BOM Dashboard

Getting started guide

From your first sign-in to a released, priced BOM and a pack for your contract manufacturer. Follow the steps in order; the whole tour takes about 15 minutes.

Web version: `bomdash.com/guide`. Questions: support@bomdash.com. Updated November 2026.

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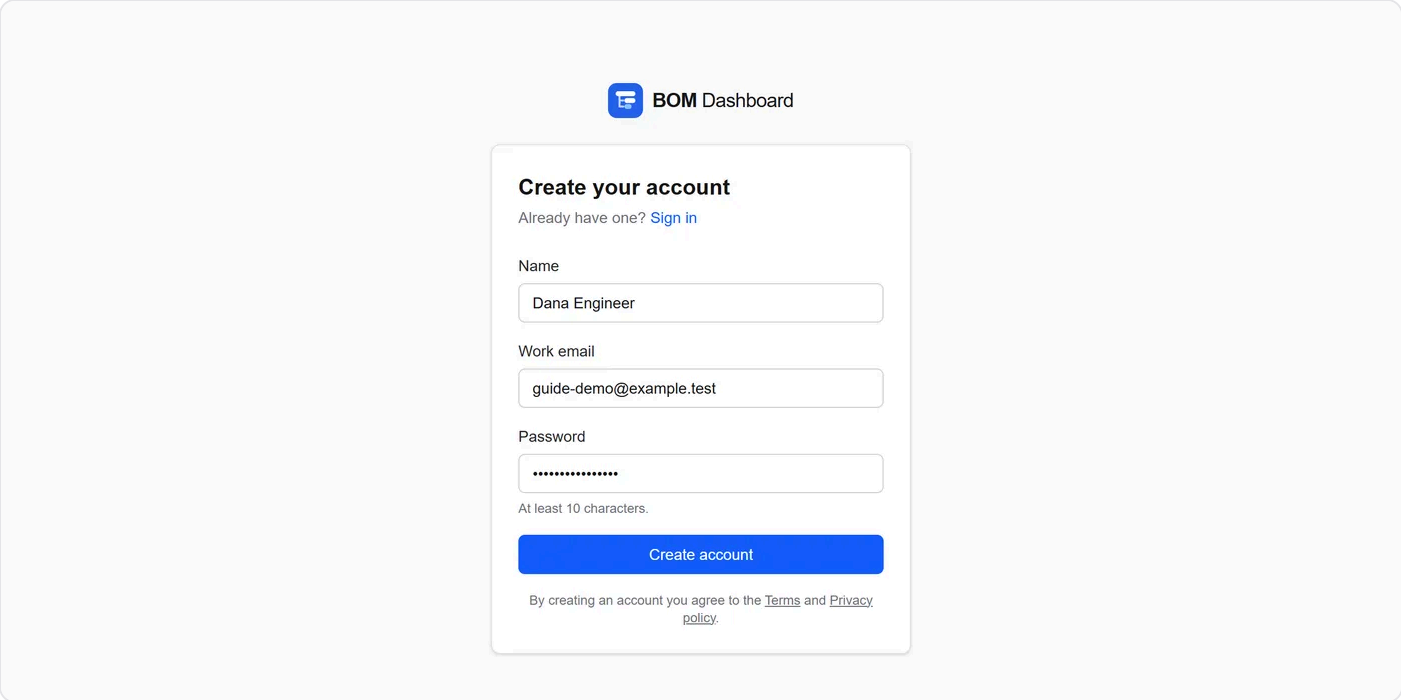
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Words used in this guide

Organization	Your company or team. Parts, BOMs and members belong to it.
Assembly	A board or product, for example PCBA-0001 Main controller board. It has revisions A, B, C...
BOM line	One row of a BOM: a part, a quantity and reference designators (R1, R2...).
IPN	Internal part number, such as RES-0001, created by the app or by you.
MPN	Manufacturer part number, such as RC0402FR-0710KL. One IPN can have several approved MPNs.
DNP	Do not place: the line stays in the BOM but is not fitted, bought or costed.

1. Create your account

1. Go to **bomdash.com** and click **Get started**.
2. Enter your name, work email and a password of at least 10 characters, then click **Create account**.
3. Open the email from **no-reply@bomdash.com** and click the link. It signs you in. Check your spam folder if it does not arrive within a minute.

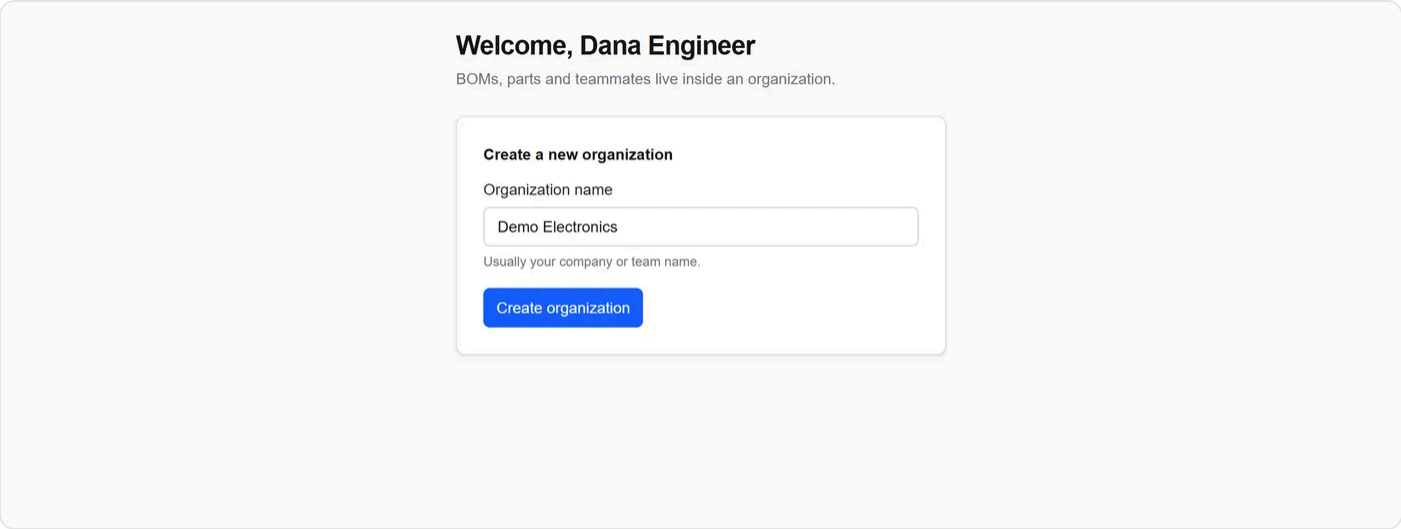


The sign-up page.

2. Create your organization

Everything you add belongs to an organization, so teammates can share it.

1. Type your company or team name and click **Create organization**. You become its owner.
2. If a colleague already invited you, the invitation appears on this page instead: click it to join their organization.

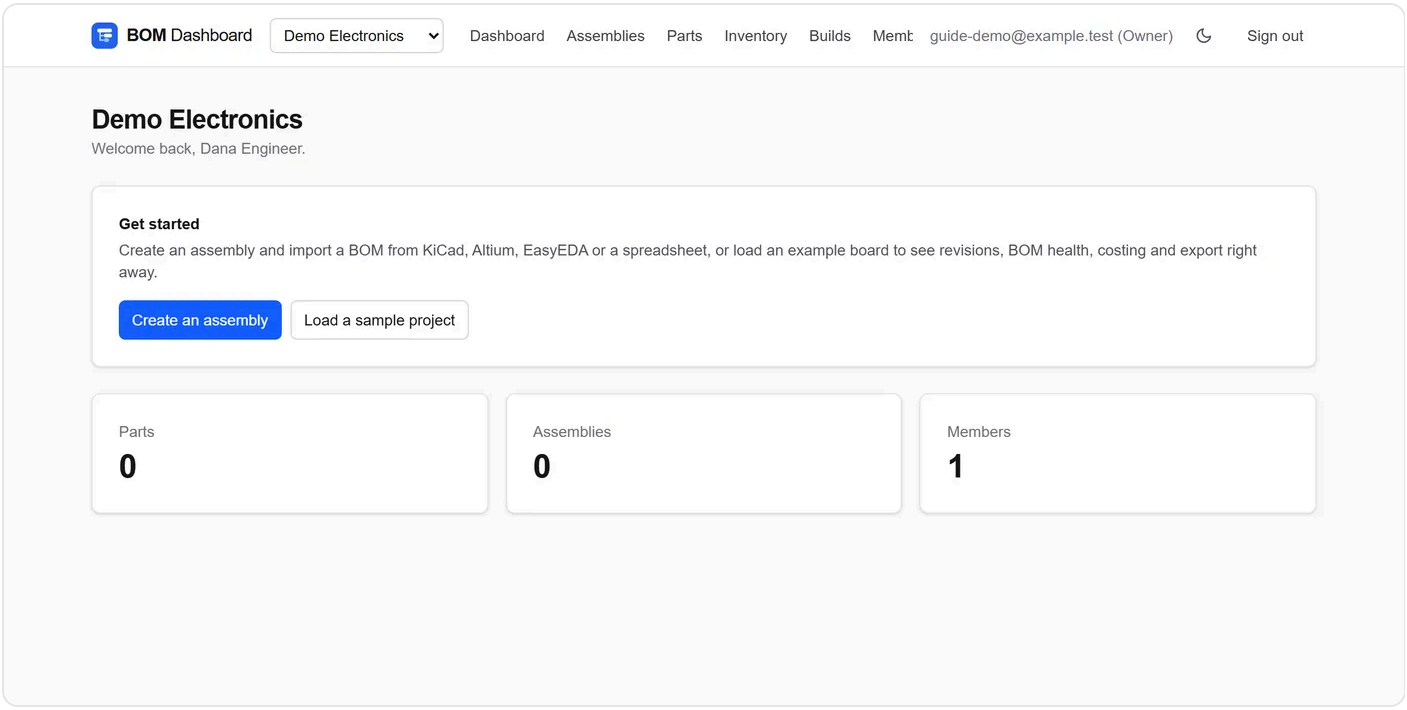


Naming your organization.

> **Tip:** You can belong to several organizations. Switch between them with the menu next to the logo, or choose **+ New organization** there.

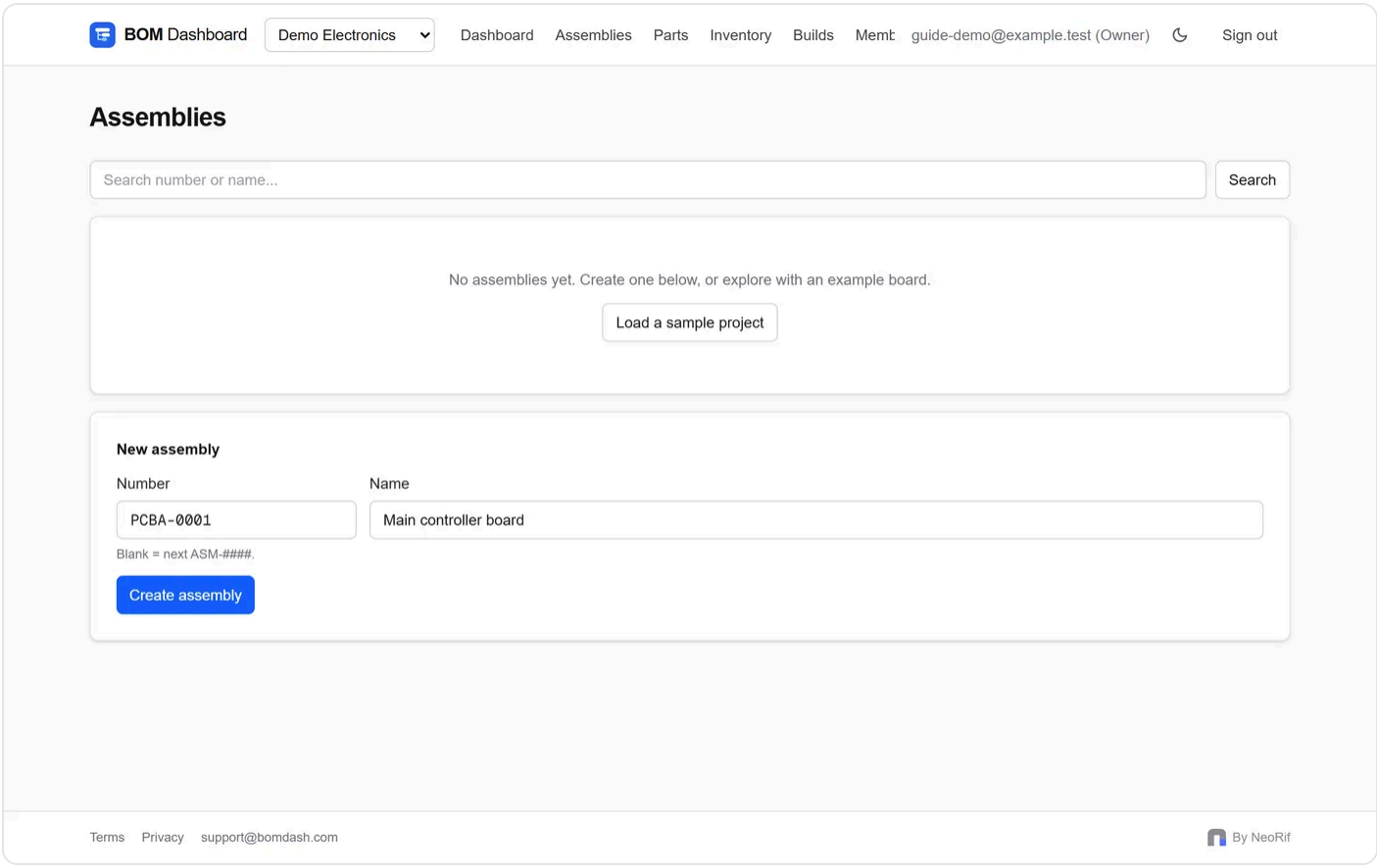
3. Create an assembly

The dashboard shows a **Get started** card while your organization is empty. Click **Create an assembly**, or open **Assemblies** in the top menu.



A new, empty organization.

1. Under **New assembly**, enter a number (for example PCBA-0001) and a name. Leave the number blank to get the next ASM-#### number.
2. Click **Create assembly**. It opens at revision A, as a draft.



Creating an assembly. Load a sample project instead to explore with an example board.

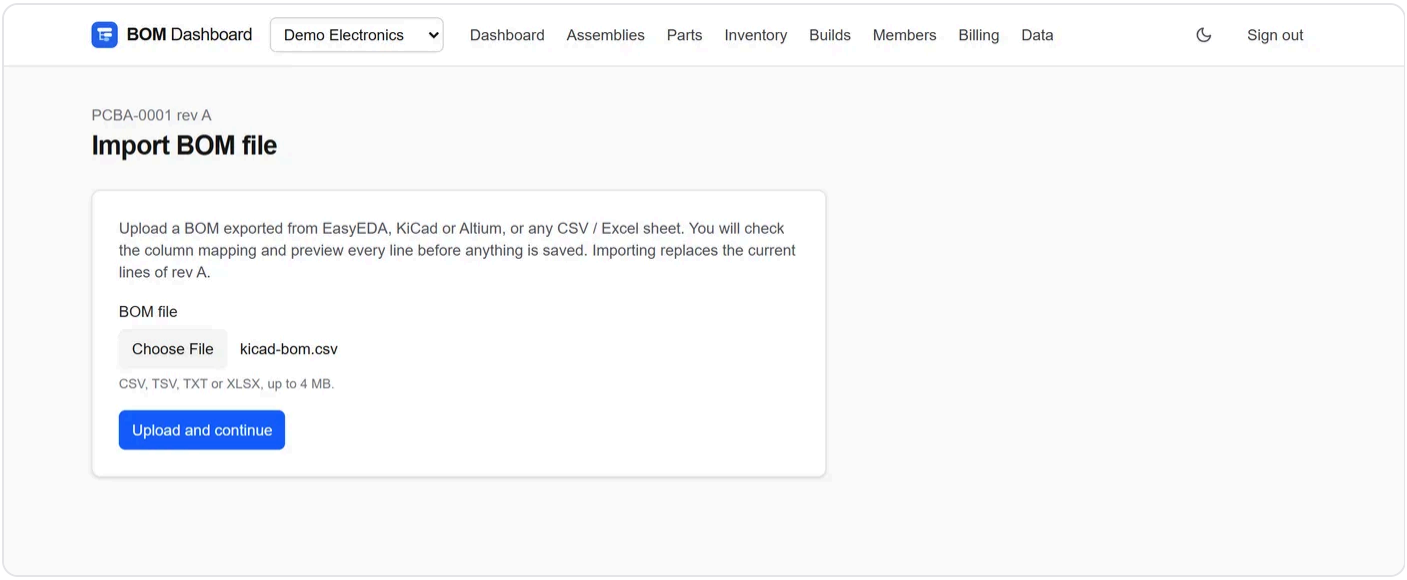
> **Tip:** Just looking? Click **Load a sample project**. It creates an ESP32-C3 sensor board with real parts. Delete it later from its page with **Delete**.

4. Import your BOM

First export a BOM from your design tool:

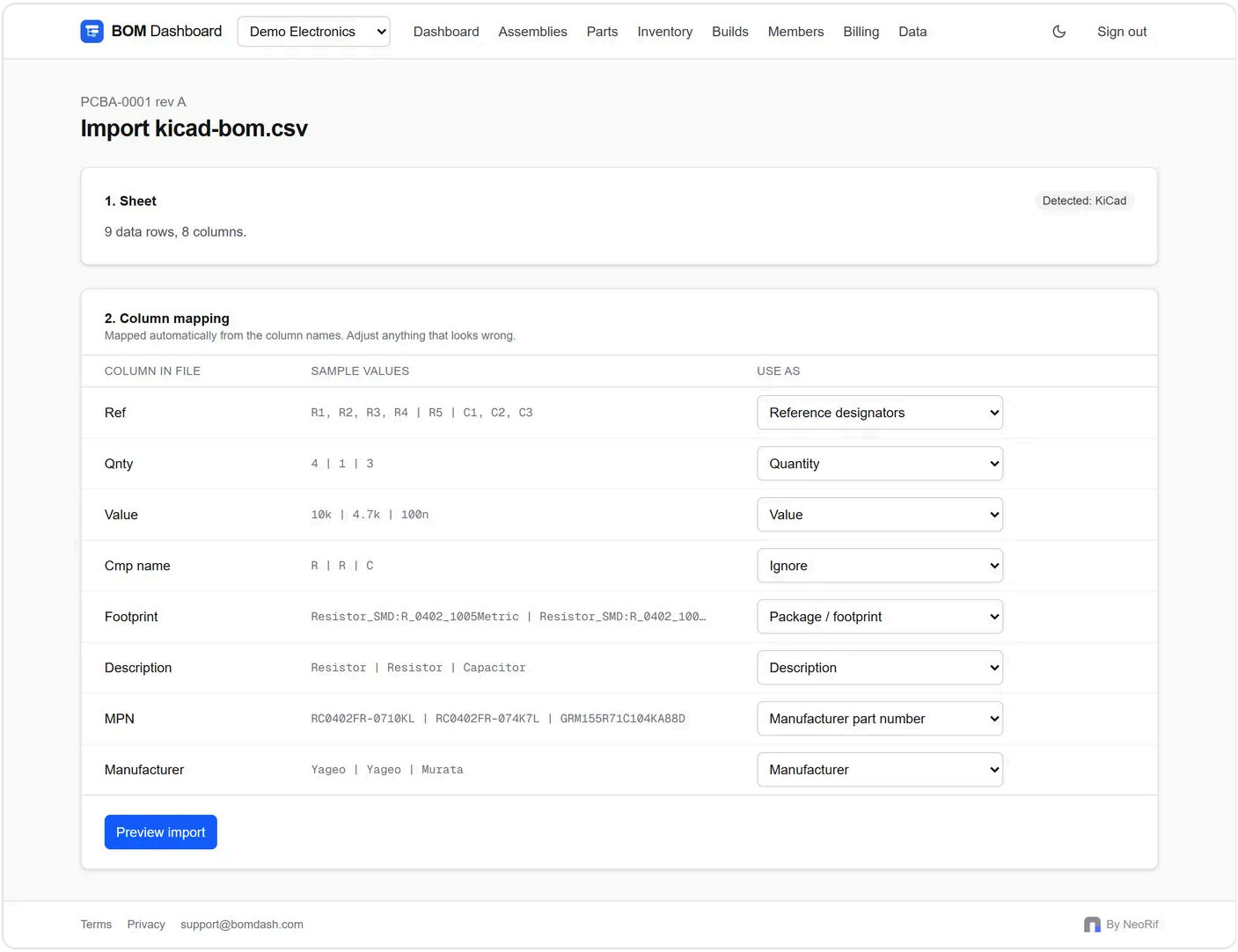
- **KiCad:** in the schematic editor, Tools > Generate Bill of Materials, and export CSV (grouped by value works best).
- **Altium:** Reports > Bill of Materials, export as CSV or Excel.
- **EasyEDA:** Fabrication > BOM (or Export > BOM), as CSV.
- **Any spreadsheet** (CSV, TSV, TXT or XLSX, up to 4 MB) with columns such as reference, quantity, value, MPN and manufacturer.

1. On the assembly page, click **Import BOM file**, choose your file and click **Upload and continue**.



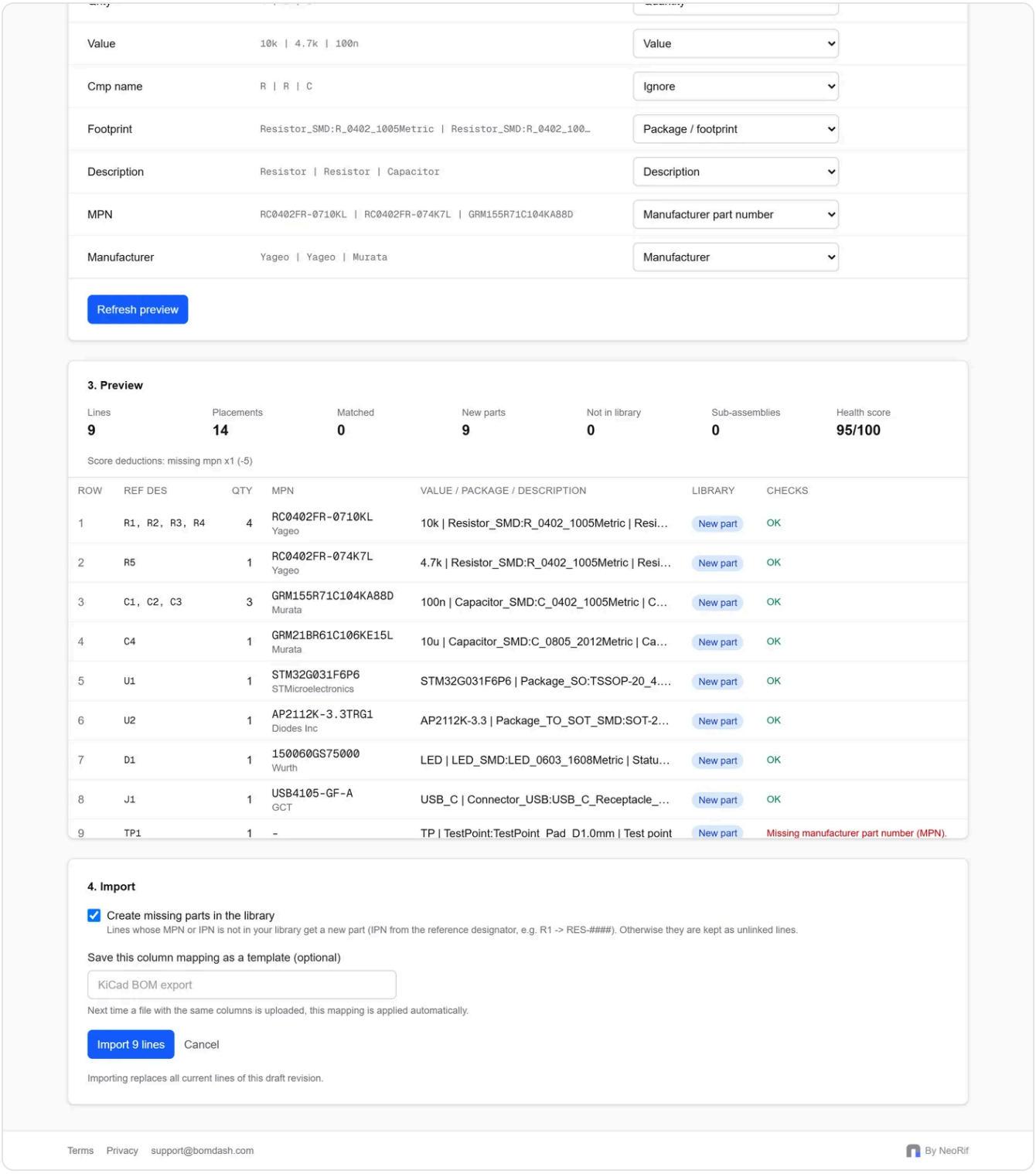
Choosing the file.

2. **Column mapping.** The tool is detected and each column is mapped automatically. Check the **Use as** column and correct anything that looks wrong; set columns you do not need to **Ignore**. Then click **Preview import**.



Columns mapped from a KiCad export.

3. **Preview.** Each line shows whether its part is already in your library (**Matched**) or will be created (**New part**), and any problems. Reference designator ranges such as R1-R8 are expanded and counted against the quantity.
4. Keep **Create missing parts in the library** ticked so every line gets an internal part number. Optionally save the mapping as a template; the next file with the same columns is mapped for you.
5. Click **Import**. Importing replaces all lines of this draft revision, so you can re-import a corrected file at any time while it is a draft.

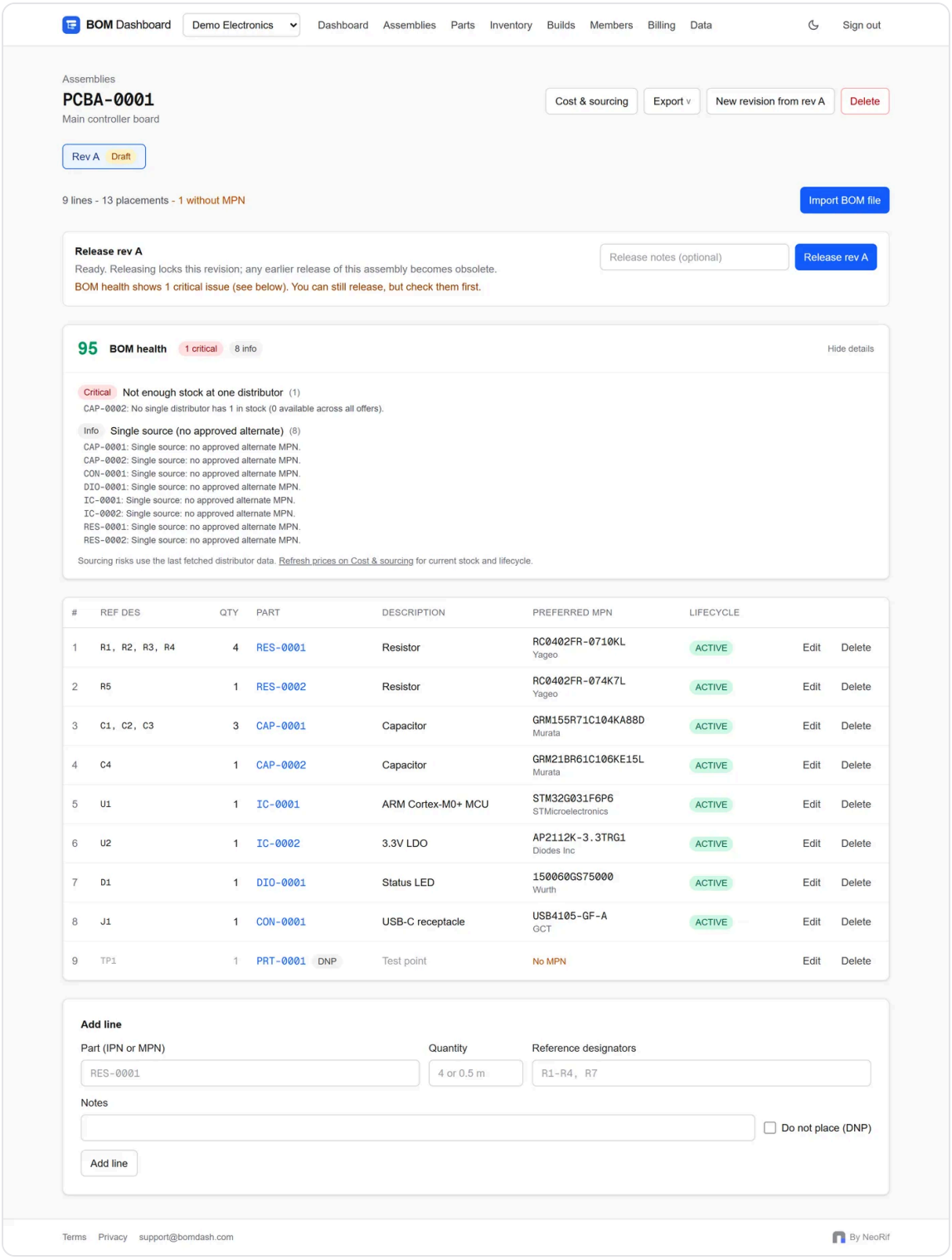


Preview with a health score, then import.

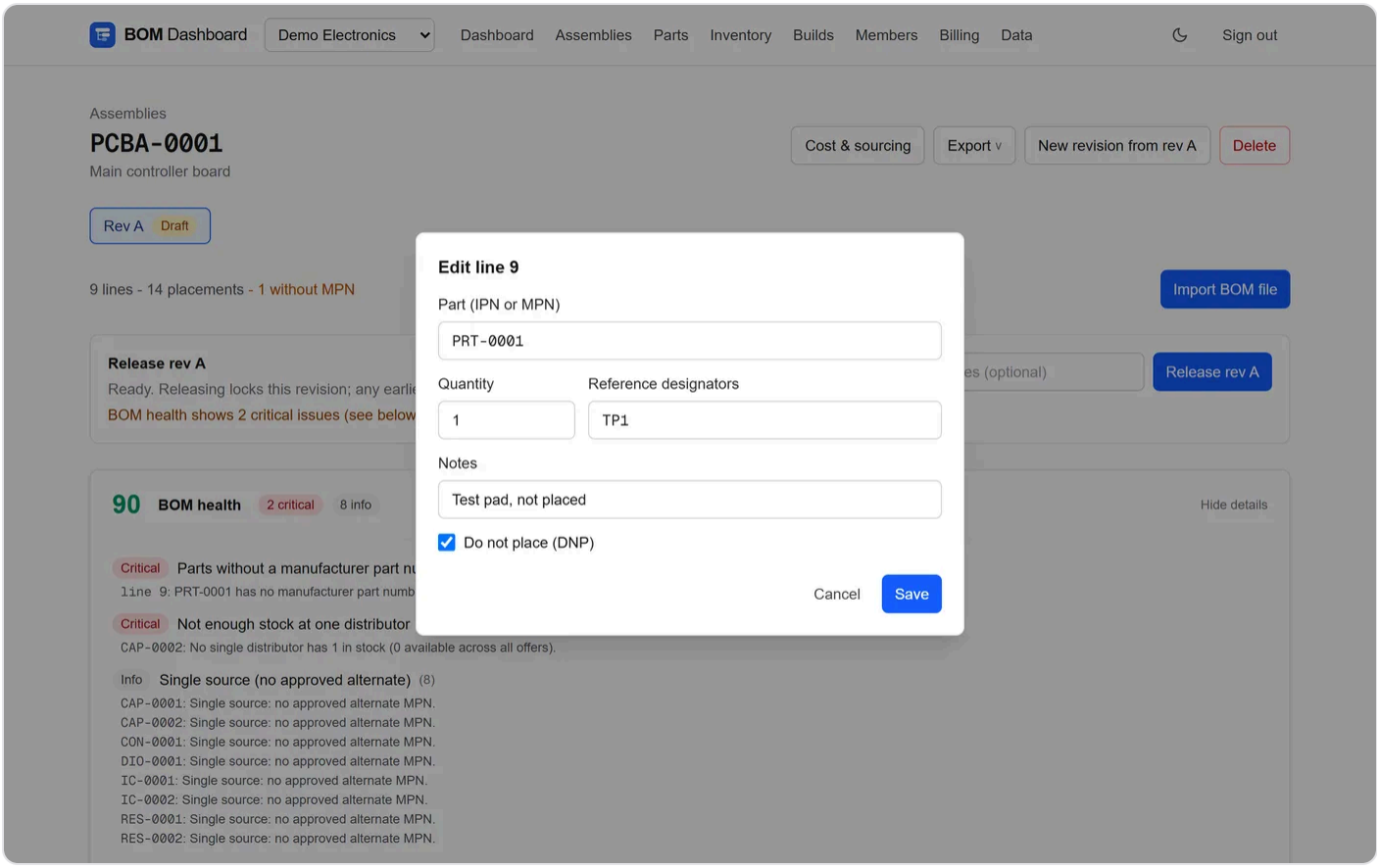
5. Review the BOM and its health

The assembly page now lists every line with its part, preferred MPN and lifecycle.

- **BOM health** gives a score out of 100 and groups the reasons: *critical* (for example missing MPNs, reference designator and quantity mismatches, obsolete parts or no stock anywhere), *warnings* (end-of-life soon, long lead times, prices not fetched yet) and *info* (single-source parts). Fix critical issues before you release.
- Click **Edit** on a line to change its part, quantity, reference designators, notes or DNP. **Delete** removes a line, and **Add line** at the bottom adds one by IPN or MPN.



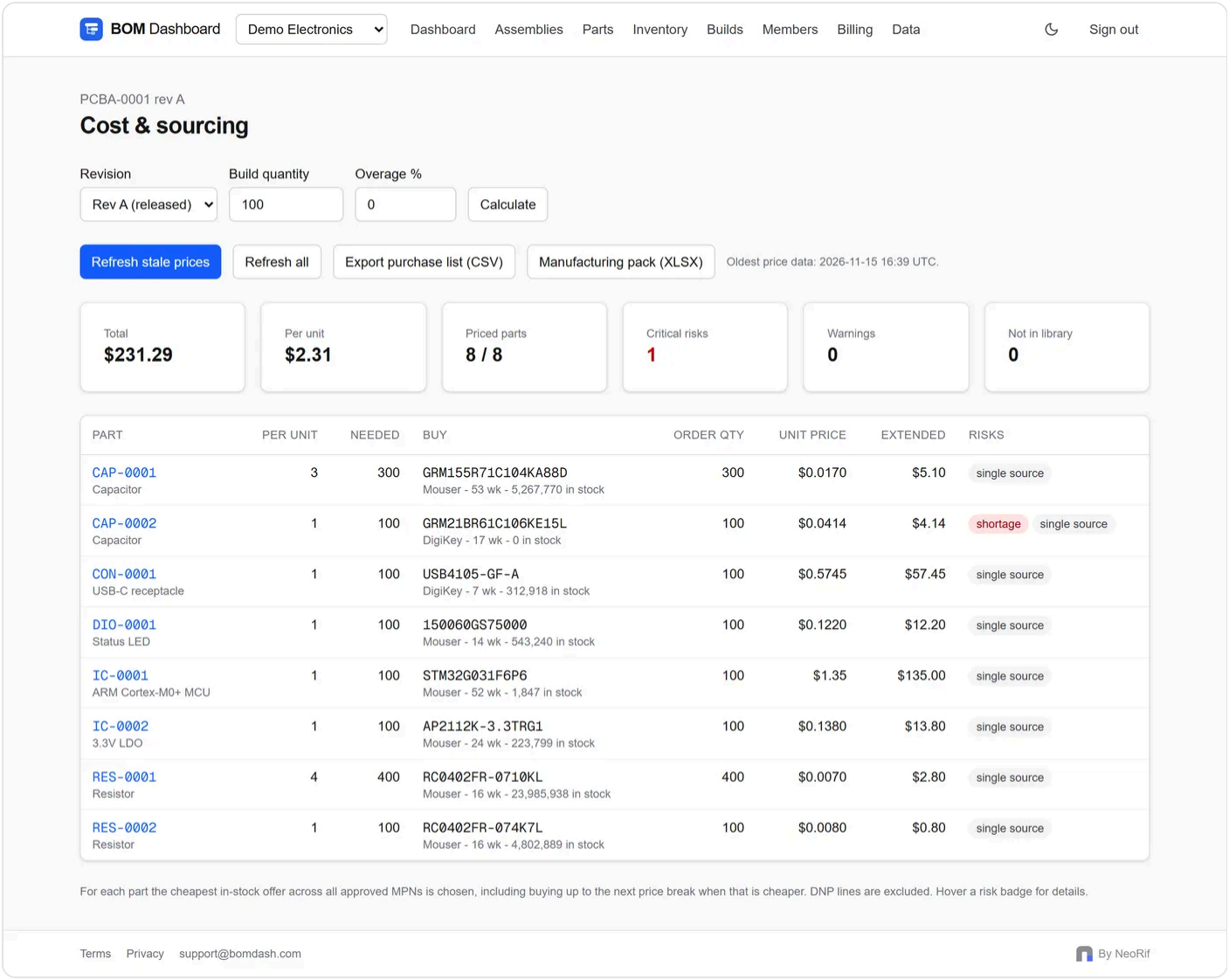
An imported BOM with its health card.



Editing a line: here a test point is marked Do not place.

6. Prices, stock and cost

1. On the assembly page, click **Cost & sourcing**.
2. Click **Refresh stale prices** (or **Refresh all**). Live price breaks, stock, lead time and lifecycle come from DigiKey and Mouser. Each result shows its distributor and when it was fetched.
3. Set the **Build quantity** and an **Overage %** for spares, then click **Calculate**. For each part the cheapest in-stock offer across its approved MPNs is chosen, including buying up to the next price break when that is cheaper.
4. Check the **Risks** column: shortage, no offer, obsolete, long lead time, single source. Hover a badge for details.

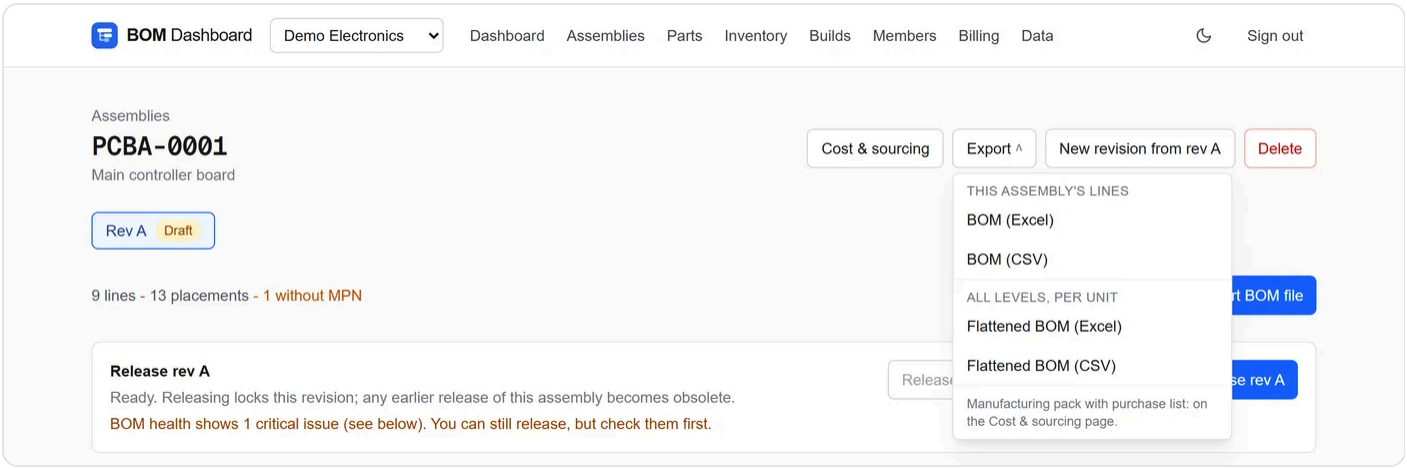


Cost for 100 boards, with the distributor and stock behind each price.

> **Tip:** Prices are in USD and come straight from the distributors; nothing is estimated. Always confirm with the distributor before ordering. Each plan includes a daily number of price lookups; results are cached and shared, so refreshing is cheap.

7. Export and the manufacturing pack

- **Export** on the assembly page downloads the BOM of the selected revision as Excel or CSV, either this assembly's own lines or **flattened**: every part across all sub-assembly levels, combined per part, quantities per one unit.
- On **Cost & sourcing**, **Export purchase list (CSV)** gives what to buy from which distributor, and **Manufacturing pack (XLSX)** gives one workbook for your contract manufacturer: a summary, the flattened BOM, the BOM by level and the purchase list for your build quantity.

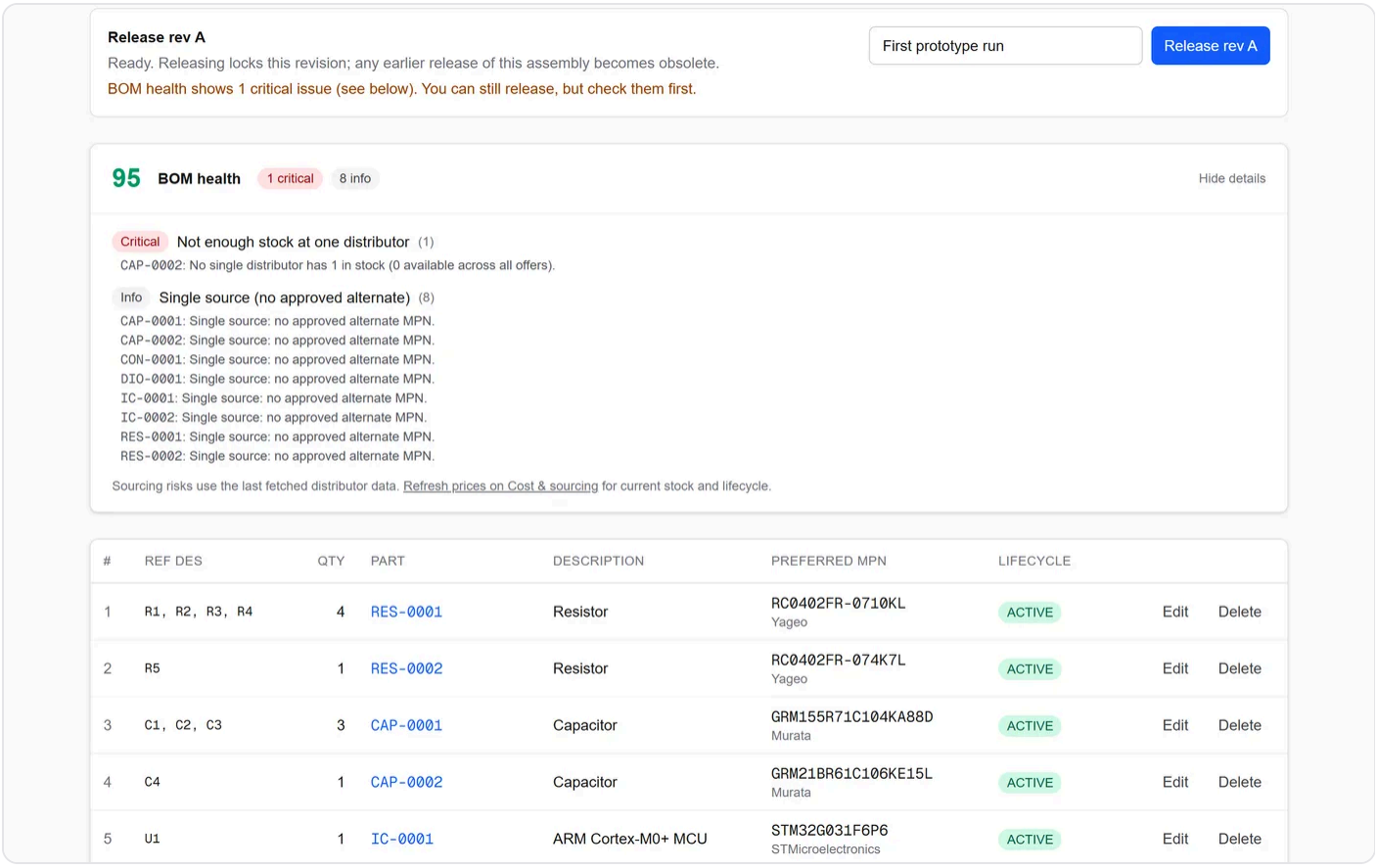


The Export menu.

8. Release a revision

Releasing locks a revision so everyone builds from the same BOM.

1. In the **Release rev A** panel, add optional release notes and click **Release rev A**. You are warned if BOM health shows critical issues; you can still release.
2. The revision becomes **Released** and read-only. Releasing a newer revision later marks the older one **Obsolete**.

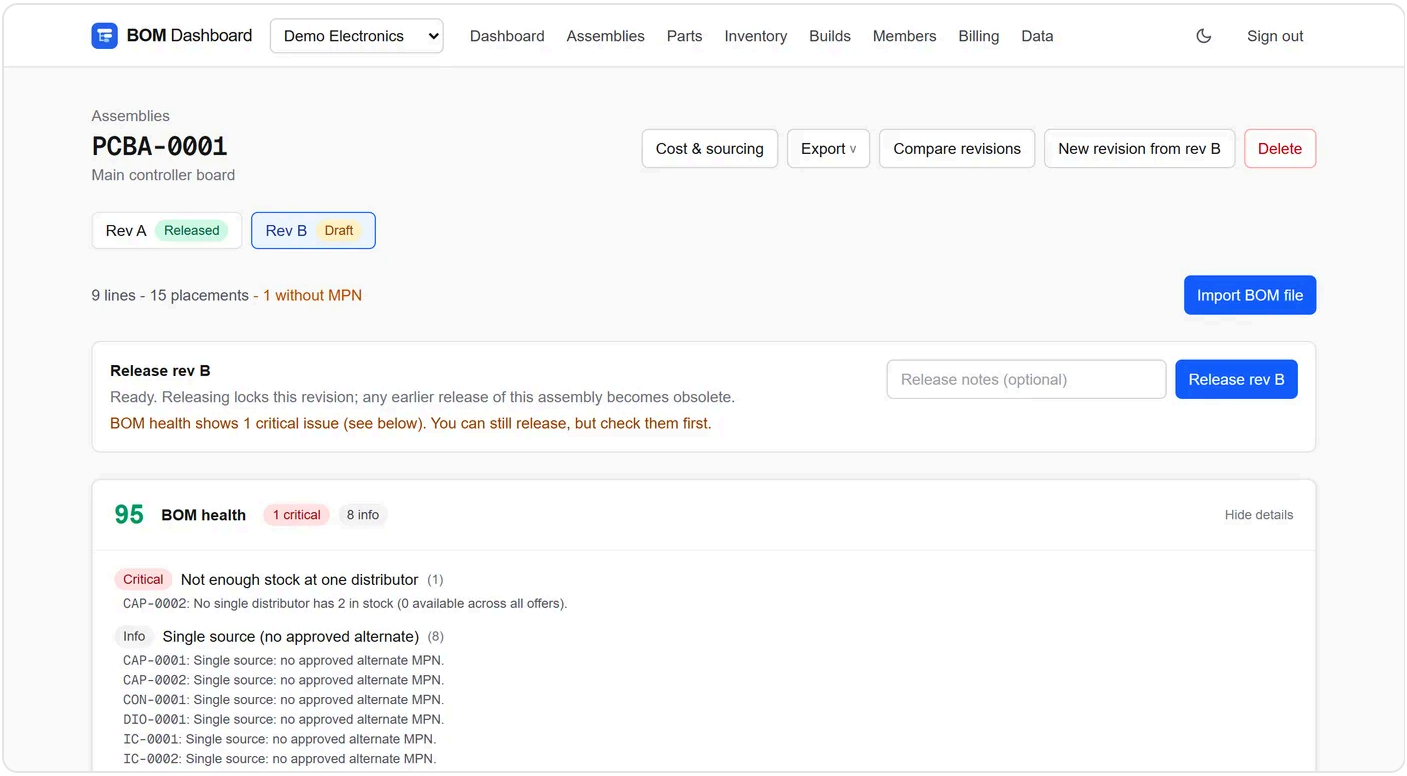


The release panel.

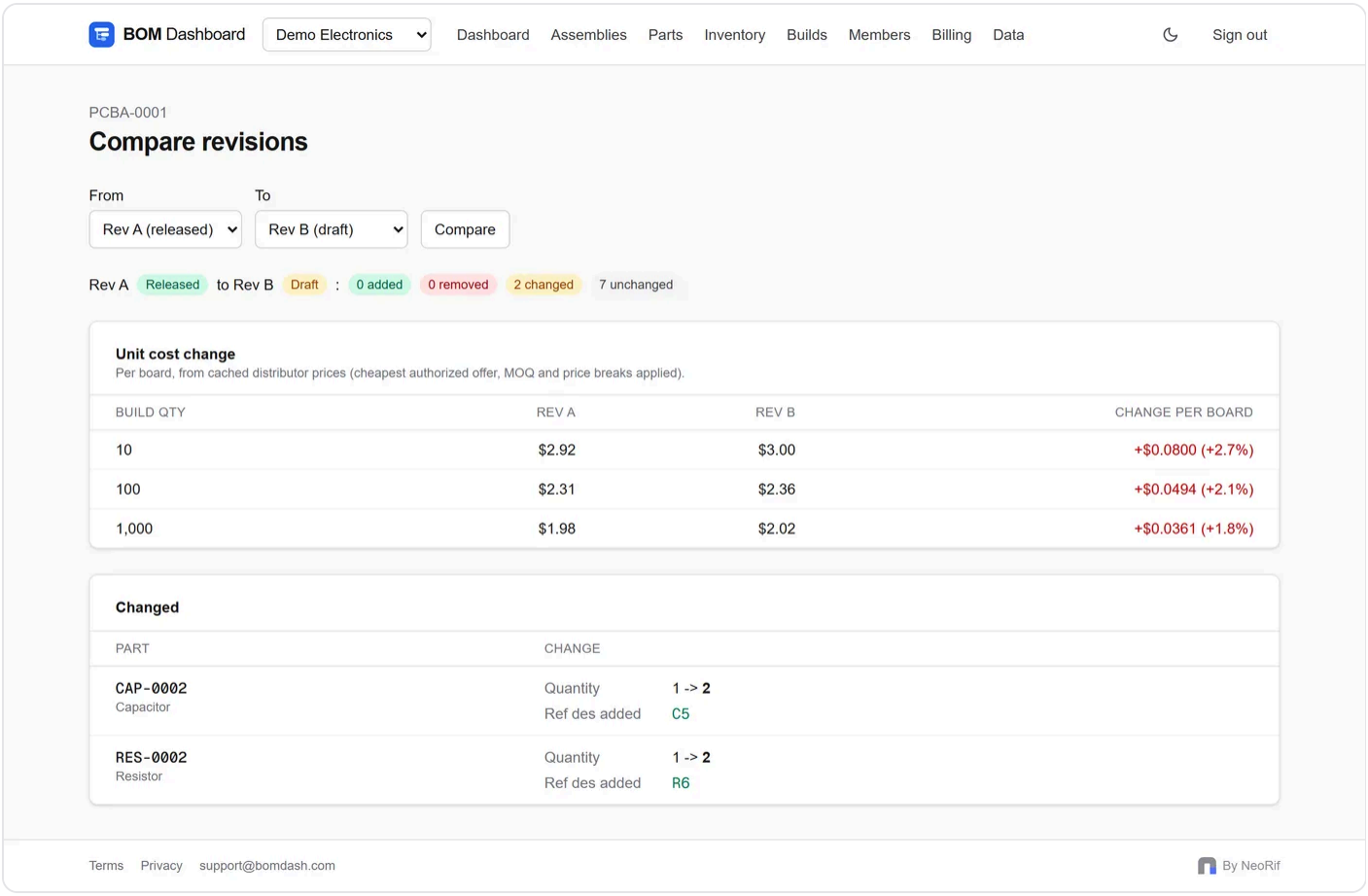
> **Tip:** Only approvers, admins and owners can release. Engineers prepare drafts.

9. Change and compare revisions

1. Click **New revision from rev A**. Revision B starts as a draft copy of A.
2. Make your changes in rev B: edit lines, add or delete them, or import an updated file.
3. Click **Compare revisions**. You see added, removed and changed parts (quantity, reference designators, part swaps) and how the unit cost changes at 10, 100 and 1,000 boards.



Rev A released, rev B in draft.

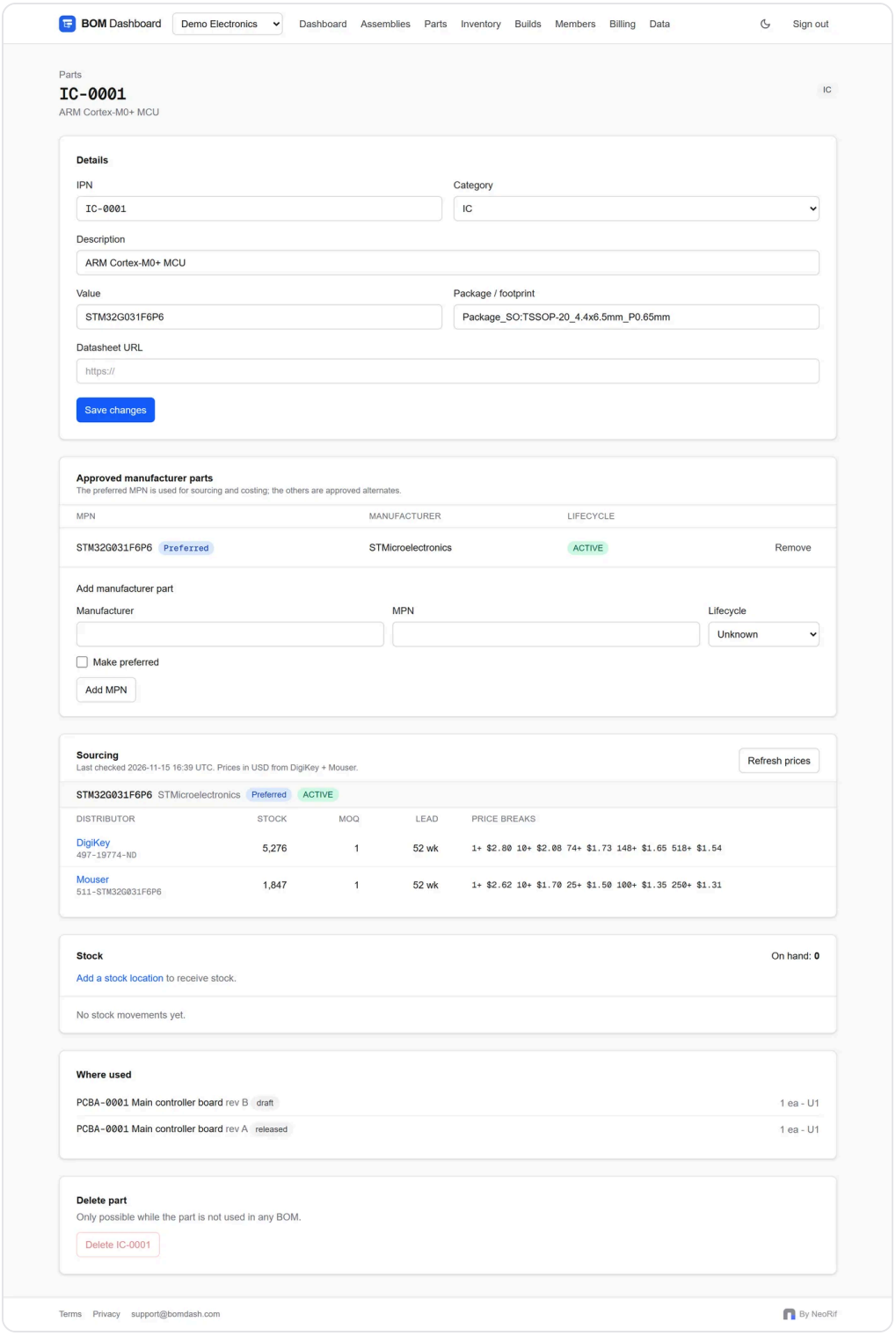


Comparing rev A with rev B.

10. Parts library and alternates

Parts lists every part in your organization. Open one to see its approved manufacturer part numbers (the AML), distributor offers, attributes and **where used**: every BOM that contains it.

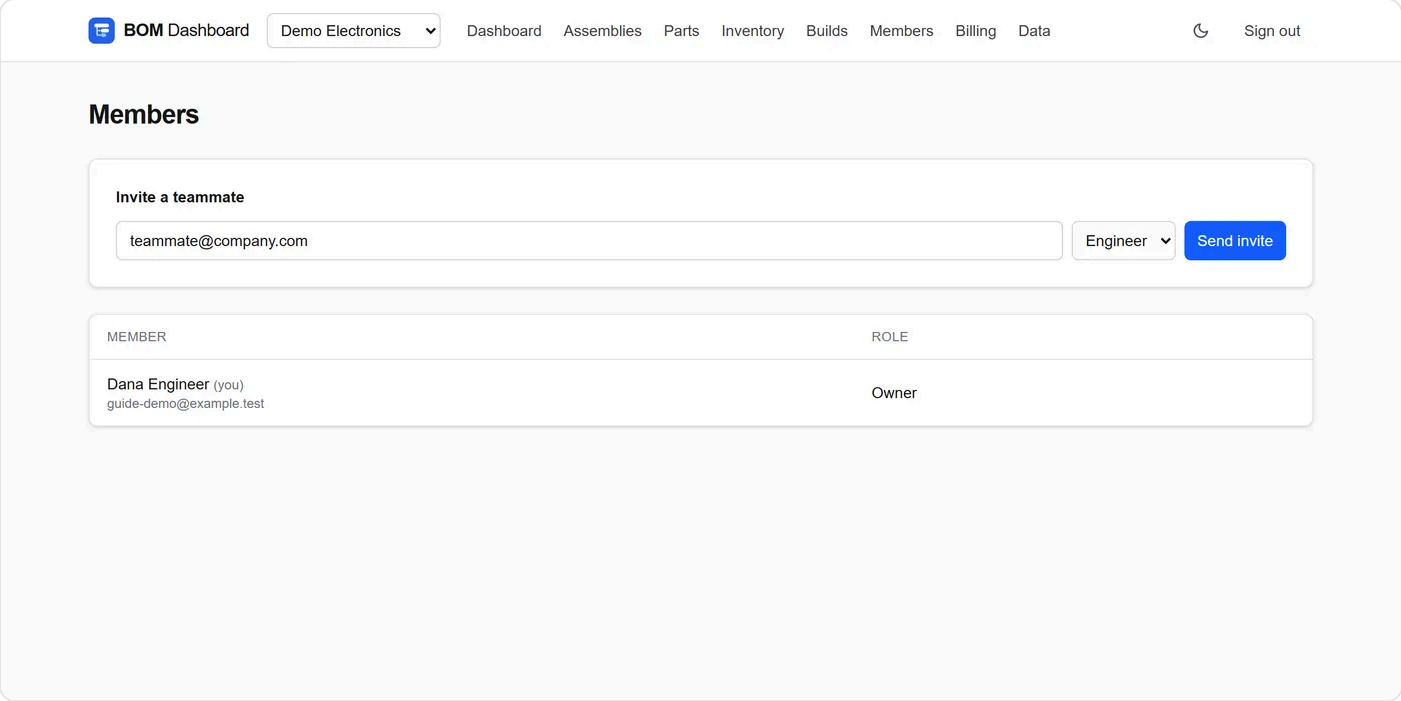
- Add an approved alternate MPN to a part and mark one as preferred. Costing then picks the cheapest in-stock MPN, and the part is no longer single-source.
- Create parts by hand with **New part**, or let imports create them.



A part with its approved MPNs, offers and where-used.

11. Invite your team

1. Open **Members**, enter a teammate's email, choose a role and click **Send invite**.
2. They get an email, sign up or sign in with that address, and join your organization.

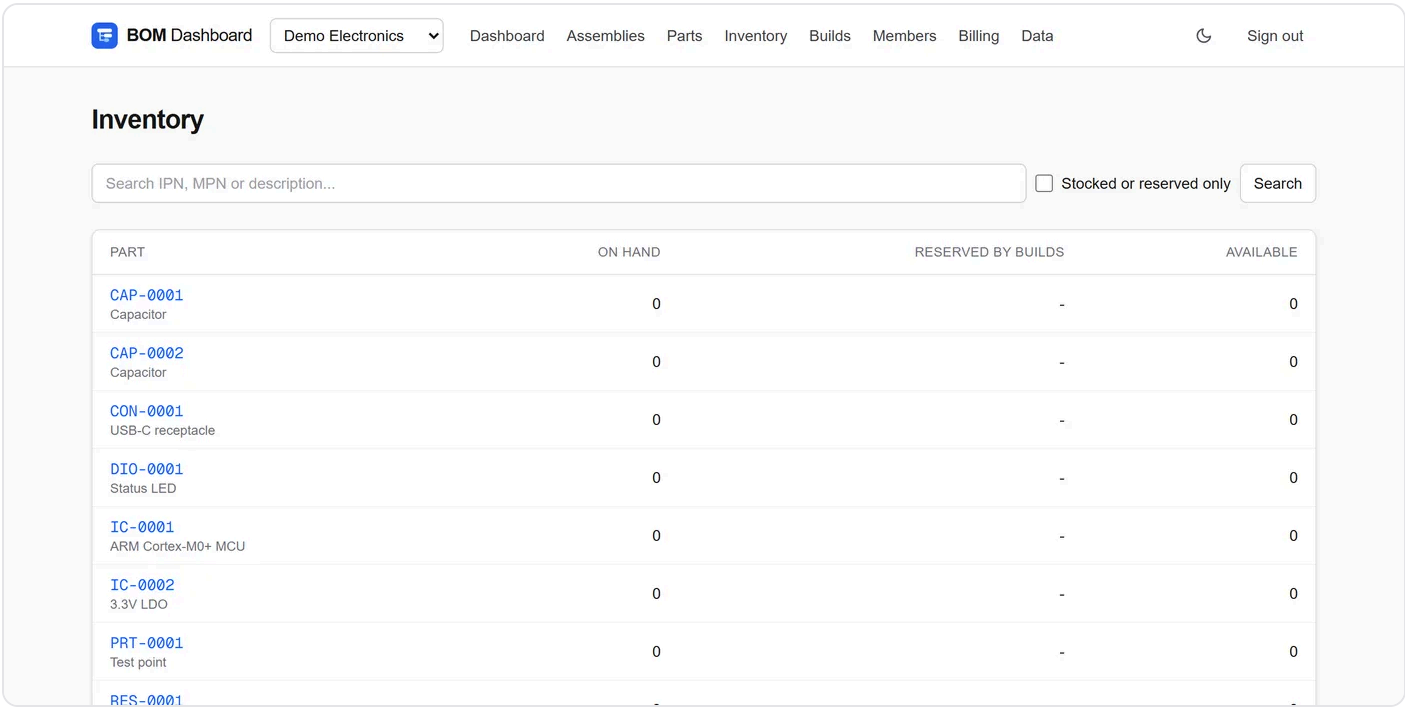


Inviting a teammate.

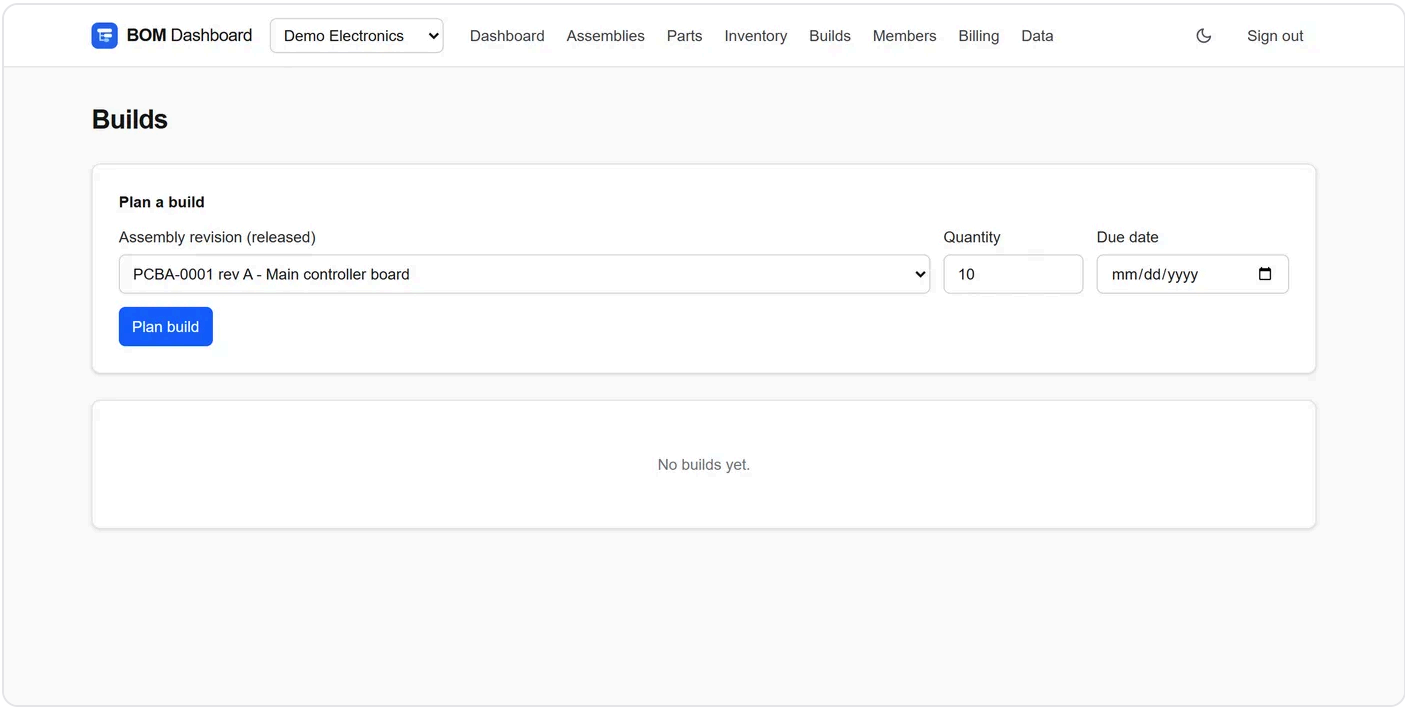
Role	Can
Viewer (free)	See everything and download exports. Cannot change data.
Engineer	Create and edit parts, assemblies, draft revisions and imports; receive and adjust stock; plan builds.
Approver	Everything an engineer can, plus release revisions and complete builds.
Admin	Everything above, plus manage members and download all data.
Owner	Everything, including billing and deleting the organization.

12. Inventory and builds

- **Inventory:** create stock locations, then receive or adjust stock per part. Every movement is recorded.
- **Builds:** plan a build of a released revision and quantity. It shows shortages against your stock, reserves what you have, and consumes the parts when an approver marks the build complete.



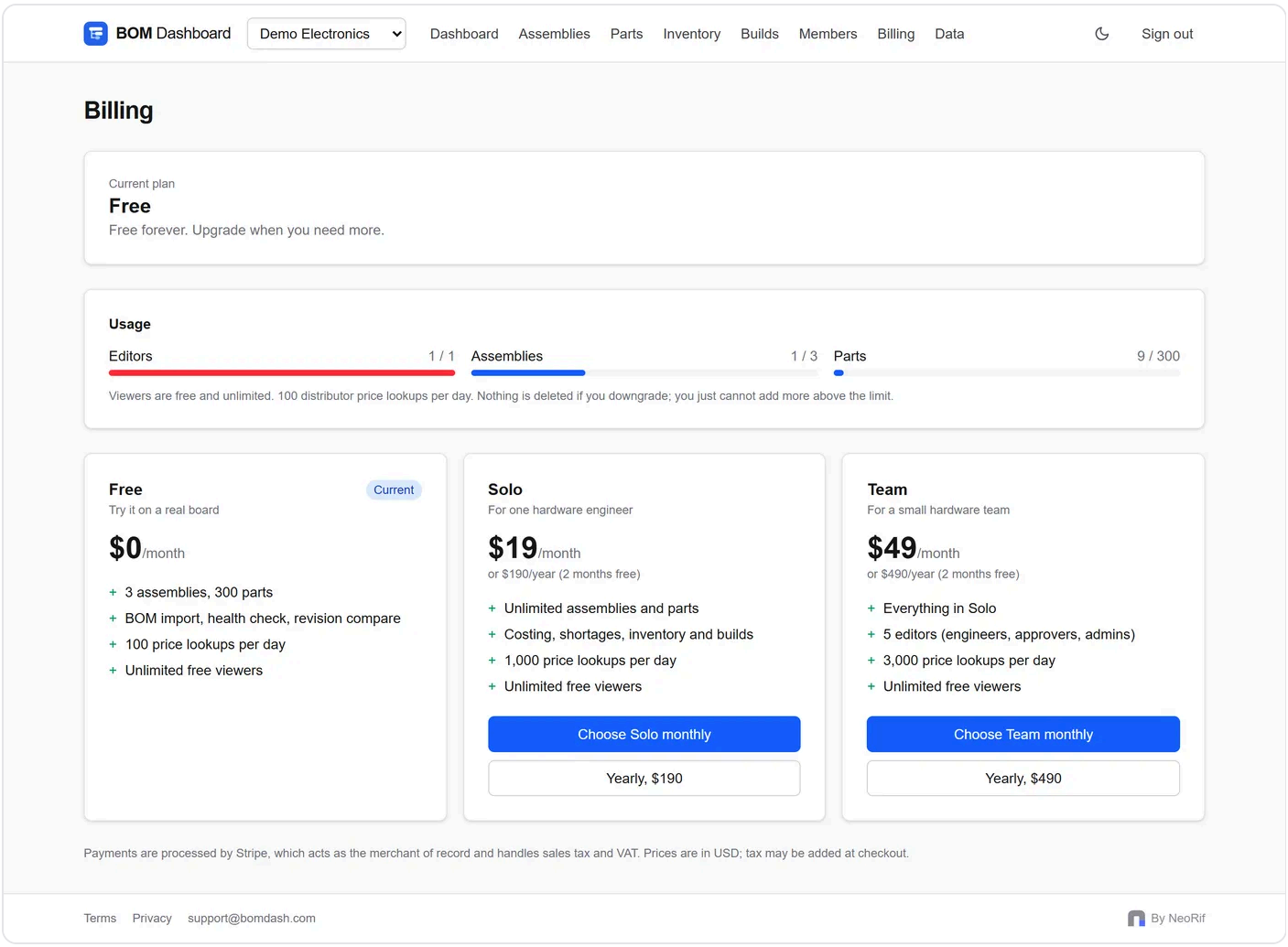
Inventory.



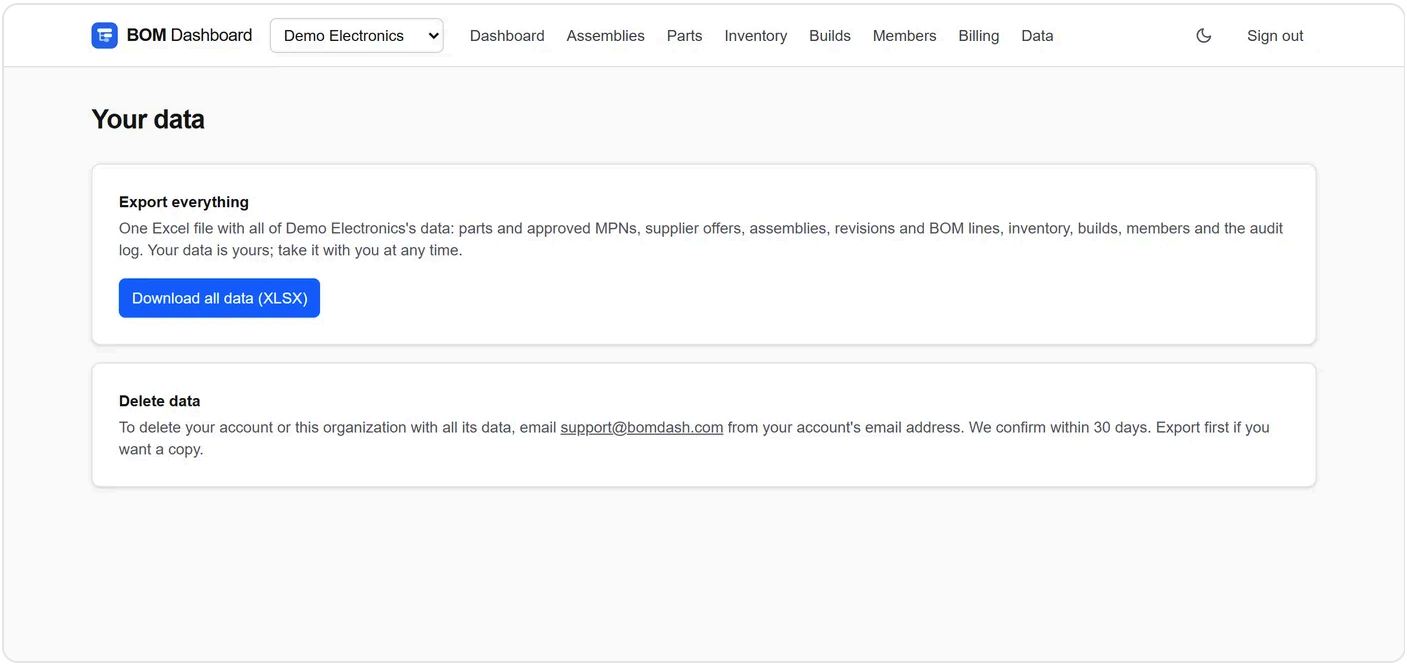
Builds.

13. Plans, billing and your data

- **Billing** shows your plan, usage and limits. The owner upgrades to Solo or Team there; payment is handled by Stripe. Viewers are always free. Downgrading never deletes data.
- **Data** (owners and admins) downloads everything in your organization as one Excel workbook: parts, MPNs, offers, assemblies, revisions, BOM lines, inventory, builds, members and the audit log.



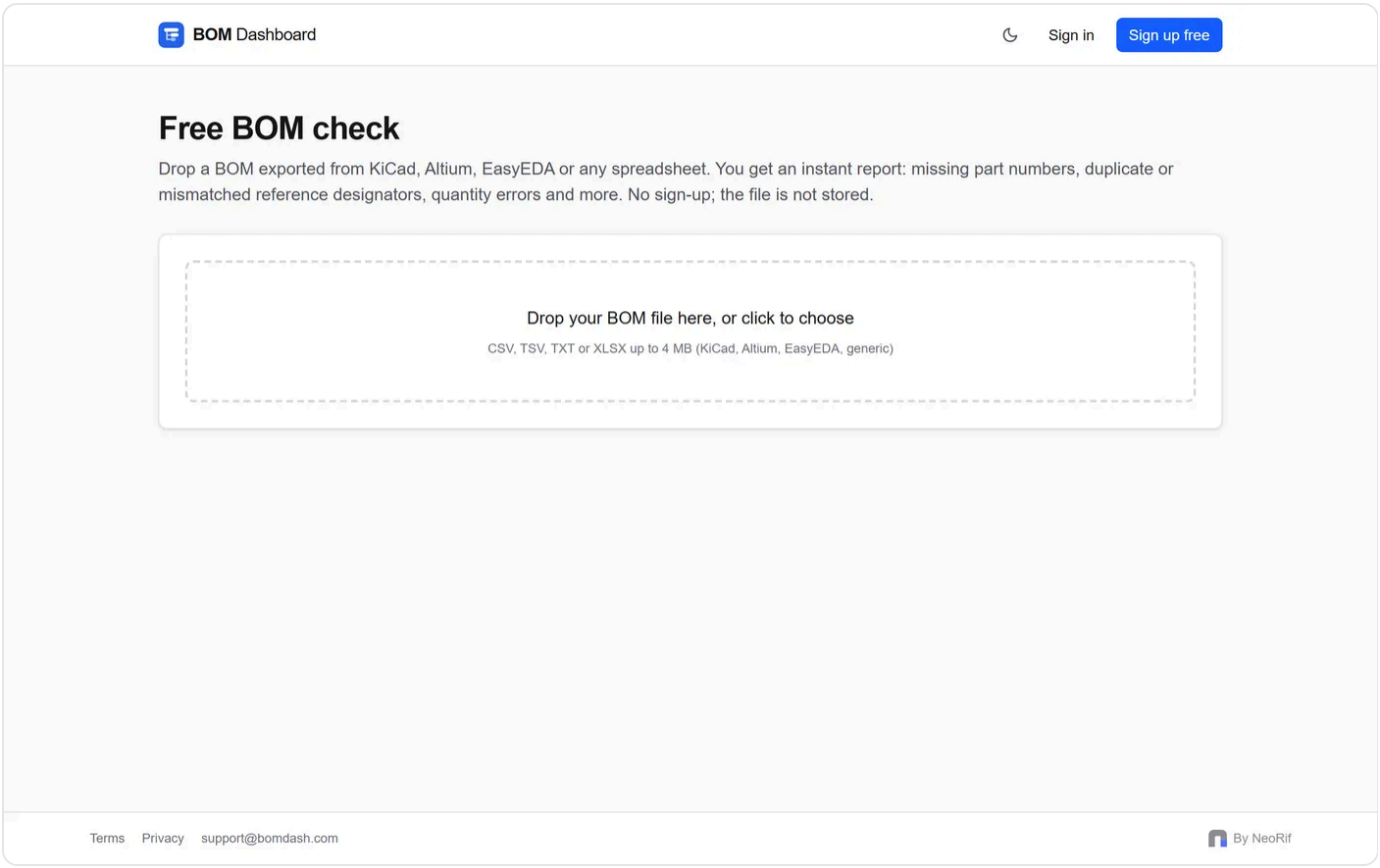
Plans and usage.



Download all of your data.

14. Free BOM check (no account)

Want a quick look at a BOM without signing up? Open **bomdash.com/check**, drop in a file and get a health report in seconds. Nothing is stored.



The free BOM check.

Need help?

Email support@bomdash.com with what you tried and, if possible, the BOM file.