

Assign an Asset

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Enter the Location or User ID that you wish to assign the device to. If you do not know the id, you can click on the search box.

The screenshot shows the 'Assign Asset' interface. At the top, there is a search bar with the placeholder text 'Type 3 or more characters and PRESS ENTER'. Below this, the breadcrumb navigation reads 'Home > Assets > Assign'. The main heading is 'Assign Asset'. On the left, a sidebar menu lists various options: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. On the right, there are buttons for 'Templates' and 'Settings'. The main form area is titled '+ Accessories to be Assigned' and contains the following fields:

- Location/User ID ***: A text input field with a search icon and the label 'Search' to its right. This field is highlighted with an orange border.
- Asset ID/SN 1 ***: A text input field.
- Submit Action ***: A dropdown menu with the selected option 'Held by and Assigned'.

At the bottom of the form, there are two buttons: a green 'Submit' button and a red 'Reset' button.

Enter the Asset ID or Serial # of the asset you wish to assign.

Demo School District

[Dashboard](#) | [Assets](#) | [Students](#) | [Staff](#) | [Locations](#) | [Tasks](#) | [Invoices](#) | [Imports](#) | [Reports](#) | [Settings](#)

Home > Assets > Assign

Assign Asset

[Templates](#) [Settings](#)

+ Accessories to be Assigned

Location/User ID * [Search](#)

Asset ID/SN 1 *

Submit Action *

[Submit](#) [Reset](#)

Click on the Submit button to complete the assignment.

The screenshot displays the 'Assign Asset' interface. At the top left is the 'ONE TO ONE PLUS' logo. A search bar contains the text 'Type 3 or more characters and PRESS ENTER'. The top right shows 'Demo School District' and another 'ONE TO ONE PLUS' logo. A sidebar on the left lists navigation items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area has a breadcrumb 'Home > Assets > Assign' and a title 'Assign Asset'. Below the title is a '+ Accessories to be Assigned' section. The form includes three fields: 'Location/User ID *' with a search button, 'Asset ID/SN 1 *', and 'Submit Action *' with a dropdown menu showing 'Held by and Assigned'. At the bottom of the form are two buttons: a green 'Submit' button with a checkmark icon and a red 'Reset' button with a circular arrow icon. The 'Submit' button is highlighted with a red rectangular box.