

View Related Staff Information



This guide outlines a simple way to access and manage staff information, view related documents, and streamline workflow for better efficiency.

1 Select "Staff".

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 (highlighted with a red box), Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. 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 showing QAHS: 8,700, QAES, and QADO), 'Assets Not Turned In by Site' (line chart showing QAHS: 8,700, 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 showing E-Rate).

2 Select "Manage".



3 Use this field the master "Search" field to find the staff record.

The screenshot shows the ONE TO ONE PLUS staff list page. The search field at the top is highlighted in red. The table below lists staff members with columns for Staff ID, First Name, Last Name, Assigned Asset, Sites, Site Category, Job Title, Type, and Email.

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins		QADO	District 1	Technician		zcoggins@onetooneplus.com
TT100	Tammy	Thompson		QADO	District 1	Technician		tthompson@onetooneplus.com
TB100	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician	tburnett@onetooneplus.com
SH100	Sara	Holland		QAMS	Middle School	Technician		sholland@onetooneplus.com
SA1001	Sharon	Anderson		QAES	Elementary School	Technician		sanderson@onetooneplus.com
LL100	Landon	Lancaster		QAHS	High School	Technician		llancaster@onetooneplus.com
kedmunds	Katie	Edmunds		QAMS	Middle School	Implementation	Technician	Kedmunds@onetooneplus.com
kcampbell	Katyn	Campbell		QAMS	Middle School	Marketing Specialist	Technician	kcampbell@onetooneplus.com
JL100	Jan	Lawson		QADO	District 1	Technician		jlawson@onetooneplus.com
jcole2	Joey	Cole		QADO	District 1	CTO	Technician	joey.cole@onetooneplus.com
gcgribb	Gavin	Cribb		QAES	Elementary School	Support Specialist	Technician	gcgribb@onetooneplus.com
E00011	Karen	Zuber		QAHS	High School	QA Lead	Technician	kzuber@onetooneplus.com
blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician	blancaster@onetooneplus.com
bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetooneplus.com
blancaster	Burt	Lancaster		QADO	District 1	Director of Sales	Technician	blancaster@onetooneplus.com

4 Or the Staff manage "Search" field to find the staff record.

ONE TO ONE PLUS

Home > Staff

Staff Page: 1 You can press enter to search

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard Modified

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins		QADO	District 1		Technician	zcoggins@onetoonepl
TT100	Tammy	Thompson		QADO	District 1		Technician	tthompson@onetoonep
TB100	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician	tburnett@onetooneplu
SH100	Sara	Holland		QAMS	Middle School		Technician	sholland@onetooneplu
SA1001	Sharon	Anderson		QAES	Elementary School		Technician	sanderson@onetoonep
LL100	Landon	Lancaster		QAHS	High School		Technician	llancaster@onetoonepl
kedmunds	Katie	Edmunds		QAMS	Middle School	Implementation	Technician	Kedmunds@onetoonep
kcampbell	Katyn	Campbell		QAMS	Middle School	Marketing Specialist	Technician	kcampbell@onetoonep
JL100	Jan	Lawson		QADO	District 1		Technician	jlawson@onetooneplus
jcole2	Joey	Cole		QADO	District 1	CTO	Technician	joey.cole@onetoonepl
gcribb	Gavin	Cribb		QAES	Elementary School	Support Specialist	Technician	gcribb@onetooneplus
E00011	Karen	Zuber		QAHS	High School	QA Lead	Technician	kzuber@onetooneplus
blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician	blancaster@onetoonep
Bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepl
BH100	Brian	Hannon		QADO	District 1	Director of Sales	Technician	bhannon@onetooneplu

5 Or use these fields to find the staff record.

ONE TO ONE PLUS

Home > Staff

Staff Page: 1 of 1 Showing 22 of 23 total records

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard Modified

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins		QADO	District 1		Technician	zcoggins@onetoonepl
TT100	Tammy	Thompson		QADO	District 1		Technician	tthompson@onetoonep
TB100	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician	tburnett@onetooneplu
SH100	Sara	Holland		QAMS	Middle School		Technician	sholland@onetooneplu
SA1001	Sharon	Anderson		QAES	Elementary School		Technician	sanderson@onetoonep
LL100	Landon	Lancaster		QAHS	High School		Technician	llancaster@onetoonepl
kedmunds	Katie	Edmunds		QAMS	Middle School	Implementation	Technician	Kedmunds@onetoonep
kcampbell	Katyn	Campbell		QAMS	Middle School	Marketing Specialist	Technician	kcampbell@onetoonep
JL100	Jan	Lawson		QADO	District 1		Technician	jlawson@onetooneplus
jcole2	Joey	Cole		QADO	District 1	CTO	Technician	joey.cole@onetoonepl
gcribb	Gavin	Cribb		QAES	Elementary School	Support Specialist	Technician	gcribb@onetooneplus
E00011	Karen	Zuber		QAHS	High School	QA Lead	Technician	kzuber@onetooneplus
blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician	blancaster@onetoonep
Bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepl
BH100	Brian	Hannon		QADO	District 1	Director of Sales	Technician	bhannon@onetooneplu

6 Select the staff record you would like to view.

ONE TO ONE PLUS

Home > Staff

Staff Page: 1 of 1 Showing 22 of 23 total records

Columns My Views Export Add New

Refresh Column Finder Page Size 50

View Applied: Standard Modified

Staff ID	First Name	Last Name	Assigned Asset	Sites	Site Category	Job Title	Type	Email
ZC100	Zac	Coggins	Select	QADO	District 1		Technician	zcoggins@onetoonepk
TT100	Tammy	Thompson	Select	QADO	District 1		Technician	tthompson@onetoonepk
TR100	Trey	Burnett	021434 021432	QAES	Elementary School	Technician	Technician	tburnett@onetooneplus
SH100	Sara	Holland		QAMS	Middle School		Technician	sholland@onetooneplus
SA1001	Sharon	Anderson		QAES	Elementary School		Technician	sanderson@onetoonepk
LL100	Landon	Lancaster		QAHS	High School		Technician	llancaster@onetoonepk
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JL100	Jan	Lawson		QADO	District 1		Technician	jlawson@onetooneplus
jcole2	Joey	Cole		QADO	District 1	CTO	Technician	joey.cole@onetooneplus
gcibb	Gavin	Cribb		QAES	Elementary School	Support Specialist	Technician	gcibb@onetooneplus
E00011	Karen	Zuber		QAHS	High School	QA Lead	Technician	kzuber@onetooneplus
blancaster	Burt	Lancaster		QADO	District 1	CEO	Technician	blancaster@onetoonepk
Bjonsson	Bailey	Jonsson		QAES	Elementary School	Support Specialist	Technician	bjonsson@onetoonepk
BH100	Brian	Hinson		QADO	District 1	Director of Sales	Technician	bhinson@onetoonepk

7 Use the buttons to Print a Label, as well as to view Related Tickets, Assets, Invoices, Locations, and the Activity Log.

ONE TO ONE PLUS

Home > Staff > Edit "Tammy Thompson"

Print Label Tickets Assets Invoices Locations Activity Log Save

Created by Api User Api User on 10/31/24, 9:01 PM Modified by Api User Api User on 10/31/24, 9:01 PM

Edit Staff

Personal Information

Staff ID * TT100

First Name * Tammy

Middle Name

Last Name * Thompson

Related Assets

Asset Accessories Select Some Options

Assigned Assets

Asset ID	Serial Number	Asset Status	Asset Type	Held by	Action
No Assets Found					

Held Assets

Asset ID	Serial Number	Asset Status	Asset Type	Assigned to	Action
No Assets Found					

System Information

Import Type Microsoft Staff

Status * Active

Type * Technician

User Group Technician I

Restrict to Sites Select Some Options

Job Title

Job Description

Grade Taught Select An Option

Related Files

Notes

Custom Fields

Contact Information

Address Line 1

Address Line 2

City, State

Zip