

General Workspace Layout

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

Dashboard:

Workspace:

The **Workspace** Screen contains many tabs and sub-tabs that allow users to access different parts of the application. Information is available on Sites, Service, Asset Types, Service Providers, Manufactures and Reports. Within Workspace, all smart tables will have an export option at the bottom of the screen.

- **Sites** provides a wide variety of site information at the individual location level.
- **Service** allows you to search/ view all work orders globally or if filtered.
- **Service Providers** allows you to see globally all service providers or those associated to KBP. Support makes the association to the client and sends a welcome letter with their credentials. You can go here to see work orders assigned to certain service providers, contract rates, reference documents and provider metrics.
- **Reports** will take you to a report's portal where over 120 standard reports are available.
- **Admin** allows users to make some configuration changes/updates.