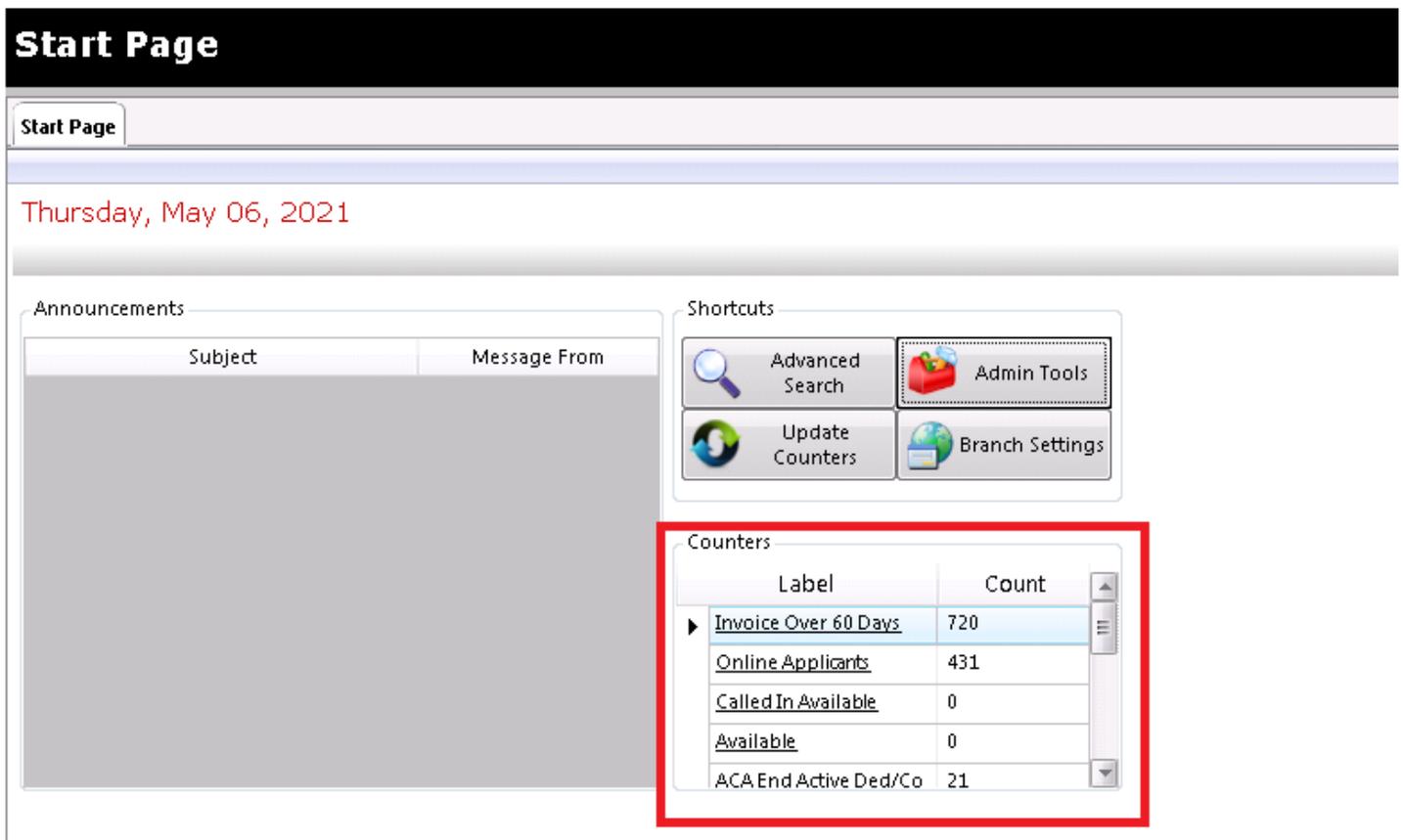## Overview

Updated 05/06/2021

Counters on the Start Page provide a quick view of the current number of emails, appointments, open orders, tasks, arrival calls, weekly calls, etc. Clicking on a counter opens a window with more details related to the counter.
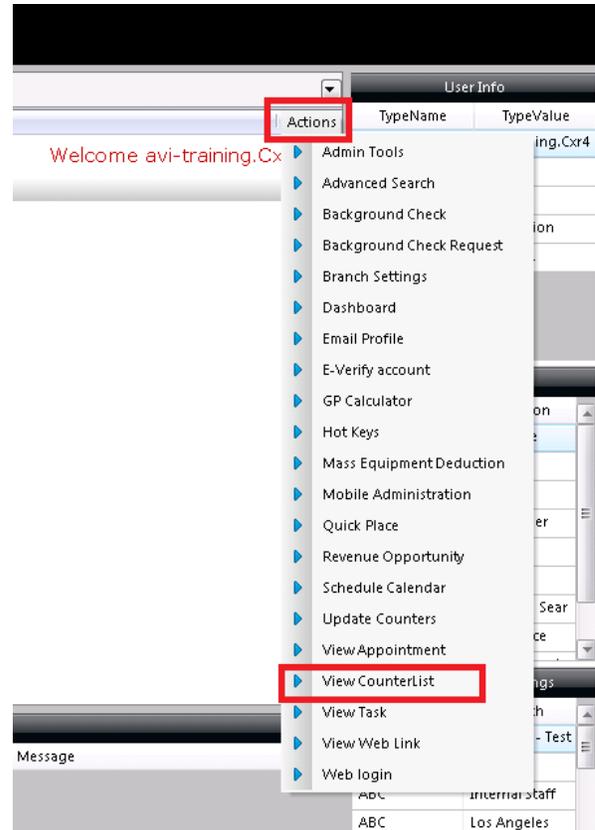
Use Counters

The counters available can be configured to be displayed or hidden as needed. Counters can also be manually refreshed to show the most recent counts for each item.
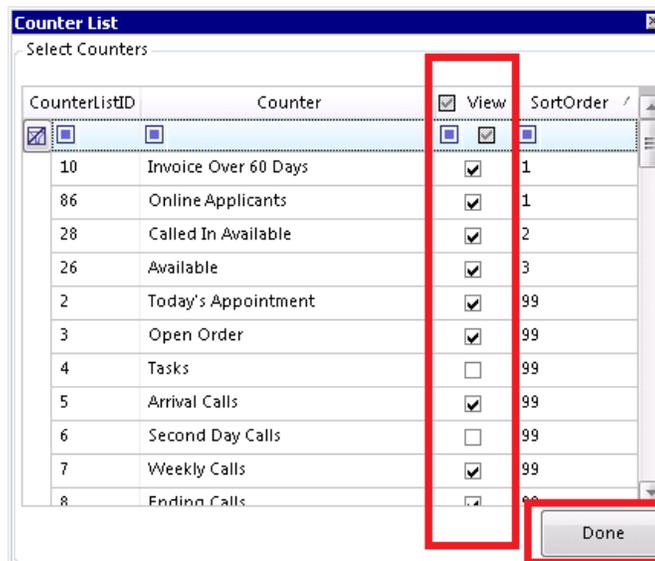
Choose Counters to Display on the Start Page

To choose which Counters appear on the Start Page

1. Click 'Actions'
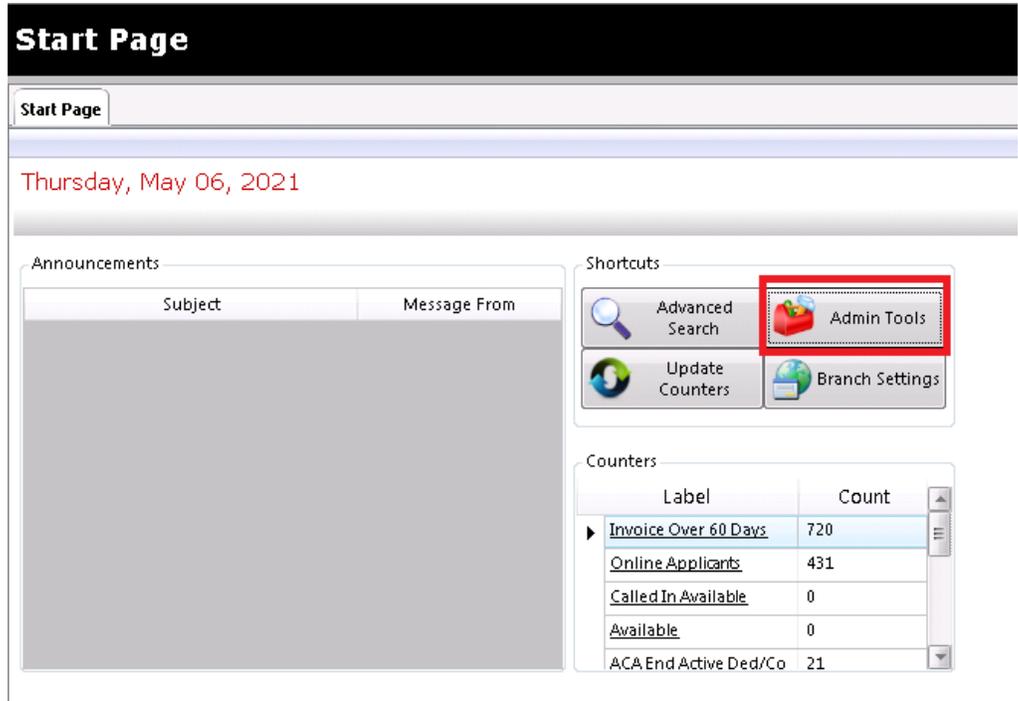2. Click 'View Counter List'

3. Click the checkbox in the 'View' column to see the Counter
    1. To set the sequence in which the counters are to be displayed, enter numeric values
        1. Starting with 1, 2, 3, and so on (the counter set as 1 is displayed first).
        2. Any counters set with the number 99 will be sorted alphabetically.
4. Click 'Done'

Update/Refresh Counters

To display up-to-date counter information, be sure to update the Counters

Click here for additional information on updating the Counters

1. Click on 'Action'
2. Click 'Update Counters'

Configure / Availability of Counters

The administrator can determine the counters that are available to each user or group of users. In Admin Tools, the Counter option is used to set the access to counters, as well as add new counters and modify existing counters.

1. Click 'Admin Tools'

2. Click 'Counter'

3. Select the Counter from the 'Counter Name' column
   1. You can also type in a partial name to search
   2. Customized functionality will have "CUO" as a prefix in the stored procedure, so you can search for them easily in the 'CountSQLFunction' column
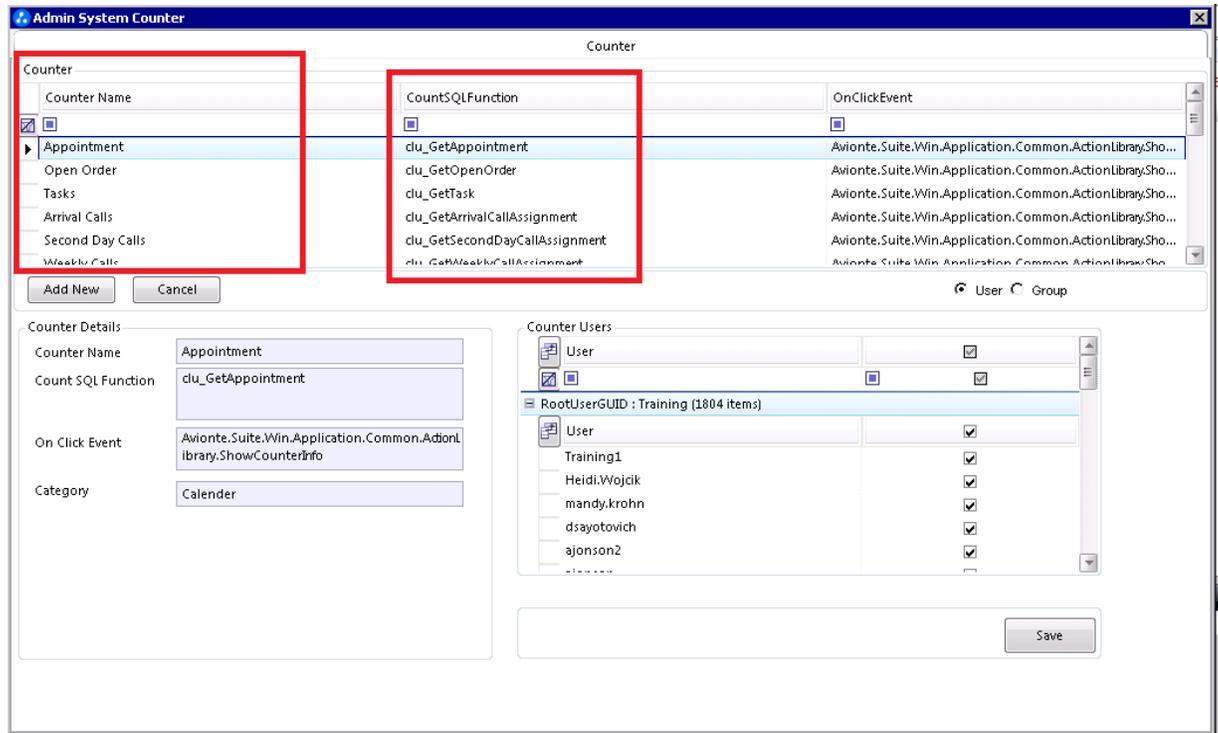

4. There are 2 ways to add permissions
   1. The Admin System Counter window appears.
      1. Select 'User' or 'Group'
      2. Check the checkbox to the right for the user(s) or group(s) to give them access to the counter, or uncheck the box if you do not want to provide access to the counter.
         1. Group settings are by default "go forward" only. New users assigned to the group will enjoy access, while users that exist before you make the change will not UNLESS after saving, you right click the group, and choose "Enforce group setting to all users of this group."
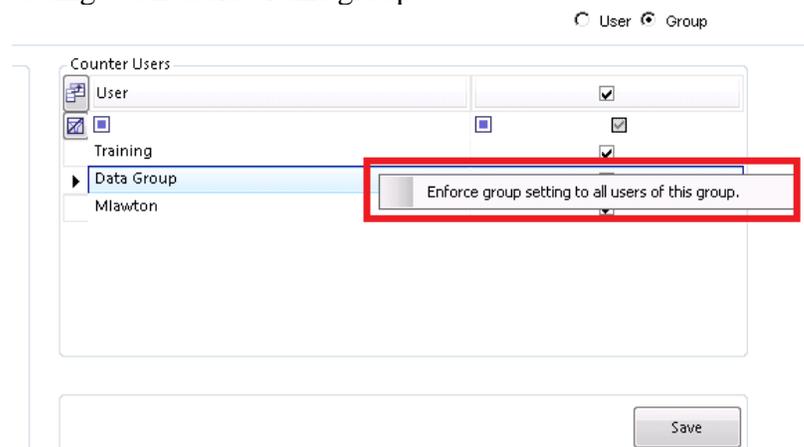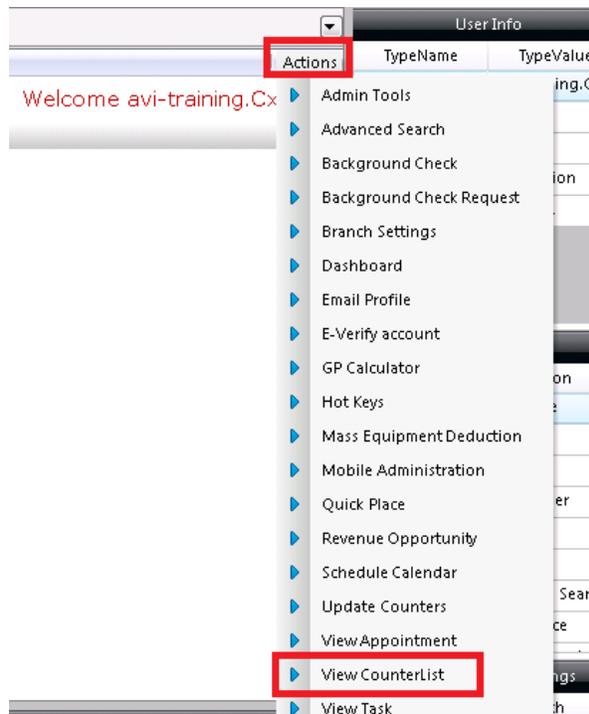
3. Click 'Save'
   1. Once all the permissions have been added, please restart the application
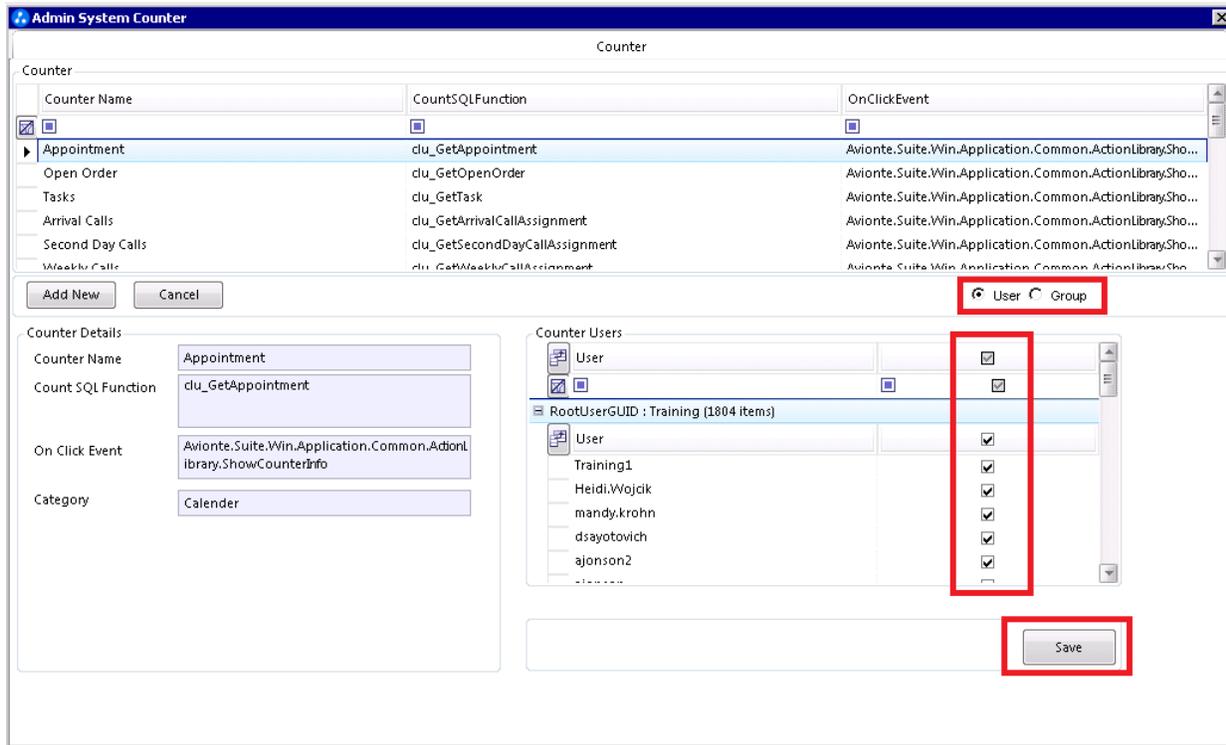
View CounterList

The View CounterList is an Actions menu item found in the Start Page's actions menu. It allows a user to customize which of the available counters will be displayed for them on their start page.

1. Click 'Action'
2. Click 'View CounterList'

3. Click the checkbox in the 'View' column to see the Counter
   1. To set the sequence in which the counters are to be displayed, enter numeric values
      1. Starting with 1, 2, 3, and so on (the counter set as 1 is displayed first).
      2. Any counters set with the number 99 will be sorted alphabetically.

4. Click 'Done'
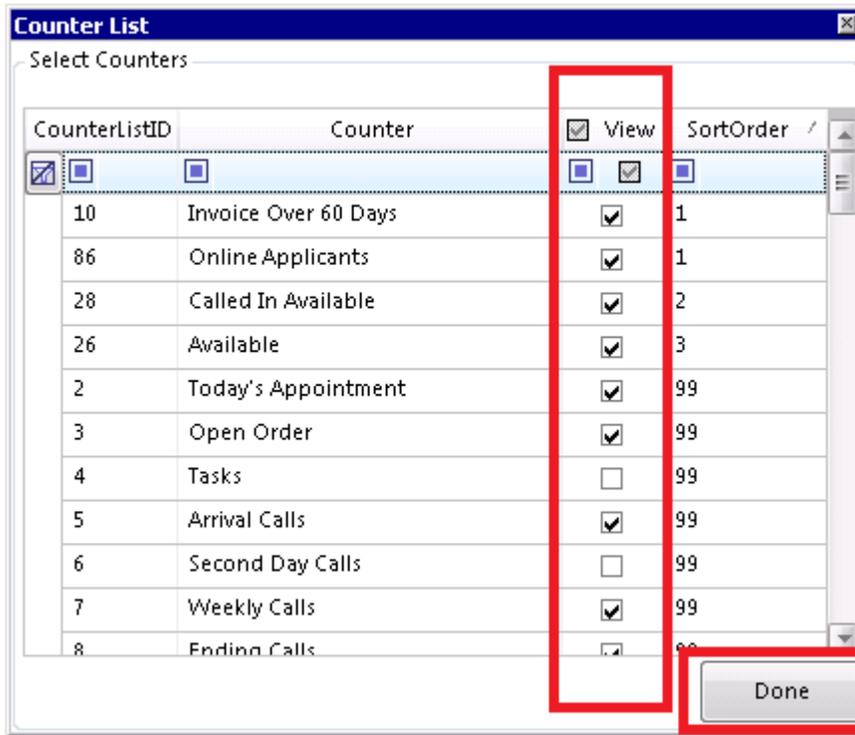
Visit the Admin Tools: Counter - CounterList help page to see a complete selection of counters.

Add, Modify, and Delete Counters

Counters can be customized on a system-wide basis. Contact Avionté support for customizations.