



Part Inquiry User Guide

Look Up Any Part, Print Labels, Check Stock

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems
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1. Part Inquiry Overview

Which guide do I need? This guide is for **looking up a part you are holding** — scan the barcode, see bin location, stock, price, and print labels. If you need to *build or manage the barcode cross-reference library* (which barcodes map to which DMS part numbers), see the *Lookup Guide* instead.

Part Inquiry lets you scan any part barcode and see its details right away. You can view the bin location, stock levels, pricing, and more. You can also print new barcode labels from the scanner without going back to a computer.

Part Inquiry is useful all day long:

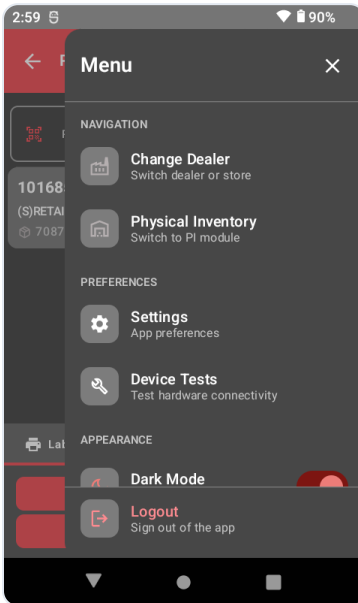
- Found a part out of place? Scan it to see where it goes.
- Customer has an old part number? Scan it to find the current one.
- Label missing or torn? Print a new one on the spot.
- Need to check stock? Scan and see the count right away.

Part Inquiry is lookup-only. It does not post to the DMS and does not change inventory. It is not part of receiving, picking, packing, cycle counting, or physical inventory. Do not use Part Inquiry to verify a shipment was scanned in — for that, use the receiving session itself, or the Over/Short Report on the dashboard (see the Receiving Guide).

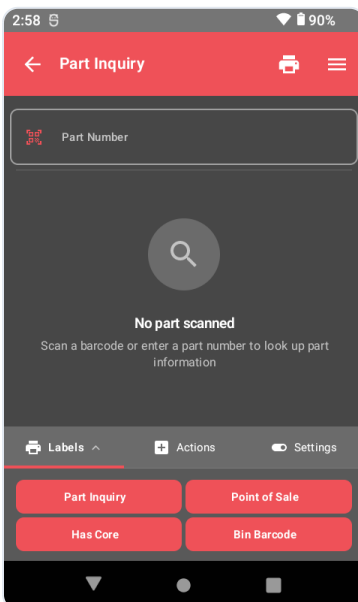
2. Looking Up Parts

2.1 Scanning a Part

- 1 Select **Part Inquiry** from the scanner main menu



- 2 Scan the **part barcode** - this can be a 1D barcode, 2D barcode, or QR code on the part, on the shelf, or on any label



ScanIt Parts reads every barcode format used in the industry:

- 1D barcodes (UPC, Code 128, Code 39)
- 2D barcodes (Data Matrix, PDF417)
- QR codes

It works with all OEM and maker labels across automotive (GM, Ford, Toyota, Jaguar, Land Rover, and all other makes), powersports (Yamaha, Kawasaki, Harley Davidson, Suzuki, Polaris, Honda Powersports, Sea-Doo, Ski-Doo, Can-Am, Indian, and more), and heavy-duty (Caterpillar, Detroit Diesel, International, Cummins) fields.

You can also type a part number by hand if the barcode is damaged or missing. If a part has no barcode at all, type the part number and your scanner can print a label to stick right on the part.

2.2 Details Shown

When you scan a part, the screen shows:

Field	What It Shows
Part Number	Current part number (may differ from what was scanned if superseded)
Description	Part name from your DMS
Bin Location	Where the part is stored (bin number or container name)
On Hand	Current count in stock
On Order	Count on order from vendor
Committed	Count held for open repair orders or customer orders
Available	On Hand minus Committed = what you can actually sell
List Price	Suggested retail price from the maker
Cost	Your cost for the part
Source	Stocking status (stock, non-stock, special order, etc.)

2.3 Superseded Part Numbers

Makers often update part numbers. When you scan an old part number:

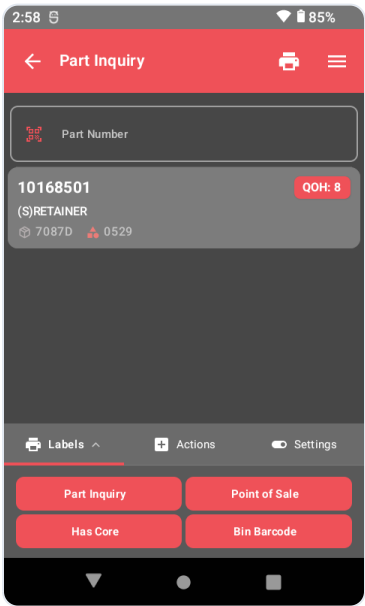
- The system spots it as an old number
- It shows the **current** part number and all its details
- The old number may be shown as a reference

Tip: This is very useful when customers bring in old boxes or guides with outdated part numbers. Scan the old barcode and the system finds the current part.

3. Printing Labels

3.1 Label Types

From Part Inquiry, you can print these label types:



Label Type	What It Shows	When to Use
Part # Barcode	Part number barcode, bin location, description	Replacing missing shelf/bin labels
Point of Sale	Large price, barcode, part number, description	Counter sales, customer-facing labels
Bin Barcode	Bin location barcode	New bin spots, replacing damaged bin labels

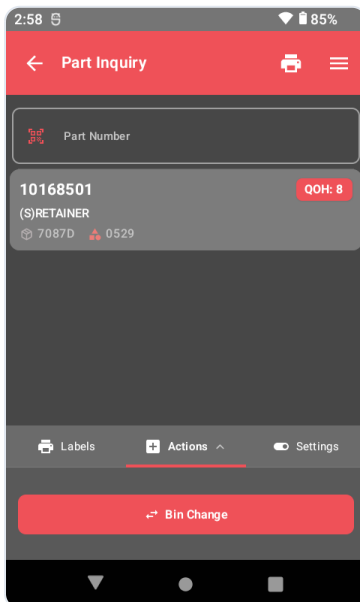
3.2 When to Print Labels

Print labels when you find:

- **Missing labels** - A part on the shelf with no label
- **Damaged labels** - Barcode is torn, faded, or will not scan
- **New bin locations** - Setting up a new bin or moving things around
- **Price tags** - Customer needs to see the price

How to Print a Label

- 1 Scan the part in **Part Inquiry**
- 2 Select the **Labels** tab or button
- 3 Choose the label type you want to print
- 4 The label prints from your scanner's built-in printer



4. Common Use Cases

Finding Where a Part Belongs

You found a part sitting on a counter or out of place:

1. Scan the part barcode
2. Part Inquiry shows the bin location
3. Walk the part to the right bin and put it away

Customer Has Old Part Number

A customer calls with a part number from an old receipt:

1. Scan or type the old part number
2. System shows the current part number
3. Check if it is in stock (on hand, on order)
4. Give the customer the right answer

Replacing Damaged Labels

You see a shelf label that is faded or torn:

1. Scan the part (or type the part number from the shelf tag)
2. Select print label
3. Peel off old label, stick on new one

Quick Stock Check on the Floor

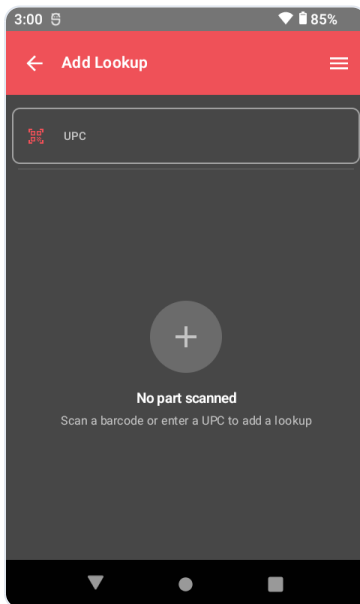
A tech asks if you have a certain part:

1. Scan the part number they give you
2. See count on hand, on order, and committed
3. Give them an answer right away without going back to the counter

5. Add to Lookup (Barcode Cross-Reference)

Not every barcode matches the part number in your DMS. UPC codes, tire barcodes, aftermarket boxes, and retail items often use different numbers. **Add to Lookup** lets you link any scanned barcode to the part number in your DMS.

Once a link is saved, scanning that barcode in *any* ScanIt Parts screen -- Receiving, Part Inquiry, Cycle Counting, Bin Changes, Returns -- will pull up the correct dealer part number.



5.1 How It Works

- 1 You scan a barcode in any scan screen (Receiving, Part Inquiry, Perpetual, Bin Changes, Returns, or Other Items)
- 2 The system checks its lookup database. If the barcode is not found, the **Add to Lookup** dialog pops up: "The UPC does not exist. Please enter the manufacturer part number."
- 3 Scan or type the **dealer part number** -- the number your DMS uses for this item (up to 30 characters, auto-uppercased)

4 Press Enter or tap **Save**. The system confirms "Cross over added!" and the link is saved for good.

5 From now on, scanning that barcode anywhere in ScanIt Parts will show the correct part details from your DMS

Tip: You only need to add a lookup once. After that, every user at your dealership gains from the link. The cross-reference works across all scan screens -- add it during Receiving and it works in Part Inquiry, Cycle Counting, and everywhere else.

5.2 Common Examples

Scenario	What You Scan	What You Enter
AC-Delco UPC	UPC barcode on the AC-Delco box	The GM dealer part number from your DMS
Motorcraft UPC	UPC barcode on the Motorcraft package	The Ford dealer part number from your DMS
Tire barcode	Barcode on the tire sidewall or label	Your DMS tire part number
Accessories	UPC on a hat, shirt, or branded item	The accessory part number in your DMS
Aftermarket parts	Third-party maker barcode	Your dealership's part number for the item
Case/pallet barcode	Barcode on bulk packaging	The single part number inside

AC Delco & Motorcraft — No Setup Needed: ScanIt Parts automatically cross-references AC Delco barcodes to GM part numbers and Motorcraft barcodes to Ford part numbers. This data is pulled daily with no setup. You do NOT need to Add to Lookup for these brands — they work out of the box.

Key Point: Add to Lookup works for *anything* you store in your DMS. If it has a barcode and a DMS part number, you can map it -- parts, tires, gear, merchandise, golf clubs, gift items, or any other product your dealership carries.

Important Details

- **Dealer-specific:** Each dealership has its own lookup database. Your links do not affect other dealers.
- **No duplicates:** If a barcode has already been mapped, scanning it goes straight to the part details -- no prompt appears.

- **No identical matches:** The barcode and part number cannot be the same value.
- **Tracked in reports:** Add Lookup activity shows up as a scan type in the Enterprise Dashboard. Managers can see how many new links are being created.

6. Part Inquiry Reporting

Part Inquiry activity is tracked in the **Parts Per Day** report. It shows how many part lookups each user does per day. This helps managers see how much the scanner is being used for lookups across the team.

The report includes:

- **Lookups per user** - Number of Part Inquiry scans by each person per day
- **Not Found counts** - How many lookups returned no results, helping find data gaps or training needs
- **Daily trends** - Patterns in lookup volume over time

Tip: A high "Not Found" rate may mean outdated barcodes in the field or parts not yet loaded into the DMS. Check these often.

7. Troubleshooting

Problem	Fix
Part not found when scanned	Try typing the number by hand. Check for extra characters. The part may not be in your DMS.
Shows "No Bin Location"	The part does not have a bin set. Use Bin Changes to assign one.
Stock levels seem wrong	Data comes from DMS in real time. Check DMS for recent changes.
Old part number not found	The supersession chain may not be in your DMS. Contact your DMS provider.
Label prints but will not scan	Check print head alignment. Clean the print head. Replace label stock if old.
Pricing not showing	Price data depends on DMS setup. Contact your admin.
Add to Lookup keeps showing for the same barcode	The last lookup may not have saved. Make sure you press Enter or Save after typing the part number. Check WiFi.

"Parts match" error in Add to Lookup

The barcode and part number you typed are the same. Enter the DMS part number, not the same barcode value.

8. Quick Reference

Look Up a Part

Part Inquiry > Scan Part > View Info (bin, stock, price)

Print a Label

Part Inquiry > Scan Part > Labels Tab > Select Label Type > Print

Add a Barcode Cross-Reference

On the scanner, open **Add Lookup** from the main menu, scan the barcode, enter the DMS part number, and save. (There is no "Scan Unknown Barcode" button and no "Any Scan Screen" menu.)

Details You Can See

- Part number and description
- Bin location
- On hand / On order / Committed / Available
- List price and cost
- Source (stock, non-stock, special order)
- Superseded part numbers

Label Types You Can Print

- **Part # Barcode** - Shelf/bin labels
- **Point of Sale** - Customer-facing price labels
- **Bin Barcode** - Bin location labels

Part Inquiry

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