

## Introduction

This document provides a quick guide on how to configure the Problem Summary widget in the One Network System. When configured, the Problem Summary Widget helps users stay on top of issues by highlighting problems on the user dashboard.

## **Configuring Problem Summary Widget**

1. Log in to the ONE system.

The NEO dashboard screen displays. Different users may have different dashboards as well as their own customized dashboards.





## 2. Click the Edit the Dashboard



3. Add a Widget (+) button displays at the top of the dashboard and below widgets in the edit mode, depending on whether the widgets are configured for columnar or fixed layout. This widget requires the columnar layout.

Buyer Dashboard		🛛 🔕 🕤 😑 Buyer Supply Chain Adm
Layout title		•
OnTime InFull Orders	Hot Items KPI	Expedite Orders
Layout title		
Problem Summary	2	Favorite Report Widget
Blanket Order Lin Blanket Order Exp	Contract Lines Ab         Contract Term Ex           1         1	No results Try altering your filters! Reset filters to default Export to d
View States View States	View States View States	Vendor Scorecard
<ul> <li>Viewing 1-4 of 11</li> </ul>	Export to CSV	No results Try altering your filters!
Hot Items	2	Reset filters to default
Nore	esults	Export to 0

4. The Edit Dashboard screen appears. Locate Problem Summary Widget selection and click Add Widget button.



5. Defaulted widget appears on **Edit Dashboard** screen.



6. Hover over widget and click on Problem Summary then select Settings.



7. Configure Widget Settings.

Problem Summary		×
Title *		
Problem Summary	Last Refreshed Dec 7, 2023 @ 9:28 am EST	
Auto Refresh Widget *		
Do Not Auto Refresh	Refresh Widget Now	
Filter Options		
Site		
		٩
Item Name		
		Q
Assigned To Me		
Show Only Unassigned		
Escalated Only		
Apply Geo Permissions		
State		
Unselect All		
Cancelled 🔽 In Progress 🔽 New		
Resolved		
Priority		
Select All		
🔳 High 🔳 Low 🔳 Medium		
Problem Owned Or Shared		
		~
	Reset To Default Apply Char	nges