

Reconcile Asset Inventory

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From the Assets Area Select Inventory Audit.

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Assets (selected), Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, and Inventory Audit (highlighted with an orange box). Below these are sections for Students, Staff, Locations, Tasks, and Invoices. The main content area is titled 'Tasks' and contains six pie charts:

- Open Tasks by Assigned Technician:** A pie chart showing the distribution of tasks among technicians. Burt Lancaster has 98 tasks, followed by Joey Cole (5), Landon Jones (2), Mitzi Brown (4), and others with 1 task each.
- Open Tasks by Site:** A pie chart showing the distribution of tasks across sites. DHS has 63 tasks, DMS has 39, and other sites have 1-4 tasks each.
- Open Tasks by Type:** A pie chart showing the distribution of tasks by type. Cracked Screen has 77 tasks, Keyboard has 24, Multiple Issues has 11, and other types have 1-3 tasks each.
- Tasks by Status:** A pie chart showing the distribution of tasks by status. New Service Call has 86 tasks, Depot Repair has 15, and other statuses have 1-6 tasks each.
- Tasks by Closure Type:** A pie chart showing the distribution of tasks by closure type.
- Outstanding Tasks by Time:** A pie chart showing the distribution of outstanding tasks by time.

Select the Sites Option for the Inventory Audit you wish to Access.

The screenshot shows the ONE TO ONE PLUS web application interface. The top navigation bar includes the logo, a search bar, and the user's location (Demo School District) and name (Burt Lancaster). The left sidebar contains a menu with options like Dashboard, Assets, Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, and Inventory Audit. The main content area displays the 'Inventory Audits' page with a table of audit records. The table has columns for Completed, Inventory Audit, Start, End, Total Sites, Total Assets, Reconciled, Unreconciled, and Reconciled. The 'Total Sites' column for the 'Test' audit is highlighted with an orange box.

Completed	Inventory Audit	Start	End	Total Sites	Total Assets	Reconciled	Unreconciled	Reconciled
	Test	5/1/20	5/14/20	8	823	21	803	12
	Test Audit 2	5/15/20	6/15/20	2	763	0	763	0

Select the Locations for the Site That you Wish to Audit.

The screenshot shows the ONE TO ONE PLUS web application interface. The main content area displays a table titled "Test - Sites". The table has columns for "Completed", "Site", "Total Locations", "Total Assets", "Reconciled", "Unreconciled", "Reconciliation Issues", and "Actions". The "DHS" site is highlighted, and its "Total Locations" value of 21 is circled in orange. The left sidebar contains navigation options such as "Dashboard", "Assets", "Manage", "Assign", "Turn In", "Print Labels", "Bulk Update", "Bulk Assign", "Quick Add", "Inventory Audit", "Students", "Staff", "Locations", "Tasks", and "Invoices".

Completed	Site	Total Locations	Total Assets	Reconciled	Unreconciled	Reconciliation Issues	Actions
	DES	3	33	1	32	1	⋮ 🗑
	DHS	21	480	14	466	5	⋮ 🗑
	DMS	5	283	4	279	4	⋮ 🗑
	DSD	0	3	0	3	0	⋮ 🗑
	EMS	0	22	1	21	1	⋮ 🗑
	ESI	0	1	0	1	0	⋮ 🗑
✓	NCCC	0	0	0	0	0	⋮ 🗑
	Transfer	0	1	0	1	0	⋮ 🗑

Click the Checkmark (or the number under Unreconciled) for the Location You Wish to Audit.

The screenshot shows the ONE TO ONE PLUS web application interface. The top navigation bar includes the logo, a search bar, and user information (Demo School District, Burt Lancaster). The left sidebar contains navigation options: Dashboard, Assets, Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Tasks, and Invoices. The main content area displays the 'DHS - Locations' table. The table has the following columns: Completed, Location, Total Assets, Reconciled, Unreconciled, Reconciliation Issues, and Actions. The 'DHS-Cart 10' row is highlighted with a red circle around its checkmark in the Actions column.

Completed	Location	Total Assets	Reconciled	Unreconciled	Reconciliation Issues	Actions
	DHS-SPARE-INVENTORY	3	0	3	0	✓ ⋮ 🗑️
	DHS Inventory	45	21	24	12	✓ ⋮ 🗑️
	DHS-Cart 10	32	0	32	0	✓ ⋮ 🗑️
	DHS-ROOM-306	2	0	2	0	✓ ⋮ 🗑️
✓	DHS-DEPOT-REPAIR	0	0	0	0	✓ ⋮ 🗑️
	DHS-CART-Virtual-2	1	0	1	0	✓ ⋮ 🗑️
✓	DHS-MediaCenter	0	0	0	0	✓ ⋮ 🗑️
✓	DHS-ROOM-112	0	0	0	0	✓ ⋮ 🗑️
	DHS-Cart	1	0	1	0	✓ ⋮ 🗑️
✓	DHS-Cart-34	0	0	0	0	✓ ⋮ 🗑️
	ECS Inventory	1	0	1	0	✓ ⋮ 🗑️
✓	DHS-Cart-99	0	0	0	0	✓ ⋮ 🗑️
	DHS-Cart 87	1	0	1	0	✓ ⋮ 🗑️

Select the Gear to Choose the Category to Reconcile (both Assigned To and Held By, Assigned To only or Held By only).

The screenshot shows the ONE TO ONE PLUS interface. The top navigation bar includes a search field and the text 'Demo School District' and 'Burt Lancaster'. The breadcrumb trail is 'Home > Audits > Test > DHS > DHS-Cart 10 Unreconciled Assets'. The main heading is 'DHS-Cart 10 - Unreconciled Assets' with a back arrow and 'DHS' label. Below the heading is a search bar and a 'Scan or Enter Asset' field. A gear icon is highlighted with a red box. To the right of the gear is an 'Export' button and a dropdown menu set to '50'. The table below has columns: Asset ID, Asset S/N, Model, Manufacturer, Site, Assigned Date, Assigned User, Held User, and Assign. The table contains 15 rows of asset data.

Asset ID	Asset S/N	Model	Manufacturer	Site	Assigned Date	Assigned User	Held User	Assign
4000124540	H807KFEQR2219	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124539	H807KFEQR2218	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124538	H807KFEQR2217	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124537	H807KFEQR2216	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124535	H807KFEQR2214	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124505	H807KFEQR2184	iPad 2 Air	Apple	DHS	4/16/18, 2:01 PM			DH:
4000124517	H807KFEQR2196	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124518	H807KFEQR2197	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124519	H807KFEQR2198	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124520	H807KFEQR2199	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124521	H807KFEQR2200	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124523	H807KFEQR2202	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124524	H807KFEQR2203	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:

Scan or Enter the Asset ID or Serial Number for Assets at the Location.

The screenshot displays the ONE TO ONE PLUS web application interface. The top navigation bar includes the logo, a search bar, and the breadcrumb path: Home > Audits > Test > DHS > DHS-Cart 10 Unreconciled Assets. The user is identified as Burt Lancaster from Demo School District. The main content area is titled "DHS-Cart 10 - Unreconciled Assets" and features a search bar, a "Scan or Enter Asset" input field, and an "Export" button. A table lists the assets with columns for Asset ID, Asset S/N, Model, Manufacturer, Site, Assigned Date, Assigned User, and Held User. The first row, with Asset ID 4000124540, is highlighted with a red box. The left sidebar contains navigation options such as Dashboard, Assets, Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Tasks, and Invoices.

Asset ID	Asset S/N	Model	Manufacturer	Site	Assigned Date	Assigned User	Held User	Ass
4000124540	H807KFEQR2219	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124539	H807KFEQR2218	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124538	H807KFEQR2217	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124537	H807KFEQR2216	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124535	H807KFEQR2214	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124505	H807KFEQR2184	iPad 2 Air	Apple	DHS	4/16/18, 2:01 PM			DH:
4000124517	H807KFEQR2196	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124518	H807KFEQR2197	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124519	H807KFEQR2198	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124520	H807KFEQR2199	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124521	H807KFEQR2200	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124523	H807KFEQR2202	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124524	H807KFEQR2203	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:

Once an Asset ID or Serial Number has been Scanned or Entered, You Will See a Results Bar at the Top of the Screen.

Possible Options:

Asset has been successfully Reconciled.

Asset has been Reconciled, but There was an Issue.

Asset is Not Found in the System.

The screenshot displays the ONE TO ONE PLUS web interface. At the top, a search bar is visible. Below it, a navigation breadcrumb shows the path: Home > Audits > Test > DHS > DHS-Cart 10 Unreconciled Assets. The user is identified as Burt Lancaster from Demo School District. A green notification box at the top of the main content area states: "Asset '4000124540' has been successfully reconciled". The main heading is "DHS-Cart 10 - Unreconciled Assets". A search bar below the heading contains the asset ID "4000124540". To the right of the search bar are an "Export" button and a dropdown menu set to "50". Below this is a table with the following columns: Asset ID, Asset S/N, Model, Manufacturer, Site, Assigned Date, Assigned User, Held User, and Ass. The table lists 17 rows of asset data, all of which are iPad 2 Air devices from Apple, assigned to either DMS or DHS. The asset ID 4000124540 is not present in the visible rows of the table.

Asset ID	Asset S/N	Model	Manufacturer	Site	Assigned Date	Assigned User	Held User	Ass
4000124539	H807KFEQR2218	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124538	H807KFEQR2217	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124537	H807KFEQR2216	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124535	H807KFEQR2214	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124505	H807KFEQR2184	iPad 2 Air	Apple	DHS	4/16/18, 2:01 PM			DH:
4000124517	H807KFEQR2196	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124518	H807KFEQR2197	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124519	H807KFEQR2198	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124520	H807KFEQR2199	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124521	H807KFEQR2200	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124523	H807KFEQR2202	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124524	H807KFEQR2203	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH:
4000124527	H807KFEQR2206	iPad 2 Air	Apple	DMS	4/16/18, 2:01 PM			DH: