



HOW TO SHOW DASHBOARD VIEW AT STARTUP?

Overview:

Dashboard contains the following information:

- Monthly Sales Chart
- Bank Account Balance
- Total Overdue Amount
- Total Collection Amount
- Total Sales Amount
- Top 3 Overdue Customer
- Top 3 Overdue Supplier
- Outstanding Sales Order By Require Date
- Top 3 Stock Re-order
- Top 3 Near Expiry Items

By default, the Dashboard wont display upon Log-in but it can be viewed and accessed thru Navigation Pane.

Procedure:

To Show Dashboard View at Startup. Go to Maintenance > System Options Tab





Go to "System" Tab > Tick "Show Dashboard View on Startup"

System Options 🗴		
by System Options		
General Customers Suppliers S	Sales Purchases Stocks Report Adjustment Options System	
Database Compatibility Check	Warning	•
Disconnect QLS when	Never	•
🗹 Show Dashboard View on Start up		
 Tick to show in Dashboard 		
Monthly Sales Chart		
Bank Account Balance		
Total Overdue Amount (Today, This Week and This Month)		
Total Collection Amount (Today, This Week and This Month)		
Total Sales Amount (Today, This Week and This Month)		
Top 3 Overdue Customer		
Top 3 Overdue Supplier		
Outstanding Sales Order By Require Date		
Top 3 Stock Re-order		

× **=** = Overview • To Date 01/01/202 08/16/202 Balance BANCO DE ORO <u>1.855,905.07</u> MONTHLY SALES 8.000.000.00 Overdue 6,000,000.00 This Week \mathcal{O} 4.000.000.00 This Month 252,836.30 0.00 2,000,000.00 Dashboard 0.00 48,017.86 60,805.36 🚜 General Ledger 2021-06 2021-07 2021-08 Customer This Week TOP 3 OVERDUE CUSTOMER Suppler This Month 463,728.72 🎨 Sales 🛒 Purchases TOP 3 OVERDUE SUPPLIER Stocks VAT YAP SERVICE, INC 3,456,236.00 This Week DELL ENTERPRISE INC 1,164,594.80 Refault 667.628.60 This Month 7,784,623.94 🔹 WTax 0.00 TOP 3 Near Expiry Items

Try Logging In again, and notice that the Dashboard View is shown.

Note: Opening of the system might took time when this option is enabled as it will load all the information needed to be displayed in the Dashboard.