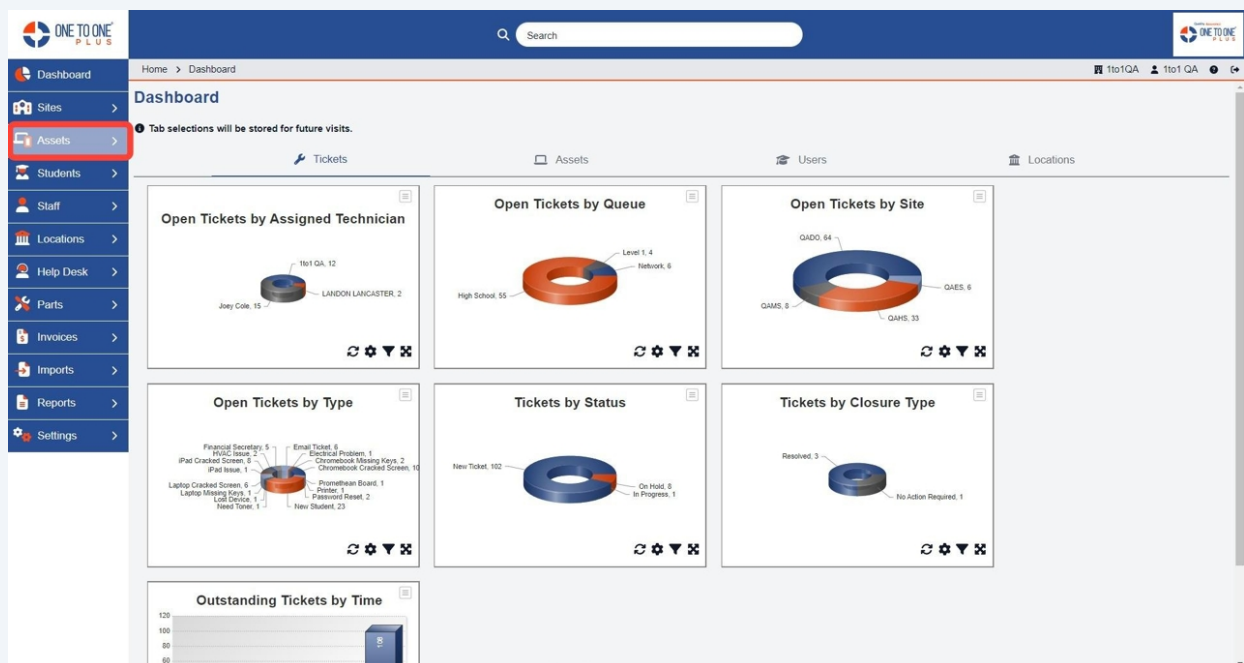


Manage and Edit Assets



This guide offers a simple approach to managing and editing assets. It covers customizing views, filtering results, and making edits to streamline asset management, boost productivity, and ensure accurate records.

1 Select "Assets".



2 Select "Manage".

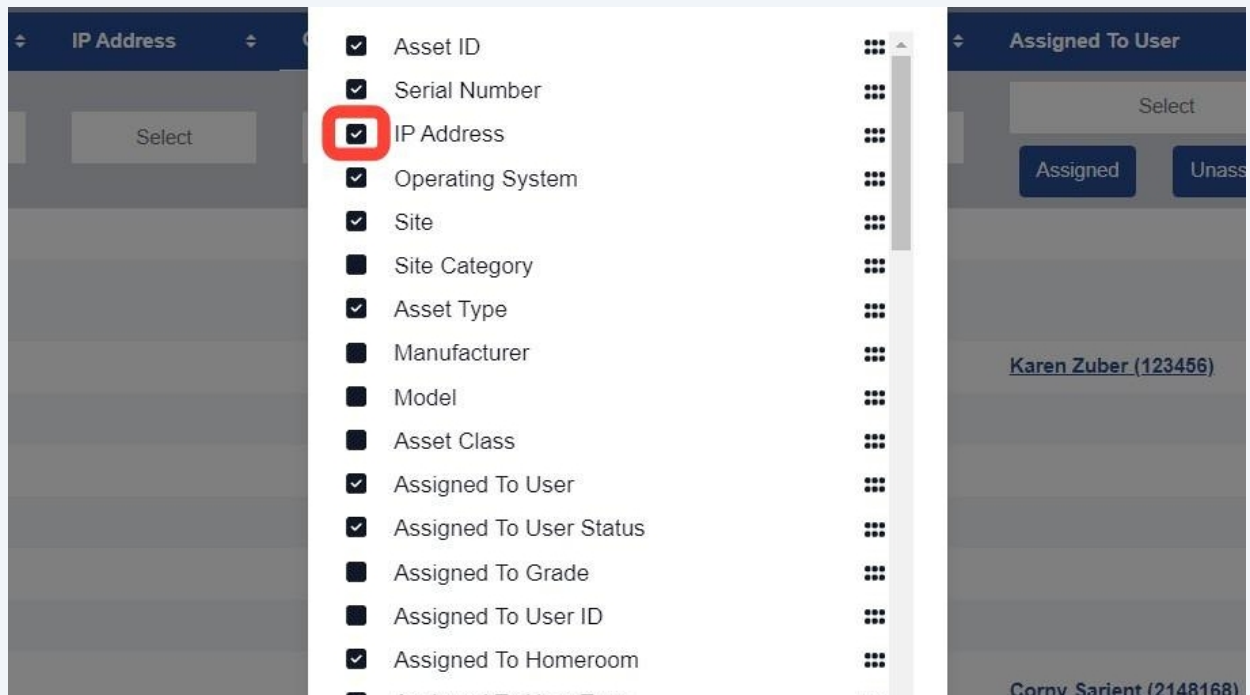
The screenshot shows the ONE TO ONE PLUS Dashboard. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, **Manage** (highlighted with a red box), Assign, Turn In, Print Labels, Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The main dashboard area displays several charts: 'Open Tickets by Assigned Technician' (a donut chart showing tickets for Joey Cole and Landon Lancaster), 'Open Tickets by Queue' (a donut chart showing tickets for Level 1, Network, and High School), 'Open Tickets by Site' (a donut chart showing tickets for QAHS, QAES, and QAHS), 'Open Tickets by Type' (a donut chart showing tickets for various device types), 'Tickets by Status' (a donut chart showing tickets for New Ticket, On Hold, and In Progress), and 'Tickets by Closure Type' (a donut chart showing tickets for Resolved and No Action Required). At the bottom, there is a bar chart titled 'Outstanding Tickets by Time'.

3 Select "Columns" to customize your fields to view.

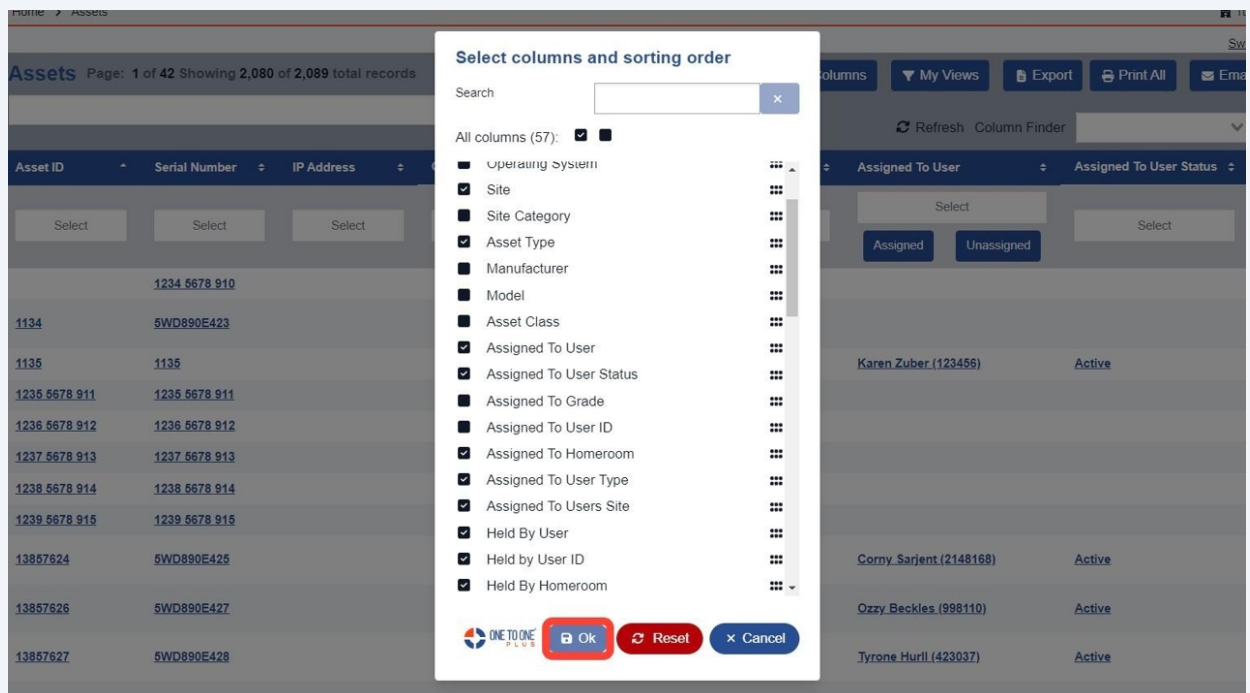
The screenshot shows the ONE TO ONE PLUS Assets page. The top right corner features a 'Columns' button (highlighted with a red box) and other options: My Views, Export, Print All, Email All, and Add New. Below these buttons is a 'Refresh' button and a 'Column Finder' dropdown menu. The main table displays a list of assets with columns: Asset ID, Serial Number, IP Address, Operating System, Site, Asset Type, Assigned To User, Assigned To User Status, and Assigned To Homeroom. The table is currently showing 10 rows of data. At the bottom, there is a pagination bar with buttons for First, Previous, 1, 2, 3, 4, 5, Next, Last, and a page number 1.

Asset ID	Serial Number	IP Address	Operating System	Site	Asset Type	Assigned To User	Assigned To User Status	Assigned To Homeroom
	1234 5678 910			QAHS	Chromebook			
1134	5WD890E423			QAES	Chromebook			
1135	1135			QAHS	Chromebook	Karen Zuber (123456)	Active	
1235 5678 911	1235 5678 911			QAHS	Chromebook			
1235 5678 912	1235 5678 912			QAHS	Chromebook			
1237 5678 913	1237 5678 913			QAHS	Chromebook			
1238 5678 914	1238 5678 914			QAHS	Chromebook			
1239 5678 915	1239 5678 915			QAHS	Chromebook			
13857624	5WD890E425			QAHS	Chromebook	Corny Sarjent (2148168)	Active	Glen Kilvington
13857626	5WD890E427			QAHS	Chromebook	Ozzy Beckles (998110)	Active	Maurits Weine
13857627	5WD890E428			QAHS	Chromebook	Tyrone Hurll (423037)	Active	Perry Watkin

4 Select the checkboxes to enable or disable.



5 Select "Ok".



6 Use the fields to filter results, if needed.

Assets Page: 1 of 42 Showing 2,080 of 2,089 total records

Columns My Views Export Print All Email All

Refresh Column Finder Page Size

Asset ID	Serial Number	Site	Asset Type	Assigned To User	Assigned To User Status	Assigned To Homeroom	Assigned To User Type
Select	Select	Select	Select	Assigned Unassigned	Select	Select	Select
1234 5678 910		QAHS	Chromebook				
1134	5WD890E423	QAES	Chromebook				
1135	1135	QAHS	Chromebook	Karen Zuber (123456)	Active		Employee
1235 5678 911	1235 5678 911	QAHS	Chromebook				
1236 5678 912	1236 5678 912	QAHS	Chromebook				
1237 5678 913	1237 5678 913	QAHS	Chromebook				
1238 5678 914	1238 5678 914	QAHS	Chromebook				
1239 5678 915	1239 5678 915	QAHS	Chromebook				
13857624	5WD890E425	QAHS	Chromebook	Cory Sarjent (2148168)	Active	Glen Kilvington	Student
13857626	5WD890E427	QAHS	Chromebook	Ozzy Beckles (998110)	Active	Maurits Weine	Student
13857627	5WD890E428	QAHS	Chromebook	Tyrone Hurll (423037)	Active	Perry Watkin	Student

First Previous 1 2 3 4 5 Next Last

7 Select your filter.

Refresh Column Finder

Asset ID	Serial Number	Site	Asset Type	Assigned To User	Assigned To User Status	Assigned To Homeroom	Assigned To User Type
Select	Select	Select	Select	Assigned Unassigned	Select	Select	Select
78 910		QAHS					
5E423		QAES					
		QAHS					
78 911		QAHS					
78 912		QAHS					
78 913		QAHS					
78 914		QAHS					
78 915		QAHS					
5E425		QAHS			Active	Glen Kilvington	

Site

333333333333

414 Technology Warehouse

QADO

QAES

QAHS

QAMS

TEST

Close

8 Select "Ok".

The screenshot shows a modal dialog box titled "Site" overlaid on a background table. The dialog has a search input field containing "QAHS" and a dropdown arrow. Below the input field are four buttons: "Ok" (highlighted with a red box), "Empty Results", "Reset", and "Close". The background table has columns: Site, Asset Type, Assigned To User, Assigned To User Status, and Assigned To. The first row shows "QAHS", "Chromebook", "Corny Sarient (2148168)", "Active", and "Glen".

9 Select the "hyperlink" to open the record.

The screenshot shows the "Assets" table in the "ONE TO ONE PLUS" system. The table has columns: Asset ID, Serial Number, Site, Asset Type, Assigned To User, Assigned To User Status, Assigned To Homeroom, Assigned To User Type, and Assigned To. The first row is highlighted with a red box. The table shows 233 of 2,089 total records.

Asset ID	Serial Number	Site	Asset Type	Assigned To User	Assigned To User Status	Assigned To Homeroom	Assigned To User Type	Assigned To
1135	1234.5678.910	QAHS	Chromebook	Karen Zuber (123456)	Active		Employee	QAHS
1235.5678.911	1235.5678.911	QAHS	Chromebook					
1236.5678.912	1236.5678.912	QAHS	Chromebook					
1237.5678.913	1237.5678.913	QAHS	Chromebook					
1238.5678.914	1238.5678.914	QAHS	Chromebook					
1239.5678.915	1239.5678.915	QAHS	Chromebook					
13857624	5WD890E425	QAHS	Chromebook	Corny Sarient (2148168)	Active	Glen Kilvington	Student	QAHS
13857626	5WD890E427	QAHS	Chromebook	Ozzy Beckles (998110)	Active	Maurits Weine	Student	QAHS
13857627	5WD890E428	QAHS	Chromebook	Tyrone Hurll (423037)	Active	Perry Watkin	Student	QAHS
13857628	5WD890E429	QAHS	Chromebook	Ferrell Cousins (3472856)	Active	Carley Tankard	Student	QAHS
13857635	5WD890E436	QAHS	Chromebook	Darnall Scowcroft (4217153)	Active	Jnelia Tschirshchiv	Student	QAHS

10 Select the field that you wish to edit.

The screenshot shows the 'Edit Asset' form for asset ID 1135. The left sidebar contains navigation links: Dashboard, Sites, Assets (selected), 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 divided into sections: Asset Information, Purchasing Information, Device Information, and Related Files. The 'Description' field is highlighted with a red box.

Asset Information	
Asset ID	1135
Description	
Serial Number *	1135
Type *	Chromebook
Class	Select An Option
Category	Select An Option
Pool	Select An Option
Manufacturer	Asus
Model *	Asus Chromebook C202S

Assigned/Held Information	
Assigned To User	Karen Zuber (ID: 123456) - QAHS
Assigned To Location	Select An Option
Held By User	Karen Zuber (ID: 123456) - QAHS
Held By Location	Select An Option
Turned In?	No
Site *	QAHS
MDM	None
Room #	

Purchasing Information	
Status *	Active
External Status	
Notes	

11 Select "Save".

The screenshot shows the 'Edit Asset' form for asset ID 1135. The left sidebar contains navigation links: Dashboard, Sites, Assets (selected), 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 divided into sections: Asset Information, Purchasing Information, Device Information, and Related Files. The 'Save' button is highlighted with a red box.

Asset Information	
Asset ID	1135
Description	Student Chromebook
Serial Number *	1135
Type *	Chromebook
Class	Select An Option
Category	Select An Option
Pool	Select An Option
Manufacturer	Asus
Model *	Asus Chromebook C202S

Assigned/Held Information	
Assigned To User	Karen Zuber (ID: 123456) - QAHS
Assigned To Location	Select An Option
Held By User	Karen Zuber (ID: 123456) - QAHS
Held By Location	Select An Option
Turned In?	No
Site *	QAHS
MDM	None

Purchasing Information	
Status *	Active
External Status	
Notes	

Print Label Tickets (0) Users Invoices (\$0.00) Activity Log **Save**