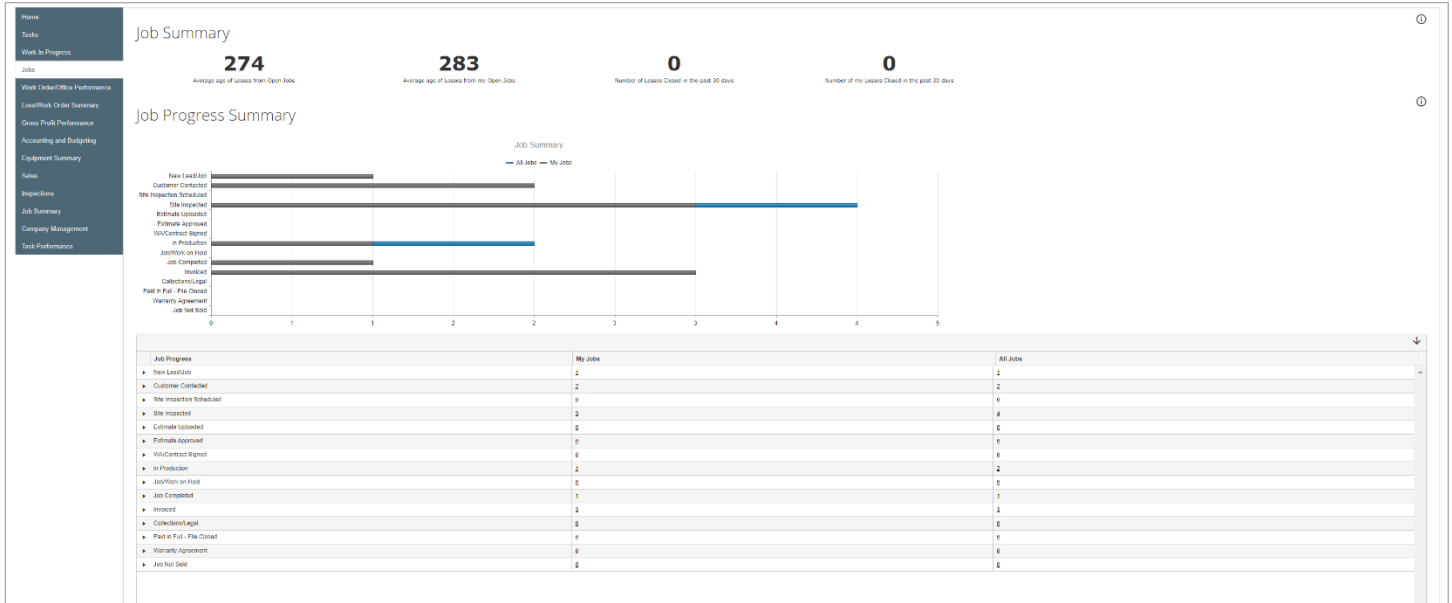




## Jobs Dashboard

### Jobs Dashboard

The 'Jobs' Dashboard provides the logged in user with the ability to view and manage progress statuses of active jobs that they have been assigned an employee role as well as the company as a whole.



### Job Summary:

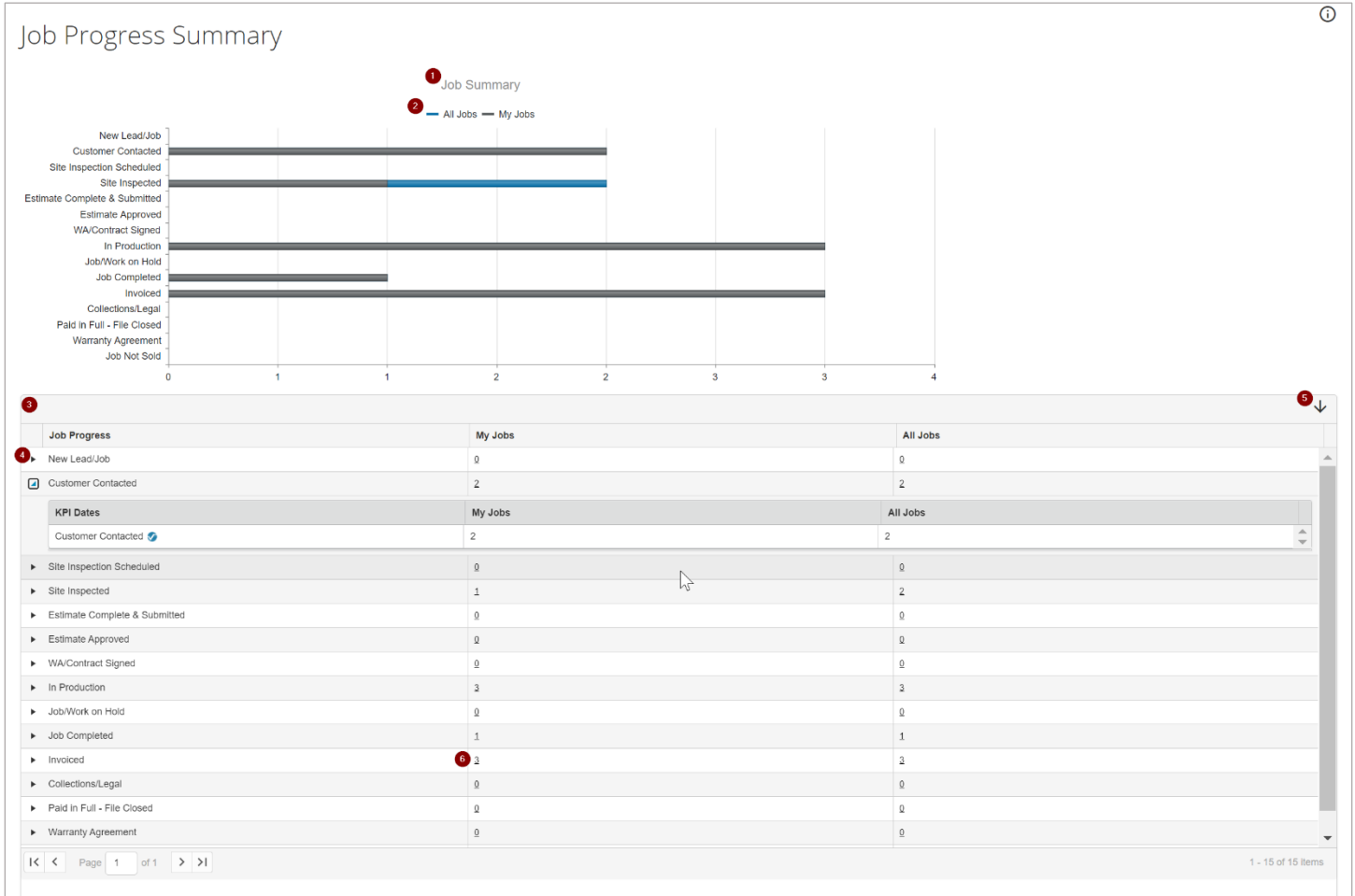


The Job Summary provides the user with the average age of open jobs, number of jobs closed in the past thirty (30) days. These calculated numbers are separated by individual user that has been assigned an employee role on the job (My Jobs) and the company as a whole (All Jobs).



## Jobs Dashboard

### Job Progress Summary:



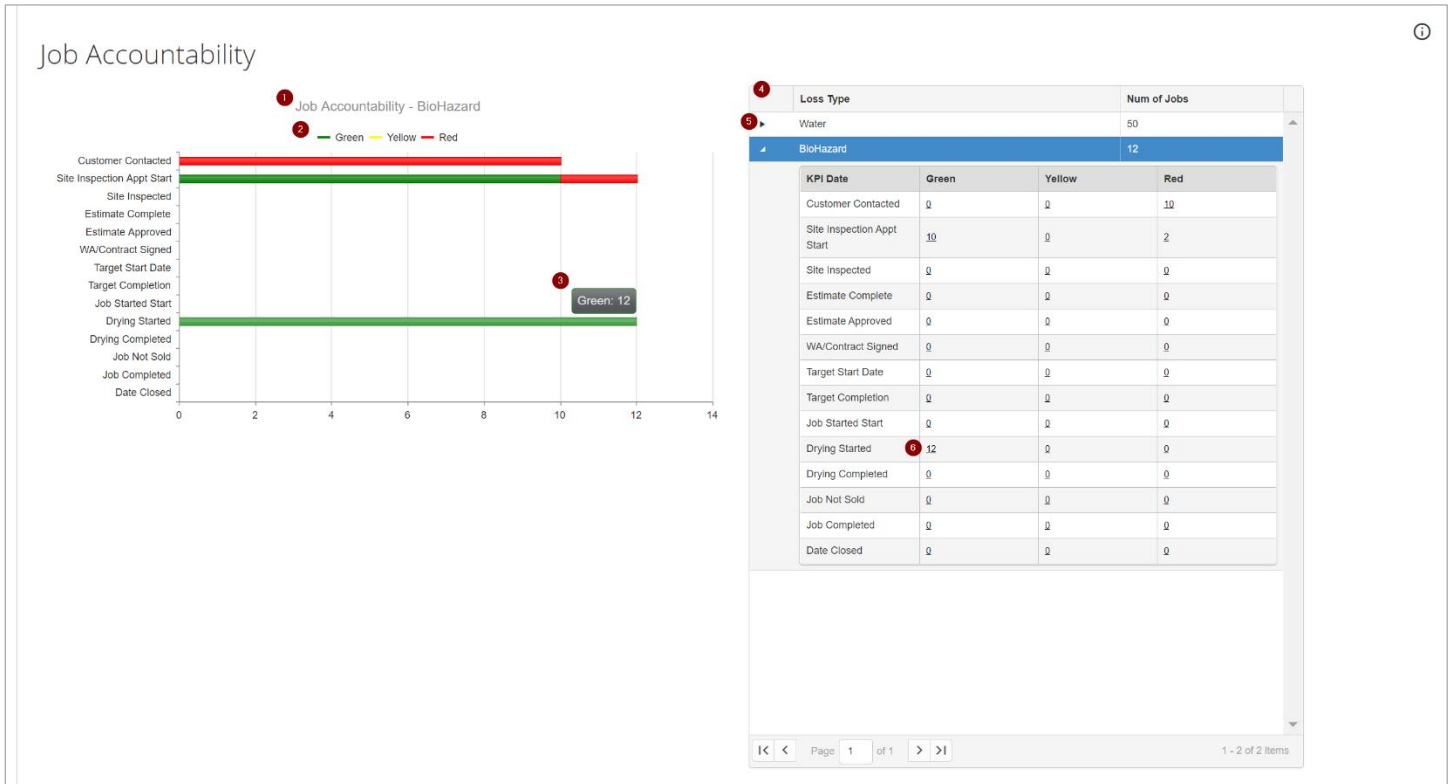
1. Job Progress Summary 'Line Graph' – provides the at a glance view to the user to convey the number of jobs in each Progress level without drilling further into the Progress level. The user may opt to hover the cursor over the line graph, a popup with the total number of jobs designated with that Progress will appear.
2. My Jobs/All Jobs Legend (Color Code) – The grey line will denote 'My Jobs', these are active jobs that the logged in employee has been assigned in an employee role. The blue line denotes 'All Jobs' all active jobs within the database. The user may click on the color once in the legend to remove the information, click once again to adjust the line graph to include the information. The default of this line graph is to include all.
3. Job Progress 'Grid' – This includes active jobs sorted by job progress and the number of jobs in that Progress level, these are further separated by the logged in employee that has been assigned an employee role on the job (My Jobs) and all jobs within database (All Jobs).
4. Expand Row Icon – The user may click on the ► symbol next to the Progress to view only that Progress row KPI Dates.
5. Expand All Icon – The user may click on the ↓ symbol to 'expand' all Progresses for viewing. KPI Dates that display the Xactware icon indicate that there are active jobs that have a direct correlation with the Send Job to Xactimate or XactAnalysis.

Note: Expansion of Job Progress is controlled by the Administrator. Go to Settings→System Setup→Settings→Various Lists→Loss Date Rules, checkmark 'Enable Loss Date Rules'



## Jobs Dashboard

### Job Accountability:



1. Job Accountability – The user will view a line graph that is directly correlated to the highlighted Loss Type in the grid to the right.
2. Job Accountability Legend (Color Code) – For the users’ convenience the line graph has been color coded, by clicking on the color the line graph once it will remove the information, click on the color once again to include the information. The default of this line graph is to include all. Green = due in the future, Yellow = due today, Red = overdue.
3. Job Count – The user may opt to hover over the line to populate the number of jobs in the line graph.
4. Loss Type Grid – The grid provides the loss type and number of jobs, this will include the capability to further breakdown of the information such as the number of KPI’s and their status. (Green, Yellow & Red)
5. Expand Icon – Clicking once on the ► symbol will ‘expand’ the selected Loss Type to reveal the KPI Dates.
6. Jobs – This is directly correlated with the line graph grid, the user may opt to manage these jobs in this status by clicking once on the underlined number. This will open the View Jobs grid that will house the jobs within this status.