

OPERATIONS & MAINTENANCE

SUPERVISOR

DAILY WORK ORDERS REPORT

Provides guidance for O&M Supervisors locating and searching in the Daily Work Orders Report in Facilities Connect.

▼ GETTING STARTED

The Daily Work Order Report allows you to search all Work Tasks, regardless of Zone or Status.

DIRECTIONS:



Click on the **Tasks** section.





Locate the **O&M Reports** section on the righthand side of the screen.

Click on the Daily Work Orders Report.

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	Tasks							A	dd to Bookmarks 📕 My Bookmarks 🍝
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đ	▼ Notices	➡ My Task Histor	гу						Billed Labor Detail Report 🖬
2	0 - Action Items 🖻 97 - Notifications 🖻	🖃 My Organization's Active Tasks							Incurred Labor Detail Report 💿 Work Order Audit Report 💿
୍ଲ ଜ୍	 My Team's Tasks 137 - Unassigned Tasks 	! Task ID	Task Name	Request ID	Request Class	Priority	Requested By	Building	🖂 Job Cost Liser Reports 🛛 🗖
ð	370 - Overdue Tasks 🔯 0 - Tasks Due This Week 🛐	WT- 1040279	WT-1040279 - Routine, Technological Instit, Water Temperature	SR- 1002919	Water Temperature	Routine	Wallace- Evans,Troyer Arthur	Technologica Instit	Job Cost Summary and Detail Rep
	370 - All Open Tasks 💽 344 - Over-Budget Tasks 💽 17 - Emergency Tasks 🚳	WT- 1041851	WT-1041851 - Routine, Technological Instit, General Repairs &	SR- 1004077	General Repairs & Maintenance Other	Routine	Notali,Notali E	Technologica Instit	Oth Reports
	0 - Callback Tasks 🗃 0 - Poor Satisfaction Tasks 👩	WT- 1044613	WT-1044613 - Medium, Ryan Hall, General Repairs & Maintenance		General Repairs & Maintenance	Medium		2 all	Daily Work Orders Report
	350 - Active Requests For My ► My Tasks	WT- 1044614	WT-1044614 - Medium, Pancoe NSUHS Life		General Repairs & Maintenance	Medium		Pancoe NSUH Life Science	Time Entries Pending Approval 🗃 Campus Mapping 🗃



SUPERVISOR DAILY WORK ORDERS REPORT

DIRECTIONS:



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



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

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

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ð D	Please type in the appropriate filter values and press the "Enter" key or click on "Apply Filters" to perform a query.										
3a		1	Task Name	\equiv	Task ID		Task Type		Service Assignment Class	Responsible Organization	Wo
R T			Contains		Contains		Contains		Contains	Contains	
	SR-1000008 WT-1027524 W0730694 - RAILINGS - INADEQUATE HEIGHT JDP737 ON 02/03/202				HEIGHT JDP737 ON 02/03/2020CRE	EATED : JDP737 AT 20					
	SR-1000009 WT-1027525 W0731902 - ALARMS - SUPERVISORY TMB4423 ON 02/				TMB4423 ON 02/11/2020CREATED	: TMB4423 AT 2020/0					
	SR-1000010 WT-1027526 W07 SR-1000011 WT-1027527 W07				W0731901 - ALARMS - SUPERVISORY TMB4423 ON 02/11/2020CREATED : TMB4423 AT 2020/0						
					W0730666 - 8881, , Kellogg Handicap Door is stuck open (BROKEN DOOR OTHER) *8881, , KELLO						
		SR-1000	012	WT-10)27528	W0730606 - ALARMS - TROUBLE LOW RA CONDITION DAK777 ON 02/03/2020CREATED : DAK7					
		SR-1000	013	WT-10)27529	W0730064	4 - BROKEN DOOR O	THER M	BF5573 ON 02/03/2020CREATED : N	/BF5573 AT 2020/02/	

Use the **Short Name** column to search for your **Zone (Z#)** or **Shop** (ex: **ENG**).

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	SR-1000041	WT-1027557	W0728183 - GUARDING - EXPOSED MOVING PART	LIENG	Linugren House	8580		*
	SR-1000149	WT-1028228	W0731594 - 8599, 00119, LIGHTS NOT WORKING "	Z1ELEC	600/610 Lincoln	8599		
	SR-1000433	WT-1028228	W0731594 - 8599, 00119, LIGHTS NOT WORKING "	Z1ELEC	600/610 Lincoln	8599		
	SR-1001822	WT-1038229	W0735699 ELECTRICAL OTHER	Z1ELEC	2122 Sheridan	8865		
	SR-1002589	WT-1039767	W0736211 OUTLET NOT WORKING OR BROKEN R	Z1ELEC	640 Haven St	8867		
	SR-1003368	WT-1041015	W0725443 VENTILATON ISSUES PZI167 ON 01/09	Z1ENG	2122 Sheridan	8865		
	SR-1003523	WT-1041198	There's no hot water in the bathroom. Can you plea	Z1ENG	Slivka Hall	8655		
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SUPERVISOR DAILY WORK ORDERS REPORT

DIRECTIONS:



Once you have selected the Zone or Shop, you can narrow your search further using the Status.

4a Use the Status category search field to search for the desired status.

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& Ø		Contains	Contains	Contains	ACTIVE	Contains
ĉ		SR-1003871	WT-1041619	Weekly boiler tests and blowdowns	Active	Central Engineer
		SR-1004244	WT-1042033	SW0002005 - FOR SEWER MAINTENANCE FOR ALLI	Active	Central Engineer
		SR-1004241	WT-1042030	SW0002002 - FOR SEWER MAINTENANCE FOR ALL	Active	Central Engineer

In your final report view,

5a Along the menu bar, you have the option to **Export** your data to an Excel spreadsheet.

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		SR-1004244	WT-1042033	SW0002005 - FOR SEWER MAINTENANCE FOR ALLI	Active	Central Engineer
		SR-1004241	WT-1042030	SW0002002 - FOR SEWER MAINTENANCE FOR ALL	Active	Central Engineer
		SR-1004471	WT-1042310	SW0003234 - ANNUAL PM ON FIRE EXTINGUISHER	Active	Central Engineer
		SR-1004474	WT-1042313	SW0003263 - KITCHEN HOOD MAINTENANCE Buildi	Active	Central Engineer
		SR-1004510	WT-1042352	SWO003454 - MAINTENANCE OF RO SYSTEM Buildi	Active	Central Engineer

▼ INFORMATION

You can also use this report to search for Completed and Closed Work Tasks from your Zone/Shop.