
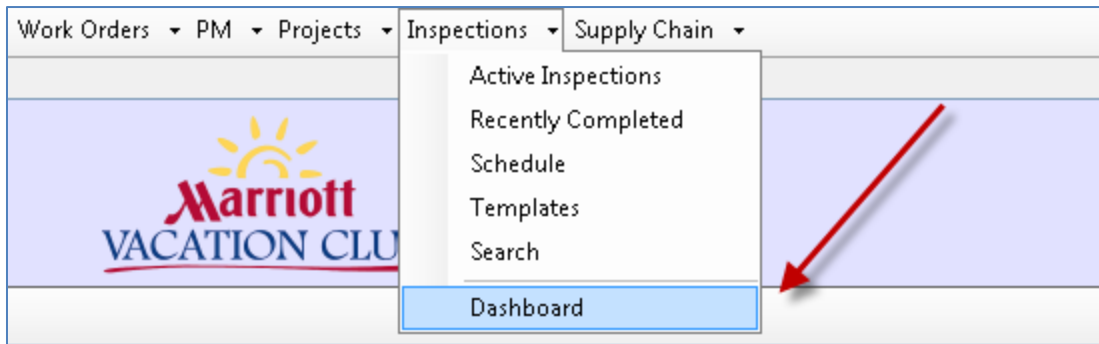




Work Order Management - Inspections

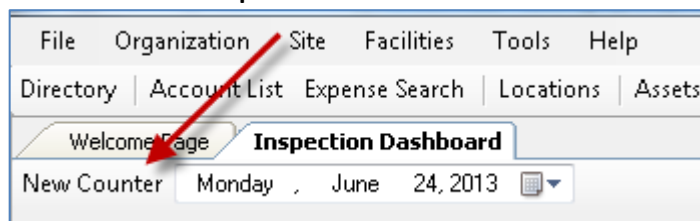
Setting up Inspection Dashboards

Follow the steps below to set up a Dashboard for Inspection Work Orders.

	<p>Scenario:</p> <p><i>Each week you meet with your team to discuss performance on Inspections. You need a centralized place to collect and view the relevant information, without having to re-aggregate the information yourself each week.</i></p>
<p>Step 1</p>	<p>On the main Asgard toolbar, select Dashboard from the Inspections menu.</p>  <p>The screenshot shows a software toolbar with several dropdown menus: 'Work Orders', 'PM', 'Projects', 'Inspections', and 'Supply Chain'. The 'Inspections' menu is open, displaying a list of options: 'Active Inspections', 'Recently Completed', 'Schedule', 'Templates', 'Search', and 'Dashboard'. The 'Dashboard' option is highlighted with a blue background, and a red arrow points to it from the right.</p>

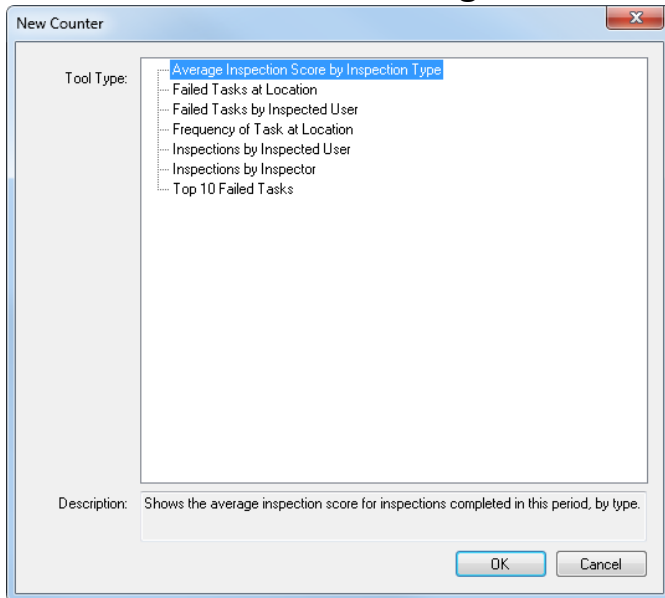
Step 2

When the Inspection Dashboard window opens, click the New Counter button.



Step 3

On the New Counter dialog window, select the one you would like to add.



Note: The Inspection Counter types are different than the Counters for any other Work Order type – they are specialized to address the unique reporting needs for pass/fail tasks.

Step 4

Click OK to add the Counter, click Cancel to exit the window.

Step 5

When you return to the Work Order Dashboard, you can update the options within each Counter (indicated with red arrows below), as well as the overall reference date beside the New Counter button.

The screenshot shows the 'Inspection Dashboard' with a 'New Counter' button set to 'Monday, June 24, 2013'. Two counters are visible:

- Top 10 Failed Tasks:** A bar chart for 'This Year' and 'Engineering' showing the frequency of various tasks. The tasks are: Check Lighting, Washer/Dryer, Bathroom plumbing fixtures, A/C system, Entry door, Televisions/Remote Control, Tub/Shower caulking, Patio doors/screens, Toilet, and Check all appliances.
- Average Inspection Score by Inspection Type:** A table for 'This Year' and 'Engineering' showing the average scores for different inspection types.

Name	Average Score
Pre-Arrival Checklist	76.33 %
VIP- Pre-Arrival Checklist	45.33 %

Step 6

Repeat Steps 1-5 to add additional Counters; there is no limit to the number you can add.



You can add multiple instances of the same Counter to view slight variations on the data. For example, to compare the Top 10 Failed Tasks for Engineering versus Housekeeping side-by-side.