

Generate Custom Reports

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Select Reports

The screenshot displays the ONE TO ONE PLUS dashboard for Demo School District. The interface includes a top navigation bar with the logo, a search bar, and user information. A left sidebar contains a menu with options like Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports (highlighted with an orange box), and Settings. The main content area features a sub-menu with Tasks, Assets, Users, and Locations. Below this, there are six report cards, each with a pie chart and data labels:

- Open Tasks by Assigned Technician:** Burt Lancaster (36), Joey Cole (2), Landon Jones (1), Mitzi Brown (3).
- Open Tasks by Site:** DHS (29), DMS (8), DSD (1), EMS (1), ESI (1), Transfer (1), DES (1).
- Open Tasks by Type:** 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 Resel (1).
- Tasks by Status:** New Service Call (34), Depot Repair (4), Repair (2), Device In Repair (2).
- Tasks by Closure Type:** (Title visible, data not shown).
- Outstanding Tasks by Time:** (Title visible, data not shown).

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

Click on Custom Reports

The screenshot displays the ONE TO ONE PLUS dashboard for Demo School District. The interface includes a top navigation bar with a search box and a left sidebar with menu items. The main content area features five report cards, each with a pie chart and data labels. The 'Custom Reports' option in the sidebar is highlighted with an orange box.

ONE TO ONE PLUS | Demo School District

Home > Dashboard

Tasks | Assets | Users | Locations

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
 - Standard Reports
 - Custom Reports**
 - Quick Export
 - Scheduled
- Settings

Open Tasks by Assigned Technician

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

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

Click the Add Button


































Type 3 or more characters and PRESS ENTERDemo School District

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

Home > Reports

Custom Reports

+ Add

Report Name	Description	Table	Created	Actions
Task by Type	Report list work orders by type of issue.		3/20/16, 8:29 PM	  
Assets by Type	Report of assets by Type.		1/12/17, 1:46 PM	  
Title I Assets	Report of all Title I funded assets.		4/19/17, 3:11 PM	  
Asset Inventory List by Site and Room Number	Report list inventory by site and then by room number.		4/19/17, 3:18 PM	  
Assets Not Turned In	A list of assets not turned in at school year-end by Site.		6/19/17, 10:44 AM	  
Assets Turned In	A List of Assets that are turned in.		9/6/17, 3:39 PM	  
Tasks By Related User	A list of task ordered by the related user.		9/6/17, 3:45 PM	  
Stolen/Lost Devices By Site	A list of stolen/lost devices organized by site.		9/6/17, 4:53 PM	  
Open Repair Tickets	A list of all open tickets within the system.		9/8/17, 9:22 AM	  
Open Tickets By Length of Time	Open tickets within the ticket organized by the date they were created.		9/8/17, 9:25 AM	  
DHS Devices Not Turned In	Report shows devices that have not been turned in at DHS.		4/26/18, 8:34 AM	  

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< previous next >

Select an Area of the System to Report

The screenshot shows the 'Add New Custom Report' page in the ONE TO ONE PLUS system. The page features a dark blue header with the ONE TO ONE PLUS logo on the left, a search bar with the placeholder text 'Type 3 or more characters and PRESS ENTER', and the text 'Demo School District' on the right. Below the header is a breadcrumb trail: 'Home > Reports > Add Custom Report'. On the left side, there is a vertical navigation menu with the following items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled 'Add New Custom Report' and contains a form with the label 'Select a Report Type:' followed by a dropdown menu with the text 'Select An Option' and a downward arrow. The dropdown menu is highlighted with a red border.

ONE TO ONE PLUS

Search: Type 3 or more characters and PRESS ENTER

Demo School District

Home > Reports > Add Custom Report

Dashboard

Assets

Students

Staff

Locations

Tasks

Invoices

Imports

Reports

Settings

Add New Custom Report

Select a Report Type:

Select An Option

Enter a Report Name (this will save the report so that it can be accessed from the main custom report menu)

The screenshot shows the 'ONE TO ONE PLUS' web application interface. At the top, there is a search bar with the placeholder text 'Type 3 or more characters and PRESS ENTER'. The user is logged in as 'Demo School District'. The breadcrumb trail is 'Home > Reports > Add Custom Report > Custom Report For "Assets"'. The main heading is 'Custom Report for Assets'. The form includes a 'Report Name' field with a red asterisk and a placeholder 'Only required for saving', which is highlighted with an orange border. Below it is a 'Description' field. A section titled '+ Report Fields' is currently empty. At the bottom, there is an 'Order By:' dropdown menu with 'Select An Option' selected. Three buttons are visible: 'Save' (green with a checkmark), 'Generate CSV' (blue with a document icon), and 'Preview' (blue with an eye icon). A left sidebar contains navigation links for Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings.

Enter a Report Description



Type 3 or more characters and PRESS ENTER

Demo School District



Dashboard

Home > Reports > Add Custom Report > Custom Report For "Assets"



Assets

Custom Report for Assets

Students

Staff

Locations

Tasks

Invoices

Imports

Reports

Settings

Report Name *

Only required for saving

Description

+ Report Fields

Order By:

Select An Option

Save

Generate CSV

Preview

Click on the Reports Fields

The screenshot shows the 'Custom Report for Assets' configuration page. The interface includes a top navigation bar with the 'ONE TO ONE PLUS' logo and a search bar. A left sidebar contains navigation links for Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area displays the form with the following elements:

- Report Name ***: A text input field containing the placeholder text 'Only required for saving'.
- Description**: A text input field.
- + Report Fields**: A button with a plus sign and the text 'Report Fields', which is highlighted with a red rectangular box.
- Order By:**: A dropdown menu currently showing 'Select An Option'.
- Buttons**: Three buttons at the bottom: a green 'Save' button with a checkmark, a blue 'Generate CSV' button with a document icon, and a blue 'Preview' button with an eye icon.



Use the Select All or Deselect All to Update All Fields

The screenshot shows the ONE TO ONE PLUS web application interface. The top navigation bar includes the logo, a search bar with the 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 main content area is titled "Custom Report for Assets" and contains the following fields:

- Report Name ***: A text input field containing "Only required for saving".
- Description**: A text input field.
- Report Fields**: A table with two columns: "Field" and "Values".

Field	Values
<input type="checkbox"/> Select All	
<input checked="" type="checkbox"/> Asset ID	Select Some Options
<input checked="" type="checkbox"/> Serial Number	Select Some Options
<input checked="" type="checkbox"/> Mac Address	Select Some Options
<input checked="" type="checkbox"/> Model	Select Some Options
<input checked="" type="checkbox"/> Turned in?	Select Some Options
<input checked="" type="checkbox"/> Turned in Date	Start Date End Date
<input checked="" type="checkbox"/> Purchase Order	Select Some Options

Pick the Fields You Wish to Display on the Report

Type 3 or more characters and PRESS ENTERDemo School District

Home > Reports > Add Custom Report > Custom Report For "Assets"

Custom Report for Assets

Report Name *

Description

Report Fields

Field	Values
<input checked="" type="checkbox"/> Select All	
<input checked="" type="checkbox"/> Asset ID	<input type="text" value="Select Some Options"/>
<input checked="" type="checkbox"/> Serial Number	<input type="text" value="Select Some Options"/>
<input checked="" type="checkbox"/> Mac Address	<input type="text" value="Select Some Options"/>
<input checked="" type="checkbox"/> Model	<input type="text" value="Select Some Options"/>
<input checked="" type="checkbox"/> Turned in?	<input type="text" value="Select Some Options"/>
<input checked="" type="checkbox"/> Turned in Date	<input type="text" value="Start Date"/> <input type="text" value="End Date"/>
<input checked="" type="checkbox"/> Purchase Order	<input type="text" value="Select Some Options"/>

Click Generate CSV to Create a File of the Report Data

The screenshot displays the ONE TO ONE PLUS web application interface. At the top left is the logo and a search bar with the text "Type 3 or more characters and PRESS ENTER". The top right shows "Demo School District" and a user profile icon. A navigation sidebar on the left includes links for Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area shows a breadcrumb trail: "Home > Reports > Add Custom Report > Custom Report For 'Assets'". Below this, there are ten filter options, each with a checked checkbox and a "Select Some Options" dropdown menu:

- Held by User Job Title
- Assigned To Locations ID
- Assigned To Locations Type
- Assigned To Locations Identifier
- Held By Locations ID
- Held By Locations Site
- Held By Locations Type
- Held By Locations Identifier
- Modified By User First Name
- Modified By User Last Name

Below the filters is an "Order By:" dropdown menu with "Select An Option" selected. At the bottom, there are three buttons: a green "Save" button with a checkmark, a blue "Generate CSV" button with a document icon (highlighted with a red box), and a blue "Preview" button with an eye icon.

Click on Preview to View the Report

The screenshot displays the ONE TO ONE PLUS web application interface. At the top left is the logo and a search bar with the text "Type 3 or more characters and PRESS ENTER". The top right shows "Demo School District" and user navigation icons. A left sidebar contains menu items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area has a breadcrumb trail: "Home > Reports > Add Custom Report > Custom Report For 'Assets'". Below this, there are ten filter options, each with a checked checkbox and a "Select Some Options" dropdown menu:

- Held by User Job Title
- Assigned To Locations ID
- Assigned To Locations Type
- Assigned To Locations Identifier
- Held By Locations ID
- Held By Locations Site
- Held By Locations Type
- Held By Locations Identifier
- Modified By User First Name
- Modified By User Last Name

Below the filters is an "Order By:" dropdown menu with "Select An Option" selected. At the bottom, there are three buttons: "Save" (green), "Generate CSV" (blue), and "Preview" (blue, highlighted with a red border).