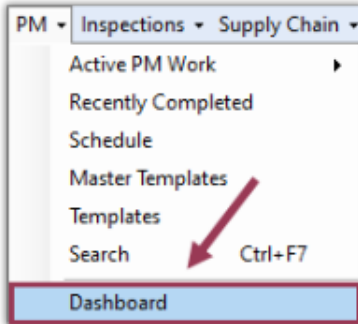
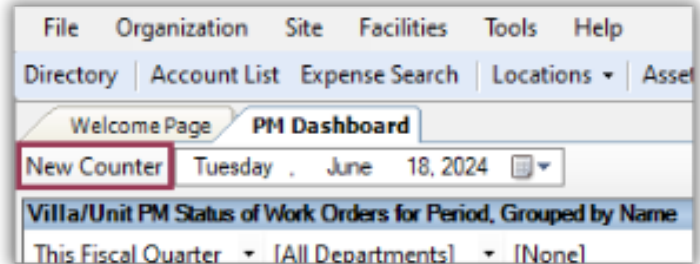


PM dashboards are designed to give you real-time information about the status of PM completion rates. Use dashboards to schedule work in a timely manner. If you have any questions about PM dashboards, please contact [support@asgardsoftware.com](mailto:support@asgardsoftware.com).

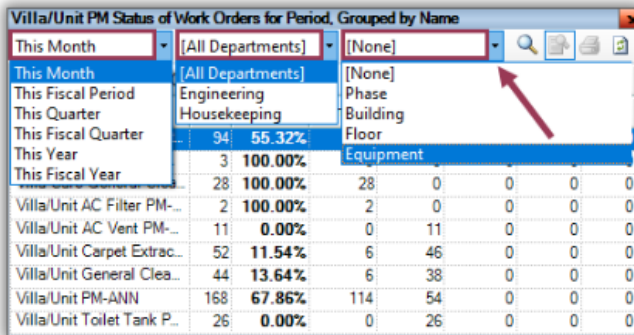
Open the PM **Dashboard** by using the drop-down menu from the PM tab.



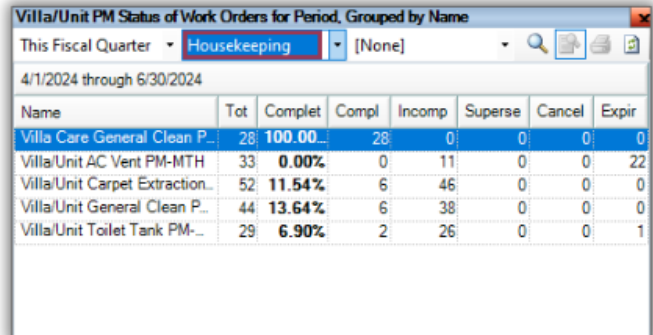
Your pre-loaded PM counters will automatically display when you open the PM dashboard screen. Use the **New Counter** button to add additional counters and select your desired counters..



Once your counter(s) open, you can filter the data by **Time Period**, **Department**, and/or **Location** by using the dropdown arrow next to each data point.

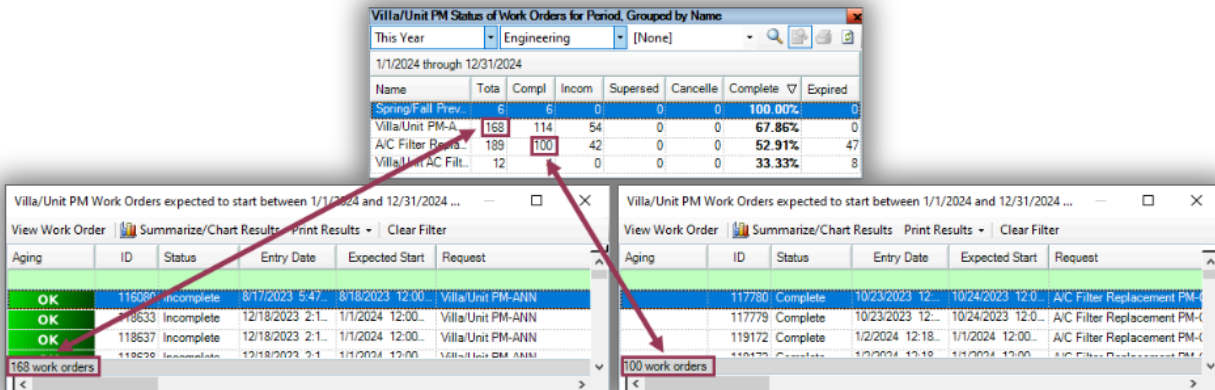


Time Period	Department	Location
This Month	[All Departments]	[None]
This Fiscal Period	[All Departments]	[None]
This Quarter	Engineering	Phase
This Fiscal Quarter	Housekeeping	Building
This Year		Floor
This Fiscal Year		Equipment



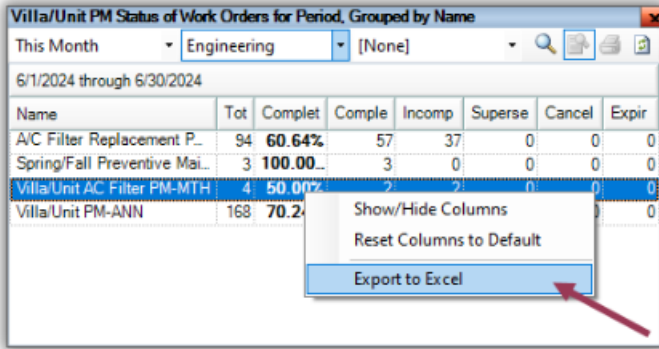
Name	Tot	Comple	Compl	Incomp	Superse	Cancel	Expir
Villa Care General Clean P...	28	100.00%	28	0	0	0	0
Villa/Unit AC Vent PM-MTH	33	0.00%	0	11	0	0	22
Villa/Unit Carpet Extrac...	52	11.54%	6	46	0	0	0
Villa/Unit General Clean P...	44	13.64%	6	38	0	0	0
Villa/Unit Toilet Tank PM...	29	6.90%	2	26	0	0	1

Double click any number in any column to see the actual PM work orders.





To print data compiled on a grid, right click and **Export to Excel**.

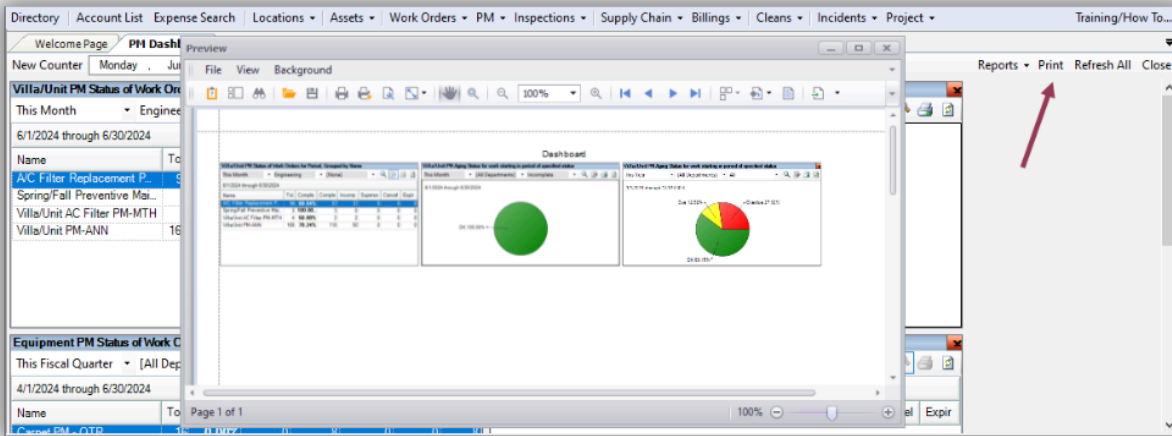


Useful tools on the upper right-hand corner of the counter:

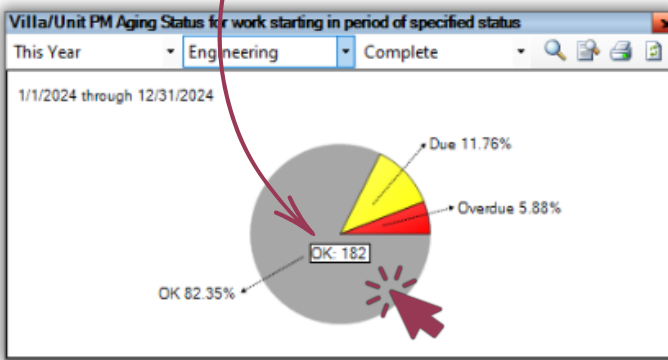


1. To magnify the counter, click the magnifying glass icon
2. To switch the view from a graph to a matrix format, click the Toggle Grid View icon
3. To print a single counter, click the printer icon
4. To refresh data, use the refresh icon

To print the full dashboard screen, click the **Print** button in the upper right-hand corner.



Hover your mouse over any graph to see the number of PMs associated with each data point. Double-click to open the corresponding PM work orders and explore the data in detail.



Aging	ID	Status	Entry Date	Expected	Request	Location	Department
	118635	Complete	12/18/2023	1/1/2024	Villa/Unit PM-ANN	Unit #1840	Engineering
	118636	Complete	12/18/2023	1/1/2024	Villa/Unit PM-ANN	Unit #1941	Engineering
	118641	Complete	12/18/2023	2/8/2024	Villa/Unit PM-ANN	Unit #2020	Engineering
	118642	Complete	12/18/2023	1/1/2024	Villa/Unit PM-ANN	Unit #1920	Engineering
	118643	Complete	12/18/2023	1/1/2024	Villa/Unit PM-ANN	Unit #1010	Engineering
	118644	Complete	12/18/2023	1/1/2024	Villa/Unit PM-ANN	Unit #1831	Engineering
182 work orders							