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 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.

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.

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:

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.