

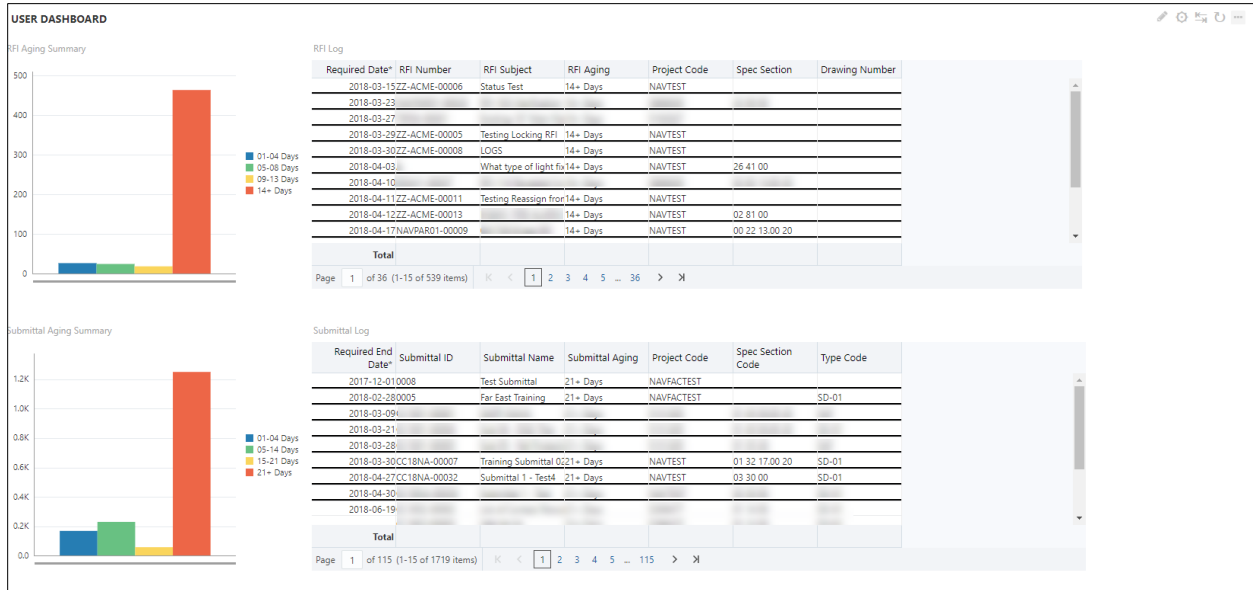
CACI Training Module SOPs

Dashboard Basics

CACI

1. Dashboards and Reporting

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).



1.1 RFI and Submittal Bar Graphs

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

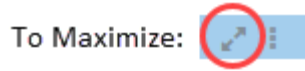
Therefore, it is important to pay attention to the legend/key on the right side of the graph to see the number of RFIs/Submittal each bar represents.

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 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.

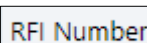
Required Date*	RFI Number	RFI Subject	RFI Aging	Project Code	Spec Section	Drawing Number
2018-03-15ZZ-ACME-00006		Status Test	14+ Days	NAVTEST		
2018-03-23						
2018-03-27						
2018-03-29ZZ-ACME-00005		Testing Locking RFI	14+ Days	NAVTEST		
2018-03-30ZZ-ACME-00008		LOGS	14+ Days	NAVTEST		
2018-04-03		What type of light fix	14+ Days	NAVTEST	26 41 00	
2018-04-10						
2018-04-11ZZ-ACME-00011		Testing Reassign from	14+ Days	NAVTEST		
2018-04-12ZZ-ACME-00013			14+ Days	NAVTEST	02 81 00	
2018-04-17NAVPAR01-00009			14+ Days	NAVTEST	00 22 13.00 20	
Total						

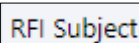
Page 1 of 36 (1-15 of 539 items) < 1 2 3 4 5 ... 36 >

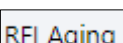
RFI Log Columns

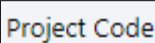
- Required Date:** The date of when the RFI is due

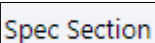

- RFI Number:** The ID or number of the RFI


- RFI Subject:** The title or subject of the RFI


- RFI Aging:** The number of days since the RFI was created


- Project Code:** The ACQR# of the project


- Spec Section:** Displays the code of the Spec Section



- **Drawing Number**: Displays the Drawing Number of the RFI

Drawing Number

Required End Date*	Submittal ID	Submittal Name	Submittal Aging	Project Code	Spec Section Code	Type Code
2017-12-01	0008	Test Submittal	21+ Days	NAVFACTEST		
2018-02-28	0005	Far East Training	21+ Days	NAVFACTEST		SD-01
2018-03-09						
2018-03-21						
2018-03-28						
2018-03-30	CC18NA-00007	Training Submittal 02	21+ Days	NAVTEST	01 32 17.00 20	SD-01
2018-04-27	CC18NA-00032	Submittal 1 - Test4	21+ Days	NAVTEST	03 30.00	SD-01
2018-04-30						
2018-06-19						
Total						

Page 1 of 115 (1-15 of 1719 items) < 1 2 3 4 5 ... 115 >

Submittal Log Columns

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

Required End Date*

Submittal ID

Submittal Name

Submittal Aging

Project Code

Spec Section Code

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.