



SUPERVISOR

DAILY WORK ORDERS REPORT

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

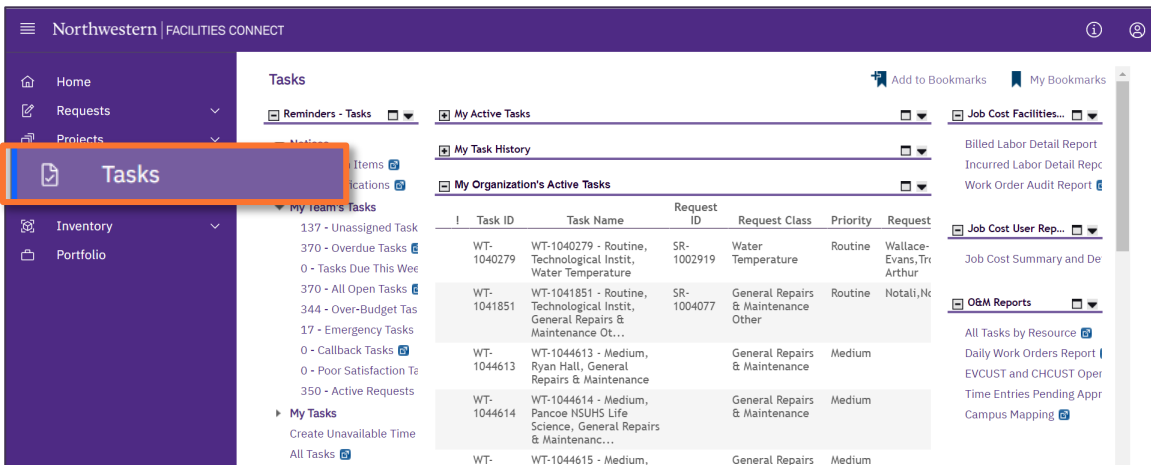
GETTING STARTED

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

DIRECTIONS:

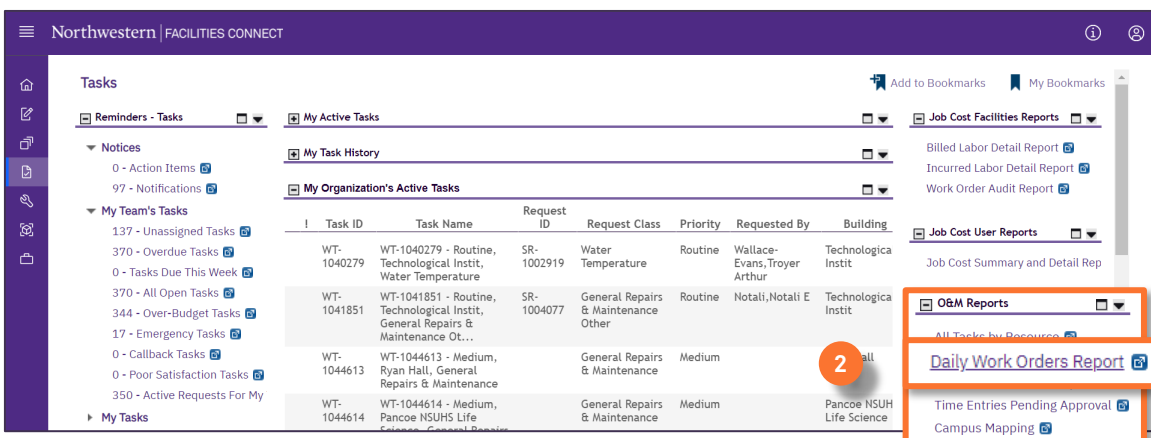
1 From the **Facilities Connect** home screen:

1 Click on the **Tasks** section.



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

2 Click on the **Daily Work Orders Report**.





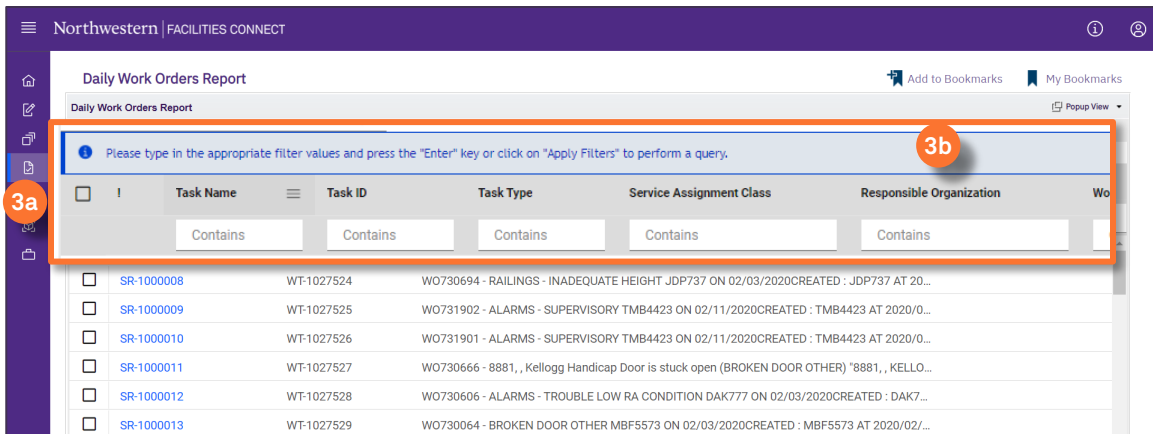
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DIRECTIONS:

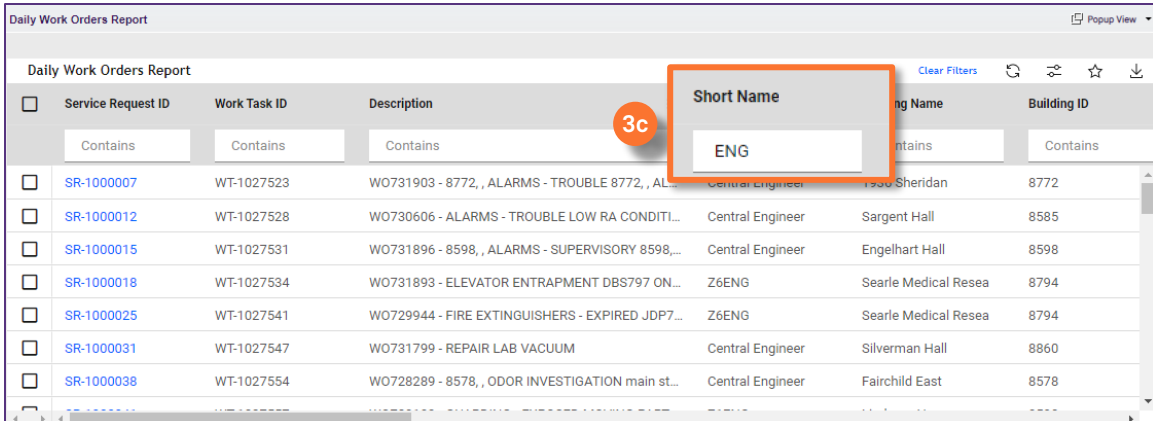
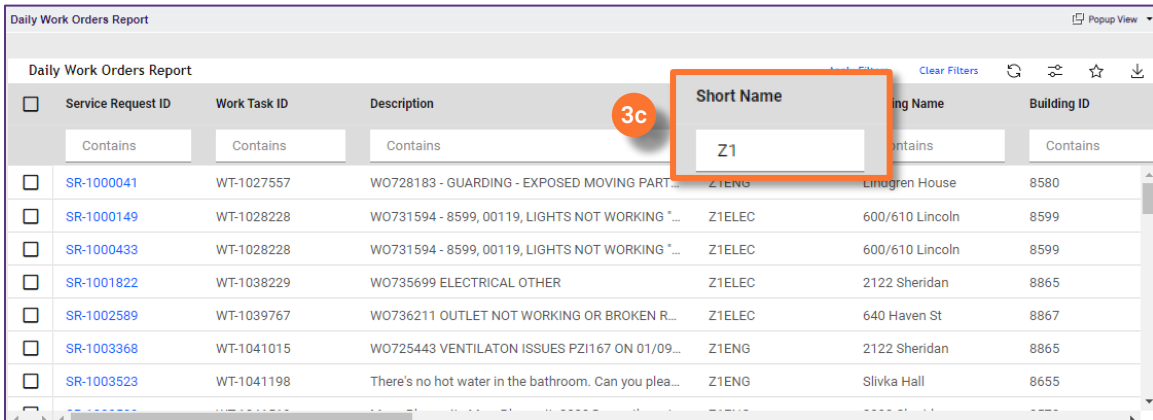
3 Upon clicking, the **Daily Work Orders Report** will appear. Because of the size of the report, the default view will be blank.

3a Enter criteria in any of the search fields beneath the column headers.

3b Initiate the search by pressing the **Enter** key.



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





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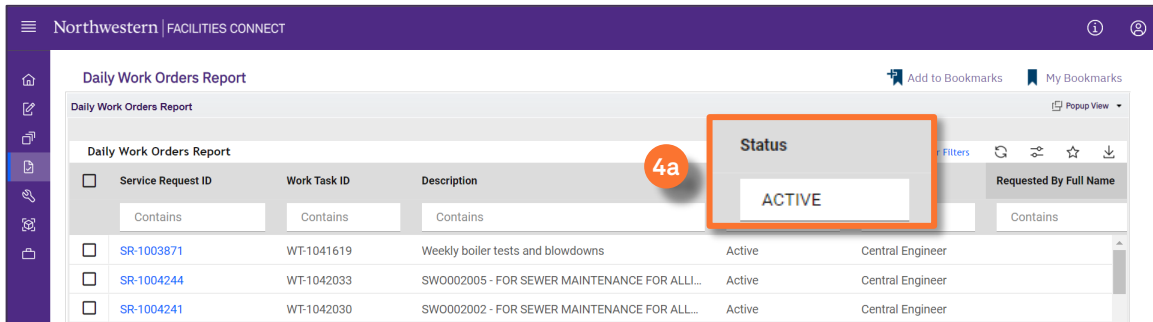
DIRECTIONS:

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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.

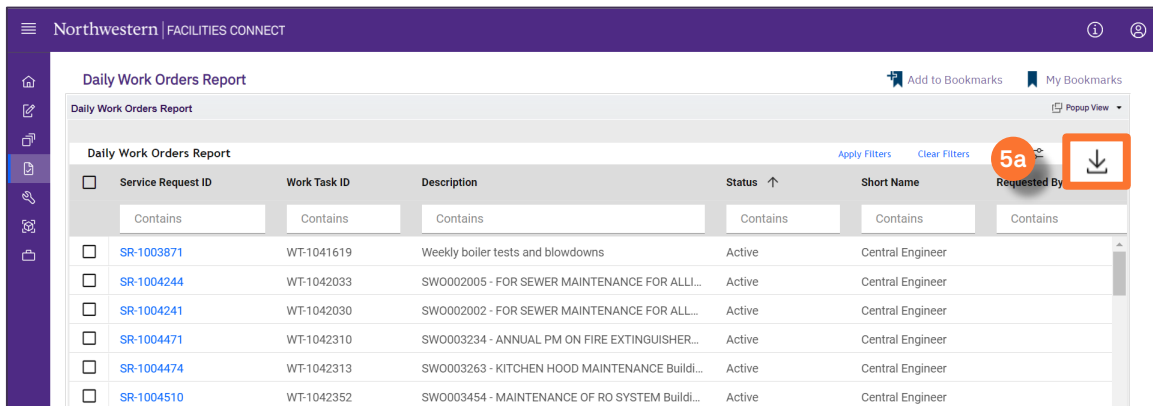


5

In your final report view,

5a

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



▼ INFORMATION

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