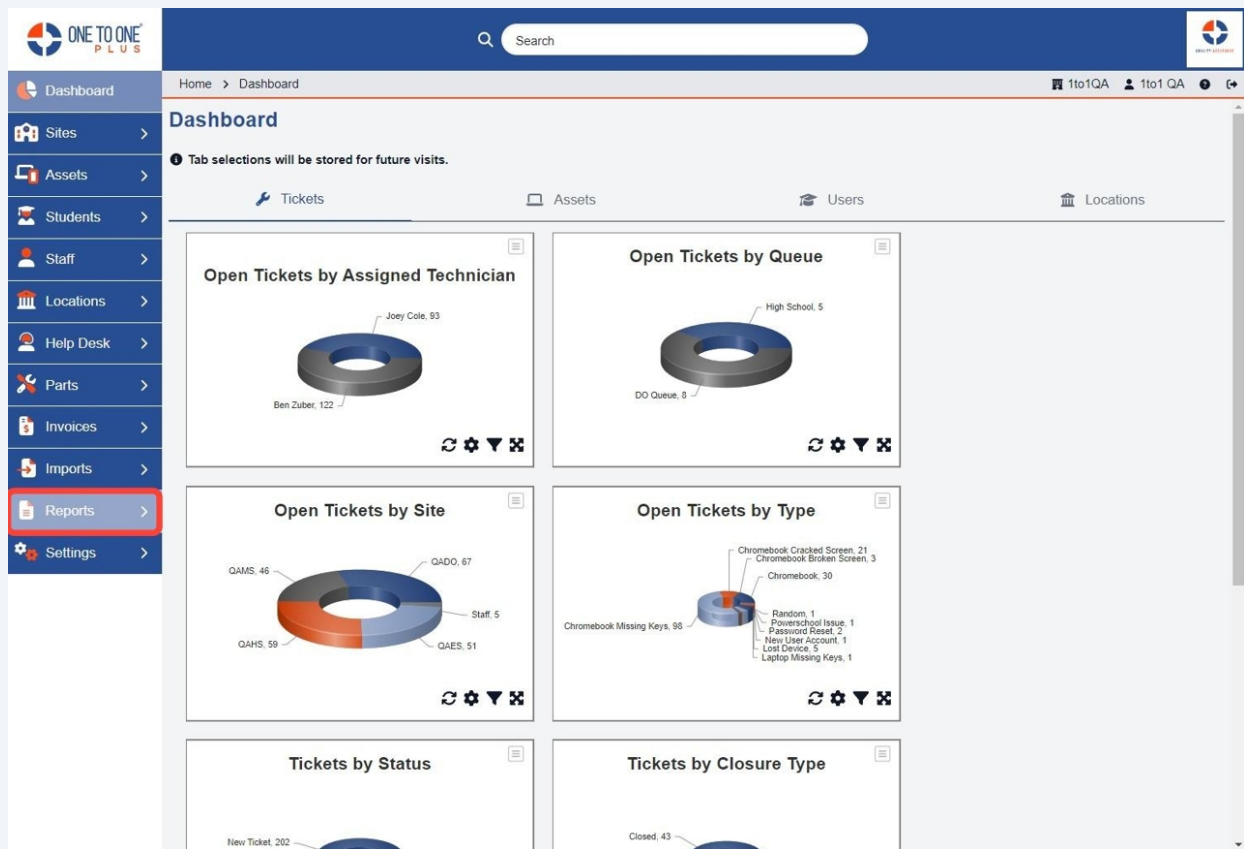


# Run Asset Reports



This guide offers a simple way to generate and customize asset reports, helping users save time, track assets efficiently, and gain insights for better decision-making.

## 1 Select "Reports".



## 2 Select "Standard Reports".

ONE TO ONE PLUS

Search

Home > Dashboard

1to1QA 1to1 QA

Dashboard

Tab selections will be stored for future visits.

Tickets Assets Users Locations

Open Tickets by Assigned Technician

Technician	Tickets
Ben Zuber	122
Joey Cole	93

Open Tickets by Queue

Queue	Tickets
High School	5
DO Queue	8

Open Tickets by Site

Site	Tickets
QAMS	46
QADO	67
Staff	5
QAHS	59
QAES	51

Open Tickets by Type

Type	Tickets
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
Chromebook Missing Keys	98

Tickets by Status

Status	Tickets
New Ticket	202

Tickets by Closure Type

Closure Type	Tickets
Closed	43

Standard Reports

Custom Reports

Quick Exports

Scheduled

Settings

### 3 Select "Assets".

The screenshot displays the ONE TO ONE PLUS software interface. The top navigation bar includes the logo, a search bar, and user information. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Standard Reports, Custom Reports, Quick Exports, Scheduled, and Settings. The 'Assets' item is highlighted with a red box. The main content area is titled 'Standard Reports' and shows a list of report categories: + Users, + Locations, + Tickets, + Invoices, and + Payments.

## 4 Select the desired report.

The screenshot shows the ONE TO ONE PLUS web application interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Standard Reports, Custom Reports, Quick Exports, Scheduled, and Settings. The main content area is titled 'Standard Reports' and displays a list of reports under the 'Assets' section. The report 'Assets by Type/Site' is highlighted with a red box. Below it, other reports are listed: 'Assets by Assigned To/Held By User', 'Assets by Assigned To/Held By Location', 'Assets by Funding Source', 'Turn In', and 'Assigned'. The right sidebar contains links for '+ Users', '+ Locations', '+ Tickets', '+ Invoices', and '+ Payments'.

ONE TO ONE PLUS

Home > Standard Reports

1to1QA 1to1 QA

### Standard Reports

— Assets

- Assets by Type/Site**  
Displays Assets by Type/Site..
- Assets by Assigned To/Held By User  
Displays Assets by Assigned To/Held By User.
- Assets by Assigned To/Held By Location  
Displays Assets by Assigned To/Held By Location.
- Assets by Funding Source  
Displays Assets by Funding Source.
- Turn In  
Percentage of assigned devices turned in
- Assigned  
Percentage of assigned devices

+ Users

+ Locations

+ Tickets

+ Invoices

+ Payments

## 5 Select your options.

The screenshot displays the ONE TO ONE PLUS software interface. On the left is a dark blue sidebar with navigation links: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Standard Reports, Custom Reports, Quick Exports, Scheduled, and Settings. The main content area is titled 'Standard Reports' and shows a list of report categories under 'Assets': Assets by Type, Assets by Asset, Assets by Asset Model, Assets by Asset Class, Assets by Asset Category, Assets by Asset Pool, Turn In, and Assigned. A modal dialog box titled 'Assets by Type/Site.' is open in the center, highlighted with a red border. This dialog contains several selection fields: Asset Types, Asset Manufacturers, Asset Models, Asset Classes, Asset Categories, Asset Pools, Sites, and Asset Status. It also includes date pickers for 'Created Start Date' and 'Created End Date', each with a 'Clear' button. There is a 'Sort By' dropdown, checkboxes for 'Include Disposition Information' and 'Turned In', and buttons at the bottom for 'Generate Report' and 'Cancel'.

**Assets by Type/Site.**

Asset Types  
Select

Asset Manufacturers  
Select

Asset Models  
Select

Asset Classes  
Select

Asset Categories  
Select

Asset Pools  
Select

Sites  
Select

Asset Status  
Select

Created Start Date  
Clear

Created End Date  
Clear

Sort By  
Select

☐ Include Disposition Information

☐ Turned In

Generate Report Cancel

## 6 Select "Generate Report".

The screenshot displays the ONE TO ONE PLUS software interface. On the left is a dark sidebar with navigation links: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Standard Reports, Custom Reports, Quick Exports, Scheduled, and Settings. The main content area is titled 'Standard Reports' and shows a list of report categories under 'Assets', including 'Assets by Type', 'Assets by Asset Manufacturer', 'Assets by Asset Model', 'Assets by Asset Class', 'Assets by Asset Category', 'Assets by Asset Pool', 'Turn In', and 'Assigned'. A modal window titled 'Assets by Type/Site.' is open in the center. This modal contains several input fields: 'Asset Types' (with a 'Select' dropdown), 'Asset Manufacturers' (with a 'Select' dropdown), 'Asset Models' (with a 'Select' dropdown), 'Asset Classes' (with a 'Select' dropdown), 'Asset Categories' (with a 'Select' dropdown), 'Asset Pools' (with a 'Select' dropdown), 'Sites' (with a 'Select' dropdown), and 'Asset Status' (with a 'Select' dropdown). To the right of these fields are two date pickers: 'Created Start Date' and 'Created End Date', each with a 'Clear' button. Below the date pickers is a 'Sort By' dropdown set to 'Select'. There are also two checkboxes: 'Include Disposition Information' and 'Turned In'. At the bottom of the modal are two buttons: a green 'Generate Report' button and a red 'Cancel' button. The background interface shows the 'Standard Reports' section with various report categories and a search bar at the top.

Assets by Type/Site.

Asset Types  
Select

Asset Manufacturers  
Select

Asset Models  
Select

Asset Classes  
Select

Asset Categories  
Select

Asset Pools  
Select

Sites  
Select

Asset Status  
Select

Created Start Date  
Clear

Created End Date  
Clear

Sort By  
Select

☐ Include Disposition Information

☐ Turned In

Generate Report Cancel