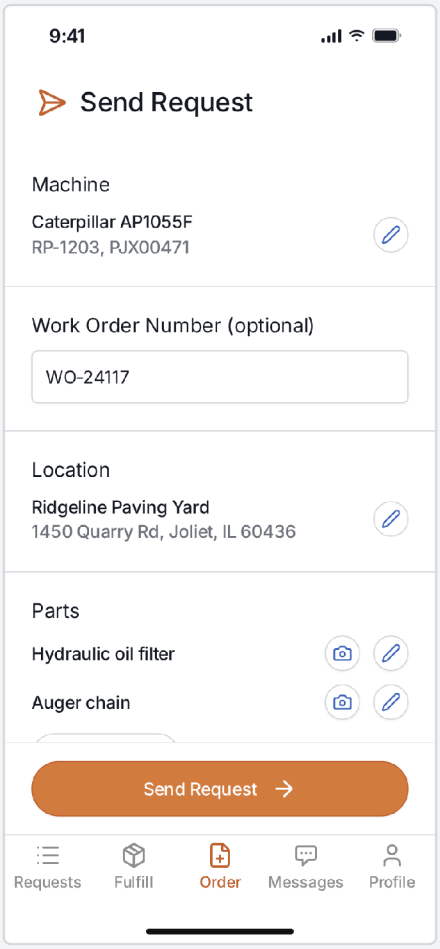
# Ask for a part with the form

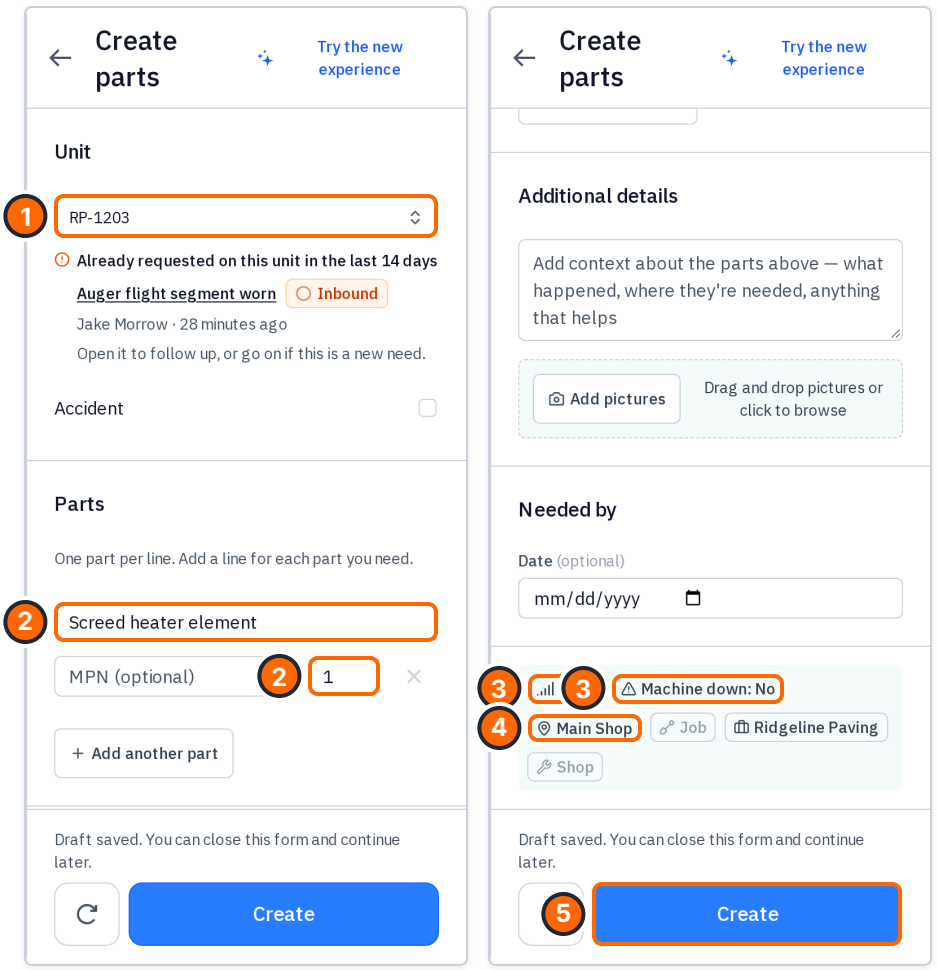
Fill in the request yourself: the unit, each part and how many, the priority, if the machine is down, and where the parts go.

BEFORE · PARTS HUB




Before, the app asked one question per screen, then ended on **Send Request**. *Redrawn from the old screen.*

NOW · GEARFLOW




1. Tap **+**, then **Create request** › **Parts request**, then **Enter manually**. Under **Unit**, pick the unit.
2. Under **Parts**, type what the part is, the part number if you have it, and how many. Tap **Add another part** for each line.
3. Set the priority (Urgent, High, Medium or Low), and tap **Machine down?** to pick Yes or No.
4. Pick where the parts go (your location).
5. Tap **Create**.

**Tip:** Gearflow saves your draft as you type, so you can close the form and finish later. If the unit already has a request from the last 14 days, the form says so. Open that request to follow up.

**What changed:** All the request is on one screen, and your draft is kept until you tap **Create**.