

Add an Order

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Click on the Parts Button

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

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, including 'Open Tickets by Assigned Technician', 'Open Tickets by Site', 'Open Tickets by Type', 'Tickets by Status', 'Tickets by Closure Type', 'Outstanding Tickets by Time', and 'Daily Ticket Status'.

Select Order

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

The screenshot shows the ONE TO ONE PLUS dashboard interface, similar to the previous one. The left sidebar menu is expanded to show a 'Manage' section with the following items: Manage, **Order** (highlighted with a red box), Invoices, Imports, Reports, and Settings. The main content area displays the same set of charts as in the previous screenshot.

Click Add

Click the Add button to add a new order.

The screenshot shows the 'Orders (39 of 39)' page. The header includes the 'ONE TO ONE PLUS' logo, a search bar, and navigation links for 'Dashboard', 'Sites', 'Assets', 'Students', 'Staff', 'Locations', 'Help Desk', 'Parts', 'Manage', 'Order', 'Invoices', 'Imports', 'Reports', and 'Settings'. The main content area displays a table of orders with the following columns: Order Number, Description, Vendor, Order Status, and Actions. The 'Add' button is highlighted with a red circle. The table contains the following data:

Order Number	Description	Vendor	Order Status	Actions
ORD-39		CDW-G	Placed	
ORD-38	New Egg		Received	
ORD-37	New Egg		Received	
ORD-36	New Egg		Partially Received	
ORD-35	Jim's Computers		Partially Received	
ORD-34	New Egg		Partially Received	
ORD-33	New Egg		Partially Received	
ORD-32	New Egg		Partially Received	
ORD-31	New Egg		Partially Received	
ORD-30	New Egg		Partially Received	
ORD-29		CDW-G	Received	
ORD-28		CDW-G	Partially Received	
ORD-27		CDW-G	Partially Received	

Showing 1 to 39 of 39 entries

Add a PO Number

Add the purchase order number if it is applicable.

The screenshot shows the 'Add Order' page. The header includes the 'ONE TO ONE PLUS' logo, a search bar, and navigation links for 'Dashboard', 'Sites', 'Assets', 'Students', 'Staff', 'Locations', 'Help Desk', 'Parts', 'Manage', 'Order', 'Invoices', 'Imports', 'Reports', and 'Settings'. The main content area displays a form with the following fields: PO Number (highlighted with a red box), Vendor (dropdown menu), and Site (dropdown menu). A 'Save' button is visible at the bottom left. The table below the form has the following columns: Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions. The table is currently empty. The total items and balance due are shown as 0 and \$0.00 respectively.

Part	Model	Manufacturer	On Hand	Minimum Quantity	Total On Order	Price	Quantity	Actions
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Total Items 0
Balance Due \$0.00

Select Vendor

Select the Vendor associated with the order.

The screenshot shows the 'Add Order' form in the ONE TO ONE PLUS system. The form includes fields for PO Number, Vendor, and Site. The Vendor dropdown menu is highlighted with an orange box. The form also features a table with columns for Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions. A 'Save' button is visible in the top right corner. The sidebar on the left contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The top navigation bar shows 'Home > Orders > Add' and 'Demo School District | One to One Plus'.

Select Site

Select a Site associated with the order.

The screenshot shows the 'Add Order' form in the ONE TO ONE PLUS system. The form includes fields for PO Number, Vendor, and Site. The Site dropdown menu is highlighted with an orange box. The form also features a table with columns for Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions. A 'Save' button is visible in the top right corner. The sidebar on the left contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The top navigation bar shows 'Home > Orders > Add' and 'Demo School District | One to One Plus'.

Select the Part

Select the part associated with the order.

The screenshot shows the 'ONE TO ONE PLUS' software interface. The top navigation bar includes the logo, a search bar, and user information for 'Demo School District'. The left sidebar contains a menu with options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The main content area is titled 'Add Order' and contains a form with the following fields: PO Number (text input), Vendor (dropdown menu), and Site (dropdown menu). Below the form is a table with the following columns: Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions. The 'Part' column in the table is highlighted with an orange box. At the bottom right of the form area, there is a summary: 'Total Items 0' and 'Balance Due \$0.00'. A green 'Save' button is located at the bottom left of the form area.