

# 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.

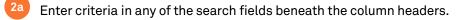
### **DIRECTIONS:**

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



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ন টি ৩	<ul> <li>▶ Notices</li> <li>▼ My Team's Tasks</li> <li>16 - Unassigned Tasks </li> </ul>	! Task ID     Task Name     Task Description     Task Type     Request Class     Task Priority     Building Name       No data to display.	Employee-Organization Report 🖻 Project Costing Audit Report 👩 Work Order Audit Report 🛐
N N D	69 - Overdue Tasks 🖻 0 - Tasks Due This Week 💿 69 - All Open Tasks 🗃 46 - Over-Budget Tasks 🛐	My Task History      I Task ID     Task Name     Request ID     Request Class     Priority     Requested By     Building     No data to display.      ✓	☐ Job Cost User Reports ☐ ▼ Job Cost Summary and Detail Rep
	1 - Emergency Tasks 🗟 0 - Callback Tasks 🔞 0 - Poor Satisfaction Tasks 🛐	My Organization's Active Tasks	🖃 O&M Reports 📃 💌
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	Create Task 🖻 Create Unavailable Time 🖸 All Tasks 🔂	🗈 Locate 🛛 🔍 🗸 Locate: 219515 🙀 Add To Bookmarks 🚔 Print: 🕜 Help	Campus Mapping 🗃 Notification History 🗃

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



Initiate the search by pressing the Enter key.

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	Please type in the appropriate filter values and press the "Enter" key or click on "Apply Filters" to perform a query.     I Task Name Task ID Task Type Service Assignment Class Res	sponsible Organization Wo						
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#### **OPERATIONS & MAINTENANCE**

# O&M REPORTING DAILY WORK ORDERS REPORT

# DIRECTIONS:

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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.