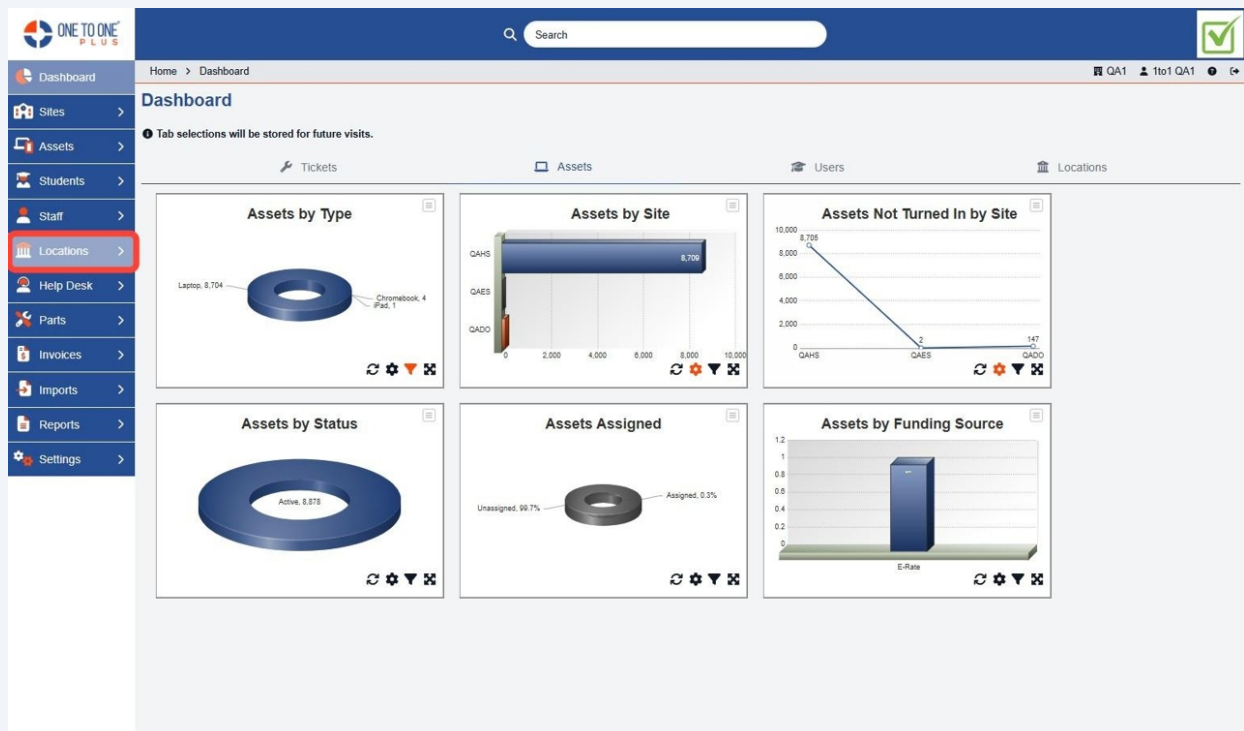


Manage and Edit Locations



This guide provides simple steps to manage and customize location data, helping users filter, display, and export information to streamline their workflow.

1 Select "Locations".



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, Students, Staff, Locations, **Manage** (highlighted with a red box), Print Labels, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main dashboard area displays several charts: Assets by Type (donut chart showing Laptop at 8,704 and Chromebook at 4), Assets by Site (bar chart showing QAHS at 8,709, QAES, and QADO), Assets Not Turned In by Site (line chart showing QAHS at 8,709, QAES at 2, and QADO at 147), Assets by Status (donut chart showing Active at 8,678), Assets Assigned (donut chart showing Unassigned at 99.7% and Assigned at 0.3%), and Assets by Funding Source (bar chart showing E-Rate).

3 Use fields to filter results.

The screenshot shows the ONE TO ONE PLUS Locations page. The page title is "Locations Showing all 27 records". The "View Applied" is "Standard". The table below lists location records with the following columns: Location ID, Description, Location Type, Site, Related User, Assigned To Location, Assigned Assets, and Held Assets. The "Location Type" column is highlighted with a red box.

Location ID	Description	Location Type	Site	Related User	Assigned To Location	Assigned Assets	Held Assets
QAHS-Cart 10	QAHS-Cart 10 iPad cart	Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	0	0
QAES-Cart 20		Cart	QAES			0	0
QAHS-Bin 1		Bin	QAHS			0	0
QAHS-Depot		Depot Repair	QAHS			0	0
QAHS-Spare		Spare Inventory	QAHS			29	29
QAES-Spare		Spare Inventory	QAES			0	0
QAES-RM12		Room	QAES			0	0
QAMS-Inventory		Inventory	QAMS			0	0
QAMS-RM10		Room	QAMS			0	0
QAMS-Cart 30		Cart	QAMS			0	0
QAMS-Spare		Spare Inventory	QAMS			0	0
QAMS-Depot Loc		Depot Repair	QAMS			0	0
QAMS-Bin		Bin	QAMS			0	0
QAMS-RM20		Room	QAMS			0	0
QAMS-Cart 20		Cart	QAMS			0	0
QADO-Cart 12		Cart	QADO			0	0

4 Select "Columns" to select fields and customize your view.

ONE TO ONE PLUS

Home > Locations

Locations Showing all 27 records

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard

Location ID	Description	Location Type	Site	Related User	Assigned To Location	Assigned Assets	Held Assets
QAHS-Cart 10	QAHS-Cart 10 iPad cart	Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	0	0
QAES-Cart 20		Cart	QAES			0	0
QAHS-Bin 1		Bin	QAHS			0	0
QAHS-Depot		Depot Repair	QAHS			0	0
QAHS-Spare		Spare Inventory	QAHS			29	29
QAES-Spare		Spare Inventory	QAES			0	0
QAES-RM12		Room	QAES			0	0
QAMS-Inventory		Inventory	QAMS			0	0
QAMS-RM10		Room	QAMS			0	0
QAMS-Cart 30		Cart	QAMS			0	0
QAMS-Spare		Spare Inventory	QAMS			0	0
QAMS-Depot loc		Depot Repair	QAMS			0	0
QAMS-Bin		Bin	QAMS			0	0
QAMS-RM20		Room	QAMS			0	0
QAMS-Cart 20		Cart	QAMS			0	0
QADO-Cart 12		Cart	QADO			0	0

5 Choose fields to display/not display on Manage screen.

ONE TO ONE PLUS

Home > Locations

Locations Showing all 27 records

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard

Select columns and sorting order

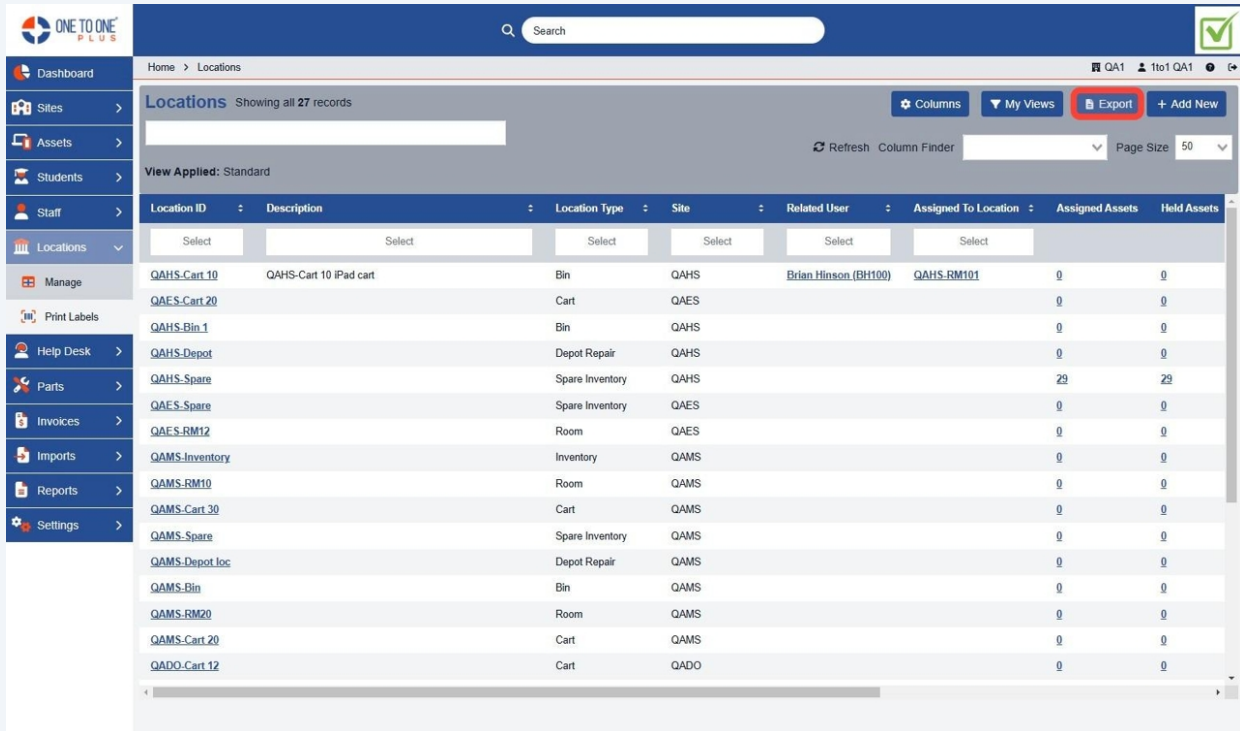
Search

All columns (13):

- ☒ Location ID
- ☒ Description
- ☒ Location Type
- ☒ Site
- ☒ Related User
- ☒ Assigned To Location
- ☒ Assigned Assets (clickable column)
- ☒ Held Assets (clickable column)
- ☒ Assigned Locations (clickable column)
- ☐ Created By
- ☐ Created Date
- ☐ Modified By
- ☐ Modified Date

ONE TO ONE PLUS Ok Reset Cancel

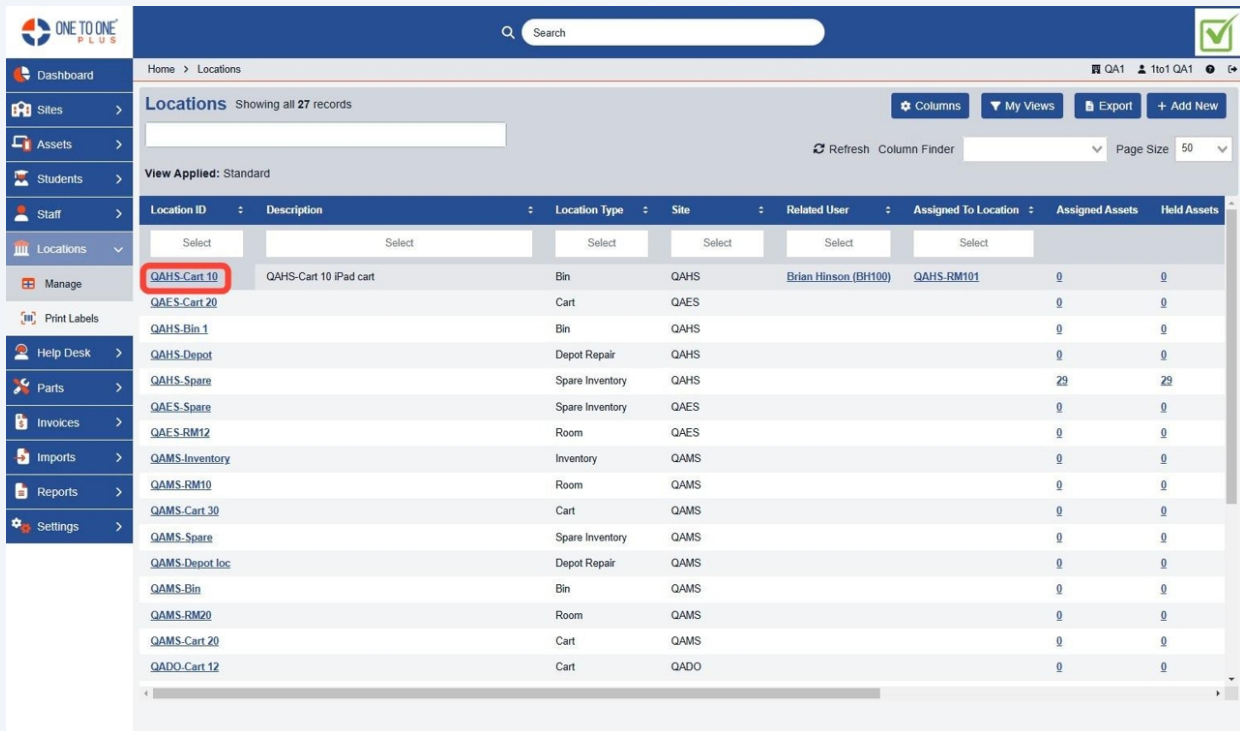
6 Select "Export" to generate a CSV file.



The screenshot shows the ONE TO ONE PLUS web application interface. The left sidebar contains navigation links: Dashboard, Sites, Assets, Students, Staff, Locations (selected), Manage, Print Labels, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area is titled 'Locations' and shows 'Showing all 27 records'. At the top right of the main area are buttons for 'Columns', 'My Views', 'Export' (highlighted with a red box), and 'Add New'. Below these buttons are 'Refresh' and 'Column Finder' options, and a 'Page Size' dropdown set to 50. A table titled 'View Applied: Standard' displays location data with columns: Location ID, Description, Location Type, Site, Related User, Assigned To Location, Assigned Assets, and Held Assets. The first row is highlighted, showing 'QAHS-Cart 10' as the Location ID, 'QAHS-Cart 10 iPad cart' as the Description, 'Bin' as the Location Type, 'QAHS' as the Site, 'Brian Hinson (BH100)' as the Related User, 'QAHS-RM101' as the Assigned To Location, '0' as Assigned Assets, and '0' as Held Assets.

Location ID	Description	Location Type	Site	Related User	Assigned To Location	Assigned Assets	Held Assets
QAHS-Cart 10	QAHS-Cart 10 iPad cart	Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	0	0
QAES-Cart 20		Cart	QAES			0	0
QAHS-Bin 1		Bin	QAHS			0	0
QAHS-Depot		Depot Repair	QAHS			0	0
QAHS-Spare		Spare Inventory	QAHS			29	29
QAES-Spare		Spare Inventory	QAES			0	0
QAES-RM12		Room	QAES			0	0
QAMS-Inventory		Inventory	QAMS			0	0
QAMS-RM10		Room	QAMS			0	0
QAMS-Cart 30		Cart	QAMS			0	0
QAMS-Spare		Spare Inventory	QAMS			0	0
QAMS-Depot loc		Depot Repair	QAMS			0	0
QAMS-Bin		Bin	QAMS			0	0
QAMS-RM20		Room	QAMS			0	0
QAMS-Cart 20		Cart	QAMS			0	0
QADO-Cart 12		Cart	QADO			0	0

7 Select a location to view detailed information.



This screenshot is identical to the one above, showing the 'Locations' page. However, the 'QAHS-Cart 10' entry in the first row of the table is now highlighted with a red box, indicating it has been selected for viewing detailed information.

Location ID	Description	Location Type	Site	Related User	Assigned To Location	Assigned Assets	Held Assets
QAHS-Cart 10	QAHS-Cart 10 iPad cart	Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	0	0
QAES-Cart 20		Cart	QAES			0	0
QAHS-Bin 1		Bin	QAHS			0	0
QAHS-Depot		Depot Repair	QAHS			0	0
QAHS-Spare		Spare Inventory	QAHS			29	29
QAES-Spare		Spare Inventory	QAES			0	0
QAES-RM12		Room	QAES			0	0
QAMS-Inventory		Inventory	QAMS			0	0
QAMS-RM10		Room	QAMS			0	0
QAMS-Cart 30		Cart	QAMS			0	0
QAMS-Spare		Spare Inventory	QAMS			0	0
QAMS-Depot loc		Depot Repair	QAMS			0	0
QAMS-Bin		Bin	QAMS			0	0
QAMS-RM20		Room	QAMS			0	0
QAMS-Cart 20		Cart	QAMS			0	0
QADO-Cart 12		Cart	QADO			0	0