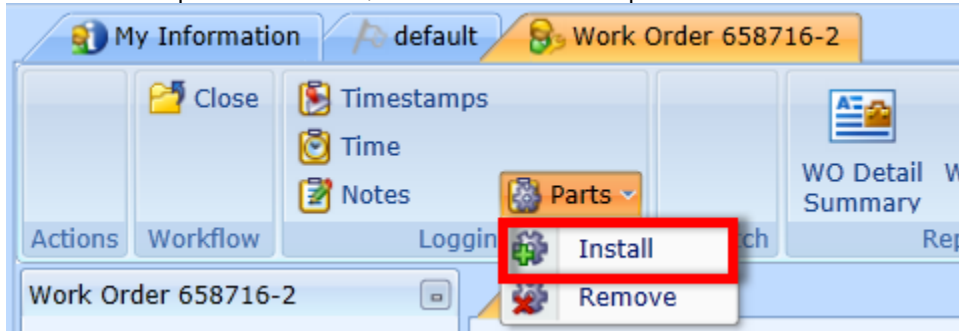**GoServicePro - Install a Part**

This process is completed by Service Partners using GoServicePro.

This document reviews the steps to systematically install a part into the sign.

Video: GoServicePro for Field Service: Install a Part

1. From the open Work Order, click on the Parts dropdown in the ribbon and choose Install.


2. Use Part From: Choose Part Order (default) or Inventory from the dropdown.
    *   **Part Order**: Part is coming from a Part Order on the Work Order.
    *   **Inventory**: Part is coming from Truck Stock.

3. Click the Magnifying Glass next to Part Number.
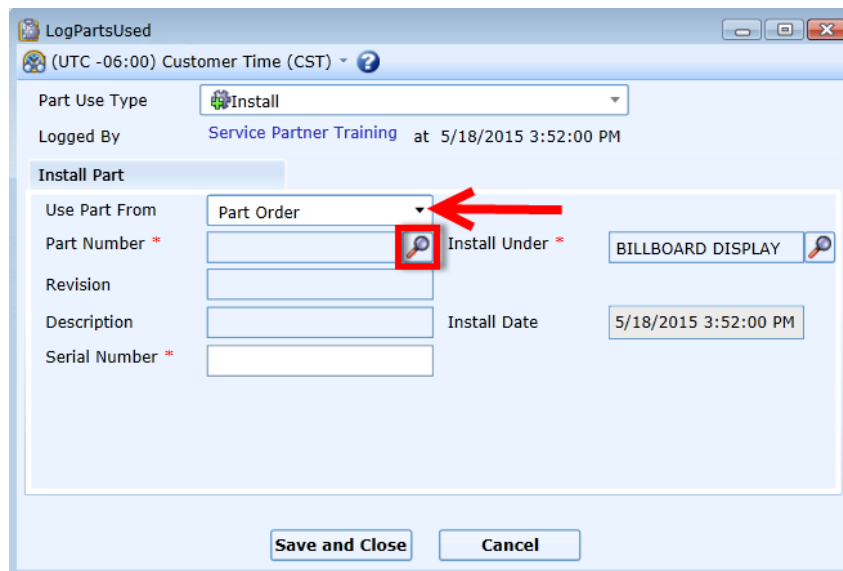
4. Locate the part you are installing.
    *   **Inventory**: Search by part number.
    *   **Part Order**: Will see a list of Part Orders on the Work Order.

5. Click on the appropriate line to highlight.

6. Click the Select and Close button.
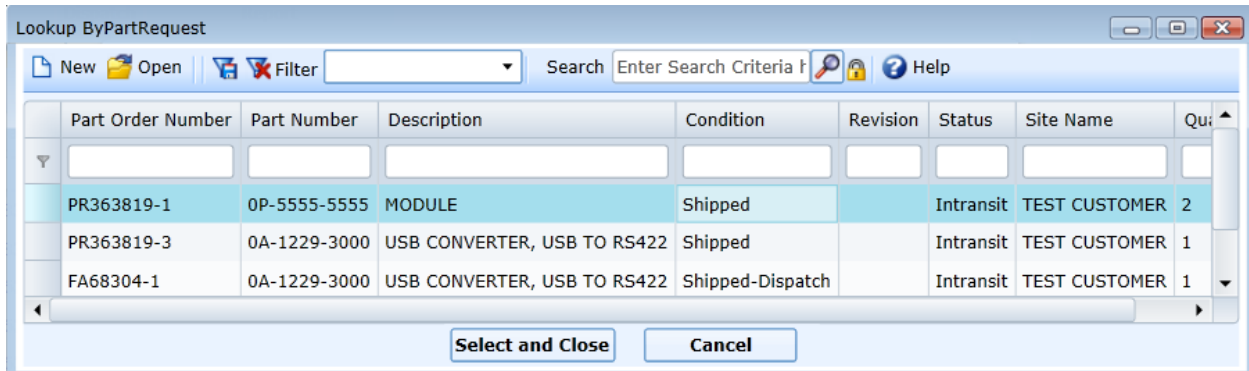
7. If the part is:
- Serialized: Select the correct Serial Number from the dropdown (as needed).
- Non-Serialized: Enter quantity or adjust via the up/down arrows.

8. Install Under: Will default with the high level part from the Case.

9. Install Date: Defaults to today.

10. Click the Save and Close button.

11. Review the Part Order Details.
- The Part Order line will now be at a Status of **Request Satisfied** and a Condition of **Closed**.
- If the Order ID starts with:
  - PR = Part Order was created at corporate.
  - FA = Part Order was created in the field.

12. To see only the Part Orders that still need to be transacted, type "PR" in the Order ID column search and "Intransit" in the Status column search.

*Note: If the part is left onsite, missing, damaged, or wrong, please contact your Field Service Lead or Dispatch for assistance.