

# Reconcile Asset Inventory



This guide offers a clear, step-by-step process to reconcile asset inventory, helping users resolve discrepancies, ensure accuracy, and maintain a reliable inventory system.

## 1 Select "Assets".

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets (highlighted with a red box), Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area displays the 'Dashboard' page with a search bar at the top and a navigation bar with 'Tickets', 'Assets', 'Users', and 'Locations'. Below the navigation bar, there are six donut charts representing different data views: 'Open Tickets by Assigned Technician', 'Open Tickets by Queue', 'Open Tickets by Site', 'Open Tickets by Type', 'Tickets by Status', and 'Tickets by Closure Type'. Each chart includes data labels and interactive icons.

Technician	Count
Ben Zuber	122
Joey Cole	93

Queue	Count
High School	5
DO Queue	8

Site	Count
QAHS	59
QAES	51
QAAMS	46
QAADO	67
Staff	5

Type	Count
Chromebook Missing Keys	98
Chromebook Cracked Screen	21
Chromebook Broken Screen	3
Chromebook	30
Random	1
Powerschool Issue	1
Password Reset	2
New User Account	1
Lost Device	5
Laptop Missing Keys	1

Status	Count
New Ticket	202

Closure Type	Count
Closed	43

## 2 Select "Inventory Audit".

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, Bulk Update, Bulk Assign, Quick Add, **Inventory Audit** (highlighted with a red box), 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 data visualization widgets:

- Open Tickets by Assigned Technician:** A donut chart showing tickets assigned to Ben Zuber (122) and Joey Cole (93).
- Open Tickets by Queue:** A donut chart showing tickets in the DO Queue (8) and High School (5).
- Open Tickets by Site:** A donut chart showing tickets across sites: OAMS (46), QAHS (59), QAES (51), QADO (67), and Staff (5).
- Open Tickets by Type:** A donut chart showing ticket types: Chromebook Missing Keys (98), Chromebook Cracked Screen (21), Chromebook Broken Screen (3), Chromebook (30), Random (1), Powerschool Issue (1), Password Reset (2), New User Account (1), Lost Device (5), and Laptop Missing Keys (1).
- Tickets by Status:** A donut chart showing New Ticket (202).
- Tickets by Closure Type:** A donut chart showing Closed (43).

3 Select the "Sites" option for the Inventory Audit you wish to access.

Inventory Audits

Filter System Status: Active x 50

Completed	Inventory Audit	Start	End	Total Sites	Total Assets	Reconciled	Unreconciled	Reconciliation Issues	Status	System Status
	2023 End Of Year	6/1/23	6/16/23	4	940	3	937	2	Active	Active
	Chromebooks	6/1/23	6/8/23	4	940	32	908	3	Active	Active
	KAREN'S TEST	6/15/23	6/30/23	1	158	0	158	0	Active	Active
	My Test	7/1/23	7/31/23	1	158	0	158	0	Active	Active
	MORE TEST	1/1/24	3/30/24	1	158	0	158	0	Active	Active
	Test	1/1/24	1/31/24	1	90	0	90	0	Active	Active
	Test	1/1/24	1/31/24	4	938	0	938	0	Active	Active
	High School Chromebooks	1/1/24	4/30/24	1	69	0	69	0	Active	Active
	Test during	2/1/24	3/31/24	4	938	0	938	0	Active	Active
	Joey Cole	2/1/24	2/22/24	3	315	0	315	0	Active	Active
	Test	3/1/24	3/31/24	1	5	0	5	0	Active	Active
	Audit 2024	3/1/24	3/31/24	1	158	1	157	0	Active	Active
	QAHS AUDIT	3/1/24	3/31/24	1	158	1	157	0	Active	Active
	test	8/1/24	8/31/24	1	40	7	33	0	Active	Active
	QAHS	8/1/24	8/17/24	1	158	0	158	0	Active	Active

4 Select the "Locations" for the site that you wish to audit.

Chromebooks - Sites

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Completed	Site	Total Locations	Total Assets	Reconciled	Unreconciled	Reconciliation Issues	Active
	QADO	5	514	1	513	0	
	QAES	7	254	19	235	1	
	QAHS	8	158	10	148	1	
	QAMS	8	14	2	12	1	

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Select the "hyperlinked location" or "checkmark" for the location you wish to audit.

The screenshot displays the 'QAHS - Locations' page in the ONE TO ONE PLUS system. The page includes a search bar, a breadcrumb trail (Home > Audits > Chromebooks > QAHS), and a sidebar with navigation options. The main content area features a table with the following data:

Completed	Location	Total Assets	Reconciled	Unreconciled	Reconciliation Issues	Actions
	<a href="#">QAHS-RM-101</a>	2	0	2	0	✓ ☰
	<a href="#">QAHS-Inventory</a>	77	8	69	1	✓ ☰
	<a href="#">QAHS-Depot</a>	62	0	62	0	✓ ☰
✓	<a href="#">QAHS-RM450</a>	0	0	0	0	✓ ☰
	<a href="#">QAHS-Cart 10</a>	1	0	1	0	✓ ☰
✓	<a href="#">QAHS-Bin 1</a>	0	0	0	0	✓ ☰
✓	<a href="#">QAHS - Depot</a>	0	0	0	0	✓ ☰
✓	<a href="#">QAHS - Spare</a>	0	0	0	0	✓ ☰

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Select the "Gear" to select the category to reconcile. It will default to both Assigned to and Held by.

The screenshot shows the 'QAHS-Depot - Unreconciled Assets' page. At the top, there is a search bar and a 'Scan or Enter Asset' field. A red box highlights a gear icon next to the 'Scan or Enter Asset' field. Below the search bar is a table with columns: Asset ID, Asset S/N, Type, Model, Category, Class, Pool, Manufacturer, Site, Room Number, and Assigned Date. The table contains several rows of asset data. At the bottom right, there are pagination controls: First, Previous, 1, 2, Next, Last, 1.

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Select "Scan or Enter Asset" field.

The screenshot shows the 'QAHS-Depot - Unreconciled Assets' page. The 'Scan or Enter Asset' field is highlighted with a red box and contains the value '1373'. The gear icon next to it is also visible. The table below shows the same asset data as in the previous screenshot.

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Once an Asset ID or Serial Number has been scanned or entered, you will see a results bar at the top of the screen.

**Possible Options:**

Asset has been successfully reconciled.

Asset has been reconciled, but there was an Issue.

Asset is not found in the system.

The screenshot shows a software interface for asset management. At the top, a notification bar states "QAHS-Depot - Unreconciled" and "Asset '1373' has been successfully reconciled". Below this is a search bar with the text "Scan or Enter Asset" and an "Export" button. A table lists assets with columns for Asset ID, Asset S/N, Type, Model, Category, Class, Pool, Manufacturer, Site, Room Number, and Assigned Date. The table contains several rows of asset data.

Asset ID	Asset S/N	Type	Model	Category	Class	Pool	Manufacturer	Site	Room Number	Assigned Date
187	88	Chromebook	Thinkpad 11E	Chromebook	Class2	Staff	Apple	QAES	1473	
1625	896	Desktop	Dell Chromebook 11	Chromebook	Class3	Staff	Dell	QAHS	1625	
1624	493	Chromebook	EliteBook 840G2	Chromebook	Class1>test	Student	HP	QAHS	1624	
1638	29722	Chromebook	OPTIPLEX 760	Desktop	Class3	Student	Dell	QAHS	1638	
1637	5722	Laptop	Dell Chromebook 11	Laptop	Class3	Student	Dell	QAHS	1637	
1607	1243	Desktop	HP Chromebook 11 G5	Chromebook	Class1>test	Staff	HP	QAHS	1607	
1605	593	Chromebook	EliteBook 840G2	Laptop	Class3	Staff	HP	QAHS	1605	
1627	44220	Desktop	Dell Chromebook 11	Chromebook	Class3	Staff	Dell	QAHS	1627	