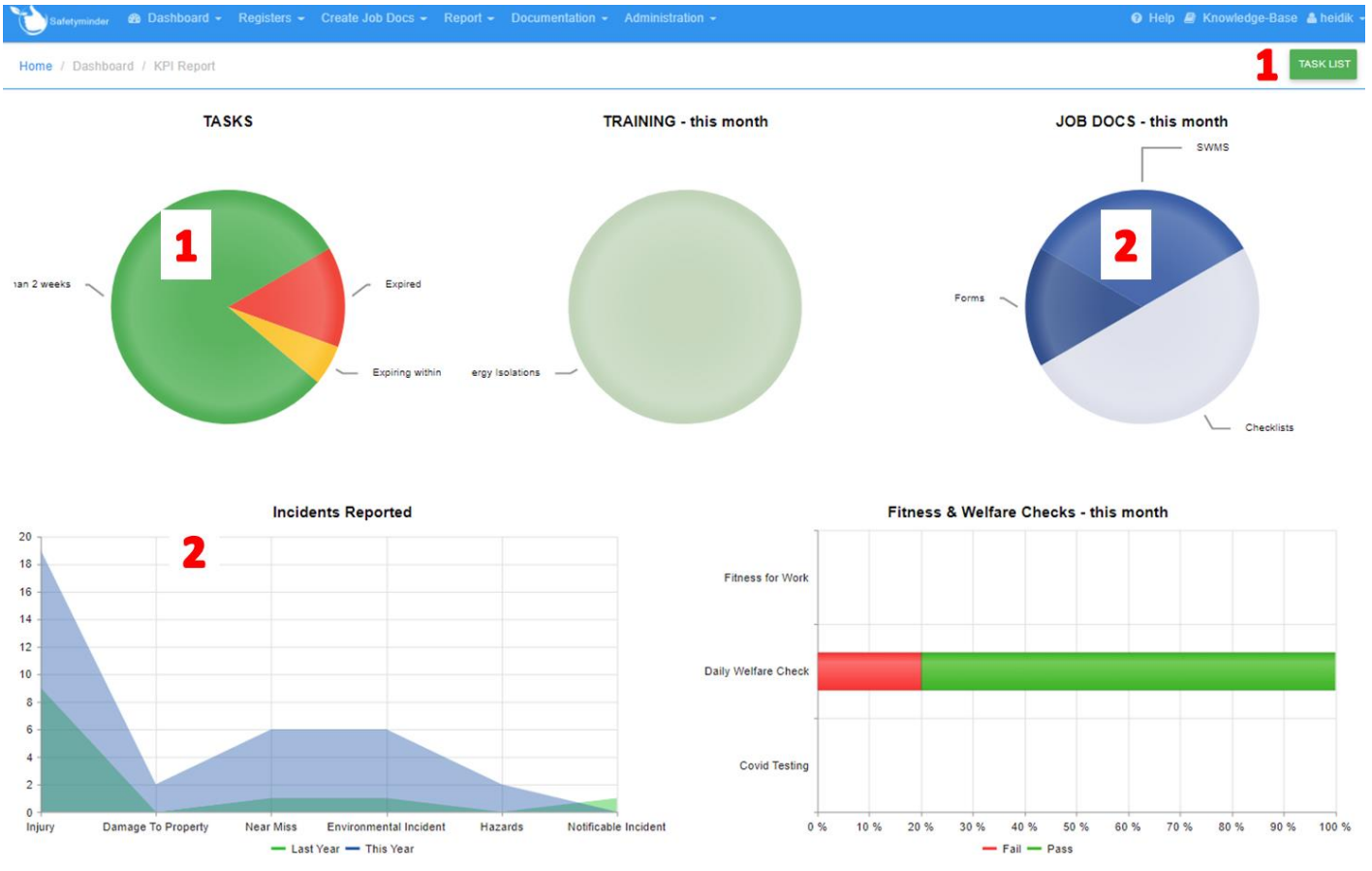




From the Dashboard menu select KPI Report – the following are displayed for the current month.



1. Clicking on the Tasks pie chart or **TASK LIST** button will take you to the task list.
2. Clicking on the individual pie charts or graphs will take you to further breakdowns– see below.
3. When you open a details page it will default to **This Month**, you can then click on any of the other options.
4. For the Task List click **TASK LIST** or click **BACK** returns you to the KPI home page.



NOTES:

- Currently there is further information for Job Docs and Incident Reporting, further KPI's are being worked on.

