

# Print Staff Labels



This guide simplifies staff label printing with clear steps for filtering, using Avery templates, and managing settings—saving time and streamlining the process.

## 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 content area displays the 'Dashboard' for the 'Assets' section, featuring six data visualization widgets: 'Assets by Type' (donut chart showing Laptop: 8,704 and Chromobook, 4 Flat: 1), 'Assets by Site' (bar chart for QAHS: 8,709, QAES, and QADO), 'Assets Not Turned In by Site' (line chart for 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 for E-Rate).

## 2 Select "Print Labels".



## 3 Use the fields to filter and select the staff for whom you wish to print labels.

The screenshot shows the ONE TO ONE PLUS 'Print Staff Labels' page. The left sidebar is the same as in the previous screenshot, with 'Print Labels' highlighted. The main content area contains the following filter fields:

- Staff IDs:
- Staff Name:
- Site:
- Type:
- State:
- Created:
- Order First By:
- Order Second By:
- Order Third By:
- Order Fourth By:

A green 'Run Filter' button is located at the bottom of the filter section.

## 4 Select "Run Filter".

ONE TO ONE PLUS

Search

Home > Staff > Print Staff Labels

QA1 1to1 QA1

### Print Staff Labels

Staff IDs:

Staff Name:

Site:

Type:

State:

Created:

Order First By:

Order Second By:

Order Third By:

Order Fourth By:

**Run Filter**

## 5 Select the "Avery Template".

ONE TO ONE PLUS

Search

Home > Staff > Print Staff Labels

QA1 1to1 QA1

### Print Staff Labels

Staff IDs:

Staff Name:

Site:

Type:

State:

Created:

Order First By:

Order Second By:

Order Third By:

Order Fourth By:

**Run Filter**

**Print Options**

Avery Template:

Number to Print:

Print Start Position:

**Print 23 Labels**

**Preview of First 15 Record(s)**

Staff Name	Staff ID	Staff Type	Site	Status	Created On
1to1 QA1	1to1 QA1	Employee	TDO	Active	8/30/24, 12:46 PM
Api User Api User	Api User	Employee	TDO	Active	8/30/24, 12:46 PM
Josiah Miller	1	Employee	QAMS	Active	10/31/24, 4:33 PM
Trey Burnett	TB100	Employee	QAES	Active	10/31/24, 9:01 PM

## 6 Enter the Number of labels to print.

The screenshot shows the 'Print Staff Labels' page. On the left is a navigation menu with options like Dashboard, Sites, Assets, Students, Staff, Manage, Print Labels, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main area has a search bar and a breadcrumb trail: Home > Staff > Print Staff Labels. Below the breadcrumb are several form fields for filtering: Staff IDs, Staff Name, Site, Type, State, Created (with Start and End Date), and four Order By options. To the right, the 'Print Options' section includes 'Avery Template' (set to 5160), 'Number to Print' (set to 1 and highlighted with a red box), and 'Print Start Position' (set to 1). A green 'Print 23 Labels' button is visible. Below the forms is a 'Run Filter' button and a table titled 'Preview of First 15 Record(s)'. The table has columns for Staff Name, Staff ID, Staff Type, Site, Status, and Created On.

Staff Name	Staff ID	Staff Type	Site	Status	Created On
1to1 QA1	1to1 QA1	Employee	TDO	Active	8/30/24, 12:46 PM
Api User Api User	Api User	Employee	TDO	Active	8/30/24, 12:46 PM
Josiah Miller	1	Employee	QAMS	Active	10/31/24, 4:33 PM
Trey Burnett	TB100	Employee	QAES	Active	10/31/24, 9:01 PM

## 7 Enter the "Start Position" for partially used pages.

This screenshot is identical to the one above, showing the 'Print Staff Labels' page. The 'Print Start Position' field in the 'Print Options' section is highlighted with a red box and contains the value '1'. The rest of the interface, including the navigation menu, search bar, filter fields, 'Run Filter' button, and the 'Preview of First 15 Record(s)' table, remains the same.

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Select "Print Labels" to Generate a PDF of Labels to Print.

ONE TO ONE PLUS

Search

Home > Staff > Print Staff Labels

QA1 1to1 QA1

### Print Staff Labels

Staff IDs:

Staff Name:

Site:

Type:

State:

Created:  Start Date:  End Date:

Order First By:

Order Second By:

Order Third By:

Order Fourth By:

[Run Filter](#)

**Print Options**

Avery Template:

Number to Print:

Print Start Position:

[Print 23 Labels](#)

#### Preview of First 15 Record(s)

Staff Name	Staff ID	Staff Type	Site	Status	Created On
1to1 QA1	1to1 QA1	Employee	TDO	Active	8/30/24, 12:46 PM
Api User Api User	Api User	Employee	TDO	Active	8/30/24, 12:46 PM
Josiah Miller	1	Employee	QAMS	Active	10/31/24, 4:33 PM
Trey Burnett	TB100	Employee	QAES	Active	10/31/24, 9:01 PM