

Adding a Product with a Serial Number

Note: Products cannot be both serialized and un-serialized. If the Product was previously used as an un-serialized product, you cannot modify it to be serialized.


To add a product with a serial number:

1. Click **Product Catalog**.

The screenshot shows the Avontus Quantify software interface. The 'Product Catalog...' button in the top menu bar is highlighted with a red arrow and the text 'Click here'. The main window displays a table of products with columns for Part Number, Serial Number, Description, Owner, Available, On Rent, New, Reserved, and In Transit. The table lists various items such as COUPLING PIN, CROSS BRACE, GOOSER, and GUARDRAIL.

Part Number	Serial Number	Description	Owner	Available	On Rent	New	Reserved	In Transit
0007-117		COUPLING PIN (1.69")			179			
0010-02-07		CROSS BRACE 7 @ 2' STUD SPACING		39	164			
0010-02-10		CROSS BRACE 10' @ 2' STUD SPACING		547	14			
0010-04-07		CROSS BRACE 7 @ 4' STUD SPACING		39	12			
0010-04-10		CROSS BRACE 10' @ 4' STUD SPACING	Equipment Depot	170	5			
0010-04-10		CROSS BRACE 10' @ 4' STUD SPACING		-52	56			
0019-47-507		GOOSER (SQUARING) BRACE - 5'W X 7'L TOWER		73	25			
0019-47-510		GOOSER (SQUARING) BRACE - 5'W X 10'L TWR		-6	101			
0022-01-05		GUARDRAIL 5'		705	55			
0022-01-05		GUARDRAIL 5'	Scaff Rent	6			2	
0022-01-07		GUARDRAIL 7'		371	45			
0022-25-10		GUARDRAIL 10'		312	10			
0023-138		GUARDRAIL POST 1.69" X 45		270	53			
0026-772		CASTER, 8" RUBBER WHEEL W2" /SNAP PIN		270	45			
0026-835		CASTER, 5" 250# W/ 2" SNAP PIN		49	45			
0032-086		SCREWJACK W/BASE PLATE - 1.69" FRAME		52	45			
0042-035		LEDGER PLATFORM REST 5' WIDE		504	5			
0042-093		GUARDRAIL, INSIDE STEP UNIT		458	45			
0042-094		GUARDRAIL, OUTSIDE STEP UNIT		81	4			
0042-221		STEP UNIT - 24" WIDE FOR 5X6"4" FRAME		82	5			
0042-400		LADDER SUPPORT BRACKET (SAU STYLE)		91	5			

The *Product Catalog* appears.

2. Click the **Add** button (). This opens an empty row that can be used for the new item.

The screenshot shows the 'Product Catalog' window with a detailed view of the product list. The 'Add' button (green plus sign icon) in the top toolbar is highlighted with a red arrow and the text 'Click here'. The table displays columns for Part Number, Description, Weight, Model No., Category, List, Cost, Last Cost, Avg. Cost, Service, and Serial Number.

Part Number	Description	Weight	Model No.	Category	List	Cost	Last Cost	Avg. Cost	Service	Serial
0007-117	COUPLING PIN (1.69")	1.00		Dohickies	\$2.97		\$42.00	\$42.00	<input type="checkbox"/>	
0010-02-07	CROSS BRACE 7 @ 2' STUD SPACING	12.00		Dohickies	\$23.51				<input type="checkbox"/>	
0010-02-10	CROSS BRACE 10' @ 2' STUD SPACING	16.50		Dohickies	\$28.46				<input type="checkbox"/>	
0010-04-07	CROSS BRACE 7 @ 4' STUD SPACING	12.00		Dohickies	\$23.51				<input type="checkbox"/>	
0010-04-10	CROSS BRACE 10' @ 4' STUD SPACING	16.50		Dohickies	\$28.46				<input type="checkbox"/>	
0019-47-507	GOOSER (SQUARING) BRACE - 5'W X 7'L TOWER	13.00		Brace	\$57.37				<input type="checkbox"/>	
0019-47-510	GOOSER (SQUARING) BRACE - 5'W X 10'L TWR	20.00		Brace	\$67.02				<input type="checkbox"/>	
0022-01-05	GUARDRAIL 5'	4.00			\$11.14		\$64.00	\$64.00	<input type="checkbox"/>	
0022-01-07	GUARDRAIL 7'	5.25			\$100.00				<input type="checkbox"/>	
0022-25-10	GUARDRAIL 10'	8.00			\$17.82		\$52.00	\$52.00	<input type="checkbox"/>	
0023-138	GUARDRAIL POST 1.69" X 45	5.75			\$12.38				<input type="checkbox"/>	

3. Click in the **Part Number** text field and enter the part number for the new item
4. Click in the **Description** text field and enter a description for the new item.
5. Click the **Serial Number** button for the new product.


Product Catalog

Viewing parts in all catalogs

Part Number	Description	Weight	Model No.	Category	List	Cost	Last Cost	Avg. Cost	Service	Serial
TB7	7 Toe Board (Steel)	19.00							<input type="checkbox"/>	
TBC	Toe Board Clip (For Wood)	0.05							<input type="checkbox"/>	
TBCA	Corner Toe Board Adaptor (For Wood)	0.82							<input type="checkbox"/>	
THS	"S" Truss Hanger	5.00							<input type="checkbox"/>	
THU	"U" Truss Hanger	5.00							<input type="checkbox"/>	
TP	Toggle Pin	0.12							<input type="checkbox"/>	
TS5		9.50							<input type="checkbox"/>	
UH		3.50							<input type="checkbox"/>	
WN	Wing Nut	0.12							<input type="checkbox"/>	
zzzz5	New Part	1.00			\$5.00	\$4.00			<input type="checkbox"/>	

Products: 351

The *part number – part description* dialog appears.

6. Click the **Add** button () to add individual serial numbers for the new product.

zzzz6 - Another New Doohicky

Serial Number	Asset Tag	Location	Stocked As	Manuf. Serial No.	Inspection Status	Next Inspe
Click appropriate row						

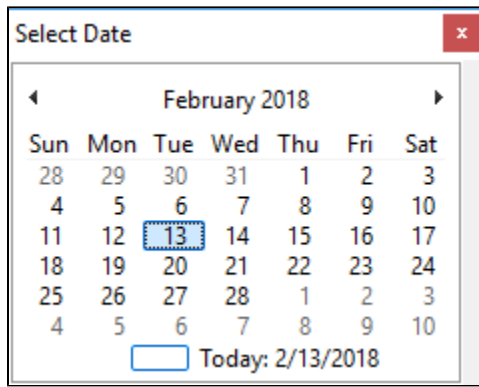
Items: 0

The *Serial Number for Product* dialog appears.

7. Click in the **Serial Number** text field and enter the unique serial number for the new product.

8. Click the **Last Inspection** calendar icon ().

A calendar appears.



9. Locate and click the appropriate date.

10. Click the **Next Inspection** calendar icon ()

A calendar appears.

11. Locate and click the appropriate date.

12. Click the **Warranty Expiration** calendar icon ()

A calendar appears.

13. Locate and click the appropriate date.

14. If the new product is to be re-rented, click the **Owner** dropdown and select the owner.

NOTE: The Owner should only be entered if that specific serial number is Re-Rented. For more information about Re-Rented materials please see the articles on [Working with Re-Rented Materials](#).

15. Enter any other information as necessary.

16. Click **OK** if you are done.

Note: If you want to add more serial numbers, click **Add Next**.

17. End exit the *Serial Number* dialog.

