITY, 565-213	0565213	EA	
1003679	TRUE ALERT A/V UNIT, WALL MOUNT, 15CD, WHITE, 4906-9229		EA	
1003680	TRUE ALERT A/V UNIT, WALL MOUNT, 110CD, WHITE, 4903-9455_0626609	0626609	EA	
1003681	STROBE, TRUE ALERT, WALL MOUNT, 110CD, WHITE, 4904-9355_626-603	626-603	EA	
1003682	STROBE, TRUE ALERT, WALL MOUNT, 15CD, WHITE, 4904-9353_626-601	626-601	EA	
1003684	STATION, SINGLE-ACTION PULL, NON-ADDRESSABLE, 2099-9754_0630533	0630533	EA	
1003685	TRUE ALERT STROBE SPEAKER, 24VDC, MULTICO, WHITE, 4906-9253		EA	

Page 1 of 5 Display: 25 50 100 Records Found = 124

Look at the search conditions below again and notice the numbers in the highlighted column: Part 1, Description 2, Model 3, UOM 4, and Extra Description 5.

Inventory Part Profile Hide All/Show All

Part	1	=	
Description	2	contains	
Class		=	
Commodity		=	
Item		=	
Green			
Type		=	
Cycle Code		=	
Manufacturer		contains	GRINNELL
Model	3	=	
MSDS Number		=	
MSDS Required		=	
Active		=	Yes
UOM	4	=	
UOM Fractional		=	
Extra Description	5	contains	
Edit Date		=	
Editor		=	

The result that is shown on the Browse screen for this search will only show the information in the numbered fields in the order of the numbers. You can choose what fields to show by using this

numbering system, or see the results in the default view by not using any numbers. The numbering system will not be saved unless you save the search as a Personal Query on the WorkDesk.

Now back to searching - If you had a model number as well as a manufacturer's name, you could add the model number to the search and get the result for that exact part:

The screenshot shows the 'Inventory Part Profile' search interface. The 'Manufacturer' field is set to 'GRINNELL' and the 'Model' field is set to '0565213'. A red arrow points to the 'Model' field.

Click on the link in the first column of the browse screen to see detailed information about this specific part including the cost, unit of measure, the quantity on hand, and even a picture of the part.

Part	Description	Model	UOM	Extra Description
1003666	MOTHERBOARD, U.T., W/CITY, 565-213	0565213	EA	

The screenshot shows the detailed view of the 'Inventory Part Profile' for part 1003666. It includes classification, attributes, cost, and quantity information.

Classification		Attributes	
Class	340 FIRE PROTECTION	Type	Material
Commodity	16 FIRE ALARM SYSTEMS,	Cycle Code	C
Item	340-16 FIRE ALARM SYSTEMS,	Manufacturer	SIMPLEX GRINNELL
Green	No	Model	0565213
		MSDS Number	
		MSDS Required	No

Cost		Quantity	
Average Cost	\$245.0000	On Hand	2.00
On Hand Value	\$490.00	Committed	0.00
		On Order	0.00
		Expected	2.00