

# Team Dashboard Screen



The **Team Dashboard Screen** provides a quick overview of team performance, task distribution, and case analytics. It helps staff monitor daily progress, track workloads, and identify top performers.

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# Header Section

## Date Indicator

Displays the current working day.

Example:

Today / Thu, Mar 19

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## Page Title

### Team Pulse

Shows that this section focuses on **team activity and performance**.

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# Team Summary Cards

This section provides a quick snapshot of team activity:

- **Open Tasks** → Total number of tasks not yet completed
  - **Done Today** → Tasks completed on the current day
  - **Overdue** → Tasks that have passed their deadline
  - **Active Cases** → Total ongoing cases handled by the team
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# Department Tasks

# Tabs

Users can switch between departments:

- **Collections**
- **Sales**
- **Legal**

This allows viewing performance data for each department separately.

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# Analytics Section

## Department Task Share

Displays a visual chart showing task distribution.

Example:

67% Collections Selected

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## Task Breakdown

- **Done** → Completed tasks
- **Remaining** → Pending tasks

Each includes:

- Task count
  - Percentage progress
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## Total Tracked

Shows the total number of tasks being monitored.

Example:

Total Tracked: 9

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# Department Summary

Displays task details for the selected department.

Example (Collections):

- **Open** → 6
  - **Done** → 3
  - **Total** → 9
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## View More Option

## View More Button



View Less ▲

**Case Statistics**

Total Cases	120
Paid	85
Not Paid	35

• ANALYTICS

**Monthly Cases**



<span style="color: red;">●</span> This Month	22	33%
<span style="color: yellow;">●</span> Last Month	18	27%
<span style="color: green;">●</span> 2 Month Delayed	6	9%
<span style="color: blue;">●</span> OA Cases	12	18%
<span style="color: pink;">●</span> SOA Cases	9	13%

TOTAL TRACKED

**67**

Expands the dashboard to show additional analytics and detailed data.

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# Top Performers Section

## Top Performers (Today)

Displays staff members with the highest task completion.

Example:

- Alex Rivera → 5 tasks
  - Priya Nair → 4 tasks
  - Chen Wei → 3 tasks
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# Additional Analytics (Expanded View)

When expanded, the dashboard shows deeper insights:

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## Case Statistics

- **Total Cases** → Overall number of cases
  - **Paid** → Successfully completed/paid cases
  - **Not Paid** → Pending or unpaid cases
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## Monthly Cases

Displays a visual breakdown of case categories.

Includes:

- **This Month**
- **Last Month**
- **2 Month Delayed**
- **OA Cases**
- **SOA Cases**

Each shows:

- Number of cases
  - Percentage contribution
- 

## Total Tracked (Analytics)

Shows total number of tracked segments.

Example:

Total Tracked: 67

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## Case Types & Tracking

Displays system-related tracking information.

Example:

- **GPS Offline** → Indicates location tracking issues
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# How to Use

## View Team Performance

1. Open the **Team tab**
  2. Review summary cards
  3. Analyze department performance
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# Switch Department

1. Tap **Collections / Sales / Legal**
  2. View updated analytics
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## Expand Analytics

1. Tap **View More**
  2. Review detailed reports
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### **Tip:**

Use this screen daily to monitor **team productivity, overdue tasks, and performance trends.**

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