

Print and Email an Invoice



This guide offers simple steps to manage, print, and email invoices, helping users quickly handle billing and streamline their workflow. It's essential for improving invoicing efficiency.

1 Select "Invoices".

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, **Invoices** (highlighted with a red box), Imports, Reports, and Settings. The main dashboard area displays several asset-related charts and reports, including 'Assets by Type', 'Assets by Site', 'Assets Not Turned In by Site', 'Assets by Status', 'Assets Assigned', and 'Assets by Funding Source'. The 'Invoices' menu item is the focus of the instruction.

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, Help Desk, Parts, Invoices, **Manage** (highlighted with a red box), Add New Invoice, Add New Payment, Bulk Invoicing, Imports, Reports, and Settings. The main dashboard area displays several charts: Assets by Type (donut chart), Assets by Site (donut chart), Assets Not Turned In by Site (donut chart), Assets by Status (donut chart), Assets Assigned (donut chart), and Assets by Funding Source (bar chart).

3 Use one of the Search Boxes to search for invoices.

The screenshot shows the ONE TO ONE PLUS Invoices page. The search box at the top is highlighted with a red box. Below the search box, there is a table of invoices. The table has the following columns: Invoice ID, Invoice Type, Description, Invoice Amount, Balance, Related User, Related User Site, and Related User Grade. The table contains 14 rows of invoice data.

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User Site	Related User Grade
INV-0001045939	Damaged	Bill for csv damages	25	25	Matthew Jackson (24002)	QAHS	8
INV-0001045938	Damaged	Bill for csv damages	25	25	Cristian Kagay (24001)	QAHS	10
INV-0001045935	Damaged	Bulk invoice for damages to computer	25	15	Abner Dawit (D1109056)	QAHS	12
INV-0001045934	Damaged	Bulk invoice for damages	25	15	Aaron Justin Dano (D1907197)	QAHS	11
INV-0001045933	Damaged	Bulk invoice for damages	25	25	Abby Culpepper (C1111348)	QAHS	11
INV-0001045932	Damaged	Bulk invoice for damages for chromebook	25	25	Abril Castro (C1109261)	QAHS	9
INV-0001045931	Damaged	Bulk invoice for damages	25	25	Abigail Perkins (C1101836)	QAHS	12
INV-0001045930	Damaged	Bulk invoice for damages	25	25	Abigail Bahamonde (B1201149)	QAHS	10
INV-0001045929	Damaged	damages	50	50	Joseph Owen (23)	QAHS	12
INV-0001045927	Damaged	missing keys	50	50	Jack Morton (240212184)	User Departments/Management	1
INV-0001045924	Damaged	chromebook	139	99	Sara Lancaster (77)	QAHS	1A
INV-0001045922	Damaged	damages	50	50	ethan davenport (E00003)	User Departments/Development	12

4 Select the Invoice to print or email.

ONE TO ONE PLUS

Home > Invoices

Invoices Page: 1 of 1 Showing 42 of 58 total records

Columns My Views Export Print All Email All Add New

Refresh Column Finder Page Size 50

View Applied: Standard

Invoice ID	Invoice Type	Description	Invoice Amount	Balance	Related User	Related User Site	Related User Grade
INV-0001045933	Damaged	Bill for csv damages	25	25	Matthew Jackson (24002)	QAHS	8
INV-0001045938	Damaged	Bill for csv damages	25	25	Cristian Kagay (24001)	QAHS	10
INV-0001045935	Damaged	Bulk invoice for damages to computer	25	15	Abner Dawit (D1190658)	QAHS	12
INV-0001045934	Damaged	Bulk invoice for damages	25	15	Aaron Justin Dano (D1907197)	QAHS	11
INV-0001045933	Damaged	Bulk invoice for damages	25	25	Abby Culpepper (C1111349)	QAHS	11
INV-0001045932	Damaged	Bulk invoice for damages for chromebook	25	25	Abril Castro (C1109281)	QAHS	9
INV-0001045931	Damaged	Bulk invoice for damages	25	25	Abigail Perkins (C1101636)	QAHS	12
INV-0001045930	Damaged	Bulk invoice for damages	25	25	Abigail Bahamonde (B1201148)	QAHS	10
INV-0001045929	Damaged	damages	50	50	Joseph Owen (23)	QAHS	14
INV-0001045927	Damaged	missing keys	50	50	Jack Morton (240212184)	User Departments/Management	1
INV-0001045924	Damaged	chromebook	139	99	Sara Lancaster (77)	QAHS	1A
INV-0001045922	Damaged	damages	50	50	ethan davenport (E00003)	User Departments/Development	12

5 Select "Actions"

ONE TO ONE PLUS

Home > Invoices > Edit "INV-0001045939"

Edit Invoice

Created by Api User Api User on 1/9/25, 5:43 PM Modified by Api User Api User on 1/9/25, 5:43 PM

Actions Activity Log Save

Invoice Information

Invoice ID: INV-0001045939

Invoice Date: 01/09/2025

Related User: Matthew Jackson (ID: 24002)

Due Date: 01/17/2025

Status: Active

Type: Damaged

Description: Bill for csv damages

Invoice Details

Invoice Amount: 25.00

Balance: 25.00

Approved Date: [Empty]

Approved By: Select An Option

Ticket: Select An Option

Claim History

Claim Type: Break Fix Usage Count: 1

Claim Type: Total Loss Usage Count: 1

Payments

Payment ID	Description	Amount	Payment Date	Created	Modified	Actions
------------	-------------	--------	--------------	---------	----------	---------

Save Delete

+ Add

6

Select "Email", "Download", or "Print" the invoice.

ONE TO ONE PLUS

Home > Invoices > Edit "INV-0001045939"

Edit Invoice

Created by Api User Api User on 1/9/25, 5:43 PM

Invoice Information

Invoice ID: INV-0001045939

Invoice Date: 01/09/2025

Related User: Matthew Jackson

Due Date: 01/17/2025

Status: Active

Type: Damaged

Description: Bill for csv da

Bill to the Parent/Guardian of:
Matthew Jackson
24 Jenkins Street
Apt 5
Spartansburg SC, 29345

Student ID: 24002
School:
Homeroom Teacher: Ms. Olay
Grade Level: 8

Asset ID:
Asset Serial Number:
Asset Type:
Asset Model:

Invoice Type	Description	Ticket ID	Ticket Type	Amount Due
Damaged	Bill for csv damages			\$25.00

Payments are due within 30 days!!

Actions: Activity Log Save

History

Break Fix
Amount: 1

Total Loss
Amount: 1

+ Add

Modified Actions

ONE TO ONE PLUS

Email Download Print Cancel