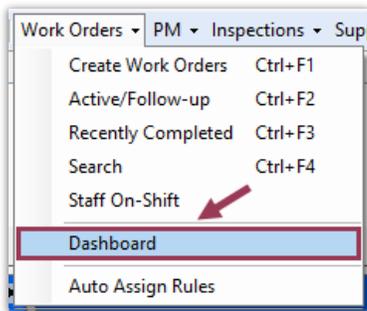


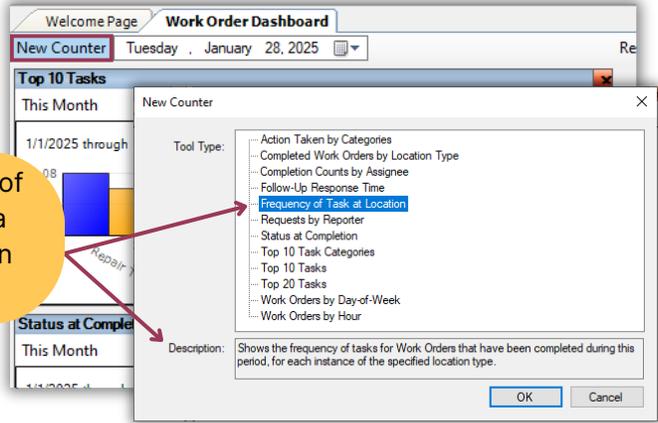
Step 1: Click on **Dashboard** under the Work Orders tab.



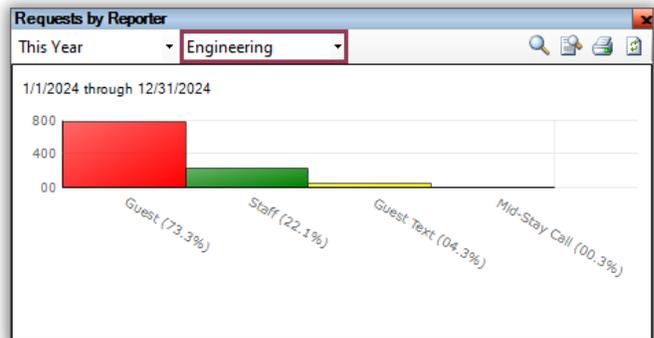
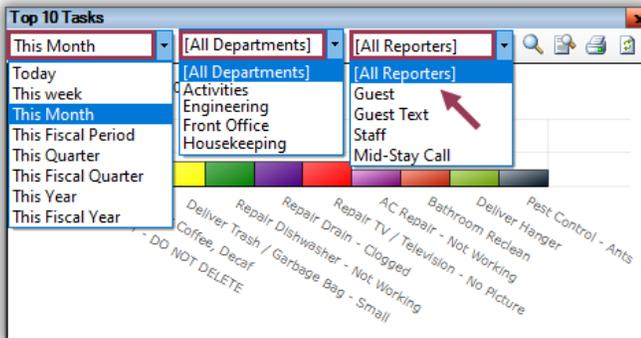
The Dashboard screen displays four dashboards by default. Use the **New Counter** button to add and arrange additional dashboards, including duplicates. Dashboards remain unchanged unless manually updated.



Click on the name of each tool to see a brief description in the box below.

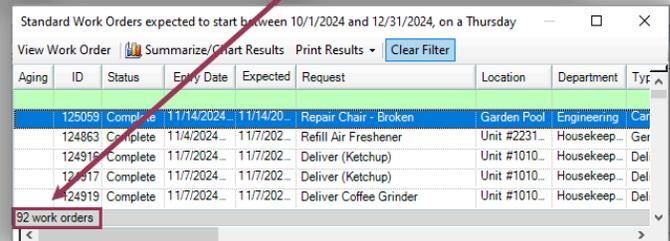
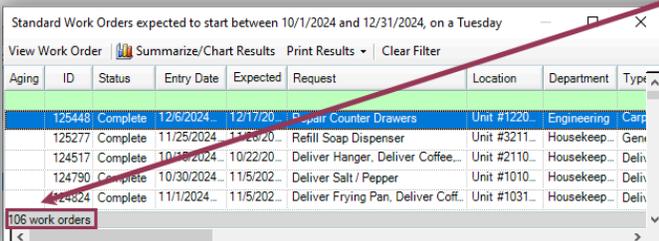
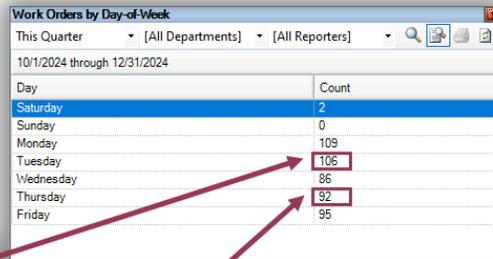


Step 2: Once your counter(s) open, filter the data by **Time Period**, **Department**, and/or **Reporter** by using the dropdown arrow next to each data point.



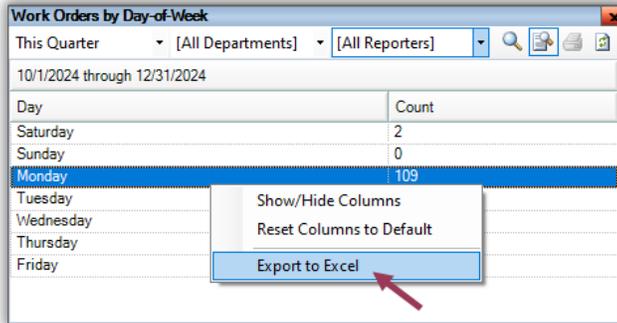
Double-click any number in any column to see the actual Standard Work Orders.

! If your dashboards don't automatically display data, adjust any of the parameters to prompt the data to populate.





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

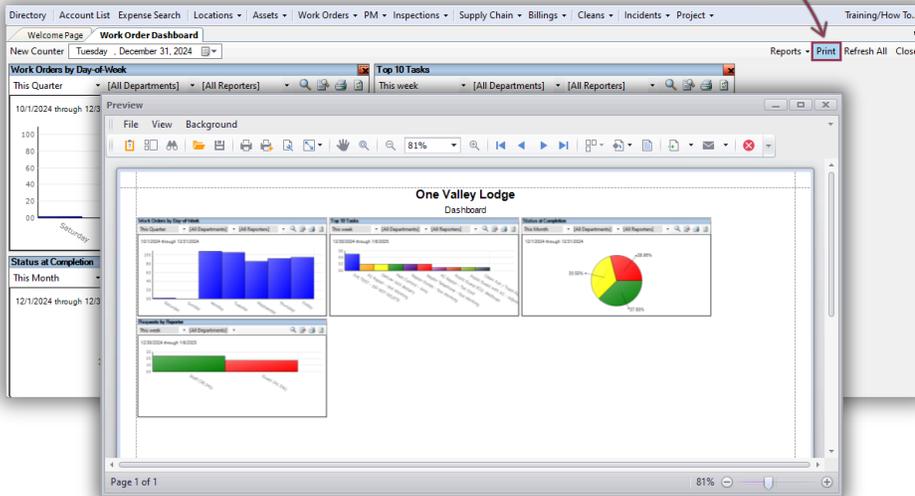


Useful tools on the upper right-hand corner of the counter:

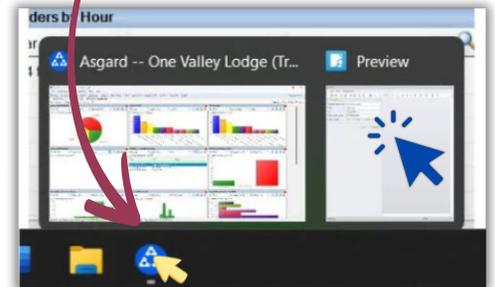


1. To magnify the counter, click the **Magnifying Glass** icon
2. To switch the view from a graph to a grid format, click the **Toggle Grid View** icon
3. To print a single counter, click the **Printer** icon. A counter can only be printed if it is in **Graph View**
4. To refresh data, use the **Refresh** icon

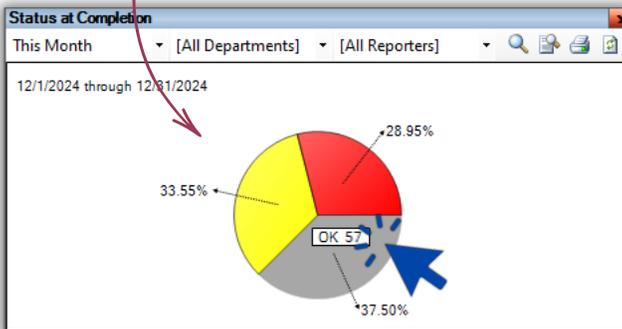
To print the full dashboard screen, click the **Print** button in the upper right-hand corner.



To access the report **Preview**, hover over the Asgard icon on your taskbar to display the Preview window, then click to open and view.



Hover your mouse over **any** graph on **any** dashboard to see the number of Standard Work Orders associated with each data point. Double-click to open and explore the corresponding work orders data in detail.



Aging	ID	Status	Entry Date	Expected	Request	Location
	125538	Complete	12/11/2024...	12/11/20...	AC Repair - Filter Change	Unit #1230.
	126296	Complete	12/30/2024...	12/30/20...	Assist Guest ECO -Bedbugs	Unit #1020.
	125422	Complete	12/4/2024...	12/5/202...	Bathroom Reclean	Unit #3241.
	126109	Complete	12/20/2024...	12/20/20...	Clean Dishwasher	Unit #1220.

57 work orders