

Add a Part



This guide shows how to add new parts and set low-stock alerts, helping you efficiently manage inventory and maintain optimal stock levels. It's perfect for streamlining your workflow.

1 Select "Parts" to access the sub-menus of parts inventory.

The screenshot displays the ONE TO ONE PLUS dashboard. The left sidebar contains a navigation 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 is titled 'Dashboard' and includes a search bar and a navigation bar with 'Tickets', 'Assets', 'Users', and 'Locations'. Below this, there are six charts:

- Assets by Type:** A donut chart showing Laptop (9,104), Chromebook (60), and iPad (52).
- Assets by Site:** A donut chart showing QAHS (9,126), QADO (170), and a breakdown of QAES (3) into User Departments/Client Service, User Departments/Management, and User Departments/Client Services.
- Assets Not Turned In by Site:** A donut chart showing QAHS (355), QADO (64), and QAES (5).
- Assets by Status:** A donut chart showing Active (6,305).
- Assets Assigned:** A donut chart showing Unassigned (99.2%) and Assigned (0.8%).
- Assets by Funding Source:** A bar chart comparing Title 1 and E-Rate funding sources.

4 Add the requested part information.

The screenshot shows the 'Add Part' form in the ONE TO ONE PLUS system. The form is divided into several sections: 'Information', 'Vendor Information', 'Notification Settings', and 'Part Notes'. The 'Information' section includes fields for Number, Name, Type, Model, and Price. The 'Quantities' section includes fields for Minimum, On Hand, Ordered, and Used Year To Date. A red box highlights the 'Information' and 'Quantities' sections. The 'Vendor Information' section includes a dropdown menu for Vendor. The 'Notification Settings' section is currently collapsed. The 'Part Notes' section is a text area. A green 'Save' button is located at the bottom right of the form.

5 Select the vendor information from the drop-down menu.

The screenshot shows the 'Add Part' form in the ONE TO ONE PLUS system. The form is divided into several sections: 'Information', 'Vendor Information', 'Notification Settings', and 'Part Notes'. The 'Information' section includes fields for Number, Name, Type, Model, and Price. The 'Quantities' section includes fields for Minimum, On Hand, Ordered, and Used Year To Date. The 'Vendor Information' section includes a dropdown menu for Vendor, which is highlighted with a red box. The 'Notification Settings' section is currently collapsed. The 'Part Notes' section is a text area. A green 'Save' button is located at the bottom right of the form.

6

Select from the list of Email Groups (settings area) to identify the users that you wish to be notified once a part hits the minimum quantity.

The screenshot shows the 'Add Part' form in the ONE TO ONE PLUS system. The form is divided into several sections: Information, Vendor Information, Notification Settings, and Part Notes. The 'Notification Settings' section is highlighted with a red box, indicating that the user should select from the list of Email Groups in this area. The 'Save' button is visible in the top right corner.

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Select "Save" to save the part information.

The screenshot shows the 'Add Part' form in the ONE TO ONE PLUS system. The 'Save' button is highlighted with a red box, indicating that the user should click this button to save the part information. The 'Notification Settings' section is also visible, but not highlighted.