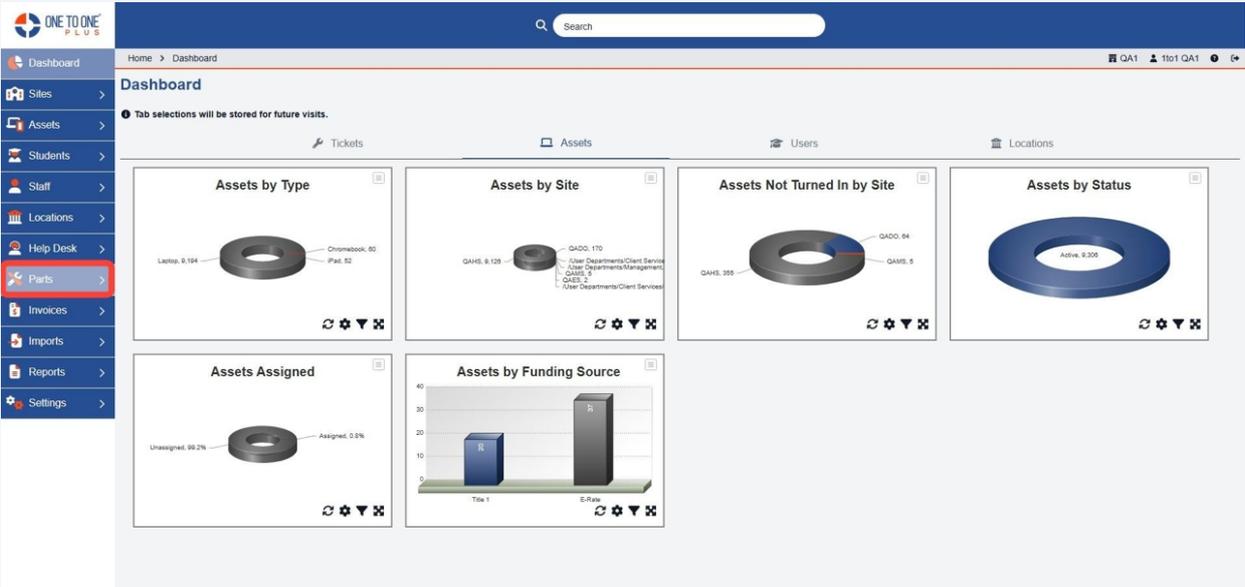


Add an Order



This guide offers simple, clear steps to add new orders, helping users streamline inventory and procurement with accurate records and efficient operations.

1 Select "Parts" to access the sub-menu options.



2 Select "Order".

The screenshot shows the ONE TO ONE PLUS dashboard. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, **Order** (highlighted with a red box), Invoices, Imports, Reports, and Settings. The main dashboard area displays several charts: 'Assets by Type' (donut chart), 'Assets by Site' (donut chart), 'Assets Not Turned In by Site' (donut chart), 'Assets by Status' (donut chart), 'Assets Assigned' (donut chart), and 'Assets by Funding Source' (bar chart). The top navigation bar includes a search field and user information.

3 Select "Add New" to add a new order.

The screenshot shows the ONE TO ONE PLUS 'Orders' page. The page title is 'Orders Showing all 11 records'. There are buttons for 'Columns', 'My Views', and '+ Add New' (highlighted with a red box). Below the title is a search bar and a 'View Applied: Standard' label. The main content is a table with the following columns: Order Number, Vendor, Created Date, Modified Date, Order Status, and Actions. The table contains 11 rows of order data.

Order Number	Vendor	Created Date	Modified Date	Order Status	Actions
ORD-592	Staples	1/10/2025, 5:07 PM	1/10/2025, 5:09 PM	Received	[Icons]
ORD-591	Dell	1/6/2025, 3:29 PM	1/6/2025, 3:29 PM	Partially Received	[Icons]
ORD-590	Dell	1/6/2025, 3:28 PM	1/6/2025, 3:30 PM	Received	[Icons]
ORD-589	Staples	12/20/2024, 4:12 PM	12/20/2024, 4:13 PM	Partially Received	[Icons]
ORD-588	Amazon	12/20/2024, 4:11 PM	12/20/2024, 4:15 PM	Received	[Icons]
ORD-587	Amazon	12/18/2024, 4:26 PM	12/18/2024, 4:27 PM	Partially Received	[Icons]
ORD-586	Amazon	11/15/2024, 3:10 PM	11/15/2024, 3:10 PM	Received	[Icons]
ORD-585	Amazon	11/15/2024, 2:53 PM	11/15/2024, 3:09 PM	Received	[Icons]
ORD-584	Staples	11/14/2024, 3:06 PM	11/15/2024, 3:03 PM	Partially Received	[Icons]
ORD-583	Amazon	11/14/2024, 2:55 PM	11/14/2024, 2:55 PM	Received	[Icons]
ORD-582	Amazon	11/14/2024, 2:54 PM	11/15/2024, 2:57 PM	Received	[Icons]

4 Add the purchase order number.

The screenshot shows the 'ONE TO ONE PLUS' software interface. The main heading is 'Add Order - Status: Draft'. The form includes the following fields:

- PO Number: A text input field highlighted with a red box.
- Vendor: A dropdown menu.
- Site: A dropdown menu.
- Quantity: A dropdown menu set to '50'.

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 table is currently empty.

At the bottom right, the summary shows: Total Items: 0, Balance Due: \$0.00. There are 'Save' buttons in the top right and bottom left of the form area.

5 Select the "Vendor" associated with the order.

The screenshot shows the 'ONE TO ONE PLUS' software interface. The main heading is 'Add Order - Status: Draft'. The form includes the following fields:

- PO Number: A text input field.
- Vendor: A dropdown menu highlighted with a red box.
- Site: A dropdown menu.
- Quantity: A dropdown menu set to '50'.

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 table is currently empty.

At the bottom right, the summary shows: Total Items: 0, Balance Due: \$0.00. There are 'Save' buttons in the top right and bottom left of the form area.

6 Select a "Site" associated with the order.

The screenshot shows the 'ONE TO ONE PLUS' web application interface. The main heading is 'Add Order - Status: Draft'. The form includes fields for 'PO Number', 'Vendor *', and 'Site'. The 'Site' dropdown menu is highlighted with a red box. Below the form is a table with columns: Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions. The 'Part' dropdown is also visible. On the right side, there are summary statistics: 'Total Items 0' and 'Balance Due \$0.00'. A green 'Save' button is located at the top right of the form area.

7 Select the "Part" associated with the order.

The screenshot shows the 'ONE TO ONE PLUS' web application interface. The main heading is 'Add Order - Status: Draft'. The form includes fields for 'PO Number', 'Vendor *', and 'Site'. Below the form is a table with columns: Part, Model, Manufacturer, On Hand, Minimum Quantity, Total On Order, Price, Quantity, and Actions. The 'Part' dropdown menu in the table is highlighted with a red box. On the right side, there are summary statistics: 'Total Items 0' and 'Balance Due \$0.00'. A green 'Save' button is located at the top right of the form area.