



## WO/Office Performance Dashboard

This document will provide you with a more detailed understanding of the dashboards and the required information for an accurate population of information on the dashboards. Each dashboard panel has an information icon, this is provided on each panel with a description of what is included on the displayed panel. Additional icons will be provided to the user on select dashboards, hover over the icon to display the definition the icon function. Click on the icons to perform the action or function. ***\*\*Employee Permissions will apply with the function/action of icons such as Print and Export. The Administrator manages these permissions within the Employee information in your database. Employee Permissions are located at Settings→ System Setup→ Employee, Permissions.***

### WO/Office Performance

This is a summary of the number of Work Orders by Vendors or Technicians that are: Open, Overdue and Completed in the last 30 days.

WO Summary ⓘ

Sub/Tech	Open	Age	Overdue	Completed
<a href="#">Order Debris Disposal</a>	0	32	0	0
<a href="#">His and Her Painting &amp; Drywall</a>	5	86	5	0
<a href="#">Paris Mule &amp; Donkey Farm</a>	5	65	5	0
<a href="#">Done Once Done Right</a>	3	75	3	0
<a href="#">Alan's Electric</a>	2	33	2	0
<a href="#">The Kitchen Specialist</a>	2	44	2	0
<a href="#">T.J. Contractors</a>	2	79	2	0
<a href="#">Zeus' Exterior Painting</a>	2	20	2	0
<a href="#">Aesso's Cables &amp; Framing</a>	1	25	1	0
<a href="#">Dutch Paris Cabinets</a>	1	20	1	0
<a href="#">East Coast Roofing Specialist</a>	1	40	1	0
<a href="#">Flash Gordon Electric</a>	1	43	1	0
<a href="#">Helena Hands</a>	1	25	1	0
<a href="#">Lisa Paris</a>	1	23	1	0
<a href="#">SR - Crew 1</a>	1	33	1	0
<a href="#">SR - Crew 2</a>	1	33	1	0

Click on the underlined number on the selected Vendor or Technician to open Loss Management to manage Work Orders.

WO Summary ⓘ

Sub/Tech	Open	Age	Overdue	Completed
<a href="#">Order Debris Disposal</a>	0	32	0	0
<a href="#">His and Her Painting &amp; Drywall</a>	5	86	5	0
<a href="#">Paris Mule &amp; Donkey Farm</a>	5	65	5	0
<a href="#">Done Once Done Right</a>	3	75	3	0
<a href="#">Alan's Electric</a>	2	33	2	0
<a href="#">The Kitchen Specialist</a>	2	44	2	0
<a href="#">T.J. Contractors</a>	2	79	2	0
<a href="#">Zeus' Exterior Painting</a>	2	20	2	0
<a href="#">Aesso's Cables &amp; Framing</a>	1	25	1	0
<a href="#">Dutch Paris Cabinets</a>	1	20	1	0
<a href="#">East Coast Roofing Specialist</a>	1	40	1	0
<a href="#">Flash Gordon Electric</a>	1	43	1	0
<a href="#">Helena Hands</a>	1	25	1	0
<a href="#">Lisa Paris</a>	1	23	1	0
<a href="#">SR - Crew 1</a>	1	33	1	0
<a href="#">SR - Crew 2</a>	1	33	1	0



## WO/Office Performance Dashboard

Click on the underlined Vendor or Technician to open their information.

### WO Summary



SUB/TECH	Open	Age	Overdue	Completed
<u>Cinder Debris Disposal</u>	9	32	9	0
<u>Hls and Her Painting &amp; Drywall</u>	5	86	5	0
<u>Paris Mule &amp; Donkey Farm</u>	5	65	5	0
<u>Done One</u>	3	75	3	0
<u>Alexis Fleming</u>	2	33	2	0
<u>The Kitchen Specialist</u>	2	44	2	0
<u>TJ Contractors</u>	2	79	2	0
<u>Zane's Exterior Painting</u>	2	20	2	0
<u>Aaron's Cables &amp; Framing</u>	1	25	1	0
<u>Dutch Paris Cabinets</u>	1	20	1	0
<u>East Coast Roofing Specialist</u>	1	40	1	0
<u>Jason Gordon Electric</u>	1	43	1	0
<u>Helene's Hands</u>	1	25	1	0
<u>Lisa Paris</u>	1	23	1	0
<u>SR - Crew 1</u>	1	33	1	0
<u>SR - Crew 2</u>	1	33	1	0