

# Assign an Asset



This guide outlines a simple process for assigning assets, ensuring accurate tracking to locations or users. It enhances organization, boosts accountability, and includes a receipt option for easy record-keeping—ideal for streamlining asset management.

## 1 Select "Assets".

The screenshot displays the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets (highlighted with a red box), Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area is titled 'Dashboard' and features a search bar at the top. Below the search bar, there are tabs for Tickets, Assets, Users, and Locations. The dashboard contains several data visualization widgets:

- Open Tickets by Assigned Technician:** A donut chart showing tickets assigned to technicians: Joey Cole (15), 1to1 QA (12), and LANDON LANCASTER (2).
- Open Tickets by Queue:** A donut chart showing tickets in different queues: High School (55), Level 1.4, and Network (6).
- Open Tickets by Site:** A donut chart showing tickets by site: QADO (54), QAES (6), QAMS (8), and QAHS (33).
- Open Tickets by Type:** A donut chart showing tickets by type: Financial Secretary (5), HVAC Issue (2), iPad Cracked Screen (8), iPad Issue (1), Laptop Cracked Screen (6), Laptop Missing Keys (1), Lost Device (1), Need Toner (1), Email Ticket (6), Electrical Problem (1), Chromebook Missing Keys (2), Chromebook Cracked Screen (10), Promethean Board (1), Printer (1), Password Reset (2), and New Student (23).
- Tickets by Status:** A donut chart showing tickets by status: New Ticket (102).
- Tickets by Closure Type:** A donut chart showing tickets by closure type: Resolved (3).

## 2 Select "Assign".

The screenshot displays the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets, Manage, Assign (highlighted with a red box), Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The main dashboard area is titled "Dashboard" and includes a search bar, a notification "Tab selections will be stored for future visits.", and tabs for Tickets, Assets, Users, and Locations. The "Tickets" tab is active, showing six analytics charts:

- Open Tickets by Assigned Technician:** A donut chart showing tickets assigned to Joey Cole (15), 1to1 QA (12), and LONDON LANCASTER (2).
- Open Tickets by Queue:** A donut chart showing tickets in the High School queue (55), Level 1 (4), and Network (6).
- Open Tickets by Site:** A donut chart showing tickets from QADO (84), QAES (6), QAMS (8), and QAHS (33).
- Open Tickets by Type:** A donut chart showing tickets categorized by type: Financial Secretary (5), HVAC Issue (2), iPad Cracked Screen (8), iPad Issue (1), Email Ticket (6), Electrical Problem (1), Chromebook Missing Keys (2), Chromebook Cracked Screen (10), Promethean Board (1), Printer (1), Password Reset (2), Laptop Cracked Screen (6), Laptop Missing Keys (1), Lost Device (1), Need Toner (1), and New Student (23).
- Tickets by Status:** A donut chart showing 102 New Tickets.
- Tickets by Closure Type:** A donut chart showing 3 Resolved tickets.

3

Enter or Scan the "Location or User ID" that you wish to assign the device to. If you do not know the id, you can click on the search box.

The screenshot shows the 'Assign Asset' page in the UIC ONE PLUS system. The left sidebar contains navigation options: Dashboard, Sites, Assets (Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, Inventory Audit), Students, Staff, Locations, Help Desk, Parts, Invoices, and Imports. The main content area is titled 'Assign Asset' and includes a breadcrumb 'Home > Assets > Assign'. Below the title, there are 'Templates' and 'Settings' buttons. A section titled 'Accessories to be Assigned' has four checked items: Charger, Wireless Mouse, Wireless Keyboard, and Case. The form fields are: 'Location/User ID \*' (with a search button), 'Asset ID/SN 1 \*', 'Asset ID/SN 2', 'Asset Condition' (set to 'Good'), and 'Submit Action \*' (set to 'Held by and Assigned'). At the bottom are 'Submit' and 'Reset' buttons. The 'Location/User ID \*' input field is highlighted with a red box.

4

Enter or Scan the "Asset ID or SN" of the asset you wish to assign.

The screenshot shows the 'Assign Asset' page in the UIC ONE PLUS system. The left sidebar contains navigation options: es, sets, Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, and Parts. The main content area is titled 'Assign Asset' and includes a breadcrumb 'Home > Assets > Assign'. Below the title, there are 'Templates' and 'Settings' buttons. A section titled 'Accessories to be Assigned' has four checked items: Charger, Wireless Mouse, Wireless Keyboard, and Case. The form fields are: 'Location/User ID \*' (with a search button), 'User Search' (dropdown), 'Location Search' (dropdown), 'Asset ID/SN 1 \*' (highlighted with a red box), 'Asset ID/SN 2', 'Asset Condition' (set to 'Good'), and 'Submit Action \*' (set to 'Held by and Assigned'). At the bottom are 'Submit' and 'Reset' buttons. The 'Asset ID/SN 1 \*' input field is highlighted with a red box.

5

Select "Submit".

The screenshot displays the 'Assign Asset' interface. On the left is a sidebar with navigation items: Dashboard, Sites, Assets, Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The top navigation bar features the ONE TO ONE PLUS logo, a search bar, and user information (1to1QA). The main content area is titled 'Assign Asset' and includes a 'Templates' and 'Settings' button. Under the heading 'Accessories to be Assigned', there are four checked items: Charger, Wireless Mouse, Wireless Keyboard, and Case. Below this is a form with the following fields: 'Location/User ID \*' (text input with search), 'User Search' (dropdown), 'Location Search' (dropdown), 'Asset ID/SN 1 \*' (text input), 'Asset ID/SN 2' (text input), 'Asset Condition' (dropdown with 'Good' selected), and 'Submit Action \*' (dropdown with 'Held by and Assigned' selected). At the bottom of the form are two buttons: a green 'Submit' button and a red 'Reset' button.

6

If you have setting set to print receipt, you can download or print or select "Cancel".

