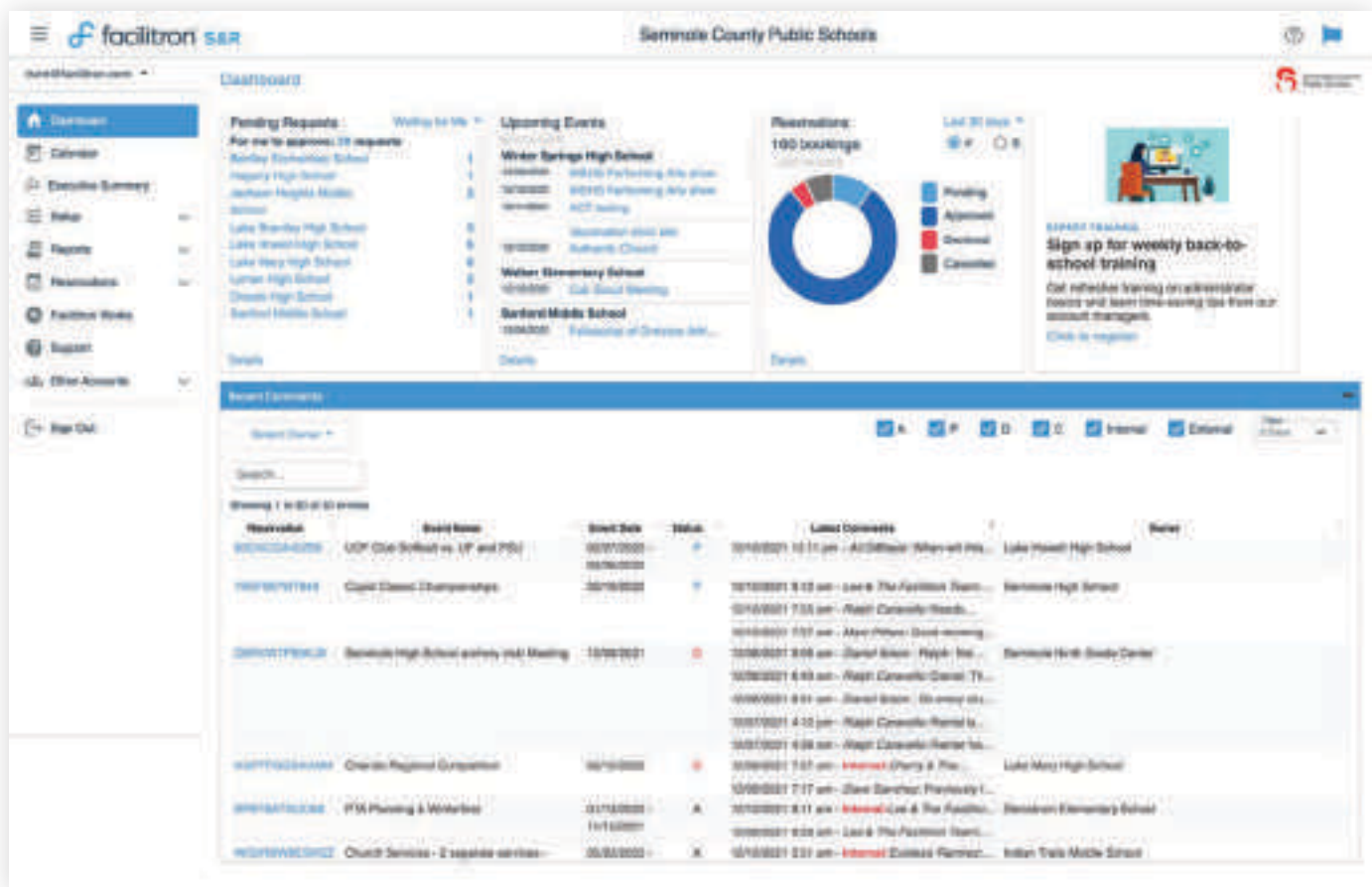## The Administrative Dashboard

The **Dashboard** is the administrative overview page for your account. It provides a summary of action items and recent activity as well as quick access to certain reservations.

Accessing the Dashboard

Log into your account from facilitron.com and select your organization from the drop-down menu.

If your organization's name isn't available or you don't see the Select Account popup window upon log in, then you aren't associated with your organization's account and will need to be added. Contact Facilitron support.

Dashboard Header and Left Sidebar

Once you have accessed the **Dashboard**, verify that the name of the account to which you are assigned is visible in the middle of the page header. Your account name links to the rental site for your account—where renters/community groups go to submit facility use requests. Clicking it opens your rental site in a new window.

It may be useful to reference the rental site URL and provide it, as needed, to renters so they may search, browse available facilities and submit facility use requests. You may also use the link to review the renter experience and verify which facilities can be requested by the public.

On the left-hand sidebar are access tabs for other key areas of the administrative backend—Calendar, Executive Summary, Setup, Reports, Reservations, a link to **Facilitron Works** (if active) and to Support. Which tabs are available to you depends on your role. In addition, you can access Other Accounts to which you may be assigned.

Dashboard Widgets

In the body of the **Dashboard**, there are dashboard widgets for pending requests, upcoming events, a graph representing reservations booking activity and a widget with support or other informational resources. Below these widgets is a larger widget containing recent reservation comments. This keeps you up-to-date with any recent communications activity.

Pending Requests

This widget allows you to review pending requests awaiting action by you ("Waiting for Me") or to view the complete list of pending requests requiring action—accessed by changing the view in the drop-down ("All Pending"). In the illustration at right, choosing "details" or clicking on the total number of requests will open a new page with a detailed list of all pending requests. If your account has sub-accounts such as a school district with multiple schools, you may choose a specific location's pending requests by selecting the location name or the corresponding number highlighted in blue.

Upcoming Events

This widget has quick access links for upcoming internal and external events that have been approved over the next 3 days. Clicking the title of the event highlighted in blue will directly access a reservation detail page for that event. Clicking on "details" will access the **Event Calendar** for that time period.

Reservations - Bookings

This widget is a graphical overview of reservation bookings over the last 30 days. The drop-down allows you to review the bookings by the current or previous month. Toggling between the # and $ buttons updates the display to show the number or dollar amount of bookings. Choosing "details" will access the Revenue Bookings report.
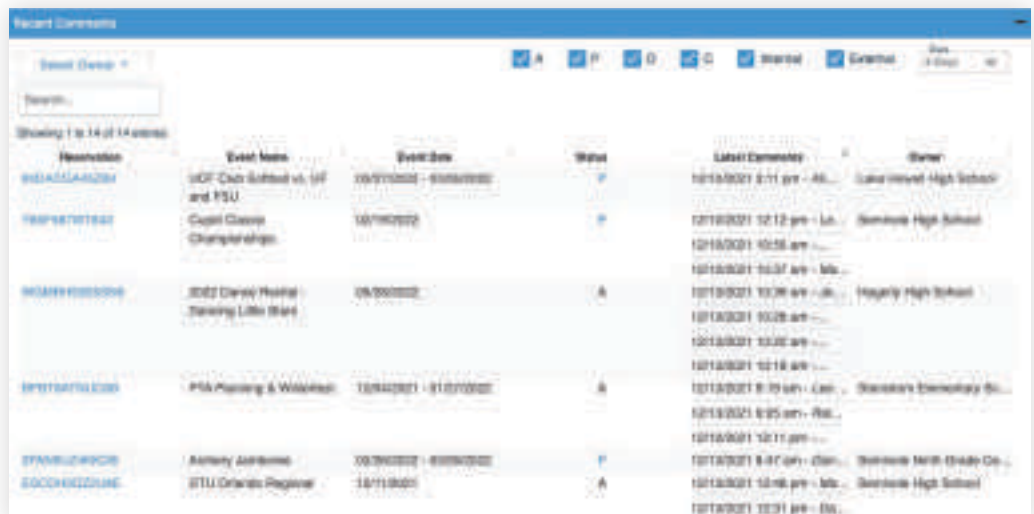
Support: Informational/Training Resources

This widget contains links to information and training resources for administrators.

Recent Comments

This widget displays a list of reservations with comments that have occurred in the past one to seven days (default is 3-days). This allows administrators to have quick access to communications activity that may may have an effect on reservation status or require action.

Comments can be filtered by using the text filter to search for requests that include specific text such as event name, location, commenter name or reservation ID, or by reservation status: A (Approved), P (Pending), D (Declined) or C (Cancelled) and by whether the reservation is internal or external. For accounts with sub-accounts, clicking the "Owner" button allows you to filter the list by sub-accounts you select from the drop-down list.

Clicking directly on the alpha-numeric Reservation ID link will access that reservation's detail page.