

Manage System Settings

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Click on Settings

The screenshot displays the ONE TO ONE PLUS dashboard for Demo School District. The sidebar on the left contains a menu with the following items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, **Settings** (highlighted with an orange box), Lookups, Security, and System Settings. The main content area features a navigation bar with 'Tasks', 'Assets', 'Users', and 'Locations'. Below this, there are six data visualization charts:

- Open Tasks by Assigned Technician:** A pie chart showing task distribution by technician: Burt Lancaster (36), Mitzi Brown (3), Joey Cole (2), Landon Jones (1), and Password Reset (1).
- Open Tasks by Site:** A pie chart showing task distribution by site: DHS (29), DMS (8), DSD (1), EMS (1), ESI (1), Transfer (1), and DES (1).
- Open Tasks by Type:** A pie chart showing task distribution by type: Cracked Screen (19), Multiple Issues (11), Keyboard (4), Missing Device (1), Display Screen (2), Display Issue (2), Day User Request (2), Password Reset (1), and Password Reset (1).
- Tasks by Status:** A pie chart showing task distribution by status: New Service Call (34), Depot Repair (4), Device In Repair (2), and Repair (2).
- Tasks by Closure Type:** A chart area with no data visible.
- Outstanding Tasks by Time:** A chart area with no data visible.

Click on System Settings

ONE TO ONE PLUS

Home > Dashboard

Tasks Assets Users Locations

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

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

ONE TO ONE PLUS



Demo School District

Dashboard Assets Students Staff Locations Tasks Invoices Imports Reports Settings Lookups Security **System Settings**

Click on System

The screenshot shows the ONE TO ONE PLUS 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 the logo. A left sidebar contains navigation items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled "System Settings" and lists several categories, each with a description: "System" (highlighted with a red box), "Global System Settings", "Assets" (System Settings for Assets and related functionality), "Users" (System Settings for Users and related functionality), "Staff Imports" (System Settings for Staff Imports and related functionality), "Student Imports" (System Settings for Student Imports and related functionality), "Tasks" (System Settings for Tasks and related functionality), "User Policy Templates" (System Settings for User Policy Templates and related functionality), and "Invoices" (System Settings for Invoices and related functionality).

Use this Page to Set Global System Settings

Demo School District

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

Home > System Settings > System Settings

System Settings

Save

General Settings

School Logo File

Logo Bold.png Delete

Logo Url

Print Settings

Single Label Printer

Save

Click on Assets

The screenshot shows the ONE TO ONE PLUS web application interface. At the top left is the ONE TO ONE PLUS logo. To its right is a search bar with the placeholder text "Type 3 or more characters and PRESS ENTER". On the top right, it says "Demo School District" and includes a help icon, a user profile icon, and a refresh icon. A dark blue sidebar on the left contains a list of menu items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The "Assets" menu item is highlighted with a red box. The main content area is titled "System Settings" and lists several categories with their descriptions: System (Global System Settings), Assets (System Settings for Assets and related functionality), Users (System Settings for Users and related functionality), Staff Imports (System Settings for Staff Imports and related functionality), Student Imports (System Settings for Student Imports and related functionality), Tasks (System Settings for Tasks and related functionality), User Policy Templates (System Settings for User Policy Templates and related functionality), and Invoices (System Settings for Invoices and related functionality).

ONE TO ONE PLUS

Home > System Settings

ONE TO ONE PLUS

Demo School District

Dashboard

Assets

Students

Staff

Locations

Tasks

Invoices

Imports

Reports

Settings

System Settings

System

Global System Settings

Assets

System Settings for Assets and related functionality.

Users

System Settings for Users and related functionality.

Staff Imports

System Settings for Staff Imports and related functionality.

Student Imports

System Settings for Student Imports and related functionality.

Tasks

System Settings for Tasks and related functionality.

User Policy Templates

System Settings for User Policy Templates and related functionality.

Invoices

System Settings for Invoices and related functionality.

Use These Screens to Set Up Asset Settings

ONE TO ONE PLUS Type 3 or more characters and PRESS ENTER Demo School District

Home > System Settings > Asset Settings

Asset Settings

- General Settings

Site Follows Assignment No Yes

Generated Id Prefix

Starting Number

+ Assign Screen Settings

+ Turn In Screen Settings

+ Assign/Turn In Screen Settings

Click on Users

The screenshot shows the ONE TO ONE PLUS web application interface. At the top left is the ONE TO ONE PLUS logo. To its right is a search bar with the placeholder text "Type 3 or more characters and PRESS ENTER". On the top right, it says "Demo School District" and includes a help icon, a user profile icon, and a refresh icon. A left-hand navigation menu contains the following items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled "System Settings" and lists various configuration categories: System (Global System Settings), Assets (System Settings for Assets and related functionality), Users (highlighted with an orange box), Staff Imports (System Settings for Staff Imports and related functionality), Student Imports (System Settings for Student Imports and related functionality), Tasks (System Settings for Tasks and related functionality), User Policy Templates (System Settings for User Policy Templates and related functionality), and Invoices (System Settings for Invoices and related functionality).

Use This Screen to Set Up Day Users

The screenshot displays the ONE TO ONE PLUS web application interface. At the top left is the logo and a search bar with the placeholder 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 shows the breadcrumb "Home > System Settings > User Settings" and the title "User Settings". A section titled "Day User Settings" is highlighted with an orange border and contains the text "Enabled?" followed by radio buttons for "No" and "Yes", with "Yes" selected. Below this is a green "Save" button with a checkmark icon.

Click on Staff Imports to Set Up Import File

The screenshot shows the ONE TO ONE PLUS web 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 icons. A left sidebar contains navigation items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled "System Settings" and lists various configuration categories: System (Global System Settings), Assets (System Settings for Assets and related functionality), Users (System Settings for Users and related functionality), Staff Imports (highlighted with a red box, with a sub-item "System Settings for Staff Imports and related functionality"), Student Imports (System Settings for Student Imports and related functionality), Tasks (System Settings for Tasks and related functionality), User Policy Templates (System Settings for User Policy Templates and related functionality), and Invoices (System Settings for Invoices and related functionality).

Click on Student Imports to Set Up Import File

The screenshot shows the ONE TO ONE PLUS interface. At the top, there is a search bar with the text "Type 3 or more characters and PRESS ENTER". The user is logged in as "Demo School District". The left sidebar contains navigation options: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled "System Settings" and lists various configuration categories. The "Student Imports" category is highlighted with a red rectangular box. Below it, the text "System Settings for Student Imports and related functionality." is visible.

ONE TO ONE PLUS

ONE TO ONE PLUS

Home > System Settings

System Settings

System

Global System Settings

Assets

System Settings for Assets and related functionality.

Users

System Settings for Users and related functionality.

Staff Imports

System Settings for Staff Imports and related functionality.

Student Imports

System Settings for Student Imports and related functionality.

Tasks

System Settings for Tasks and related functionality.

User Policy Templates

System Settings for User Policy Templates and related functionality.

Invoices

System Settings for Invoices and related functionality.

Click on Tasks

The screenshot shows the ONE TO ONE PLUS web application interface. At the top left is the ONE TO ONE PLUS logo. To its right is a search bar with the placeholder text "Type 3 or more characters and PRESS ENTER". On the top right, it says "Demo School District" and includes a help icon, a user profile icon, and a refresh icon. A dark blue sidebar on the left contains a list of menu items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The "Tasks" item is highlighted with a red circle. The main content area is titled "System Settings" and lists several categories with their descriptions: System (Global System Settings), Assets (System Settings for Assets and related functionality), Users (System Settings for Users and related functionality), Staff Imports (System Settings for Staff Imports and related functionality), Student Imports (System Settings for Student Imports and related functionality), Tasks (System Settings for Tasks and related functionality), User Policy Templates (System Settings for User Policy Templates and related functionality), and Invoices (System Settings for Invoices and related functionality).

ONE TO ONE PLUS

Home > System Settings

ONE TO ONE PLUS

Demo School District

Dashboard

Assets

Students

Staff

Locations

Tasks

Invoices

Imports

Reports

Settings

System Settings

System

Global System Settings

Assets

System Settings for Assets and related functionality.

Users

System Settings for Users and related functionality.

Staff Imports

System Settings for Staff Imports and related functionality.

Student Imports

System Settings for Student Imports and related functionality.

Tasks

System Settings for Tasks and related functionality.

User Policy Templates

System Settings for User Policy Templates and related functionality.

Invoices

System Settings for Invoices and related functionality.

Use This Screen to Set Up Task Settings

ONE TO ONE PLUS Type 3 or more characters and PRESS ENTER Demo School District

Home > System Settings > Task Settings

Task Settings

✓ Save

— Email Update Settings

Update Related User No Yes

Task Notes In Email No Yes

Task Notes In Print / PDF No Yes

Email Update Format * x

— Submit Task Screen Settings

Task Type Categories No Yes

Notified On Update No Yes

New Asset No Yes

Required Fields Task Description Room # Task Type

✓ Save

Click on User Policy Templates

The screenshot shows 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 is titled "System Settings" and lists various configuration categories. The "User Policy Templates" link is highlighted with a red rectangle.

ONE TO ONE PLUS

Home > System Settings

System Settings

- System
 - Global System Settings
- Assets
 - System Settings for Assets and related functionality.
- Users
 - System Settings for Users and related functionality.
- Staff Imports
 - System Settings for Staff Imports and related functionality.
- Student Imports
 - System Settings for Student Imports and related functionality.
- Tasks
 - System Settings for Tasks and related functionality.
- User Policy Templates**
 - System Settings for User Policy Templates and related functionality.
- Invoices
 - System Settings for Invoices and related functionality.

Use This Screen to Customize Policies and Signature Collection

ONE TO ONE PLUS Type 3 or more characters and PRESS ENTER Demo School District

Home > System Settings > User Policy Template Settings

User Policy Template Settings

✓ Save

General Settings

AUP/Fee Collection SIS Import System Signature

Display Signature Status No Yes

Reset Signature Yearly No Yes

Signature Page Settings

Signature Method x ▾

✓ Save

Click on Invoices

The screenshot shows the ONE TO ONE PLUS web application interface. The top navigation bar is dark blue with the ONE TO ONE PLUS logo on the left, a search bar in the center containing the text "Type 3 or more characters and PRESS ENTER", and the text "Demo School District" on the right. Below the navigation bar is a sidebar menu with icons and labels for Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled "System Settings" and lists various configuration categories: System (Global System Settings), Assets (System Settings for Assets and related functionality), Users (System Settings for Users and related functionality), Staff Imports (System Settings for Staff Imports and related functionality), Student Imports (System Settings for Student Imports and related functionality), Tasks (System Settings for Tasks and related functionality), and User Policy Templates (System Settings for User Policy Templates and related functionality). The "Invoices" category is highlighted with a red rectangular box and includes the text "System Settings for Invoices and related functionality."

ONE TO ONE PLUS

Home > System Settings

System Settings

System

Global System Settings

Assets

System Settings for Assets and related functionality.

Users

System Settings for Users and related functionality.

Staff Imports

System Settings for Staff Imports and related functionality.

Student Imports

System Settings for Student Imports and related functionality.

Tasks

System Settings for Tasks and related functionality.

User Policy Templates

System Settings for User Policy Templates and related functionality.

Invoices

System Settings for Invoices and related functionality.

Use This Screen to Customize Invoice Settings

ONE TO ONE PLUS Type 3 or more characters and PRESS ENTER Demo School District

Home > System Settings > Invoice Settings

Invoice Settings

✓ Save

General Settings

Invoice Message

✓ Save