

Add a New Invoice

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Select Invoices

The screenshot shows the ONE TO ONE PLUS dashboard for Demo School District. The left sidebar contains a navigation menu with the following items: Dashboard, Assets, Students, Staff, Locations, Tasks, **Invoices** (highlighted with an orange box), Manage Invoices, Add New Invoice, Add New Payment, Bulk Invoicing, Imports, Reports, and Settings. The main content area is titled 'Home > Dashboard' and features a search bar with the placeholder text 'Type 3 or more characters and PRESS ENTER'. Below the search bar are tabs for Tasks, Assets, Users, and Locations. The dashboard displays six charts:

- 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 the distribution of tasks across 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 distribution of tasks by type: Cracked Screen (19), Multiple Issues (11), Keyboard (4), Missing Device (1), Display Issue (2), Display Screen (2), Day User Request (2), Password Reset (1), and Password Reset (1).
- Tasks by Status:** A pie chart showing the distribution of tasks by status: New Service Call (34), Depot Repair (4), Repair (2), and Device In Repair (2).
- Tasks by Closure Type:** A chart showing the distribution of tasks by closure type.
- Outstanding Tasks by Time:** A chart showing the distribution of outstanding tasks by time.

Click Add New Invoice



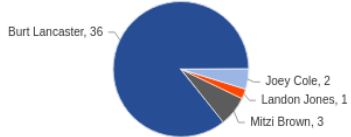
Type 3 or more characters and PRESS ENTER

Demo School District

Home > Dashboard

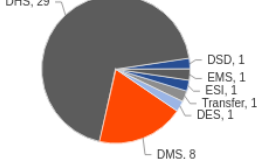
Tasks Assets Users Locations

Open Tasks by Assigned Technician



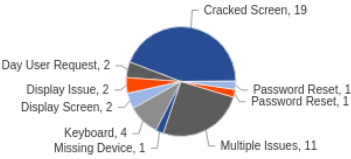
Technician	Count
Burt Lancaster	36
Joey Cole	2
Landon Jones	1
Mitzi Brown	3

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
Day User Request	2
Display Issue	2
Display Screen	2
Keyboard	4
Missing Device	1
Password Reset	1

Tasks by Status





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

Tasks by Closure Type

Outstanding Tasks by Time

40

Invoice ID Will Be Auto Generated

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

Add Invoice

Save

Invoice Information



Invoice ID	Leave Empty to Auto Generate
Invoice Date *	01/22/2020
Due Amount *	0.00
Related user *	Select An Option
Type *	Select An Option
Description	

Save

Invoice Details

Due Date	
Approved Date	
Approved By	Select An Option
Paid In Full Date	
Task	Select An Option

Select an Invoice Date

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

Add Invoice

Save

Invoice Information



Invoice ID	Leave Empty to Auto Generate
Invoice Date *	01/22/2020
Due Amount *	0.00
Related user *	Select An Option
Type *	Select An Option
Description	

Save

Invoice Details

Due Date	
Approved Date	
Approved By	Select An Option
Paid In Full Date	
Task	Select An Option

Enter the Invoice Amount

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices**
- Imports
- Reports
- Settings

Home > Invoices > Add

Add Invoice

Save

Invoice Information



Invoice ID	Leave Empty to Auto Generate
Invoice Date *	01/22/2020
Due Amount *	0.00
Related user *	Select An Option
Type *	Select An Option
Description	

Save

Invoice Details

Due Date	
Approved Date	
Approved By	Select An Option
Paid In Full Date	
Task	Select An Option

Select the User to Invoice

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

Add Invoice

Save

Invoice Information



Invoice ID	Leave Empty to Auto Generate
Invoice Date *	01/22/2020
Due Amount *	0.00
Related user *	Select An Option
Type *	Select An Option
Description	

Save

Invoice Details

Due Date	
Approved Date	
Approved By	Select An Option
Paid In Full Date	
Task	Select An Option

Select an Invoice Type

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

Add Invoice

Save

Invoice Information

Invoice ID	Leave Empty to Auto Generate
Invoice Date *	01/22/2020
Due Amount *	0.00
Related user *	Select An Option
Type *	Select An Option
Description	

Save

Invoice Details

Due Date	
Approved Date	
Approved By	Select An Option
Paid In Full Date	
Task	Select An Option

Enter a Description



Type 3 or more characters and PRESS ENTER

Demo School District



Dashboard

Home > Invoices > Add



Assets

Add Invoice

Save

Students

Invoice Information

Staff

Locations

Tasks

Invoices

Imports

Reports

Settings



Invoice ID	Leave Empty to Auto Generate
Invoice Date *	01/22/2020
Due Amount *	0.00
Related user *	Select An Option
Type *	Select An Option
Description	

Save

Invoice Details

Due Date	
Approved Date	
Approved By	Select An Option
Paid In Full Date	
Task	Select An Option

Click Save

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Invoices > Add

Add Invoice

Invoice Information

Invoice ID	Leave Empty to Auto Generate
Invoice Date *	01/22/2020
Due Amount *	0.00
Related user *	Select An Option
Type *	Select An Option
Description	

Invoice Details

Due Date	
Approved Date	
Approved By	Select An Option
Paid In Full Date	
Task	Select An Option

Click the Actions Button

Preview Invoice

ONE TO ONE PLUS

INVOICE
Invoice Date: 1/22/2020
Invoice ID: INV-0000135932
Due Date:

Bill To:
Chad Fowler

Student ID: 4587964587963
School: Demo High School

Type	Description	Amount Due
Damages	Dropped the Device	\$100.00

ONE TO ONE PLUS


Email Download Print Cancel

Save

Actions

Select Email, Download, or Print Invoice


Preview Invoice

 **INVOICE**
Invoice Date: 1/22/2020
Invoice ID: INV-0000135932
Due Date:

Bill To:
Chad Fowler

Student ID: 4587964587963
School: Demo High School

Type	Description	Amount Due
Damages	Dropped the Device	\$100.00

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