

Quick Add Assets

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Select Assets

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 left sidebar with navigation options. The main content area features four charts: 'Open Tasks by Assigned Technician', 'Open Tasks by Site', 'Open Tasks by Type', and 'Tasks by Status'. A fifth chart, 'Tasks by Closure Type', is partially visible at the bottom.

Dashboard Navigation:

- Dashboard
- Assets (highlighted)
- Manage Assets
- Assign
- Turn In
- Print Labels
- Bulk Update
- Bulk Assign
- Quick Add
- Students
- Staff
- Locations
- Tasks
- Invoices
- 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
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
Repair	2
Device In Repair	2

Tasks by Closure Type

Outstanding Tasks by Time

40

Select Quick Add

Demo School District

[Dashboard](#) | [Assets](#) | [Quick Add](#)

- Manage Assets
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- Print Labels
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- Bulk Assign
- Quick Add**
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Quick Add

Type *

Model *

Site *

Status *

Room Number

Removed S/N Prefix

Print Label Yes No



Focus Input Serial Number Asset ID

Asset ID Serial Number Auto Generated Manual

Serial Number *

Will remove the given string if a case sensitive match is found at the beginning of the submitted serial number. If set to "S", "SX123" will become "X123".

Complete the Information for the Assets You Wish to Add

Demo School District

Home > Assets > Quick Add

Quick Add

Type *

Model *

Site *

Status *

Room Number

Removed S/N Prefix

Print Label Yes No



Focus Input Serial Number Asset ID

Asset ID Serial Number Auto Generated Manual

Serial Number *

Will remove the given string if a case sensitive match is found at the beginning of the submitted serial number. If set to "S", "SX123" will become "X123".

Select Whether or Not to Print a Label

Type 3 or more characters and PRESS ENTERDemo School District

DashboardHome > Assets > Quick Add? 👤 ↻

Assets

Quick Add

- Manage Assets
- Assign
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- Bulk Assign
- Quick Add

- Students
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Type *

Model *

Site *

Status *

Room Number

Removed S/N Prefix

Print Label Yes No



Focus Input Serial Number Asset ID

Asset ID Serial Number Auto Generated Manual

Serial Number *

Will remove the given string if a case sensitive match is found at the beginning of the submitted serial number. If set to "S", "SX123" will become "X123".

Select Whether to Use Asset ID or Serial Number

Demo School District

Home > Assets > Quick Add

Quick Add

- Dashboard
- Assets
 - Manage Assets
 - Assign
 - Turn In
 - Print Labels
 - Bulk Update
 - Bulk Assign
 - Quick Add
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Type *

Model *

Site *

Status *

Room Number

Removed S/N Prefix

Print Label Yes No

Focus Input Serial Number Asset ID

Asset ID Serial Number Auto Generated Manual

Serial Number *

Will remove the given string if a case sensitive match is found at the beginning of the submitted serial number. If set to "S", "SX123" will become "X123".

For the Asset ID, Select to use the Serial Number, Auto Generate or Manually Enter the Asset ID

The screenshot shows the 'Quick Add' form in the ONE TO ONE PLUS system. The form includes the following fields and options:

- Type ***: Select An Option
- Model ***: Select An Option
- Site ***: Select An Option
- Status ***: Active
- Room Number**: [Empty text box]
- Removed S/N Prefix**: [Empty text box]
- Print Label**: Yes No
- Focus Input**: Serial Number Asset ID
- Asset ID**: [Empty text box] (highlighted with an orange border). Below this field are radio buttons for Serial Number, Auto Generated, and Manual.
- Serial Number ***: [Empty text box]

A green '+ADD' button is located at the bottom left of the form area. The top navigation bar shows 'Home > Assets > Quick Add' and 'Demo School District'.

Click the Add Button

The screenshot shows the 'Quick Add' interface for the ONE TO ONE PLUS system. The top navigation bar includes the logo, a search bar with the placeholder 'Type 3 or more characters and PRESS ENTER', and the text 'Demo School District'. A left sidebar contains navigation options: Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The 'Assets' section is expanded, showing sub-options like 'Manage Assets', 'Assign', 'Turn In', 'Print Labels', 'Bulk Update', 'Bulk Assign', and 'Quick Add'. The main content area is titled 'Quick Add' and contains the following form fields and options:

- Type ***: Select An Option (dropdown)
- Model ***: Select An Option (dropdown)
- Site ***: Select An Option (dropdown)
- Status ***: Active (dropdown with close button)
- Room Number**: (text input)
- Removed S/N Prefix**: (text input)
- Print Label**: Yes No
- Focus Input**: Serial Number Asset ID
- Asset ID**: Serial Number Auto Generated Manual
- Serial Number ***: (text input)

A green button with the text '+ADD' is located at the bottom left of the form area and is highlighted with a red rectangular box.