

# View Location Details



This guide provides simple steps to access and manage location details, helping users filter information, view rooms and users, and improve organization and planning.

## 1 Select "Locations".



## 2 Select "Manage".

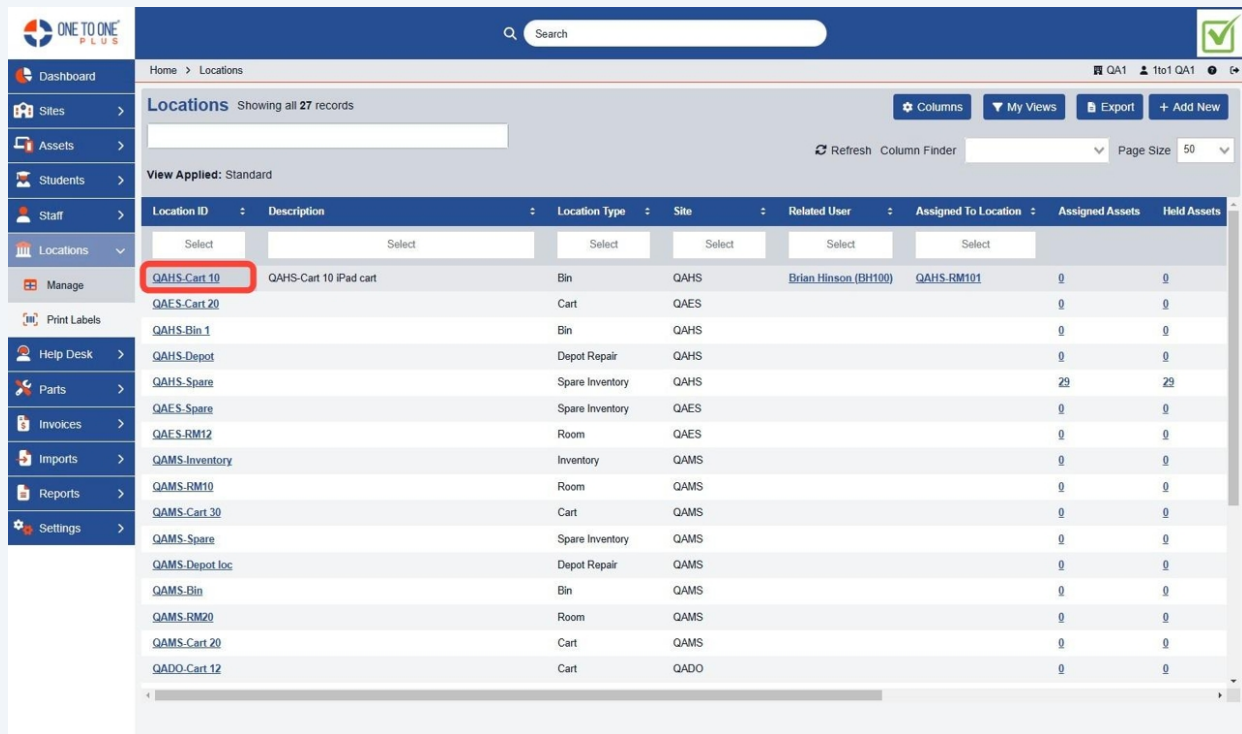
The screenshot shows the ONE TO ONE PLUS Dashboard. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, **Manage** (highlighted with a red box), Print Labels, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area displays a 'Dashboard' header with a search bar and a notification: 'Tab selections will be stored for future visits.' Below this, there are tabs for Tickets, Assets, Users, and Locations. The dashboard features six charts: 'Assets by Type' (donut chart showing Laptop at 8,704 and Chromebook at 4,748), 'Assets by Site' (bar chart showing QAHS at 8,709, QAES at 0, and QADO at 0), 'Assets Not Turned In by Site' (line chart showing QAHS at 8,709, QAES at 0, and QADO at 147), 'Assets by Status' (donut chart showing Active at 8,878), 'Assets Assigned' (donut chart showing Unassigned at 99.7% and Assigned at 0.3%), and 'Assets by Funding Source' (bar chart showing E-Rate at 1.2).

## 3 Use fields to filter results.

The screenshot shows the ONE TO ONE PLUS Locations page. The header includes a search bar and a notification: 'Tab selections will be stored for future visits.' Below this, there are tabs for Tickets, Assets, Users, and Locations. The main content area displays a 'Locations' header with a search bar and a notification: 'Showing all 27 records.' Below this, there are buttons for Columns, My Views, Export, and Add New. A 'View Applied: Standard' label is present. The table below has the following columns: Location ID, Description, Location Type, Site, Related User, Assigned To Location, Assigned Assets, and Held Assets. The 'Location Type' column is highlighted with a red box. The table contains 15 rows of data, including locations like QAHS-Cart 10, QAES-Cart 20, QAHS-Bin 1, QAHS-Depot, QAHS-Spare, QAES-Spare, QAES-RM12, QAES-Inventory, QAES-RM10, QAES-Cart 30, QAES-Spare, QAES-Depot Loc, QAES-Bin, QAES-RM20, and QAES-Cart 20.

Location ID	Description	Location Type	Site	Related User	Assigned To Location	Assigned Assets	Held Assets
QAHS-Cart 10	QAHS-Cart 10 iPad cart	Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	0	0
QAES-Cart 20		Cart	QAES			0	0
QAHS-Bin 1		Bin	QAHS			0	0
QAHS-Depot		Depot Repair	QAHS			0	0
QAHS-Spare		Spare Inventory	QAHS			29	29
QAES-Spare		Spare Inventory	QAES			0	0
QAES-RM12		Room	QAES			0	0
QAES-Inventory		Inventory	QAES			0	0
QAES-RM10		Room	QAES			0	0
QAES-Cart 30		Cart	QAES			0	0
QAES-Spare		Spare Inventory	QAES			0	0
QAES-Depot Loc		Depot Repair	QAES			0	0
QAES-Bin		Bin	QAES			0	0
QAES-RM20		Room	QAES			0	0
QAES-Cart 20		Cart	QAES			0	0
QAES-Cart 12		Cart	QAES			0	0

#### 4 Select the desired location to view.



ONE TO ONE PLUS

Home > Locations

Locations Showing all 27 records

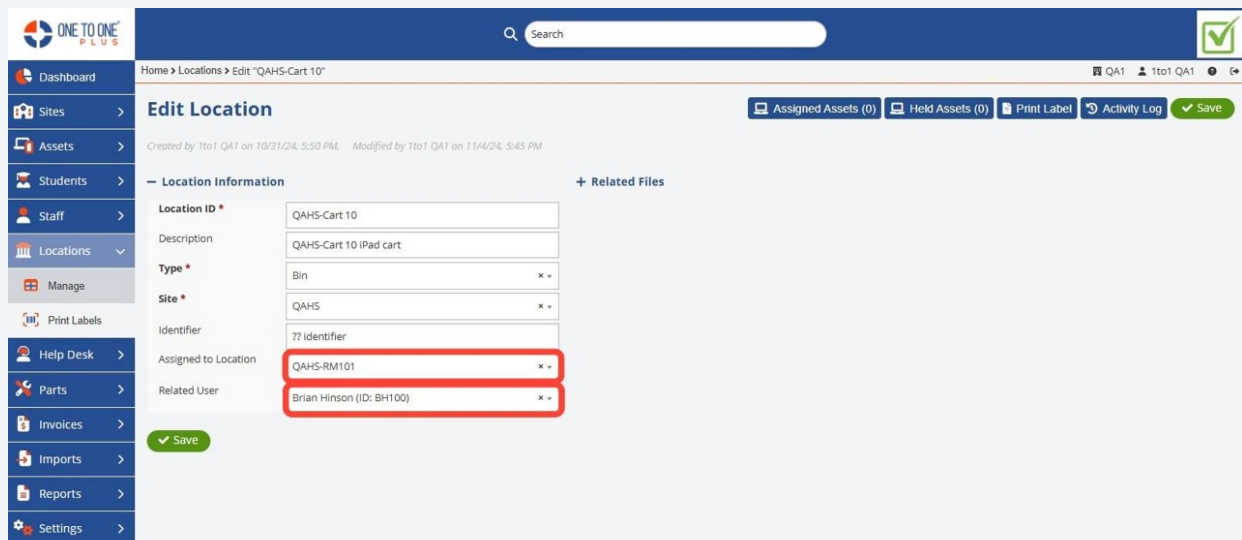
Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard

Location ID	Description	Location Type	Site	Related User	Assigned To Location	Assigned Assets	Held Assets
QAHS-Cart 10	QAHS-Cart 10 iPad cart	Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	0	0
QAES-Cart 20		Cart	QAES			0	0
QAHS-Bin 1		Bin	QAHS			0	0
QAHS-Depot		Depot Repair	QAHS			0	0
QAHS-Spare		Spare Inventory	QAHS			29	29
QAES-Spare		Spare Inventory	QAES			0	0
QAES-RM12		Room	QAES			0	0
QAMS-Inventory		Inventory	QAMS			0	0
QAMS-RM10		Room	QAMS			0	0
QAMS-Cart 30		Cart	QAMS			0	0
QAMS-Spare		Spare Inventory	QAMS			0	0
QAMS-Depot loc		Depot Repair	QAMS			0	0
QAMS-Bin		Bin	QAMS			0	0
QAMS-RM20		Room	QAMS			0	0
QAMS-Cart 20		Cart	QAMS			0	0
QADO-Cart 12		Cart	QADO			0	0

#### 5 View detailed information including room and associated user.



ONE TO ONE PLUS

Home > Locations > Edit "QAHS-Cart 10"

Assigned Assets (0) Held Assets (0) Print Label Activity Log Save

Created by 1to1 QA1 on 10/31/24, 5:50 PM Modified by 1to1 QA1 on 11/4/24, 5:45 PM

+ Related Files

Location ID \* QAHS-Cart 10

Description QAHS-Cart 10 iPad cart

Type \* Bin

Site \* QAHS

Identifier ?? Identifier

Assigned to Location QAHS-RM101

Related User Brian Hinson (ID: BH100)

Save