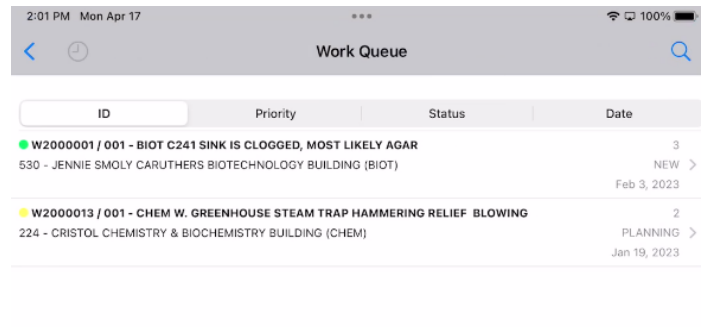


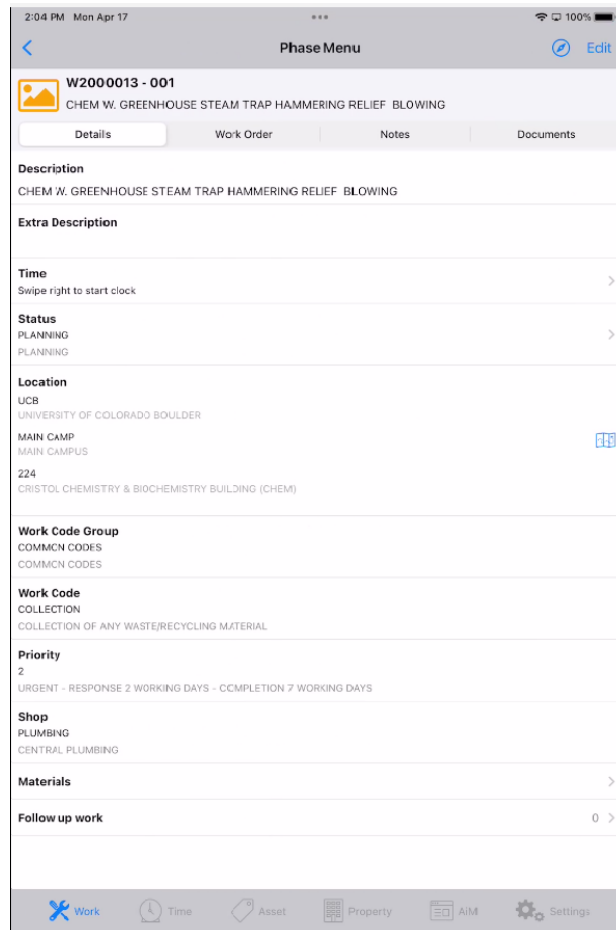
## Adding Shop Stock with Go Work Management

Go Work Management allows a technician to access the Work Orders and Phases they are assigned to. As part of that assignment, they can also record Shop Stock against those Work Order/Phases.

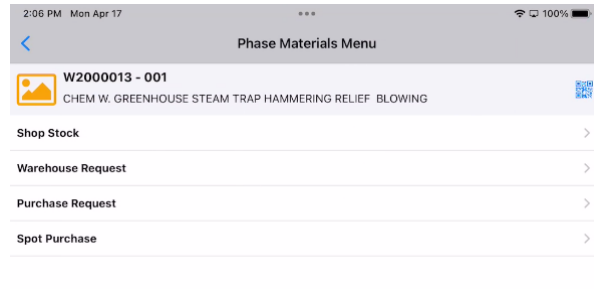
1. Launch Go Work Management and log in. Find the Work Order Phase to enter the Shop Stock on either in the Work Queue screen (pictured below) or Daily Assignment screen.



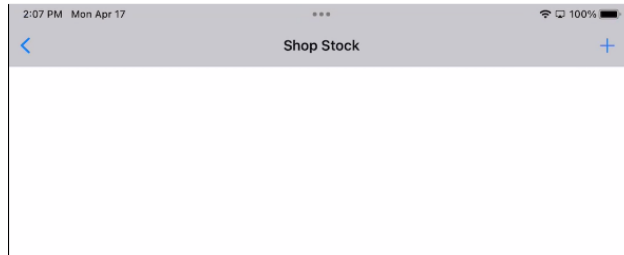
2. Tap the Work Order/Phase.



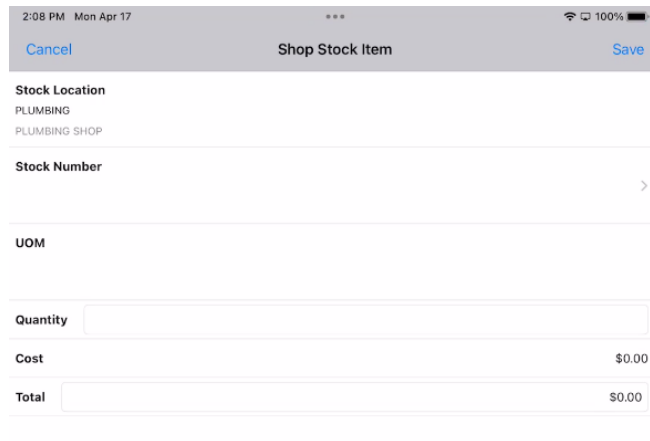
3. Tap the ">" on the Materials line.



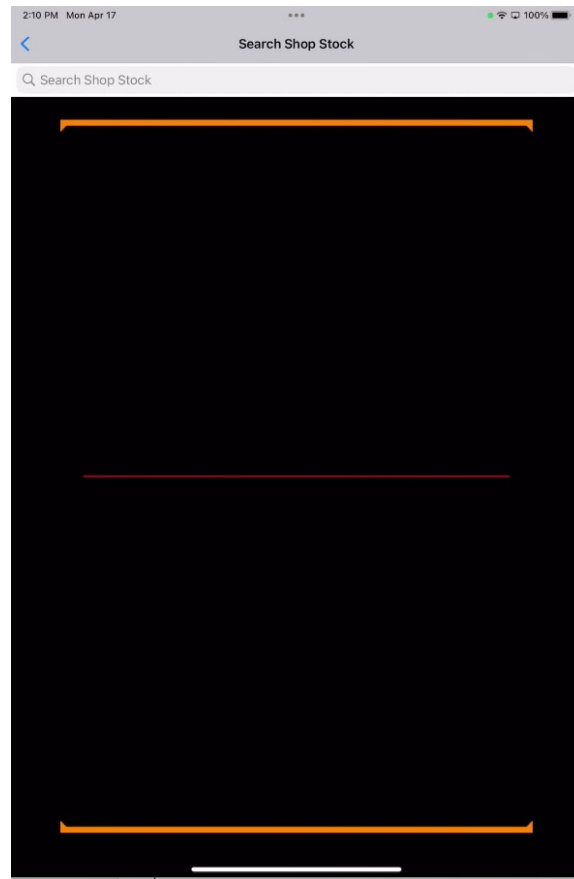
4. Tap the Shop Stock line.




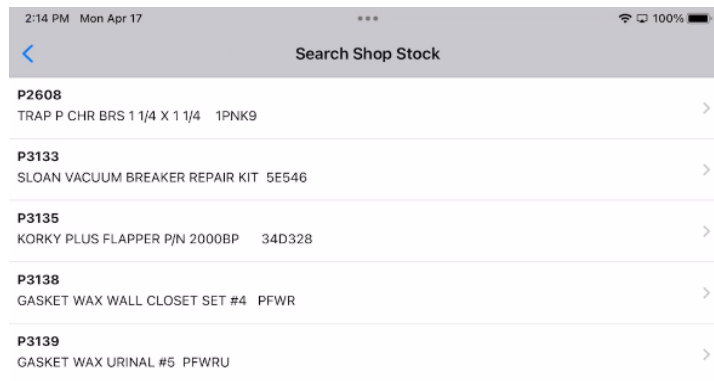
5. The screen will be blank if this is the first entry. Tap the “+” in the upper right corn to start a new entry.



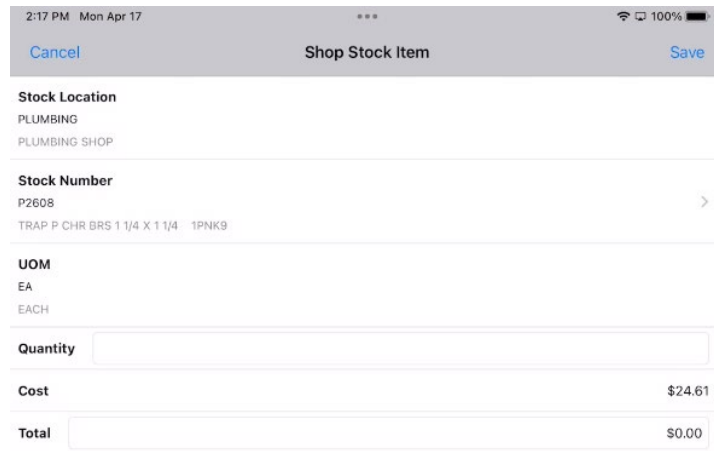
6. Tap the “>” on the Stock Number line to find a Shop Stock item.



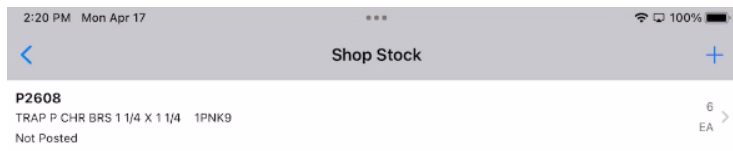
7. On this screen you can scan a bar code if available, or you can search the Shop Stock by entering your search criteria in the "Search Shop Stock" line at the top of the screen. Tapping on the line and then tapping the  button. This will list all Shop Stock items.



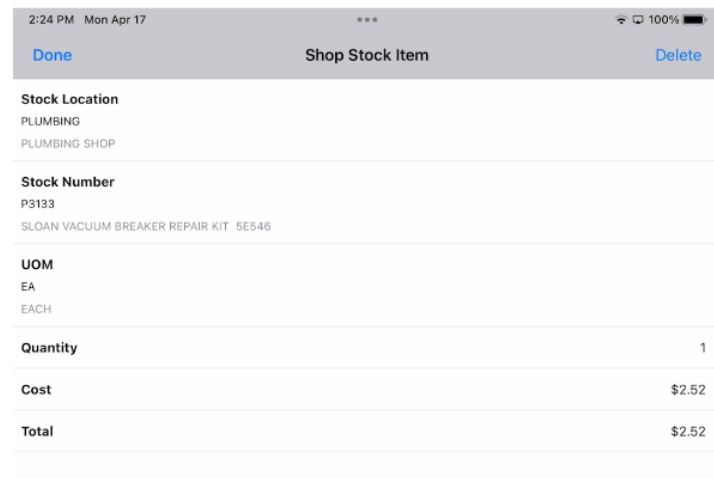
8. Tap the item to add. This will return you to the Shop Stock Item screen with the Stock Number filled in.



- Enter the Quantity to be added to the Shop Stock transaction. The total will be calculated automatically. Tap Save to keep the transaction. (Cancel will abort the transaction.)



**Note:** *Eah transaction will be marked as “Not Posted” (example above) or “Posted” (after it has been approved). Neither transaction can be edited in Go, but a Not Posted transaction can be deleted (by tapping Delete). Beware, the system deletes with transaction without asking for confirmation.*



- From the Shop Stock screen, if done tap the “<”. To add another item tap the “+”.