

Managing Lookup Tables

Author: Burt Lancaster

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Click on Settings

The screenshot shows the ONE TO ONE PLUS dashboard for Demo School District. The left sidebar contains a menu with the following items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, **Settings** (highlighted with a red box), Lookups, Security, and System Settings. The main content area 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), Day User Request (2), Display Issue (2), Display Screen (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).
- Outstanding Tasks by Time:** (Chart content is not visible).

The 'Settings' menu item in the sidebar is highlighted with a red box, indicating the next step in the tutorial.

Click on Lookups

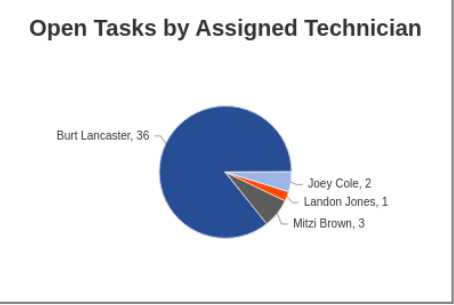
Type 3 or more characters and PRESS ENTERDemo School District

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

Home > Dashboard

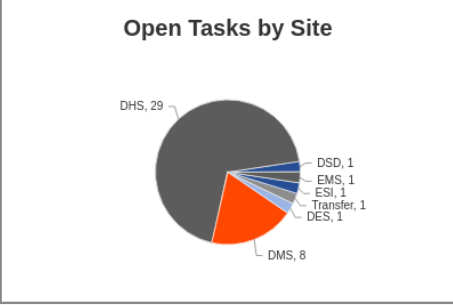
Tasks Assets Users Locations

Open Tasks by Assigned Technician



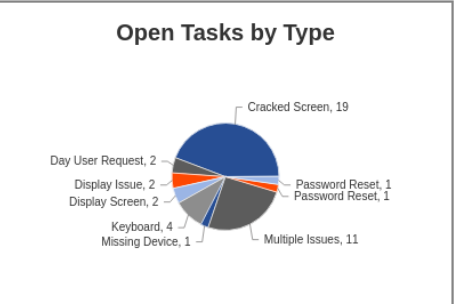
Technician	Count
Burt Lancaster	36
Joey Cole	2
Landon Jones	1
Mitzi Brown	3

Open Tasks by Site



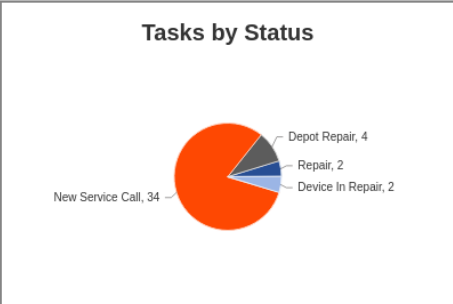
Site	Count
DHS	29
DSD	1
EMS	1
ESI	1
Transfer	1
DES	1
DMS	8

Open Tasks by Type



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

Select an Area to Access the Lookups for That Area

The screenshot displays the ONE TO ONE PLUS web application interface. At the top, there is a navigation bar with the logo on the left, a search bar 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 the following items: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled "Lookups" and contains a list of lookup categories: "Misc" (highlighted with a red box), "Sites", "Invoice Status", "Invoice Types", "Payment Types", and "School Years". Below this list are three expandable sections: "+ Assets", "+ Tasks", and "+ Users".

ONE TO ONE PLUS

Home > Lookups

Lookups

- Misc
- Sites
- Invoice Status
- Invoice Types
- Payment Types
- School Years

+ Assets



+ Tasks

+ Users

Click on a Specific Lookup Table

The screenshot displays the ONE TO ONE PLUS web application interface. At the top left is the logo, and at the top right is the text "Demo School District". A search bar is located in the top center with the placeholder text "Type 3 or more characters and PRESS ENTER". 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 "Lookups" and includes a sub-section "Misc" with a list of lookup tables: Sites, Invoice Status, Invoice Types, Payment Types, and School Years. The "Sites" item is highlighted with a red rectangular border. Below the "Misc" section are three expandable categories: "+ Assets", "+ Tasks", and "+ Users".

















Click Add to Add a New Lookup

Q Demo School District

[Dashboard](#) | [Home > Lookups > Sites](#) ? 👤 ↻

Sites


+ Add

Short Name	Description	Created	Modified	Created By User	Actions
DES	Demo Elementary School	2/25/16, 2:51 PM	10/10/19, 3:45 PM	Burt Lancaster	 
DHS	Demo High School	2/25/16, 2:50 PM	11/20/19, 8:41 AM	Burt Lancaster	 
DMS	Demo Middle School	2/25/16, 2:51 PM	8/19/19, 11:23 AM	Burt Lancaster	 
DSD	Demo School District	1/26/16, 5:16 PM	1/26/16, 5:16 PM	Admin Admin	 
EMS		5/14/19, 10:35 AM	5/14/19, 10:36 AM	Joey Cole	 
ESI		1/23/18, 3:10 PM	1/23/18, 3:10 PM	Burt Lancaster	 
NCCC		3/7/18, 1:50 PM	10/9/19, 8:45 AM	Burt Lancaster	 
Transfer	Transfer	4/13/16, 3:30 PM	11/26/18, 9:35 AM	Burt Lancaster	 

1 of 1


< previous go to next >

Add the Required Information and Click Save




ONE TO ONE PLUS


Demo School District





ONE TO ONE PLUS


Home > Lookups > Sites > Add


 Dashboard


 Assets


 Students


 Staff


 Locations

 Tasks

 Invoices

 Imports

 Reports

 Settings

Add Site


Short Name *

Description

Site Admin

Default Tech

Day User Approvers

 Save