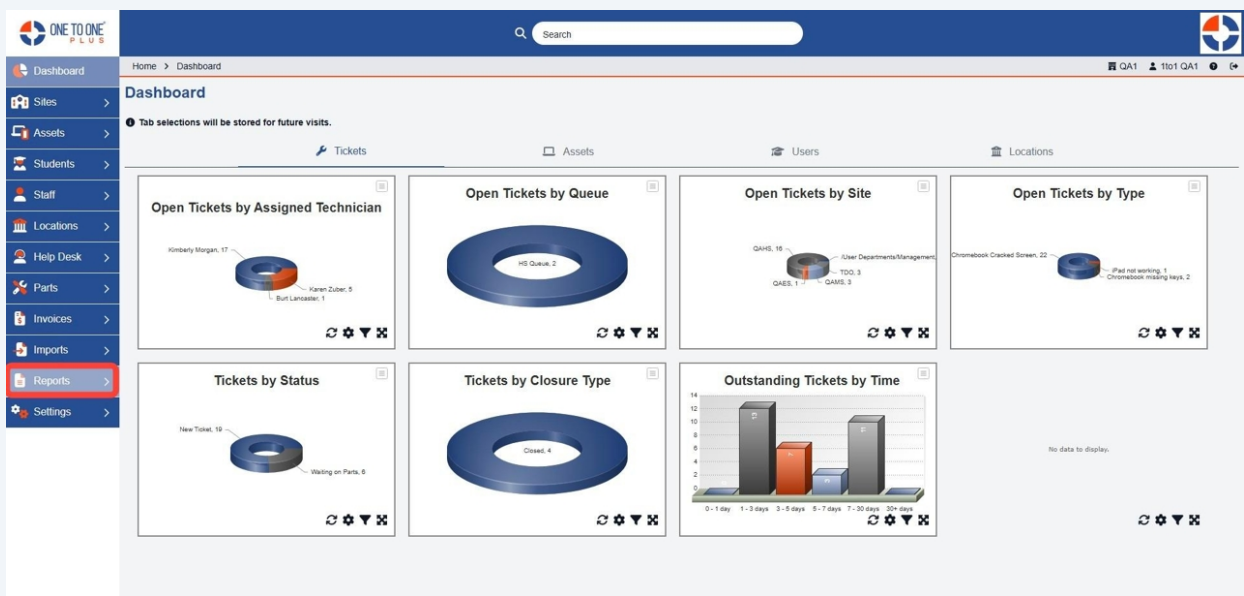


Access Standard Reports

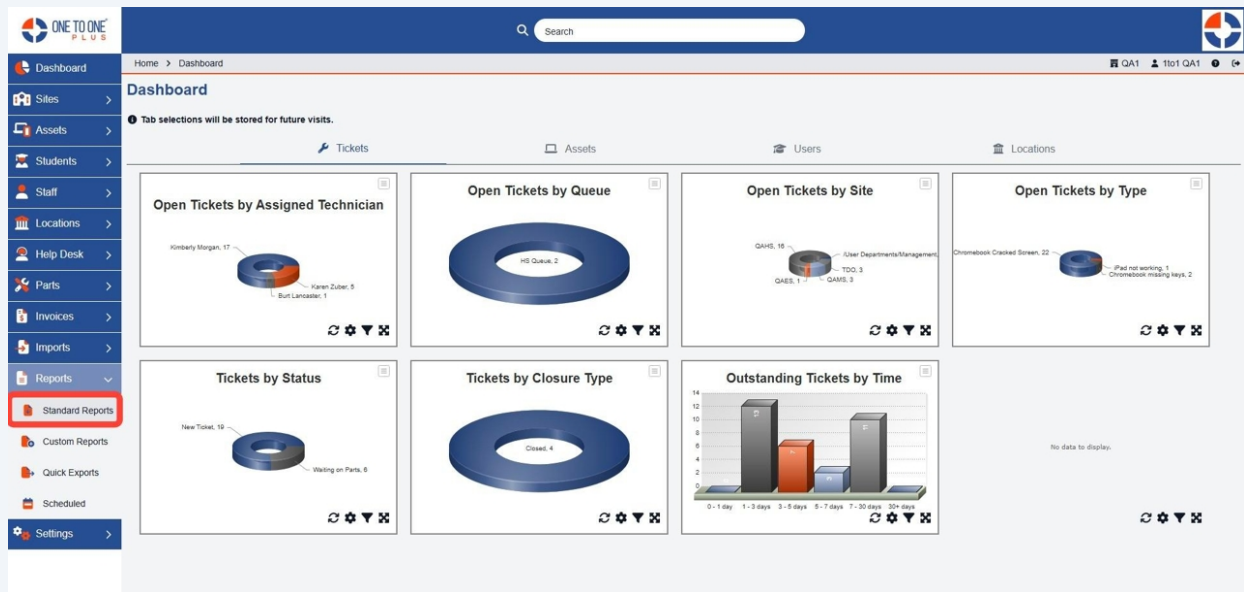


This guide offers a simple way to access and customize standard reports, helping users quickly extract and tailor data to their needs. It's a key resource for maximizing reporting efficiency and insights.

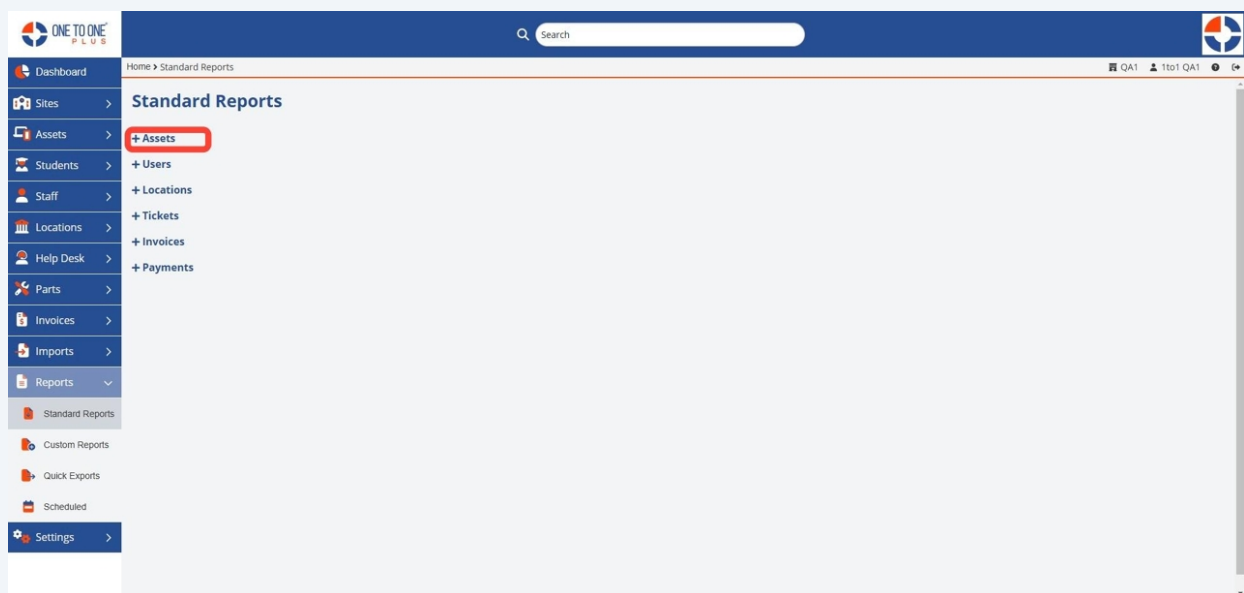
1 Select "Reports".



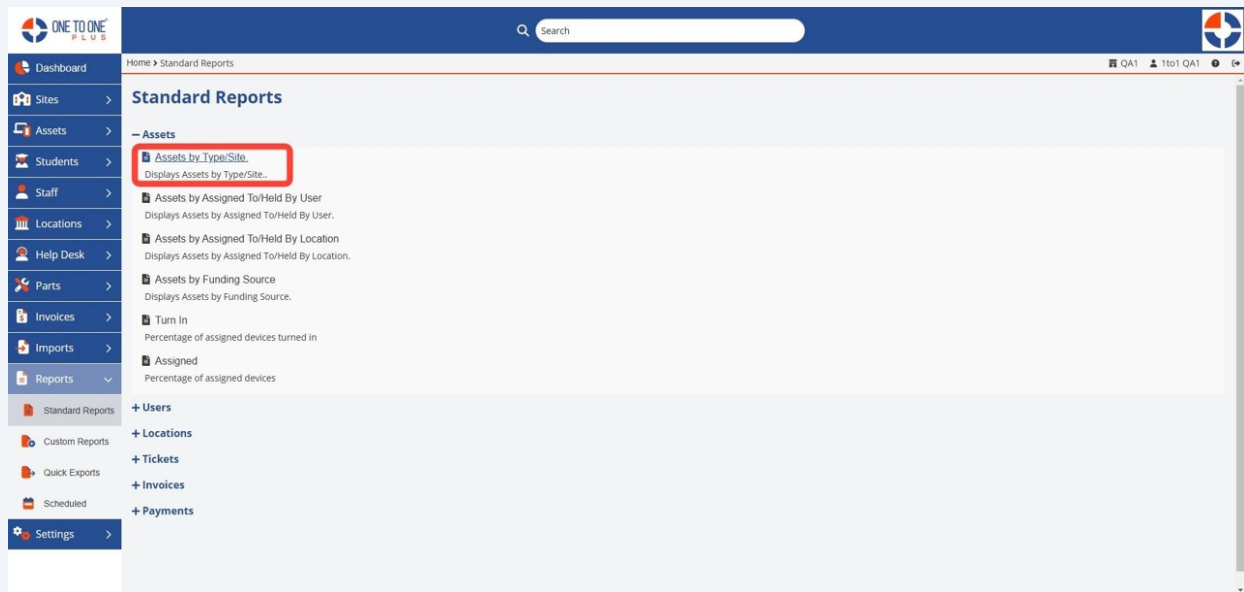
2 Select "Standard Reports".



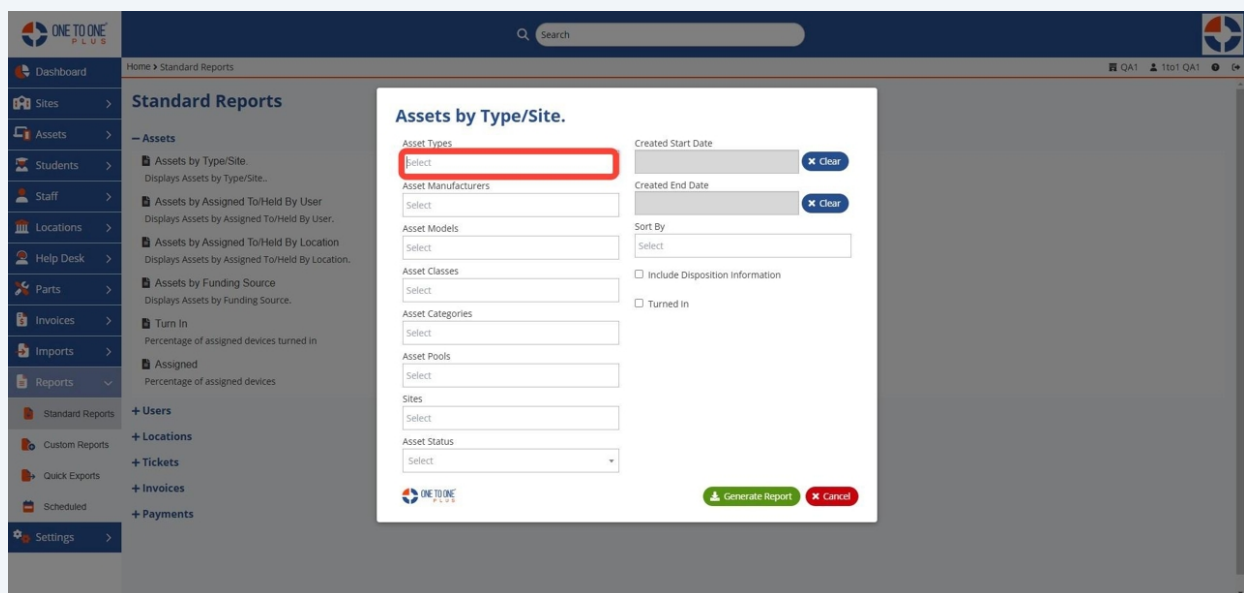
3 Select an area to access reports.



4 Select a specific report.



5 Use the fields to customize the report data.



6

Select "Generate Report".

The screenshot displays the ONE TO ONE PLUS software interface. On the left is a navigation sidebar with icons and labels for Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Standard Reports, Custom Reports, Quick Exports, Scheduled, and Settings. The main content area is titled 'Standard Reports' and lists several report options under the 'Assets' category, including 'Assets by Type/Site'. A modal window titled 'Assets by Type/Site.' is open, containing various filters: Asset Types, Asset Manufacturers, Asset Models, Asset Classes, Asset Categories, Asset Pools, Sites, and Asset Status. It also includes date pickers for 'Created Start Date' and 'Created End Date', a 'Sort By' dropdown, and checkboxes for 'Include Disposition Information' and 'Turned In'. At the bottom of the modal are 'Generate Report' and 'Cancel' buttons.

ONE TO ONE PLUS

Search

Home > Standard Reports

QA1 1to1 QA1

Standard Reports

- Assets
 - Assets by Type/Site. Displays Assets by Type/Site..
 - Assets by Assigned To/Held By User. Displays Assets by Assigned To/Held By User.
 - Assets by Assigned To/Held By Location. Displays Assets by Assigned To/Held By Location.
 - Assets by Funding Source. Displays Assets by Funding Source.
 - Turn In. Percentage of assigned devices turned in.
 - Assigned. Percentage of assigned devices.
- + Users
- + Locations
- + Tickets
- + Invoices
- + Payments

Assets by Type/Site.

Asset Types: Select

Asset Manufacturers: Select

Asset Models: Select

Asset Classes: Select

Asset Categories: Select

Asset Pools: Select

Sites: Select

Asset Status: Select

Created Start Date: [] Clear

Created End Date: [] Clear

Sort By: Select

☐ Include Disposition Information

☐ Turned In

Generate Report Cancel