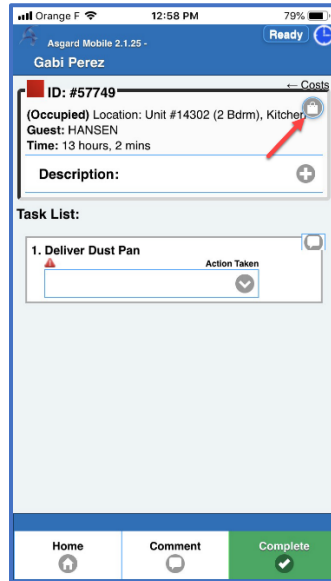


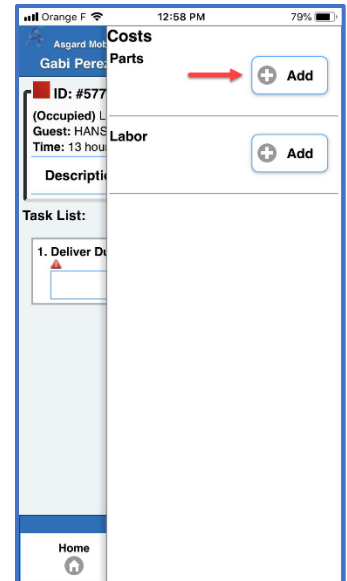
## Adding Parts to Work Orders Using Bar Codes

Follow the steps below to add parts to a work order on AsgardMobile, before clicking the Complete button. Bar codes must be configured for your site's parts list. Only bar codes that are already loaded into Asgard will work to add parts to a work order. For assistance with setting up bar codes or using AsgardMobile, please contact [support@katanasoft.com](mailto:support@katanasoft.com).

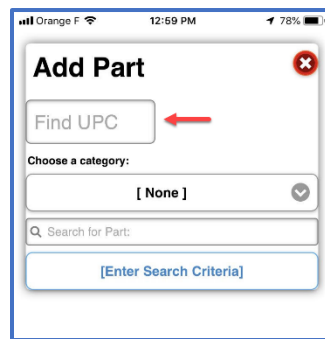
**Step 1:** On the mobile device, tap on the work order to open the Task List screen. Swipe the **Costs** button, in the upper right-hand corner, to open the **Parts** and **Labor** pane.



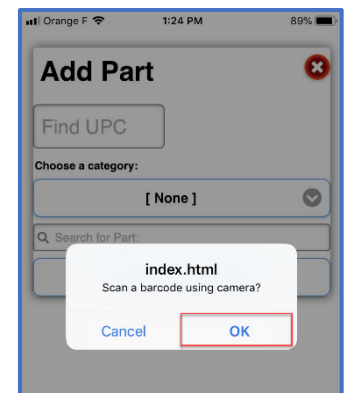
Tap the **Add** button.



**Step 2:** Tap in the **Find UPC** field to activate the bar code scanner.



Tap **OK** to allow your device camera to activate.

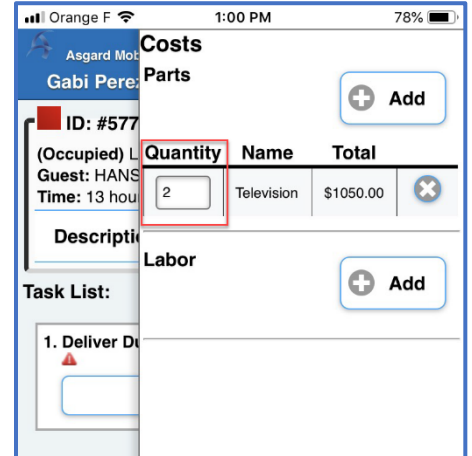


**Step 3:** Align the red line over the center of the bar code. The scanner will automatically add the associated part to the work order.



Note: The part is immediately deducted from available inventory from the default stockroom.

**Step 4:** To edit the quantity, swipe to reopen the **Costs** pane and change the quantity as needed.



Note: You only need to return to the costs screen if you used more than one of any part.