

NDOT LUCITY WEB (DASHBOARD) TRAINING

LUCITY WEB (DASHBOARD) INTRODUCTION & NAVIGATION

SEPTEMBER 9TH, 2020 (UPDATED 3/12/2021)

OBJECTIVE

- Provide an overview for beginner and intermediate users on how to use and navigate Lucity Web (Dashboard), NDOT's Asset Management System

TODAY'S AGENDA

- Lucity Web (Dashboard) vs the Lucity Desktop
- What is the Dashboard?
- Lucity Web (Dashboard) Navigation
- How do I set up my Dashboard?

LUCITY WEB (DASHBOARD) VS THE LUCITY DESKTOP

- Lucity is NDOT's Asset Management System. This system holds our Fleet, Equipment, Facility, ITS Communications and Traffic Signal data. Work Orders/PMS are created and generated by the system (and by the users) for maintenance on our assets and facilities.
- The desktop is the legacy version of Lucity. This technology is outdated and all Lucity users should be using the Lucity Web (Dashboard). Lucity Web allows you to utilize customized views, forms, grids and menus. You will use the forms to view, add, and edit data (system permissions will vary depending on your job duties). In addition, the web application has a dashboard feature that makes organizing and retrieving data quick and easy.

WHAT IS THE DASHBOARD?

- The Dashboard, which is conveniently located under the Home Tab, provides an overview of relevant data and reports from several Lucity modules. The Dashboard is a powerful application that allows users to see critical information at a glance.
- The Dashboard helps users:
 - make informed decisions;
 - quickly access the forms and resources they use most often on the job; and
 - determine which module they wish to view and then drill-down to more detailed information.

Dashboard Layout

The screenshot displays the Lucity dashboard interface. At the top left is the Lucity logo, labeled "A CENTRAL SQUARE COMPANY". To the right of the logo is a red-bordered box labeled "Application Tabs" containing two tabs: "Home" with a house icon and "Fleet Equipment" with a hamburger menu icon, a close button (X), and a plus sign (+). Below the tabs is a sidebar menu with a hamburger icon and a wrench icon. The sidebar items are: "Fuel Manager", "NDOT Welcome to Lucity" (highlighted with a grey background), "ITS Administrator", "Telecommunications", "Mechanic Web Links", and "TSMO". The main content area is titled "Equipment Lookup" and contains three input fields with "GO" buttons: "Fleet Equipment Number", "Facility Equipment", and "Facility Equipment - All (407)".

Lucity
A CENTRAL SQUARE COMPANY

Application Tabs

- Home
- Fleet Equipment

Sidebar Menu:

- Fuel Manager
- NDOT Welcome to Lucity**
- ITS Administrator
- Telecommunications
- Mechanic Web Links
- TSMO

Equipment Lookup

Fleet Equipment Number



Facility Equipment

Facility Equipment - All (407)

Dashboard Layout

Application Tabs

A row of tabs runs across the top of the tool. Each tab is an open Dashboard, or View. Click on a tab to switch to it and display its contents. Users can open an unlimited number of application tabs.

	Home Tab	Displays the current user's Dashboard . This tab cannot be closed.
	Add Tab	Allows users to open another application tab. They can pick from a list of favorites, recently opened views, an organization-defined menu of views, or the modules menu.

Dashboard Layout

The screenshot shows a dashboard interface with a top navigation bar. A red bracket labeled "Application Toolbar" encompasses six icons: a green gear, a calendar, a clock, a link, a bell, and a question mark. To the right, a red bracket labeled "User Pane" encompasses the text "Jacey Schmidt" and a small globe icon. Below the navigation bar is a main content area with a header "Explore the Modules - Click + for More" and a refresh icon. A list of modules follows, each with a count in parentheses.

Application Toolbar

User Pane

Jacey Schmidt

Explore the Modules - Click + for More











- Fleet Equipment (15933)
- Work Requests ALL (12538)
- Work Orders (252305)
- Tire Inventory (2)
- ITS DMS Inventory (118)

Dashboard Layout

Application Toolbar

The **Application Toolbar**, located in the upper-right corner of the **Lucity Web** interface, gives users quick access to several **Lucity** tools and resources. It remains visible no matter what dashboard or view a user has open.

This toolbar cannot be customized; instead, a tool appears only when an agency chooses to implement it and gives a user access to it.

Icon	Tool	Description	Setup
	Admin Portal	Enables administrators to access general admin information for the entire Lucity program including Licenses, System Settings, etc...	
	Work Scheduler	Enables users to view and manage Work Orders using a calendar view. Launches in a new browser window.	
	Web Map	Generates a map that displays Lucity data geographically. Launches in a new browser window.	
	Time Sheet	Enables users to track the time they spend on various work tasks. If multiple time sheets are available to a user, a drop-down list appears.	
	Links	Displays a list of links to web content outside Lucity Web . An administrator can customize the list for an individual or a group.	
	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.	

Depending on your security permissions you may not have all of the icons/tools on your application toolbar.

We do not have the Web Map icon since we do not have GIS integrated with Lucity at this time.

NDOT does not utilize the Time Sheet icon/functionality in Lucity.

Dashboard Layout

User Pane

The User Pane provides user and admin options and tools. It is opened by clicking on the user's name in the top right corner of the screen.

The screenshot displays the 'User Pane' interface. On the left, a white box contains the following text:

- User Name:** Show's the users first and last name
- User's Email Address:** identifies the email address linked to the user
- Default User Group:** indicates the default security rules group to which the user is assigned
- Employee ID #:** NIS/EnterpriseOne Employee ID
- Login ID:** displays the username for the current user. You will not need this to log in though since we use Windows Authentication to log into Lucity

On the right, a dark grey panel shows the user's profile for **Jacey Schmidt**, with email `jacey.schmidt@nebraska.gov` and role **Administrator**. Below the profile, the ID `1897851` and the username `jacey.schmidt` are listed. A red 'X' icon is in the top left of this panel. A list of modules is partially visible, including 'Open...', 'Create New...', and 'Power Tools'. A white arrow points from the 'Power Tools' icon to the text **Administrator Tools**.

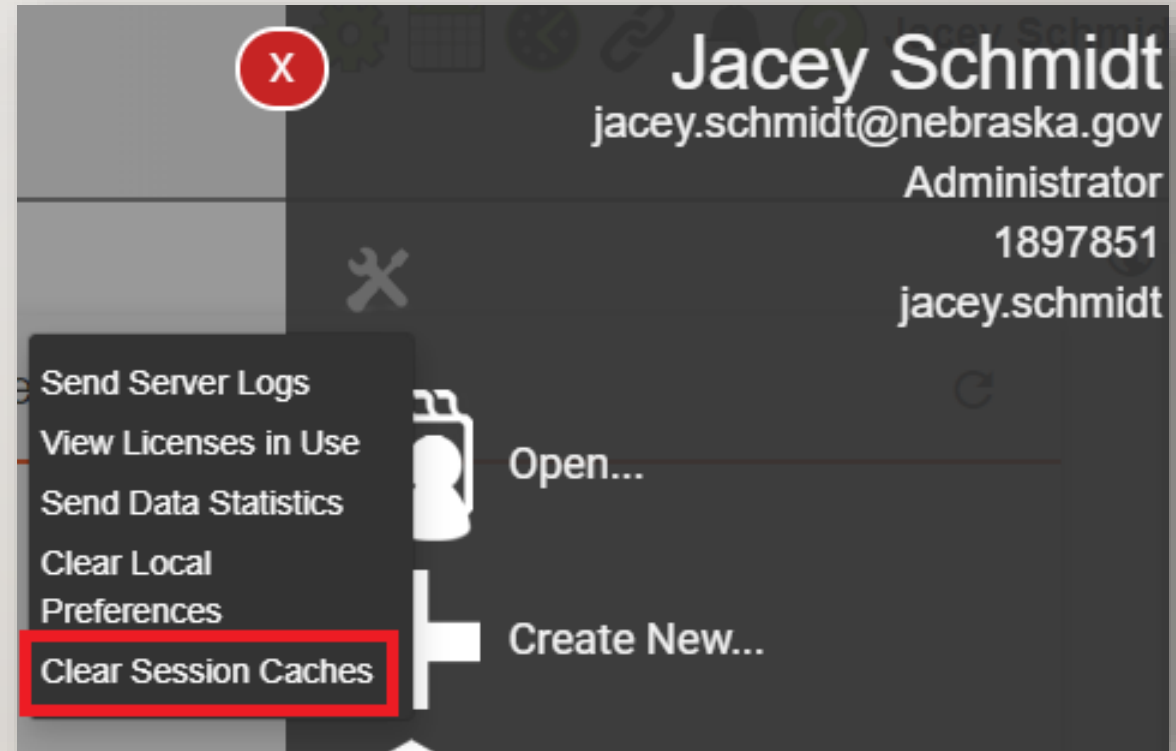
Dashboard Layout

User Pane



This is where you would go to clear your session cache.

You may need to clear your cache to see an update that was made administratively in the system. On some occasions you may also need to clear your internet browser cache to see a system update.



Dashboard Layout

User Pane

The User Pane provides user and admin options and tools. It is opened by clicking on the user's name in the top right corner of the screen.

Change Password: Enables users to change his or her Lucy password. Not applicable for NDOT as we use Windows Authentication to log into Lucy.

Settings: You can change the font size here.

Logout: Disconnects the user from the application and ends the session.



Change Password



Settings



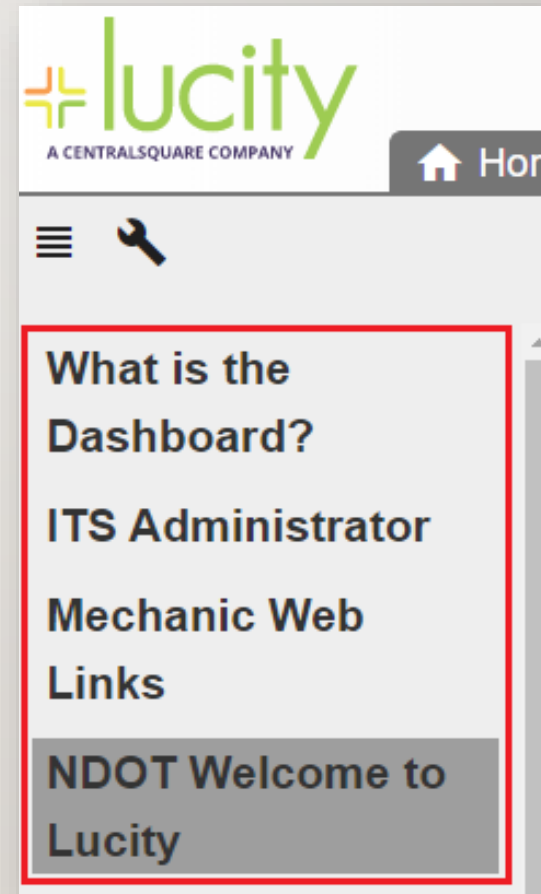
Log Out

Dashboard Tabs

The Dashboard contains customized dashboard Tabs, data drills (plugins), reports, and asset hierarchy trees that have been set up to show each user's items of interest.

Dashboard Tabs- a set of related data elements made available through the Dashboard. Tabs can be customized for each user and appear on the **left side** of the screen. Click a tab to view the frames and plug-ins associated with that dashboard tab.

The example below is my Dashboard Tabs. Your dashboard will typically have one or two tabs.



Dashboard Frames

Each Dashboard Tab is made up of Frames. This is an area on the dashboard that contains a plugin.

Each frame contains plugins to display information you need, in a useful manner. Plugins are Filtered Views (data drills) or links to Forms.

Equipment Lookup	Explore the Modules - Click + for More
Fleet Equipment Number <input type="text"/> <input type="button" value="GO"/>	Fleet Equipment (16346)
Facility Equipment <input type="text"/> <input type="button" value="GO"/>	Work Requests ALL (12961)
Facility Equipment - All (407)	Work Orders (263198)
	Tire Inventory (2)
	ITS DMS Inventory (126)
Work Order Lookup	Create Work Request
Work Order Look up <input type="text"/> <input type="button" value="GO"/>	Facility Maintenance Request Form
Work Requests	NDOT Fleet Reports
Fleet Work Requests (4763)	Three Star Report
Facility Work Requests (8193)	Awaiting Retirement
	Aging Work Orders

Explore the Modules - Click + for More
Fleet Equipment (16007)
Work Requests ALL (12615)
Work Orders (254523)
Tire Inventory (2)
ITS DMS Inventory (118)

Dashboard Examples

Dashboards are created based on the work an NDOT employee does within Lucity, targeted towards job tasks and workflow.

This is an example of a **Mechanic Tab** ↓

The screenshot shows a web browser window with a single tab titled "D1 Beatrice Mechanic". The dashboard is organized into a grid of four main widgets, each with a refresh icon in the top right corner.

- Open Work Orders:** Displays a count of "Beatrice Mechanic (117)".
- District Inventory:** Shows "Inventory by Location (1460)" and "Inventory by Equipment Type (1460)", with a sub-total for "beatrice current equipment (102)".
- Equipment Lookup:** Features two input fields: "Fleet Equipment Number" and "Facility Equipment", each with a "GO" button. Below the inputs, it shows "Facility Equipment - All (407)".
- NDOT Links:** A list of hyperlinks: [Interchange](#), [NDOR Web Page](#), [Employee Directory](#), [511 Nebraska](#), [IRIS](#), and [DIRK](#).

A left-hand sidebar contains a menu icon, a wrench icon, and the active tab label "D1 Beatrice Mechanic".

Dashboard Examples

Dashboards are created based on the work an NDOT employee does within Lucity, targeted towards job tasks and workflow.

This is an example of a **Fleet Admin Staff Tab** ↓

The screenshot displays the 'Master NDOT Fleet Admin' dashboard. The interface includes a left sidebar with a navigation menu and a main content area with four widget panels. Each panel has a title, a list of items with counts, and a refresh icon.

- Templates**: FleetBudgReq (86), Spec/Procurement (86), Equipment to be Received (82), Received Process For Pickup (50), Approved HoldOver (5)
- Status**: Received From Vendor (50), Ready for Pickup (26), Awaiting Retirement (502), Awaiting Surplus (120), Awaiting Destruction (10)
- Fleet Inventory**: + NDOT Fleet Inventory - Active (9009), + NDOT Fleet Inventory - All (16007)
- Equipment Lookup**: Fleet Equipment Number

Dashboard Examples

Dashboards are created based on the work an NDOT employee does within Lucity, targeted towards job tasks and workflow.

This is an example of a **Master Mechanic/Lead Supervisor Tab** ↓

The screenshot displays a web application interface for a Master Mechanic/Lead Supervisor. The browser tab is titled "Master Mechanic Lead/Supervisor". The dashboard is organized into four main panels, each with a refresh icon in the top right corner.

- Open Request:** Shows "+ Open Requests (0)".
- District Inventory:** Shows "+ Inventory by Location (769)" and "+ Inventory by Equipment Type (769)".
- Equipment Lookup:** Features two input fields: "Fleet Equipment Number" and "Facility Equipment Number", each with a "GO" button. Below the inputs, it displays "Facility Equipment - All (407)".
- Work Order Aging Report:** Contains a link labeled "[Aging Report By Age](#)".

Dashboard Examples

Dashboards are created based on the work an NDOT employee does within Lucity, targeted towards job tasks and workflow.

This is an example of a **Electronics Tech Tab** ↓

The screenshot displays a web dashboard for 'TSMO' (a CENTRAL SQUARE COMPANY). The interface includes a top navigation bar with 'Home' and 'TSMO' tabs, and a left sidebar with a 'TSMO' menu item. The main content area is organized into a grid of eight panels, each representing a different equipment category. Each panel has a title, a refresh icon, and a list of sub-items with expandable options. Search and filter buttons are present in several panels.

Category	Sub-items
CCTV Cameras	<ul style="list-style-type: none">+ Cameras by District (269)+ Cameras by Highway (269)Camera by IRIS Name <input type="text"/> GO+ Out of Service Cameras (3)+ CAMERA WORK ORDERS (260)
Trailers (Fleet)	<ul style="list-style-type: none">+ Camera Trailers (16)+ PDMS Trailers (259)Trailer Lookup <input type="text"/> GO
DMS	<ul style="list-style-type: none">+ DMS By District (61)+ DMS By Highway (61)DMS by IRIS Name <input type="text"/> GO+ DMS - Inactive (12)
Automated Gates	<ul style="list-style-type: none">+ Automated Gates (110)+ Automated Gate Cabinets (91)
RWIS	<ul style="list-style-type: none">+ RWIS (70)
Bridge Anti-Icing	<ul style="list-style-type: none">+ Anti-Icing Equipment (15)+ Anti-Icing Pump Houses (5)
Kiosks	<ul style="list-style-type: none">+ Kiosks (12)
Comm Service	<ul style="list-style-type: none">+ Modems (1112)+ Cellular Modem Service (1557)Active Modems (1443)


Dashboard Examples

Dashboards are created based on the work an NDOT employee does within Lucy, targeted towards job tasks and workflow.


This is an example of **Facility Maintenance Tabs** ↓

The screenshot shows a dashboard interface for Mark Hamilton. The top bar displays the user's name 'HAMILTON, MARK' with a close button and a plus sign. A left sidebar contains navigation options: 'Mark Hamilton', 'Operations - Cap Fac Mgmt', 'NDOT Capital Facilities Assets', and 'Greg Schafer'. The main content area features two dashboard cards. The first card, 'Work Requests', includes a refresh icon and a list of items: '+ New Work Requests by Priority (7)', '+ CFAMS Work Order History - By Assigned Worker (10646)', and '+ 🚧 Equipment (407)'. The second card, 'Employees Work Load - New Work Orders', also has a refresh icon and lists: '+ Lead Worker Work Load by WO Status (61)', '+ Supervisor Work Load by WO Status (44)', and '+ Crew Work Load by Assigned Worker (0)'. A globe icon is visible in the top right corner of the dashboard area.

LUCITY WEB (DASHBOARD) NAVIGATION

- Chrome is the preferred internet browser for Lucity Web. Lucity 2019R2 does not support the Internet Explorer browser.
- Launch Lucity Web from the Lucity Dashboard icon on your desktop (if applicable) or from your Start Menu or on your taskbar.  You can pin the Lucity Dashboard program to your start menu so you can find it easier each time you need to login.
- The **NDOT Welcome to Lucity** tab may be displayed on your screen, on the left-hand side. If not, you can add this tab to your dashboard later in this training. Some of you may already have tabs on the left side of your screen under your Home tab and some of you may not.

LUCITY WEB (DASHBOARD) NAVIGATION

- If you have permission you can access/view all of the Lucity modules (Fleet, Facilities, Equipment, Work Orders, Transportation and ITS Communications assets/data) by clicking on the gray plus sign  next to your Home tab.

Open a Tab

Favorites	Menu	Refresh	Modules	Search
ALL Fleet Inventory	+ Work Orders		+ General	
ALL Work Orders	+ Work Request		+ Environmental	
Facility Equipment	+ Travel Log		+ Sewer	
PM/Work Templates	+ CFAM Request		+ Storm	
Work Employee Setup			+ Environmental Compliance	
			+ Transportation	
			+ Water	
			+ Electric	
			+ Tree/Park	
			+ Fleet	
			+ Plant/Equipment	
			+ Facility	
			+ IT	
			+ Refuse/Recycle	
			+ Work	
			+ Warehouse Inventory	
			+ System Configuration	

Recent

Open GIS View

Street Signals

Work Category Setup

Work Employee Setup

Work Maintenance Zone Setup

PM/Work Templates

Work Requests

Facility Buildings

Facility Sites

Fleet Travel Logs

Cancel


LUCITY WEB (DASHBOARD) NAVIGATION

- Close up view of the Modules area. This is equivalent to the Module area on the desktop. You can expand the module by clicking on the black plus sign **+**
- The old Desktop module view

Modules

- + General
- + Environmental
- + Sewer
- + Storm
- + Environmental Compliance
- + Transportation
- + Water
- + Electric
- + Tree/Park
- + Fleet
- + Plant/Equipment
- + Facility
- + IT
- + Refuse/Recycle
- + Work
- + Warehouse Inventory
- + System Configuration




LUCITY WEB (DASHBOARD) NAVIGATION






- You can add your favorite modules to the Favorite section by clicking on the Menu button  from the module and select Mark as Favorite.

Open a Tab

Favorites	Menu
ALL Fleet Inventory	+ Work Orders
ALL Work Orders	+ Work Request
Facility Equipment	+ Travel Log
PM/Work Templates	+ CFAM Request
Work Employee Setup	

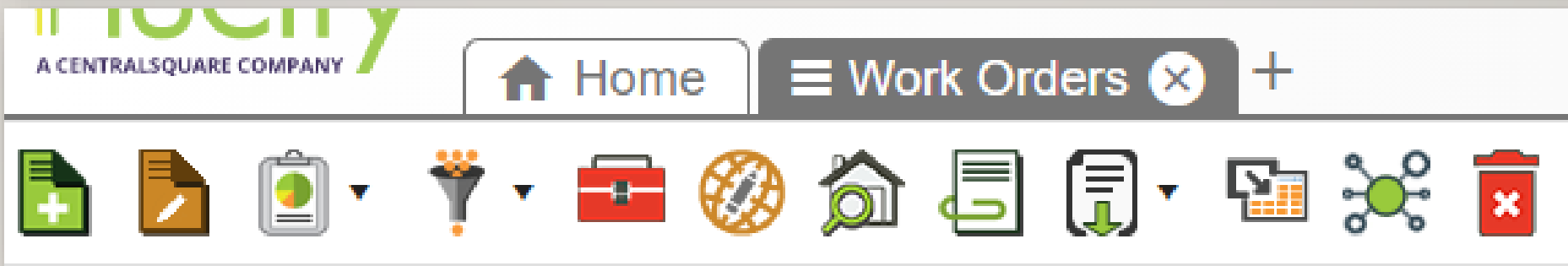
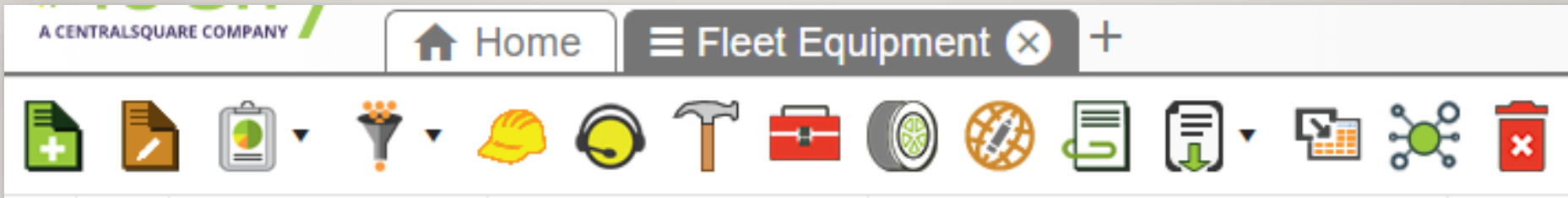
od
14
30
14
55
35
35

-  Mark as Favorite
-  Share with Others
-  Save Customizations
- Clear Customizations
-  Grid Information
-  Change View

LUCITY WEB (DASHBOARD) NAVIGATION

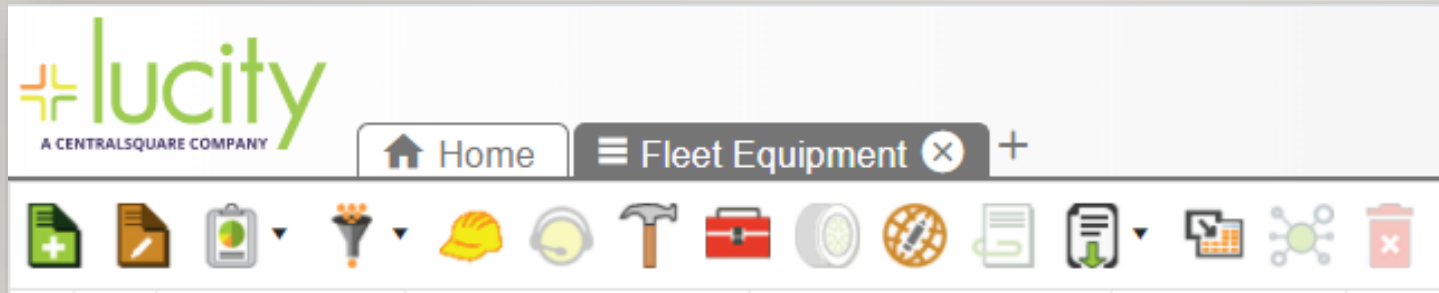
- Now lets get into the LucityWeb grids and forms. These next few slides will explain the LucityWeb icons and their functionality.*






*You may not have all of these icons under your login depending on your security permissions that were assigned to you.


LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Icons



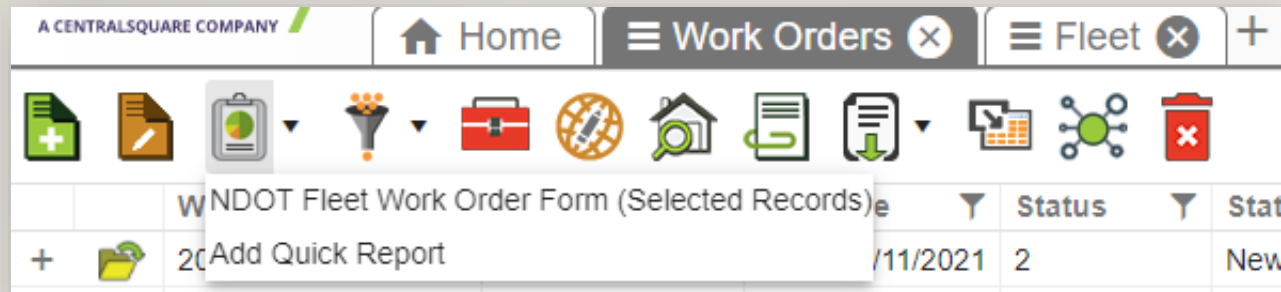
-  Green + paper icon = Add (to Add a new Record)
-  Brown pencil paper icon = Edit in Grid (you can edit a record from the grid)
-  Clipboard = Reports, you can click on the dropdown arrow to bring up a Quick Report
- Feel free to check out the OOTB/standard reports in Lucity; however, Operations utilizes the SSRS Reporting Portal for our Lucity reporting.

LUCITY WEB (DASHBOARD) NAVIGATION

- Clipboard Icon - **Reports** 

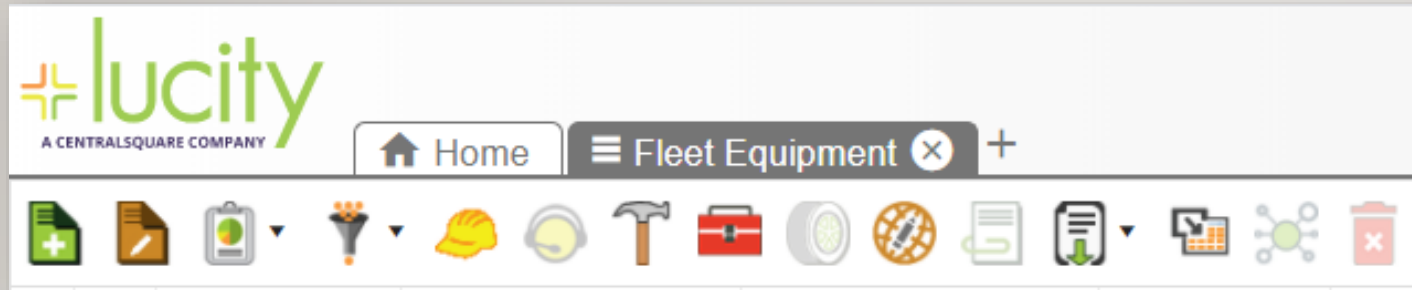
You can click on the dropdown arrow to bring up any Quick Reports you have saved.

A commonly used report/form that will be under the Reports icon (in the Work Order module) is the NDOT Fleet Work Order form. Search for this report and save it as a Quick Report so you don't have to search for the form each time you need it.



LUCITY WEB (DASHBOARD) NAVIGATION

Lucity Web Icons (continued)



Filter Icon = Filter. Click on the little arrow dropdown by the Filter icon to bring up all the filters that you have saved. All of the filters you had in the Lucity desktop will also be in the Lucity Web. If you have been with NDOT for a while your desktop filters may be under your old DOR#. Re-save these filters so they appear under your firstname.lastname in the web.

If you click on the Filter icon itself (left side):

You can uncheck the My Filters Only checkbox so you can see ALL of the filters in that module, OR you can Add/Build a New Filter.



Watch the Lucity Web Filtering video under the Lucity Training Videos frame on the NDOT Welcome to Lucity tab to learn more about how to create a filter in the web. If you need assistance with creating or editing your filter, feel free to contact NDOT Operations Lucity Support.

LUCITY WEB (DASHBOARD) NAVIGATION

Filters

Build A Filter

Name	Owner	Is Basic
_____	_____	
york equipment	Kerry Smith	<input type="checkbox"/>
	DOR16004	<input type="checkbox"/>
	DOR16004	<input type="checkbox"/>
# Order	DOR40027	<input type="checkbox"/>
1	DOR35275	<input type="checkbox"/>
1 Osceola Approved hold over	DOR34218	<input type="checkbox"/>
1 Osceola budgeted equip	DOR34218	<input type="checkbox"/>
1 Osceola equip ready for pickup	DOR34218	<input type="checkbox"/>
1 Osceola equipment all	DOR34218	<input type="checkbox"/>
1 Osceola equipment retirement	DOR34218	<input type="checkbox"/>

Page 1 of 56

1 - 50 of 2798 items

My Filters Only

Add New Rename Edit Copy Count Delete

Close Run

LUCITY WEB (DASHBOARD) NAVIGATION

Filters

Build A Filter

Name	Owner	Is Basic
1 Osceola Shorties list	jacey.schmidt	<input type="checkbox"/>
1 Osceola waiting retirement TEST	jacey.schmidt	<input type="checkbox"/>
1 Osceola ready for pickup - TEST	jacey.schmidt	<input type="checkbox"/>
108th trucks	jacey.schmidt	<input type="checkbox"/>
404 Kearney Construction	jacey.schmidt	<input type="checkbox"/>
All Tractors - Class Code A	jacey.schmidt	<input checked="" type="checkbox"/>
All Automobiles - Class Code E	jacey.schmidt	<input checked="" type="checkbox"/>
All Carryalls- Class Code D31 and D32	jacey.schmidt	<input checked="" type="checkbox"/>
All Compact Pickups (less than 1/2 ton) - Class Co	jacey.schmidt	<input checked="" type="checkbox"/>
ALL Kearney Inventory for Travis	jacey.schmidt	<input checked="" type="checkbox"/>
All Leased Tractors - A90 and A91	jacey.schmidt	<input checked="" type="checkbox"/>

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1 - 50 of 63 items

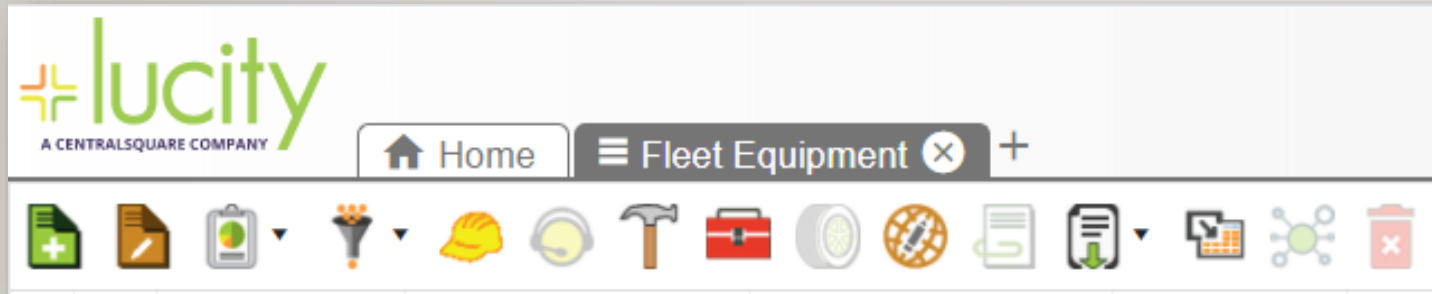
My Filters Only

Add New Rename Edit Copy Count Delete

Close Run

LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Icon Explanation



Create a New Work Order icon = Create a New Work Order, You need to make sure you're in the actual Equipment record if you want to create a WO for a particular vehicle, equipment, facility, traffic signal or ITS device, etc.



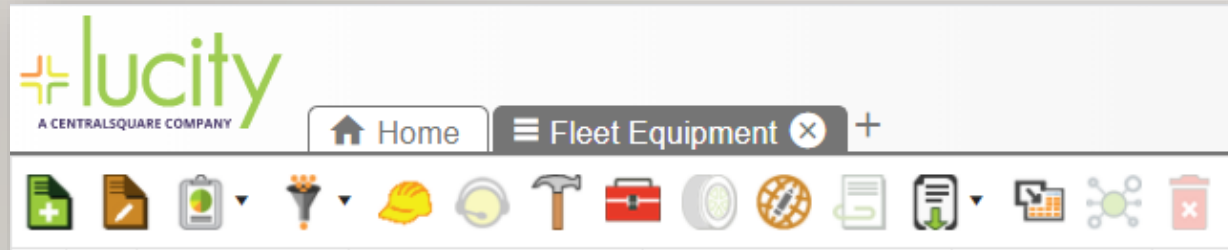
Create a new PM/Template icon = Create a new PM/Template (completed by Fleet Management for the Fleet module)



Toolkit = Most casual and general Lucity users will NOT be using any features in the toolkit for the Fleet module.

LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Icon Explanation



External Documents = click on the small arrow next to the external documents icon to bring up the OnBase Login Screen button. Click on the OnBase Upload Documents button to open the documents that are scanned in OnBase associated with the Lucity record.



Documents – this attachment icon will be orange if there is an attachment for the record. Otherwise, it will be white. If there is a document that was uploaded locally to the record this icon will be orange. You can upload documents directly to Lucity from this Documents icon.

LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Icon Explanation



Data Export icon = Data Export, you can export data directly from the grid for your convenience to review the data or to use for reporting, etc. Choose the file format option of CSV if you are exporting more than 1,000 records. You can export the current view on the grid or create a new data export where you can pick and choose the fields that you need to export. You can email the data export to yourself or download it. Click the Export button when you have made your selections on the data export screen.

Data Export: Fleet Inventory

Number of Records to be exported: 16346

Use Current View

File Format Option:
 XLSX - Excel CSV - Comma Delimited

Email or Download Results:
 Email Download

LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Icon Explanation – Data Export (continued)

Data Export: Fleet Inventory

Number of Records to be exported: 1

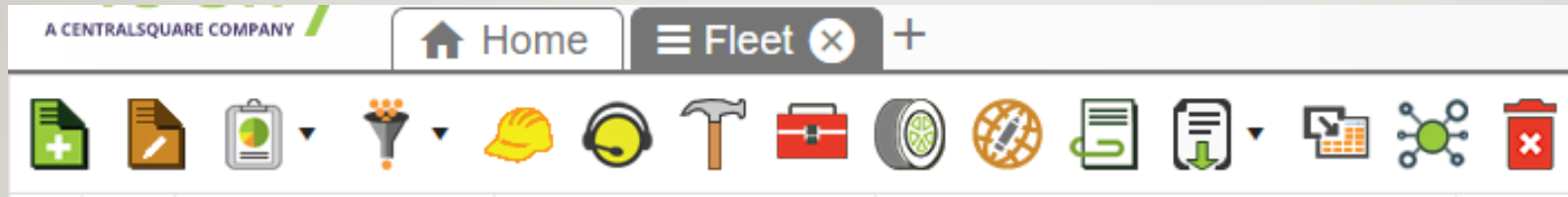
Use Current View

File Format Option:
 XLSX - Excel CSV - Comma Delimited

Email or Download Results:
 Email Download

LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Icon Explanation



Relationships- allows you to jump to the other records in the other modules that are related to that record. For example, you can highlight a Fleet Equipment record and you can click on the Relationships icon and it will bring up the other modules that are associated to that record. See the next slide for an example.

Relationships

- Facility Floors (0)
- Facility Leases (0)
- Facility Roofs (0)
- Facility Rooms (0)
- Facility Sites (1)
- Fleet Fuelings (420)
- Fleet Inspections (0)
- Fleet Travel Logs (604)
- Fleet Warranties (0)
- Incident Report (0)
- Master Project Management (0)
- PM/Work Templates (4)
- Project Management (0)
- Street ITS Camera Locations (0)
- Street ITS Communications (0)
- Street ITS Dynamic Message Signs (0)
- Street ITS Portable Dynamic Message Sign (0)
- Work Orders (106)
- Work Requests (0)

Cancel

This example is for Equipment #10002. You can see all of the other records from the other modules associated with this Fleet record. Simply click on the link to view the associated records.

LUCITY WEB (DASHBOARD) NAVIGATION

- The Lucity Web is made up of three main components: Views, Grids, and Forms. To help you understand how web forms are used, we've described these components below.
 - **Views** dictate the overall structure of the online experience and display data in Grid format. A view can contain a parent grid as well as child grids (these are like the parent modules and child records in the desktop application).
 - **Grids** are individual components within the Views. They allow you to create parent and child grids. Each grid can then have a detail form associated with it.
 - **Forms** are used for adding new records, editing existing records, or viewing details about a single object. Data in forms is not displayed in a Grid. Forms are launched in a separate application tab. Forms may be tied to a grid or used alone as Request Submittal forms.

View

Lucity CENTRAL SQUARE COMPANY

Home Fleet Equipment

Equipment # Fleet ID Text OE Department Text Operating Status Text Class Code Class Code Text Manufacturer Text Manuf. Year Model Local

+	12345 Test	Test Truck			Operational	B01	TRUCK W/AERIAL LIFT					LINC
-	20000	TRUCK DISTRIBUTOR	683	District 8 - Maintenance	IN SERVICE	B05	TRUCK DISTRIBUTOR 2 TON>	INTL NAVISTR	2001	4700		BUR

Travel Logs (329) Work Orders (37) Requests (1) PM/Work Templates (3) Warranties (1) Components (12) Hour Rollbacks (0) Odometer Rollbacks (0) OtherMeter Rollbacks (0) Status (1) Costs (1)

Insurance Costs (7) Tasks (0) Tracking (0) Equipment Comments (0) Fuelings (262)

Equipment # OE Fleet ID Text Driver Name Start Date Start Time End Date End Time Department Text

20000		TRUCK DISTRIBUTOR	BROWN, DUSTIN R	9/1/2020	6:00 AM	9/1/2020	6:00 AM	
20000		TRUCK DISTRIBUTOR	BROWN, DUSTIN R	8/12/2020	6:00 AM	8/12/2020	6:00 AM	
20000		TRUCK DISTRIBUTOR	BROWN, DUSTIN R	8/11/2020	6:00 AM	8/11/2020	6:00 AM	
20000		TRUCK DISTRIBUTOR	BROWN, DUSTIN R	8/10/2020	6:00 AM	8/10/2020	6:00 AM	
20000		TRUCK DISTRIBUTOR	BROWN, DUSTIN R	8/5/2020	6:00 AM	8/5/2020	6:00 AM	

Page 1 of 7 50 items per page 1 - 50 of 329 items

+	20001S19	TRUCK TANDEM DUMP HEAVY DUTY	683	District 8 - Maintenance	SOLD	B25	TRUCK TANDEM DUMP HEAVY DUTY	STERLING	2001	LT99511	TAYL
+	20002S19	TRUCK TAND DUMP H-D	683	District 8 - Maintenance	SOLD	B25	TRUCK TANDEM DUMP HEAVY DUTY	STERLING	2000	LT9511	O'NE
+	20003	TRUCK TAND DUMP H-D	683	District 8 - Maintenance	AWAITING RETIREMENT	B25	TRUCK TANDEM DUMP HEAVY DUTY	STERLING	2000	LT9511	VALE



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



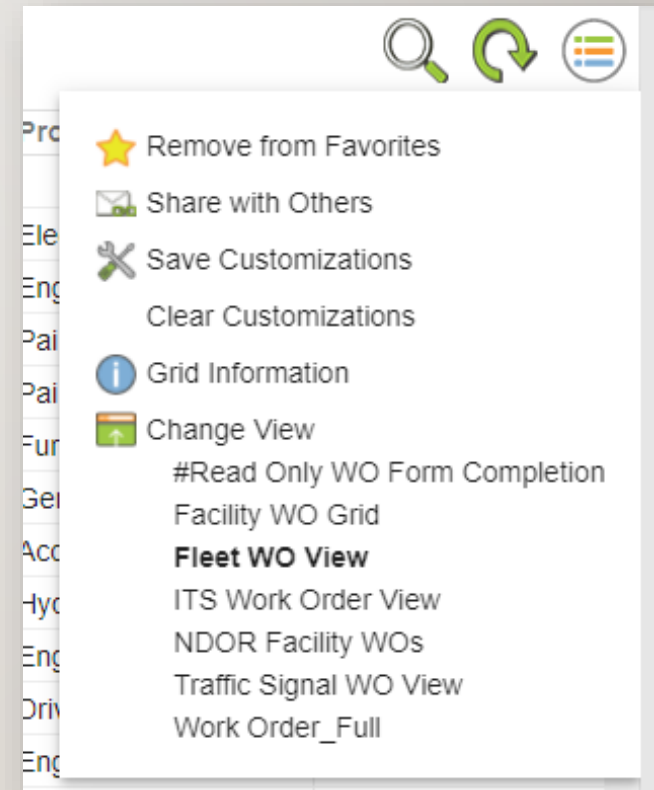
Refresh Grid – Re-queries the database and refreshes the data on the page.




Menu – where you can **Mark as Favorite** for a module, Share with Others, **Save Customizations** on your grid, **Clear Customizations**, **Grid Information**, **Change View**

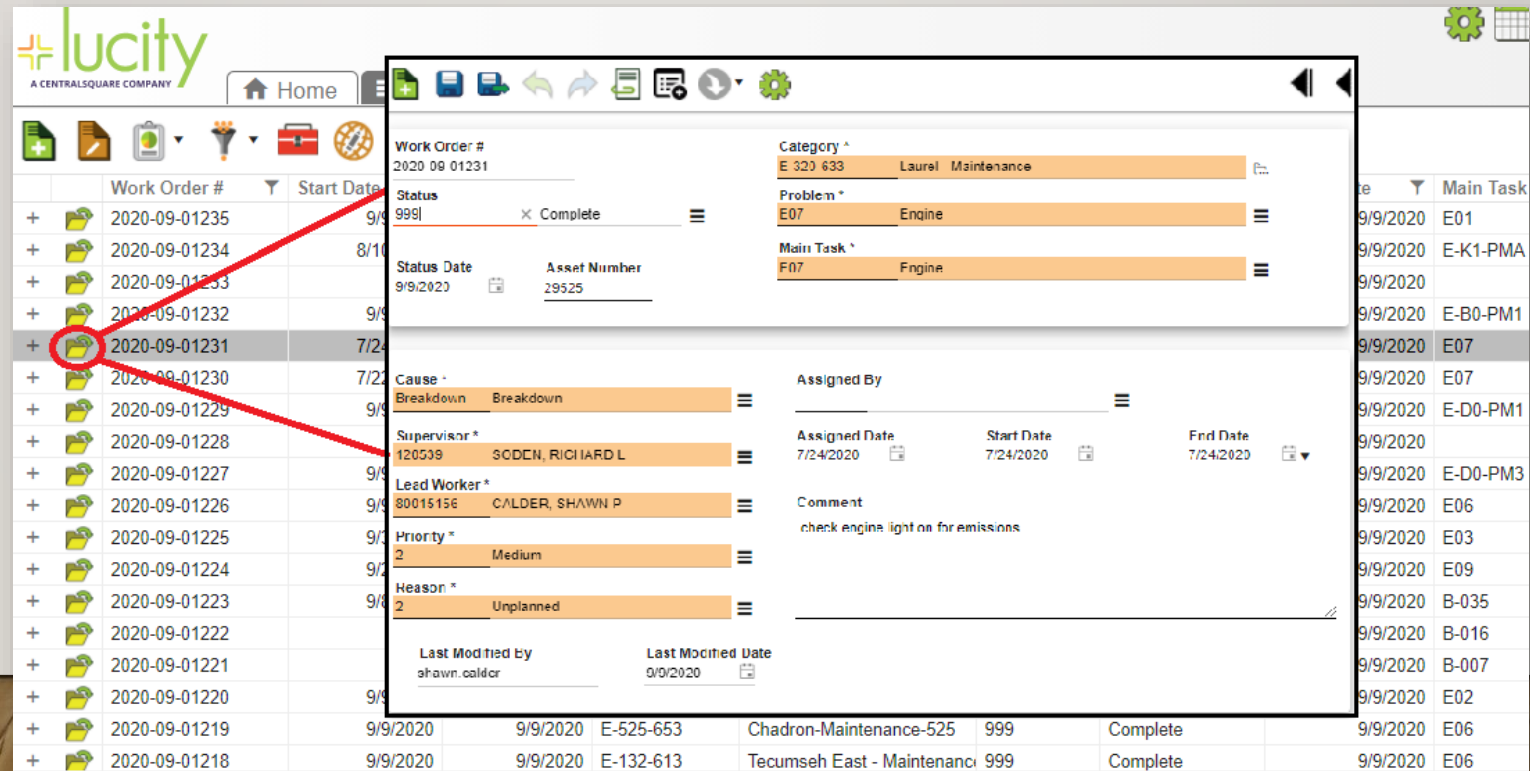
LUCITY WEB (DASHBOARD) NAVIGATION

If you're in the wrong view for your work orders you can check this by clicking on the Change View under the Menu icon. Whichever view is highlighted is the view you're currently on. Select the correct view that you want/need. Make sure you change the view from the grid, before you try and open the Work Order form.



LUCITY WEB (DASHBOARD) NAVIGATION

- Click on the Folder icon  to open the Form for the record. This allows you to see more detailed information. Most forms also allow you to edit attribute information for a record.



The screenshot displays the Lucity web dashboard interface. On the left, a table lists work orders with columns for Work Order #, Start Date, and a folder icon. The work order 2020-09-01231 is highlighted, and a red arrow points from its folder icon to a detailed form on the right. The form contains the following information:

- Work Order #:** 2020 09 01231
- Category ^:** E 320 633 Laurel Maintenance
- Status:** 999 Complete
- Status Date:** 9/9/2020
- Asset Number:** 29325
- Problem ^:** E07 Engine
- Main Task ^:** F07 Engine
- Cause ^:** Breakdown Breakdown
- Assigned By:**
- Supervisor ^:** 120539 SODEN, RICHARD L
- Assigned Date:** 7/24/2020
- Start Date:** 7/24/2020
- End Date:** 7/24/2020
- Lead Worker ^:** 80015156 CALDER, SHAWN P
- Comment:** check engine light on for emissions
- Priority ^:** 2 Medium
- Reason ^:** 2 Unplanned
- Last Modified by:** shawn.calder
- Last Modified Date:** 9/9/2020

Work Order #	Start Date	Category	Status	Asset Number	Problem	Main Task
2020-09-01235	9/9/2020					E01
2020-09-01234	8/10/2020					E-K1-PMA
2020-09-01233	9/9/2020					E-B0-PM1
2020-09-01232	9/9/2020					E07
2020-09-01231	7/24/2020	E 320 633 Laurel Maintenance	999 Complete	29325	E07 Engine	E07
2020-09-01230	7/24/2020					E07
2020-09-01229	9/9/2020					E-D0-PM1
2020-09-01228	9/9/2020					E-D0-PM3
2020-09-01227	9/9/2020					E06
2020-09-01226	9/9/2020					E03
2020-09-01225	9/9/2020					E09
2020-09-01224	9/9/2020					B-035
2020-09-01223	9/9/2020					B-016
2020-09-01222	9/9/2020					B-007
2020-09-01221	9/9/2020					E02
2020-09-01220	9/9/2020					E06
2020-09-01219	9/9/2020					E06
2020-09-01218	9/9/2020					E06

Fleet Equipment Form Example

lucity
A CENTRAL SQUARE COMPANY

Home Fleet Equipment Fleet Equipment Form

Equipment # * 10002 Description * TRACTOR H-D MULTI PURPOSE

Operating Status * 3 IN SERVICE Class * A14 TRACTOR HEAVY DUTY MULTI-PURPOSE

SC Manufacturer NWH NEW HOLLAND Model TV140

Work Employee General

Assigned To Year 2000 Fuel Type 2 Diesel

Operator Email Color Fuel Tank Size

OE 643 District 4 - Maintenance Plate Oil Type 15 15W-40

Equipment Type 1 TRACTORS VIN or S/N D204759 Engine Oil Quantity


Location/Yard 441 YORK Gas Card Number



County 93 YORK Radio S/N APX 4500 471CTZ6780 WO Equip Code 10002









































Control Position 432 SUPVR @ YORK Replacement No 17015







Warranty

LUCITY WEB (DASHBOARD) NAVIGATION

- Click the gray + sign  next to the record to display the information you use to see on the tabs in the Lucity Desktop.








































A CENTRAL SQUARE COMPANY | Home | Fleet Equipment  
















































	Equipment #	Fleet ID Text	OE	Department Text	Operating Status Text	Class Code	Class Code Text	Manufacturer Text	Manuf.
	 10000S12	TRACTOR H-D	683	District 8 - Maintenance	SOLD			NEW HOLLAND	2000
	 10001	TRACTOR HEAVY DUTY - DSL 4WD	613	District 1 - Maintenance	SPECIFICATION PROCUR	A11	TRACTOR HEAVY DUTY - DSL 4WD	JOHN DEERE	2020
	 10002	TRACTOR H-D MULTI PURPOSE	643	District 4 - Maintenance	IN SERVICE	A14	TRACTOR HEAVY DUTY MULTI-PURPOSE	NEW HOLLAND	2000

[Travel Logs \(604\)](#)
[Work Orders \(106\)](#)
[Requests \(0\)](#)
[PM/Work Templates \(4\)](#)
[Warranties \(0\)](#)
[Components \(12\)](#)
[Hour Rollbacks \(0\)](#)
[Odometer Rollbacks \(0\)](#)
[OtherMeter Rollbacks \(0\)](#)
[Status \(1\)](#)
[Costs \(1\)](#)
[Insuranc](#)


[Tracking \(0\)](#)
[Equipment Comments \(0\)](#)
[Fuelings \(420\)](#)

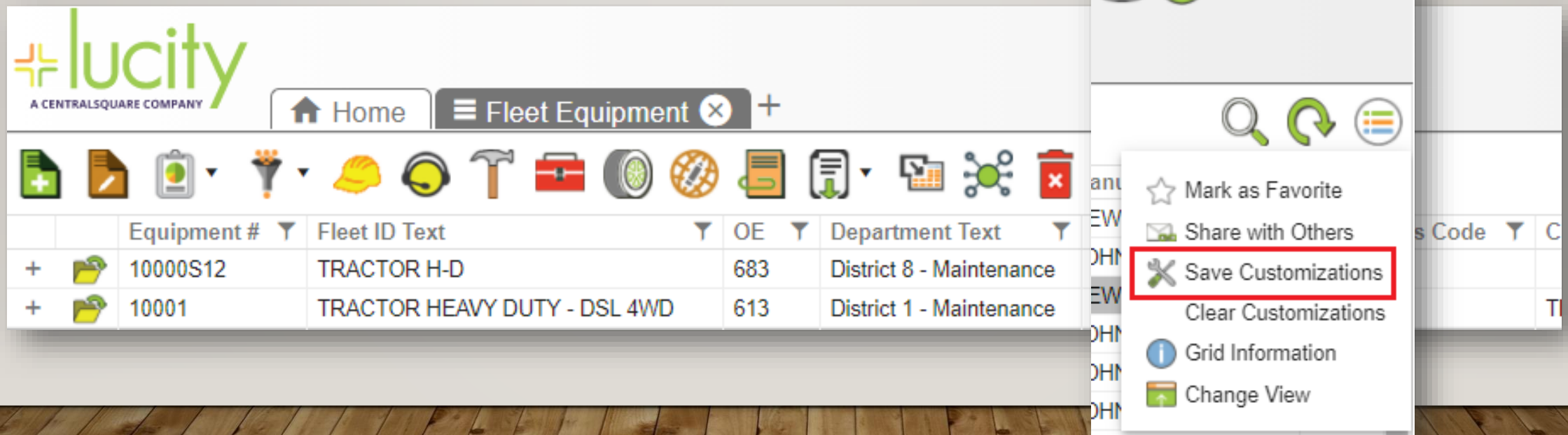








































	Equipment #	OE	Fleet ID Text	Driver Name	Start Date	Start Time	End Date	End Time	Department Text
	10002		TRACTOR H-D MULTI PU	Crays, Lee	9/1/2020	7:00 AM	9/1/2020	7:00 AM	
	10002		TRACTOR H-D MULTI PU	Crays, Lee	8/31/2020	7:00 AM	8/31/2020	7:00 AM	
	10002		TRACTOR H-D MULTI PU	Crays, Lee	8/27/2020	7:00 AM	8/27/2020	7:00 AM	
	10002		TRACTOR H-D MULTI PU	Crays, Lee	8/26/2020	7:00 AM	8/26/2020	7:00 AM	
	10002		TRACTOR H-D MULTI PU	Crays, Lee	8/25/2020	7:00 AM	8/25/2020	7:00 AM	
	10002		TRACTOR H-D MULTI PU	STUHR, KEVIN A	8/24/2020	7:00 AM	8/24/2020	7:00 AM	

Page 1 of 13 | 50 items per page

LUCITY WEB (DASHBOARD) NAVIGATION

- The fields displayed within a View are called a grid – they are customizable. You can rearrange the columns on the grid and save the changes by clicking on the Menu icon  and selecting **Save Customizations**.



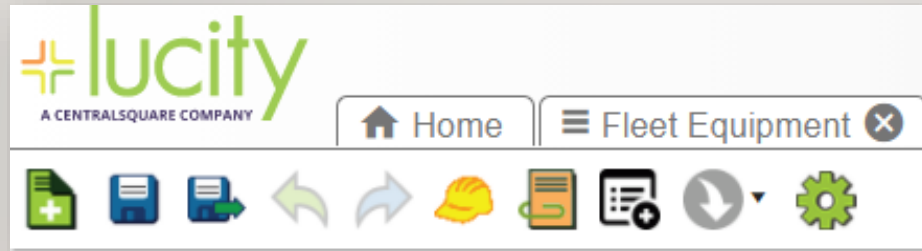
The screenshot displays the Lucity web dashboard interface. At the top left is the Lucity logo, "A CENTRAL SQUARE COMPANY". Navigation tabs include "Home" and "Fleet Equipment". Below the tabs is a toolbar with various icons for actions like adding, deleting, and filtering. The main content area shows a table with the following data:

		Equipment #	Fleet ID Text	OE	Department Text
+		10000S12	TRACTOR H-D	683	District 8 - Maintenance
+		10001	TRACTOR HEAVY DUTY - DSL 4WD	613	District 1 - Maintenance

A context menu is open over the table, showing options: "Mark as Favorite", "Share with Others", "Save Customizations" (highlighted with a red box), "Clear Customizations", "Grid Information", and "Change View". The user's name "Jacey Schmidt" is visible in the top right corner of the dashboard.

LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Form Icon Explanation



Add a New Record (to Add a new Work Order or Add a new Record) – most Lucity users will not be able to add a new record(s).



Save – Saves all changes. This icon becomes enabled when you edit the form.



Save and Close – Saves all changes and closes the tab (form).



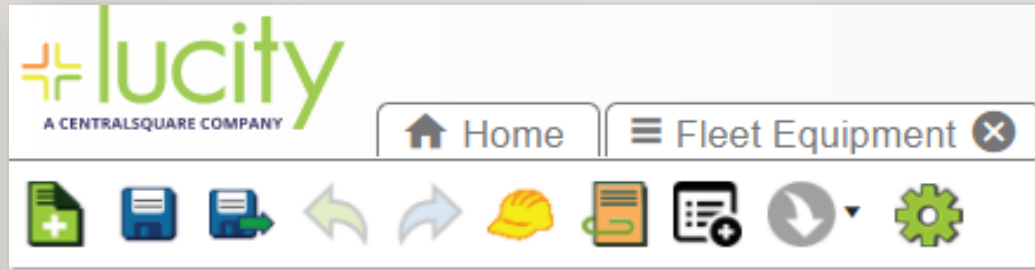
Undo – Undo's the changes you made.





Create a New Work Order – you can create a WO directly from the equipment/asset form. This is preferred, so the correct equipment/asset is tied to the work order (WO).


LUCITY WEB (DASHBOARD) NAVIGATION

- Lucity Web Form Icon Explanation



 **Documents** – this attachment icon will be orange if there is an attachment for the record. Otherwise, it will be white. If there is a document that was uploaded locally this icon will be orange. You can upload documents directly to Lucity from this Documents icon.

 **Field Property Modification** – only system administrators can make edits here. Other users (e.g. casual and general users) can only view this information.

 **Carry Over** – the carry over button allows users to quickly enter repetitive data for multiple records.

 **Field Property Information** – Gives you the field information for the field

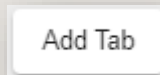
HOW DO I SET UP MY DASHBOARD?

1.) As mentioned in slide 20, we will go through the steps of adding the **NDOT Welcome to Lucity** Tab to your dashboard.

2.) To create/set up your dashboard click on the **Enter Design Mode** wrench



2.) Click on the **Add Tab** button

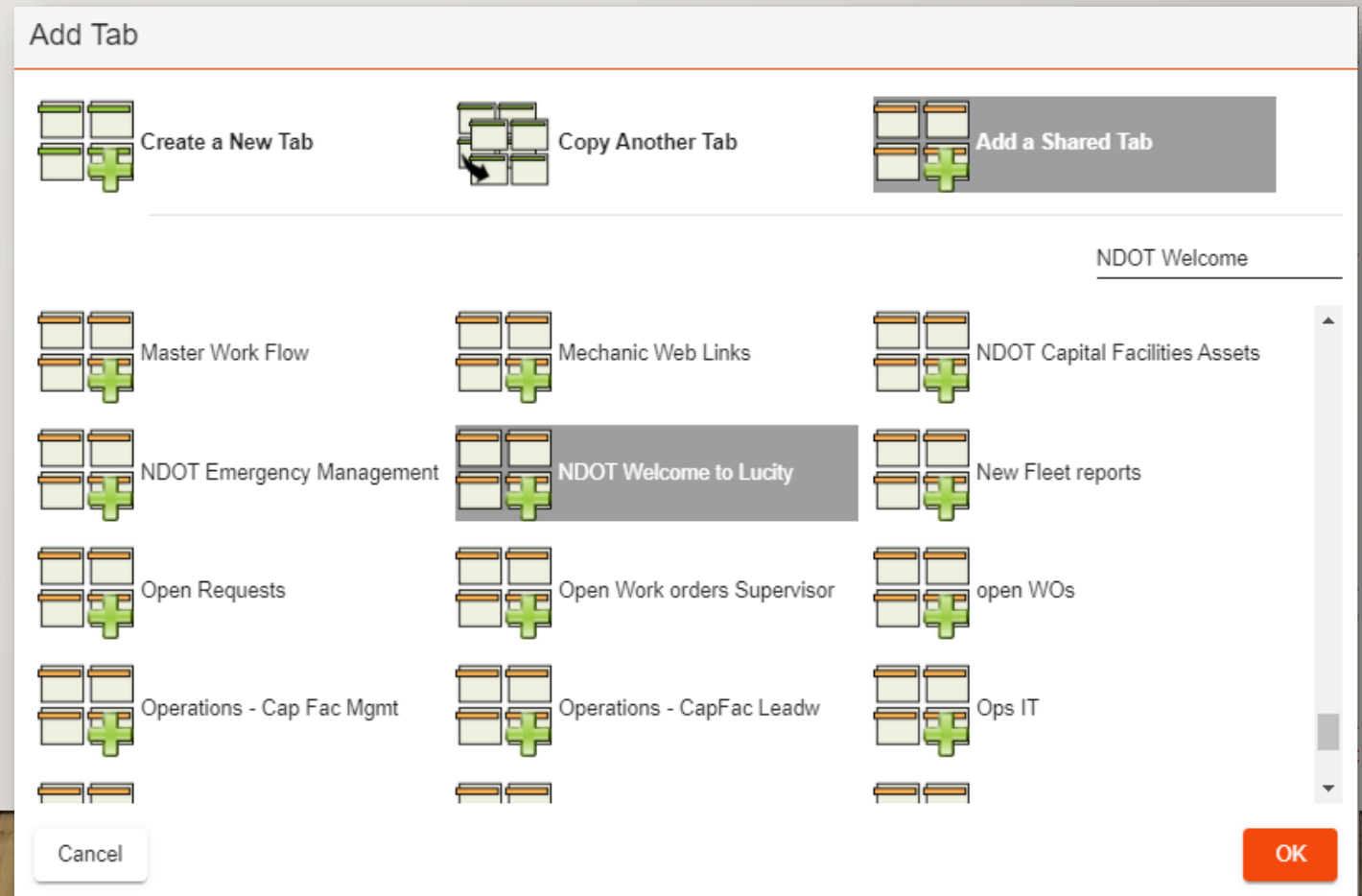


3.) Select the **Add a Shared Tab** option to add a tab that has already been created. Click OK. Select the **Create a New Tab** option if you want to create a new tab for your dashboard. If you want to copy another tab that has already been created select the **Copy Another Tab** option.



HOW DO I SET UP MY DASHBOARD?

4.) Select **Add a Shared Tab** to add the **NDOT Welcome to Lucy** tab. Select the tab and click on **OK**.



The NDOT Welcome to Lucy Tab

The screenshot displays the NDOT Lucy dashboard interface. At the top left, there is a logo for 'LUCY A CENTRAL SQUARE COMPANY' and a 'Home' button with a plus sign. A vertical navigation menu on the left lists various dashboard sections: 'For Jacey's Analysis', 'What is the Dashboard?', 'NDOT Welcome to Lucy' (highlighted), 'TSMO', 'Traffic Signals', 'ITS Work Order Monitoring', 'Telecommunications', 'Fuel Manager', 'ITS Administrator', 'NDOT Capital', 'Facilities Assets', 'Test SQL', 'Jacey's Testing', and 'Mechanic Web Links'. The main content area is divided into several widgets:

- Equipment Lookup:** Contains two search fields. The first is labeled 'Fleet Equipment Number' with a 'GO' button. The second is labeled 'Facility Equipment' with a 'GO' button. Below these is the text 'Facility Equipment - All (407)'.
- Work Order Lookup:** Contains a search field labeled 'Work Order Look up' with a 'GO' button.
- Work Requests:** Lists 'Fleet Work Requests (4764)' and 'Facility Work Requests (8197)'. It includes a refresh icon.
- NDOT Links:** Lists several external links: [DOT SPOT](#), [NDOT Website - dot.nebraska.gov](#), [Outlook Web Mail](#), [OnBase](#), [Report Portal \(SSRS\)](#), [Employee Directory](#), [511 Nebraska](#), and [IRIS](#). It includes a refresh icon.
- Explore the Modules - Click + for More:** Lists counts for various modules: 'Fleet Equipment (16346)', 'Work Requests ALL (12966)', 'Work Orders (263228)', 'Tire Inventory (2)', and 'ITS DMS Inventory (126)'. It includes a refresh icon.
- Create Work Request:** Contains a link to the [Facility Maintenance Request Form](#). It includes a refresh icon.
- NDOT Fleet Reports:** Lists three report links: [Three Star Report](#), [Awaiting Retirement](#), and [Aging Work Orders](#). It includes a refresh icon.
- Lucy Training Videos:** Lists four video links: [Why Lucy - YouTube Video](#), [Lucy Web - Basic Module Layout - YouTube Video](#), [Work Order Scheduler Video](#), and [Lucy Web Filtering Video](#). It includes a refresh icon.

HOW DO I SET UP MY DASHBOARD?

5.) Symbols when you Enter Design Mode



This is the edit symbol.

When this is selected, Lucity will open up the editing dialog box (e.g. Edit Data Drill for this example) for the related component. Make your edits as needed.

← Edit Quick Lookup Delete

Dashboard Caption:
Fleet Equipment Number

Use Contains Search
 Search All Columns in View

Module:
Fleet

Custom View:
Default

Sequence in Frame:
0

Cancel Save

Explore the Modules - C

- Fleet Equipment (16034)
- Work Requests ALL (12626)
- Work Orders (254782)
- Tire Inventory (2)
- ITS DMS Inventory (118)


Create Work Request

Some functionality is disabled while in edit mode
[Facility Maintenance Request Form](#)

NDOT Fleet Reports

Some functionality is disabled while in edit mode

HOW DO I SET UP MY DASHBOARD?

- 6.) Click on the Exit Design Mode button.  All modifications made while in Edit mode get applied immediately. Exit Design Mode is not a “Save Changes function”.
- 7.) The NDOT Welcome to Lucity tab will give you all of the basic, common data and links for your NDOT work; including, Lucity Training Videos, NDOT Links, Create Work Request, Work Requests, Explore the Modules, NDOT Fleet Reports, Equipment Lookup, and Work Order Lookup to easily find an Equipment record or Work Order record.
- 8.) If you need to add any additional data, asset hierarchy trees, links or modules added to your dashboard or if you need assistance with creating/customizing your dashboard please contact Sandy Forsgren at (402) 479-4504 sandy.forsgren@nebraska.gov or Jacey Schmidt at (402)479-3756 or jacey.schmidt@nebraska.gov

THANK YOU!



QUESTIONS

- Jacey Schmidt, IT Business Systems Analyst Supervisor (402)479-3756
jacey.schmidt@nebraska.gov
- Sandy Forsgren, IT Business Systems Analyst (402)479-4504
sandy.forsgren@nebraska.gov
- Timothy Foss, Engineer IV (402)479-3597 timothy.foss@nebraska.gov

THANK YOU!!

