#### <u>Sites</u>

Manage - "Site wasn't available" message was given when clicking on the "Export" button. This
has now been fixed.

## Students/Staff

- Edit Student/Staff -
  - Student's "day user" referral status was getting set to none incorrectly during nightly process. This has now been resolved.
  - The printer buttons located under "Actions" in the "Assigned/Held Assets" section was not working properly. This has now been fixed.

Home > Students :	Edit "Zoee (Stude	ent) Durha	m-Zuber"			IntolQA Lite
Edit Stu	dent					Print Label / Tickets (17) 🖵 Assets \$ Invoices (\$100.00) D Activity Log
Created by Admin	n Admin on 7/25/2.	3, 9:28 PM	Modified by 1to	1 QA on 4/14/25	, 10:19 PM	
+ Personal Ir	nformation					+ Policies
– Related As	sets					+ Student Contact Information
Asset Accesso	Sele	ect Some C	ptions			+ Person Responsible Contact Information
	4	Assigned	l Assets			+ System Information
Asset ID	Serial Number	Asset Status	Asset Type	Held by	Action	+ User Restrictions
mmb2023	5CD8350MMB	Active	Chromebook	Zoee (Student) Durham- Zuber	₽	+ Related Files Notes
gsuiteassetKZ	5CD4394CK1	Active	Chromebook	Zoee (Student) Durham- Zuber	÷	+ Custom Fields

• The related user under the "Assigned/Held by" section of the assets was not refreshing if the name changed on the staff/student record. This has now been fixed.

ome > Students :	Edit "Zoee (Stu	dent) Durha	m-Zuber"			
- Personal Ir	formation					+ Policies
First Name *	z	oee (Studen	t)			+ Student Contact Information
Middle Name	ame Renee					+ Person Responsible Contact Information
Last Name *	C	urham-Zube	er		)	
- Related As	sets					+ System Information
Asset Accesso	Select Some Options					+ User Restrictions
		Assigned	d Assets			+ Related Files Notes
Asset ID	Serial Number	Asset Status	Asset Type	Held by	Action	
mmb2023	5CD8350MM	3 Active	Chromebook	Zoee (Student) Durham- Zuber	₽	+ Custom Fields
gsuiteassetKZ	5CD4394CK1	Active	Chromebook	Zoee (Student) Durham- Zuber	₽	
		Held A	Assets			
Asset ID	Serial Number	Asset Status	Asset Type	Assigned to	Action	
mmb2023	5CD8350MM	3 Active	Chromebook	Zoee (Student) Durham-	₽	

### Help Desk

- Edit Ticket
  - An error message was being displayed when trying to save a part on a ticket. This has now been fixed.
  - $\circ$  An error was being displayed when adding a part to the ticket. This has now been resolved.
  - Some users were experiencing font code in the body of emails that were sent through Outlook client. This has now been fixed.

DMS <	m>		🕲 🕤 Reply 🐇
If there are problems with how this message is di	played, click here to view it in a web browser.		
		ONE TO ONE	4
	-		
/* Font Definitions */			
@font-face {font-family:"Cambria Math";			
panose-1:2 4 5 3 5 4 6 3 2 4;} @font-face (font-family:DengXian;			
panose-1:2 1 6 0 3 1 1 1 1 1;) @font-face {font-family:Calibri;			
1045500040040			

• The formatting in the Ticket Note Template was not displaying correctly when creating a new note using the template. This issue has now been resolved.

	-	Q	Sear	ch												-				
Home > Ticket > Edit Ticket	Enter a new note																		四	1to1QA
Edit Ticket TSK-5009723	Make note private										1	Se	lect Fro	m Ter	nplate	Watch	3 Activi	ity Log	Save	
Created by Amy Aakhus @ aaakhus@onetooneplu	Time Spent:	0																		
- Details	Note *	в	ΙU	A	~ /	• •	Ŧ	Ξ	=	≡	Ξ	Ξ	2 0	.,,	S					
Description		2.	Test 1 Test 2 Test 3																	
Status In Progress																				
Closure Type																				



#### • Submit Ticket –

o Multiple files can now be added to on the Submit Ticket form.



## Parts

• Add/Edit Part – Errors were being given while trying to add inventory with long part names. This has now been resolved.

Home > Parts >	Edit					🕎 1to1QA 💄 1to1 QA
Edit Part						🤊 Activity Log 🗸 🗸 Sav
- Information			+ Vendor Information			
Number *	3" x 3" Post-It-Notes Pad	Lined Cape Town Color •	+ Notification Settings			
Name *	3" x 3" Post-It-Notes Pad					
Туре *	Keyboard	×v	- Part Notes			
Model *	"3 x 3" Post-It-Notes Pad Color Collection	Lined Cape Town		6		
Price *	125.00					
+ Quantities						
Part Site Inv	ventory					50
	Site	On Hand	Used Year to date	Minimum Quantity	On Order	Actions
QAMS		0	0	1	0	€ - ≒ +
QAHS		1	0	1	0	€ - ≒ +

### **Invoices**

• Manage – "Site wasn't available" message was given when Insurance Claim Type was selected in the columns and clicking on the "Export" button. This has now been fixed.

	K Search				Recent downloa		
Home > Invoices	Select columns and sorting order				K Invoice-1745 Site wasn't ava		
Invoices Page: 1 of 1 Showing 20 of 40 total records	Search	×	olumns	Views	Invoice-1745 3.5 KB • Done	5254451.csv	A 😧 (+
	All columns (23):			C Refresh Colum	Full download histo	ry 🖸	1 New
/iew Applied: Standard Modified	Related User State     Related User Grade	=					
Invoice ID ^ Invoice Type ¢ Description	Related Ticket ID		nce			Related User Site ¢	Related L
Select Select	Insurance Claim Type		elect	S	elect	Select	5
INV-0001116059 Insurance	Created By Created Date		125	Zoee (Student) Dur	ham-Zuber (Z-100100)	QAHS	10
INV-0001097514 Damages test	Modified By		25.5	Karen Zuber (1234	<u>i6)</u>	QAHS	

#### **Imports**

• **Microsoft Staff** – All groups were not being displayed in the "User Group Scope" drop down. This has now been fixed.

### **Reports**

Custom Reports>Task – This report was displaying an error message. This has now been resolved.

#### **Settings**

- Tickets>Note Templates The "Add New" button was previously disabled, but it is now functioning correctly.
- Tickets>Ticket Types -
  - The "Public" column has been renamed to "Submit Ticket?".

Ticket Type Showing	) all	31 records						Columns 🔻 N	1y Views +
View Applied: Standard Mo	difie	d				<b>∂</b> Ref	resh Column Finder	r	V Page Size
Ticket Type :	÷	Description	÷	Billable Amount ¢	Default? ÷	Submit Ticket? ¢	Turn In? 🗧	Task Type Category 💠	Default Technic
Select		Select		Select	Yes No	Yes No	Yes No	Select	Select
Chromebook Cracked Screen		Chromebook Cracked Screen		\$125.50		Yes	Yes	Chromebook	Ben Zuber

• The "Default Technician" drop down will now only display staff that are flagged as technicians

dit Ticket Type	e			
	2022, 2:14 PM Modified by 1to1 QA 3/3/2025	3:17 PM		
Ticket Type *	Laptop Cracked Screen			
Description				
Description	Laptop Cracked Screen			
Billable Amount	0.00			
Task Type Category	Laptop	×v		
Email Group		~		
Default Technician				
Default?	1to1 QA			
Submit Ticket?	Amy Aakhus			
Turn In?	Ben Zuber			
Turri III?	Eli (Staff) Durham			
	Joey Cole			

• **Invoice>Types** – A delete option has been added under "Actions" to allow an invoice type that is not tied to any invoices to be deleted.

Home > Invoice Properties >	Invoice Types							🖪 1to1QA 💄 1to1 QA
Invoice Type Showing	all 9 records						💠 Columns 🛛 🔻	My Views + Add N
View Applied: Standard		_				2 Refresh Column Finder		✓ Page Size 50
	<ul> <li>Description</li> </ul>		÷	Insurance Claim Type	÷	Created Date +	Modified Date	¢ Actions
Select		Select		Select		Select	Select	× Clear
Total Loss Insurance	Total Loss			Total Loss		5/10/2024, 8:44 AM	5/24/2024, 10:25 AM	6
Past Due						2/24/2025, 3:39 PM	2/25/2025, 3:33 PM	6
No Insurance Lost Device	No Insurance Lost Device					10/4/2022, 4:14 PM	10/30/2024, 4:17 PM	6