

# Access Standard Reports

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## Select Reports

The screenshot displays the ONE TO ONE PLUS dashboard for Demo School District. The interface includes a navigation sidebar on the left with options like Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The 'Reports' menu item is highlighted with an orange box. The main content area features a search bar and a breadcrumb trail 'Home > Dashboard'. Below this, there are tabs for 'Tasks', 'Assets', 'Users', and 'Locations'. The dashboard is divided into six report cards, each with a pie chart:

- Open Tasks by Assigned Technician:** A pie chart showing the distribution of tasks among technicians: Burt Lancaster (36), Joey Cole (2), Landon Jones (1), and Mitzi Brown (3).
- Open Tasks by Site:** A pie chart showing tasks across different sites: DHS (29), DMS (8), DSD (1), EMS (1), ESI (1), Transfer (1), and DES (1).
- Open Tasks by Type:** A pie chart showing the types of tasks: Cracked Screen (19), Multiple Issues (11), Keyboard (4), Display Issue (2), Display Screen (2), Day User Request (2), Missing Device (1), Password Reset (1), and Password Resel (1).
- Tasks by Status:** A pie chart showing the status of tasks: New Service Call (34), Depot Repair (4), Repair (2), and Device In Repair (2).
- Tasks by Closure Type:** (Title visible, chart content not fully shown)
- Outstanding Tasks by Time:** (Title visible, chart content not fully shown)

At the bottom of the dashboard, there is a page number '40' and a vertical scrollbar on the right side.

# Click on Standard Reports

ONE TO ONE PLUS

Home > Dashboard

Tasks Assets Users Locations

**Open Tasks by Assigned Technician**

Technician	Count
Burt Lancaster	36
Mitzi Brown	3
Landon Jones	1
Joey Cole	2

**Open Tasks by Site**

Site	Count
DHS	29
DMS	8
DSD	1
EMS	1
ESI	1
Transfer	1
DES	1

**Open Tasks by Type**

Type	Count
Cracked Screen	19
Multiple Issues	11
Keyboard	4
Day User Request	2
Display Issue	2
Display Screen	2
Missing Device	1
Password Reset	1
Password Reset	1

**Tasks by Status**

Status	Count
New Service Call	34
Depot Repair	4
Device In Repair	2
Repair	2

**Tasks by Closure Type**

**Outstanding Tasks by Time**

40

Standard Reports

Custom Reports

Quick Export

Scheduled

Settings

# Select an Area to Access Reports

The screenshot displays the ONE TO ONE PLUS web application interface. The top navigation bar includes the logo, a search bar with the placeholder text "Type 3 or more characters and PRESS ENTER", and the text "Demo School District". The left sidebar contains a menu with items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The "Assets" menu item is highlighted with an orange box. Below the sidebar, there are expandable sections for "+ Users", "+ Locations", "+ Tasks", "+ Invoices", and "+ Payments".

The main content area is partially obscured by a modal window titled "Assets by Type/Site.". This modal contains the following filters:

- Asset Types: Select
- Asset Manufacturers: Select
- Asset Models: Select
- Asset Classes: Select
- Asset Categories: Select
- Asset Pools: Select
- Sites: Select
- Asset Status: Select (dropdown menu)
- Created Start Date: [Date field] Clear
- Created End Date: [Date field] Clear
- Sort By: Select

At the bottom of the modal, there are two buttons: "Generate Report" (green) and "Cancel" (red). The ONE TO ONE PLUS logo is also visible in the bottom left corner of the modal.

# Click on a Specific Report

The screenshot displays the ONE TO ONE PLUS web application interface. A search bar at the top contains the text "Type 3 or more characters and PRESS ENTER". The user is logged in as "Demo School District". The left sidebar shows a navigation menu with items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The "Reports" item is highlighted, and a sub-menu is open showing "Assets by Type/Site" selected. A modal window titled "Assets by Type/Site." is open, containing the following fields:

- Asset Types: Select
- Asset Manufacturers: Select
- Asset Models: Select
- Asset Classes: Select
- Asset Categories: Select
- Asset Pools: Select
- Sites: Select
- Asset Status: Select (dropdown)
- Created Start Date: [Date field] Clear
- Created End Date: [Date field] Clear
- Sort By: Select

At the bottom of the modal are two buttons: "Generate Report" (green) and "Cancel" (red). The ONE TO ONE PLUS logo is visible in the bottom left corner of the modal.

# Use the Fields to Customize the Report Data

The screenshot displays the ONE TO ONE PLUS web application interface. A search bar at the top contains the text "Type 3 or more characters and PRESS ENTER". The user is logged in as "Demo School District". A sidebar on the left lists navigation options: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area shows a "Standards" section with a sub-menu for "Assets".

The "Assets by Type/Site" report configuration modal is open, featuring the following fields:

- Asset Types:** A dropdown menu with "Select" as the current value, highlighted with an orange border.
- Asset Manufacturers:** A dropdown menu with "Select" as the current value.
- Asset Models:** A dropdown menu with "Select" as the current value.
- Asset Classes:** A dropdown menu with "Select" as the current value.
- Asset Categories:** A dropdown menu with "Select" as the current value.
- Asset Pools:** A dropdown menu with "Select" as the current value.
- Sites:** A dropdown menu with "Select" as the current value.
- Asset Status:** A dropdown menu with "Select" as the current value.
- Created Start Date:** A date input field with a "Clear" button.
- Created End Date:** A date input field with a "Clear" button.
- Sort By:** A dropdown menu with "Select" as the current value.

At the bottom of the modal, there are two buttons: "Generate Report" (green) and "Cancel" (red). The ONE TO ONE PLUS logo is visible in the bottom left corner of the modal.

# Click Generate Report

The screenshot displays the ONE TO ONE PLUS web application interface. A search bar at the top contains the text "Type 3 or more characters and PRESS ENTER". The user is logged in as "Demo School District". A sidebar on the left lists navigation options: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area shows a "Standards" section with a sub-menu for "Assets" containing options like "Assets I", "Displays As", "Assets I", "Displays As", "Assets I", "Displays As", and "Assets I", "Displays As".

A modal window titled "Assets by Type/Site." is open, featuring the following fields and controls:

- Asset Types: Select
- Asset Manufacturers: Select
- Asset Models: Select
- Asset Classes: Select
- Asset Categories: Select
- Asset Pools: Select
- Sites: Select
- Asset Status: Select (dropdown)
- Created Start Date: [Date field] Clear
- Created End Date: [Date field] Clear
- Sort By: Select

At the bottom right of the modal, there are two buttons: "Generate Report" (highlighted with a red border) and "Cancel". The ONE TO ONE PLUS logo is visible in the bottom left corner of the modal.