



O&M REPORTING

DAILY WORK ORDERS REPORT

Provides guidance for the Operations and Maintenance Report **Daily Work Orders**.

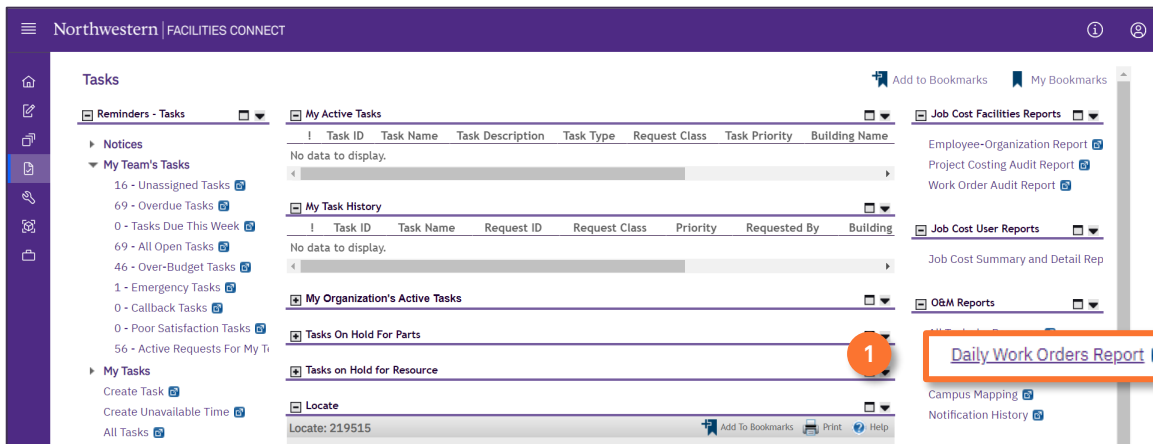
▼ GETTING STARTED

The Job Aid begins on the **Task** screen. Depending on user access, reports can also be located on the **Home** screen. For more information on navigating to the Task screen' please refer to the **Access and Navigation** job aid.

DIRECTIONS:

1 From the **Tasks** screen, locate the **O&M Reports** section on the right side of the screen:

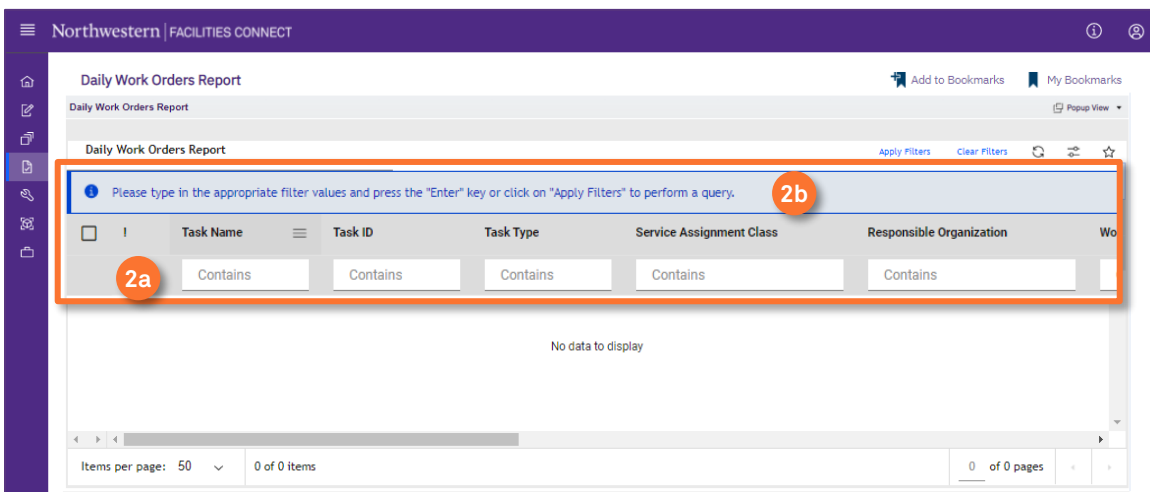
1 Click on the **Daily Work Orders Reports** link.



2 Upon clicking, the **Daily Work Orders Report** will appear. Because of the size of the report, the default view will be blank.

2a Enter criteria in any of the search fields beneath the column headers.

2b Initiate the search by pressing the **Enter** key.





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DIRECTIONS:

2 Continued.

2c Utilize the sort and searching features.

2d Click on the **Work Task** you wish to view.

The screenshot displays the 'Daily Work Orders Report' interface. At the top, there are navigation icons and a search bar. Below the search bar, there are filter buttons for 'Apply Filters' and 'Clear Filters'. The main table has the following columns: Service Request, Work Task ID, Description, Building Name, Building ID, and Service Class. A search filter 'Contains' is applied to the 'Service Request' column. The table lists several work orders, with one row highlighted in orange: SR-1000537, WT-1029881, W0733858 - REPLACE RO PRESSURE SWITCH SMA..., Lurie Resear, 8846, and General Repairs & Maintenance. A callout '2c' points to the search filter, and a callout '2d' points to the highlighted work task row. At the bottom, there is a pagination control showing 'Items per page: 50' and '1 - 50 of 381 items'.

▼ TIP & TRICKS

- ❖ Layering filters will only search within the parameters of the previous results. Use the **Clear Filters** button to reset the report before conducting new searches.
- ❖ The list's default sort setting is in descending order (i.e. newest first). Clicking on the **column header** changes sorting to ascending order (i.e. oldest first). Clicking the **column header** a second time returns to the default setting.