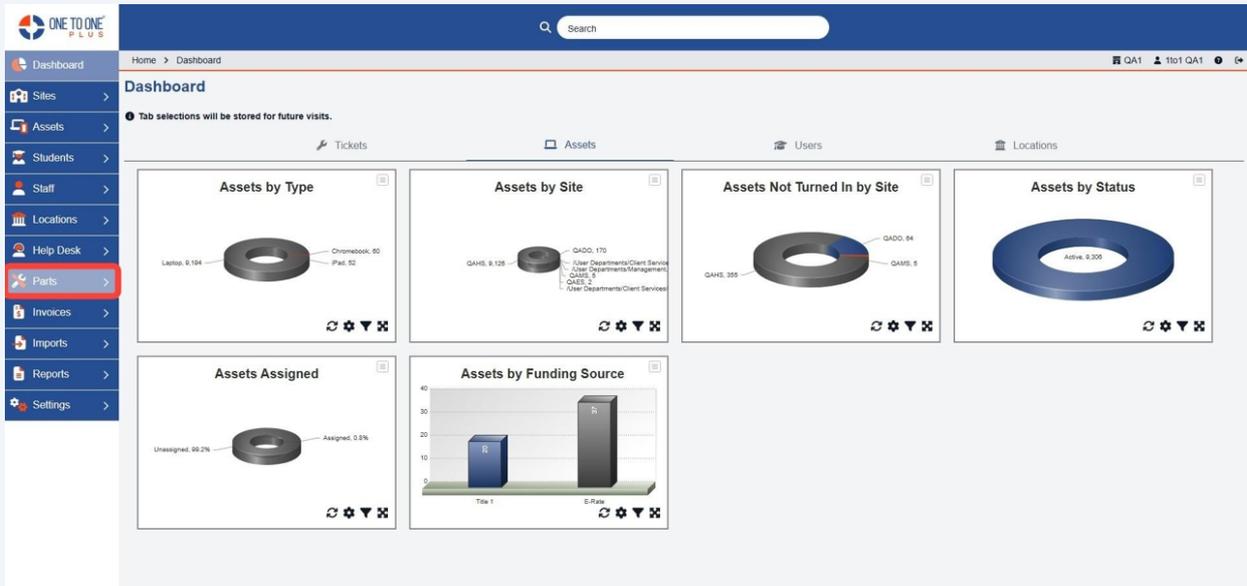


Manage Orders



This guide explains how to manage, edit, and track orders, helping users maintain accurate records and streamline workflow for better efficiency.

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



2 Select "Order" to access the manage Order screen.

The screenshot shows 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, Manage, **Order** (highlighted in red), Invoices, Imports, Reports, and Settings. The main dashboard area displays several charts: 'Assets by Type' (donut chart showing Laptop: 9,104, Chromebook: 80, and iPad: 52), 'Assets by Site' (donut chart showing QAHS: 9,128, QAOD: 170, and other categories), 'Assets Not Turned In by Site' (donut chart showing QAHS: 395, QAOD: 64, and QAHS: 5), 'Assets by Status' (donut chart showing Active: 9,309), 'Assets Assigned' (donut chart showing Unassigned: 99.2% and Assigned: 0.8%), and 'Assets by Funding Source' (bar chart showing Title I and E-Rate).

3 Select an Order Number or the "Edit" button to edit an existing order in the system.

The screenshot shows the ONE TO ONE PLUS Orders screen. The top navigation bar includes 'Home > Orders', a search bar, and user information (QA1, 1101 QA1). The main content area displays 'Orders Showing all 11 records' with options for 'Columns', 'My Views', and '+ Add New'. Below this, there are controls for 'Refresh', 'Column Finder', and 'Page Size' (set to 50). A table of orders is shown with the following columns: Order Number, Vendor, Created Date, Modified Date, Order Status, and Actions. The first row, 'ORD-592', is highlighted with a red box, and its 'Edit' button (represented by a pencil icon) is also highlighted with a red box.

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

4

You can view the order details here including the quantity on hand and the quantity ordered.

The screenshot shows the 'ONE TO ONE PLUS' interface for editing a draft order. The order details include:

- Order Number: ORD-592
- PO Number: 20250110
- Vendor: Staples
- Site: QAHS
- Vendor Information: Name: Staples, Contact: John Smith, Phone: (814) 554-4444, Address: 200 East Main Street, Spartansburg, SC, 29632

The main table displays the following data:

Part	On Hand	Quantity	Price	QTY received
keyboard 600	1	5	\$20.00	5

Red boxes highlight the 'On Hand' value of 1 and the 'Quantity' value of 5. A yellow notice states: 'Notice: Order must be placed prior to receiving items.' Buttons for 'Save' and 'Mark Order as Placed' are visible.

5

View the quantity ordered with the order in this area.

This screenshot is identical to the one above, showing the 'ONE TO ONE PLUS' interface for editing a draft order. The order details and table are the same. In this view, a red box highlights the 'Quantity' value of 5 in the table row for 'keyboard 600'. The 'On Hand' value of 1 is no longer highlighted.

6

An order will remain in "Draft" status until you select "Mark Order as Placed" button.

ONE TO ONE PLUS

Home > Orders > Edit

QA1 1101 QA1

Edit Order - Status: Draft

Order Number: ORD-592

PO Number: 20250110

Vendor: Staples

Site: QAHS

Vendor Information:
Name: Staples
Contact: John Smith
Phone: (814) 554-4444
Address: 200 East Main Street
Spartansburg, SC, 29632

Part	On Hand	Quantity	Price	QTY received
keyboard 600	1	5	\$20.00	5

Notice: Order must be placed prior to receiving items

Buttons: Save, Mark Order as Placed

7

Use the QTY Received area to update a partial number received by typing in that number.

ONE TO ONE PLUS

Home > Orders > Edit

QA1 1101 QA1

Edit Order - Status: Placed

Order Number: ORD-592

PO Number: 20250110

Vendor: Staples

Site: QAHS

Vendor Information:
Name: Staples
Contact: John Smith
Phone: (814) 554-4444
Address: 200 East Main Street
Spartansburg, SC, 29632

Part	On Hand	Quantity	Price	QTY received
keyboard 600	1	5	\$20.00	5

Buttons: Save, All Received

8 Select "All" to mark the entire order as received.

ONE TO ONE PLUS

Home > Orders > Edit

QA1 1101 QA1

Edit Order - Status: Placed

Save

Order Number: ORD-592

PO Number: 20250110

Vendor: Staples

Site: QAHS

Vendor Information:
Name: Staples
Contact: John Smith
Phone: (814) 554-4444
Address: 200 East Main Street
Spartansburg, SC, 29632

Part	On Hand	Quantity	Price	QTY received
keyboard 600	1	5	\$20.00	5

50

All

Save All Received

9 Select "Save" to update the information.

ONE TO ONE PLUS

Home > Orders > Edit

QA1 1101 QA1

Edit Order - Status: Placed

Save

Order Number: ORD-592

PO Number: 20250110

Vendor: Staples

Site: QAHS

Vendor Information:
Name: Staples
Contact: John Smith
Phone: (814) 554-4444
Address: 200 East Main Street
Spartansburg, SC, 29632

Part	On Hand	Quantity	Price	QTY received
keyboard 600	1	5	\$20.00	5

50

All

Save All Received