
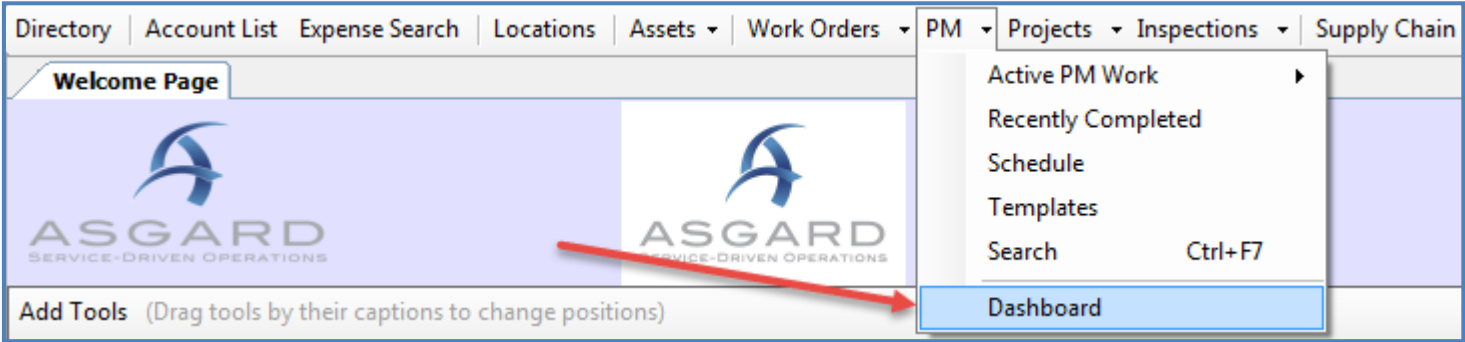
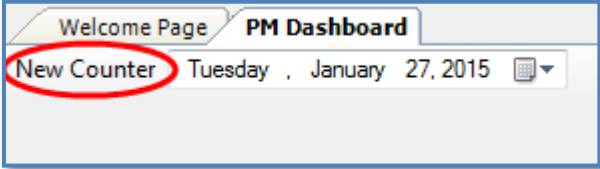


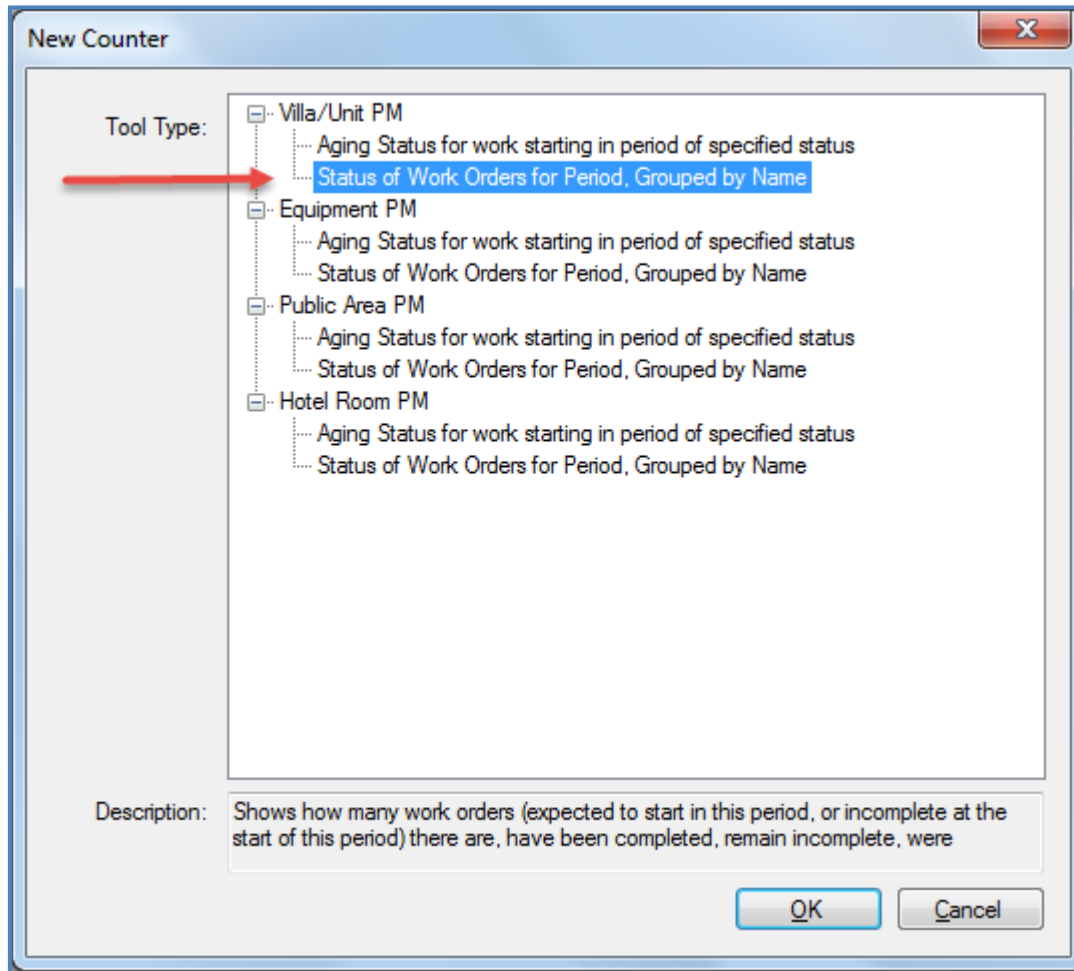
Setting up PM Dashboards

Follow the steps below to set up PM Dashboards in the Asgard desktop application.

	<p>Scenario: <i>Staff member, Terry Hatcher wants to see real-time information about the completed work done in the units at his site.</i></p>
<p>Step 1</p>	<p>Open the PM Dashboard by using the drop down from the PM menu tab.</p> 
<p>Step 2</p>	<p>Click the New Counter button at the upper left hand corner of the screen.</p> 

Step 3

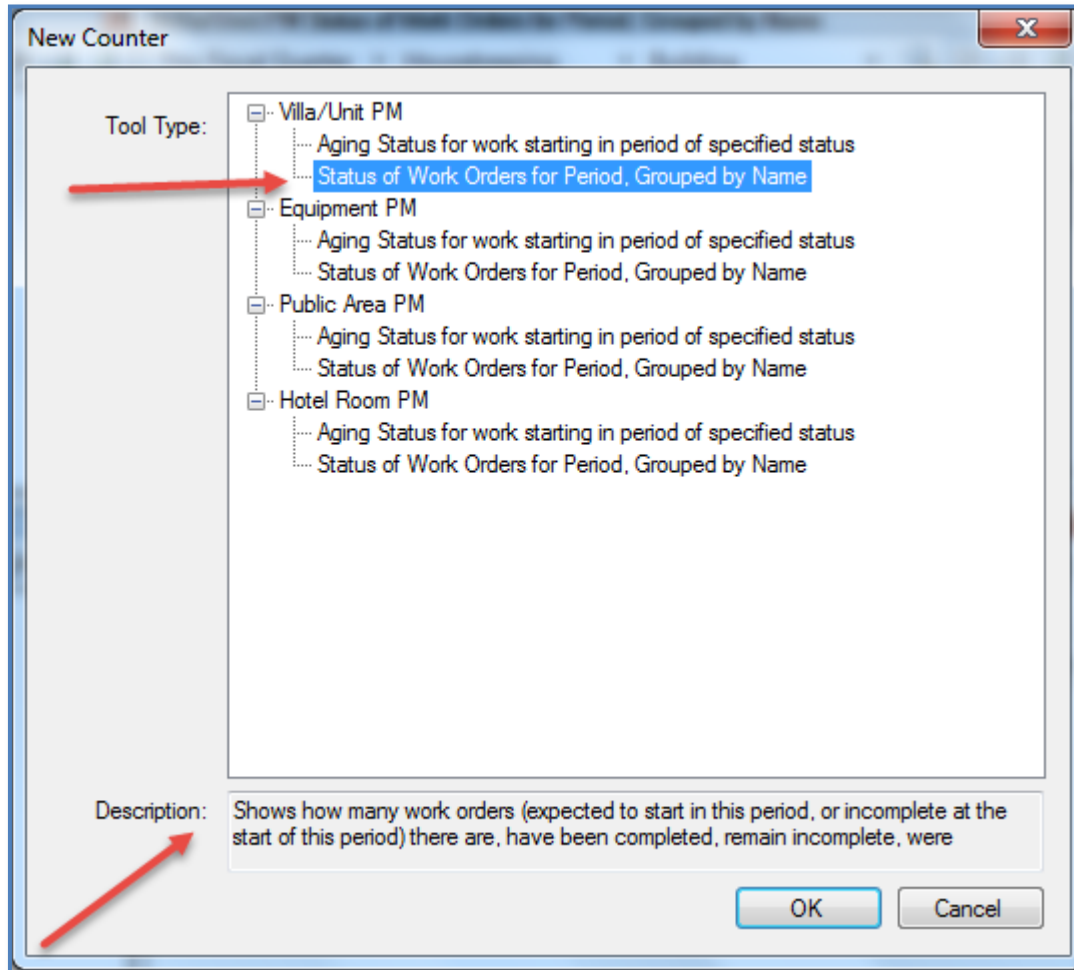
When the New Counter dialog box opens, click on the tool you wish to load on your dashboard. Click OK.



****Only one tool can be loaded at a time.****



Note: To preview a brief description of the dashboard tool, select a tool and view the description below.



Step 4

To create duplicate counters and view data from two separate Departments, repeat Step 2. The data can be sorted by time period, department and location.

The screenshot shows two side-by-side windows titled "Villa/Unit PM Status of Work Orders for Period, Grouped by Name". Both windows show data for the period "1/3/2015 through 3/27/2015". The left window is for the "Engineering" department, and the right window is for the "Housekeeping" department. Both windows have a dropdown menu for "Phase" set to "[None]".

Name	T	Comple	Co	Building	Cancel	Expired
Villa Care Abbreviated PM...	3	0.00 %	0		0	0
Villa Care AC Filter PM-QT...	3	81.08 %	2	63	0	0
Villa Care Full PM-ANN	3	1.50 %	5	328	0	0
Villa Care Quick Check-BL...	9	55.06 %	5	412	0	37

Name	Tot	Comple	Co	Incompl	Superse	Cancel	Expired
Villa Care Bed Bug Control...	333	21.02	70	263	0	0	0
Villa Care Carpet Extractio...	333	28.83	96	237	0	0	0
Villa Care Carpet Interim P...	333	28.23	94	239	0	0	0
Villa Care General Clean P...	333	27.63	92	241	0	0	0
Villa Care Jacuzzi Tub Pur...	136	19.85	27	109	0	0	0
Villa Care Tile & Grout PM...	333	27.03	90	243	0	0	0

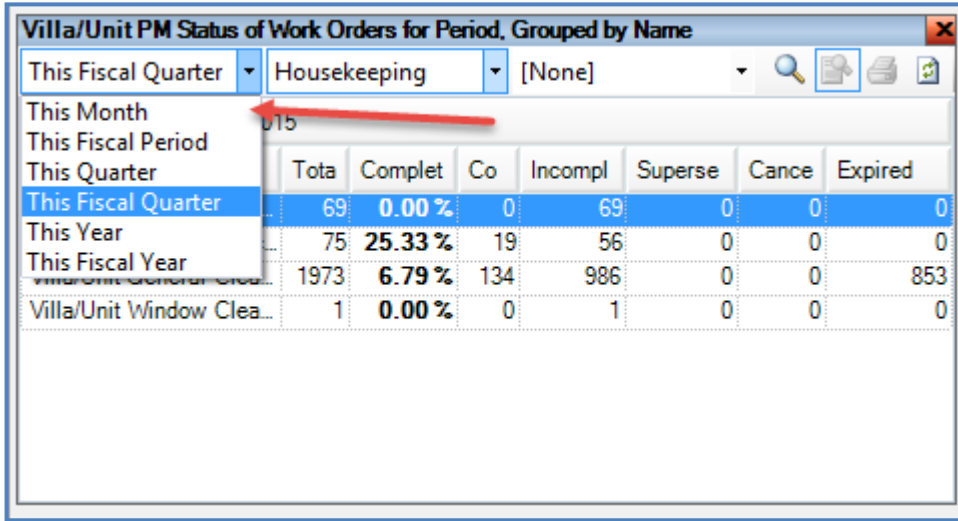


Note: The date of reference for the compiled data is shown above the reporting results to the left.

The screenshot is identical to the one above, but the date "Tuesday, January 27, 2015" in the top left corner of the left window is circled in red, and a red arrow points to it from the right.

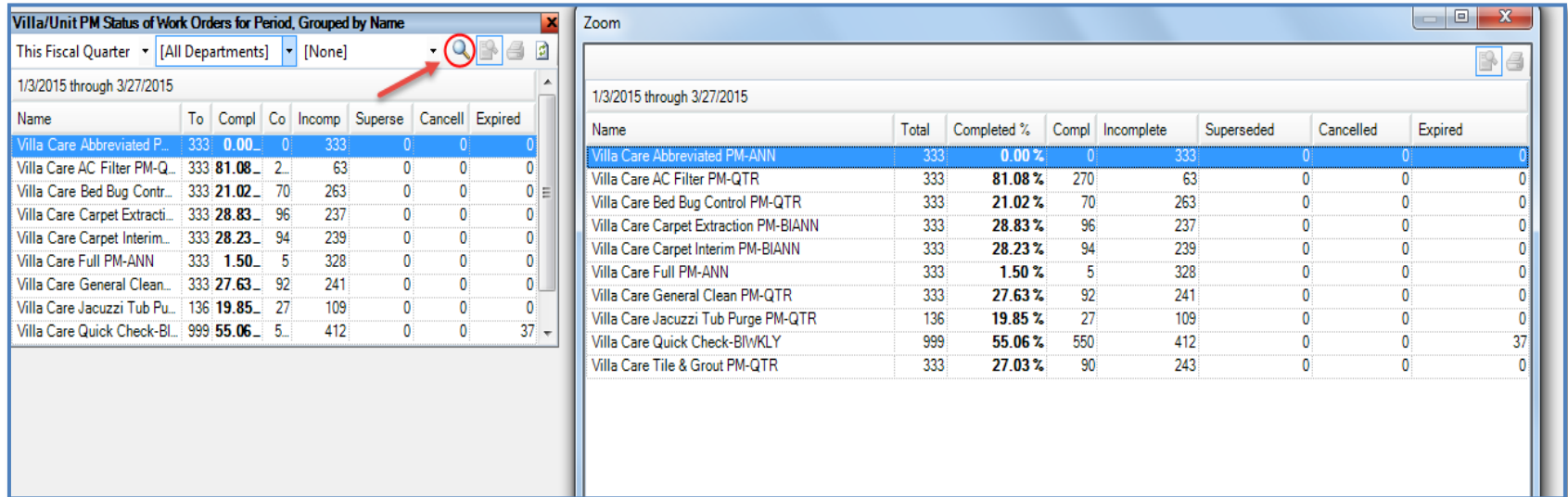
Step 5

To filter the data, use the dropdown arrow next to each data point.



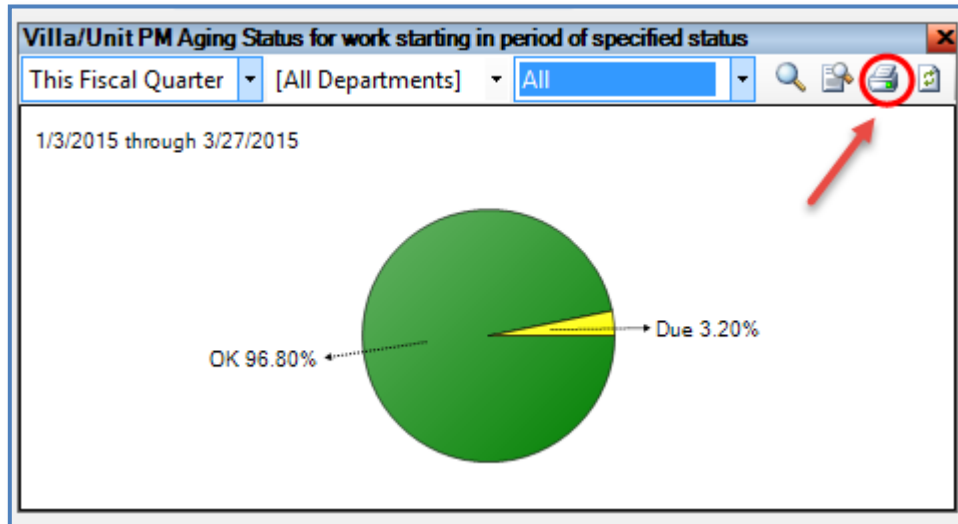
Step 6

To zoom in, use the magnifying glass in the upper right hand corner of the tool.



Helpful
Tips

To print data compiled from a new counter click the print icon in the upper right hand corner of the screen.



To refresh data compiled from each data point use the refresh icon at the far right of the screen.

