



# Homepage Dashboard User Guide



Understanding the widgets and values  
associated to the homepage dashboard

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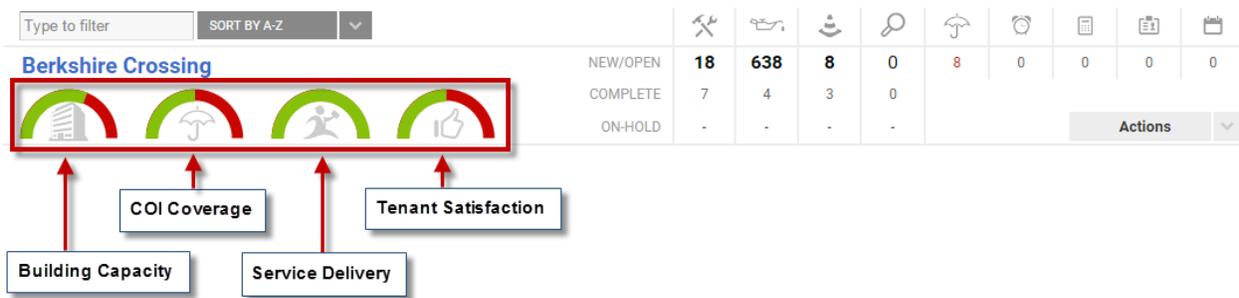
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## Overview

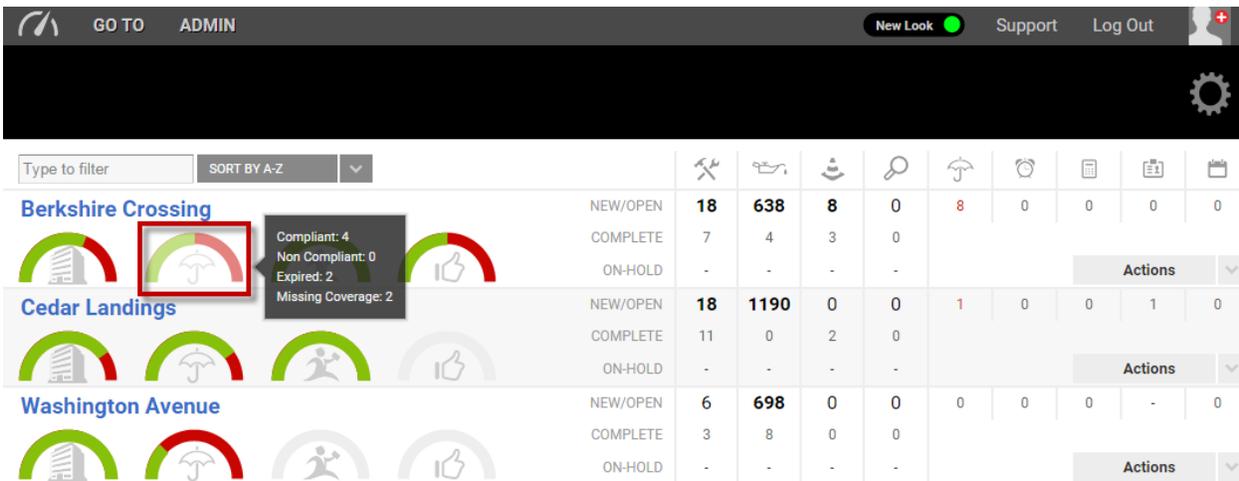
The New Look Homepage Dashboard provides you with valuable insight across all of the modules you have installed in Building Engines. From the dashboard, you are able to view and access building capacity, liability, service delivery, as well as operational tasks.

### Homepage Gauges

The Homepage gauges provide insight into your building’s capacity, COI coverage, service delivery, and tenant satisfaction, if the corresponding modules are configured in Building Engines.



Hovering over a gauge produces an information bubble with the values that make up that specific gauge. Furthermore, clicking a particular gauge brings you into the corresponding module for that building.



To toggle which gauges are displayed:

1. Click the gear icon that is located in the upper right corner.
2. Select the gauges you want displayed, and click **SAVE**.

### Module Grid

The module grid located on the homepage allows you to quickly identify and navigate to open tasks at each building. Each icon denotes a different module in the application. Hovering over the task icon displays a bubble denoting the module represented.

<b>Berkshire Crossing</b>	NEW/OPEN	18	638	8	0	8	0	0	0	0
	COMPLETE	7	4	3	0					
	ON-HOLD	-	-	-	-					
									Actions	
<b>Cedar Landings</b>	NEW/OPEN	18	1190	0	0	1	0	0	1	0
	COMPLETE	11	0	2	0					
	ON-HOLD	-	-	-	-					
									Actions	
<b>Washington Avenue</b>	NEW/OPEN	6	698	0	0	0	0	0	-	0
	COMPLETE	3	8	0	0					
	ON-HOLD	-	-	-	-					
									Actions	

Hovering over a value in the **NEW/OPEN** column produces an information bubble that breaks out the **New** from the **Open** set of tasks. Clicking on either the **New** or **Open** set of tasks brings you to that module’s tasks.

<b>Berkshire Crossing</b>	NEW/OPEN	18	638	8	0	8	0	0	0	0
	COMPLETE	7	4	3	0					
	ON-HOLD	-	-	-	-					
									Actions	
<b>Cedar Landings</b>	NEW/OPEN	18	1190	0	0	1	0	0	1	0
	COMPLETE	11	0	2	0					
	ON-HOLD	-	-	-	-					
									Actions	
<b>Washington Avenue</b>	NEW/OPEN	6	698	0	0	0	0	0	-	0
	COMPLETE	3	8	0	0					
	ON-HOLD	-	-	-	-					
									Actions	

### Actions Tab

The Actions tab is a building specific dropdown located in the Module grid. Clicking on this tab allows you to quickly navigate to commonly used modules in the application.

The screenshot shows the Building Engines dashboard interface. At the top, there is a navigation bar with 'GO TO ADMIN', 'New Look' (with a green dot), 'Support', and 'Log Out'. Below this is a table with columns for building names and various metrics. The buildings listed are Berkshire Crossing, Cedar Landings, and Washington Avenue. Each building has a row for 'NEW/OPEN', 'COMPLETE', and 'ON-HOLD' status. A dropdown menu labeled 'Actions' is open over the Cedar Landings row, listing several options: Create Work Order, Create Recur. Work Order, Closed Work Orders, Tenants, Vendors, Equipment Library, Task Calendar, Expected Visitors, and Submit Visitor.

<b>Berkshire Crossing</b>		NEW/OPEN	18	638	8	0	8	0	0	0	0
		COMPLETE	7	4	3	0					
		ON-HOLD	-	-	-	-					
<b>Cedar Landings</b>		NEW/OPEN	18	1190	0	0	1				
		COMPLETE	11	0	2	0					
		ON-HOLD	-	-	-	-					
<b>Washington Avenue</b>		NEW/OPEN	6	698	0	0	0				
		COMPLETE	3	8	0	0					
		ON-HOLD	-	-	-	-					