1.0
APPENDIX: TABLEAU DATA DICTIONARY

Provides a comprehensive list of terms present in Tableau reporting

Field Name	Field Definition	Value Name	Value Definition	Report Located
Actual End Date	The end date in which the task was completed, this could vary from the planned end date. Also listed as 'Month of Actual End Date'. Note for planned work that was cancelled the end date gets assigned the value of the planned start date.			Completed Work Tasks by Class by Month
Aging in Days	The amount of days since the work task has been created.			Active Work Tasks by Requestor
Approval Aging	The amount of days since the approval notification was sent to the approver.			Service Requests Pending Approval
Approval Status	The status of the Service request going through the approval process.	Approved	The service request sent for approval has been approved and work will be able to begin on the desired request.	Service Requests Pending Approval
Approval Status	The status of the Service request going through the approval process.	Returned	The service request has been returned to the requestor and has not been approved.	Service Requests Pending Approval
Approval Status	The status of the Service request going through the approval process.	Review in Progress	The service request has not been approved or returned but is instead still in the process of being approved or returned.	Service Requests Pending Approval
Billing Type	The accounting charge type. This will determine if a charged to the building or is departmental charge.	Building	Work request is for items associated with the building and will not be charged directly to the schools/ units/ department.	Charge Per Work Task Completed Work Tasks by Class by Month Work Task Lookup
Billing Type	The accounting charge type. This will determine if a charged to the building or is departmental charge.	Capital Project Assistance	Charges for supporting a Capital Project	Charge Per Work Task Completed Work Tasks by Class by Month Work Task Lookup

1.0
APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Billing Type	The accounting charge type. This will determine if a charged to the building or is departmental charge.	Intra-FM	Charges for work that are contained within Facilities between shops.	Charge Per Work Task Completed Work Tasks by Class by Month Work Task Lookup
Billing Type	The accounting charge type. This will determine if a charged to the building or is departmental charge.	No Charge	No charge is irequired for the work done.	Charge Per Work Task Completed Work Tasks by Class by Month Work Task Lookup
Billing Type	The accounting charge type. This will determine if a charged to the building or is departmental charge.	Non-Building	Work request is discretionary spending and will be billed to the school/ unit/ department (and not the building).	Charge Per Work Task Completed Work Tasks by Class by Month Work Task Lookup
Billing Type	The accounting charge type. This will determine if a charged to the building or is departmental charge.	Overrule	The Expense Account Charge code has been manually changed. This allows a single WT to include building, intra-FM, and non-building charges.	Charge Per Work Task Completed Work Tasks by Class by Month Work Task Lookup
Building Name	Shows the building in which the work task is connected with. Same as building. (May include other types of locations besides buildings such as lots, garages, etc)	[Building Name]		Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Non-Building Service Requests by School / Unit Service Request Lookup Service Requests Pending Approval Work Task Lookup
Charge per WT ($)	Total charged by Facilities for all worktasks in the period divided by the number of Work Tasks found based on the filters.			Charge Per Work Task

1.0
APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Cost Source	The type of cost incurred.	Labor	The cost incurred is accounting for the labor to perform on the task.	Charge Per Work Task
Cost Source	The type of cost incurred.	Materials	The cost incurred is accounting for the materials used on the task.	Charge Per Work Task
Cost Source	The type of cost incurred.	Miscellaneous Cost Adjustment/ Correction	The cost incurred is an accounting adjustment or correction.	Charge Per Work Task
Cost Source	The type of cost incurred.	Service Purchase Order/ Invoice	The cost incurred is due to a service invoice associated with task.	Charge Per Work Task
Created Date/ Time	The date and or time in which the Service was created in the system. This not the time that the request is dispatched to the shops; see Work Task Created Date/Time.			Service Request Lookup
Created Date/Time	The date and or time in which the Work Task was created in the system. This occurs after a Service Request has been submitted and approved. This is also the time the work has been dispatched to its first primary responsible organization. Also listed as 'Month of Created Date'			Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Service Request Lookup Work Task Lookup
Debit Department ID	The financial school/unit/department that is being charged for the work. Based on the chart string attached to the work task.			Charge Per Work Task Non-Building Service Requests by School / Unit
Department	The description of the department that is being charged for the request. Based on the department ID of the chartstring that was submitted with the service request.			Non-Building Service Requests by School / Unit
Department ID	The department that will be charged for the work. Derived from the request chart string.			Non-Building Service Requests by School / Unit
Description	A brief description of the problem associated with the service request.			Service Requests Pending Approval

1.0
APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Floor	The specific floor of a building.			Active Work Tasks by Requestor Non-Building Service Requests by School / Unit
Fund Code	The identifying code related to the desired fund being used for the request. Derived from the Request Chartstring.			Non-Building Service Requests by School / Unit
Person	The name of the approver for a specific service request.			Service Requests Pending Approval
Project ID	The unique identifier of a project. Derived from the Request Chart String.			Non-Building Service Requests by School / Unit
Request Chart String	The chart string associated with the service request.			Non-Building Service Requests by School / Unit
Request Class	The detailed classification of the service requested. Routing and approval rules are based on this selection. Same as Service Requested. .			Charge Per Work Task
Requested By Email	The specific requestor email who asked for the work to be complete (Could be different than the Requested For and the actual person whom put in the work - Created by).			Active Work Tasks by Requestor
Requested By Name	The specific requestor who asked for the work to be complete (Could be different than the Requested For and the actual person whom put in the work - Created by).			Active Work Tasks by Requestor
Responsible Organization	The lead Facilities organization/shop which is responsible for the completion of the work task. Additional supporting workgroups maybe added thru individual resource assignment.			Active Work Tasks by Requestor Work Task Lookup
School / Unit	The description of the department that is being charged for the request. Based on the department ID of the chartstring that was submitted with the service request.			Non-Building Service Requests by School / Unit

1.0
APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Sent Date	The date in which the approval request notification was sent to the approver. Typically, this approximately the same time as when the service request is created.			Service Requests Pending Approval
Service Class	The organizing category of classification of the service requested. The Request Class is the more granular description of the service request..			Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month
Service Request ID	The unique identifier of a request. Workshops generally refer to Work Task IDs and not Service Request IDs. There maybe multiple Service Request IDs per Work Task.			Active Work Tasks by Requestor Non-Building Service Requests by School / Unit Service Request Lookup Service Requests Pending Approval
Service Requested	The classification / description of the service requested. Same as a Request Class.			Active Work Tasks by Requestor Non-Building Service Requests by School / Unit Service Request Lookup Service Requests Pending Approval
Space	The identifying aspect of a specific space on a specific floor, in a specific building. For example an office 0347.			Active Work Tasks by Requestor Non-Building Service Requests by School / Unit
Status	The relative organizational standing or position of something.	Null	Invalid status; data cleanup/ correction needed.	Active Work Tasks by Requestor Service Request Lookup
Status	The relative organizational standing or position of something.	Completed	The Service Request has been completed and the work/problem has been completed/fixed.	Non-Building Service Requests by School / Unit Service Request Lookup

1.0
APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Status	The relative organizational standing or position of something.	Draft	The Service Request is in a draft format and has not yet been submitted.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	History	Invalid status; data cleanup/ correction needed.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Issued	The Service Request has been issued and a work task has been created.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Retired	A closed Work Task that could not be completed or was incorrected created.	Active Work Tasks by Requestor Charge Per Work Task Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Returned	The Service Request has been Returned and will not be transitioned into a Work Task.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Review In Progress	The Service Request is being reviewed and a decision on whether to turn it into a Work Task will be made after the review.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Revision In Progress	The Service Request is being revised and/or updated to fix certain aspects.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Routing In Progress	The Service Request is being routed into a Work Task.	Service Request Lookup

1.0
APPENDIX: TABLEAU DATA DICTIONARY

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Status	The relative organizational standing or position of something.	Active	The work task if active, and the shop is actively working on the work task in some capacity.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Closed	The work task has been closed and no further work or billing events (labor, materials, service charges) will be done on the task.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Completed	The work task has been completed and the work/problem has been completed/fixed.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Draft	The work task is in a draft format and has not yet been submitted.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Hold for Information	The work task is on hold awaiting more information before work can continue on the specific work task.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup

1.0
APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Status	The relative organizational standing or position of something.	Hold for Parts	The work task is on hold awaiting parts needed to complete the work task.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Hold for Resource	The work task is on hold awaiting some kind of resource needed to complete the work task.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Hold per Requester	The work task is on hold awaiting the approval of the requester to continue work.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Planned	Work is planned to begin on the work task at a later date.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Rejected	The work task has been rejected and no further work will be done on the specified work task	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup

1.0

APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Status	The relative organizational standing or position of something.	Routing in Progress	Invalid status. Data to be cleaned / corrected.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Null	Invalid status. Data to be cleaned / corrected.	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Capital Project	The Least urgent priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Emergency	The Most urgent priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	High	The 3rd highest priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Important	The 4th highest priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Low	The 8th highest priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Maintenance Project	The 9th highest priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Medium	The 5th highest priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Routine	The 6th highest priority level	Work Task Lookup
Task Priority	The classification of the hierarchical organization of task importance.	Scheduled Work	The 7th highest priority level	Work Task Lookup

1.0
APPENDIX: TABLEAU DATA DICTIONARY

Field Name	Field Definition	Value Name	Value Definition	Report Located
Task Priority	The classification of the hierarchical organization of task importance.	Urgent	The 2nd highest priority level	Work Task Lookup
Task Description	A brief description of the problem associated with the work task given by the requestor.			Work Task Lookup
Task ID	See Work Task ID			Service Request Lookup
Task Name	The unique name of the work task, generated by the system.			Work Task Lookup
Total Charged	The sum of the total amount charged to the work task including all labor, material and service contract POs. This amount will reconcile to the unit/ school/ department financial reports.			Charge Per Work Task
Work Task ID	The unique identifier of a task. This is the primary number shops will reference work. One Work Task may have multiple service requests related to it.			Active Work Tasks by Requestor Charge Per Work Task Work Task Lookup