

Add a New Inventory Audit

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From the Assets select Inventory Audit.

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Assets (selected), Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, and Inventory Audit (highlighted with an orange box). Below these are sections for Students, Staff, Locations, Tasks, and Invoices. The main content area is titled 'Home > Dashboard' and includes a search bar and user information for 'Demo School District' and 'Burt Lancaster'. The dashboard features four pie charts: 'Open Tasks by Assigned Technician', 'Open Tasks by Site', 'Open Tasks by Type', and 'Tasks by Status'. The 'Inventory Audit' option is highlighted in the left sidebar.

Open Tasks by Assigned Technician

Technician	Count
Burt Lancaster	98
Burt Lancaster	1
Landon Lancaster	1
Joey Cole	5
Landon Jones	2
Mitzi Brown	4

Open Tasks by Site

Site	Count
DHS	63
DMS	39
DSD	1
EMS	4
ESI	1
Transfer	1
DES	2

Open Tasks by Type

Type	Count
Cracked Screen	77
3rd Offense	1
2nd Offense	1
1st Offense with Insurance	2
1st Offense	1
Multiple Issues	11
Missing Power Cable	1
Missing Device	1
Keyboard	24
Day User Request	2
Display Issue	3
Display Screen	3
HVAC Check	1

Tasks by Status

Status	Count
New Service Call	86
Depot Repair	15
Repair	6
Device In Repair	3
Device In Transit	1

Tasks by Closure Type

Outstanding Tasks by Time

120

Select the Add New Option.

ONE TO ONE PLUS

Search

Home > Audits

Demo School District | Burt Lancaster

+ Add New

50

Completed	Inventory Audit	Start	End	Total Sites	Total Assets	Reconciled	Unreconciled	Reconcil
	Test	5/1/20	5/14/20	8	823	21	803	12

Dashboard

Assets

- Manage
- Assign
- Turn In
- Print Labels
- Bulk Update
- Bulk Assign
- Quick Add
- Inventory Audit

Students


Staff

Locations

Tasks

Invoices

Add an Audit Title.

Search

[Home](#) > [Audits](#) > [Add](#)

Demo School District | Burt Lancaster

- Dashboard
- Assets
 - Manage
 - Assign
 - Turn In
 - Print Labels
 - Bulk Update
 - Bulk Assign
 - Quick Add
 - Inventory Audit
- Students >
- Staff >
- Locations >
- Tasks >
- Invoices >

Add Inventory Audit

← Inventory Audits

Audit Title *

Start Date *

End Date *

Assigned Users

Sites * All

Location Types

Asset Types


Asset States

Asset Funding Sources

Asset Models

Asset Manufacturers

Enter a Start Date for the Inventory.

Search

Home > Audits > Add Demo School District | Burt Lancaster

Add Inventory Audit ← Inventory Audits

Audit Title *

Start Date *

End Date *

Assigned Users

Sites * All

Location Types

Asset Types

Asset States


Asset Funding Sources

Asset Models

Asset Manufacturers

- Dashboard
- Assets
 - Manage
 - Assign
 - Turn In
 - Print Labels
 - Bulk Update
 - Bulk Assign
 - Quick Add
 - Inventory Audit
- Students >
- Staff >
- Locations >
- Tasks >
- Invoices >

Enter a Target End Date for the Inventory.

Search

Home > Audits > Add Demo School District | Burt Lancaster

- Dashboard
- Assets
 - Manage
 - Assign
 - Turn In
 - Print Labels
 - Bulk Update
 - Bulk Assign
 - Quick Add
 - Inventory Audit
- Students >
- Staff >
- Locations >
- Tasks >
- Invoices >

Add Inventory Audit

← Inventory Audits

Audit Title *

Start Date *

End Date *

Assigned Users

Sites * All

Location Types

Asset Types

Asset States

Asset Funding Sources

Asset Models

Asset Manufacturers


Select the Users to Assist with the Inventory (only these users will be able to access the inventory).

The screenshot shows the 'Add Inventory Audit' form in the ONE TO ONE PLUS system. The form includes the following fields:

- Audit Title *
- Start Date *
- End Date *
- Assigned Users (highlighted with an orange box)
- Sites * (with an 'All' button)
- Location Types
- Asset Types
- Asset States
- Asset Funding Sources
- Asset Models
- Asset Manufacturers

A green 'Submit' button is located at the bottom left of the form. The left sidebar contains navigation options: Dashboard, Assets (Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add), Inventory Audit (checked), Students, Staff, Locations, Tasks, and Invoices. The top navigation bar shows 'Home > Audits > Add', 'Demo School District', and 'Burt Lancaster'.

Select the Sites to be Included in the Inventory.

Search

Home > Audits > Add Demo School District | Burt Lancaster

- Dashboard
- Assets
 - Manage
 - Assign
 - Turn In
 - Print Labels
 - Bulk Update
 - Bulk Assign
 - Quick Add
 - Inventory Audit
- Students >
- Staff >
- Locations >
- Tasks >
- Invoices >

Add Inventory Audit

← Inventory Audits

Audit Title *

Start Date *

End Date *

Assigned Users

Sites *

Location Types

Asset Types


Asset States

Asset Funding Sources

Asset Models

Asset Manufacturers

Select the Location Types if Needed (default will select all).

Search

Home > Audits > Add Demo School District | Burt Lancaster

- Dashboard
- Assets ▼
 - Manage
 - Assign
 - Turn In
 - Print Labels
 - Bulk Update
 - Bulk Assign
 - Quick Add
 - Inventory Audit
- Students >
- Staff >
- Locations >
- Tasks >
- Invoices >

Add Inventory Audit

← Inventory Audits

Audit Title *

Start Date *

End Date *

Assigned Users

Sites * All

Location Types

Asset Types

Asset States


Asset Funding Sources

Asset Models

Asset Manufacturers

Submit

Select Asset States if Desired (default will select all).

Search

Home > Audits > Add Demo School District | Burt Lancaster

- Dashboard
- Assets ▼
 - Manage
 - Assign
 - Turn In
 - Print Labels
 - Bulk Update
 - Bulk Assign
 - Quick Add
 - Inventory Audit
- Students >
- Staff >
- Locations >
- Tasks >
- Invoices >

Add Inventory Audit

← Inventory Audits

Audit Title *

Start Date *

End Date *

Assigned Users

Sites * All

Location Types

Asset Types

Asset States

Asset Funding Sources

Asset Models

Asset Manufacturers

✓ Submit

Select Funding Sources if Desired (default will select all).

The screenshot shows the 'Add Inventory Audit' form in the ONE TO ONE PLUS system. The form includes the following fields:

- Audit Title *
- Start Date *
- End Date *
- Assigned Users
- Sites * (with an 'All' button)
- Location Types
- Asset Types
- Asset States
- Asset Funding Sources (highlighted with an orange box)
- Asset Models
- Asset Manufacturers

A green 'Submit' button is located at the bottom left of the form. The left sidebar contains navigation options: Dashboard, Assets (with a dropdown), Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, and Inventory Audit (checked). The bottom of the sidebar shows 'Students', 'Staff', 'Locations', 'Tasks', and 'Invoices' with right-pointing arrows. The top navigation bar includes the ONE TO ONE PLUS logo, a search bar, and the user's name 'Burt Lancaster'.

Select Specific Models if Desired (default will select all).

ONE TO ONE PLUS

Home > Audits > Add

Search

Demo School District | Burt Lancaster

Inventory Audits

Add Inventory Audit

Audit Title *

Start Date *

End Date *

Assigned Users

Sites * **All**

Location Types

Asset Types

Asset States

Asset Funding Sources

Asset Models

Asset Manufacturers

Select Specific Manufacturers if Desired (default will select all).

ONE TO ONE PLUS

Search

Home > Audits > Add

Demo School District | Burt Lancaster

Inventory Audits

Add Inventory Audit

Audit Title *

Start Date *

End Date *

Assigned Users

Sites * **All**

Location Types

Asset Types

Asset States

Asset Funding Sources

Asset Models

Asset Manufacturers

Dashboard

Assets

- Manage
- Assign
- Turn In
- Print Labels
- Bulk Update
- Bulk Assign
- Quick Add
- Inventory Audit

Students

Staff

Locations

Tasks

Invoices

Click the Submit Button.

The screenshot shows the 'Add Inventory Audit' form in the ONE TO ONE PLUS system. The form includes the following fields:

- Audit Title *
- Start Date *
- End Date *
- Assigned Users
- Sites * (with an 'All' button)
- Location Types
- Asset Types
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- Asset Funding Sources
- Asset Models
- Asset Manufacturers

The 'Submit' button is highlighted with a red box. The breadcrumb trail is 'Home > Audits > Add'. The user is logged in as 'Burt Lancaster' from 'Demo School District'. The left sidebar shows the 'Inventory Audit' option selected.

The Audit will be Displayed on the List of Audits.

ONE TO ONE PLUS

Home > Audits

Inventory Audit "Test Audit 2" was successfully saved

+ Add New

50

Completed	Inventory Audit	Start	End	Total Sites	Total Assets	Reconciled	Unreconciled	Reconciled
	Test	5/1/20	5/14/20	8	823	21	803	12
	Test Audit 2	5/15/20	6/15/20	2	763	0	763	0

Students >

Staff >

Locations >

Tasks >

Invoices >