Manage System Settings

Author: Burt Lancaster

Updated: 2 years ago

Click on Settings

Click on System Settings

Click on System

ONE TO ONE PLUS

Type 3 or more characters and PRESS ENTER

Demo School District

ONE TO ONE PLUS

- 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
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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 Page to Set Global System Settings

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System Settings

✔ Save

─ General Settings

School Logo File

Logo Bold.png   🗑 Delete

Logo Url

www.onetooneplus.com

─ Print Settings

Single Label Printer

Brother QL-800   ✕ ▾

✔ Save

Click on Assets

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Use These Screens to Set Up Asset Settings

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Demo School District

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Home ❯ System Settings ❯ Asset Settings

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- 🏛 Locations
- 🔧 Tasks
- $ Invoices
- ⊘ Imports
- 📄 Reports
- ⚙ Settings

Asset Settings

− General Settings

Site Follows Assignment	○ No	● Yes
Generated Id Prefix	DHS	
Starting Number	12	

+ Assign Screen Settings

+ Turn In Screen Settings

+ Assign/Turn In Screen Settings

✔ Save

Click on Users

Use This Screen to Set Up Day Users

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Demo School District

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Home ❯ System Settings ❯ User Settings   ? 👤 ↪

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User Settings

Day User Settings

Enabled?   ○ No   ● Yes

✔ Save

Click on Staff Imports to Set Up Import File

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Click on Student Imports to Set Up Import File

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Click on Tasks

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Use This Screen to Set Up Task Settings

Type 3 or more characters and PRESS ENTER

Home > System Settings > Task Settings

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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 *   [Html   × ▾]

— **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

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Use This Screen to Customize Policies and Signature Collection

Click on Invoices

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Search: Type 3 or more characters and PRESS ENTER

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Use This Screen to Customize Invoice Settings

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Invoice Settings

✔ Save

— General Settings

Invoice Message

✔ Save