

Your New Look Dashboard

Icon Map

New Dashboard Icons

We have been working hard to bring to you a newly designed dashboard. All your usual functions are still there, plus some new ones to explore and benefit from.

This brief guide shows you where to find everything.

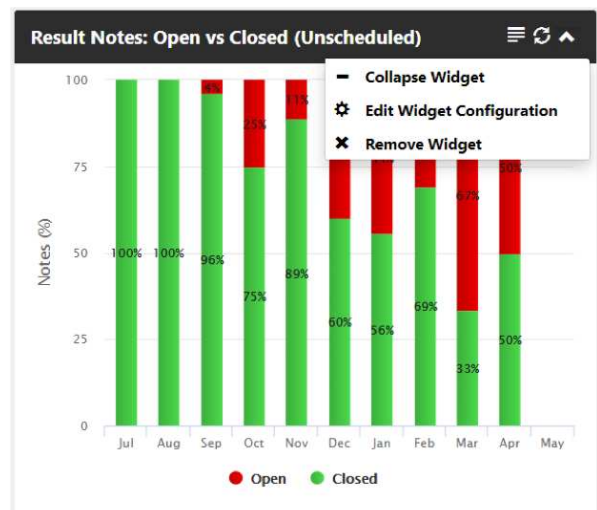


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| <ol style="list-style-type: none"> 1. Home buttons – return to default dashboard tab 2. Channel menu – channel type users only 3. Maintenance menu – channel and client type users 4. Change active view – select a different channel/client 5. Report portal 6. View all task data – filter defaults to show active results 7. View all assets – filter defaults to show active/suspended assets 8. View all schedules – filter default to current calendar month 9. Location explorer 10. Logout | <ol style="list-style-type: none"> 11. Access current user account (i.e. change password) 12. Change active user role – channel user roles only 13. Clear active role – removes any additional channel/client selection(s) 14. History – saves the last 10 significant screens visited as links (breadcrumb trail) 15. Customise view – will filter the entire dashboard, this icon is red when applied 16. Search – will search everything currently within the User's scope 17. Rapid result entry – enter a barcode in the search box and click enter to instantly enter task data. |
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New Widget Icons



1. View full list of information (active when widget is either collapsed/expanded)
2. Refresh widget data (active when widget is expanded)
3. Secondary menu items:
 - Expand/collapse
 - Edit widget configuration
 - Remove widget from dashboard



Multiple Dashboards

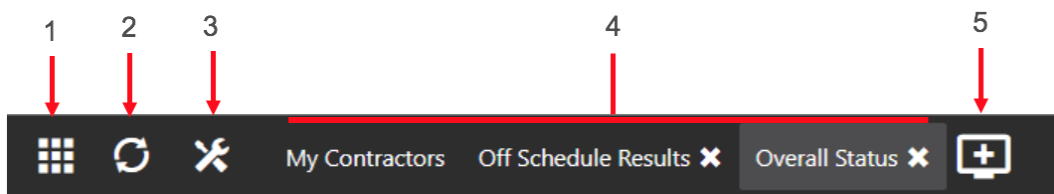
Managing Multiple Compliance Areas, Buildings or Contracts made easier.

ZetaSafe's dashboard is designed to ensure that the most critical information is visible. However, every area of compliance, contracts and sometimes building types may have its own most relevant information and KPIs.

ZetaSafe's new 'multiple dashboards' will allow you to perfectly customise several individual dashboards to meet any of these specific needs.

You can also set which one is your default that your dashboard will open on.

Exploring the Function



1. Add a new widget to your current active dashboard tab
2. Refresh data in all expanded Widgets on your current active dashboard
3. Dashboard settings (global and active tab)
4. Dashboard tab(s)
5. Add new dashboard tab

What's the Benefit? Here are some suggested uses...

Detailed management of your working processes

Group your widgets into focused dashboards, looking at specific process management areas.

From this example we can see that the user has created a dashboard using some of our newest widgets, to focus on unscheduled results only.

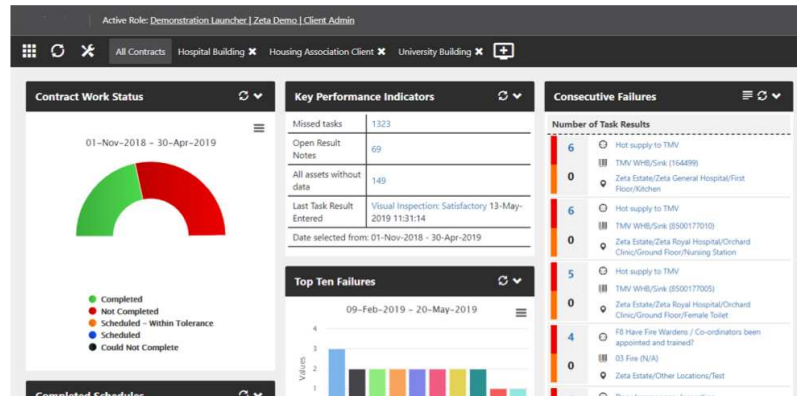


Our new **open vs closed result notes widget** helps to quickly identify the number of non-conformities or remedial actions that are being performed monthly, against how many are being reported.

Detailed management of singular locations or clients

Apply filters to general management dashboards for individual buildings, locations or clients.

Make Managing and Reporting on specific spaces or locations much clearer, whilst Service Providers will gain from instant management overviews based on both delivering individual contracts and higher-level reporting.

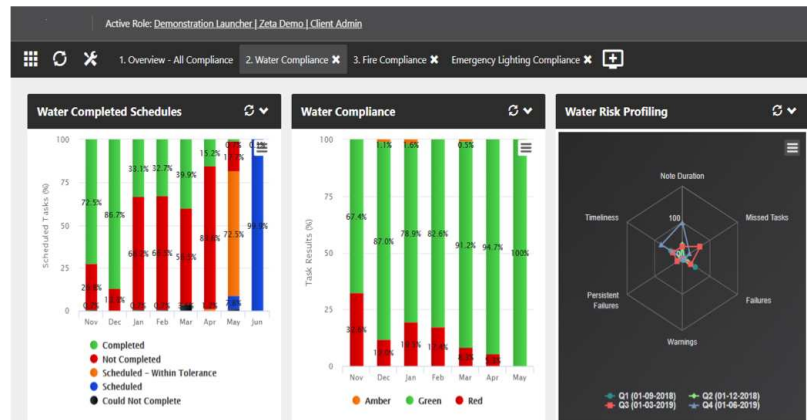


Detailed management of compliance areas

Using ZetaSafe to manage multiple compliance areas? Create focused Dashboards with filtered views to easily differentiate between your data.

This user has created a dashboard per compliance area, performing a one time set up to filter their widgets and mini reporting tools.

Remember any customisations and filters you apply to your dashboards will be kept for the next time you log on.



I need further Information and Support

Like some of the suggestions and ideas that you see above, but need some further help and support in implementing them? You can easily and quickly obtain step by step instructions on how to perform these, and many more, functions by navigating to the **support icon** in the bottom left hand corner of your dashboard.



Our **Community Knowledge Base** is updated regularly and contains a library of easy to follow instructions to help you gain the most from your ZetaSafe system.