Facilities and Services --- Service Orders Dashboard

**Main Filters Toolbar**
Allows the selection of the filters. Some filters are using the custom tooltip for more info. Active filters are clearly highlighted w/red underline.

**Intuitive Context Search in Filter Search Bar**
allows a full context search through available filters.

**Emergency Audio Indication**
Allows periodic customized audio reminder for Emergency Service Order.

**Advanced Toolbar**
Permissions based buttons for various specific activities.

**User’s Privileges**
Indicates the customized privileges for every user with the valid UtorID.

**System Indicators**
- **C/R** – SAP Order was Cancelled or Rejected by MPG.
- **AH** – Order created during After Hours time (4PM-7AM).
- **Note** – Order specific user’s note.

**Ellipsis Menu**
Available to Clear the Emergency Work Ticket notification. Also available for Note and Email to any member of the WorkCenter (WC). Email can alternatively be sent to any recipient.

**Dynamic Count of the Records**
The number of records are automatically recalculated based on the Main Filters.

**Intuitive Description Search**
Allows the main grid search for the advanced analytics. The Dynamic Count is automatically adjusted after the Search task completion.

**Individual Order Search**
Detailed Work Ticket Button
Allows to see the full Work Ticket in a printable format with the options to Print or Email.

**Intuitive Legend**

**Create a + New Work Inquiry**
Is available to any user. A special privileges (3000 Helpdesk) are required to create Emergency Work Ticket.

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**Quick Start Guide**

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