CACI Training Module SOPs

Dashboard Basics



<u>1. Dashboards and Reporting</u>

The User Dashboard, displayed below, is the default landing page and can be accessed by all users. This dashboard displays all outstanding RFIs and Submittals for the project you are

viewing. If you navigate to another assigned project, the dashboard will update to reflect the outstanding RFIs and Submittals of the newly navigated project. If the User Dashboard does not load properly, please click *User Dashboard* on the treeview (right).



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y	RFI Log								
	Required Date* RFI Number	RFI Subject	RFI Aging	Project Code	Spec Section	Drawing Number			
	2018-03-15ZZ-ACME-00006	Status Test	14+ Days	NAVTEST				*	
	2018-03-23	and the second state of th							
	2018-03-27	-							
	2018-03-29ZZ-ACME-00005	Testing Locking RFI	14+ Days	NAVTEST					
	2018-03-30ZZ-ACME-00008	LOGS	14+ Days	NAVTEST					
05-08	bays 2018-04-03.	What type of light t	fix14+ Days	NAVTEST	26 41 00				
09-13	ays 2018-04-10			-	and the second				
14+ D	2018-04-11ZZ-ACME-00011	Testing Reassign fro	on14+ Days	NAVTEST					
	2018-04-12ZZ-ACME-00013		14+ Days	NAVTEST	02 81 00				
	2018-04-17 NAVPAR01-0000		14+ Days	NAVTEST	00 22 13.00 20				
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<u>1.1 RFI and Submittal Bar Graphs</u>

On the left side of the User Dashboard, you will find bar graphs for the outstanding RFIs and Submittals. *Please note that the dashboard alternates the colors of the bars depending on how many are displayed.* At this time, the bar(s) will display as follows:

1 bar	Blue
2 bars	Blue and Green
3 bars	Blue, Green and Yellow
4 bars	Blue, Green, Yellow, and Orange

Therefore, it is important to pay attention to the legend/key on the right side of the graph to see the number of RFIs/Submittal each bar represents.

If you are having trouble seeing or clicking the bars, click the title of the graph.

RFI Aging Summary

Submittal Aging Summary

Once the title is highlighted, click the *Maximize* button on the right-hand side to enlarge the bar graph. When enlarged, click the *Restore/Minimize* button to go back to the dashboard.



To Restore/Minimize:

To see details about a specific metric, click its corresponding bar on the graph. Both the bar graph and log will update to show only the information for that bar. To navigate back to the dashboard, click the *Back* button on the upper-right hand corner of the graph as shown in the picture.



1.2 RFI and Submittal Logs

On the right side of the User Dashboard, the outstanding RFI and Submittal logs are individually displayed and are organized by the required due date. The black line sorts each item by the day. A short description of each column is listed below.

RFI Log						
Required Date*	RFI Number	RFI Subject	RFI Aging	Project Code	Spec Section	Drawing Number
2018-03-15	5ZZ-ACME-00006	Status Test	14+ Days	NAVTEST		
2018-03-23	3					
2018-03-27	7					
2018-03-29	9ZZ-ACME-00005	Testing Locking RFI	14+ Days	NAVTEST		
2018-03-30	DZZ-ACME-00008	LOGS	14+ Days	NAVTEST		
2018-04-03	3.	What type of light fi	14+ Days	NAVTEST	26 41 00	
2018-04-10	0					
2018-04-11	1ZZ-ACME-00011	Testing Reassign from	14+ Days	NAVTEST		
2018-04-12	ZZZ-ACME-00013		14+ Days	NAVTEST	02 81 00	
2018-04-17	7NAVPAR01-00009		14+ Days	NAVTEST	00 22 13.00 20	
Tota	I					
Page 1 of 36	(1-15 of 539 items)	К < 1 2	3 4 5 36	к <		



Drawing Number: Displays the Drawing Number of the RFI

Drawing Number

Submittal Log						
Required D	End ate* Submittal ID	Submittal Name	Submittal Aging	Project Code	Spec Section Code	Type Code
2017-1	2-010008	Test Submittal	21+ Days	NAVFACTEST		
2018-0	2-280005	Far East Training	21+ Days	NAVFACTEST		SD-01
2018-0	03-09(and the second				
2018-0	03-21	-				
2018-0)3-28					
2018-0	03-30CC18NA-00007	Training Submittal C	221+ Days	NAVTEST	01 32 17.00 20	SD-01
2018-0	04-27CC18NA-00032	Submittal 1 - Test4	21+ Days	NAVTEST	03 30 00	SD-01
2018-0	04-30					
2018-0)6-19					
1	Fotal					
Page 1 of	115 (1-15 of 1719 item:	s) K < 1 2	2 3 4 5 1	15 > Ж		

Submittal Log Columns

<u>Required End Date</u> : The date of when the Submittal is due	Required End Date*
Submittal ID : The ID or number of the Submittal	Submittal ID
<u>Submittal Name</u> : The title or name of the Submittal	Submittal Name
<u>Submittal Aging</u> : The number of days since the Submittal was created	Submittal Aging
<u>Project Code</u> : The ACQR# of the project	Project Code
Spec Section Code: Displays the code of the Spec Section	Spec Section Code
Type Code: Displays the Submittal Type	Type Code

* Currently, the User Dashboard will display all outstanding RFIs and Submittals for the current project. In a future version, users will have the option to see their RFIs and Submittals by user.