Lucity Web (Dashboard) icons
Version 2019R2
7/14/2020

Home Tab - Displays the user's Dashboard. This tab cannot be closed.

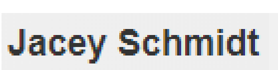

Add Tab – Allows users to open another Application Tab. Where you can pick from the module list, see your list of favorites, and your recently open views.

Application Toolbar – located in the upper right corner of the Lucity Web user interface.

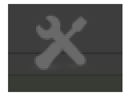

Work Order Scheduler – Enables users to view and manage work orders using a calendar view. Launches in a new browser window.


Links - Displays a list of links to web content outside of Lucity Web. This is where you'll find the Lucity Web Training guides!


Notifications – Shows all of the notifications the user has received from the system during the current session. Most often, these notifications advise the user of completed Tasks or Toolkit processes. The number displayed over the icon indicates how many notifications exist. Click the **X** next to a notification to dismiss it.



User Pane – the user pane provides additional user tools depending on the user's security permissions granted. This is opened by clicking on the user's name in the top right corner of the screen.


Troubleshooting Tool in the User Pane – this is where you need to go to clear your session cache if your Lucity Administrator updated the system for you and you need to be able to see the update.


Menu – where you can mark a favorite, save customizations, clear customizations, see the Grid Information, and change your view.

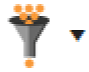

Refresh – re-queries the database and refreshes the data on the page.


Search – opens a search box that allows you to search the grid.


Add – Add a new record.


Edit in Grid – a quick way to edit multiple records in the grid.


Reports – click on the clipboard icon to bring up Lucity reports. Click on the dropdown arrow to bring up any Lucity reports you have saved as a Quick Report.



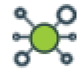
Filter – click on the funnel icon to bring up the Lucity filter screen. You can create filters here, copy filters, edit your filters, and create advanced filters. Click on the dropdown arrow to view your saved filters, to clear applied filters or to clear applied column filters from your view.

Create a New Work Order – where you go to create a new work order. Make sure you're in the equipment record when you are creating a new work order.

External Documents – click on the dropdown arrow to review any attached scanned documents from OnBase. Click on OnBase Login Screen button to log in and view scanned documents for an equipment/asset record.

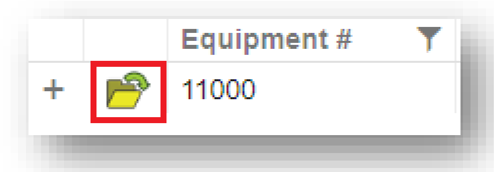
Documents – click on the document icon to review any attachments that have been uploaded directly to the equipment/asset record. The documents icon will be ORANGE if there is an attachment in the equipment/asset record.

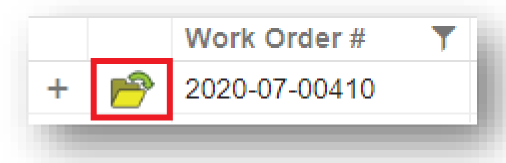
Data Export – you can export the data directly from the grid from your current view or create a customized data export by choosing the field definitions you want to export. You can email the data export to yourself or download it immediately from Excel.



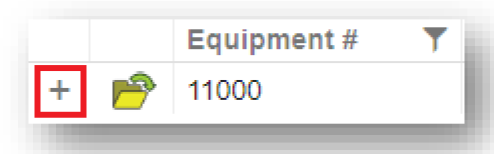
Relationships – this feature allows you to quickly jump to other records in the other modules that are associated to that record.

Click on the folder icon to open the form associated with the record. This allows you to review and edit (if permitted with your job duties) the attribute information for the record.

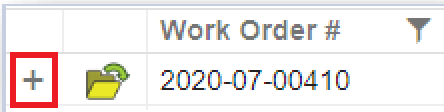




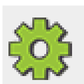
Click on the gray plus sign next to the record to display additional information tied to that record.



This is where you will find the travel logs records, work orders, PM/Work templates, Component information, and the Fueling records in an equipment record.

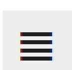


This is where you will find the WO Checklist, Work Order Tasks and Tracking information in a work order record.



Field Property Information icon on the Form – displays the field information (current caption, field name, table name, Lucity caption, global caption, and mask) for the field. This is a read only view.

Enter Design Mode – from the Home Tab on the upper left corner click on the wrench icon to Enter Design Mode to create/set up/edit your dashboard.



Show Tabs – click on this icon in the left corner of the Home Tab to show or hide your tabs on the Home Tab/screen.