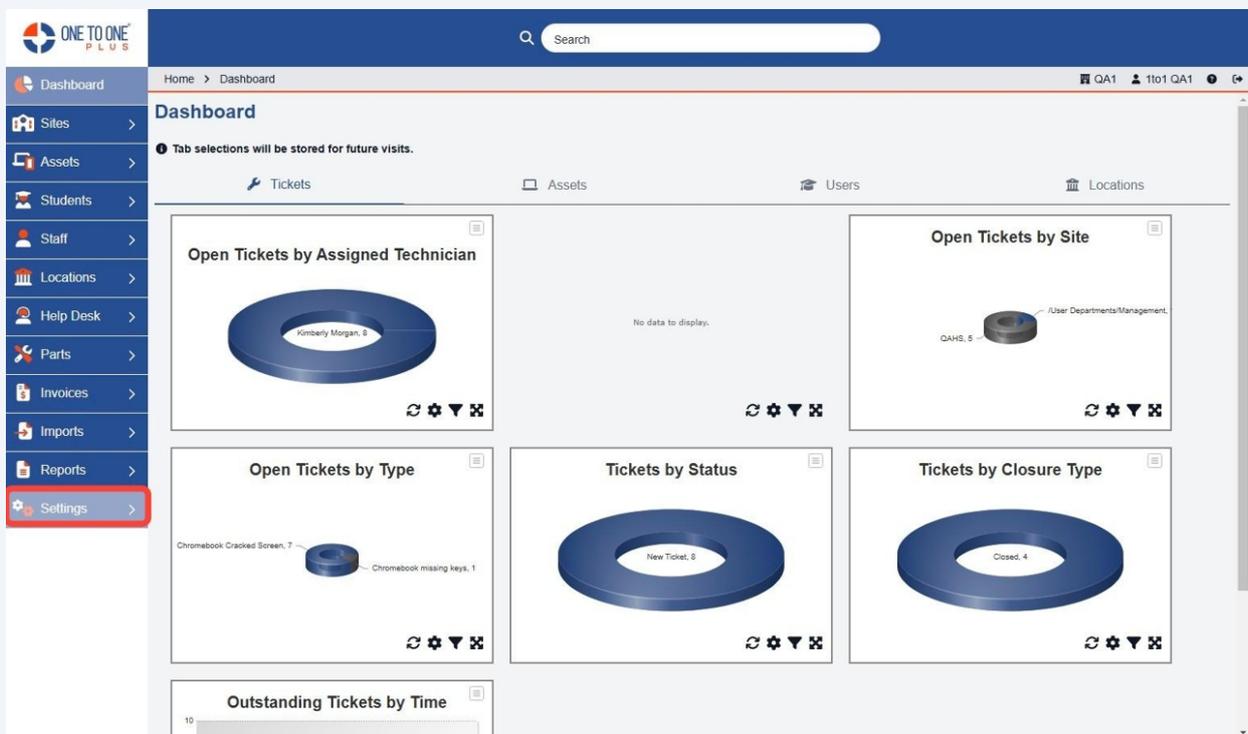


# Add and Update Part's Properties



This guide helps efficiently manage and update part properties like vendor, model, and status. Follow the steps to maintain accurate records and streamline inventory management for better operational efficiency.

## 1 Select "Settings".



## 2 Select "Parts".

The screenshot shows the ONE TO ONE PLUS dashboard. The left sidebar contains a list of menu items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts. The 'Parts' menu item is highlighted with a red box. The main content area displays a dashboard with several charts: 'Open Tickets by Assigned Technician' (Kimberly Morgan, 8), 'Open Tickets by Site' (QAHS, 5), 'Open Tickets by Type' (Chromebook Cracked Screen, 7; Chromebook missing keys, 1), 'Tickets by Status' (New Ticket, 8), 'Tickets by Closure Type' (Closed, 4), and 'Outstanding Tickets by Time'.

## 3 Select "Vendors".

The screenshot shows the ONE TO ONE PLUS 'Parts Properties' page. The left sidebar contains a list of menu items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts. The 'Parts' menu item is highlighted with a red box. The main content area displays a 'Parts Properties' page with several options: Part Settings (Site Restrictions, etc.), 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.).

4 Select "Edit" to access a vendor and edit their record.

The screenshot shows the 'Part Vendors' page with a table of three records. The 'Edit' icon (a pencil) for the first record is highlighted with a red square.

Contact Name	Part Vendor	Description	Address	Email	Website	Actions
Select	Select	Select		Select	Select	Clear
John Smith	Staples		200 East Main Street Spartansburg, 29632	jsmith@staples.com	www.staples.com	
Jane Smith	Dell		5450 Great American Parkway Santa Clara, 95054	janesmith@dell.com	www.dell.com	
Dan Miller	Amazon		123 Amazon drive Clarksville, 38456	dmiller@amazon.com	www.amazon.com	

5 Select "Add New" to add a new vendor.

The screenshot shows the 'Part Vendors' page with a table of three records. The '+ Add New' button is highlighted with a red rectangle.

Contact Name	Part Vendor	Description	Address	Email	Contact Phone
Select	Select	Select		Select	
John Smith	Staples		200 East Main Street Spartansburg, 29632	jsmith@staples.com	(814) 554-4444
Jane Smith	Dell		5450 Great American Parkway Santa Clara, 95054	janesmith@dell.com	(789) 456-4567
Dan Miller	Amazon		123 Amazon drive Clarksville, 38456	dmiller@amazon.com	(847) 456-4778

## 6 Complete the vendor information.

ONE TO ONE PLUS

Home > Parts Properties > Vendor Settings > Add

### Add Part Vendor

Save

Name \*

Description

Address \*

City \*

State \*

Zip code \*

Contact First Name \*

Contact Last Name \*

Email \*

Phone Number \*

Website

Save

## 7 Select "Manufacturers" to add or edit manufacturer information.

ONE TO ONE PLUS

Home > Parts Properties

### Parts Properties

Part Settings  
Site Restrictions, etc.

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.

Transaction Categories  
Manage your transaction category.

8 Select "Edit" to edit a manufacturer record.

The screenshot shows the ONE TO ONE PLUS web application interface. 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 "Manufacturers" and shows "Showing all 5 records". A search bar is at the top right. Below the search bar, there are buttons for "Columns", "My Views", and "Add New". A "Refresh" button and a "Page Size" dropdown (set to 50) are also visible. The "View Applied" is set to "Standard". A table lists the manufacturers with columns for "Part Manufacturer", "Description", and "Actions". The "Actions" column contains an "Edit" button, which is highlighted with a red square. The table data is as follows:

Part Manufacturer	Description	Actions
Select	Select	Clear
Lenovo	Lenovo	Edit
Intel	Intel	Edit
IBM	IBM	Edit
Dell	Dell	Edit
Apple	Apple	Edit

9 Select "Add New" to add a new manufacturer record.

The screenshot shows the ONE TO ONE PLUS web application interface, similar to the previous one. The left sidebar and main content area are the same. The "Add New" button in the top right corner of the main content area is highlighted with a red square. The table data is the same as in the previous screenshot:

Part Manufacturer	Description	Actions
Select	Select	Clear
Lenovo	Lenovo	Edit
Intel	Intel	Edit
IBM	IBM	Edit
Dell	Dell	Edit
Apple	Apple	Edit

## 10 Complete the manufacturer information.

The screenshot shows the 'Add Manufacturer' form in the ONE TO ONE PLUS system. The breadcrumb trail is 'Home > Parts Properties > Manufacturer Settings > Add'. The form contains two input fields: 'Name \*' and 'Description \*', both of which are highlighted with a red rectangular box. A green 'Save' button is located below the input fields. The left sidebar contains a navigation menu with options like Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The top header includes the ONE TO ONE PLUS logo, a search bar, and user information (QA1, 1to1 QA1).

## 11 Select "Models" to add or edit model information.

The screenshot shows the 'Parts Properties' page in the ONE TO ONE PLUS system. The breadcrumb trail is 'Home > Parts Properties'. The page displays several management options in a grid: 'Part Settings' (Site Restrictions, etc.), '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' option is highlighted with a red rectangular box. The left sidebar and top header are identical to the previous screenshot.

## 12 Select "Edit" to edit model information.

The screenshot shows the 'ONE TO ONE PLUS' web application interface. 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 'Models' and shows 'Showing all 7 records'. A search bar is at the top. Below the search bar, there are buttons for 'Columns', 'My Views', and '+ Add New'. A 'Refresh' button and 'Page Size' dropdown (set to 50) are also visible. The table below has columns for 'Part Model', 'Description', 'Manufacturer', and 'Actions'. The first row is highlighted, and the 'Edit' button in the 'Actions' column is circled in red.

Part Model	Description	Manufacturer	Actions
Select	Select	Select	Clear
Screen		Dell	Edit
SATA Hard Drive		Dell	Edit
Power_adapter_model_100		Dell	Edit
Microsoft Keyboard		Lenovo	Edit
Keyboard		Lenovo	Edit
IBM Keyboard		IBM	Edit
Category 6 10' cable		IBM	Edit

## 13 Select "Add New" to add a new model.

The screenshot shows the 'ONE TO ONE PLUS' web application interface. 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 'Models' and shows 'Showing all 7 records'. A search bar is at the top. Below the search bar, there are buttons for 'Columns', 'My Views', and '+ Add New'. A 'Refresh' button and 'Page Size' dropdown (set to 50) are also visible. The table below has columns for 'Part Model', 'Description', 'Manufacturer', and 'Actions'. The '+ Add New' button is circled in red.

Part Model	Description	Manufacturer	Actions
Select	Select	Select	Clear
Screen		Dell	Edit
SATA Hard Drive		Dell	Edit
Power_adapter_model_100		Dell	Edit
Microsoft Keyboard		Lenovo	Edit
Keyboard		Lenovo	Edit
IBM Keyboard		IBM	Edit
Category 6 10' cable		IBM	Edit

## 14 Complete the model information.

The screenshot shows the 'Add Model' form in the ONE TO ONE PLUS system. The form is located in the 'Parts Properties > Model Settings > Add' section. The form fields are:

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

A green 'Save' button is located below the form. The left sidebar contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts.

## 15 Select "Status" to update statuses in the system.

The screenshot shows the 'Parts Properties' page in the ONE TO ONE PLUS system. The page is located in the 'Parts Properties' section. The page contains several options:

- Part Settings**: Site Restrictions, etc.
- 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. (This option is highlighted with a red box.)
- Transaction Categories**: Manage your transaction category.

The left sidebar contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts.

16 Select "Edit" to edit an existing status.

The screenshot shows the 'Status Settings' page in the ONE TO ONE PLUS system. The page header includes the logo, a search bar, and navigation links. The main content area displays a table with columns for 'Part State', 'Description', and 'Actions'. The table contains two rows: 'Inactive' and 'Active'. The 'Active' row has an 'Edit' button highlighted with a red circle. Other buttons like 'Columns', 'My Views', 'Add New', 'Refresh', and 'Page Size' are also visible.

17 Select "Add New" to add a new status.

The screenshot shows the 'Status Settings' page in the ONE TO ONE PLUS system. The page header includes the logo, a search bar, and navigation links. The main content area displays a table with columns for 'Part State', 'Description', and 'Actions'. The table contains two rows: 'Inactive' and 'Active'. The 'Add New' button is highlighted with a red circle. Other buttons like 'Columns', 'My Views', 'Refresh', and 'Page Size' are also visible.

## 18 Complete the Status information.

The screenshot shows the 'Add Status' form in the ONE TO ONE PLUS system. The form is titled 'Add Status' and is located in the 'Parts Properties > Status Settings > Add' section. The form contains three input fields: 'Name \*', 'Description', and 'System Status \*'. The 'Name \*' field is highlighted with a red box. Below the form is a green 'Save' button. The left sidebar contains a navigation menu with options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts. The top navigation bar includes a search bar and user information: QA1, 1to1 QA1.

## 19 Select "Transaction Categories" to add or edit transaction categories.

The screenshot shows the 'Parts Properties' page in the ONE TO ONE PLUS system. The page is titled 'Parts Properties' and is located in the 'Parts Properties' section. The page contains several cards: 'Part Settings' (Site Restrictions, etc.), '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 'Transaction Categories' card is highlighted with a red box. The left sidebar contains a navigation menu with options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts. The top navigation bar includes a search bar and user information: QA1, 1to1 QA1.

20 Select "Edit" to edit an existing transaction category.

The screenshot shows the ONE TO ONE PLUS web application interface. 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 "Transaction Category" and shows "Showing all 4 records". Below this, there are search filters for "Transaction Category Name" and "Description", both set to "Select". A "View Applied: Standard" indicator is present. The table lists four transaction categories: Transfer, Ordered, Lost, and Found. Each row has an "Actions" column with "Edit" and "Delete" icons. The "Edit" icon for the "Transfer" row is highlighted with a red box. At the top right, there are buttons for "Columns", "My Views", and "Add New".

21 Select "Add New" to add a new transaction category.

The screenshot shows the ONE TO ONE PLUS web application interface, similar to the previous one. The left sidebar is the same. The main content area is titled "Transaction Category" and shows "Showing all 4 records". The "Add New" button at the top right is highlighted with a red box. The table below lists the same four transaction categories: Transfer, Ordered, Lost, and Found, each with "Edit" and "Delete" icons in the "Actions" column.

## 22 Complete the transaction category details.

The screenshot shows the 'ONE TO ONE PLUS' web application interface. The top navigation bar includes the logo, a search bar, and user information (QA1, 1to1 QA1). The breadcrumb trail is 'Home > Parts Properties > Transaction Category Settings > Add'. The main heading is 'Add Transaction Category'. The form contains three fields: 'Name \*', 'Description', and 'Type \*'. The 'Name \*' field is highlighted with a red box. A green 'Save' button is located below the form. The left sidebar contains a menu with options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts.

ONE TO ONE PLUS

Home > Parts Properties > Transaction Category Settings > Add

QA1 1to1 QA1

### Add Transaction Category

Save

Name \*

Description

Type \*

Save

- Dashboard
- Sites
- Assets
- Students
- Staff
- Locations
- Help Desk
- Parts
- Invoices
- Imports
- Reports
- Settings
  - System
  - Assets
  - Users
  - Sites
  - Parts