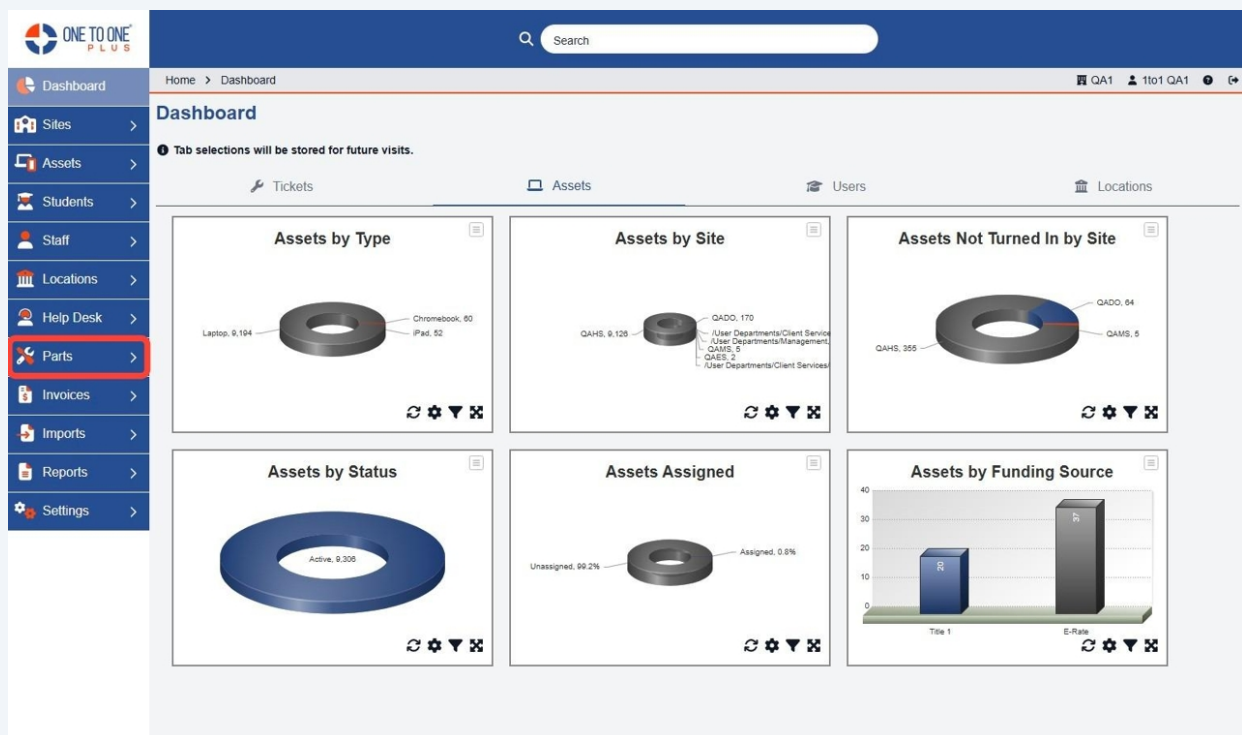


Edit a Part



This guide offers easy steps to search, edit, and update parts in your inventory, helping you save time and keep accurate records. It's essential for streamlining parts management.

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



2 Select "Manage" to access the primary parts menu.

The screenshot shows the ONE TO ONE PLUS dashboard. On the left sidebar, the 'Manage' option under the 'Parts' section is highlighted with a red box. The main dashboard area displays several charts: 'Assets by Type' (donut chart showing Laptop at 9.124 and Chromebook at 8.0), 'Assets by Site' (donut chart showing Q4HS at 9.125 and Q4DO at 170), 'Assets Not Turned In by Site' (donut chart showing Q4HS at 288 and Q4HS at 5), 'Assets by Status' (donut chart showing Active at 9.309), 'Assets Assigned' (donut chart showing Unassigned at 99.2% and Assigned at 0.8%), and 'Assets by Funding Source' (bar chart showing Title I at 30 and E-Rate at 10).

3 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 'Parts' menu. At the top, there is a search bar and a 'Columns' button. Below the search bar, there is a table of parts. The table has columns for Part Number, Name, Part Type, Part Model, Part Vendor, Price, Quantity On Hand, Min Quantity, Quantity On Order, and Quantity. The first row shows a 'Screen' part with a quantity of 21. The second row shows a 'Laptop_Screen' part with a quantity of 11. The third row shows a 'Keyboard' part with a quantity of 0. The fourth row shows a 'SSD Drive' part with a quantity of 4. The fifth row shows a 'Keyboard for Chromebook' part with a quantity of 4. The sixth row shows a 'keyboard 600' part with a quantity of 1. The seventh row shows a 'Screen' part with a quantity of 7. The eighth row shows a 'Solid State Drive' part with a quantity of 8. The ninth row shows a 'Chromebook keyboard' part with a quantity of 16. The tenth row shows a 'Keyboard 140' part with a quantity of 4. The eleventh row shows a 'keyboard 130' part with a quantity of 5. The twelfth row shows a 'Microsoft Keyboard' part with a quantity of 5.

4

Select the part that you wish to edit.

ONE TO ONE PLUS

Dashboard

Sites

Assets

Students

Staff

Locations

Help Desk

Parts

Manage

Order

Invoices

Imports

Reports

Settings

Search

QA1

1101 QA1

+

Home

Parts

Parts

Showing all 14 records

Columns

My Views

Export

+ Add New

Refresh

Column Finder

Page Size

50

View Applied: Standard

Part Number	Name	Part Type	Part Model	Part Vendor	Price	Quantity On Hand	Min Quantity	Quantity On Order	Quantity
Select	Select	Select	Select	Select	Select	Select	Select	Select	Select
Screen	Chromebok replacement screen	Screen	Screen	Amazon	\$139.00	21	1	0	4
Laptop_Screen	Laptop screen	Screen	Screen	Amazon	\$45.00	11	1	4	0
Keyboard	Keyboard	Keyboard	Keyboard	Amazon	\$20.00	0	1	0	0
SSD Drive	Solid State Drive	Solid State Drive	SATA Hard Drive	Amazon	\$50.00	4	1	3	0
Keyboard for Chromebok	Keyboard	Keyboard	IBM Keyboard	Amazon	\$25.00	4	1	0	0
keyboard 600	Keyboard	Keyboard	Keyboard	Amazon	\$20.00	1	1	1	0
Screen	Screen	Screen	Screen	Amazon	\$125.00	7	1	0	0
Solid State Drive	Solid State Drive	Solid State Drive	SATA Hard Drive	Amazon	\$90.00	8	2	0	0
Chromebok keyboard	Keyboard	Keyboard	Keyboard	Dell	\$45.00	16	1	0	0
Keyboard 140	Keyboard	Keyboard	Microsoft Keyboard	Amazon	\$25.00	4	1	0	0
keyboard 130	Keyboard	Keyboard	Microsoft Keyboard	Amazon	\$25.00	5	1	0	0
Microsoft Keyboard	Keyboard	Keyboard	Microsoft Keyboard	Amazon	\$25.00	5	1	0	0

5

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

ONE TO ONE
PLUS

Dashboard

Sites

Assets

Students

Staff

Locations

Help Desk

Parts

Manage

Order

Invoices

Imports

Reports

Settings

Search

Home > Parts > Edit

QA1 1to1 QA1

Activity Log

Save

Information

Number *

Screen

Name *

Chromebook replacement screen

Type *

Screen

x v

Model *

Screen

x v

Price *

139.00

Quantities

Minimum *

1

On Hand

21

Ordered

0

Used Year To Date

4

Vendor Information

Vendor *

Amazon

x v

Address

123 Amazon drive

City

Clarksville

State

Tennessee

Zip

38456

Contact

Dan Miller

Contact Email

dmiller@amazon.com

Contact Phone

847-456-4778

Website

www.amazon.com

+ Notification Settings

Part Notes

chromebook screen notes!

Part Site Inventory

50

6

Select "Save" to save your changes.

The screenshot displays the 'ONE TO ONE PLUS' software interface. The top navigation bar includes a search bar and user information. The left sidebar lists various modules: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The main content area is titled 'Add Part' and contains the following sections:

- Information**: Fields for Number, Name, Type (dropdown), Model (dropdown), and Price.
- Quantities**: Fields for Minimum, On Hand, Ordered, and Used Year To Date.
- Vendor Information**: A dropdown field for Vendor.
- Notification Settings**: A section with a plus icon and a text area.
- Part Notes**: A text area.

A green 'Save' button with a checkmark is located at the bottom left of the form. Another 'Save' button is visible in the top right corner of the interface.