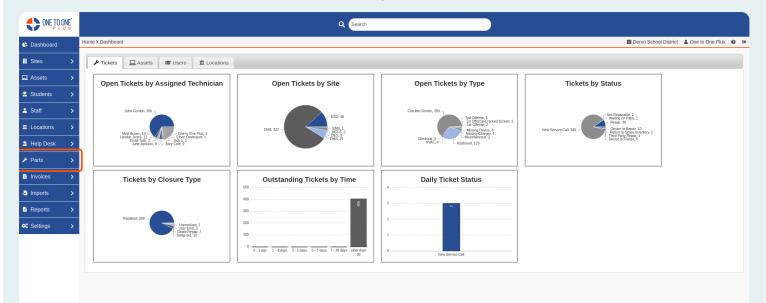
Add an Order

Author: Burt Lancaster

Updated: 2 years ago

Click on the Parts Button

Click on the Parts button to access the sub-menu options.



Select Order

To access the Order area, click on the Order button.

NETOONE	Iome > Dashboard			🕎 Demo School I
Dashboard	iome > Dashboard			Demo School L
Sites >	✓ Tickets			
⊒ Assets >	Open Tickets by Assigned Technician	Open Tickets by Site	Open Tickets by Type	Tickets by Status
Students				
Staff >	John Gordon, 260	- DSD, 48	Cracked Screen, 280 - 2nd Offense, 1	Not Repairable, 2 Wating on Parts, 1
T Locations >	Mitzi Brown, 13	DHS, 322	Firsting 3	New Service Call, 345 - Percent and the Repair, 39 - Percent Repair, 10 - Percent Repair, 10 - Percent Repair, 11 - Third Party Repair, 1 - Third Party Repair, 1 - Third Party Repair, 1 - Percent Instanti, 6 - Percent Repair, 1 - Percent Repair,
Help Desk >	Mitti Brown, 13 Landos Javas 12 Email Task, 2 June Jackson, 9 June Jackson, 9 June Jackson, 9	C DMS, 25	Electrical, 3 HVAC, 4 Keyboard, 129	E Initia Party Repair, 1 Device in Transit, 6
🕈 Parts 🗸 🗸				
Manage	Tickets by Closure Type	Outstanding Tickets by Time	Daily Ticket Status	
i Order		400	4	
i Invoices >	Repaired, 268	500 ···································	3	
Imports >	Unresolved 1 User Error, 2 Depot Repair, 7 Swap-out, 10	200	1	
Reports >	 Swat-on' To 	0		
Settings >		30	New Service Call	

Click Add

Click the Add button to add a new order.

			Q Search		
Dashboard	Home > Orders				🕎 Demo School District 🛛 💄 One to One Pl
Sites >	Orders (39 of 39)				
Assets >	Q Search Orders			Columns	TFilter T My Filters Export Add
Students >	Order Number	Description	♦ Vendor	♦ Order Status	♦ Actions
Staff >			Color		Clear Filters
_ocations >			Select	Select	
lelp Desk 🔉	ORD-39 ORD-38		CDW-G New Egg	Placed	C'
urts 🗸	000.07		New Egg	Received	ß
	ORD-36		New Egg	Partially Received	 2^
Manage	ORD-35		Jim's Computers	Partially Received	ß
Order	ORD-34		New Egg	Partially Received	ß
oices >	ORD-33		New Egg	Partially Received	ľ
	ORD-32		New Egg	Partially Received	ľ
ports >	ORD-31		New Egg	Partially Received	ľ
ports >	ORD-30		New Egg	Partially Received	ß
ttings >	ORD-29		CDW-G	Received	ß
	ORD-28		CDW-G	Partially Received	ß
	ORD-27		CDW-G	Partially Received	G,
	Showing 1 to 39 of 39 entries				Previous 1 Ne

Add a PO Number

Add the purchase order number if it is applicable.

	ONE [®]				Q Sea	rch				
🕓 Dashboard		Home > Orders > Add							🕎 Demo School Distri	ct 💄 One to One Plus 🚱 🚱
II Sites		Add Order								✓ Save
🖵 Assets		PO Number								
Students		Vendor *	L		~					
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🚊 Help Desk	>	Part	Model	Manufacturer	On Hand	Minimum Quantity	Total On Order	Price	Quantity	Actions
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Manage										
i Order										Total Items 0 Balance Due \$0.00
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-🗗 Imports										
Reports										
🎎 Settings										

Select Vendor

Select the Vendor associated with the order.

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🚯 Dashboard		Home > Orders > Add							🕅 Demo School District	🛔 One to One Plus 🛛 🚱
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- a Imports										
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Select Site

Select a Site associated with the order.

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🕫 Settings										

Select the Part

Select the part associated with the order.

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