



Dashboard tile guide

A quick reference for every tile on the home page. Two sections: the **snapshot tiles** at the top (numbers you check at a glance), and the **navigate tiles** below (shortcuts to full pages).

SNAPSHOT TILES

Four tiles sit at the top of the home page under the Sales Goals card. Each shows a live count and turns red when something needs attention.

My tasks

Open tasks assigned to you personally. Tap to jump to the Tasks page. Turns red when it's above zero — that's your queue.

Unfulfilled

Shopify orders that have been paid but not shipped yet. Tap for the unfulfilled orders view.

In transit

Shipments currently on their way — either supplier-to-warehouse or warehouse-to-customer. Tap to see tracking and expected arrivals.

Returns

Return and exchange requests still open (not yet processed or closed).

NAVIGATE TILES

Below the snapshot is the **Navigate** section — a swipeable grid of shortcuts, six visible at a time. Swipe left for the next set. Tap any tile to jump straight to that section.

Planning & team

Calendar

Full month view of the team calendar. Shows who's scheduled to work each day, who's off (approved time off), upcoming pop-ups, HBCU dates, US holidays, shift swaps, and store in-store days. Tap any day for details.

Pop-ups

Dedicated pop-up planner. Add upcoming market events, campus visits, and tabling with name, date, location, uniform, notes. HBCU events flagged separately.

✓ Tasks

Shared task list. Create tasks, assign them, comment on them, check them off. Same page you land on from the "My tasks" snapshot tile.

Orders

Custom orders

Custom order tracker. Every custom job from intake through delivery, with vendor-facing production output. Tracks color, materials, deadlines.

Pre-orders

Pre-order management for Shopify pre-order products. See what's outstanding and when it's due to fulfill.

Inventory orders

Blank/wave order management. Group blank orders into "waves" and generate vendor purchase orders.

In transit

Full view of everything shipping — from suppliers to us and from us to customers. Tracking numbers, ETAs, statuses.

Returns & exchanges

Return/exchange requests, processing status, resolution.

Quality issues

Quality control tickets. Log defects with photos, track supplier response, chase resolution.

Supplier & inventory

Supplier Admin

Supplier-facing dashboard from the admin view. See production schedule, quality tickets, and payment status for the primary supplier.

Blanks

Blank inventory tracker — tees, hoodies, polos, etc. before decoration. Morning report, blank master, inbound tracking, Shopify sync.

Mock Up Catalog

Design mockups by product and school. Reference for what's been mocked up, what needs to be created.

Product Builder

Product creation and configuration tool. Build out new SKUs, sizes, and variants.

Business & customers

Customer care

External customer care site (care.doneciascrafts.com). Opens in a new tab.

Customer emails

Slide-out panel showing recent customer emails without leaving the dashboard.

Performance

Business performance metrics — sales, conversion, top products, revenue by channel.

Operations 2026

Year-view operations overview for 2026 — quarterly goals, big-picture tracking.

HEADER CONTROLS

The white bar at the top of the home page has:

- **DC Apparel logo + "Dashboard"** — confirms you're on the home page
- **Bell icon** — tap for notifications. Badge shows unread count. Includes "Mark all read" and "Clear all" buttons.
- **Name pill** — your name, confirming who's signed in
- **Sign out** — small icon on the right end of the topbar

THE "TODAY" CARD

Under the Needs Attention alerts you'll see a green-bordered **Today** card showing:

- Today's date
- Who's scheduled to work today (from team schedules)
- Any events happening today (pop-ups, holidays, HBCU dates)
- "Full calendar →" link to the Calendar page

If nothing's set up yet (no schedules configured), it'll prompt to set them.

FLOATING MENU

A menu of four buttons follows you around the app, bottom-right of every page:

- **Work** — home dashboard
- **HR** — time off, time tracking, announcements, team calendar
- **Tasks** — shared task list
- **Notifications** — settings + history

Whichever page you're already on hides itself from the menu.