Widgets

Widgets are what pulls the information from the Maestro system into your dashboard. This allows you to quickly access information without having to search or scroll through your entire system to get what you need.

To add widgets to your dashboard (or to edit existing widgets), you will need to be on that dashboard. Then toggle the "Edit Dashboard" in the upper right hand section to the on position.

When this is on, all your widgets will become blurry, letting you know they are in edit mode. You can click on the gear on any widget to edit that widget, or click on the trash can to remove that widget.

All of the widgets in Maestro are responsive, so you can resize, drag, and drop them where you want them on your screen while in Edit mode.

To add a new widget, click on the "+" button text to the "Edit Dashboard" toggle.

You will have the ability to add widgets to your dashboard. You have the following widgets to select from:

- Contact List
  - Allows you to add a list of contacts you frequently search so you can access their profile quickly.
- Work Plan (Tasks)
  - Displays a list of tasks for a selected work plan
- Work Plan List
  - Displays an overview (X of Y completed) for work plans that you identify
- Task List
  - Displays a list of all upcoming and past due tasks for a specific person
- Business List
  - Allows you to add a list of businesses you frequently search so you can access their profile quickly.
- Address
  - Lists all businesses tied to a particular property
- Owner
  - Displays a list of all properties owned by a particular contact or business
- Notes
  - Creates a notes section for you to use
- Overview
  - Displays information from the work plans and focuses on volunteer activities. Specifically:
    - Tasks completed this month

    - Tasks remaining this month
    - Overdue tasks
    - Volunteer hours this month
- Economic Development
  - Displays date on key Economic Development Metrics. Specifically:
    - Occupancy Rate (Number of Units Occupied and total number of units)
    - Return on Investment (Private Dollars to Public Dollars)
    - Number of Businesses and employees
    - Rent Per Square Ft. (pulled directly from the units in Maestro. Formula = (Rent X 12)/SF
- Todo
  - Allows you to create personal to-do lists outside of the work plans. The more you utilize Maestro, the more this becomes a useful tool, and helps to remove all the sticky notes on your desk!
- Calendar
  - Displays a calendar for you that can be changed from weekly to monthly to daily view. This calendar does not pull data from the Maestro system, it is just a calendar display.

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