

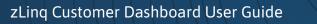
zLinq Customer Dashboard User Guide



Welcome to the zLinq Customer Dashboard!

We created the zLinq Customer Dashboard with the goal of reducing costs, facilitating project management and expeditiding changes by helping visualize all telecom accounts, circuit IDs, phone numbers, ongoing updates, renewals and savings in one centralized portal.

The Customer Dashboard also allows multiple people within the organization to have access to the up-to-date telecom data, and allows management of multiple telecom providers through one centralized portal. This ensures accountability for completion of various projects related to tele-com management



Once you have logged into you should see the following home screen:



*Please note, the dashboard view above is for a Demo account, your account likely will not have Customer Savings data available at the onset of your initial agreement, but will be added and viewable as Savings are achieved.

Widgets

Metrics Widgets across the top deliver a snapshot of important information including orders, savings, and access to the zLinq Visualizer.

To access your visualizer, you will have two options:

View Report (1) This will open the visualizer in your web browsers.

Download (2) This will download a PDF version of your visualizer that will have links on each asset that will bring you back to your dashboard asset page for that asset.

Disconnects Pending (3) – Displays how many assets you currently have an a disconnect pending status and the total monthly value of those assets.

Order – In Progress (4) Displays how many assets are currently in either disconnects - pending or order in progress status.

Services under Contract (5) Displays how many services are currently under contract, total monthly cost for those services and percentage of services under contract.

Savings – Pending Approval (6) Displays how many assets have a savings record that currently pending your approval, the annualized value of those savings and the precent towards the annualized savings.







Summary Widgets provide at-a-glance views of assets by provider and category as well as savings by year and category.



Assets Summary (1) Here you will see the total # of assets in your inventory, broken down by State, # of locations, #of providers and asset categories. You will also see your total monthly spend.

This can also be displayed as a bar graph (2)



Assets Details (3) This displays your assets details broken down by your top 5 providers, and top 5 assets categories with everything being put into other.

Savings (4) This displays the savings we have achieved together over the years of our relationship broken down into Recurring and One time savings and also broken down based on the year it was achieved.

Savings (5) This displays those same savings but broken down by the category it was listed under, the annualized value of those savings and the percentage of the total savings.

Data Widgets provide granular information about assets and savings with advanced filters which can be customized based on the priorities of your business.

	ets 1 - 9			98.2K Total - Selecte						7
itatus 5	4/6 ~	States/Provinces 8/8 ~	O Locations	20/20 V 😵 Provid	lers 12/1	2 🗸 🔡 /	Asset Categories 17	Apply	Column	s (
Number	Status	Location Name 1		Total Cost	Address	City	States/Provinces	Provider	Account Number	n
30099	Orde	Branch 12		\$1,330.50	3777 S	Bri	Colorado	Verizon	4625LOG1 🧕 •	
30047	Pend	Branch 12		\$45.98	3777 S	Bri	Colorado	AT&T	7208540177 🧕 •	
30085	Orde	Branch 12		\$100.25	3777 S	Bri	Colorado	Cox	949128 🙍 •	••
30087	Proje	Branch 14		\$65.00	9005 T	De	Colorado	Cox	1100107727 🙍 •	••
30025	Orde	Branch 23		\$17,152.50	40450	Gr	Colorado	Five9	4594924 💽 •	••
34502	Orde	Branch 23		\$199.00	40450	Gr	Colorado	Spectrum	149658 🙍 •	••
34500	Orde	Branch 25		\$500.00	4300 B	Da	Texas	Comcast	6312554 🙍 •	••
30037	Proje	Branch 32		\$656.38	4949 E	De	Colorado	Zoom	2022771012 🧕 •	••
34501	Orde	Branch 7		\$199.00	1856 N	Se	Washington	Spectrum	149658 🧕 •	••
4										•

Assets in the current view (1)

Current Monthly Cost of all assets (2)

Total Value of the assets in the current view (3)

Search (4)

Filters (5) You can filter by 5 different categories

Apply (6) To apply filters selected

Columns (7) You can add or remove columns as you desire

View Asset Details (8) Click the eye icon next to the inventory ID



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Asset Details				×
Summary Inventory ID 30068	Active		Chandra Jones	
Location Location Name Branch 07		Client Location 1856 Norreys Pa	rkway, Seattle WA 98121	
Service Information Provider Comcast Circuit ID	Service Category — TV	Network Device Na	Service Detail Business Cable TV	
Contract Contract Expiration Date 06/24/2024		Contract Information	on	
Billing Details	Account Number — 84972022017877		Bill Cycle 12	
Current Cost \$124.70 GL Code 14.2.12.57	Current Taxes ——		- Total Cost	\$124.70
Contacts Trouble Reporting # 888-497-3762				
Notes				

Excel Export (9) – to download an excel export of the current view

Savings view (10) – To view all of your savings records

