

## General Dashboard Layout

Once Logged into vxMaintain, you will be taken to either a **Dashboard** Screen or a **Workspace** Screen.

### Dashboard:

The dashboard features a header with the 'VX SUITE' logo and 'TRAINING2' user information. Below the header, there are navigation icons and a 'Dashboard' tab. The main area contains several tiles:

- 5** Invoices Awaiting 1st Level Review
- 0** WO's Pending Sign Off
- 2** WO's Pending Triage & Dispatch
- Search (Assets or Work Orders)**
- Create Work Order**
- Scan Barcode (Asset Tag)**
- Store Summary**
- 0** Estimate Awaiting 1st Level Review
- 0** Quote Awaiting 1st Level Review
- Store Docs**
- 66** All Open Work Orders

### Workspace:

The workspace displays a 'Site List' table with the following columns: Site Name, Site Description, Site Type, Parent Organization, and Location. The table contains 20 rows of site data.

Site Name	Site Description	Site Type	Parent Organization	Location
55009	Trinwood	KT	Kansas City	Kansas City, MO
55010	Troy	KT	Kansas City	Kansas City, MO
55011	Rapaham	KT	Kansas City	Rapaham, MO
55012	Noland	KT	Kansas City	Independence, MO
55013	Brumfield	KT	Kansas City	Kansas City, MO
55014	Shively Chapel	KT	Kansas City	Shel Springs, MO
55015	Quinn	KT	Kansas City	Lanark, KS
55017	7th Street	KT	Kansas City	Kansas City, KS
55018	63rd	KT	Kansas City	Stamans, KS
55019	Overland Park	KT	Kansas City	Overland Park, KS
55020	11th	KT	Kansas City	Overland Park, KS
55021	72th & State	KT	Kansas City	Kansas City, KS
55022	Shawnee	KT	Kansas City	Kansas City, MO
55023	Shawnee Springs	KT	Kansas City	Shawnee Springs, KS
55024	KT	KT	Kansas City	Stamans, KS

In the **Dashboard** Screen, you will see a customized dashboard containing a variety of squares (called Tiles). These tiles are of various types and uses, which are configured by the user. Tiles may report on many different items that's customizable.

This customized dashboard features the following tiles:

- Create Work Order**
- Search (Assets or WOs)**
- 2** In Progress Work Orders
- 3** WO's Pending Triage & Dispatch
- 0** Work Orders Pending Sign Off
- 15** Open Work Orders
- Site Summary**

There are 2 types of tiles for all users:

- Action Tiles – These are the white background tiles. Clicking a white tile allows a user to perform a specific action. Example – Search for a specific work order or create a new work order.
- Work Order Tiles – These have a solid black or colored backgrounds with a white number. The number represents the count of work orders that match the criteria configured to that tile. Clicking on a Work Order tile displays the list of matching Work Orders

Once user has clicked into a work order tile, they will see a list of work orders matching the criteria defined for that tile. If user needs to filter this list further, you can do so by clicking the Filter option at the top of the list. This will open a smaller window allowing user to filter by things like Site, Category, Priority, Provider, etc.

Dashboard

## ← ALL OPEN REACTIVE WORK ORDERS

Columns... Filter... Viewing 1-20 of 39 19

Work Order #	Status	Tags	Site Name	Site Description	Site Type	Provider	Problem Type	Priority	Date Created	Category	Sub Category
58932462	Assigned	0	1960	3303 Williams Dr., Ste. 102 Georgetown, TX	Advance America	Test PF Provider	Please explain	Emergency	03/02/2021 21:05	Electrical / Lighting	Electrical Repairs

Search

Work Order #

Status

No Value Selected

Site Name

Site Description

Site Type

No Value Selected

Space

Space Type

Parent Organization

No Value Selected