

Manage and Edit Staff



This guide provides a simple process for managing and editing staff records, with steps for searching, filtering, and exporting data—saving time and improving accuracy.

1 Select "Staff".

The screenshot shows the ONE TO ONE PLUS dashboard interface. On the left, a vertical navigation menu lists various sections: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The 'Staff' menu item is highlighted with a red rectangular box. The main dashboard area displays several data visualization widgets: 'Assets by Type' (donut chart showing Laptop: 8,704 and Chromabook, 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: 8,878), 'Assets Assigned' (donut chart showing Unassigned: 99.7% and Assigned: 0.3%), and 'Assets by Funding Source' (3D bar chart for E-Rate).

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, **Manage** (highlighted with a red box), Print Labels, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area displays a 'Dashboard' with a notification: 'Tab selections will be stored for future visits.' Below this are six charts: 'Assets by Type' (donut chart showing Laptop: 8,704 and Chromebook: 4), 'Assets by Site' (bar chart showing QAHS: 8,709, QAES, and QADO), 'Assets Not Turned In by Site' (line chart showing QAHS: 8,709, QAES: 2, and QADO: 147), 'Assets by Status' (donut chart showing Active: 8,878), 'Assets Assigned' (donut chart showing Unassigned: 99.7% and Assigned: 0.3%), and 'Assets by Funding Source' (bar chart showing E-Rate).

3 Type a staff name or ID in the master "Search" box.

The screenshot shows the ONE TO ONE PLUS staff list page. The search box at the top is highlighted with a red box. The page displays a table of staff members with the following columns: Staff ID, First Name, Last Name, Assigned Asset, Sites, Site Category, Job Title, Type, and Email. The table contains 19 rows of data.

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins		QADO	District 1	Technician		zcoggins@onetooneplus
TT100	Tammy	Thompson		QADO	District 1	Technician		tthompson@onetooneplus
TB100	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician	tburnett@onetooneplus
SH100	Sara	Holland		QAMS	Middle School	Technician		sholland@onetooneplus
SA1001	Sharon	Anderson		QAES	Elementary School	Technician		sanderson@onetooneplus
LL100	Landon	Lancaster		QAHS	High School	Technician		llancaster@onetooneplus
kedmunds	Katie	Edmunds		QAMS	Middle School	Implementation	Technician	Kedmunds@onetooneplus
kcampbell	Katyn	Campbell		QAMS	Middle School	Marketing Specialist	Technician	kcampbell@onetooneplus
JL100	Jan	Lawson		QADO	District 1	Technician		jlawson@onetooneplus
jcole2	Joey	Cole		QADO	District 1	CTO	Technician	joey.cole@onetooneplus
gcgribb	Gavin	Cribb		QAES	Elementary School	Support Specialist	Technician	gcgribb@onetooneplus
E00011	Karen	Zuber		QAHS	High School	QA Lead	Technician	kzuber@onetooneplus
blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician	blancaster@onetooneplus
bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetooneplus
mu100	Brian	Murphy		QADO	District 1	Director of Sales	Technician	bmurphy@onetooneplus

4 Type a staff name or ID in the staff anage "Search" box.

ONE TO ONE PLUS

Home > Staff

Staff Page: 1 You can press enter to search

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard Modified

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins	Select	QADO	District 1		Technician	zcoggins@onetoonepk
TT100	Tammy	Thompson	Select	QADO	District 1		Technician	tthompson@onetoonepk
TB100	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician	tburnett@onetooneplus
SH100	Sara	Holland	Select	QAMS	Middle School		Technician	sholland@onetooneplus
SA1001	Sharon	Anderson	Select	QAES	Elementary School		Technician	sanderson@onetoonepk
LL100	Landon	Lancaster	Select	QAHS	High School		Technician	llancaster@onetoonepk
kedmunds	Katie	Edmunds	Select	QAMS	Middle School	Implementation	Technician	Kedmunds@onetoonepk
kcampbell	Katyn	Campbell	Select	QAMS	Middle School	Marketing Specialist	Technician	kcampbell@onetoonepk
JL100	Jan	Lawson	Select	QADO	District 1		Technician	jlawson@onetooneplus
jcole2	Joey	Cole	Select	QADO	District 1	CTO	Technician	joey.cole@onetoonepk
gcribb	Gavin	Cribb	Select	QAES	Elementary School	Support Specialist	Technician	gcribb@onetooneplus
E00011	Karen	Zuber	Select	QAHS	High School	QA Lead	Technician	kzuber@onetooneplus
blancaster	Burt	Lancaster	Select	QADO	District 1	CEO	Technician	blancaster@onetoonepk
Bjonsson	Bailey	Jonsson	Select	QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepk
BH100	Brian	Henson	Select	QADO	District 1	Director of Sales	Technician	bhenson@onetoonepk

5 Use the fields to filter results.

ONE TO ONE PLUS

Home > Staff

Staff Page: 1 of 1 Showing 22 of 23 total records

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard Modified

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins	Select	QADO	District 1		Technician	zcoggins@onetoonepk
TT100	Tammy	Thompson	Select	QADO	District 1		Technician	tthompson@onetoonepk
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jcole2	Joey	Cole	Select	QADO	District 1	CTO	Technician	joey.cole@onetoonepk
gcribb	Gavin	Cribb	Select	QAES	Elementary School	Support Specialist	Technician	gcribb@onetooneplus
E00011	Karen	Zuber	Select	QAHS	High School	QA Lead	Technician	kzuber@onetooneplus
blancaster	Burt	Lancaster	Select	QADO	District 1	CEO	Technician	blancaster@onetoonepk
Bjonsson	Bailey	Jonsson	Select	QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepk
BH100	Brian	Henson	Select	QADO	District 1	Director of Sales	Technician	bhenson@onetoonepk

6 Select the staff record you like to view or edit.

Home > Staff

Staff Page: 1 of 1 Showing 22 of 23 total records

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard Modified

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins		QADO	District 1		Technician	zcoggins@onetoonepl
TT100	Tammy	Thompson		QADO	District 1		Technician	tthompson@onetoonepl
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blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician	blancaster@onetoonepl
Bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepl
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7 Select "Columns" to choose fields to customize your view.

Home > Staff

Staff Page: 1 of 1 Showing 22 of 23 total records

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Bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepl
BH100	Brian	Henson		QADO	District 1	Director of Sales	Technician	bhenson@onetoonepl

8 Select "Export" to create a CSV file of staff.

The screenshot displays the 'Staff' management page in the ONE TO ONE PLUS system. The 'Export' button is highlighted with a red box. The page shows a list of staff members with the following columns: Staff ID, First Name, Last Name, Assigned Asset, Sites, Site Category, Job Title, Type, and Email. The 'Assigned Asset' column contains links to asset details, such as '021434' and '021432' for Trey Burnett.

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins		QADO	District 1	Technician	Technician	zcoggins@onetoonepl
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bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepl
BJ100	Brian	Hanson		QADO	District 1	Director of Sales	Technician	bhanson@onetoonepl