
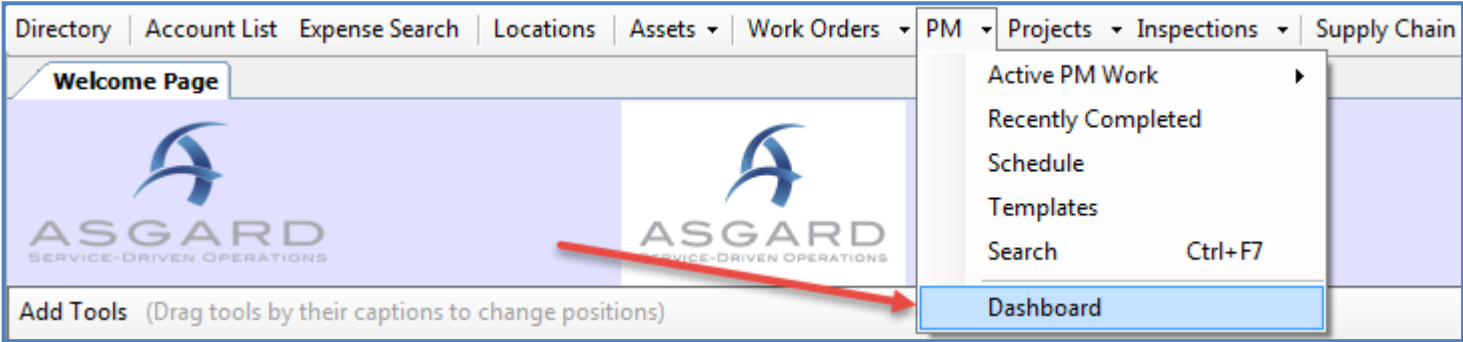
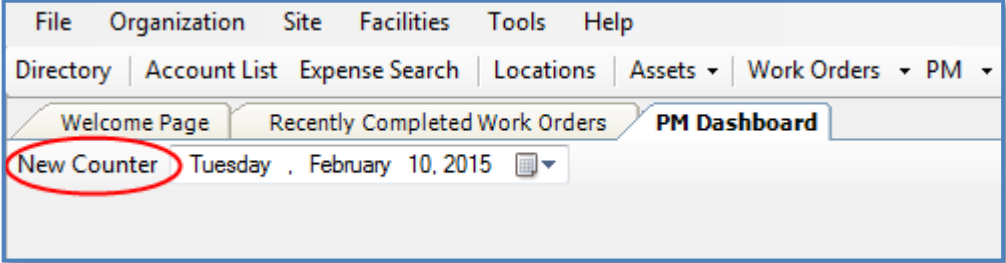




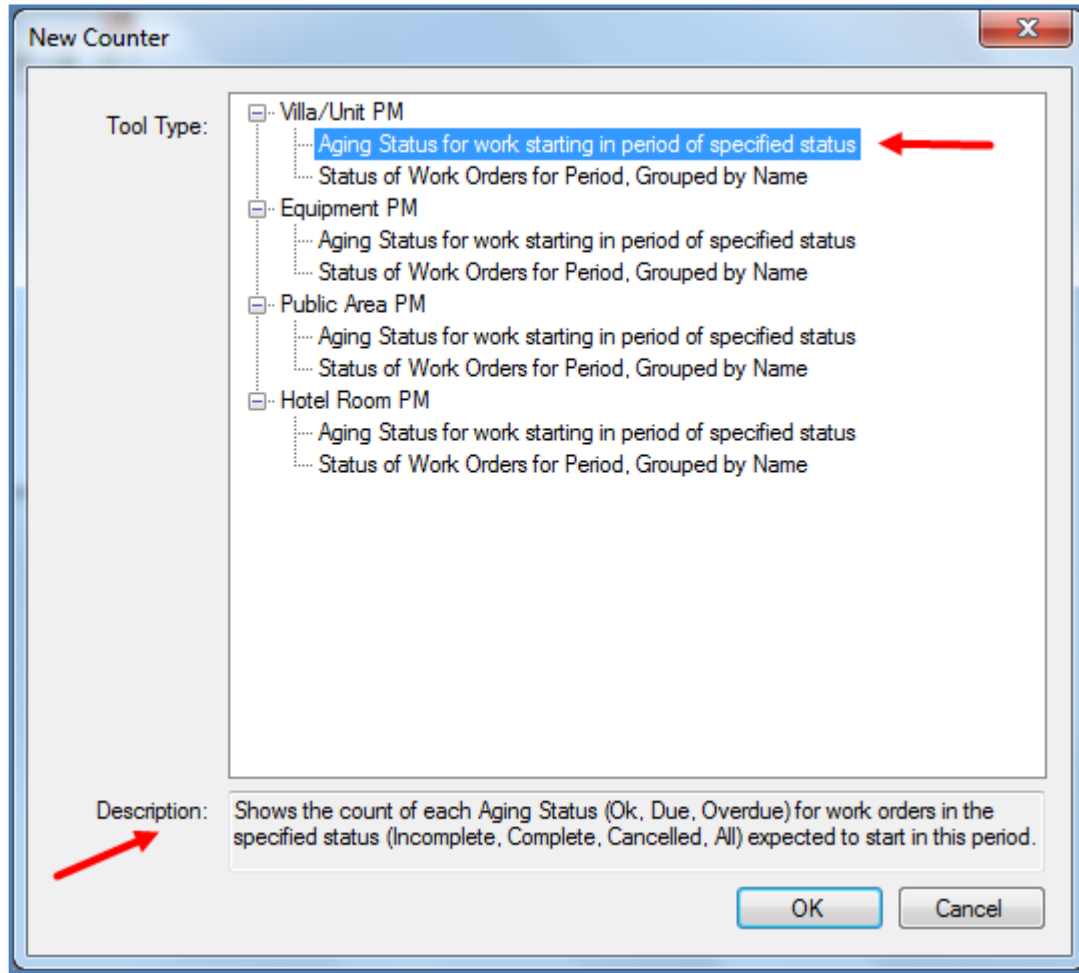
Using PM Dashboards

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

	<p>Scenario: <i>Staff member, Jonathan Gill wants to see real-time data regarding the completed PM 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.</p> 

Step 3

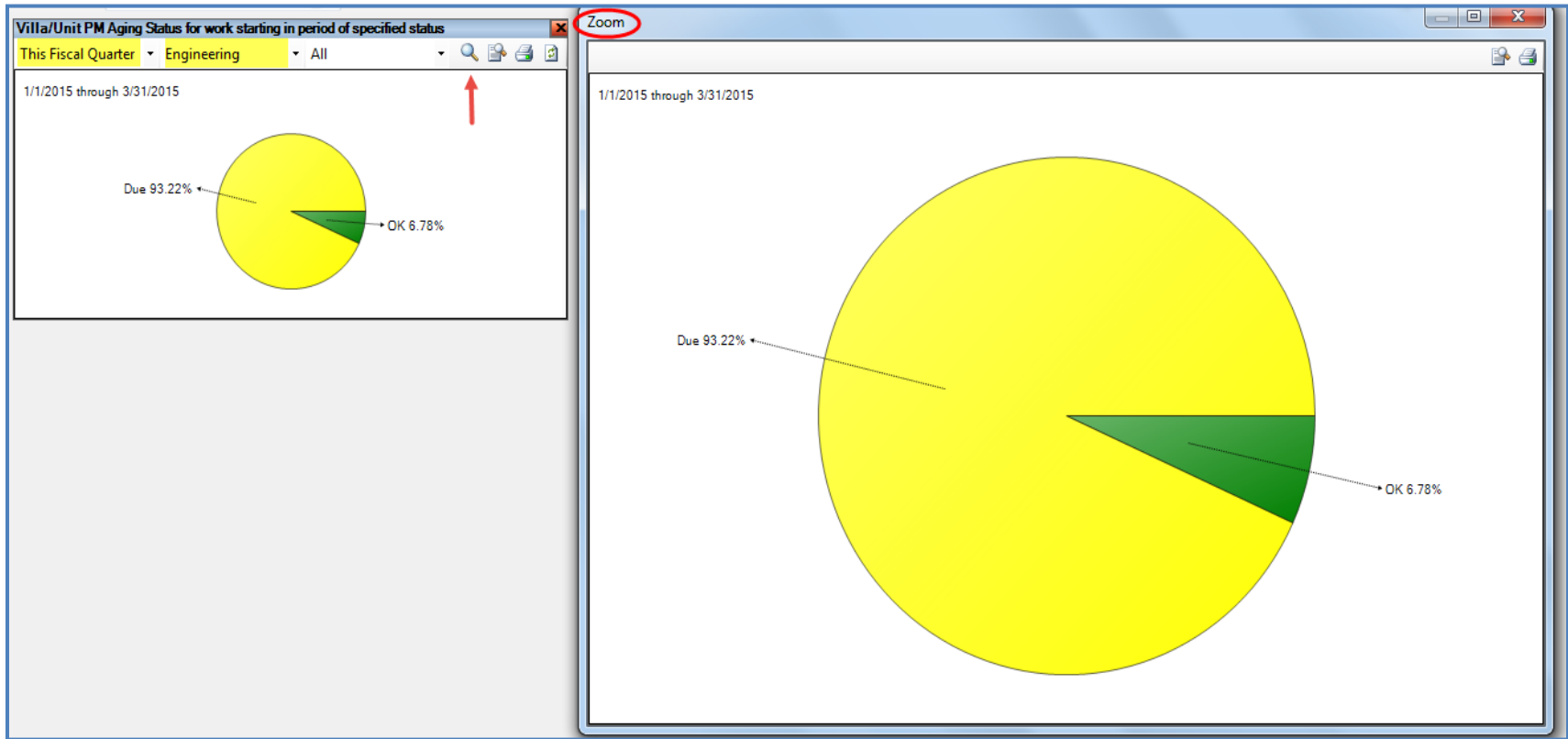
The New Counter dialog box includes all of the counter options, and gives a brief description of each at the bottom.



Reminder: Only one tool can be loaded at a time.

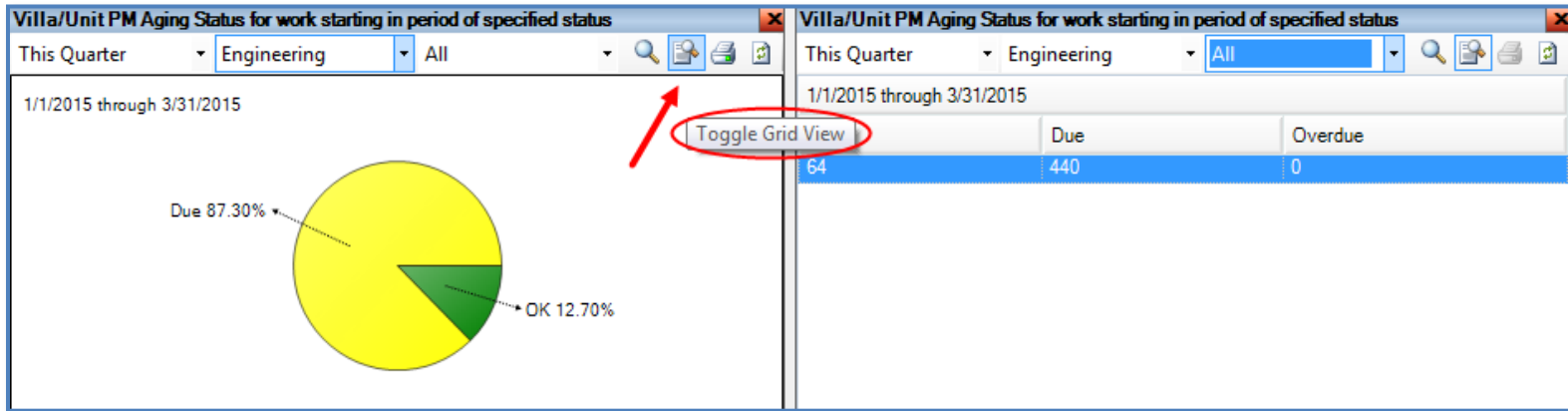
Step 4

Once the new counter has been added, you can filter the data by time period, department, and/or location. To magnify the results, click the magnifying glass icon in the upper right hand corner of the counter.



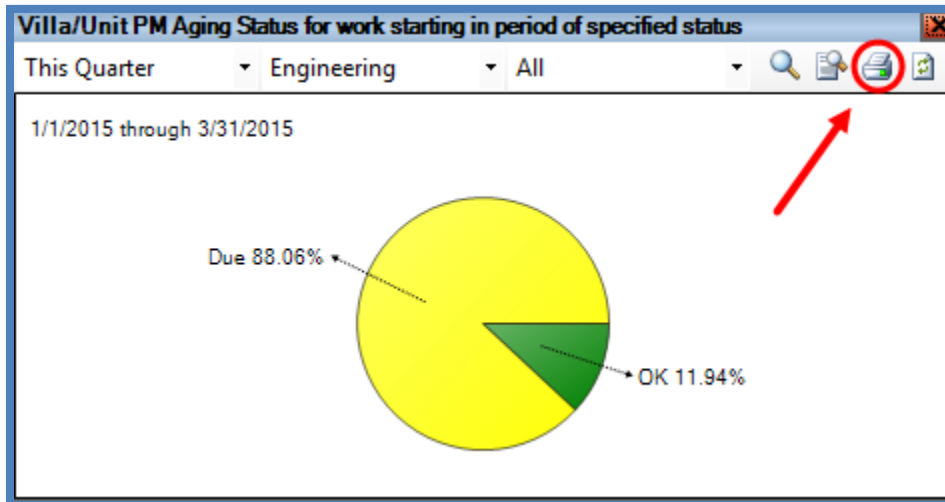
Step 5

To view data in a graph or matrix format, click the Toggle Grid View icon to the right of the Zoom button.



Step 6

To print a single counter, click the printer icon in the upper right hand corner of the counter.



Step 7

To print all counters, click the print button in the upper right hand corner of the screen.

New Counter Monday, February 09, 2015

Reports Print refresh All Close

Villa/Unit PM Aging Status for work starting in period of specified status
This Quarter Engineering All
1/1/2015 through 3/31/2015
Due 88.06%
OK 11.94%

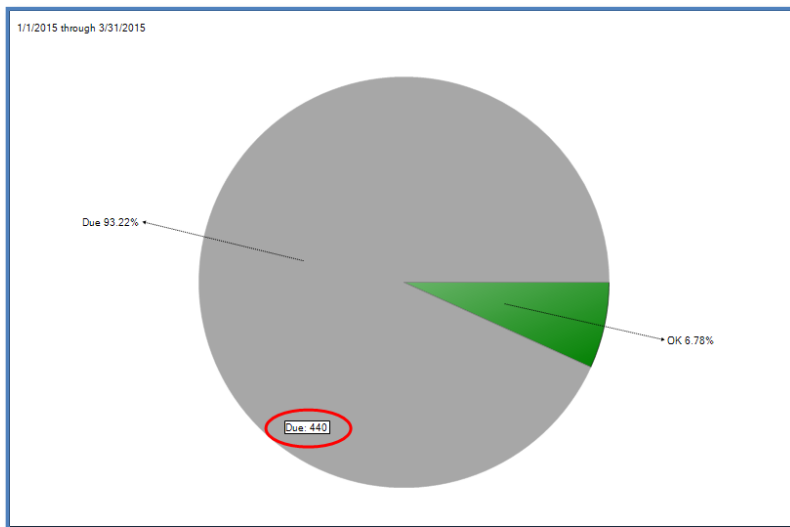
Villa/Unit PM Aging Status for work starting in period of specified status
This Month [All Departments] Incomplete
2/1/2015 through 2/28/2015
OK Due Overdue
64 32 0

Villa/Unit PM Status of Work Orders for Period, Grouped by Name
This Fiscal Quarter [All Departments] [None]
1/1/2015 through 3/31/2015

Name	To	Comple	Co	Incompl	Superse	Cancel	Expired
Paint PM-Weekly	624	0.00 %	0	96	0	0	528
Quick PM	3	0.00 %	0	0	0	0	3



Note: Hover over any graph to see the number of work orders associated with each data point.



Step 8 To see the work orders associated with any data point, double click on the row or graph segment.

Villa/Unit PM Status of Work Orders for Period, Grouped by Name

This Fiscal Quarter [All Departments] [None]

1/1/2015 through 3/31/2015

Name	To	Comple	Co	Incompl	Superse	Cancel	Expired
Paint PM-Weekly	592	0.00 %	0	152	0	0	440
Quick PM	3	0.00 %	0	0	0	0	3

Villa/Unit PM Work Orders expected to start between 1/1/2015 and 3/31/2015 or previously incomplete

View Work Order Summarize/Chart Results Print Results Clear Filter

Aging	ID	Status	Entry Date	Expected Start	Request
	8430	Expired	12/12/2014 3:2...	12/26/2014 12:0...	Paint PM-Weekly
	8418	Expired	12/12/2014 3:2...	12/26/2014 12:0...	Paint PM-Weekly
	8865	Expired	1/2/2015 4:50 A...	1/16/2015 12:00...	Paint PM-Weekly
	9033	Expired	1/9/2015 3:49 A...	1/23/2015 12:00...	Paint PM-Weekly
	8815	Expired	12/26/2014 3:3...	1/9/2015 12:00...	Paint PM-Weekly
	9022	Expired	1/9/2015 3:49 A...	1/23/2015 12:00...	Paint PM-Weekly
	8441	Expired	12/12/2014 3:2...	12/26/2014 12:0...	Paint PM-Weekly
	8414	Expired	12/12/2014 3:2...	12/26/2014 12:0...	Paint PM-Weekly
	8994	Expired	1/9/2015 3:48 A...	1/23/2015 12:00...	Paint PM-Weekly
	8988	Expired	1/9/2015 3:48 A...	1/23/2015 12:00...	Paint PM-Weekly

592 work orders