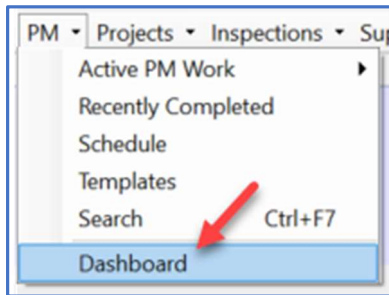


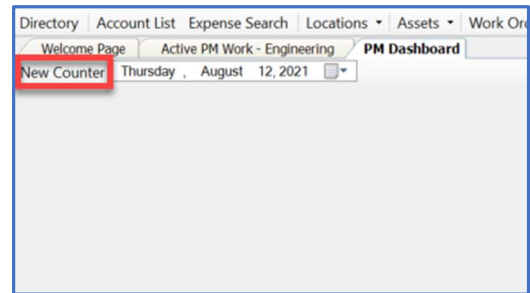
Setting Up PM Dashboards

PM Dashboards are designed to give you real-time data regarding the status of PM completion rates. Use PM dashboards to track your PM work load to ensure that you are scheduling the work in a timely manner. If you have question about PM dashboards, please contact training@katanasoft.com.

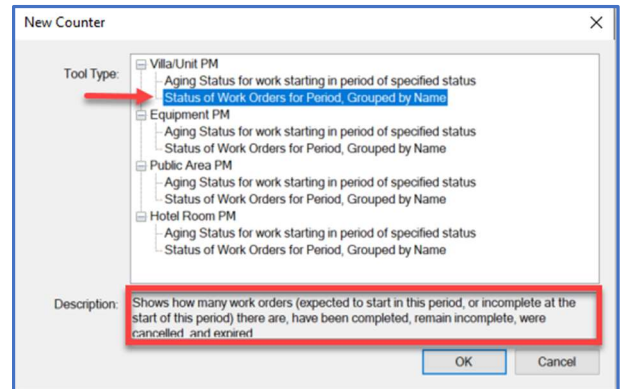
Step 1: Open the PM Dashboard by using the PM drop down menu.




Step 2: The Dashboard Screen will open blank. To add dashboard counters, click the *New Counter* button at the upper left-hand corner of the screen.

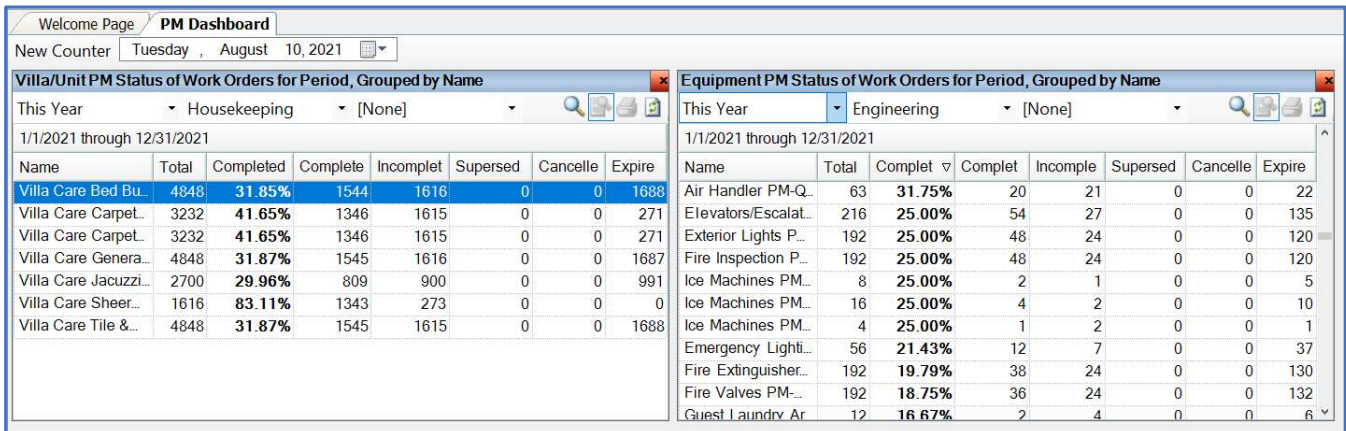


Step 3: When the New Counter dialog box opens, click on the tool you wish to load on your dashboard. Click **OK** you can only load one Tool Type at a time, but you can load duplicates as many times as needed.



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

Step 4: Once you have loaded all the dashboard tools you are interested in, it will stay that way every time you open this screen until you make any changes.



Villa/Unit PM Status of Work Orders for Period, Grouped by Name								
This Year Housekeeping [None]								
1/1/2021 through 12/31/2021								
Name	Total	Completed	Complete	Incomplet	Supersed	Cancelle	Expire	
Villa Care Bed Bu...	4848	31.85%	1544	1616	0	0	1688	
Villa Care Carpet...	3232	41.65%	1346	1615	0	0	271	
Villa Care Carpet...	3232	41.65%	1346	1615	0	0	271	
Villa Care Genera...	4848	31.87%	1545	1616	0	0	1687	
Villa Care Jacuzzi...	2700	29.96%	809	900	0	0	991	
Villa Care Sheer...	1616	83.11%	1343	273	0	0	0	
Villa Care Tile &...	4848	31.87%	1545	1615	0	0	1688	

Equipment PM Status of Work Orders for Period, Grouped by Name								
This Year Engineering [None]								
1/1/2021 through 12/31/2021								
Name	Total	Comple	Comple	Incomple	Supersed	Cancelle	Expire	
Air Handler PM-Q...	63	31.75%	20	21	0	0	22	
Elevators/Escalat...	216	25.00%	54	27	0	0	135	
Exterior Lights P...	192	25.00%	48	24	0	0	120	
Fire Inspection P...	192	25.00%	48	24	0	0	120	
Ice Machines PM...	8	25.00%	2	1	0	0	5	
Ice Machines PM...	16	25.00%	4	2	0	0	10	
Ice Machines PM...	4	25.00%	1	2	0	0	1	
Emergency Lighti...	56	21.43%	12	7	0	0	37	
Fire Extinguisher...	192	19.79%	38	24	0	0	130	
Fire Valves PM...	192	18.75%	36	24	0	0	132	
Guest Laundry Ar...	12	16.67%	2	4	0	0	6	