

Turn In an Asset

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Select Turn In

The screenshot displays the ONE TO ONE PLUS dashboard for Demo School District. The interface includes a navigation sidebar on the left with options like Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The 'Turn In' option under 'Assets' is highlighted with an orange box. The main content area features a search bar and a breadcrumb trail 'Home > Dashboard'. Below this, there are four tabs: Tasks, Assets, Users, and Locations. The 'Tasks' tab is active, showing six reports:

- 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 at 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 such as Cracked Screen (19), Multiple Issues (11), Keyboard (4), Missing Device (1), Display Screen (2), Display Issue (2), Day User Request (2), Password Reset (1), and Password Reset (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:** A section partially visible at the bottom left.
- Outstanding Tasks by Time:** A section partially visible at the bottom right.

Enter or Scan the Asset ID or Serial Number of the Asset to be Turned In

Type 3 or more characters and PRESS ENTERDemo School District

[Dashboard](#) [Home](#) > [Assets](#) > [Turn In](#) ? 👤 ↶

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

Turn In Asset

Templates Settings

+ Accessories to be Collected

Turn In Information

Asset ID/SN *

Location ID *

Create Task

Billable?

Task Types

Notes

Submit Action * ✕ ▼

✓ Submit ↻ Reset

Enter or Scan the Location ID of the Location to Turn In Device to

The screenshot displays the 'Turn In Asset' page in the ONE TO ONE PLUS system. The page includes a navigation sidebar on the left with options like Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled 'Turn In Asset' and contains the following sections:

- + Accessories to be Collected**: A section for listing accessories, currently empty.
- Turn In Information**: A section with two input fields: 'Asset ID/SN *' and 'Location ID *'. The 'Location ID *' field is highlighted with an orange border.
- Create Task**: A section with a 'Billable?' checkbox, a 'Task Types' dropdown menu (currently showing 'Select some Options'), a 'Notes' text area, and a 'Submit Action *' dropdown menu (currently showing 'Held by and Assigned').

At the bottom of the form, there are two buttons: a green 'Submit' button and a red 'Reset' button.

If a Device has Damages, Select the Damage Type(s) Here

The screenshot shows the 'Turn In Asset' form in the ONE TO ONE PLUS system. The form is titled 'Turn In Asset' and includes a breadcrumb trail: Home > Assets > Turn In. The left sidebar contains navigation links for Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is divided into sections: '+ Accessories to be Collected', 'Turn In Information', and 'Create Task'. The 'Turn In Information' section contains input fields for 'Asset ID/SN *' and 'Location ID *'. The 'Create Task' section includes a 'Billable?' checkbox, a 'Task Types' dropdown menu (highlighted with an orange border), a 'Notes' text area, and a 'Submit Action *' dropdown menu. At the bottom of the form are 'Submit' and 'Reset' buttons. The top right corner of the page shows the 'ONE TO ONE PLUS' logo and 'Demo School District'.

If Damages are to be Invoiced, Select Billable

The screenshot shows the 'Turn In Asset' form in the ONE TO ONE PLUS system. The interface includes a top navigation bar with the logo, a search bar, and the user's location 'Demo School District'. A left sidebar contains navigation links for Dashboard, Assets, Students, Staff, Locations, Tasks, Invoices, Imports, Reports, and Settings. The main content area is titled 'Turn In Asset' and includes a breadcrumb trail 'Home > Assets > Turn In'. Below the title are buttons for 'Templates' and 'Settings'. A section titled '+ Accessories to be Collected' is present but empty. The 'Turn In Information' section contains two required text input fields: 'Asset ID/SN *' and 'Location ID *'. The 'Create Task' section features a checkbox labeled 'Billable?' which is highlighted with a red box. Below this are a 'Task Types' dropdown menu with the text 'Select some Options', a 'Notes' text area, and a 'Submit Action *' dropdown menu currently set to 'Held by and Assigned'. At the bottom of the form are two buttons: a green 'Submit' button and a red 'Reset' button.



Choose Whether to Update the Assigned To and Held By User or Held By Only User

The screenshot shows the 'Turn In Asset' form in the ONE TO ONE PLUS system. The form is titled 'Turn In Asset' and is located in the 'Assets > Turn In' section. The form includes the following fields and options:

- Asset ID/SN ***: A text input field.
- Location ID ***: A text input field.
- Create Task**: A section with a checkbox for 'Billable?' and a dropdown for 'Task Types' (currently showing 'Select some Options').
- Notes**: A text area for entering notes.
- Submit Action ***: A dropdown menu with the option 'Held by and Assigned' selected. This dropdown is highlighted with a red box.

At the bottom of the form, there are two buttons: a green 'Submit' button and a red 'Reset' button.

Click or Scan to Submit the Turn In

Demo School District

- Dashboard
- Assets
- Students
- Staff
- Locations
- Tasks
- Invoices
- Imports
- Reports
- Settings

Home > Assets > Turn In

Turn In Asset

[Templates](#) [Settings](#)

+ Accessories to be Collected

Turn In Information

Asset ID/SN *

Location ID *

Create Task

Billable?

Task Types

Notes

Submit Action *