

# Manage/Edit Invoices

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Updated: 5 years ago

## Select Invoices

The screenshot displays the ONE TO ONE PLUS dashboard for Demo School District. The interface includes a top navigation bar with a search field and a sidebar menu. The main content area features six pie charts providing insights into open tasks.

**Dashboard Navigation:**

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices** (highlighted)
- Manage Invoices
- Add New Invoice
- Add New Payment
- Bulk Invoicing
- Imports
- Reports
- Settings

**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
DSD	1
EMS	1
ESI	1
Transfer	1
DES	1
DMS	8

**Open Tasks by Type:**

Type	Count
Cracked Screen	19
Day User Request	2
Display Issue	2
Display Screen	2
Keyboard	4
Missing Device	1
Password Reset	1
Password Reset	1
Multiple Issues	11

**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 Manage Invoices

Type 3 or more characters and PRESS ENTERDemo School District

[Dashboard](#) | Home > Dashboard |   

[Assets](#) | [Tasks](#) | [Users](#) | [Locations](#)

[Students](#)

[Staff](#)

[Locations](#)

[Tasks](#)

[Invoices](#)

[Manage Invoices](#)

[Add New Invoice](#)

[Add New Payment](#)

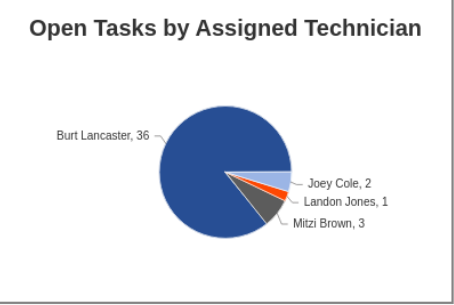
[Bulk Invoicing](#)

[Imports](#)

[Reports](#)

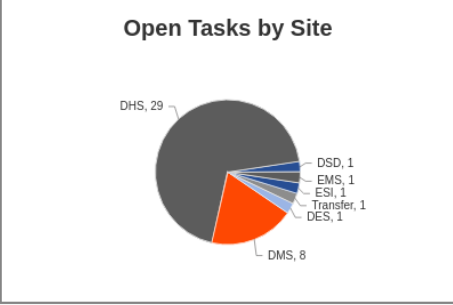
[Settings](#)

### Open Tasks by Assigned Technician



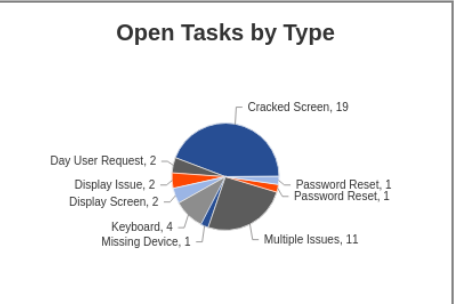
Technician	Count
Burt Lancaster	36
Mitzi Brown	3
Joey Cole	2
Landon Jones	1

### Open Tasks by Site



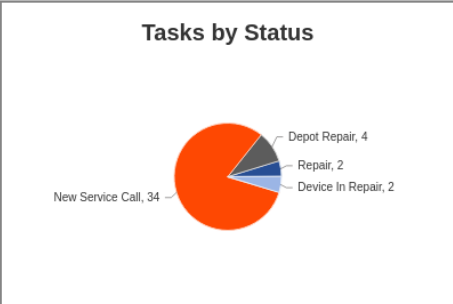
Site	Count
DHS	29
DMS	8
DSD	1
EMS	1
ESI	1
Transfer	1
DES	1

### 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 on Columns to Select Fields to Customize View

ONE TO ONE PLUS  Demo School District

Home > Invoices

## Invoices (713 of 819)

Search Invoices Columns Filter Export Print All + Add 50

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User
INV-0000004663	INS		\$35.50	\$5.50	Lauren Jordan	DMS
INV-0000008759	Damages		\$0.00	\$0.00	Tabitha Drake	DHS
INV-0000008760	Damages		\$0.00	\$0.00	Steven Smith	DHS
INV-0000008761	Damages		\$0.00	\$0.00	Elizabeth Johnson	DHS
INV-0000008763	Damages		\$0.00	\$0.00	Larry Jones	DHS
INV-0000008765	Damages		\$0.00	\$0.00	Sarah Jones	DHS
INV-0000008766	Damages		\$0.00	\$0.00	Joy Johnson	DHS
INV-0000008767	Damages		\$0.00	\$0.00	John Smith	DHS
INV-0000008768	Damages		\$0.00	\$0.00	Nathan Williams	DHS
INV-0000008769	Damages		\$0.00	\$0.00	Shelby Cash	DHS
INV-0000011478	Damages		\$50.00	\$0.00	Steven Smith	DHS

Showing 1 to 50 of 713 entries (filtered from 819 total entries) Previous 1 2 3 4 5 ... 15 Next

# Click Export to Generate a CSV File



The screenshot shows the ONE TO ONE PLUS interface for the 'Invoices' section. The 'Export' button is highlighted with a red box. The table below displays a list of invoices with columns for Invoice ID, Invoice Type, Description, Invoice Amount, Balance, and Related User.

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User
INV-000004663	INS		\$35.50	\$5.50	Lauren Jordan	DMS
INV-000008759	Damages		\$0.00	\$0.00	Tabitha Drake	DHS
INV-000008760	Damages		\$0.00	\$0.00	Steven Smith	DHS
INV-000008761	Damages		\$0.00	\$0.00	Elizabeth Johnson	DHS
INV-000008763	Damages		\$0.00	\$0.00	Larry Jones	DHS
INV-000008765	Damages		\$0.00	\$0.00	Sarah Jones	DHS
INV-000008766	Damages		\$0.00	\$0.00	Joy Johnson	DHS
INV-000008767	Damages		\$0.00	\$0.00	John Smith	DHS
INV-000008768	Damages		\$0.00	\$0.00	Nathan Williams	DHS
INV-000008769	Damages		\$0.00	\$0.00	Shelby Cash	DHS
INV-000011478	Damages		\$50.00	\$0.00	Steven Smith	DHS

Showing 1 to 50 of 713 entries (filtered from 819 total entries)

Navigation: Previous 1 2 3 4 5 ... 15 Next

# Click Print All to Print all Selected Invoices

Type 3 or more characters and PRESS ENTERDemo School District

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

Home > Invoices

## Invoices (713 of 819)

Search Invoices



Columns Filter Export **Print All** + Add 50

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User
INV-000004663	INS		\$35.50	\$5.50	Lauren Jordan	DMS
INV-000008759	Damages		\$0.00	\$0.00	Tabitha Drake	DHS
INV-000008760	Damages		\$0.00	\$0.00	Steven Smith	DHS
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INV-000008766	Damages		\$0.00	\$0.00	Joy Johnson	DHS
INV-000008767	Damages		\$0.00	\$0.00	John Smith	DHS
INV-000008768	Damages		\$0.00	\$0.00	Nathan Williams	DHS
INV-000008769	Damages		\$0.00	\$0.00	Shelby Cash	DHS
INV-000011478	Damages		\$50.00	\$0.00	Steven Smith	DHS

Showing 1 to 50 of 713 entries (filtered from 819 total entries)

Previous 1 2 3 4 5 ... 15 Next

# Click Add to Add a New Invoice

Type 3 or more characters and PRESS ENTERDemo School District

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Home > Invoices

## Invoices (713 of 819)

Search Invoices



[Columns](#) | [Filter](#) | [Export](#) | [Print All](#) | **[Add](#)** | 50

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User
INV-0000004663	INS		\$35.50	\$5.50	Lauren Jordan	DMS
INV-0000008759	Damages		\$0.00	\$0.00	Tabitha Drake	DHS
INV-0000008760	Damages		\$0.00	\$0.00	Steven Smith	DHS
INV-0000008761	Damages		\$0.00	\$0.00	Elizabeth Johnson	DHS
INV-0000008763	Damages		\$0.00	\$0.00	Larry Jones	DHS
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INV-0000008768	Damages		\$0.00	\$0.00	Nathan Williams	DHS
INV-0000008769	Damages		\$0.00	\$0.00	Shelby Cash	DHS
INV-0000011478	Damages		\$50.00	\$0.00	Steven Smith	DHS

Showing 1 to 50 of 713 entries (filtered from 819 total entries)

Previous | **1** | 2 | 3 | 4 | 5 | ... | 15 | Next

# Use the Search Box to Search for Invoices

Type 3 or more characters and PRESS ENTERDemo School District

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

Home > Invoices



## Invoices (713 of 819)

[Columns](#) [Filter](#) [Export](#) [Print All](#) [+ Add](#) 50

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
INV-0000004663	INS		\$35.50	\$5.50	Lauren Jordan	DMS
INV-0000008759	Damages		\$0.00	\$0.00	Tabitha Drake	DHS
INV-0000008760	Damages		\$0.00	\$0.00	Steven Smith	DHS
INV-0000008761	Damages		\$0.00	\$0.00	Elizabeth Johnson	DHS
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Showing 1 to 50 of 713 entries (filtered from 819 total entries) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) ... [15](#) [Next](#)

# Use the Fields to Apply Filters to the Data

Type 3 or more characters and PRESS ENTERDemo School District

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

Home > Invoices

## Invoices (713 of 819)



Search Invoices Columns Filter Export Print All + Add 50

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
INV-000004663	INS		\$35.50	\$5.50	Lauren Jordan	DMS
INV-000008759	Damages		\$0.00	\$0.00	Tabitha Drake	DHS
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INV-000008768	Damages		\$0.00	\$0.00	Nathan Williams	DHS
INV-000008769	Damages		\$0.00	\$0.00	Shelby Cash	DHS
INV-000011478	Damages		\$50.00	\$0.00	Steven Smith	DHS

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# Click on an Invoice to View or Modify the Invoice

Demo School District

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

Home > Invoices

## Invoices (713 of 819)

Search Invoices

Columns Filter Export Print All + Add 50

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User
<b>INV-000004663</b>	INS		\$35.50	\$5.50	Lauren Jordan	DMS
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INV-000008760	Damages		\$0.00	\$0.00	Steven Smith	DHS
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