3.0
FACILITIES CONNECT REPORTING: CUSTOMER REPORT MATRIX

Provides descriptions for all school reports in the Facilities Connect reporting tool Tableau.

Report Name	Report Description	Format
Completed Work Tasks by Class Per Month	Gives the user a table showing the amount of Completed Work Task by shop and by Month color coded with the darker colors meaning more completed work tasks. The table is also sorted by shop with the greatest to the least completed work tasks starting from top to bottom respectively.	Table
Created Work Tasks Per Month	Gives the user a graph showing the number of created work tasks by month along with the average number shown by a straight line across the graph. The graph also shows a trend line across the graph showing the general trend for the amount of created work tasks for the time period provided.	Line Chart
Charge Per Work Task	Gives the user a table showing total Work Task charges, total Work Tasks, and the average charge per Work Task broken down by month.	Table
Work Task Lookup	Gives the user a full list of Work Tasks to look through with the Task ID, Task Name, Task Description, and Status.	Table
Active Work Task by Requester	Gives the user a list of active work tasks by requester.	Table
Service Request Lookup	Gives the user a full list of Service requests to look through with the Created Date/Time, Service Requested, Building, Task ID and Request Status.	Table
Service Request Pending Approval	Gives user service requests that have been pending approval for beyond 90 days.	Table
Non-Building Service Requests by School/Unit	Gives user a breakdown of non-building service requests sorted by school or departmental and by chart string.	Table