<u>Assets</u>

Assign –

- Error message was being displayed when printing labels for accessories. This has now been fixed.
- "Assign Only" has been added as submit action option. This can also be set as the default setting in the Asset Settings under the Assign/Turn In Screen Settings. We have also added a template for it as well.

		Q Search	
C Dashboard	Home > Assets > Assign		圜 1to1QA 🌢 1to1QA ● 🖡
🛱 Sites 🗲 🗲	Assign Asset		E Templates Settings
🗆 Assets 🗸 🗸	- Accessories to be Assi	zned	
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🗰 Turn In	Case		
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Bulk Update	Asset ID/SN 1 *		
71 Bulk Assign	Submit Action *	Held by and Assigned	
Quick Add		<u>ا</u> م	
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L Staff →			
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🚟 Assign	Site Follows Use	r Site ● No ○ Yes	
🗰 Turn In	Generated ID P	refix	
Print Labels	Starting Numbe	r 18	
Bulk Update	Asset Message	This is a test to see where this message prints and what it looks like.	
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	- Assign/Turn	In Screen Settings	
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盦 Locations)		n 🖲 No 🔿 Yes	
2 Help Desk 2	Submit with Sca	nner ONo 🖲 Yes	
🖋 Parts	Default Submit	Action Assign Only * •	
linvoices	Save		
S Imports	Jave		

Turn In – "Assign Only" has been added as submit action option. This can also be set as the default setting in the Asset Settings under the Assign/Turn In Screen Settings. We have also added a template for it as well.

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C Dashboard	Home > Assets > Turn In					🕅 1to1QA L 1to1 QA
Sites >	Turn In Asset					 🕨 Templates 🔹 Sett
🗆 Assets 🛛 🗸	- Accessories to be Coll	ected				
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🙎 Help Desk >		Assign Only				

ONF T	TO ONE	
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		Q Search
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🗖 Assets 🗸 🗸	— General Settings	
Manage	Site Follows Assignment	○ No ● Yes
### Assign	Site Follows User Site	No O Yes
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Print Labels	Starting Number	18
Bulk Update	Asset Message	This is a test to see where this message prints and what it looks like.
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Quick Add	+ Assign Screen Setting	S
 Inventory Audit Students > 	+ Turn In Screen Setting	<u>7</u> 5
	– Assign/Turn In Screen	Settings
L Staff >	Display Assets	○ No ● Yes
	Collect Condition	● No OYes
2 Help Desk >	Submit with Scanner	O No 💿 Yes
& Parts >	Default Submit Action	Assign Only × -
🖁 Invoices 🗲 🗲	✓ Save	
B Imports	Juit	

<u>Student</u>

Edit Student (Print Label) – Option was added to select to print Student ID. The setting is under Settings – System – System Settings. If the option is checked, the student ID will print on the individual label.

 Dashboard Home > System Properties > System Settings Sites > Assets > Students > Students > Staff > Locations > Help Desk > Parts > Invoices > Imports > Reports > 		Q 🥵	earch
 Assets > Students > Staff > Quality Assurance png Logo Url Logo Url Default SMTP Configuration Parts > Invoices > Invoices > Reports > 	Dashboard	Home > System Properties > System Settings	
 General Settings School Logo File Quality Assurance png Locations > Logo Url Logo Url Default SMTP Configuration Google Mail × ▼ Print Settings Single Label Printer Brother QL-800 × ▼ 	Sites >	System Settings	
Staff Locations Logo Url Logo Url Default SMTP Configuration F Parts Invoices Imports Reports	□ Assets >	- General Settings	
	🗵 Students 🔷	School Logo File	
Logo Url Help Desk Parts Configuration Google Mail - Print Settings Single Label Printer Brother QL-800 - Print Options	💄 Staff 🛛 🗲	Quality Assurance.png	
 Help Desk > Default SMTP Configuration Print Settings Single Label Printer Brother QL-800 * 			
B Invoices > Single Label Printer Brother QL-800 Imports > B Reports >	& Parts →		
Imports > Print Options Print Options	🖁 Invoices >	, i i i i i i i i i i i i i i i i i i i	
Reports > Print Options	- Imports >	Single Label Printer Brother QL-800 x v	
Reports > Include Include Include Include		- Print Options	
	Reports >	Include 🗌 Student ID	
♠ Settings ✓	🍫 Settings 🗸 🗸		
System System	System	✓ Save	
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August 12, 2023

Print Labels – An option has been added to include barcodes when printing labels. Other options are also available such as Student ID, Middle Name, Grade Level, Distribution and Bar Code options.

ONE TO ONE DO NE	Q Search					
Dashboard	Home > Students > Print Stude	ent Labels				
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□ Assets >	Student IDs:		Print Options	↓		
🙎 Students 🛛 🗸			Include	🗆 Barcode	C Student ID	Middle Name
Manage	Student Name	Select Some Options	Avery Template	5160		×v
Print Labels	Homeroom Teacher		Number to Print	1		
L Staff >	Distribution Teacher		Print Start Position	1		
▲ Locations >	Grade Level	×10 ×	🔒 Print 21 Labels			
🙎 Help Desk 🛛 🗲	Site	×QAHS ×				
🖋 Parts 💦 🗲	Status	×Active ×				
🚯 Invoices 💦 🗲	Created					
	Assigned Asset	Select an Option				
- Imports >	Order First By	Select An Option				
Reports >	Order Second By	Select An Option				
♣ Settings >	Order Third By	Select An Option				
	Order Fourth By	Select An Option				
	Grade Level Options	Select An Option				
	Distribution Options	Select An Option				
	Bar Code Options	Student ID × -				

Help Desk

Add New – When creating a ticket through "Add New" option and inputting "Time Spent" on the Notes area, it was triggering the system to change the ticket type to be what is set as default ticket type. This has now been fixed.