

PARTS LOCATOR

Quick Start Guide

Organise. Find. Track.

A practical introduction to setting up your storage locations, adding parts, finding items quickly, managing stock and protecting your data.

Windows Desktop**Version 2.1.2****Perpetual Paid Licences**

Recommended first-time setup: 10–15 minutes

1. What Parts Locator Does

Parts Locator is designed to help you keep track of components, spare parts, tools and other stored items. Each item can be linked to a physical storage location, photographed and assigned a stock quantity.

- Find stored items quickly using Search.
- Record rack, shelf, drawer, bin or other storage locations.
- Attach a photo to make identification easier.
- Increase or decrease quantities as stock moves.
- Identify low-stock items and items that need restocking.
- Create portable exports and full backups of your inventory.

2. First Launch

After installing Parts Locator, open the application from Windows. The Dashboard is your starting point and gives access to the main inventory functions.

Licence status

The Free edition can store up to 10 parts. Paid licences increase the part limit and are perpetual. Once a paid licence has been activated on the computer, it can remain active offline using the locally verified licence certificate.

Licence	Part limit	Price
Free	10	€0
Bronze	50	€5.00
Silver	100	€8.00
Gold	200	€10.00
Platinum	Unlimited	€12.99

3. Set Up Your Storage Locations

Before adding a large number of parts, create a simple and consistent location system. Use names that make sense when you are standing in front of the storage area.

1. Open Locations.
2. Create the locations used in your workshop, store room or parts area.
3. Use clear identifiers such as Rack A, Shelf 2, Drawer 04 or Bin B12.
4. Keep the same naming convention throughout the inventory.

Example: Rack A → Shelf 2 → Drawer 04 → Bin B12

4. Add Your First Part

5. Open Inventory and choose the option to add a new part.
6. Enter a clear part name and any useful description or identifying information.
7. Assign the correct storage location.

8. Enter the current quantity.
9. Add a photograph where useful. Photos make visual identification much faster.
10. Save the part.

Tip: use consistent descriptions. For example, instead of several variations of “resistor”, use a predictable format such as “Resistor 10kΩ 1/4W”.

5. Find a Part

Use Search when you need to locate an item. Search results can be opened to view the full part details and a larger photograph.

11. Open Search.
12. Enter the part name, description, code or other identifying information.
13. Select the required result.
14. Check the location, quantity and photograph before collecting the item.

6. Adjust Stock

When viewing a part, you can update its stock without having to recreate or manually edit the complete record.

- Take 1 — reduces the recorded quantity by one.
- Add 1 — increases the recorded quantity by one.
- Exact quantity — set the stock to the actual quantity counted.

Keeping quantities updated as items are used or replenished makes the Low Stock and Restock functions significantly more useful.

7. Low Stock and Restocking

Use the Low Stock and Restock areas to identify items that require attention. Review these regularly if Parts Locator is being used as an operational stock tool.

8. Photos

Photographs are stored with your Parts Locator data and can be enlarged from the part details view. New photographs are resized by the application to keep storage requirements reasonable.

- Photograph the actual item where possible.
- Use a clear background and adequate lighting.
- Make identifying labels or markings visible.

9. Backup Your Data

Backups are strongly recommended, particularly after adding a significant number of parts or photographs.

Full JSON backup

Use the application's full backup function when you want a comprehensive backup of your Parts Locator data, including photographs and supported licence metadata.

Portable ZIP export

The portable export creates a ZIP package containing the inventory CSV together with the associated image files. This is useful when moving or reviewing inventory data.

CSV import

CSV files can be imported into Parts Locator. A CSV can also reference images using ImagePath; when required, Parts Locator can ask you to select the corresponding image folder.

Important: Keep at least one recent backup somewhere other than the computer running Parts Locator.

10. Licence Upgrades

If you reach your current part limit, open the licence/upgrade area and select a higher tier. Only valid upgrades above the currently active tier are offered.

- Free → Bronze, Silver, Gold or Platinum
- Bronze → Silver, Gold or Platinum
- Silver → Gold or Platinum
- Gold → Platinum
- Platinum → highest tier; no further upgrade is required

Licence activation is bound to the installation/device. The application displays its Device ID in the licence area; keep this information available if you need licence support.

11. A Good First-Time Workflow

Step	Action	Purpose
1	Create locations	Set up your racks, shelves, drawers and bins.
2	Add parts	Enter the item, quantity, location and photograph.
3	Search	Confirm that you can find and identify the item quickly.
4	Adjust stock	Use Take 1, Add 1 or set an exact quantity.
5	Review low stock	Check which items need replenishment.
6	Back up	Create a full backup after your initial setup.

12. Quick Troubleshooting

Issue	What to check
I cannot add another part.	Check your active licence tier and its part limit.
My paid licence shows offline mode.	This is expected when the licence server cannot be reached. A valid paid licence remains active offline.
I cannot select a lower licence tier.	Parts Locator supports upgrades only; same-tier and downgrade requests are disabled.
I need to move inventory data.	Create a full backup or portable ZIP export before moving data.
An imported image is missing.	Check the CSV ImagePath and select the correct image folder when prompted.

13. Before You Start Using Parts Locator Daily

- Use a consistent location naming system.
- Add clear photographs to important or similar-looking parts.
- Keep quantities updated when stock is taken or replenished.
- Create regular backups.
- Store a backup separately from the main PC.

Parts Locator

Know exactly where every part is.

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