

Manage the Dashboard

Author: Burt Lancaster

Updated: 5 years ago

Select Dashboard

The dashboard features a navigation sidebar on the left with the following items: Dashboard (highlighted), Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled 'Home > Dashboard' and includes a search bar with the placeholder text 'Type 3 or more characters and PRESS ENTER'. Below the search bar are tabs for 'Tasks', 'Assets', 'Users', and 'Locations'. The dashboard displays six charts:

- Open Tasks by Assigned Technician:** A pie chart showing tasks assigned to Burt Lancaster (36), Joey Cole (2), Landon Jones (1), and Mitzi Brown (3).
- Open Tasks by Site:** A pie chart showing tasks 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 types: Cracked Screen (19), Multiple Issues (11), Keyboard (4), Missing Device (1), Display Issue (2), Display Screen (2), Day User Request (2), Password Reset (1), and Password Resel (1).
- Tasks by Status:** A pie chart showing task statuses: New Service Call (34), Depot Repair (4), Repair (2), and Device In Repair (2).
- Tasks by Closure Type:** (Chart content is not visible in the image)
- Outstanding Tasks by Time:** (Chart content is not visible in the image)

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

Select the Dashboard Area You Wish to View

ONE TO ONE PLUS

Home > Dashboard

Assets

Tasks

Open Tasks by Assigned Technician

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

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 an Area of the Chart or Graph to Drill Into the Data

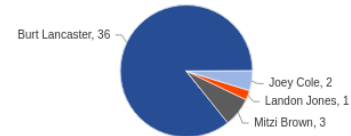
Demo School District

Home > Dashboard
? 👤 ↻

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

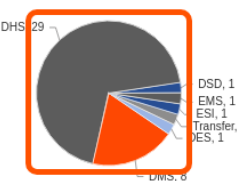
Tasks
Assets
Users
Locations

Open Tasks by Assigned Technician



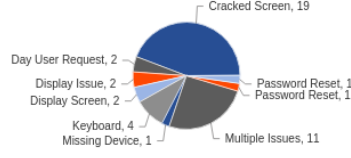
Technician	Count
Burt Lancaster	36
Mitzi Brown	3
Landon Jones	1
Joey Cole	2

Open Tasks by Site



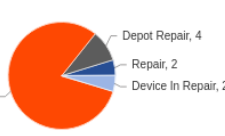
Site	Count
DHS	29
DMS	6
DSD	1
EMS	1
ESI	1
Transfer	1
PES	1

Open Tasks by Type



Type	Count
Cracked Screen	19
Multiple Issues	11
Keyboard	4
Display Screen	2
Display Issue	2
Day User Request	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

Select Columns to Customize Fields to View

Demo School District

Home > Tasks
?

Dashboard
Assets
Students
Staff
Locations
Tasks
Invoices
Imports
Reports
Settings

Tasks (29 of 998)

Columns

Filter

Export

Print All



+ Add

Task ID	Asset ID	Task Type	Description	Site	Related User	Technician
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text" value="Select"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text" value="DHS"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text" value="Select"/>
TSK-370640	8989	Cracked Screen		DHS	Bradley Smith	Burt Lancaster
TSK-370487	1001	Cracked Screen	Student dropped the device	DHS	Jane Doe	Burt Lancaster
TSK-370288	1001	Cracked Screen		DHS	Jane Doe	Burt Lancaster
TSK-370258	1001	Cracked Screen		DHS	Jane Doe	Burt Lancaster
TSK-366547		Day User Request	Day user request Alternate Asset ID: day user Alternate Asset Type: Buildings and Grounds	DHS	Burton Lancaster	Burt Lancaster
TSK-361338	98985	Keyboard, Cracked Screen	Student dropped laptop cracked screen and broke keyboard.	DHS	Joey Cole	Joey Cole
TSK-358857		Password Reset	Testing change.	DHS	Johnny Bagwell	Mitzi Brown
Description: Keyboard						

Showing 1 to 29 of 29 entries (filtered from 998 total entries)

Previous
1
Next

Click Export to Generate a CSV File

Type 3 or more characters and PRESS ENTERDemo School District

[Dashboard](#) | Home > Tasks

[Assets](#)

[Students](#)

[Staff](#)

[Locations](#)

[Tasks](#)

[Invoices](#)

[Imports](#)

[Reports](#)

[Settings](#)

Use the Fields to Filter the Data Further

ONE TO ONE PLUS Demo School District

Home > Tasks

Tasks (29 of 998)

Search Tasks Columns Filter Export Print All + Add 50

Task ID	Asset ID	Task Type	Description	Site	Related User	Technician
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="DHS"/>	<input type="text"/>	<input type="text" value="Select"/>
TSK-370640	8989	Cracked Screen		DHS	Bradley Smith	Burt Lancaster
TSK-370487	1001	Cracked Screen	Student dropped the device	DHS	Jane Doe	Burt Lancaster
TSK-370288	1001	Cracked Screen		DHS	Jane Doe	Burt Lancaster
TSK-370258	1001	Cracked Screen		DHS	Jane Doe	Burt Lancaster
TSK-366547		Day User Request	Day user request Alternate Asset ID: day user Alternate Asset Type: Buildings and Grounds	DHS	Burton Lancaster	Burt Lancaster
TSK-361338	98985	Keyboard, Cracked Screen	Student dropped laptop cracked screen and broke keyboard.	DHS	Joey Cole	Joey Cole
TSK-358857		Password Reset	Testing change.	DHS	Johnny Bagwell	Mitzi Brown

Showing 1 to 29 of 29 entries (filtered from 998 total entries) Previous 1 Next