

Manage System Settings



This guide provides a simple way to access and adjust system settings, helping users customize preferences and optimize performance with ease.

1 Select "Settings".

The screenshot displays the ONE TO ONE PLUS dashboard interface. On the left, a vertical sidebar contains navigation options: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The 'Settings' option is highlighted with a red border. The main dashboard area shows a search bar at the top right and a navigation bar with tabs for Tickets, Assets, Users, and Locations. Below this, there are six data visualization widgets: 'Assets by Type' (donut chart showing Laptop: 8,700 and Chromebook, 4 Pad: 1), 'Assets by Site' (horizontal bar chart for QAHS, QAES, QADO), 'Assets Not Turned In by Site' (line chart for QAHS, QAES, QADO), 'Assets by Status' (donut chart showing Active: 8,872), 'Assets Assigned' (donut chart showing Unassigned: 99.7% and Assigned: 0.3%), and 'Assets by Funding Source' (vertical bar chart for E-Rate).

2 Select "System".

The screenshot shows the ONE TO ONE PLUS Dashboard. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts. The 'System' item is highlighted with a red box. The main content area displays a 'Dashboard' with a search bar and a navigation bar. Below the navigation bar, there are six charts: 'Assets by Type' (donut chart showing Laptop: 8,700 and Chromebook, 4 (Pad: 1)), 'Assets by Site' (bar chart showing QAHS: 8,708, QAES, and QADO), 'Assets Not Turned In by Site' (line chart showing QAHS: 8,701, QAES: 2, and QADO: 145), 'Assets by Status' (donut chart showing Active: 8,872), 'Assets Assigned' (donut chart showing Unassigned: 99.7% and Assigned: 0.3%), and 'Assets by Funding Source' (bar chart showing E-Rate).

3 Select "System Settings".

The screenshot shows the ONE TO ONE PLUS System Properties page. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, and Parts. The 'System' item is highlighted with a red box. The main content area displays 'System Properties' with a search bar and a navigation bar. Below the navigation bar, there are several settings cards: 'System Settings' (General, Printing, etc.), 'User Logins' (Username, Password, etc.), 'User Roles' (Administrator, Technician, etc.), 'User Groups' (Administrators, Technicians, etc.), 'Email Groups' (Student Changes, Asset Changes, etc.), 'School Years' (Start Date, End Date, etc.), 'SMTP Configurations' (Gmail, Office 365, etc.), 'Rules' (System events and rules for tasks, email, etc.), 'Custom Emails' (Customize your emails), and 'Custom Fields' (Create and Manage Custom Fields).

4 Use this page to set global system settings.

ONE TO ONE PLUS

Search

Home > System Properties > System Settings

QA1 1to1 QA1

System Settings

Save

General Settings

School Logo File

check mark.png Delete

Logo Url

Default SMTP Configuration: Google

Print Settings

Single Label Printer: Brother QL-800

Print Options

Include: Student ID

Dashboard

Select Enabled Tabs: Tickets Assets Users Locations

Auto Refresh Charts (every 10 minutes):

Save