

User's Manual

EXECUTIVE DASHBOARD

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LAWN MANAGEMENT | UNIVERSITY OF MISSOURI-COLUMBIA

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General Information

1.1 Link to Webpage

Link: <https://web.dsa.missouri.edu/~bhw39/Executive/>

1.2 User types

There are three types of users:

1. Admin
2. Executive Manager
3. Account Manager

Admin:

- Admin can manage users by adding, deleting or updating each individual user
- And can see everything else

Executive and Account Manager:

- Can see everything except Manage Users and View Activity Log

Link: <https://web.dsa.missouri.edu/~bhw39/Executive/>

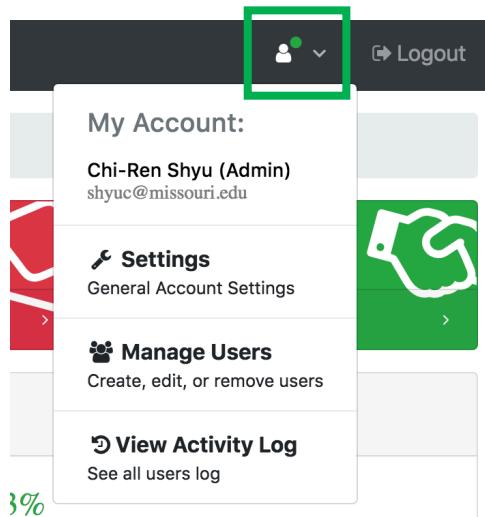


Figure 1: Admin User Type View

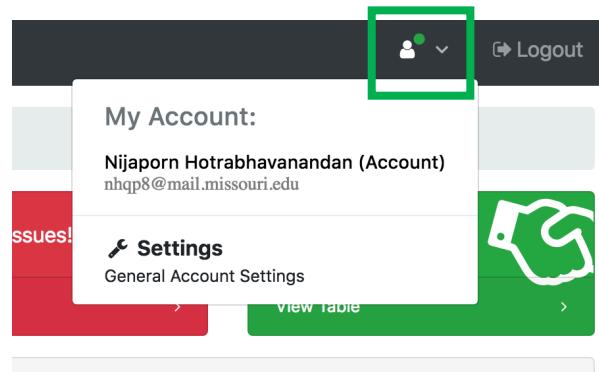


Figure 2: Executive/Account Manager Type View

1.3 Authorized User

The followings are sample user accounts:

Role: Admin

Username: shyuc

Password: pwd

Role: Account Manager

Username: nhqp8

Password: pwd

Role: Executive Manager

Username: athc5

Password: pwd

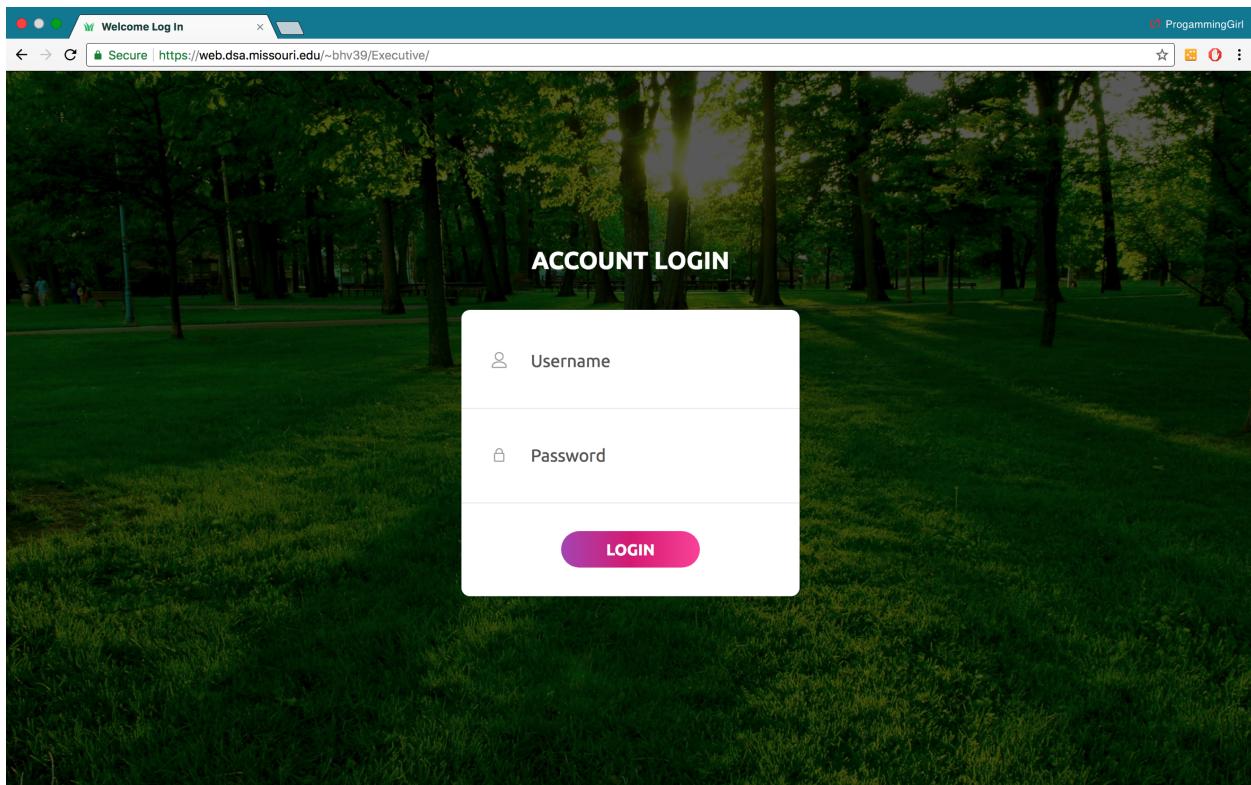


Figure 3: Login Webpage

Admin User's Pages

Directory to get to Manager User page:

The screenshot shows a web browser window titled "Manage Users". The URL is https://web.dsa.missouri.edu/~bhv39/Executive/display-user-table.php. The page is titled "User Table" and displays a table of user data. The table has columns: User ID, Username, Password, First Name, Last Name, E-mail, Role, Update, and Delete. There are 11 entries listed. A green arrow points from the top left towards the "Manage Users" link in the header. A green box highlights the "Logout" link in the top right corner of the header.

User ID	Username	Password	First Name	Last Name	E-mail	Role	Update	Delete
1	admin	*****	Admin_Firstname	Admin_Lastname	admin_email@mail.missouri.edu	Admin		
2	nhqp8	*****	Nijaporn	Hotrabhavanandan	nhqp8@mail.missouri.edu	Account		
3	bhv39	*****	Ben	Hotrabhavananda	bhv39@mail.missouri.edu	Admin		
17	athc5	*****	Aaron	Thomas	athc5@mail.missouri.edu	Executive		
18	jbu7c	*****	John	Umstead	jbu7c@mail.missouri.edu	Account		
19	shyuc	*****	Chi-Ren	Shyu	shyuc@missouri.edu	Admin		
20	yrlbc	*****	Yu	Li	yrlbc@mail.missouri.edu	Admin		
21	example	*****	Test1_Firstname	Test1_Lastname	example@gmail.com	Account		
22	example2	*****	Test2_Firstname	Test2_Lastname	example2@missouri.edu	Executive		
23	executive	*****	CEO_name	CEO_Last	CEO@gmail.com	Executive		

Figure 4: Manage User Page

As an admin, you can **delete**, **update** and **create** from Manager User page.

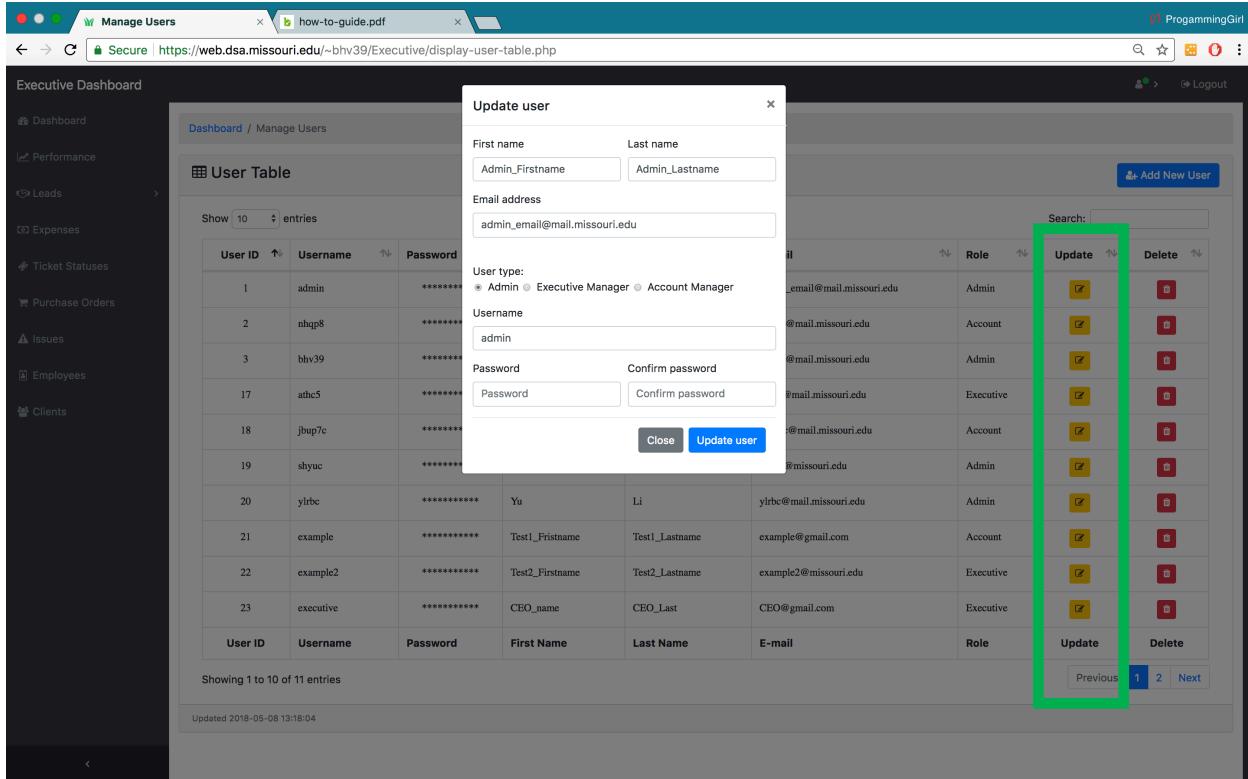


Figure 5: Update User Modal

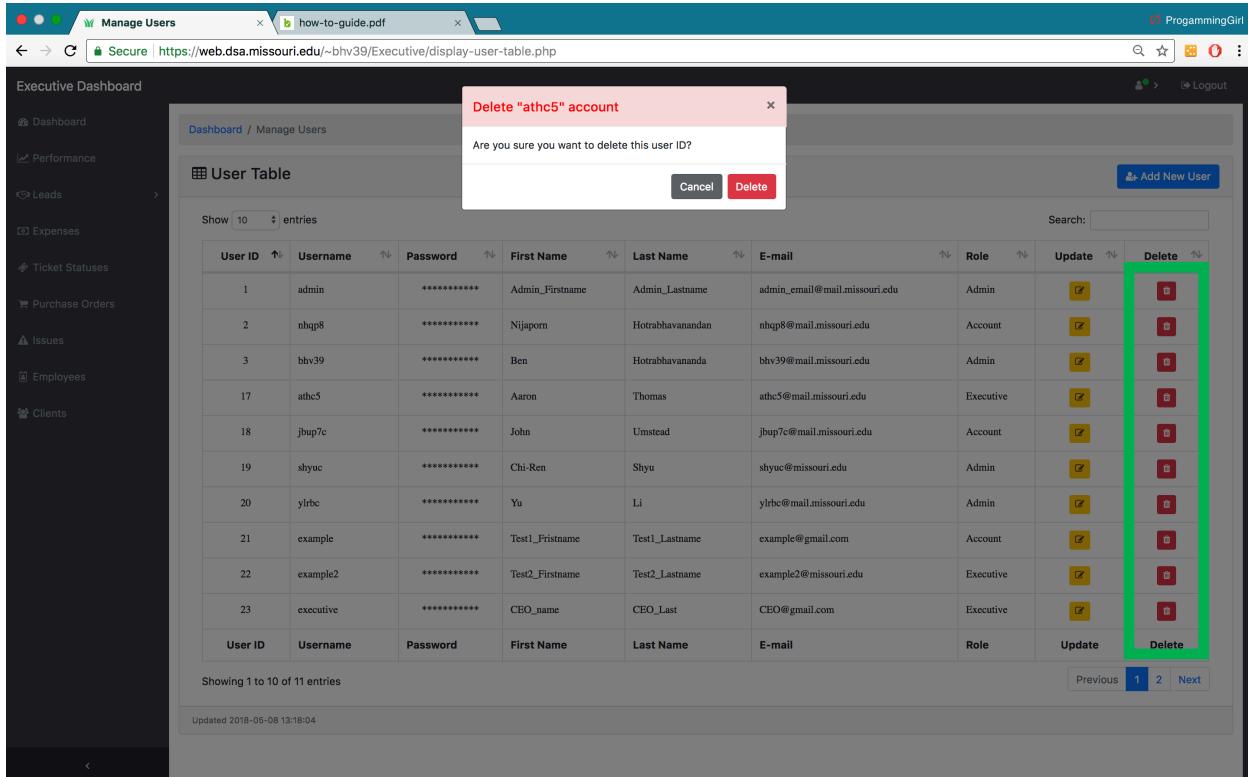


Figure 6: Delete User Modal

The screenshot shows a web browser window titled "User Activity Log". The URL is https://web.dsa.missouri.edu/~bhv39/Executive/view-activity-log.php. The page has a dark sidebar on the left with various navigation links: Dashboard, Performance, Leads, Expenses, Ticket Statuses, Purchase Orders, Issues, Employees, and Clients. The main content area is titled "Activity Log". It displays a table of user activity logs. The table has columns for User ID, Username, Role, Time, and Action Taken. The table shows multiple entries for two users: nhqp8 (Account role) and bhv39 (Admin role). The activity log entries include actions like "Update profile", "Logged in", "Logged out", and "Create a new user: username = 'account'". A green box highlights the first few rows of the table. At the bottom of the table, there is a search bar and a pagination control showing pages 1 through 9.

User ID	Username	Role	Time	Action Taken
2	nhqp8	Account	2018-05-04 22:28:49	Update profile
2	nhqp8	Account	2018-05-04 22:27:39	Logged in
2	nhqp8	Account	2018-05-04 22:26:11	Logged out
3	bhv39	Admin	2018-05-10 19:46:32	Logged out
3	bhv39	Admin	2018-05-10 15:36:08	Logged in
3	bhv39	Admin	2018-05-09 02:45:10	Logged out
3	bhv39	Admin	2018-05-08 16:52:55	Logged in
3	bhv39	Admin	2018-05-08 13:18:27	Logged out
3	bhv39	Admin	2018-05-08 13:18:04	Create a new user: username = 'account'
3	bhv39	Admin	2018-05-08 13:17:02	Logged in
User ID	Username	Role	Time	Action Taken

Figure 7: View Activity Log

This page enables the admin to see **Activity Logs** for every users.
Each user role will have different code color as shown above **Green** and **Blue**.

General Accounting Setting

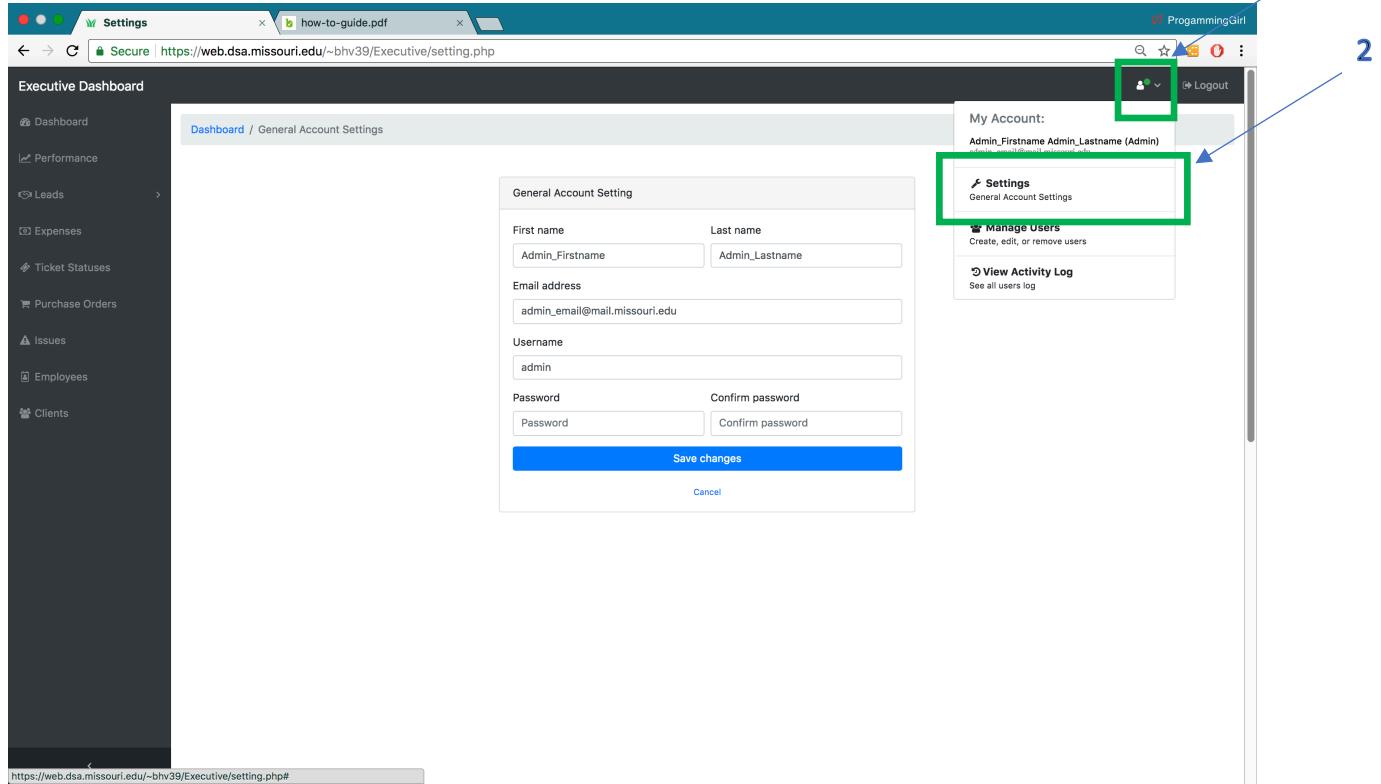


Figure 8: General Account Settings

All user roles can change First Name, Last Name, E-mail, Username, and Password (All are auto filled at first). **Notice** that you can't have either E-mail or Username same as other user.

Dashboard

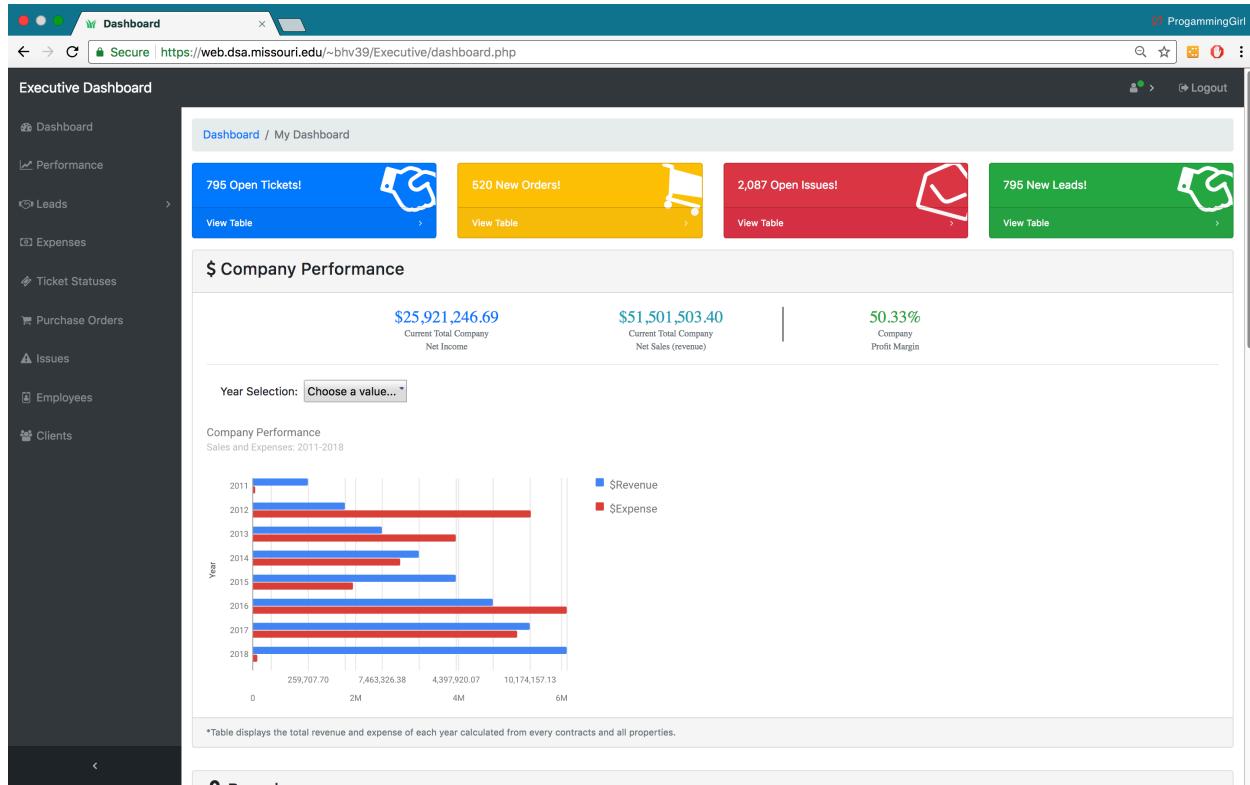


Figure 9: Dashboard Main Page

This is the first webpage you will see right after log in.
From this page as you can see from the side bar, there are tabs you can go to.

Performances

Company Performance

Secure | https://web.dsa.missouri.edu/~bhv39/Executive/performance.php

Logout

Executive Dashboard

- Dashboard
- Performance
- Leads
- Expenses
- Ticket Statuses
- Purchase Orders
- Issues
- Employees
- Clients

Company Performance

\$ Company Performance

Current Total Company Net Income: \$25,921,246.69

Current Total Company Net Sales (revenue): \$51,501,503.40

Company Profit Margin: 50.33%

Year Selection: Choose Year(s)

Company Performance
Sales and Expenses: 2011-2018

Year	\$Revenue	\$Expense
2011	259,707.70	54,094.88
2012	9,699,331.54	5,407,597.98
2013	7,463,326.38	3,950,164.86
2014	6,069,474.37	2,870,784.23
2015	4,397,920.07	1,953,852.53
2016	11,225,829.21	6,105,722.36
2017	10,174,157.13	5,142,705.89
2018	2,211,757.00	95,333.98

*Table displays the total revenue and expense of each year calculated from every contracts and all properties.

Total Revenue -vs- Expense by Branch and Year

Branch Selection: Branch

Branch	Year	\$Revenue	\$Expense
Kansas City	2018	2,211,757.00	95,333.98
Columbia	2018	2,211,757.00	95,333.98
St. Louis	2018	2,211,757.00	95,333.98

*Table displays the total revenue and expense of each year calculated from every contracts and all properties.

Total Revenue -vs- Expense by Branch and Year

Branch Selection: Branch

Year Selection: 2011

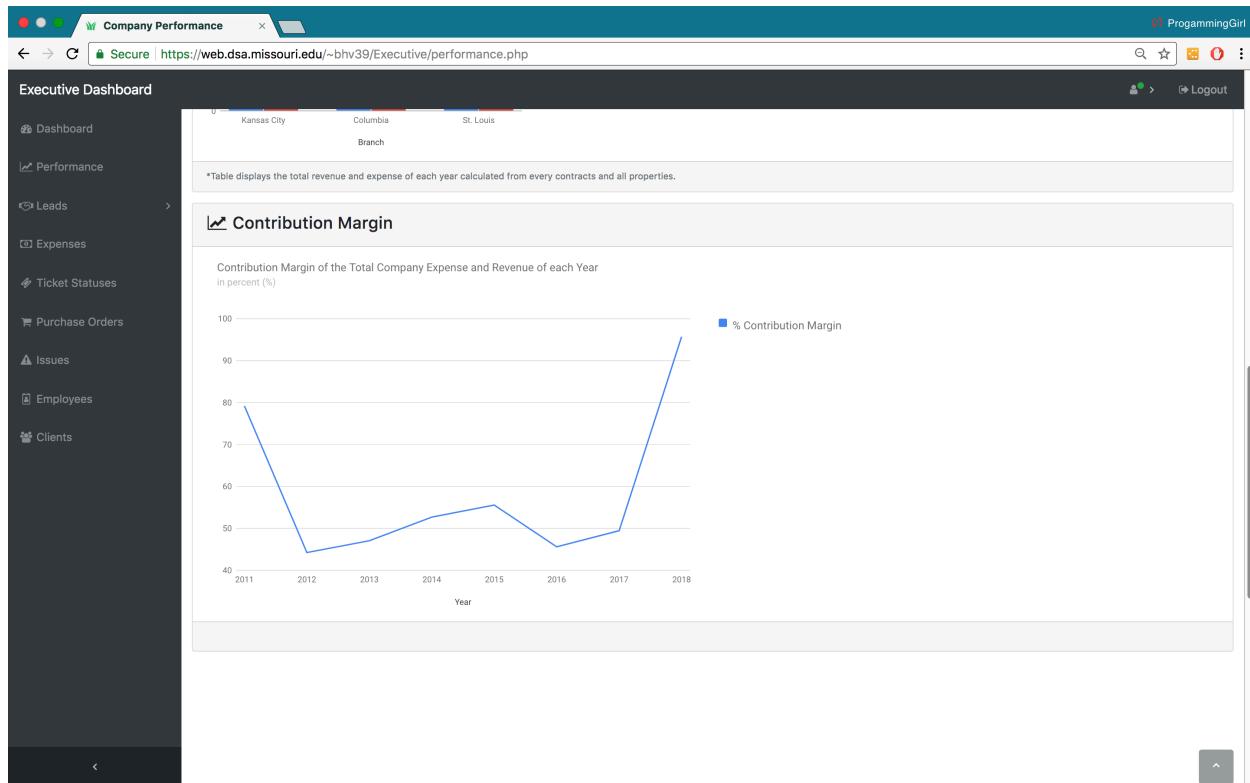
Branch	Year	\$Revenue	\$Expense
Kansas City	2011	132,000.09	90,000
Columbia	2011	129,853.85	27,047.44
St. Louis	2011	129,853.85	27,047.44

*Table displays the total revenue and expense of each year calculated from every contracts and all properties.

Contribution Margin

Contribution Margin of the Total Company Expense and Revenue of each Year in percent (%)

100 / % Contribution Margin



Performance tab shows Company Performance, Total Revenue, and Contribution Margin.

Leads

Executive Dashboard

[Dashboard](#) / [Successful Leads](#)

Leads by Branch

Branch	Leads
St. Louis	~7,500
Columbia	~2,200
Kansas City	~1,000

Leads by Industry

Industry	Leads
Commercial	~4,000
Residential	~2,200
HOA	~1,000
Municipality	~500
Hospital	~500
Restaurant	~500
Property Managers	~1,000

Leads by Year

Year	Leads
2011	~100
2012	~500
2013	~2,800
2014	~6,000
2015	~100
2016	~100
2017	~100
2018	~100

Marketing Table

Show 10 entries

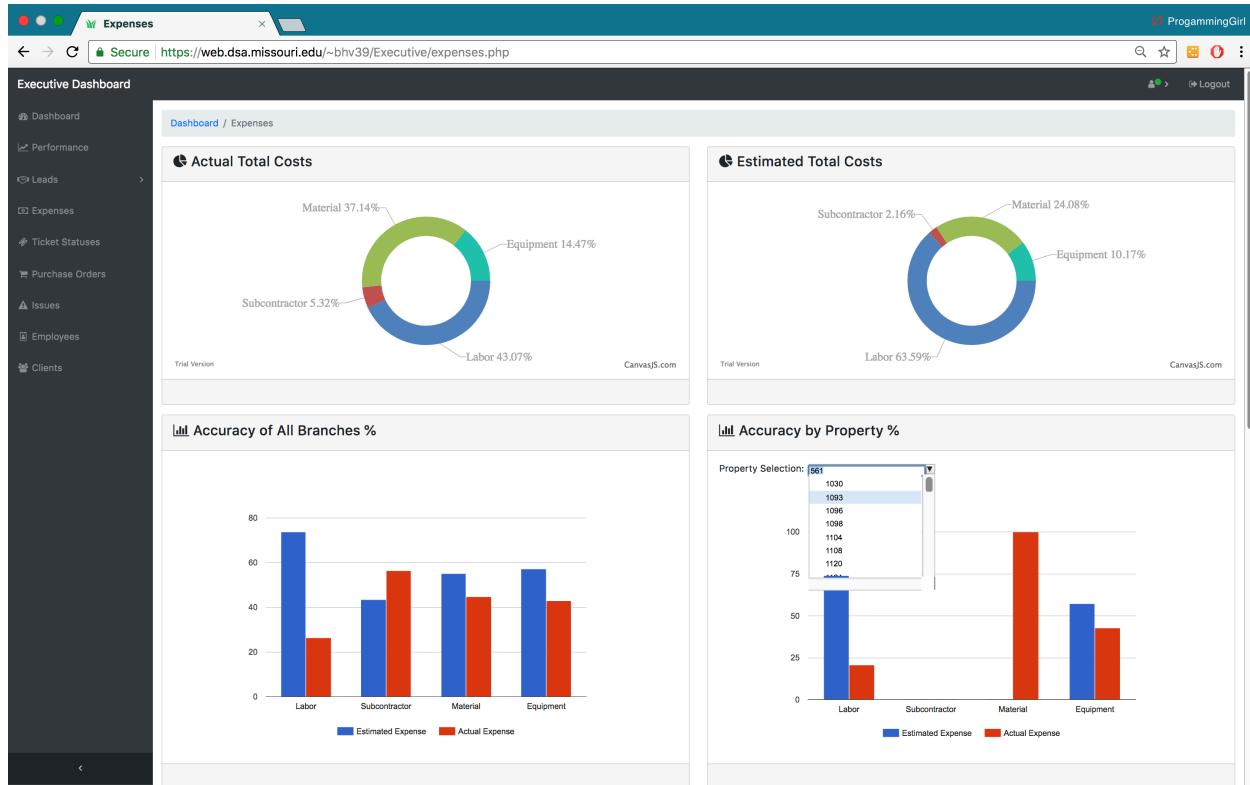
Lead ID	Branch	Representative Name	Industry Name	Type Name	Lead Status	Value	Year
1	St. Louis	Colin Taheny	HOA	Plantings	Converted	50000.00	2012
2	St. Louis	Ryan Taheny	Hospital	Plantings	Converted	0.00	2012
3	St. Louis	Ryan Taheny	Residential	Lawn Maintenance	Disqualified	0.00	2012
4	St. Louis	Ryan Taheny	Residential	Fertilization Only	Converted	100.00	2012
5	St. Louis	Colin Taheny	Restaurant	Snow	Converted	0.00	2011
6	St. Louis	Ryan Taheny	Hospital	Snow	Converted	0.00	2011
7	St. Louis	Shannon O'Neil	HOA	Snow	Converted	0.00	2011
8	St. Louis	Shannon O'Neil	Residential	Snow	Converted	0.00	2011
9	St. Louis	Ryan Taheny	Residential	Snow	Converted	0.00	2011
10	St. Louis	Shannon O'Neil	Municipality	Plantings	New	0.00	2011

Showing 1 to 10 of 10,635 entries

Previous **1** 2 3 4 5 ... 1064 Next

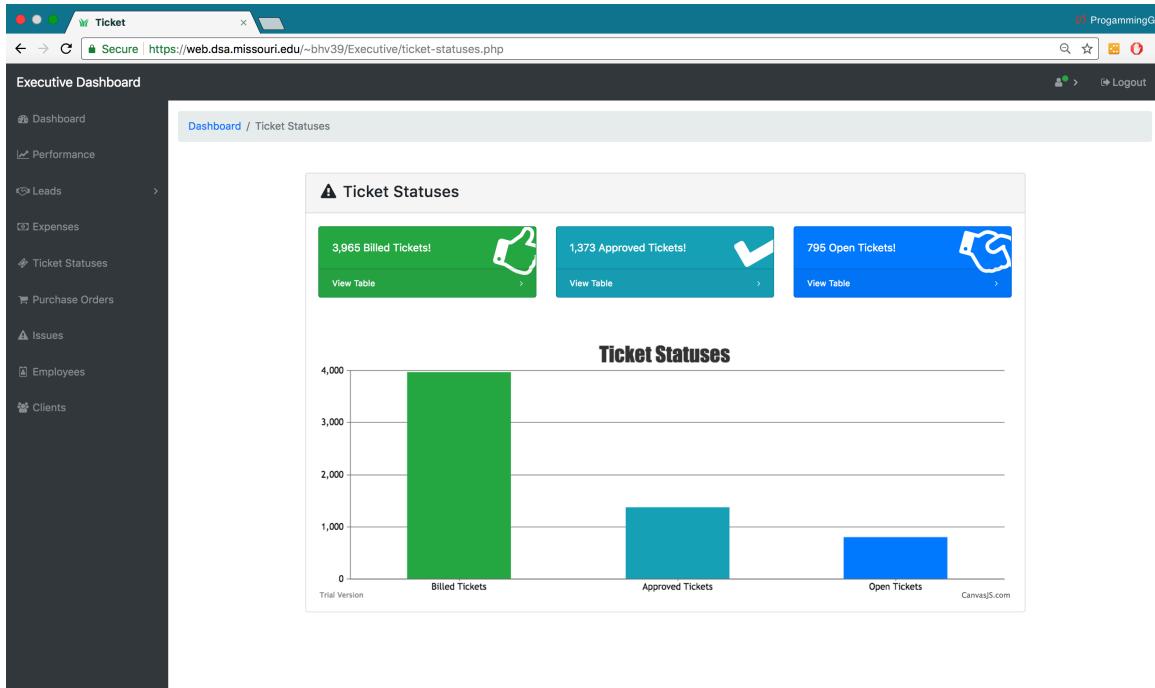
Lead tab shows the result from leads.

Expenses

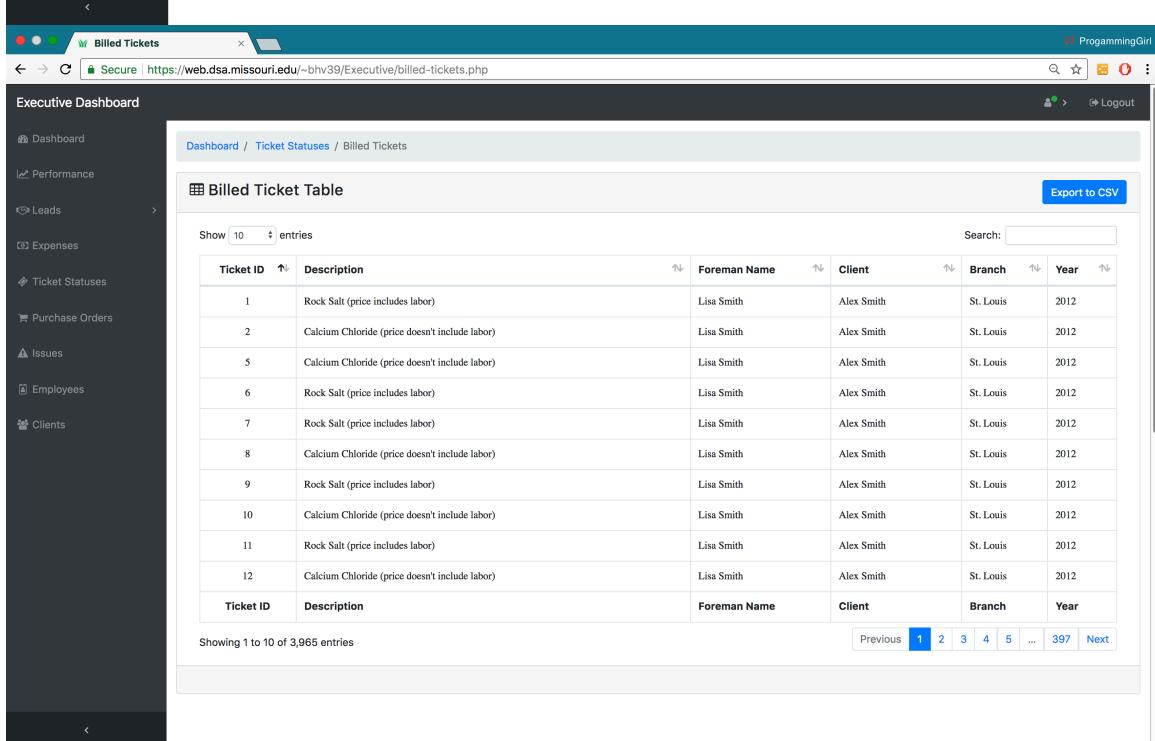


Expense tab shows the company over all expenses.

Ticket Statuses



The screenshot shows the 'Ticket Statuses' dashboard. On the left is a sidebar with links: Dashboard, Performance, Leads, Expenses, Ticket Statuses (which is the active tab), Purchase Orders, Issues, Employees, and Clients. The main content area has a title 'Ticket Statuses' with three cards: '3,965 Billed Tickets!' (green), '1,373 Approved Tickets!' (teal), and '795 Open Tickets!' (blue). Below these is a bar chart titled 'Ticket Statuses' with three bars: 'Billed Tickets' at 3,965, 'Approved Tickets' at 1,373, and 'Open Tickets' at 795. The chart is from 'CanvasJS.com'.



The screenshot shows the 'Billed Tickets' table page. The sidebar is identical to the first dashboard. The main content is a table titled 'Billed Ticket Table' with columns: Ticket ID, Description, Foreman Name, Client, Branch, and Year. The table contains 12 rows of data. At the bottom, it says 'Showing 1 to 10 of 3,965 entries' and has navigation buttons for 'Previous' and 'Next'.

Ticket status tab shows billed tickets, approved tickets, and open tickets.

Purchase Orders

Purchase Order Reports

Category	Count
Complete Orders	7,102
Approved Orders	3,255
New Orders	520

Purchase Order Reports

Category	Count
Completed Orders	7,000
Approved Orders	3,000
New Orders	1,000

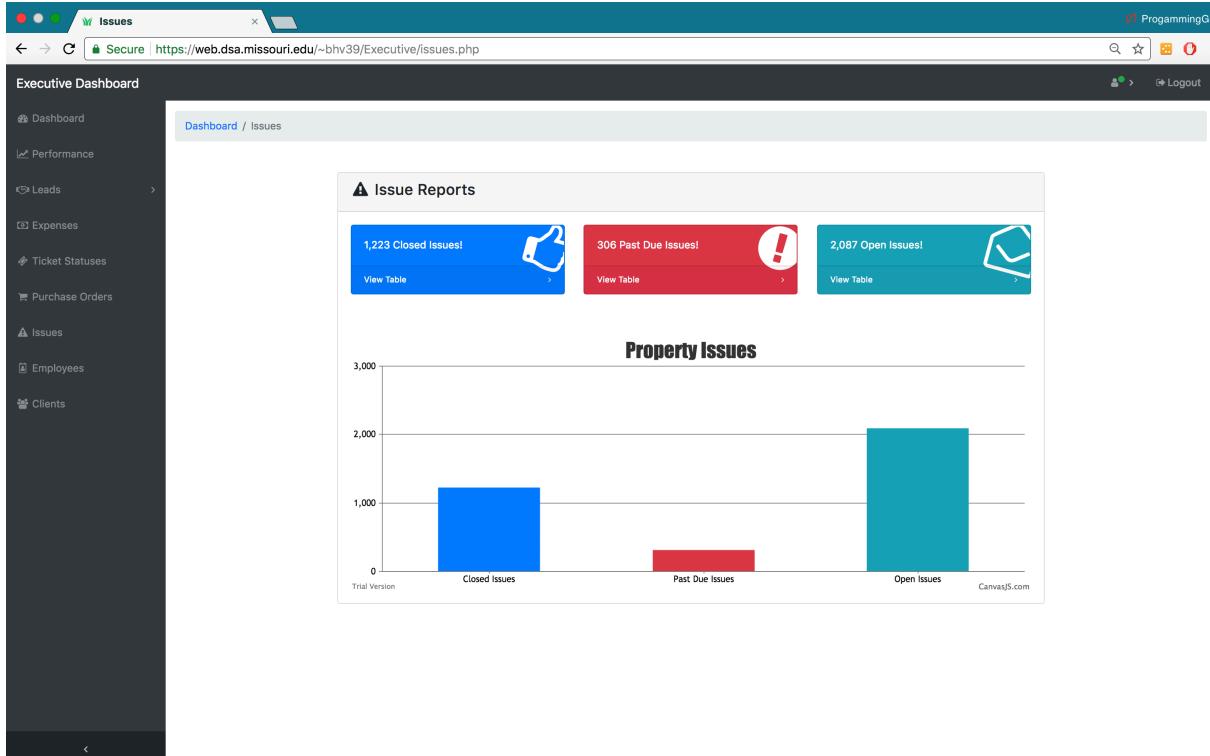
Complete Order Table

PO ID	Vendor Name	Purchase Status	Branch Name	Created by User Code	Submitted on	Estimated Delivery	Full Allocated?
3	Cardinal Custodial Services - Tim Cardina	Complete	St. Louis	SONL	2012-01-21 00:00:00	2012-01-12 00:00:00	YES
4	Cardinal Custodial Services - Tim Cardina	Complete	St. Louis	FKUR	2012-01-30 00:00:00	2012-01-17 00:00:00	YES
6	Conserv F/S - vendor	Complete	St. Louis	SONL	2012-02-14 00:00:00	2012-02-13 00:00:00	NO
8	Ryco Landscaping 1	Complete	St. Louis	FKUR	2012-02-17 00:00:00	2012-02-17 00:00:00	YES
10	Ryco Landscaping 1	Complete	St. Louis	SONL	2012-02-21 00:00:00	N/A	YES
12	Ryco Landscaping 1	Complete	St. Louis	SONL	2012-02-24 00:00:00	2012-02-24 00:00:00	YES
14	Cardinal Custodial Services - Tim Cardina	Complete	St. Louis	EMAY	2012-02-29 00:00:00	2012-02-24 00:00:00	YES
15	Conserv F/S - vendor	Complete	St. Louis	FKUR	2012-03-05 00:00:00	2012-02-22 00:00:00	YES
21	Aspen Valley Landscaping	Complete	St. Louis	FKUR	2012-03-14 00:00:00	N/A	YES
31	Lurvey Landscape Supply	Complete	St. Louis	FKUR	2012-03-21 00:00:00	2012-02-10 00:00:00	YES

Purchase order shows completed/approved/new orders.

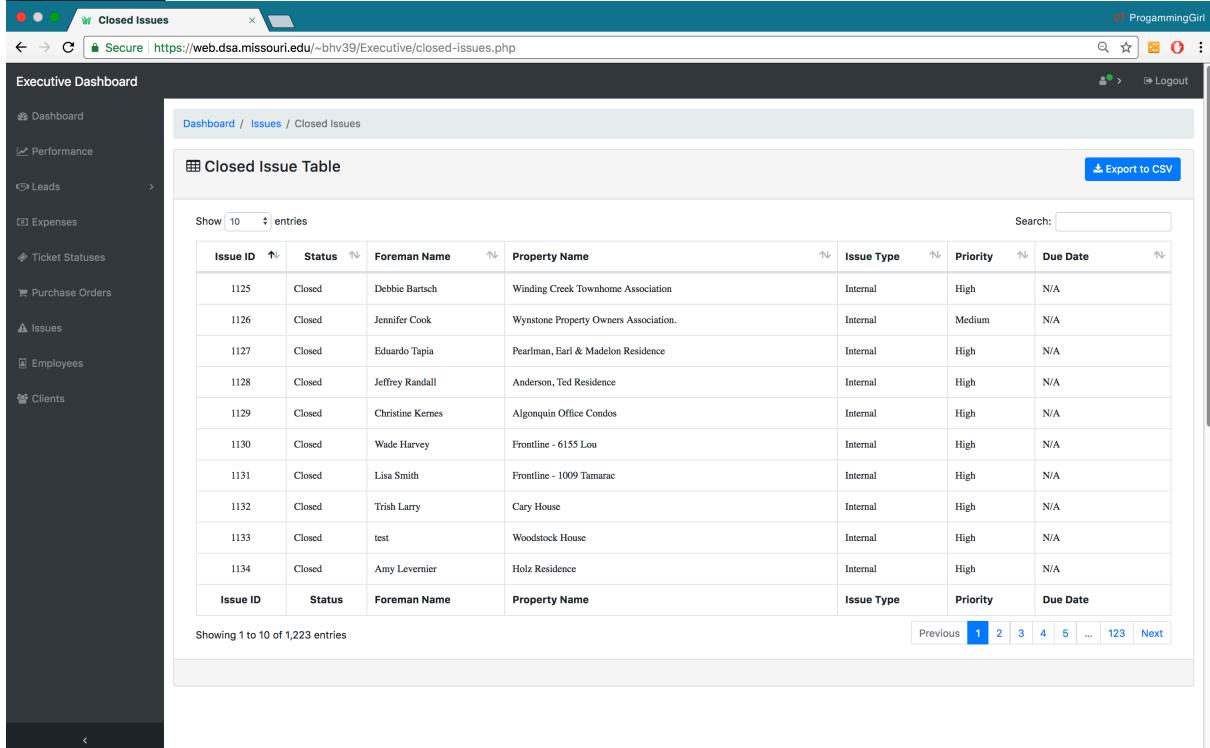
Issues

Issue tab shows issues and priority levels.



The screenshot shows the 'Issues' dashboard with the following details:

- Issue Reports:** Three cards are displayed:
 - 1,223 Closed Issues! (Blue card with thumbs-up icon)
 - 306 Past Due Issues! (Red card with exclamation mark icon)
 - 2,087 Open Issues! (Teal card with checkmark icon)
- Property Issues Bar Chart:** A bar chart titled "Property Issues" comparing Closed Issues (blue bar, ~1,223), Past Due Issues (red bar, ~306), and Open Issues (teal bar, ~2,087). The Y-axis ranges from 0 to 3,000.



The screenshot shows the "Closed Issues" table page with the following details:

- Table Headers:** Issue ID, Status, Foreman Name, Property Name, Issue Type, Priority, Due Date.
- Table Data:** A list of 1,223 entries, showing columns for Issue ID (e.g., 1125, 1126, ..., 1134), Status (Closed), Foreman Name (e.g., Debbie Bartsch, Jennifer Cook, Eduardo Tapia, ...), Property Name (e.g., Winding Creek Townhome Association, Wynstone Property Owners Association, Pearlman, Earl & Madelon Residence, ...), Issue Type (Internal), Priority (High, Medium, High, High, High, High, High, High, High), and Due Date (N/A).
- Table Footer:** Shows 10 entries per page, a search bar, and navigation links for Previous, Next, and page numbers (1, 2, 3, 4, 5, ..., 123).

Past Due Issues

Secure | https://web.dsa.missouri.edu/~bhv39/Executive/past-due-issues.php

Logout

Executive Dashboard

- Dashboard
- Performance
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- Ticket Statuses
- Purchase Orders
- Issues
- Employees
- Clients

Past Due Issue Table

Show 10 entries

Issue ID	Status	Foreman Name	Property Name	Issue Type	Priority	Due Date
2349	Past_Due	802sample_name	somewhere	Customer	High	2016-05-17 00:00:00
2350	Past_Due	803sample_name	somewhere	Customer	High	2016-05-17 00:00:00
2351	Past_Due	804sample_name	somewhere	Customer	Medium	N/A
2352	Past_Due	805sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2353	Past_Due	806sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2354	Past_Due	807sample_name	somewhere	Customer	High	2016-05-23 00:00:00
2355	Past_Due	808sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2356	Past_Due	809sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2357	Past_Due	810sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2358	Past_Due	811sample_name	somewhere	Customer	High	2016-05-20 00:00:00

Showing 1 to 10 of 306 entries

Priority Level Export to CSV

Past Due Issues

Secure | https://web.dsa.missouri.edu/~bhv39/Executive/past-due-issues.php

Logout

Executive Dashboard

- Dashboard
- Performance
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Past-Due-Issue Priority Levels:

Pie chart showing the distribution of priority levels for past-due issues. The vast majority are High priority (green), with a very small amount in Medium (red), Urgent (yellow), and Low (blue) categories.

Past Due Issue Table

Show 10 entries

Issue ID	Status	Foreman Name	Property Name	Issue Type	Priority	Due Date
2349	Past_Due	802sample_name	somewhere	Customer	High	2016-05-17 00:00:00
2350	Past_Due	803sample_name	somewhere	Customer	High	2016-05-17 00:00:00
2351	Past_Due	804sample_name	somewhere	Customer	Medium	N/A
2352	Past_Due	805sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2353	Past_Due	806sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2354	Past_Due	807sample_name	somewhere	Customer	High	2016-05-23 00:00:00
2355	Past_Due	808sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2356	Past_Due	809sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2357	Past_Due	810sample_name	somewhere	Customer	High	2016-05-18 00:00:00
2358	Past_Due	811sample_name	somewhere	Customer	High	2016-05-20 00:00:00

Showing 1 to 10 of 306 entries

Priority Level Export to CSV

Open Issues ProgrammingGirl

Secure | https://web.dsa.missouri.edu/~bhv39/Executive/open-issues.php

Logout

Executive Dashboard

- Dashboard
- Performance
- Leads
- Expenses
- Ticket Statuses
- Purchase Orders
- Issues
- Employees
- Clients

Open Issue Table

Show 10 entries

Issue ID	Status	Foreman Name	Property Name	Issue Type	Priority	Due Date
1	Open	Ryan Taheny	Crandall Residence	Audit	Urgent	N/A
2	Open	Colin Taheny	Harlfinger Residence	Audit	High	N/A
3	Open	Shannon O'Neil	Balian Residence	Audit	High	N/A
4	Open	Erica Mayfield	Nyenhuis Residence - OLD	Audit	Low	N/A
5	Open	Michael A. Sander	Patel, Shashikant Residence	Audit	Low	N/A
6	Open	Eric A. Gulledge	Wokoun Residence	Audit	Medium	N/A
7	Open	Amy B. Piquette	Wong Residence	Audit	Urgent	N/A
8	Open	Sarah E. Vermett	George Residence	Audit	Urgent	N/A
9	Open	Stephen A. Palanca	Ramanna Residence	Audit	Urgent	N/A
10	Open	Jonathan Byrne	Yang Residence	Audit	Urgent	N/A

Showing 1 to 10 of 2,087 entries

Previous 1 2 3 4 5 ... 209 Next

Open Issues ProgrammingGirl

Secure | https://web.dsa.missouri.edu/~bhv39/Executive/open-issues.php

Logout

Executive Dashboard

- Dashboard
- Performance
- Leads
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- Purchase Orders
- Issues
- Employees
- Clients

Open Issue Table

Show 10 entries

Issue ID	Status	Foreman Name	Property Name	Issue Type	Priority	Due Date
1	Open			Audit	Urgent	N/A
2	Open			Audit	High	N/A
3	Open			Audit	High	N/A
4	Open			Audit	Low	N/A
5	Open			Audit	Low	N/A
6	Open	Eric A. Gulledge	Wokoun Residence	Audit	Medium	N/A
7	Open	Amy B. Piquette	Wong Residence	Audit	Urgent	N/A
8	Open	Sarah E. Vermett	George Residence	Audit	Urgent	N/A
9	Open	Stephen A. Palanca	Ramanna Residence	Audit	Urgent	N/A
10	Open	Jonathan Byrne	Yang Residence	Audit	Urgent	N/A

Showing 1 to 10 of 2,087 entries

Previous 1 2 3 4 5 ... 209 Next

Open-Issue-Priority Levels:

The pie chart illustrates the distribution of open issues by priority level. The segments are labeled as follows:

- High (Blue)
- Medium (Orange)
- Low (Green)
- Urgent (Red)

Employees

The screenshot shows a web-based executive dashboard for an organization. The top navigation bar includes links for 'Employee', 'Logout', and 'ProgammimgGirl'. The left sidebar lists various management categories: Dashboard, Performance, Leads, Expenses, Ticket Statuses, Purchase Orders, Issues, Employees (which is currently selected), and Clients. The main content area has two tabs: 'Branch Manager' and 'Employees'. The 'Employees' tab is active, displaying a table of employees with columns for Employee ID, Employee Name, and Branch. A search bar and selection dropdown are also present. Below the table, there is a large, empty space.

Employee ID	Employee Name	Branch
100	Ryan Taheny	St. Louis
102	Colin Taheny	St. Louis
103	Shannon O'Neil	St. Louis
107	Erica Mayfield	St. Louis
110	Michael A. Sander	St. Louis
115	Eric A. Guleidge	St. Louis
118	Amy B. Piquette	St. Louis
125	Sarah E. Vermett	St. Louis
128	Stephen A. Palanca	St. Louis
137	Jonathan Byrnes	St. Louis
146	Benjamin J. Ubben	St. Louis
159	Kevin Krutwig	St. Louis
228	William G. Carlson	St. Louis
234	Joshua M. Routh	St. Louis

This tab shows all the employees of the company.

Clients

The screenshot shows a web-based application titled "Clients" with a "Secure" connection. The URL is https://web.dsa.missouri.edu/~bhv39/Executive/client.php. The page is titled "Client Information" and displays a table of client data. The table has columns for Property Name, Branch, Client Name, Industry, Address Type, Address, City, State, and zipcode. The data includes entries for various residences and their details.

Property Name	Branch	Client Name	Industry	Address Type	Address	City	State	zipcode
Crandall Residence	St. Louis	John Smith	Residential	Work	1234 Main St.	Chesterfield	MO	63005
Harrfinger Residence	St. Louis	John Smith	Residential	Work	1234 Main St.	Chesterfield	MO	63005
Balan Residence	St. Louis	Alex Smith	Residential	Work	8595 Pyott Road, Suite C	Lake in the Hills	IL	60156
Nyenhuis Residence - OLD	St. Louis	Jack Black	Residential	Physical	1445 Braewood Drive	Algonquin	IL	60102
Patel, Shashikant Residence	St. Louis	John Smith	Residential	Mailing	1445 Braewood Drive	Algonquin	IL	60102
Wickou Residence	St. Louis	Jack Black	Residential	Physical	4108 Northgate Drive	Spring Grove	IL	60081
Wong Residence	St. Louis	John Smith	Residential	Mailing	4108 Northgate Drive	Spring Grove	IL	60081
George Residence	St. Louis	John Smith	Residential	Physical	640 Cross Creek Court	Crystal Lake	IL	60014
Ramanna Residence	St. Louis	Alex Smith	Residential	Mailing	640 Cross Creek Court	Crystal Lake	IL	60014
Yang Residence	St. Louis	John Smith	Residential	Physical	N809 Hillside Road	Lake Geneva	WI	53147
Casacchio Residence	St. Louis	Tom Cruise	Residential	Mailing	11921 Smith Drive	Huntley	IL	60142
More Residence	St. Louis	John Smith	Residential	Physical	2401 Compass Road	Glenview	IL	60024
Puppala Residence	St. Louis	John Smith	Residential	Mailing	2401 Compass Road	Glenview	IL	60024
Behai Residence	St. Louis	Tom Cruise	Residential	Physical	13 Crosswicks Court	North Barrington	IL	60010

This tab shows all the clients of the company.