

Edit a Part

Author: Burt Lancaster

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Click the Parts Button

Click 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 and reports 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'.

Click Manage

Click the Manage button to access the part that you wish to edit.

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** (expanded to show a sub-menu), **Manage** (highlighted with a red box), Order, Invoices, Imports, Reports, and Settings. The main content area displays the same charts and reports as the previous screenshot.

Search for the Part

Search for the part using this search box or by applying filters to one of the columns.

The screenshot shows the One to One Plus interface. At the top, there is a search bar with the text "Search". Below the search bar, the page title is "Parts (12 of 12)". A search box labeled "Search Parts" is highlighted with a red box. Below the search box, there is a table with columns: Part Number, Name, Part Type, Part Model, Part Vendor, Price, Quantity On Hand, Min Quantity, Quantity On Order, Quantity Used, and Actions. The table contains 12 rows of data. The first row is highlighted with a red box.

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	599	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		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			

Click on the Part

Select the part that you wish to edit.

The screenshot shows the One to One Plus interface. At the top, there is a search bar with the text "Search". Below the search bar, the page title is "Parts (12 of 12)". A search box labeled "Search Parts" is highlighted with a red box. Below the search box, there is a table with columns: Part Number, Name, Part Type, Part Model, Part Vendor, Price, Quantity On Hand, Min Quantity, Quantity On Order, Quantity Used, and Actions. The first row is highlighted with a red box.

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	599	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		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			

Edit the Information

Edit any of the part information that you wish to update.

The screenshot shows the 'Edit Part' form in the ONE TO ONE PLUS system. The form is highlighted with a red border. It contains the following sections:

- Information:** Number (101), Name (101), Type (Replacement Monitor), Model (XPS 420 Monitor), Price (100).
- Quantities:** Minimum (10), On Hand (559), Ordered (1), Used Year To Date (0).
- Vendor Information:** Vendor (CDW-G), Address (500 North Main Street), City (Forest City), State (North Carolina), Zip (28043), Contact (Mark Johnson), Contact Email (mark.johnson@cdw-g.com), Contact Phone (828-888-5594), Website (cdw-g.com).
- Part Site Inventory:** A table with columns: Site, On Hand, Minimum Quantity, On Order, Actions. The table shows one entry for Site 'DES' with On Hand '87', Minimum Quantity '10', and On Order '1'.

Click Save

Click the Save button to save your changes.

This screenshot is identical to the previous one, but with a red box around the 'Save' button in the top right corner of the form, indicating the next step in the process.