Quick Reference Card

Working with the Dashboard

OVERVIEW

The Dashboard module within Fleet Complete displays important and relevant metrics and key performance indicators (KPIs), for your Assets or Resources. This enables you to keep track of your fleet's performance and effectively manage business opportunities and inefficiencies.
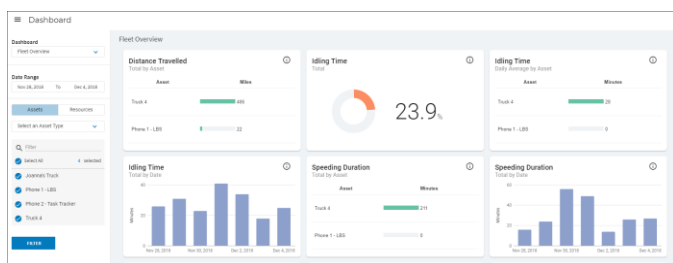
ACCESS THE DASHBOARD

1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel ☰ Track
3. Under Fleet Intelligence, select **Dashboard**

DASHBOARD LAYOUT

The Dashboard can be organized into two sections:
   a. **Parameters Panel** on the left-hand side, and
   b. Most the screen is the **Dashboard Metrics**

ACCESS THE PARAMETERS PANEL

The Parameters Panel allows you to filter and review the performance of your fleet based on different types of metrics.

1. On the Parameters Panel, click the **Dashboards** dropdown menu and select a preferred Dashboard for which you would like to review the metrics. For e.g.: **Fleet Overview Dashboard**
2. Click the **Date Range** dropdown menu and select a desired Date Range from the available options to review the metrics for that time frame
3. To include **Assets** or **Resources** in the Dashboard, perform any of the following:
   a. Click the **Assets** button and select the radio buttons next to the asset Description(s) to include specific assets in the selected Dashboard, or
   b. To include **Asset Types** in the report, click the **Select an Asset Type** dropdown menu and select the radio button next to the Asset Type(s)
   c. Alternatively, click the **Resources** button and select the radio buttons next to the resource Description(s) to include specific Resource(s) in the Dashboard, or
   d. To include **Resource Types** in the Dashboard, click the **Select a Resource Type** dropdown menu and select the radio button next to the Resource Types
   e. To Search for an existing Asset/Resource, click the search magnifying glass icon and type an asset / resource description
   f. Based on the search criteria, from the Asset / Resource suggested list select the radio button next to the assets /resources descriptions you wish to include in the Dashboard
4. Click the **Filter** button

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Daily Average by Asset/Resource metrics is represented by three main colors, including:

    a. **Red** indicators display the top third metrics.

    b. **Yellow** indicators display the second third metrics, and

    c. **Green** indicators display the bottom third metrics

Note 1: These threshold points are system generated and you will not be able to define the threshold points.

Note2: Distance metrics are not taken into consideration for these new color indicators.

1. Complete steps 1-4 from **Access the Parameters Panel**
2. Hover your mouse around the **Help** icon on the top right-hand corner of each tile to learn more about the selected tile

ACCESS THE DASHBOARD METRICS

Depending on the parameters selected from the Parameters Panel, you can review the average metrics for both Assets and Resources on the **Dashboard Metrics** screen. This screen displays several **Tiles** with different KPIs and includes the following information:

- Total by Asset/Resource
- Daily Average by Asset/Resource
- Total by Asset/Resource Type
- Daily Average by Asset/Resource Type
- Total by Date
- Average per Asset/Resource by date
- Total by day of the week
- Average per Asset/Resource by day of the week
- Total
- Daily Average
- Daily Average per Asset/Resource