Dashboard

The Dashboard which is accessed via the Home menu contains a series of pages comprised of interactive dashlets. Each dashlet houses an easy-to-read sales chart or graph. These include pending business and ranking information. Multiple dashlets can be on one page, and new pages may be added to the existing Dashboard allowing for maximum customization.

Pipeline Page

- Figure 1 is displaying a Dashlet under the Pipeline tab which is showing a pie chart that represents the first quarter of 2010.
- Roll your mouse over any of the pie pieces to reveal more information about that section.
- Each pie piece allows you to click through for more information.
- Clicking on a pie piece will open the window seen in Figure 2 which contains a list of only the Opportunities constituting that section of the pie.
- From there you may search for an Opportunity or narrow the list using any of the search filters provided. Or click through on an item to see specific details for that Opportunity.

Figure 1

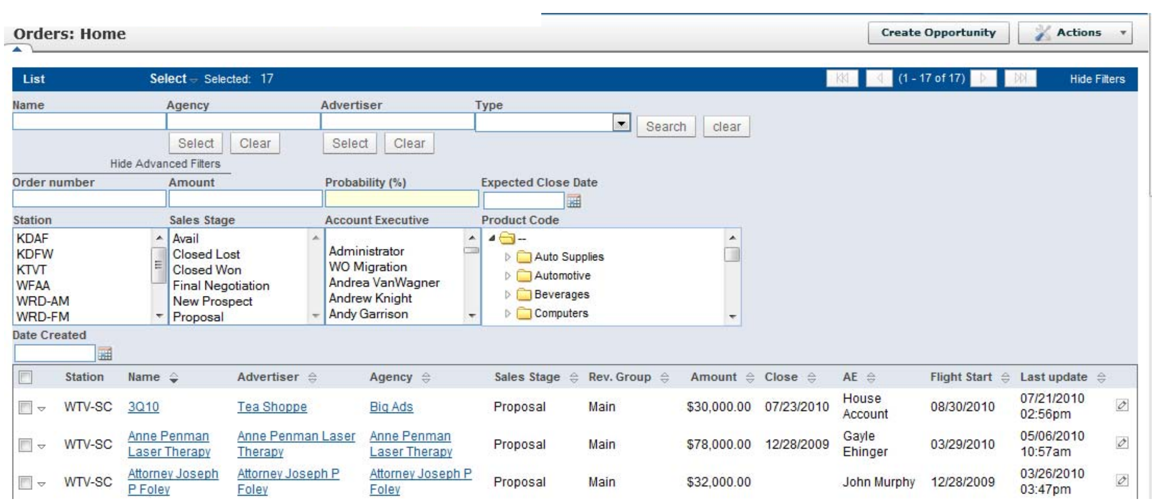
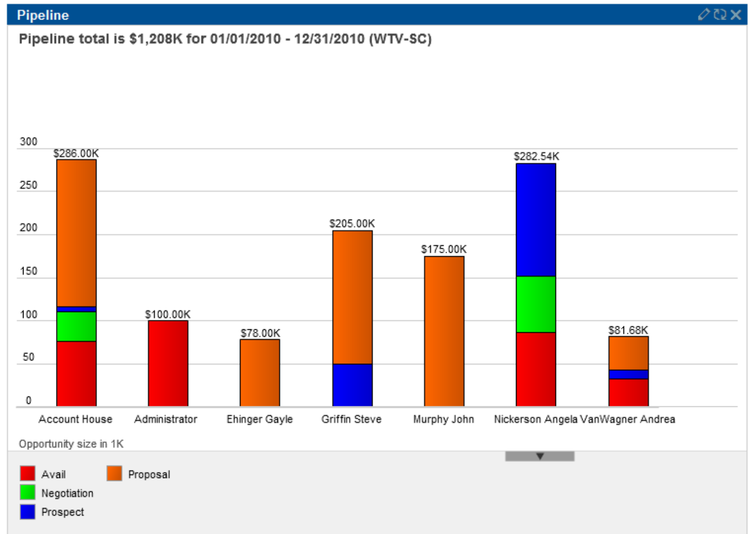


Figure 2

- The other type of graphic seen under the Pipeline tab is a bar graph, which can be viewed as vertical or horizontal bars.

- The behavior of this bar graph is similar to the pie chart, clicking on a selected bar will open the Orders:Home window.

- Clicking the edit icon for **any** of the Dashlets allows you to edit the information that is displayed. Such as title, page size, date range and how revenue is displayed or ranked.



Ranking Tab

The Dashlets under the Ranking tab offer a quick ranking of new and/or regular business by Advertiser, Agency or AE. The revenue can be ranked by business Won, Lost or in the Pipeline. Click on any of the bars in these Dashlets to drill down for more information.

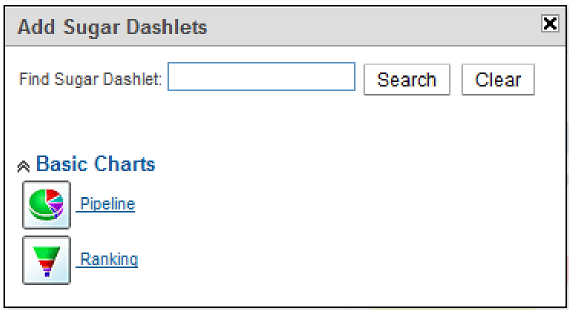
Adding a Dashlet

- Clicking the **Add Dashlets** button at the top of the screen opens the Add Dashlets window.

- Select the type of chart you would like to add to the page by clicking the appropriate link, then close the window.

- Clicking Edit on the newly added Dashlet allows you to quickly customize the information yielded from the chart.

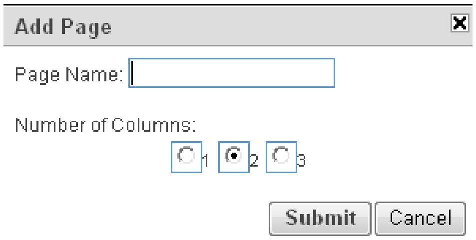
- Arrange dashlets in any order on a screen by dragging and dropping to any area of a screen.



shlet you want to remove.

Adding a Page

The dashboard can hold several pages. So a new page may be added to house additional dashlets. Each dashlet is then edited so you can see as much or as little information as you want on your own dashboard customized by you to your preferences.



- From the **Actions** drop down menu select **Add Page**.
- You may title the page however you would like and select the number of columns you would like on the page.
- Click **Submit** to accept the changes.
- Once the new page is created Dashlets may be added.

Notes

- It is important to note that Account Executives will only be able to see their own information, where as Sales Management with proper security rights will be able to view all AE's and stations.