

KB Automation Stock List Instructions

Below are step-by-step instructions on how to navigate the KB Automation Stock List*

1. Turn on the filter

Our stock list is in real-time so our customers are able to see what parts we have, when we have them. To facilitate your search, we recommend turning on the filter. This will prevent you seeing actions made by our Administrator.

2. Use the filter to find the part you need

When entering the part number, the filter automatically suggests which parts are on our Stock List. This allows you find the correct part number faster.

3. Save to Favourites

To always have our Stock List ready to go, we recommend adding it to your 'Favourites' tab. If you save it after turning on the filters, they will be preloaded the next time you log in making it even quicker to find what you need.

* We do not recommend using "Ctrl + F", as incorrect part number input may prevent you from sourcing what you need, even if it is on our Stock List

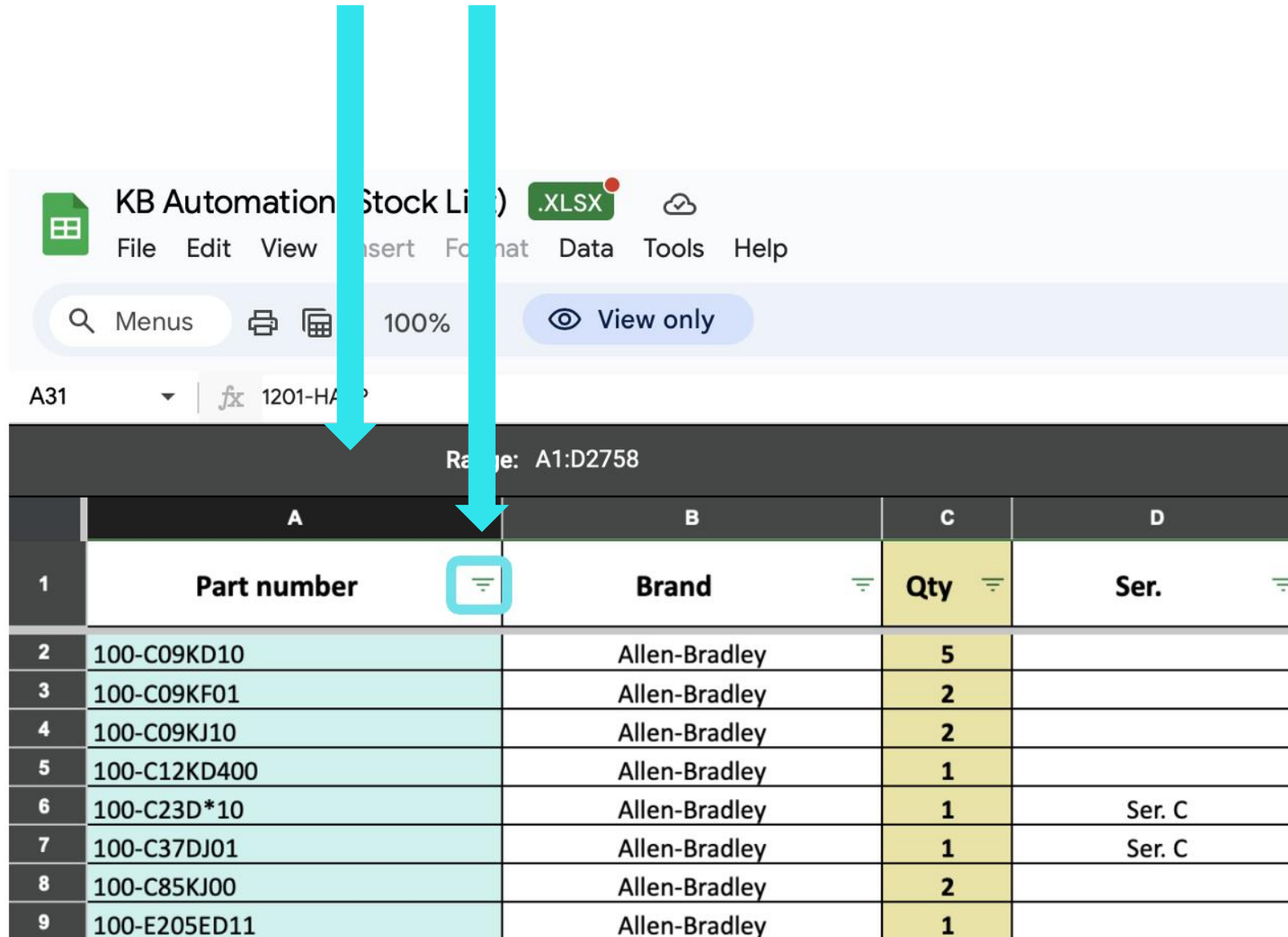
Turn on the filter

Select following: **Data** → **Filter views** → **Create new temporary filter view**

The screenshot shows the Microsoft Excel interface for a file named 'KB Automation (Stock List)'. The 'Data' tab is selected in the ribbon. The 'Filter views' option is highlighted in the 'Data' dropdown menu, and its sub-menu is open, showing 'Create new temporary filter view' as the selected option. The spreadsheet data is as follows:

	A
1	Part number
2	100-C09KD10
3	100-C09KF01
4	100-C09KJ10
5	100-C12KD400


When the filter is turned on, a grey frame will appear on the indicated search column



The image shows a screenshot of an Excel spreadsheet titled "KB Automation (Stock List) .XLSX". The spreadsheet has a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", and "Help". Below the menu bar, there is a search bar with "Menus", a printer icon, a grid icon, "100%", and a "View only" button. The active cell is A31, containing the formula "1201-HA". The spreadsheet data is as follows:

Range: A1:D2758				
	A	B	C	D
1	Part number	Brand	Qty	Ser.
2	100-C09KD10	Allen-Bradley	5	
3	100-C09KF01	Allen-Bradley	2	
4	100-C09KJ10	Allen-Bradley	2	
5	100-C12KD400	Allen-Bradley	1	
6	100-C23D*10	Allen-Bradley	1	Ser. C
7	100-C37DJ01	Allen-Bradley	1	Ser. C
8	100-C85KJ00	Allen-Bradley	2	
9	100-E205ED11	Allen-Bradley	1	

Use the filter to find the part you need

1. Select the filter icon  in the column header
2. Uncheck (**Clear**) all the fields

Range: A1:D2758

	A	B	C	D	G
1	Part number	Brand	Qty	Ser.	Alternative part number
2	100-C09KD10	Sort A → Z			
3	100-C09KF01	Sort Z → A			
4	100-C09KJ10	Sort by colour			
5	100-C12KD400	Filter by colour			
6	100-C23D*10	Filter by condition		Ser. C	
7	100-C37DJ01	Filter by values		Ser. C	
8	100-C85KJ00	Select all - Clear			
9	100-E205ED11				
10	100-E265ED11			Ser. B	
11	100-K05ZJ400				
12	100-K12KF10				
13	100-KW454				
14	100S-C09D14BC				
15	100S-C09EJ23BC				
16	100S-C09EJ23C	<input checked="" type="checkbox"/> 3103			
17	100S-C09EJ422C	<input checked="" type="checkbox"/> 3108		Ser. B	
18	100S-C16EJ23BC	<input checked="" type="checkbox"/> 4131		Ser. C	
19	100S-C30D22C	<input checked="" type="checkbox"/> 24727		Ser. C	
20	100S-C30DJ04C			Ser. C	
21	100S-C30EJ22BC			Ser. C	
22	100S-C37EJ14BC			Ser. C	
23	100S-C37EJ22C			Ser. C	
24	100S-C37EJ22BC			Ser. C	
25	100S-C60DJ22C			Ser. B	

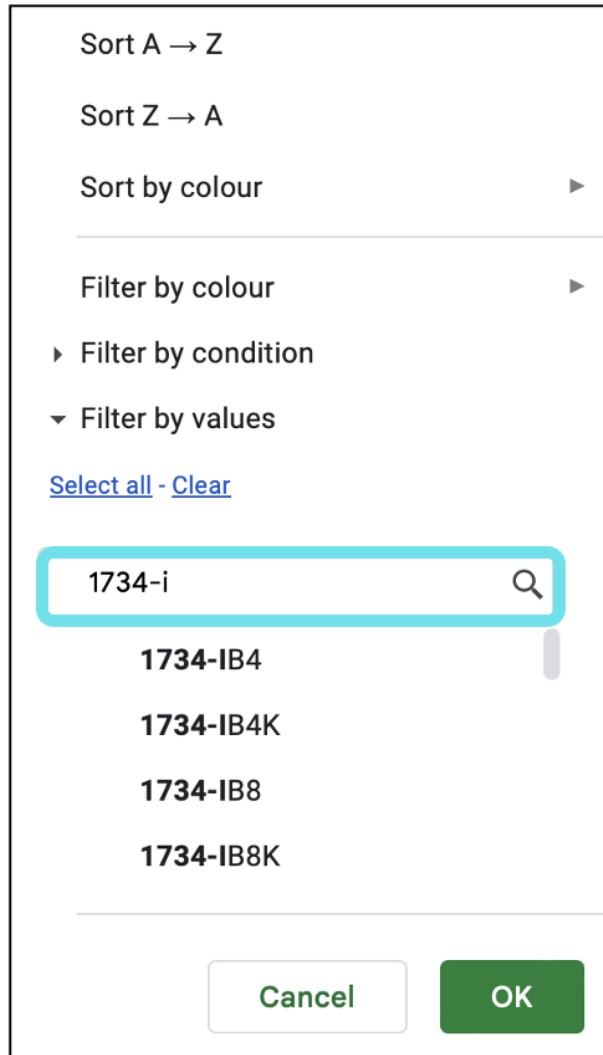


Range: A1:D2758

	A	B	C	D	G
1	Part number	Brand	Qty	Ser.	Alternative part number
177	1734-IB8	Sort A → Z		Ser. D	
178	1734-IB8	Sort Z → A		Ser. C	
179	1734-IB8	Sort by colour		Ser. D	
180	1734-IB8K	Filter by colour		Ser. D	
181	1734-IB8S	Filter by condition		Ser. B	
182	1734-IB8S	Filter by values		Ser. B	
183	1734-IB8S	Select all - Clear		Ser. B	
184	1734-IB8SK			Ser. B	
185	1734-IE2C			Ser. C	
186	1734-IE2CK			Ser. C	
187	1734-IE2V			Ser. C	
188	1734-IE4C			Ser. C	
189	1734-IE4C			Ser. C	
190	1734-IE8CK			Ser. C	
191	1734-IJ			Ser. C	
192	1734-IK	<input checked="" type="checkbox"/> 3103		Ser. C	
193	1734-IR2	<input checked="" type="checkbox"/> 3108		Ser. C	
194	1734-IT2I	<input checked="" type="checkbox"/> 4131		Ser. C	
195	1734-IT2I	<input checked="" type="checkbox"/> 24727		Ser. C	
196	1734-MB			Ser. C	
197	1734-OB4E			Ser. C	
198	1734-OB4E			Ser. C	
199	1734-OB4E			Ser. C	
200	1734-OB4K			Ser. C	

3. Start typing the number of the part you are looking for, then **select it → OK.**

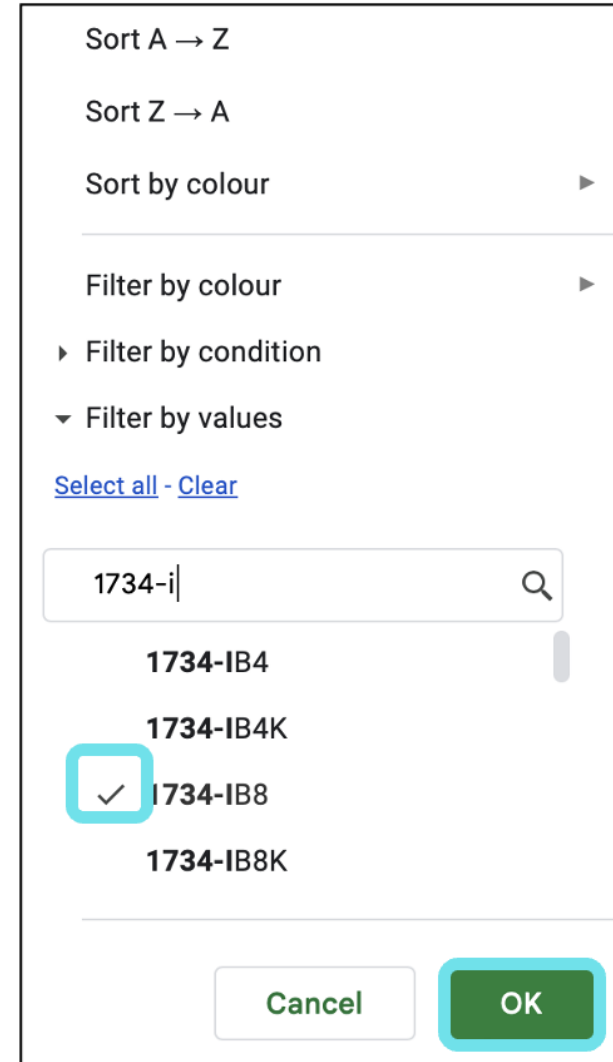
The filter will start to show all part numbers that contain the figures you enter. If there is no suggestion as you type, then the part is not currently in our Stock List or there may be a typing error.



Sort A → Z
Sort Z → A
Sort by colour ▶
Filter by colour ▶
▶ Filter by condition
▼ Filter by values
[Select all](#) - [Clear](#)

1734-IB4
1734-IB4K
1734-IB8
1734-IB8K

Cancel OK



Sort A → Z
Sort Z → A
Sort by colour ▶
Filter by colour ▶
▶ Filter by condition
▼ Filter by values
[Select all](#) - [Clear](#)

1734-IB4
1734-IB4K
 1734-IB8
1734-IB8K

Cancel OK

4. Now all options of the part number you are looking for that we have in stock are shown.

Range: A1:D2758

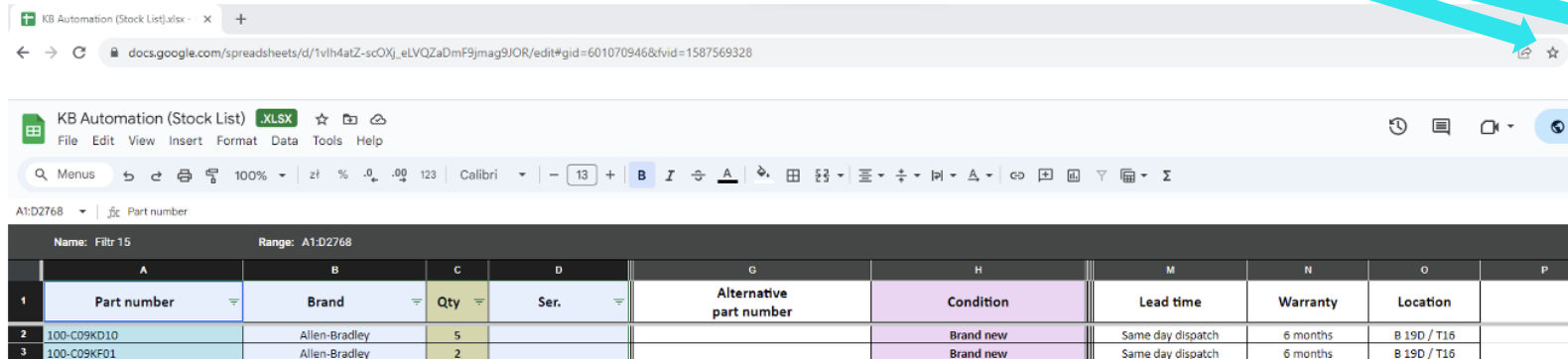
	A	B	C	D	G	H	M	N	O
1	Part number	Brand	Qty	Ser.	Alternative part number	Condition	Lead time	Warranty	Location
177	1734-IB8	Allen-Bradley	1	Ser. D		New, no box	Same day dispatch	6 months	B 19C / C18
178	1734-IB8	Allen-Bradley	9	Ser. C		Pre-owned	Same day dispatch	6 months	B 19C / C22
179	1734-IB8	Allen-Bradley	107	Ser. D		Brand new	Same day dispatch	6 months	B 19C / C22

5. If you want to search for a different part number, you need to follow the steps and **Select the filter** in the column header → **Clear** → **Enter** new part number → **Select** → **OK**.

Save to Favourites

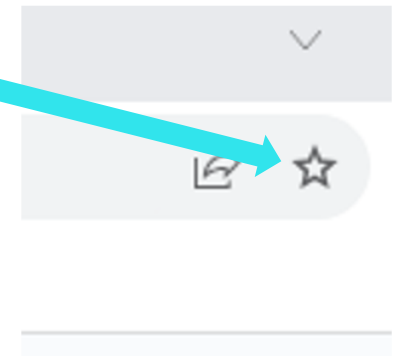
For Windows

Click the **Star** in the top right corner of the window.



The screenshot shows a Google Sheets window titled "KB Automation (Stock List) .XLSX". The browser address bar shows the URL: docs.google.com/spreadsheets/d/1v1h4atZ-scOXj_eLVQZaDmF9jmag9JOR/edit#gid=601070946&fvid=1587569328. The spreadsheet has a menu bar (File, Edit, View, Insert, Format, Data, Tools, Help) and a toolbar with various editing tools. The active cell is A1:D2768. The spreadsheet data is as follows:

	A	B	C	D	G	H	M	N	O	P
1	Part number	Brand	Qty	Ser.	Alternative part number	Condition	Lead time	Warranty	Location	
2	100-C09KD10	Allen-Bradley	5			Brand new	Same day dispatch	6 months	B 19D / T16	
3	100-C09KF01	Allen-Bradley	2			Brand new	Same day dispatch	6 months	B 19D / T16	

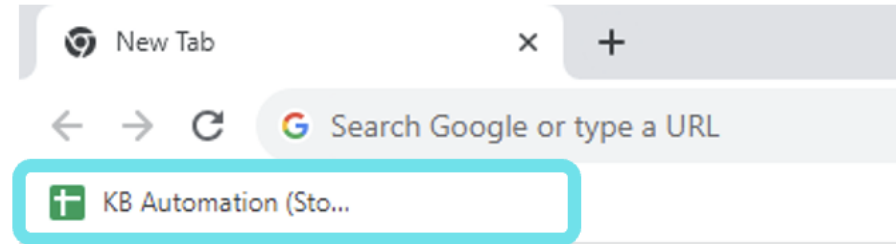


Bookmark the file → Done

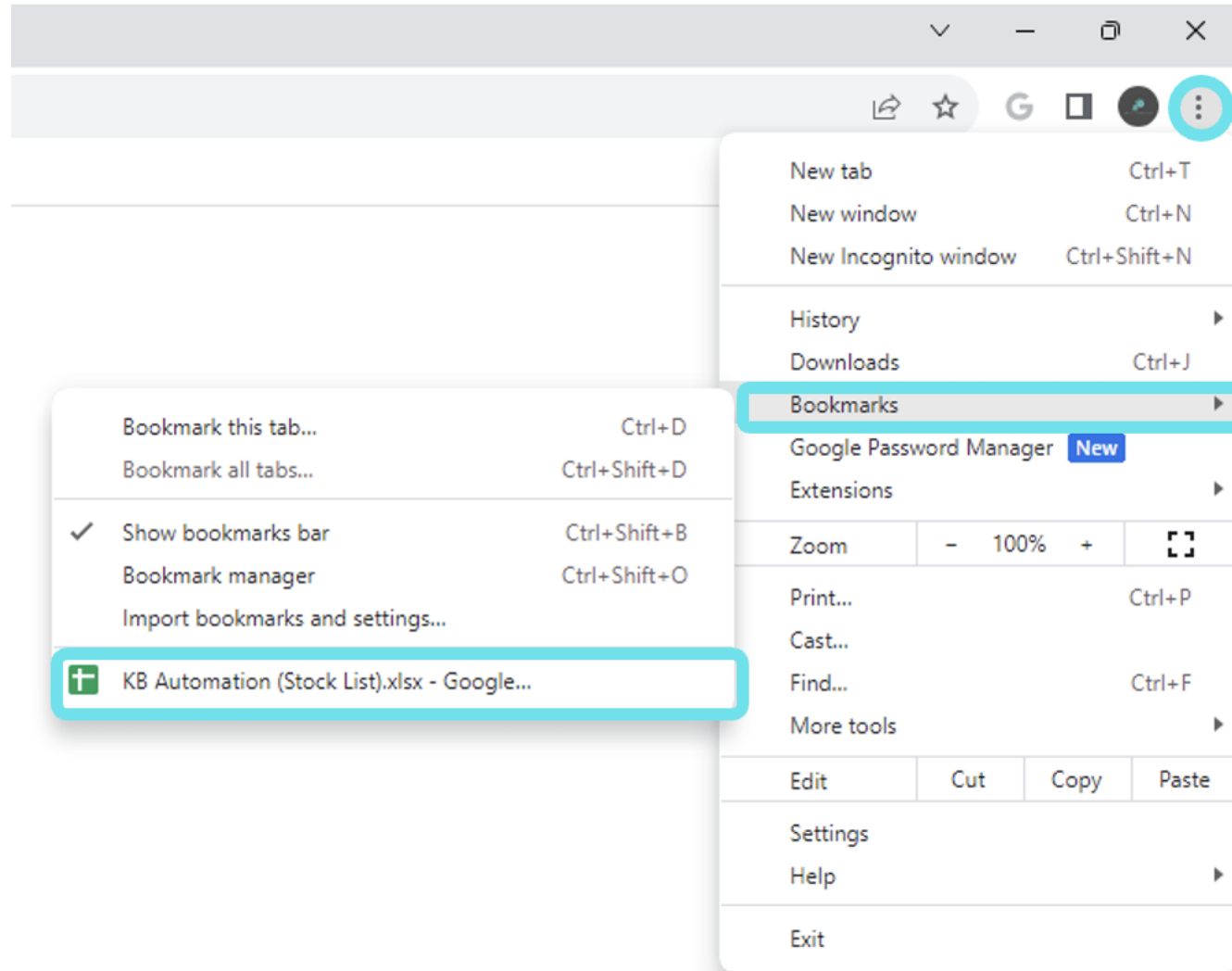
The image shows a browser interface with a dialog box titled "Edit bookmark" overlaid on top. The dialog has a close button (X) in the top right corner. It contains two input fields: "Name" with the text "KB Automation (Stock List).xlsx - Google S" and "Folder" with a dropdown menu showing "Bookmarks bar". At the bottom of the dialog are three buttons: "More...", "Done" (highlighted with a red border), and "Remove". In the background, a browser address bar is visible with a share icon and a star icon (the star is highlighted with a red circle). Below the address bar, a search bar with the Greek letter sigma (Σ) is visible.

How to find saved KB Automation Stock List in Bookmarks

Option 1 If you have the Bookmarks bar enabled, you will find your saved page there (below the URL search box).

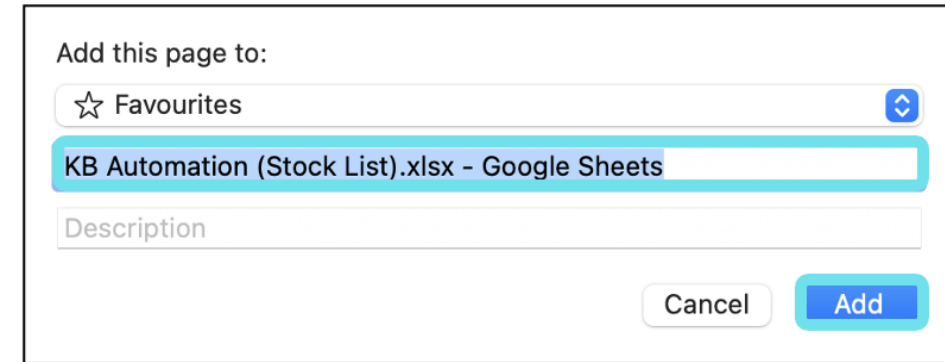
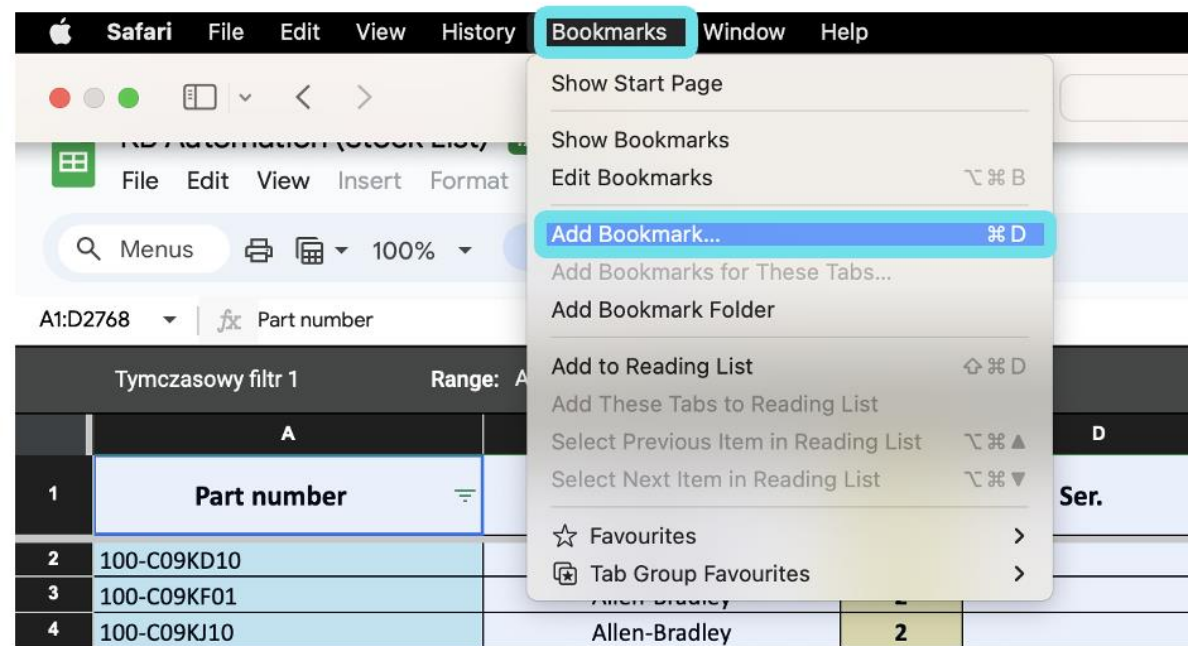


Option II Select following:  (in the top right corner) → **Bookmarks** → **KB Automation Stock List**



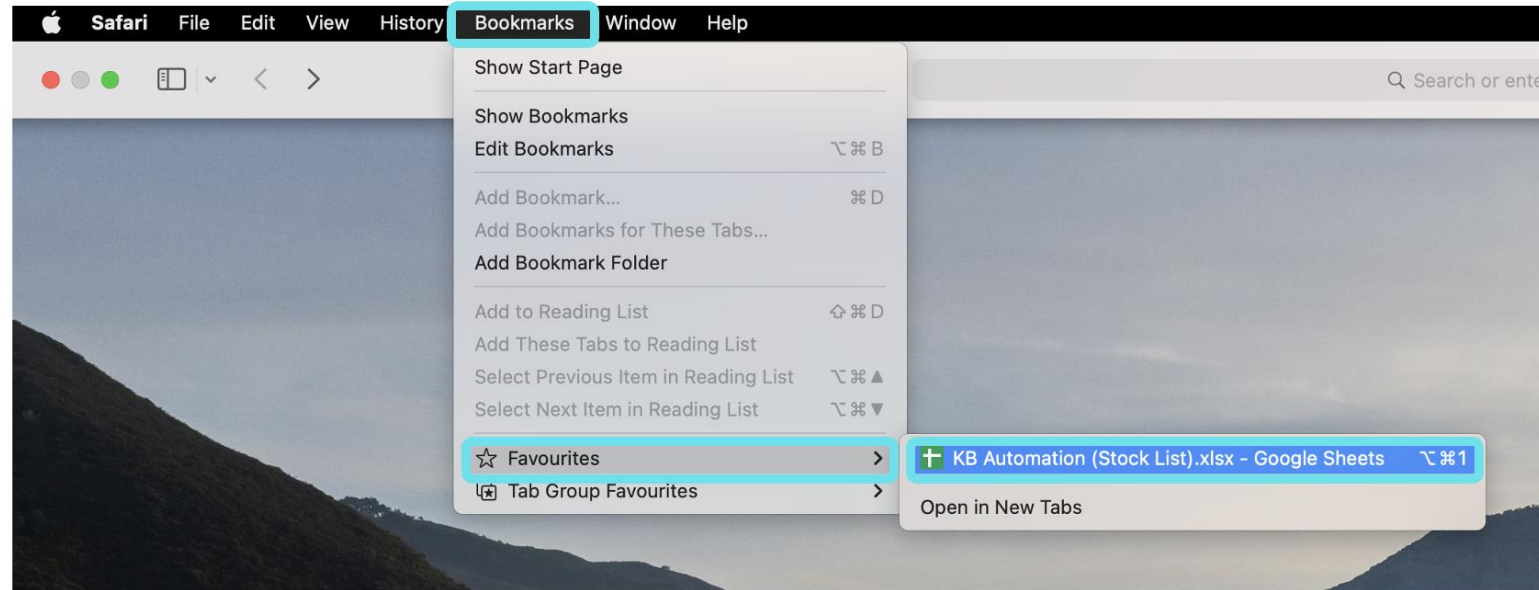
For MacOS

Select following: **Bookmarks** → **Add Bookmarks** → **Add**



How to find saved KB Automation Stock List in Bookmarks

Select following: **Bookmarks** → **Favourites** → **KB Automation Stock List**



Enjoy your access to the KB Automation Stock List