

Manage Orders

Author: Burt Lancaster

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Select Parts

Select the Parts button to access the sub-menu options.

The screenshot shows the One to One Plus dashboard. The sidebar on the left contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, **Parts** (highlighted with a red box), Invoices, Imports, Reports, and Settings. The main dashboard area displays several charts:

- Open Tickets by Assigned Technician:** Pie chart showing tickets assigned to John Gordon (260), Mizi Brown (13), Landon Jones (12), Email Task (2), June Jackson (9), One to One Plus (1), Chris Daversport (1), and Jory Cole (3).
- Open Tickets by Site:** Pie chart showing tickets from DHS (322), DSD (48), EMS (1), NCC (1), DHS (3), and DMS (25).
- Open Tickets by Type:** Pie chart showing tickets for Cracked Screen (280), 2nd Offense (3), 1st Offense-Cracked Screen (1), 1st Offense (2), Missing Service (8), Missing Charge (4), Miscellaneous (2), Electron (3), HVAC (4), and Keyboard (129).
- Tickets by Status:** Pie chart showing tickets for New Service Call (345), Not Repairable (2), Waiting on Parts (1), Repair (3), Device in Repair (10), Return to Spare Inventory (2), Third Party Repair (1), and Device in Transit (6).
- Tickets by Closure Type:** Pie chart showing tickets for Repaired (268), Unresolved (1), User Error (2), Repeat Repair (7), and Sweep-out (10).
- Outstanding Tickets by Time:** Bar chart showing 309 tickets older than 30 days.
- Daily Ticket Status:** Bar chart showing 3 tickets for New Service Call.

Select Order

Select the Order button to access the manage Order screen.

The screenshot shows the 'Parts (12 of 12)' management screen. It features a search bar and a table of parts with the following 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:

| 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 | | | 🗑️ |

Showing 1 to 12 of 12 entries. Navigation buttons: Previous, 1, Next.

Select Order Number or Edit Button

Click on the Order Number or the Edit button (far right) to edit an existing order in the system.

The screenshot shows the 'Orders (39 of 39)' page in the One to One Plus system. The table lists various orders with the following columns: Order Number, Description, Vendor, Order Status, and Actions. The first row, 'ORD-39', is highlighted with a red box. The 'Actions' column for this row contains an edit icon.

| Order Number | Description | Vendor | Order Status | Actions |
|--------------|-------------|-----------------|--------------------|---------|
| ORD-39 | | CDW-G | Draft | |
| 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 | |

View the Order Details

You can view the order details here including the Quantity on Hand, Minimum Quantity, and the Quantity Ordered.

The screenshot shows the 'Edit Draft Order' page for order 'ORD-39'. The 'Part' column in the table is highlighted with a red box. The page includes a 'Vendor Information' section and a table with the following columns: Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions.

Vendor Information:
Name: CDW-G
Contact: Mark Johnson
Phone: (828) 888-5594
Address: 500 North Main Street, Forest City, NC, 28043

| Part | Model | Manufacturer | On Hand | Minimum Quantity | Total On Order | Price | Quantity | Actions |
|---------|-------------|--------------|---------|------------------|----------------|----------|----------|---------|
| 300e-SC | 300e Screen | Lenovo | 51 | 5 | 0 | \$175.00 | 50 | |

Total Items: 50
Balance Due: \$8,750.00

View the Quantity Ordered

View the quantity associated with the order in this area.

The screenshot shows the 'Edit Draft Order' page in the One to One Plus system. The page includes a sidebar with navigation options like Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The main content area displays order details for Order Number ORD-39, PO Number 1234564, Vendor CDW-G, and Site DMS. Vendor information includes Name: CDW-G, Contact: Mark Johnson, Phone: (828) 888-5594, and Address: 500 North Main Street, Forest City, NC, 28043. A table lists the order items with columns for Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions. The first item is '300e-SC' (300e Screen) by Lenovo, with an On Hand quantity of 51, a Minimum Quantity of 5, and a Total On Order quantity of 0. The Price is \$175.00, and the Quantity is 50, which is highlighted with a red box. Below the table, there are buttons for 'Save' and 'Mark Order as Placed', and a notice: 'Notice: Order must be placed prior to receiving items'. Summary statistics show Total Items: 50 and Balance Due: \$8,750.00.

Click Mark Order as Placed

An order will remain in Draft status until you mark the order placed by clicking on this button.

This screenshot is identical to the one above, showing the 'Edit Draft Order' page. The primary difference is that the 'Mark Order as Placed' button is now highlighted with a red box, indicating the action to be taken. The quantity '50' is no longer highlighted. The rest of the page content, including the sidebar, order details, table, and summary statistics, remains the same.

Update Quantity Received

Use this area to update a partial number received by typing in that number.

The screenshot shows the 'Order Received Update' interface. At the top, there is 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 is titled 'Order Received Update' and includes a breadcrumb 'Home > Orders > Edit'. On the right, there are 'Activity Log' and 'Save' buttons. The order details are as follows:

| | | |
|--------------|---------|---|
| Order Number | ORD-39 | Vendor Information: |
| PO Number | 1234564 | Name: CDW-G |
| Vendor | CDW-G | Contact: Mark Johnson |
| Site | DMS | Phone: (828) 888-5594 |
| | | Address: 500 North Main Street Forest City, NC, 28043 |

Below the details is a table with columns: Part, On Hand, Quantity, Price, and QTY received. The table contains one row for part '300e-SC' with 'On Hand' 51, 'Quantity' 50, and 'Price' \$175.00. The 'QTY received' column has an input field with '50' and an 'All' button. A red box highlights the '50' in the input field. Below the table are 'Save' and 'All Received' buttons. A dropdown menu is set to '50'.

Select All Button

Use this button to select the entire order as received.

This screenshot is identical to the one above, showing the 'Order Received Update' page. The only difference is that the 'All' button in the 'QTY received' column of the table is highlighted with a red box, indicating the action to select the entire order as received.

Click Save.

Click Save to update the information.

The screenshot displays the ONE TO ONE PLUS web application interface. At the top, there is a navigation bar with the logo on the left, a search bar in the center, and user information on the right including 'Demo School District' and 'One to One Plus'. A left sidebar 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 'Order Received Update' and contains a form with the following fields:

- Order Number: ORD-39
- PO Number: 1234564
- Vendor: CDW-G
- Site: DMS

Below the form is a 'Vendor Information' section with the following details:

- Name: CDW-G
- Contact: Mark Johnson
- Phone: (828) 888-5594
- Address: 500 North Main Street, Forest City, NC, 28043

At the bottom of the form, there is a table with the following columns: Part, On Hand, Quantity, Price, and QTY received. The table contains one row:

| Part | On Hand | Quantity | Price | QTY received |
|---------|---------|----------|----------|--------------|
| 300e-SC | 51 | 50 | \$175.00 | 50 |

Below the table, there are two buttons: a green 'Save' button with a checkmark icon, which is highlighted with a red box, and a blue 'All Received' button. In the top right corner of the main content area, there are also 'Activity Log' and 'Save' buttons.