

# Add/Edit Part's Properties

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## Click on Settings

To access the Parts Properties, click on the Settings button.

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, Manage, Order, Invoices, Imports, Reports, and Settings. The Settings button is highlighted with a red box. The main dashboard area displays several charts: 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.

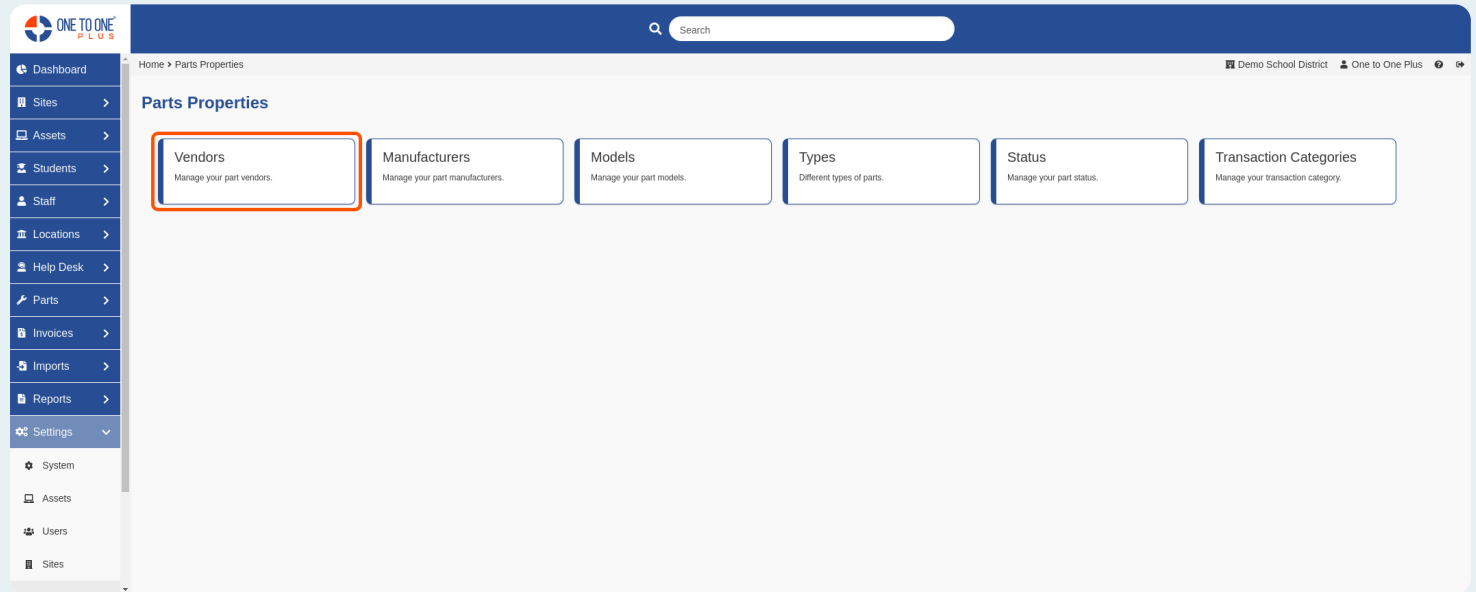
## Click on Parts

Click on the Parts button to access the specific Parts Properties.

The screenshot shows the ONE TO ONE PLUS dashboard interface, identical to the previous one. The left sidebar menu is the same, but the Parts button is highlighted with a red box. The main dashboard area displays the same set of charts: 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.

# Click on Vendors

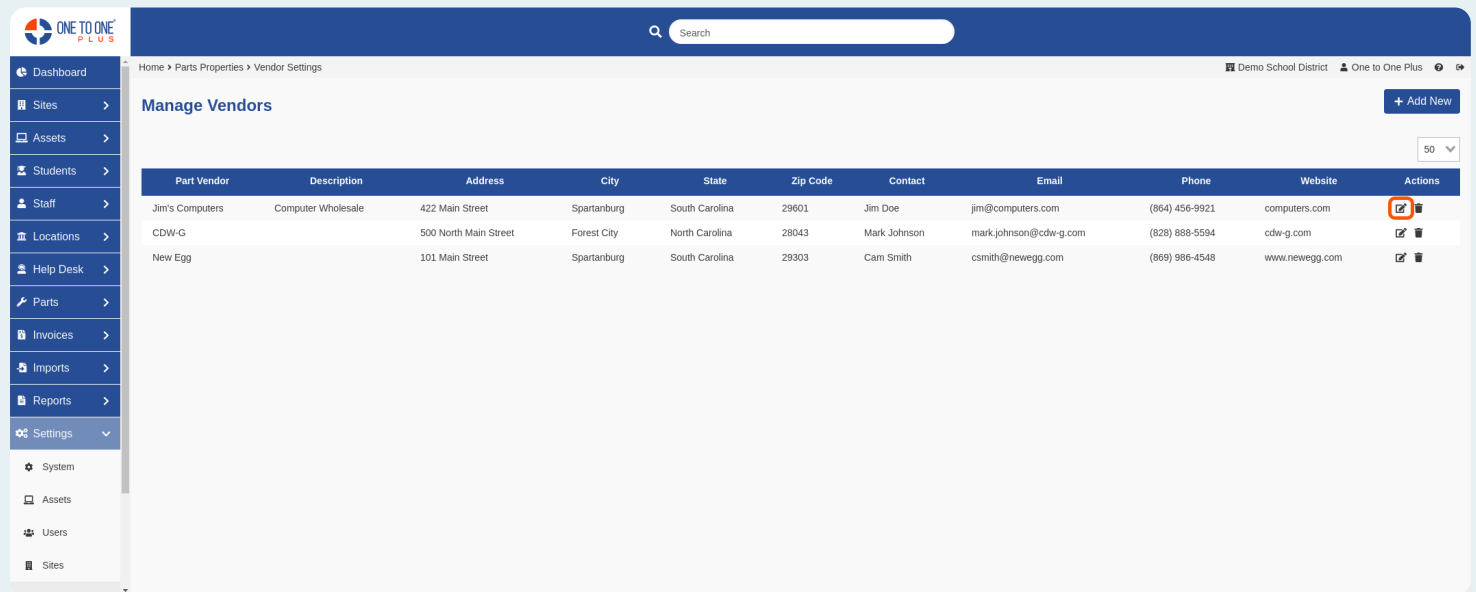
Click on the Vendors button to add or edit vendors.






The screenshot shows the ONE TO ONE PLUS dashboard. The left sidebar contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area is titled 'Parts Properties' and contains six buttons: Vendors (highlighted with an orange border), Manufacturers, Models, Types, Status, and Transaction Categories. The 'Vendors' button has the subtext 'Manage your part vendors.'

# Click on the Edit

Click on the Edit button to access a vendor and edit their record.



The screenshot shows the ONE TO ONE PLUS dashboard with the 'Manage Vendors' page. The page includes a '+ Add New' button and a table with the following data:

Part Vendor	Description	Address	City	State	Zip Code	Contact	Email	Phone	Website	Actions
Jim's Computers	Computer Wholesale	422 Main Street	Spartanburg	South Carolina	29601	Jim Doe	jim@computers.com	(864) 456-9921	computers.com	
CDW-G		500 North Main Street	Forest City	North Carolina	28043	Mark Johnson	mark.johnson@cdw-g.com	(828) 888-5594	cdw-g.com	
New Egg		101 Main Street	Spartanburg	South Carolina	28303	Cam Smith	csmith@newegg.com	(869) 986-4548	www.newegg.com	

# Click Add New

Click the Add New button to add a new vendor.

The screenshot shows the 'Manage Vendors' page in the ONE TO ONE PLUS system. The page header includes the logo, a search bar, and the user 'Demo School District'. The breadcrumb trail is 'Home > Parts Properties > Vendor Settings'. The main content area is titled 'Manage Vendors' and features a table of vendors. A '+ Add New' button is highlighted with a red box in the top right corner. The table has columns for Part Vendor, Description, Address, City, State, Zip Code, Contact, Email, Phone, Website, and Actions.

Part Vendor	Description	Address	City	State	Zip Code	Contact	Email	Phone	Website	Actions
Jim's Computers	Computer Wholesale	422 Main Street	Spartanburg	South Carolina	29601	Jim Doe	jim@computers.com	(864) 456-9921	computers.com	
CDW-G		500 North Main Street	Forest City	North Carolina	28043	Mark Johnson	mark.johnson@cdw-g.com	(828) 888-5594	cdw-g.com	
New Egg		101 Main Street	Spartanburg	South Carolina	28303	Cam Smith	csmith@newegg.com	(869) 986-4548	www.newegg.com	

# Complete the Vendor Details

Complete the information related to the vendor.

The screenshot shows the 'Add Vendor' page in the ONE TO ONE PLUS system. The page header includes the logo, a search bar, and the user 'Demo School District'. The breadcrumb trail is 'Home > Parts Properties > Vendor Settings > Add'. The main content area is titled 'Add Vendor' and features a green 'Save' button. A confirmation dialog box is displayed in the center of the page, with the text 'Please Confirm' and 'There are unsaved changes, would you still like to continue?'. The dialog box has 'OK' and 'Cancel' buttons.

# Click on Manufacturers









Click the Manufacturers button to add or edit manufacturer information.

The screenshot shows the 'Parts Properties' page in the One to One Plus system. The page has a dark blue header with the 'ONE TO ONE PLUS' logo on the left, a search bar in the center, and 'Demo School District' and 'One to One Plus' on the right. A left sidebar contains navigation links for Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area is titled 'Parts Properties' and contains six buttons: 'Vendors' (Manage your part vendors), 'Manufacturers' (Manage your part manufacturers), 'Models' (Manage your part models), 'Types' (Different types of parts), 'Status' (Manage your part status), and 'Transaction Categories' (Manage your transaction category). The 'Manufacturers' button is highlighted with a red rectangular border.

# Click the Edit Button

Click the Edit button to edit a manufacturer record.

The screenshot shows the 'Manage Manufacturers' page in the One to One Plus system. The page has a dark blue header with the 'ONE TO ONE PLUS' logo on the left, a search bar in the center, and 'Demo School District' and 'One to One Plus' on the right. A left sidebar contains navigation links for Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area is titled 'Manage Manufacturers' and includes a '+ Add New' button in the top right corner. Below the title is a table with columns for 'Part Manufacturer', 'Description', and 'Actions'. The table contains four rows of manufacturer records: Dell (Computer Manufacturer), Lenovo, HP, and Acer. The 'Edit' button (represented by a pencil icon) for the first row (Dell) is highlighted with a red rectangular border.

Part Manufacturer	Description	Actions
Dell	Computer Manufacturer	 
Lenovo	Lenovo	 
HP	HP	 
Acer	Acer	 

# Click the Add New Button

Click the Add New button to add a new manufacturer record.

The screenshot shows the 'Manage Manufacturers' page in the ONE TO ONE PLUS system. The page has a dark blue header with the logo and a search bar. The breadcrumb trail is 'Home > Parts Properties > Manufacturer Settings'. The page title is 'Manage Manufacturers'. In the top right corner, there is a '+ Add New' button highlighted with a red box. Below the title is a table with the following data:

Part Manufacturer	Description	Actions
Dell	Computer Manufacturer	
Lenovo	Lenovo	
HP	HP	
Acer	Acer	

# Add the Manufacturer Information

Complete the manufacturer information.

The screenshot shows the 'Add Manufacturer' page in the ONE TO ONE PLUS system. The page has a dark blue header with the logo and a search bar. The breadcrumb trail is 'Home > Parts Properties > Manufacturer Settings > Add'. The page title is 'Add Manufacturer'. The form contains two input fields: 'Name \*' and 'Description \*'. A green 'Save' button is located below the fields. The entire form area is highlighted with a red box.

# Click the Models Button















Click the Models button to add or edit model information.

The screenshot shows the 'Parts Properties' page in the One to One Plus system. The page has a dark blue header with the 'ONE TO ONE PLUS' logo on the left, a search bar in the center, and 'Demo School District' and 'One to One Plus' on the right. A left sidebar contains navigation links for Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area is titled 'Parts Properties' and contains six buttons: 'Vendors' (Manage your part vendors), 'Manufacturers' (Manage your part manufacturers), 'Models' (Manage your part models), 'Types' (Different types of parts), 'Status' (Manage your part status), and 'Transaction Categories' (Manage your transaction category). The 'Models' button is highlighted with a red rectangular border.

# Click the Edit Button

Click the Edit button to edit model information.

The screenshot shows the 'Manage Models' page in the One to One Plus system. The page has a dark blue header with the 'ONE TO ONE PLUS' logo on the left, a search bar in the center, and 'Demo School District' and 'One to One Plus' on the right. A left sidebar contains navigation links for Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area is titled 'Manage Models' and includes a '+ Add' button and a dropdown menu set to '50'. Below is a table with the following data:

Part Model	Description	Manufacturer	Actions
XPS 420 Monitor		Dell	 
300e Charger		Lenovo	 
500e Charger		Lenovo	 
300e Screen		Lenovo	 
Lenovo Keyboard		Lenovo	 
300e Keyboard	Keyboard	Lenovo	 
Acer-CB-Screen	Acer Chromebook Screen	Acer	 

The 'Edit' icon for the first row (XPS 420 Monitor) is highlighted with a red rectangular border.

# Click the Add Button

Click the Add button to add a new model.

Home > Parts Properties > Model Settings

Demo School District One to One Plus

### Manage Models

+ Add

50

Part Model	Description	Manufacturer	Actions
XPS 420 Monitor		Dell	
300e Charger		Lenovo	
500e Charger		Lenovo	
300e Screen		Lenovo	
Lenovo Keyboard		Lenovo	
300e Keyboard	Keyboard	Lenovo	
Acer-CB-Screen	Acer Chromebook Screen	Acer	

# Complete the Model Details

Complete the fields to add a new model to the system.

Home > Parts Properties > Model Settings > Add

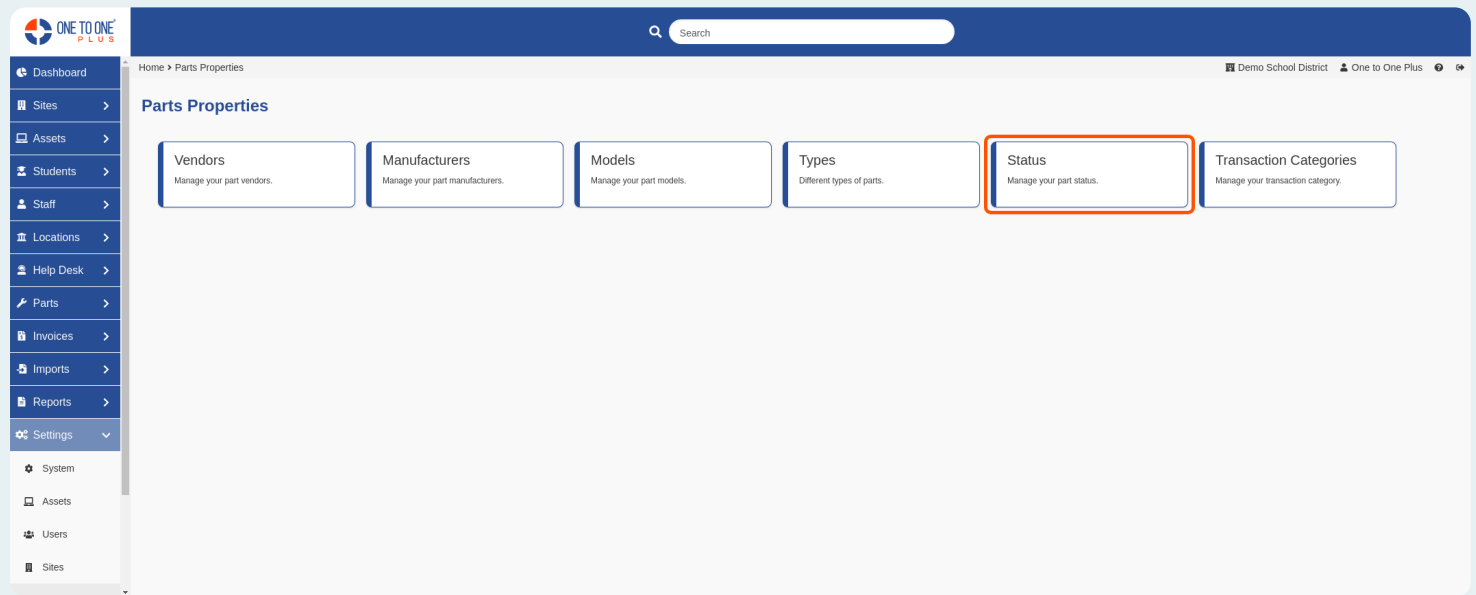
Demo School District One to One Plus

### Add Model

Save

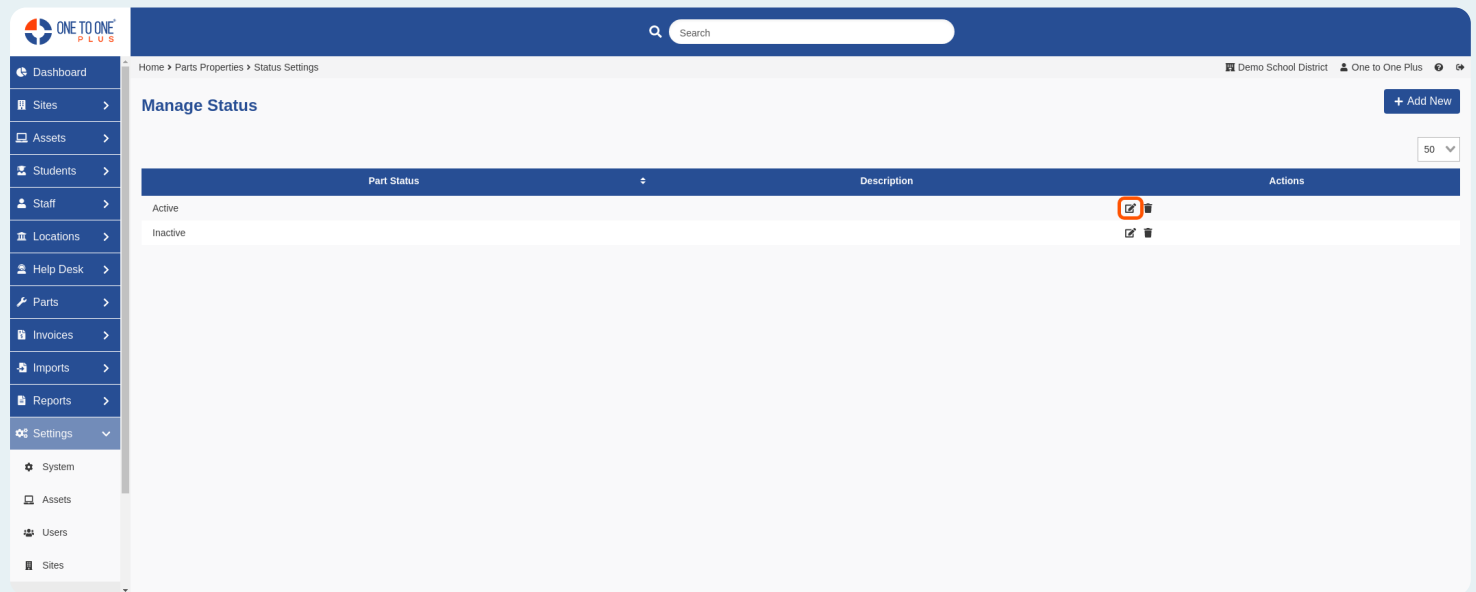
# Click on Status

Click on the Status button to update statuses in the system.



# Click the Edit Button

Click the Edit button to edit an existing status.





# Click the Add New Button

Click the Add New button to add a new status.

Home > Parts Properties > Status Settings

Demo School District One to One Plus

**Manage Status** + Add New

Part Status	Description	Actions
Active		
Inactive		

# Complete the Status Information

Complete the detail information for statuses.

Home > Parts Properties > Status Settings > Add

Demo School District One to One Plus

**Add Status**

Name \*

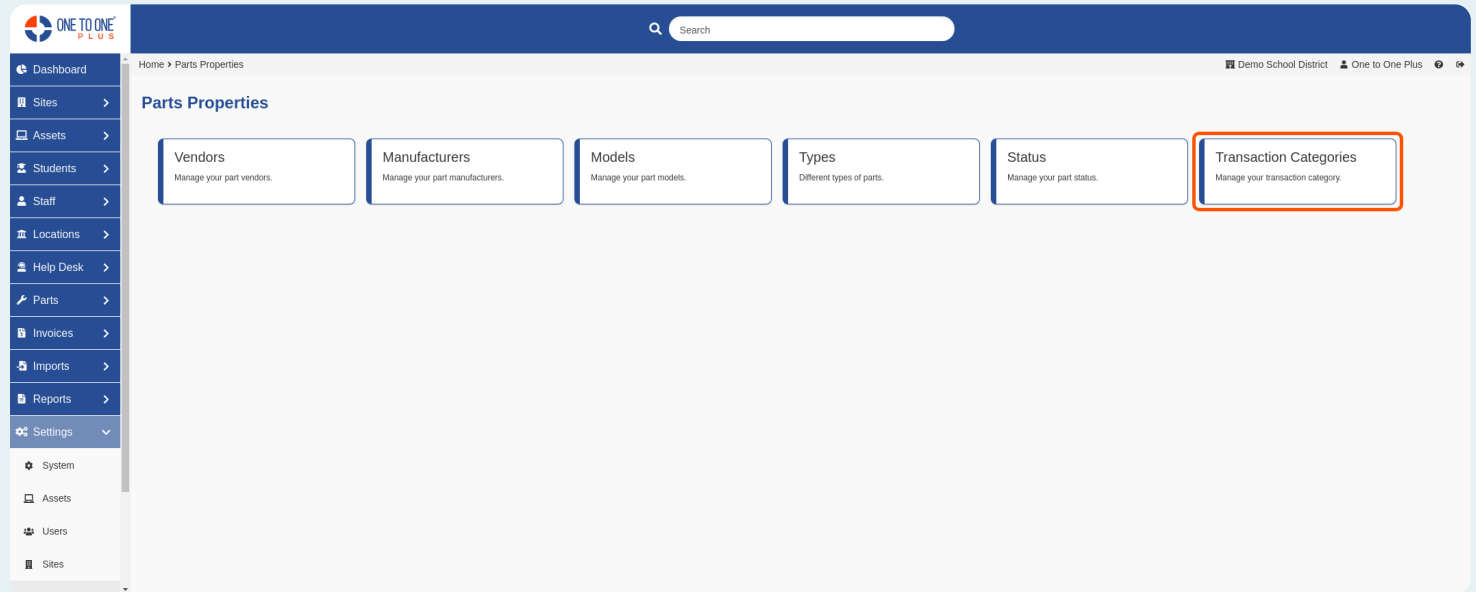
Description

System Status \*

✔ Save

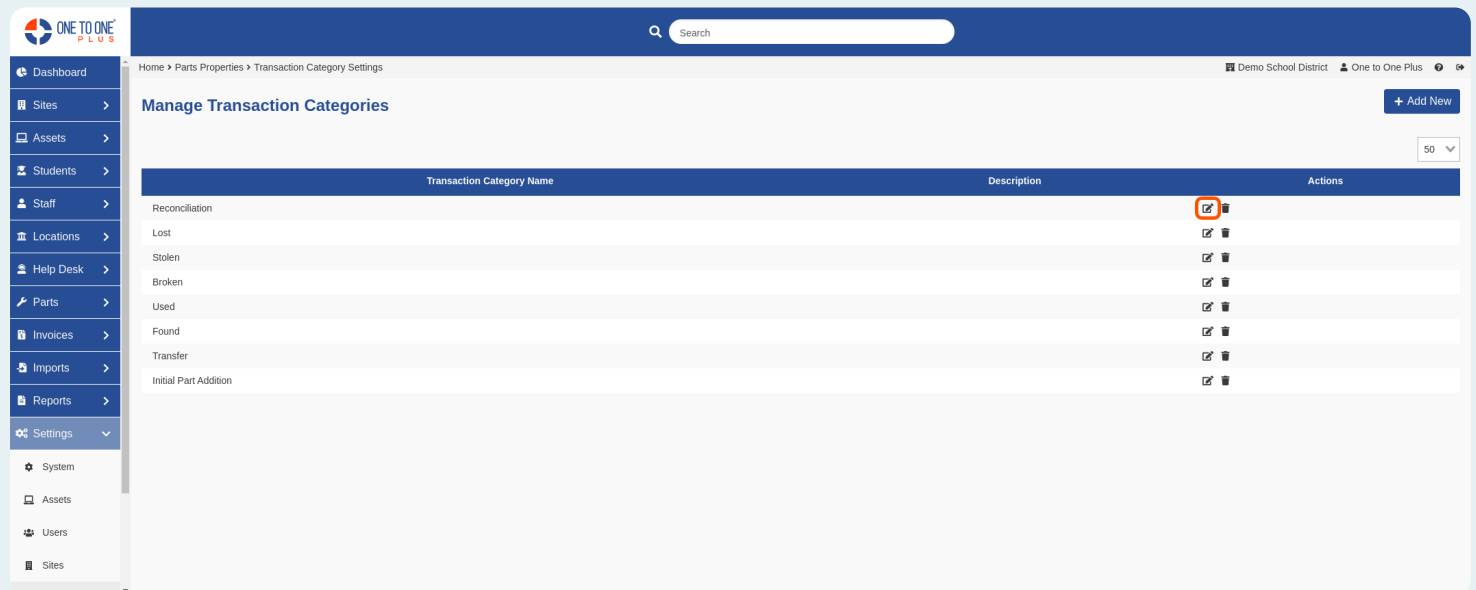
# Click on Transaction Categories

Click on the Transaction Categories to add or edit transaction categories.



# Click on Edit

Click on the Edit button to edit an existing transaction category.



# Click on Add New

Click on the Add New button to add a new transaction category.

The screenshot shows the 'Manage Transaction Categories' page. The breadcrumb trail is 'Home > Parts Properties > Transaction Category Settings'. The page title is 'Manage Transaction Categories'. In the top right corner, there is a '+ Add New' button highlighted with a red box. Below the title is a table with the following columns: 'Transaction Category Name', 'Description', and 'Actions'. The table contains the following rows:

Transaction Category Name	Description	Actions
Reconciliation		<a href="#">Edit</a> <a href="#">Delete</a>
Lost		<a href="#">Edit</a> <a href="#">Delete</a>
Stolen		<a href="#">Edit</a> <a href="#">Delete</a>
Broken		<a href="#">Edit</a> <a href="#">Delete</a>
Used		<a href="#">Edit</a> <a href="#">Delete</a>
Found		<a href="#">Edit</a> <a href="#">Delete</a>
Transfer		<a href="#">Edit</a> <a href="#">Delete</a>
Initial Part Addition		<a href="#">Edit</a> <a href="#">Delete</a>

# Add the Transaction Category

Complete the transaction category details.

The screenshot shows the 'Add Transaction Category' form. The breadcrumb trail is 'Home > Parts Properties > Transaction Category Settings > Add'. The page title is 'Add Transaction Category'. The form contains the following fields:

- Name \***: A text input field.
- Description**: A text input field.
- Type \***: A dropdown menu.

Below the form fields is a green 'Save' button with a checkmark icon.