

# O&M REPORTING WORK ORDER AUDIT REPORT

Provides guidance for the Operations and Maintenance Report Work Order Audit Report.

### ▼ 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:**

From the **Tasks** screen, locate the **Job Cost Facilities Reports** section on the right side of the screen:

Click on the Work Order Audit Report link.

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Upon clicking, the **Work Order Audit Report** will open. Because of the size of the report, the default view will be blank.

- Enter criteria in any of the search fields beneath each of the column headers.
- Initiate the search by pressing the **Enter** key.

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Work Order Audit Report					🙀 Add to	My Bookmarks My Bookmarks		
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#### **OPERATIONS & MAINTENANCE**

## O&M REPORTING WORK ORDER AUDIT REPORT

### **DIRECTIONS:**

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# 2 Continued.

Utilize the sort and searching features.

Click on the Work Task you wish to view.

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### **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.