



Workflow Matrix:

Where functions reside within the software dashboard.

Purpose and Use:

This document helps you quickly find where to complete common tasks in clarify and clearView.

Some tasks can be done in more than one place. A filled-in box shows the main place to do the task.

clearView

Polling

Polling

Polling

Admin Items

Admin Items

Admin Machines

Admin Machines

Admin Machines

Personnel

Personnel

Personnel

Personnel

Admin System

Personnel

New to clarify

Personnel

Personnel

Transactions

Transactions

Reporting

Reporting

Admin System

Admin System

Admin System

Admin System

My Profile

New to clarify

FUNCTION

Review Inventory Levels

Review machine communication status

Review facility dashboard and metrics

Manage (add/edit) garments

Manage (add/edit) linen items

Update machine information

Update slot allocation

Initiate a Force Download

Manage (add/edit) users

Modify user credits

Manage User Registrations

Manage vendor access (vendEx)

Manage clarify administrators

Manage (add/edit) departments

Manage default departmental credits

Manage (add/edit) occupations

Manage default occupational credits

Review recent transactions

Review scrubEx transaction images

Configure and run reports

Export a list of users

Manage dispense limits

Manage global default credit limit

Manage various system settings

Manage notifications/alerts

Update your password

Access training and help

clarify



Real Time Status



2 Locations (Real Time Status, Machines)



Metrics & KPIs



Items



Items



Machines



Machines



Machines



4 Locations (Machines, User Mgmt, Departments, Occupations)



User Management



User Management



User Management



User Management



Departments



Departments



Occupations



Occupations



2 Locations (User Mgmt, Transactions)



2 Locations (User Mgmt, Transactions)



2 Locations (User Mgmt, Reports)



User Management



Settings



Settings



Settings



Profile Icon



Profile Icon



Help Center



thinkipa.com/clarify