

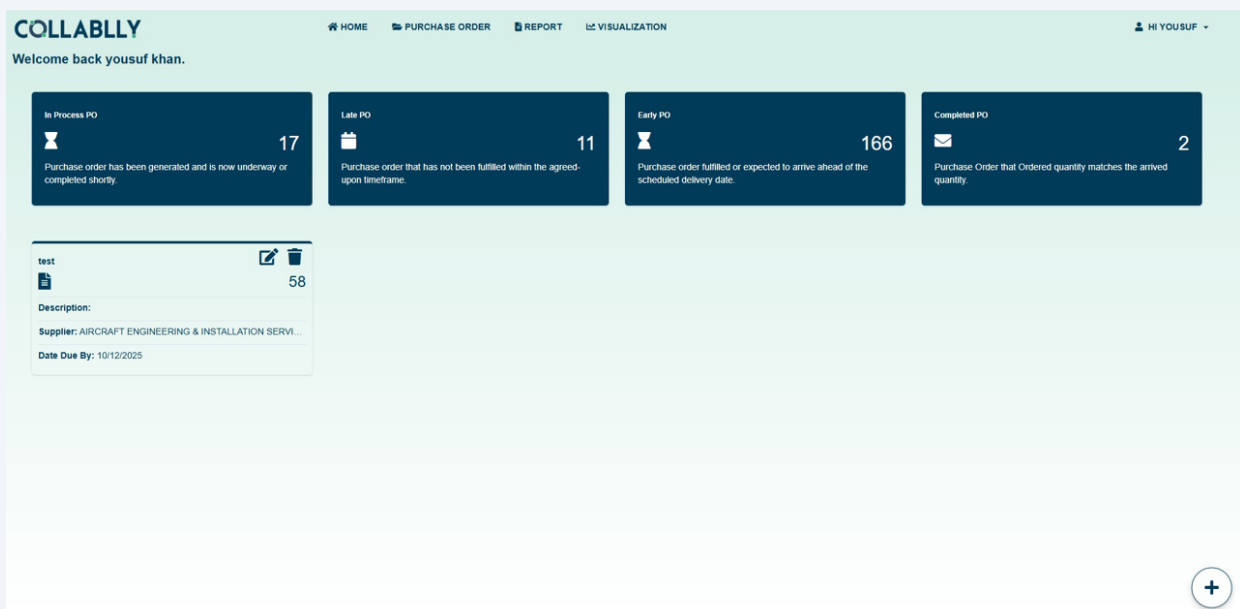
How to add a Widget (Collably 2.0)

This guide will take you through the step-by-step process of adding a widget to your Collably dashboard. Widgets allow you to create custom filters for PO lines and provide a snapshot of the data that is relevant to you. Please note that widgets are only viewable by the user who created them.

1

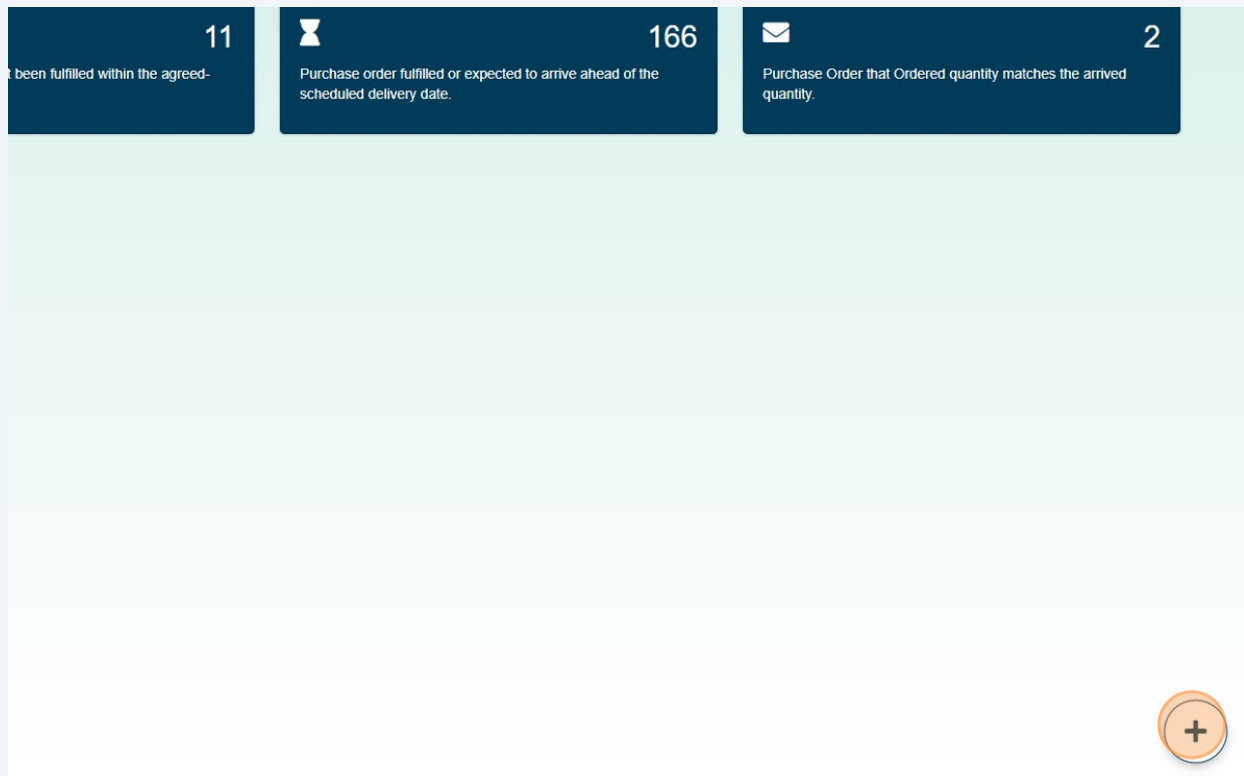
"Welcome to the '**How to Add a Widget**' user guide. This guide will walk you through the process of creating a widget and explain its related features.

To begin, open your web browser and navigate to mammoth.collably.com to access the Collably portal. Once logged in, you will be taken to the Dashboard. **Please note that widgets are only viewable by the user who created them.**"



2

On the Dashboard, look to the bottom right of the screen where you'll find a blue "+" icon. Click on it to proceed.



3

Enter a title for the widget that you would like to assign.

Add Widget

Title:*

Enter Title

Supplier:*

Select from List

Due Within (days):*

Enter due days

Purchase Order:

select from list ▼

Description:

Enter Widget Description

Close

Add

4

Next, select a supplier from the "**Supplier**" drop-down menu for whom you wish to create the widget

Add Widget

Title:*

Demo-Widget

Supplier:*

Select from List



Due Within (days):*

Enter due days

Purchase Order:

select from list ▼

Description:

Enter Widget Description

Close

Add

5

Enter the number of days in the **Due Within (days)** field. This tells the system how many days ahead to check from today. For example, if you enter **10**, the system will show all PO-lines due within the next 10 days.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

Enter due days

Purchase Order:

select from list ▼

Description:

Enter Widget Description

Close

Add

6

After entering the "**Due Within (days)**" value, click on the "**Purchase Order**" drop-down menu "select from list". This action may take a few seconds to generate the list of all applicable PO-lines.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

17 selected ▼

Description:

Enter Widget Description

Close

Add

7

By default, **all generated PO-lines are selected**. If you wish to exclude any PO-line, simply click the checkbox next to the PO-line numbers to de-select them. You also have a search field to easily look up specific PO-line numbers.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

17 selected ▼



Search



- ✓ All
- ✓ 254-19-1
- ✓ 6050-10-1
- ✓ 6050-11-1
- ✓ 6050-12-1

8

You can uncheck the box next to "All" to de-select all PO-lines, and then manually select the PO-lines you would like to include in the list.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

17 selected ▼



Search



☒ All

☒ 254-19-1

☒ 6050-10-1

☒ 6050-11-1

☒ 6050-12-1

9

Here is an example where all generated PO-lines have been de-selected. You can now manually select the PO-lines you wish to include.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

select from list ▼



Search



☐ All

☐ 254-19-1

☐ 6050-10-1

☐ 6050-11-1

☐ 6050-12-1

10

Here is how the manually selected PO-lines will appear once you have chosen them.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

254-19-1, 6050-10-1 ▼



Search



☐ All

☒ 254-19-1

☒ 6050-10-1

☐ 6050-11-1

☐ 6050-12-1

11 For this guide, we are selecting the "All" checkbox to select all PO-lines.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

17 selected ▼



Search



✓ All

✓ 254-19-1

✓ 6050-10-1

✓ 6050-11-1

✓ 6050-12-1

12

Once you have made your desired PO-line(s) selection, the drop-down menu will display the total number of PO-line(s) selected. Please click on the drop-down menu again to close the list.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

17 selected ▼



Search



- ✓ All
- ✓ 254-19-1
- ✓ 6050-10-1
- ✓ 6050-11-1
- ✓ 6050-12-1

- 13 Once the PO-line list is closed, you have the option to add a description, if desired.

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

17 selected ▼

Description:

Enter Widget Description

Close

Add

14 Please review the details, and then click "**Add**" to create the widget

Add Widget

Title:*

Demo-Widget

Supplier:*

AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC. ▼

Due Within (days):*

10

Purchase Order:

17 selected ▼

Description:

Enter Widget Description

Close

Add

15

Once the widget is successfully created, you will see it on your dashboard with the "Title," "Description," "Supplier," and "date due by."

The screenshot shows the COLLABLLY dashboard with a navigation bar (HOME, PURCHASE ORDER, REPORT, VISUALIZATION) and a welcome message. Three summary cards are visible: 'In Process PO' (17), 'Late PO' (11), and 'Early PO'. Below these are two widget cards. The 'test' widget has a value of 58. The 'Demo-Widget' is highlighted with an orange box and has a value of 17. Both widget cards display the following details: Description, Supplier: AIRCRAFT ENGINEERING & INSTALLATION SERVI..., and Date Due By: 10/26/2025.

16

If you notice an error and would like to correct it, simply click on the **Edit** icon to reopen the widget dialog box. You can make the necessary changes and click "Save" to update the widget.

This screenshot is identical to the one above, showing the COLLABLLY dashboard. The 'Demo-Widget' is highlighted with an orange box. A red circle is drawn around the 'Edit' icon (a pencil inside a square) located in the top right corner of the 'Demo-Widget' card, indicating where to click to edit the widget.

17 and for any reason you wish to delete the widget tile please click the "delete" icon.

COLLABLLY HOME PURCHASE ORDER REPORT VISUALIZATION

Welcome back yousuf khan.

In Process PO
17
Purchase order has been generated and is now underway or completed shortly.

Late PO
11
Purchase order that has not been fulfilled within the agreed-upon timeframe.

Early PO
Purchase order fulfilled or expected to arrive ahead scheduled delivery date.

test
58
Description:
Supplier: AIRCRAFT ENGINEERING & INSTALLATION SERVI...
Date Due By: 10/12/2025

Demo-Widget
17
Description: Demo-Description
Supplier: AIRCRAFT ENGINEERING & INSTALLATION SERVI...
Date Due By: 10/26/2025

- 18 To view and communicate on the selected PO-lines, simply click on the Widget Tile.

COLLABLY HOME PURCHASE ORDER REPORT VISUALIZATION

Welcome back yousuf khan.

In Process PO

17

Purchase order has been generated and is now underway or completed shortly.

Late PO

11

Purchase order that has not been fulfilled within the agreed-upon timeframe.

Early PO

Purchase order fulfilled or expected to arrive ahead scheduled delivery date.

test

58

Description:

Supplier: AIRCRAFT ENGINEERING & INSTALLATION SERVI...

Date Due By: 10/12/2025

Demo-Widget

17

Description: Demo-Description

Supplier: AIRCRAFT ENGINEERING & INSTALLATION SERVI...

Date Due By: 10/26/2025

- 19 At the top left, you'll see the widget name. This helps you know which PO-lines belong to that specific widget. Below, you'll find a grid showing all PO-lines included when the widget was created. From this view, you can start communication for one or multiple PO-lines.

This concludes the Collably 2.0 Widget Tutorial.

COLLABLY HOME PURCHASE ORDER REPORT VISUALIZATION HI YOUSUF

PO# > Widget > Demo-Widget All In Process Late Early Completed Refresh Last Refreshed: 10/14/2025, 4:31:17 PM

	Message	Supplier	Buyer	PO Num	Part No.	Line Desc.	Order Qty	Arri. Qty	Rcvd. Qty	Price	Order Date	Due Date	Arriv. Date	Last Comm.
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-9-1	77E242067-101	HARNESS ASSY	1			4,022.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-10-1	77E242067-103	HARNESS ASSY	1			4,333.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-11-1	77E242067-105	HARNESS ASSY	1			6,668.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-12-1	77E242067-107	HARNESS ASSY	1			6,490.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-13-1	77E242067-109	HARNESS ASSY	1			1,678.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-14-1	77E242067-111	HARNESS ASSY	1			3,641.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-15-1	77E242067-113	HARNESS ASSY	1			3,641.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6050-16-1	77E242067-115	LOOSE CONNECTORS	1			4,006.00	12/04/2024	10/21/2025		
<input type="checkbox"/>	Email	AIRCRAFT ENGINEERING & INSTALLATION SERVICES, INC.	MINNIE HILL	6051-1-1	77E242067-101	HARNESS ASSY	1			4,022.00	12/04/2024	10/17/2025		

Showing 1 to 17 of 17 entries