

Bulk Assign Assets



This guide outlines a simple method for bulk assigning assets, helping you quickly update information, boost productivity, and maintain accurate records for easier asset management.

1 Select "Assets".

The screenshot shows the ONE TO ONE PLUS dashboard interface. On the left sidebar, the 'Assets' menu item is highlighted with a red box. The main dashboard area displays several donut charts representing ticket data:

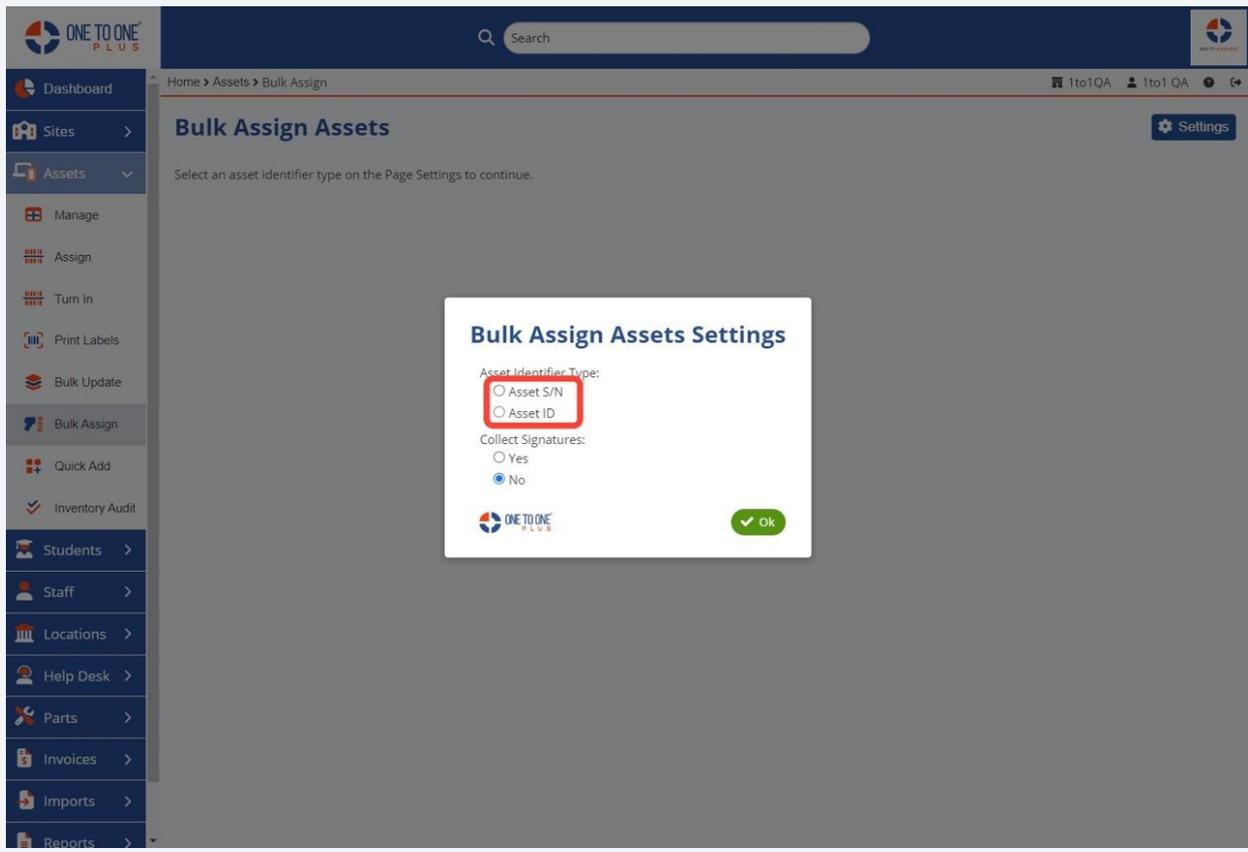
- Open Tickets by Assigned Technician:** Joey Cole, 93; Ben Zuber, 122.
- Open Tickets by Queue:** High School, 5; DO Queue, 8.
- Open Tickets by Site:** QAHS, 59; QAES, 51; Staff, 5; QADO, 67; QAHS, 46.
- Open Tickets by Type:** Chromebook Missing Keys, 98; Chromebook Cracked Screen, 21; Chromebook Broken Screen, 3; Chromebook, 30; Random, 1; Powerschool Issue, 1; Password Reset, 2; New User Account, 1; Lost Device, 5; Laptop Missing Keys, 1.
- Tickets by Status:** New Ticket, 202.
- Tickets by Closure Type:** Closed, 43.

2 Select "Bulk Assign".

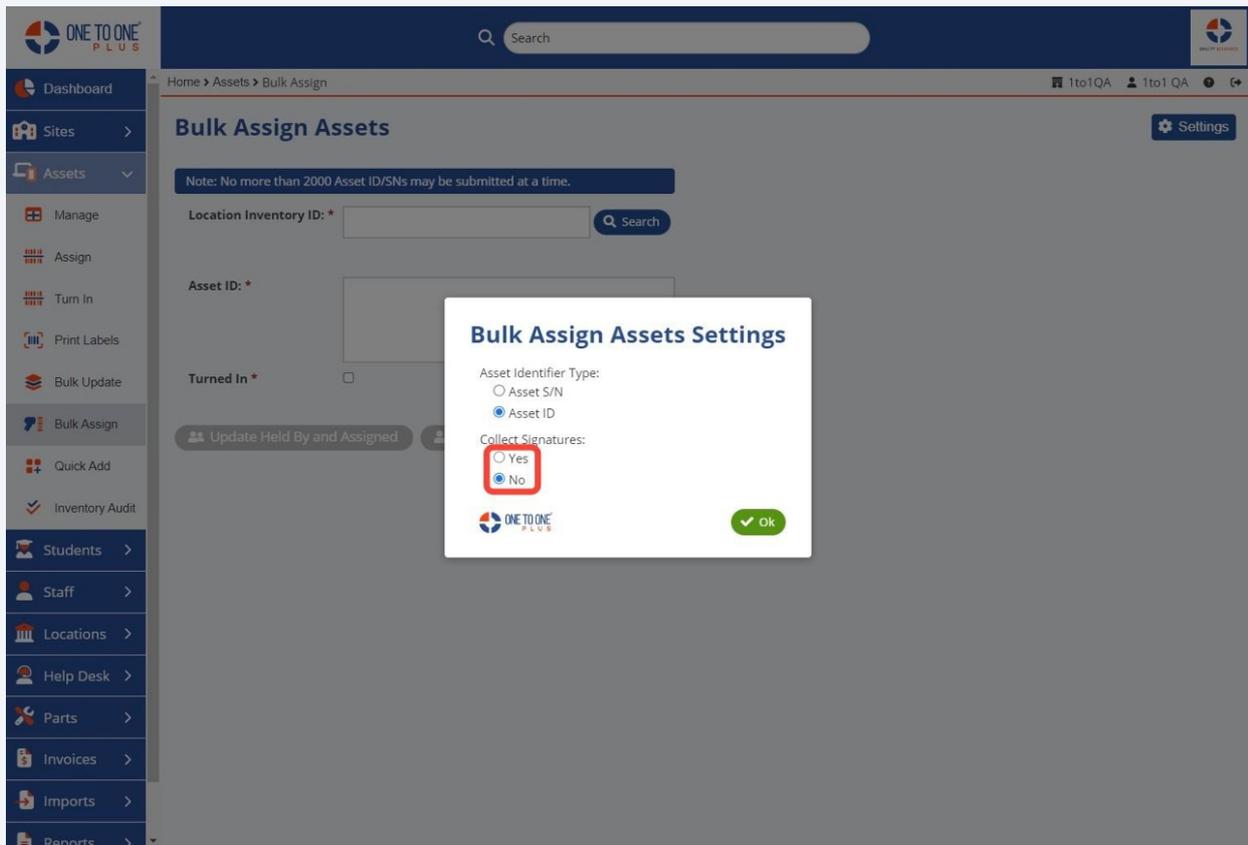
The screenshot displays the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets, Manage, Assign, Turn In, Print Labels, Bulk Update, **Bulk Assign** (highlighted with a red box), Quick Add, Inventory Audit, Students, Staff,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

- Open Tickets by Assigned Technician:** Data includes Ben Zuber (122), Joey Cole (93), and DO Queue (8).
- Open Tickets by Queue:** Data includes High School (5) and DO Queue (8).
- Open Tickets by Site:** Data includes QAMS (46), QADO (67), Staff (5), QAHS (59), and QAES (51).
- Open Tickets by Type:** Data includes Chromebook Cracked Screen (21), Chromebook Broken Screen (3), Chromebook (30), Chromebook Missing Keys (98), Random (1), Powerschool Issue (1), Password Reset (2), New User Account (1), Lost Device (5), and Laptop Missing Keys (1).
- Tickets by Status:** Data includes New Ticket (202).
- Tickets by Closure Type:** Data includes Closed (43).

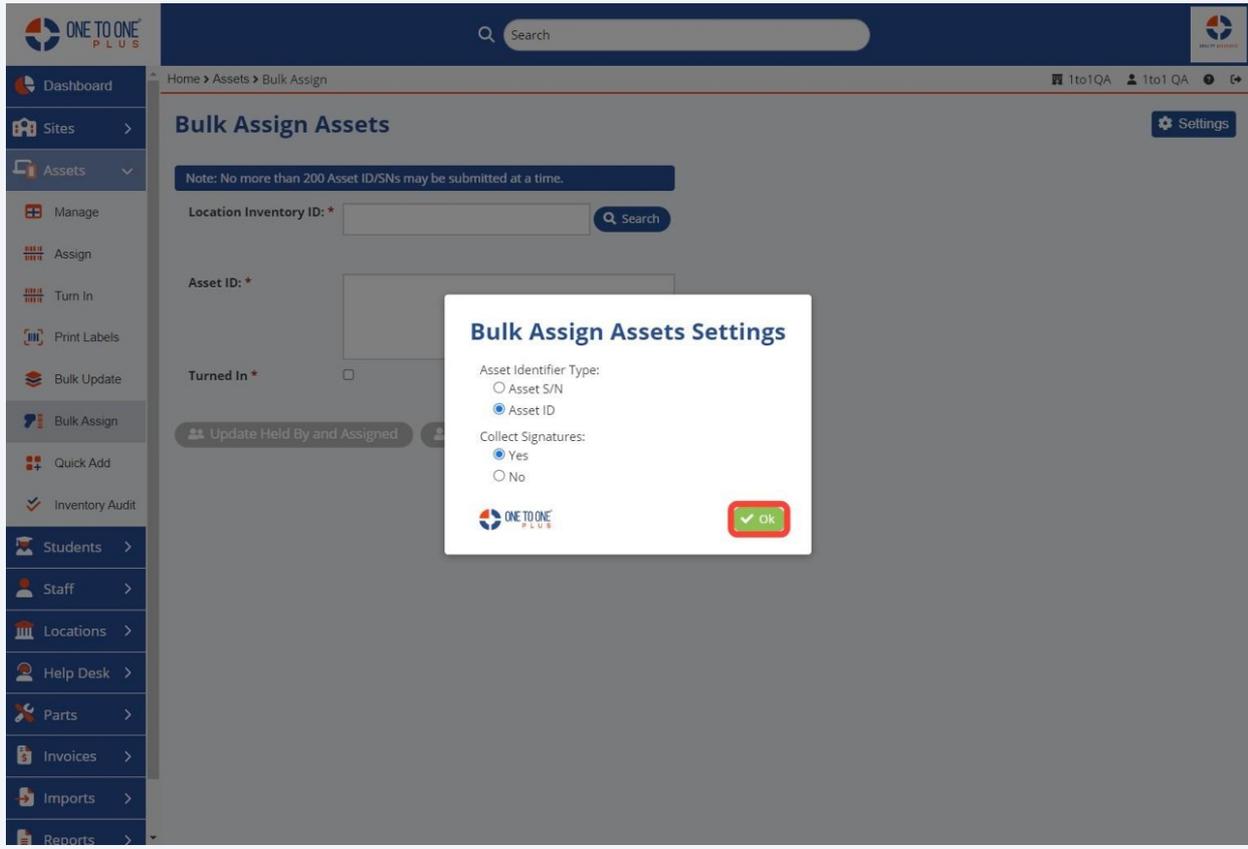
3 Select "Asset S/N" or "Asset ID".



4 Select "Yes" or "No".



5 Select "Ok".



6

Select "Search".

The screenshot shows the 'Bulk Assign Assets' interface. At the top left is the 'ONE TO ONE PLUS' logo. A search bar is located at the top center. The breadcrumb trail reads 'Home > Assets > Bulk Assign'. On the right, there are user indicators for '1to1QA' and '1to1 QA', and a 'Settings' button. The left sidebar contains a menu with options: Dashboard, Sites, Assets (expanded), Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign (highlighted), Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The main content area features a blue note: 'Note: No more than 200 Asset ID/SNs may be submitted at a time.' Below this is a form with three fields: 'Location Inventory ID: *' with a search button, 'Asset ID: *' with a text area, and 'Turned In *' with a checkbox. At the bottom of the form are two buttons: 'Update Held By and Assigned' and 'Update Held By Only'.

7 Choose "Select a Location".

The screenshot displays the 'Bulk Assign Assets' interface. At the top left is the 'ONE TO ONE PLUS' logo. A search bar is located at the top center. The breadcrumb trail reads 'Home > Assets > Bulk Assign'. On the right side of the header, there are user-related icons and a 'Settings' button. The left sidebar contains a menu with items: Dashboard, Sites, Assets (expanded), Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign (highlighted), Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The main content area has a title 'Bulk Assign Assets' and a 'Settings' button. A blue note states: 'Note: No more than 200 Asset ID/SNs may be submitted at a time.' Below this is a form with the following fields: 'Location Inventory ID: *' with a search button; 'Select a Location:' with a dropdown menu highlighted by a red box; 'Asset ID: *' with a text input field; and 'Turned In *' with a checkbox. At the bottom of the form are two buttons: 'Update Held By and Assigned' and 'Update Held By Only'.

8

Type, scan or paste "Asset ID or Serial Number".

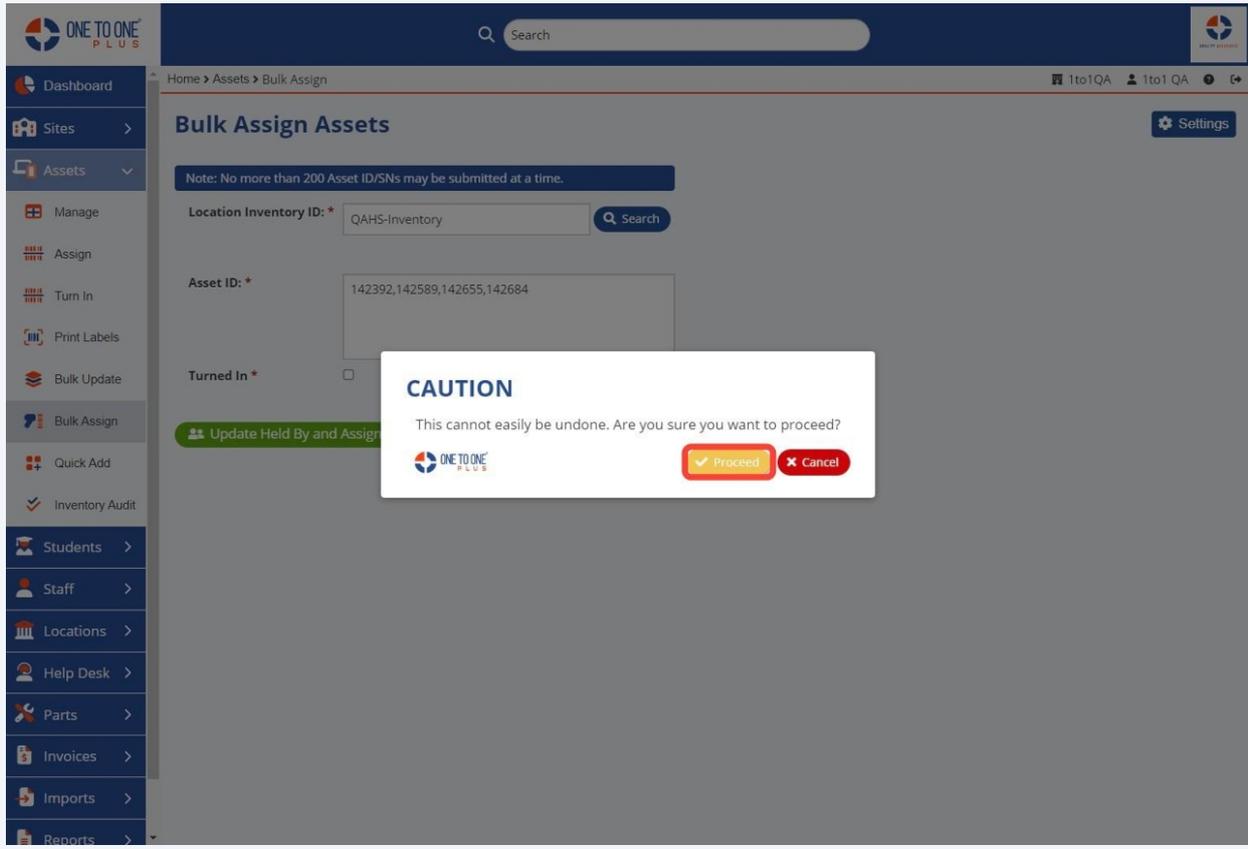
The screenshot displays the 'Bulk Assign Assets' interface. At the top, there is a search bar and a 'Settings' button. A navigation breadcrumb shows 'Home > Assets > Bulk Assign'. A note states: 'Note: No more than 200 Asset ID/SNs may be submitted at a time.' The 'Location Inventory ID' field contains 'QAHS-Inventory' and has a search icon. The 'Asset ID' field is highlighted with a red border and is empty. The 'Turned In' checkbox is unchecked. At the bottom, there are two buttons: 'Update Held By and Assigned' and 'Update Held By Only'. A sidebar on the left contains various navigation options like Dashboard, Sites, Assets, Students, Staff, etc.

9

Select "Update Held By and Assigned" **or** "Update Held By Only".

The screenshot displays the 'Bulk Assign Assets' interface. At the top left is the 'ONE TO ONE PLUS' logo. A search bar is located at the top center. The breadcrumb trail reads 'Home > Assets > Bulk Assign'. On the right, there are user indicators for '1to1QA' and '1to1 QA', and a 'Settings' button. The left sidebar contains a menu with items: Dashboard, Sites, Assets (with a dropdown arrow), Manage, Assign, Turn In, Print Labels, Bulk Update, Bulk Assign (highlighted), Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The main content area has a title 'Bulk Assign Assets' and a 'Settings' button. A blue note states: 'Note: No more than 200 Asset ID/SNs may be submitted at a time.' Below this, there is a 'Location Inventory ID:' field with the value 'QAHS-Inventory' and a 'Search' button. An 'Asset ID:' field contains the list '142392,142589,142655,142684'. A 'Turned In' checkbox is currently unchecked. At the bottom, two buttons are highlighted with red boxes: 'Update Held By and Assigned' (with a green background) and 'Update Held By Only' (with a blue background).

10 Select "Proceed".



11 Enter "Signature".

The screenshot shows the 'Bulk Assign Assets' dialog box in the ONE TO ONE PLUS system. The dialog is titled 'Signatures' and contains the following elements:

- Assigned Assets Table:** A table with columns: Asset ID, Serial Number, Assigned to Location, and Held by Location. It lists four assets, all assigned to 'QAHS-Inventory'.
- Form Fields:**
 - School Representative Signature: ***: A text input field highlighted with a red border.
 - Full Name: ***: A text input field below the school signature.
 - Vendor Representative Signature: ***: A text input field below the school full name.
 - Full Name: ***: A text input field below the vendor signature.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

Asset ID	Serial Number	Assigned to Location	Held by Location
142655	DMPD20AFLMPM	QAHS-Inventory	QAHS-Inventory
142589	DMPD20NVLMPM	QAHS-Inventory	QAHS-Inventory
142392	F9FCV02CLMPM	QAHS-Inventory	QAHS-Inventory
142684	DMPD20WELMPM	QAHS-Inventory	QAHS-Inventory

12 Type in "Full Name".

Signatures

Assigned Assets			
Asset ID	Serial Number	Assigned to Location	Held by Location
142655	DMPD20AFLMPM	QAHS-Inventory	QAHS-Inventory
142589	DMPD20NVLMPM	QAHS-Inventory	QAHS-Inventory
142392	F9FCV02CLMPM	QAHS-Inventory	QAHS-Inventory
142684	DMPD20WELMPM	QAHS-Inventory	QAHS-Inventory

School Representative Signature: *

Full Name: *

Vendor Representative Signature: *

Full Name: *

Cancel Submit

13 Enter "Vendor Signature and Full Name".

The screenshot shows the ONE TO ONE PLUS web application interface. The main page is titled "Bulk Assign Assets" and includes a sidebar with navigation options like 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 main content area shows a "Bulk Assign Assets" form with fields for "Location Inventory ID", "Asset ID", and "Turned In". A modal window titled "Signatures" is overlaid on the page, containing a table of "Assigned Assets" and signature fields for both School and Vendor representatives. The "Vendor Representative Signature" field is highlighted with a red border.

Assigned Assets			
Asset ID	Serial Number	Assigned to Location	Held by Location
142655	DMPD20AFLMPM	QAHS-Inventory	QAHS-Inventory
142589	DMPD20NVLMPM	QAHS-Inventory	QAHS-Inventory
142392	F9FCV02CLMPM	QAHS-Inventory	QAHS-Inventory
142684	DMPD20WELMPM	QAHS-Inventory	QAHS-Inventory

Signatures

School Representative Signature: *

Full Name: *

Vendor Representative Signature: *

Full Name: *

Cancel Submit

14 Select "Submit".

The screenshot shows the ONE TO ONE PLUS Bulk Assign Assets dialog box. The dialog is titled "Signatures" and contains a table of assigned assets and several signature fields. The table has four columns: Asset ID, Serial Number, Assigned to Location, and Held by Location. Below the table are fields for School Representative Signature, Full Name, Vendor Representative Signature, and Full Name. At the bottom right, there are "Cancel" and "Submit" buttons.

Assigned Assets			
Asset ID	Serial Number	Assigned to Location	Held by Location
142655	DMPD20AFLMPM	QAHS-Inventory	QAHS-Inventory
142589	DMPD20NVLMPM	QAHS-Inventory	QAHS-Inventory
142392	F9FCV02CLMPM	QAHS-Inventory	QAHS-Inventory
142684	DMPD20WELMPM	QAHS-Inventory	QAHS-Inventory

School Representative Signature: *

Full Name: *

Vendor Representative Signature: *

Full Name: *

ONE TO ONE PLUS

Cancel Submit