EServ

How-To: Order Parts in the Field App

Purpose: This guide explains how to use the Order Parts Tile in the Field App
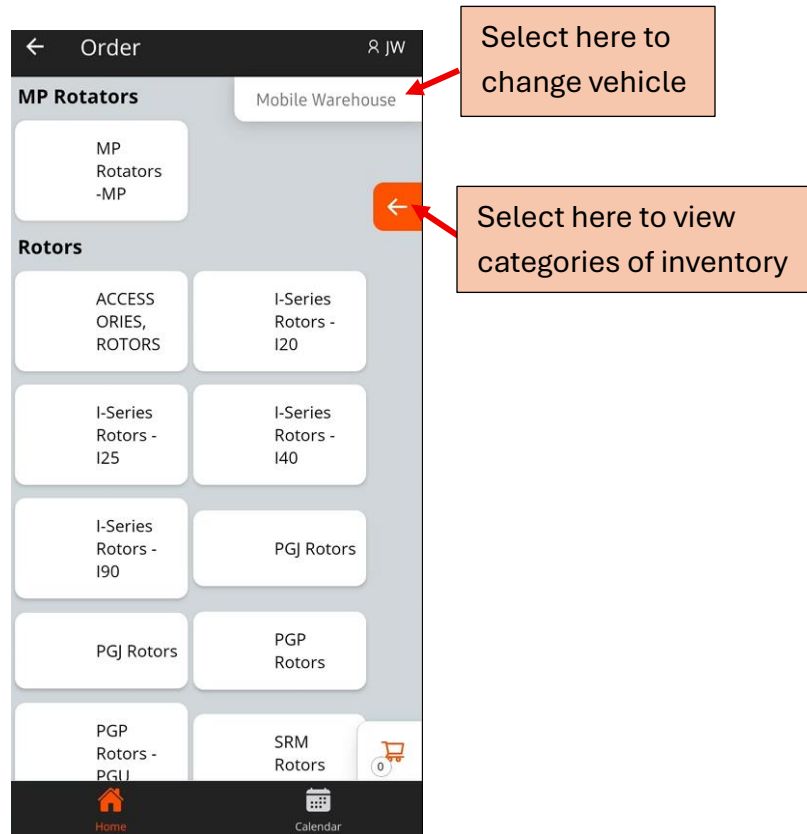
*This feature is utilized for special request items. Parts will automatically be added when applied to work orders. This will notify the office you need parts that are not stocked in your vehicle. *
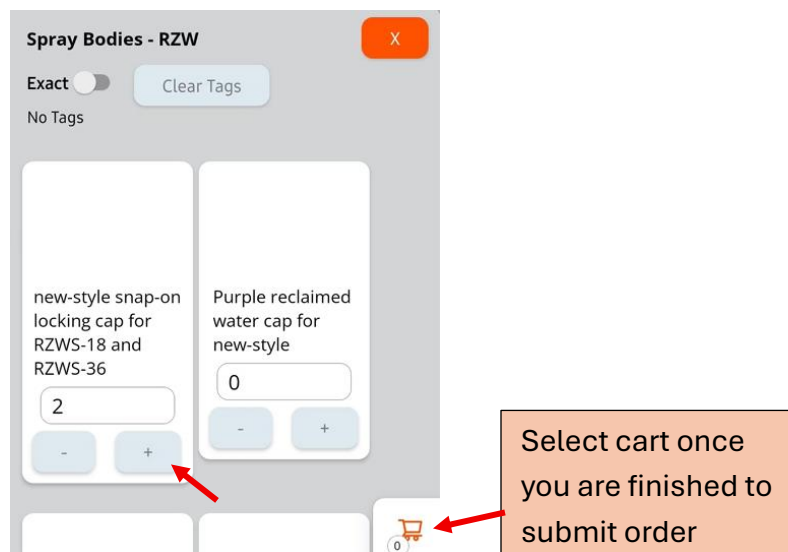
'Order Parts' Tile

1. On the home page, select the 'Order Parts' Tile.
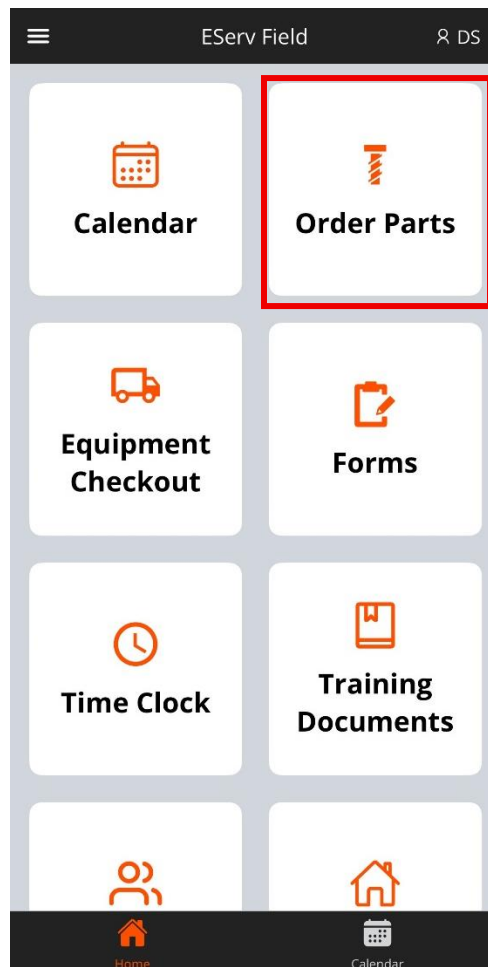
2. On this page, you will find a list of inventories to add to your order.

    a. Ensure you have the correct vehicle selected. To learn how to change your default vehicle visit https://sales.eserv.com/how-to for a How-To Guide.

Select here to change vehicle

Select here to view categories of inventory

3. Select parts needed to add to order.

Select cart once you are finished to submit order

4. Select 'Submit' once your order is complete. This will notify the warehouse that you need something more than what you have stocked in your vehicle.