

# Add a Part

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## Click on Parts

Click on the Parts button to access the sub-menus of parts inventory.

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, **Parts** (highlighted with a red box), Invoices, Imports, Reports, and Settings. The main content area displays several charts under the 'Tickets' tab:

- Open Tickets by Assigned Technician:** A pie chart showing tickets assigned to technicians like John Gordon (260), Mizzi Brown (13), and One to One Plus (1).
- Open Tickets by Site:** A pie chart showing tickets from sites like DHS (322) and DSD (48).
- Open Tickets by Type:** A pie chart showing ticket types such as Cracked Screen (280) and Keyboard (129).
- Tickets by Status:** A pie chart showing ticket statuses like New Service Call (345) and Not Resolvable (2).
- Tickets by Closure Type:** A pie chart showing closure types like Repaired (268) and Librashed (1).
- Outstanding Tickets by Time:** A bar chart showing the number of tickets outstanding for different durations, with a peak at 'older than 30' days.
- Daily Ticket Status:** A bar chart showing the daily status of tickets, with a peak for 'New Service Call'.

## Click the Manage Button

Click the Manage button to access the primary parts menu.

The screenshot shows the ONE TO ONE PLUS dashboard interface, similar to the previous one. The left sidebar menu is the same, but the **Manage** button (located below 'Parts') is highlighted with a red box. The main content area displays the same set of charts as in the previous screenshot.

# Click the Add Button

Click the Add button to add a new part.

The screenshot shows the 'Parts' management interface. At the top, there is a search bar and navigation links. The main content area displays a table of parts with columns for Part Number, Name, Part Type, Part Model, Part Vendor, Price, Quantity On Hand, Min Quantity, Quantity On Order, and Quantity Used. The 'Add' button is highlighted with a red box. Below the table, there are pagination controls showing 'Showing 1 to 12 of 12 entries' and 'Previous 1 Next'.

Part Number	Name	Part Type	Part Model	Part Vendor	Price	Quantity On Hand	Min Quantity	Quantity On Order	Quantity Used	Actions
101	101	Replacement Monitor	XPS 420 Monitor	CDW-G	\$100.00	559	10	1	1	
300e-CH	300e Chargers	Chargers	300e Charger	CDW-G	\$25.00	225	500	375		
300e-KY	300e-KY	Keyboard	300e Keyboard	Jim's Computers	\$45.00	147	50			
300e-SC	300e-SC	Screens	300e Screen	CDW-G	\$175.00	51	5		10	
500e-CH	500 Charger	Chargers	500e Charger	CDW-G	\$35.00	150	500	360		
ACER-CB-R-Screen	Acer Chromebook Replacement Screen	Replacement Monitor	Acer-CB-Screen	New Egg	\$20.00	90	5		2	
CB Keyboard	Chromebook Keyboard	Keyboard	Lenovo Keyboard	CDW-G	\$25.00	10	15			
CB Screens	Chromebook Screens	Replacement Monitor	XPS 420 Monitor	Jim's Computers	\$44.00	337	10	35	3	
Dell Monitor	Dell Monitor	Replacement Monitor	XPS 420 Monitor	CDW-G	\$25.00	50	10			
L-CB-Screen	Lenovo Chromebook Screen	Screens	300e Screen	CDW-G	\$48.00	3	10	17	1	
LEN-123	Lenovo Keyboard	Keyboard	Lenovo Keyboard	CDW-G	\$20.00	200	10			
LENOVO Keyboard 2	LENOVO Keyboard 2	Keyboard	Lenovo Keyboard	CDW-G	\$25.00	10	10			

# Add the Part Information

Add the requested part information.

The screenshot shows the 'Add Part' form. The 'Information' section is highlighted with a red box. It contains fields for Number, Name, Type, Model, and Price. The 'Vendor Information' section contains a dropdown for Vendor. The 'Quantities' section contains fields for Minimum, On Hand, Ordered, and Used Year To Date. A 'Save' button is visible at the bottom left.

**Information**

Number \*  
Name \*  
Type \*  
Model \*  
Price \*

**Quantities**

Minimum: 0  
On Hand: 0  
Ordered: 0  
Used Year To Date: 0

**Vendor Information**

Vendor \*

**Notification Settings**

Save

# Select the Vendor

Select the vendor information from the drop-down menu.

The screenshot shows the 'Add Part' form in the ONE TO ONE PLUS system. The form is divided into several sections: Information, Quantities, Vendor Information, and Notification Settings. The 'Vendor' field in the 'Vendor Information' section is highlighted with a red box, indicating that the user should select a vendor from the drop-down menu. The 'Notification Settings' section is currently collapsed.

ONE TO ONE PLUS

Home > Parts > Add

Dashboard Sites Assets Students Staff Locations Help Desk Parts Manage Order Invoices Imports Reports Settings

Info Add Part

Information

Number \* Name \* Type \* Model \* Price \*

Quantities

Minimum On Hand Ordered Used Year To Date

Vendor Information

Vendor \*

Notification Settings

Save

# Select the Notification Group

Select from the list of Email Groups (settings area) to identify the users that you wish to be notified once a part hits the minimum quantity.

The screenshot shows the 'Add Part' form in the ONE TO ONE PLUS system. The 'Notification Settings' section is highlighted with a red box, indicating that the user should select a notification group from the list. The 'Vendor' field in the 'Vendor Information' section is also visible, but not highlighted.

ONE TO ONE PLUS

Home > Parts > Add

Dashboard Sites Assets Students Staff Locations Help Desk Parts Manage Order Invoices Imports Reports Settings

Info Add Part

Information

Number \* Name \* Type \* Model \* Price \*

Quantities

Minimum On Hand Ordered Used Year To Date

Vendor Information

Vendor \*

Notification Settings

Save

# Click the Save Button

Click the Save button to save the part information.

The screenshot shows the 'ONE TO ONE PLUS' web application interface. The top navigation bar is dark blue with the logo on the left, a search bar in the center, and user information on the right. A sidebar on the left contains a menu with items like Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The main content area is titled 'Add Part' and contains three sections: 'Information' with fields for Number, Name, Type, Model, and Price; 'Vendor Information' with a Vendor dropdown; and 'Quantities' with fields for Minimum, On Hand, Ordered, and Used Year To Date. A green 'Save' button with a checkmark is located at the bottom left of the form area and is highlighted with a red rectangular box.