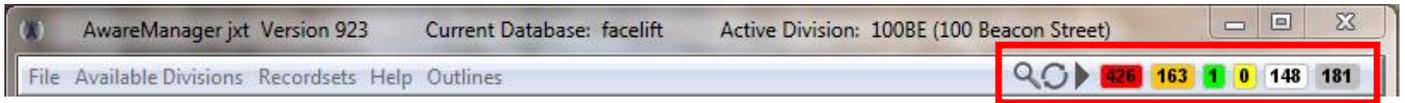
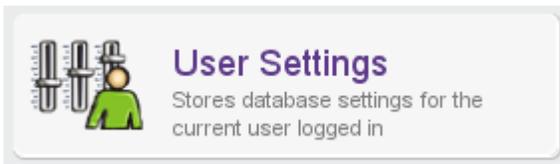


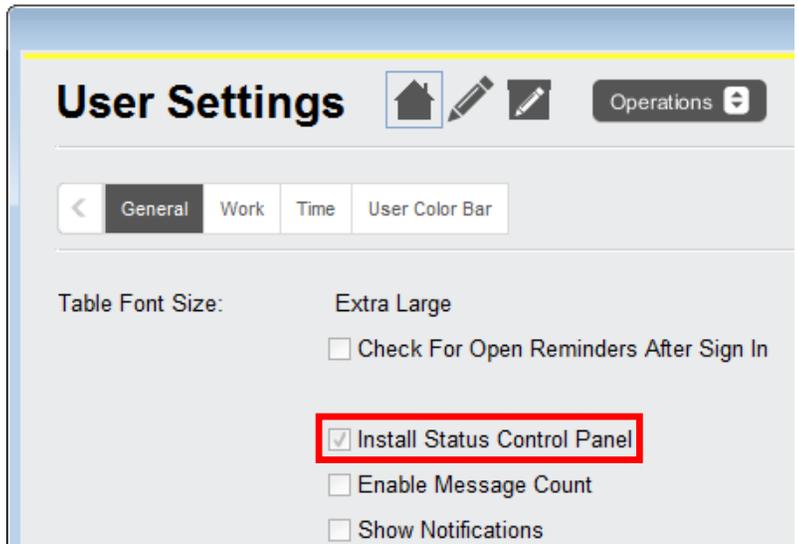
The Status Control Panel indicates the current status of your work via a small panel in the upper right-hand corner of the AwareManager menu bar.



To begin to use the feature, it must be enabled by Database International Group (DIG) – contact your Client Manager for assistance. Once DIG has enabled the feature, each user will need to select the preference in their **User Settings** (found under **Administration**).



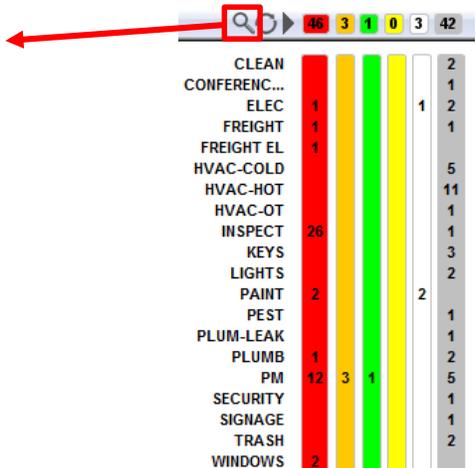
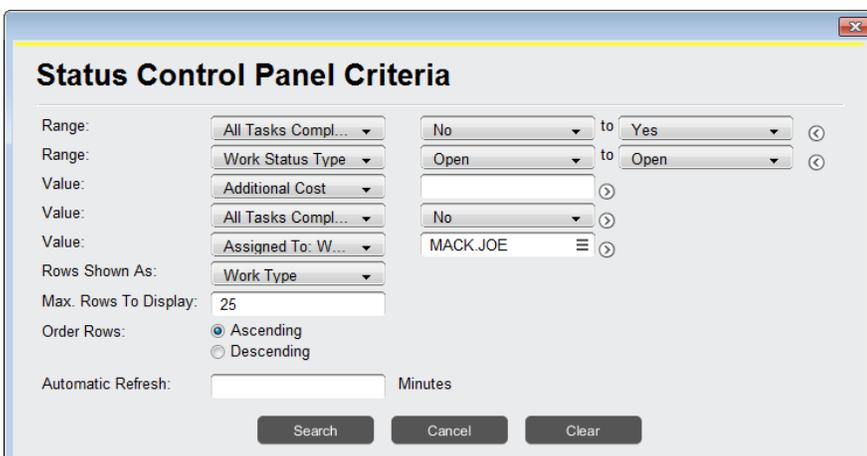
**Note:** Not all users will need the Status Control Panel.



Once the preference has been selected you will need to sign into AwareManager again to view the panel at the top of your screen:



Each user will be able to set up their individual **Control Panel Criteria** by clicking on the magnifying glass. This criteria can be unique for each individual user.



**For Example:** An engineer would probably want to view all open work orders assigned to them by Work Type (as shown above).

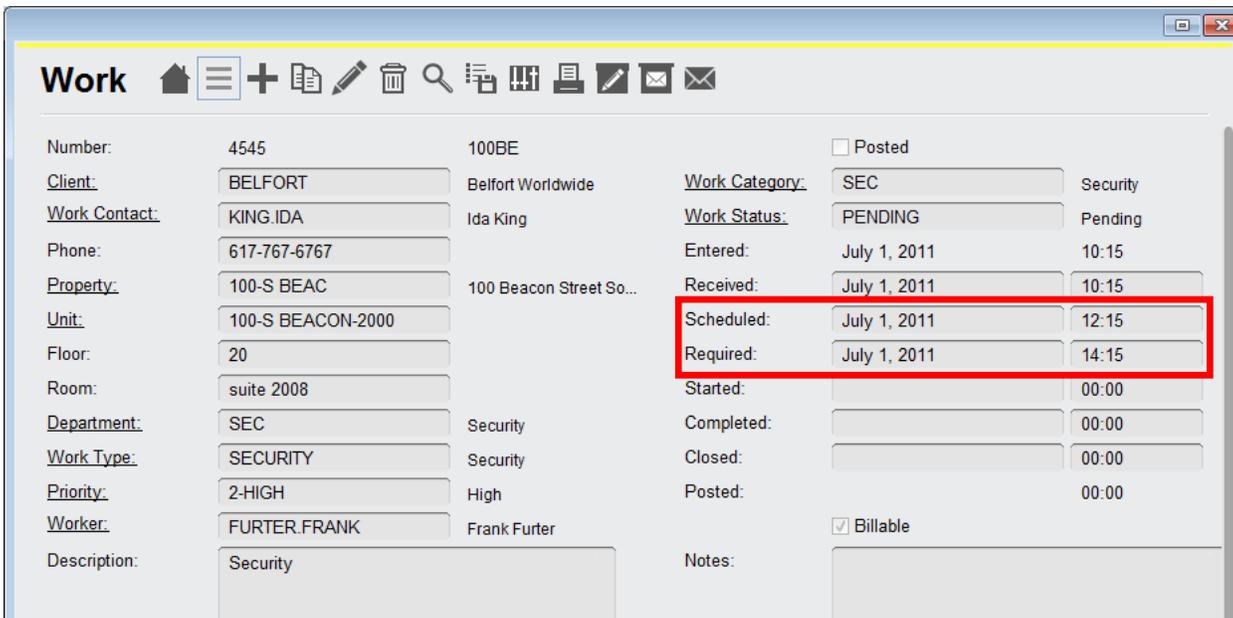
**Control Panel Categories**

The control panel categorizes the work records into six individual sections:



|               |  |  |
|---------------|--|--|
| <b>RED</b>    | Work that is past due (not completed)      | Required date has passed                                 |
| <b>ORANGE</b> | Work records that should have been started | Scheduled date has passed                                |
| <b>GREEN</b>  | Work in progress                           | Started date filled in, Required date has not yet passed |
| <b>YELLOW</b> | Work scheduled in the future               | Scheduled date in the future                             |
| <b>WHITE</b>  | Work missing the scheduled date            |  |
| <b>GRAY</b>   | Work completed but not closed              | Completed date filled in, Closed date blank              |

The control panel is dependent primarily upon the **Scheduled** and **Required** dates and times in Work records.



### Priorities

- Priorities can be set up to default these dates automatically.
- Work Types can be set up to default the priority.
- **Scheduled** = target to respond and start on the work.
- **Required** = target to complete the work.

### Status Control Panel Criteria

Additional criteria can be selected in the Status Control Panel Criteria window to further customize the control panel:

- **Rows Shown As:** This allows you to define select criteria you view the work orders by **Property, Work Type, Client, Work Person**, etc.
- **Max Rows to Display:** Allows you to customize how many records you view in the list.
- **Order Rows:** This can be set to either Ascending or Descending.
- **Refresh:** Gives you the option to set how many minutes apart you wish the dashboard to automatically refresh.

**Note:** you can manually refresh by selecting the **Refresh**  icon.

**Instant Access to Work records**

Work records can be accessed instantly by clicking on the control panel.

|              | 46       | 3 | 1 | 0 | 3        | 42 |
|--------------|----------|---|---|---|----------|----|
| CLEAN        |          |   |   |   |          | 2  |
| CONFERENC... |          |   |   |   |          | 1  |
| ELEC         | 1        |   |   |   | 1        | 2  |
| FREIGHT      | 1        |   |   |   |          | 1  |
| FREIGHT EL   | 1        |   |   |   |          | 1  |
| HVAC-COLD    |          |   |   |   |          | 5  |
| HVAC-HOT     |          |   |   |   |          | 11 |
| HVAC-OT      |          |   |   |   |          | 1  |
| INSPECT      | 26       |   |   |   |          | 1  |
| KEYS         |          |   |   |   |          | 3  |
| LIGHTS       |          |   |   |   |          | 2  |
| <b>PAINT</b> | <b>2</b> |   |   |   | <b>2</b> |    |
| PEST         |          |   |   |   |          | 1  |
| PLUM-LEAK    |          |   |   |   |          | 1  |
| PLUMB        | 1        |   |   |   |          | 2  |
| PM           | 12       | 3 | 1 |   |          | 5  |
| SECURITY     |          |   |   |   |          | 1  |
| SIGNAGE      |          |   |   |   |          | 1  |
| TRASH        |          |   |   |   |          | 2  |
| WINDOWS      | 2        |   |   |   |          |    |

- Click on the **Row Criteria** (e.g. PAINT).
- Click on numbers at the top to view all work orders in that column (e.g. 46)/
- This will pull up those work orders in List View.