

Bulk Update Assets



This guide outlines a quick, efficient way to update multiple assets at once, reducing errors and saving time. It's ideal for streamlining asset management and boosting operational efficiency.

1 Select "Assets".

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left-hand navigation menu is visible, with the 'Assets' option highlighted in red. The main dashboard area displays several data visualization widgets under the 'Assets' tab. The widgets include:

- Open Tickets by Assigned Technician:** A donut chart showing tickets assigned to Ben Zuber (95) and Joey Cole (63).
- Open Tickets by Queue:** A donut chart showing tickets in the DO Queue (8) and High School (5).
- Open Tickets by Site:** A donut chart showing tickets across sites QAMS (38), QADO (45), QAHS (47), and QAES (41).
- Open Tickets by Type:** A donut chart showing ticket types: Chromebook Cracked Screen (11), Chromebook (17), Chromebook Missing Keys (79), Powerschool Issue (1), Password Reset (2), Lost Device (5), Laptop Missing Keys (1), Laptop Cracked Screen (10), and Laptop (1).
- Tickets by Status** and **Tickets by Closure Type** (partially visible).

2 Select "Bulk Update".

The screenshot displays the ONE TO ONE PLUS dashboard interface. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Manage, Assign, Turn In, Print Labels, Bulk Update (highlighted with a red box), 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 navigation tabs for Tickets, Assets, Users, and Locations. The dashboard features six donut charts:

- Open Tickets by Assigned Technician:** Data includes Ben Zuber (95) and Joey Cole (63).
- Open Tickets by Queue:** Data includes High School (5) and DO Queue (8).
- Open Tickets by Site:** Data includes QAMS (36), QAHS (47), QAEO (45), and QAES (41).
- Open Tickets by Type:** Data includes Chromebook Cracked Screen (11), Chromebook (17), Chromebook Missing Keys (79), Powerschool Issue (1), Password Reset (2), Lost Device (5), Laptop Missing Keys (1), Laptop Cracked Screen (10), and Laptop (1).
- Tickets by Status:** Data includes New Ticket (165).
- Tickets by Closure Type:** Data includes Closed (24).

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Select "Asset IDs" or "Asset Serial Numbers".

The screenshot displays the ONE TO ONE PLUS web application interface. The top navigation bar includes the logo, a search field, and user information. The left sidebar menu lists various system functions, with 'Bulk Update' currently selected. The main content area is titled 'Bulk Update Assets' and contains the instruction 'Select an Asset Identifier Type to continue.' Two radio buttons are provided for selection: 'Asset Serial Numbers' (which is selected and highlighted with a red box) and 'Asset IDs'.

4 Select an option or field(s) to update.

The screenshot displays the 'Bulk Update Assets' interface. At the top, there is a search bar and navigation links. The left sidebar contains a menu with 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 is titled 'Bulk Update Assets' and features two radio buttons: 'Asset Serial Numbers' and 'Asset IDs' (which is selected). Below these are various fields for updating assets, each with a dropdown menu or input field. The 'Site' field is highlighted with a red box. Other fields include Status, Assigned to Location, Held by Location, Room, Turned In, Cost (set to 0.00), Funding Type, Funding Source, Funding ID, Asset Model, Asset Type, Screen Size, Asset Condition, Asset Category, Pool, Purchase Date, and Purchase Order No. A 'Clear' button is located at the bottom right of the form.

Field	Value
Asset IDs	<input checked="" type="radio"/>
Asset Serial Numbers	<input type="radio"/>
Site	Select An Option
Status	Select An Option
Assigned to Location	Select An Option
Held by Location	Select An Option
Room	
Turned In	Select An Option
Cost	0.00
Funding Type	Select An Option
Funding Source	Select An Option
Funding ID	
Asset Model	Select An Option
Asset Type	Select An Option
Screen Size	Select An Option
Asset Condition	Select An Option
Asset Category	Select An Option
Pool	Select An Option
Purchase Date	
Purchase Order No.	

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Select the "Asset ID/SN" field and enter or paste your asset IDs or serial numbers.

ONE TO ONE PLUS

Search

Home > Assets > Bulk Update

1to1QA 1to1 QA

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

Reports

Screen Size: Select An Option

Asset Condition: Select An Option

Asset Category: Select An Option

Pool: Select An Option

Purchase Date: [Input Field] Clear

Purchase Order No.: [Input Field]

Purchasing Information: [Input Field]

Service Life Months: [Input Field]

Last Active Date: [Input Field] Clear

Warranty Expiration: [Input Field] Clear

Vendor: [Input Field]

Asset Class: Select An Option

Description: [Input Field]

Notes: [Input Field]

Asset ID/SN: Paste excel column or comma separated list of Asset IDs or Serial Numbers

Run Bulk Update

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Select "Run Bulk Update".

The screenshot displays the 'Bulk Update' page in the ONE TO ONE PLUS system. The interface includes a top navigation bar with a search field and user information. A left sidebar provides navigation for various system functions. The main area is a form for updating asset information, with fields for various attributes and a 'Run Bulk Update' button highlighted in red.

Navigation Sidebar:

- 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
- Reports

Form Fields:

- Screen Size: Select An Option
- Asset Condition: Select An Option
- Asset Category: Select An Option
- Pool: Select An Option
- Purchase Date: [Date Field] Clear
- Purchase Order No.: [Text Field]
- Purchasing Information: [Text Field]
- Service Life Months: [Text Field]
- Last Active Date: [Date Field] Clear
- Warranty Expiration: [Date Field] Clear
- Vendor: [Text Field]
- Asset Class: Select An Option
- Description: [Text Field]
- Notes: [Text Field]
- Asset ID/SN: Paste excel column or comma separated list of Asset IDs or Serial Numbers

Action: Run Bulk Update