

# Manage/Edit Assets

Author: Burt Lancaster

Updated: 2 years ago

## Click on Assets

The screenshot shows the ONE TO ONE PLUS dashboard for Demo School District. The 'Assets' menu item is highlighted in the left sidebar. The main content area displays four pie charts:

- 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
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
Repair	2
Device In Repair	2

At the bottom of the dashboard, there are two more sections: 'Tasks by Closure Type' and 'Outstanding Tasks by Time'.

# Click on Manage Assets

ONE TO ONE PLUS

Home > Dashboard

Assets

Manage Assets

Assign

Turn In

Print Labels

Bulk Update

Bulk Assign

Quick Add

Students

Staff

Locations

Tasks

Invoices

Imports

Reports

Settings

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

### Tasks by Status

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

### Tasks by Closure Type

### Outstanding Tasks by Time

40

# Click on Columns to Customize Your Fields to View

ONE TO ONE PLUS  Demo School District

Dashboard Assets Home > Assets ? + →

## Assets (603 of 812)

**Columns** Filter Export Add 50

Asset ID	Serial Number	Site	Asset Type	Model	Assigned to First Name	As
<input type="text"/>	<input type="text"/>	Select <input type="checkbox"/>	Select <input type="checkbox"/>	Select <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
1001	2001	DHS	Chromebook	Chromebase	Jane	Doe
100a	38833E8201	NCCC	Chromebook	Thinkpad 11E	Blake	Field
12345678910	12345678910	DHS	Interactive Display	Activpanel 2		
1234569855456	1234569855456	DHS	Charger	Charger		
123465465456213	123465465456213	DHS	Chromebook	Asus Chromebook C202S		
13214657sd	13214657sd	DSD	Chair	Mixer		
159	60	DHS	Chromebook	Thinkpad 11E	Jared	Coo
2001	1001	DHS	Laptop	Mixer		
2002	5test	DHS	Laptop	Mixer		
2003	1003	DHS	Laptop	Mixer		

Showing 1 to 50 of 603 entries (filtered from 812 total entries) Previous **1** 2 3 4 5 ... 13 Next

# Use the Fields to Filter Your Results

**ONE TO ONE PLUS**  Demo School District

Home > Assets

## Assets (603 of 812)

Search Assets Columns Filter Export + Add 50

Asset ID	Serial Number	Site	Asset Type	Model	Assigned to First Name	As
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
1001	2001	DHS	Chromebook	Chromebase	Jane	Doe
100a	38833E8201	NCCC	Chromebook	Thinkpad 11E	Blake	Field
12345678910	12345678910	DHS	Interactive Display	Activpanel 2		
1234569855456	1234569855456	DHS	Charger	Charger		
123465465456213	123465465456213	DHS	Chromebook	Asus Chromebook C202S		
13214657sd	13214657sd	DSD	Chair	Mixer		
159	60	DHS	Chromebook	Thinkpad 11E	Jared	Coo
2001	1001	DHS	Laptop	Mixer		
2002	5test	DHS	Laptop	Mixer		
2003	1003	DHS	Laptop	Mixer		

Showing 1 to 50 of 603 entries (filtered from 812 total entries) Previous **1** 2 3 4 5 ... 13 Next



# Click on the Edit Icon to Display Details on of a Specific Asset

ONE TO ONE PLUS  Demo School District

Dashboard Assets Students Staff Locations Tasks Invoices Imports Reports Settings

Home > Assets **Assets (603 of 812)**

Search Assets Columns Filter Export Add 50

First Name	Assigned to Last Name	Assigned to User ID	Assigned to Location	Last Active	Status	Act
				From: <input type="text"/>	<input checked="" type="checkbox"/> Active <input type="checkbox"/>	<input checked="" type="checkbox"/>
Doe	11111				Active	<input checked="" type="checkbox"/>
Fields	74568				Active	<input checked="" type="checkbox"/>
			DHS Inventory		Active	<input checked="" type="checkbox"/>
			DHS-SPARE-INVENTORY		Active	<input checked="" type="checkbox"/>
					Active	<input checked="" type="checkbox"/>
					Active	<input checked="" type="checkbox"/>
Cook	12345				Active	<input checked="" type="checkbox"/>
			DHS Inventory		Active	<input checked="" type="checkbox"/>
			DHS Inventory		Active	<input checked="" type="checkbox"/>
					Active	<input checked="" type="checkbox"/>

Showing 1 to 50 of 603 entries (filtered from 812 total entries) Previous 1 2 3 4 5 ... 13 Next