

Print Asset Labels



This guide offers a simple, user-friendly process for printing asset labels, helping users efficiently manage inventory. With just a few clicks, you can create customized labels with key asset details, improving organization and tracking; even with minimal technical skills.

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 content area displays a dashboard with several charts and navigation tabs. The 'Assets' tab is selected, showing various data visualizations.

Dashboard Navigation:

- Dashboard
- Sites
- Assets**
- Students
- Staff
- Locations
- Help Desk
- Parts
- Invoices
- Imports
- Reports
- Settings

Dashboard Content:

- Home > Dashboard
- Search bar
- 1to1QA | 1to1 QA
- Dashboard
- Tab selections will be stored for future visits.
- Tickets | **Assets** | Users | Locations
- Open Tickets by Assigned Technician: Donut chart showing Ben Zuber (95), Joey Cole (63).
- Open Tickets by Queue: Donut chart showing High School (5), DO Queue (8).
- Open Tickets by Site: Donut chart showing QAAMS (38), QAHS (47), QAES (41), QADO (45).
- Open Tickets by Type: Donut chart showing Chromebook Cracked Screen (11), Chromebook Missing Keys (79), Chromebook (17), Powerschool Issue (1), Password Reset (2), Lost Device (5), Laptop Missing Keys (1), Laptop Cracked Screen (10), Laptop (1).
- Tickets by Status: Donut chart showing New Ticket (165).
- Tickets by Closure Type: Donut chart showing Closed (24).

2 Select "Print Labels".

The screenshot displays the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets, Manage, Assign, Turn In, **Print Labels** (highlighted with a red box), Bulk Update, 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 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).

3

Enter the "Asset IDs" or "Asset SNs" in the corresponding field for the assets you wish to print labels for.

The screenshot displays the 'ONE TO ONE PLUS' 'Print Asset Labels' interface. The sidebar on the left includes navigation options: Dashboard, Sites, Assets (with sub-options: Manage, Assign, Turn In), Print Labels (highlighted), Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The main content area is titled 'Print Asset Labels' and contains the following fields:

- Asset IDs: [Empty text box, highlighted with a red border]
- Asset SNs: [Empty text box, highlighted with a red border]
- Starting Asset ID: Select An Option
- Ending Asset ID: Select An Option
- Asset Type: Select An Option
- Asset State: Select An Option
- Asset Class: Select An Option
- Asset Pool: Select An Option
- Asset Category: Select An Option
- Funding Source: Select An Option
- PO Number: Select An Option
- Room Number: Select An Option
- Manufacturer: Select An Option
- Model: Select An Option
- Site: Select An Option
- Created: Start Date [] End Date []

4 Select "Run Filter".

The screenshot shows the 'Print Asset Labels' page in the ONE TO ONE PLUS system. The left sidebar contains navigation options: Dashboard, Sites, Assets (with sub-options: 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 'Home > Assets > Print Asset Labels' and features a search bar at the top. Below the search bar, there are several filter fields, each with a 'Select An Option' dropdown menu. The filters include: Manufacturer, Model, Site, Created (with Start Date and End Date input fields), Assigned To User, Assigned To User Grade Level, Assigned To User Homeroom Teacher, Assigned To User Distribution Teacher, Held By User, Held By User Grade Level, Held By User Homeroom Teacher, Held By User Distribution Teacher, Assigned To Location, Held By Location, Order First By, Order Second By, Order Third By, and Order Fourth By. At the bottom of the filter section, a green button labeled 'Run Filter' is highlighted with a red rectangular box.

5

Select the information that you would like to include on label.

The screenshot shows the 'Print Asset Labels' page in the ONE TO ONE PLUS system. The left sidebar contains navigation 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 'Print Asset Labels' and includes a search bar at the top. Below the search bar, there are input fields for 'Asset IDs' and 'Asset SNs'. A list of filters follows, each with a 'Select An Option' dropdown: Starting Asset ID, Ending Asset ID, Asset Type, Asset State, Asset Class, Asset Pool, Asset Category, Funding Source, PO Number, Room Number, Manufacturer, Model, Site, and Created. To the right, the 'Print Options' section has three checkboxes: 'Site' (checked), 'Assignee', and 'Funding Source'. Below these are dropdowns for 'Bar Code' (Asset Serial Number), 'Avery Template' (5160), 'Number to Print' (1), and 'Print Start Position' (1). A green button labeled 'Print 13197 Labels' is visible.

6

Select the "Bar Code" field to choose either asset serial number or asset ID to print on label.

This screenshot is similar to the one above, showing the 'Print Asset Labels' interface. The 'Include' section now has all three checkboxes ('Site', 'Assignee', 'Funding Source') unchecked. The 'Bar Code' dropdown is highlighted with a red box and shows 'Asset Serial Number' selected. The 'Print 13197 Labels' button remains visible.

7

Select the "Avery Template" field to choose the label format.

The screenshot shows the 'Print Asset Labels' page in the ONE TO ONE PLUS application. The page is divided into several sections:

- Header:** Includes the ONE TO ONE PLUS logo, a search bar, and user information (1to1QA).
- Left Sidebar:** Contains navigation links for 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.
- Main Content Area:**
 - Print Asset Labels:** The main title of the page.
 - Asset IDs:** A text input field.
 - Asset SNs:** A text input field.
 - Filters:** A series of dropdown menus for Starting Asset ID, Ending Asset ID, Asset Type, Asset State, Asset Class, Asset Pool, Asset Category, Funding Source, PO Number, Room Number, Manufacturer, Model, Site, and Created (with Start Date and End Date).
 - Print Options:**
 - Include:** Radio buttons for Site (checked), Assignee, and Funding Source.
 - Bar Code:** A dropdown menu set to 'Asset Serial Number'.
 - Avery Template:** A dropdown menu with '5160' selected and highlighted by a red box. Other options are 5195, 5877, and 61524.
 - Number to Print:** A text input field.
 - Print Start Position:** A dropdown menu set to '5160'.
 - Print Button:** A green button labeled 'Print 13197 Labels'.

8

Select "Print Labels" to generate a PDF of the labels, which will be saved in your Downloads folder.

The screenshot displays the 'ONE TO ONE PLUS' web application interface for printing asset labels. The left sidebar contains a navigation menu with options: Dashboard, Sites, Assets (with sub-options: Manage, Assign, Turn In), Print Labels (highlighted), Bulk Update, Bulk Assign, Quick Add, Inventory Audit, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, and Reports. The main content area is titled 'Print Asset Labels' and includes a breadcrumb trail: Home > Assets > Print Asset Labels. The interface is divided into two main sections: a filter list on the left and a 'Print Options' panel on the right. The filter list includes fields for Asset IDs, Asset SNs, Starting Asset ID, Ending Asset ID, Asset Type, Asset State, Asset Class, Asset Pool, Asset Category, Funding Source, PO Number, Room Number, Manufacturer, Model, Site, and Created (with Start Date and End Date). The 'Print Options' panel includes checkboxes for 'Include' (Site, Assignee, Funding Source), a 'Bar Code' dropdown (Asset Serial Number), an 'Avery Template' dropdown (5160), a 'Number to Print' input field (1), and a 'Print Start Position' input field (1). A prominent green button with a printer icon and the text 'Print 13197 Labels' is located below the print options.