



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.

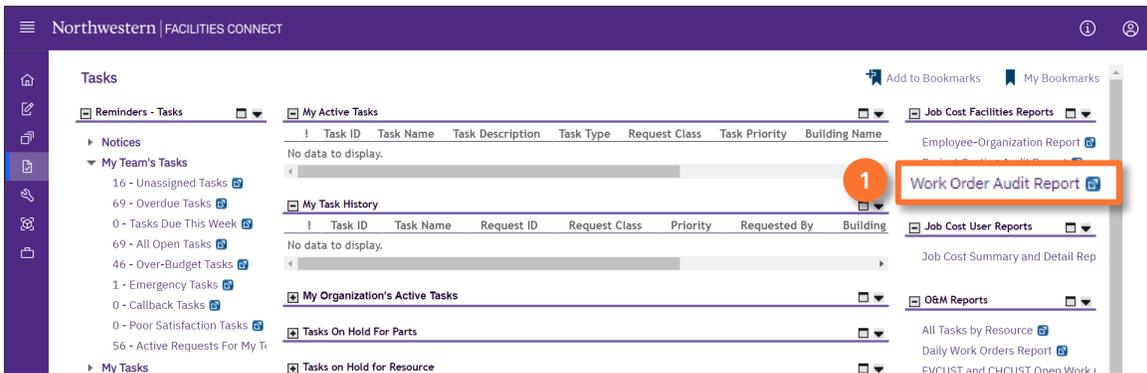
DIRECTIONS:

1

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

1

Click on the **Work Order Audit Report** link.



2

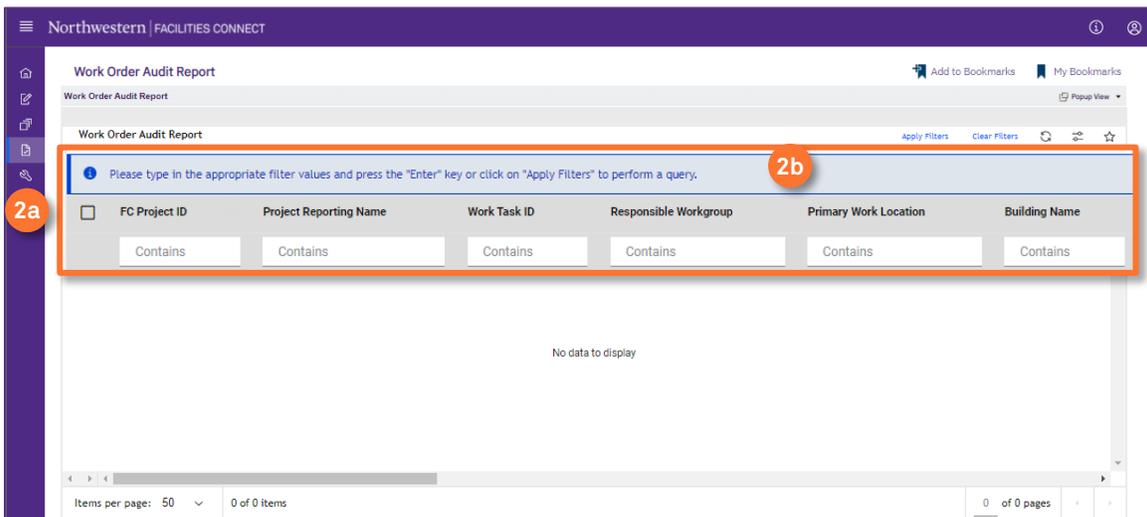
Upon clicking, the **Work Order Audit Report** will open. Because of the size of the report, the default view will be blank.

2a

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

2b

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





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DIRECTIONS:

2 Continued.

2c Utilize the sort and searching features.

2d Click on the **Work Task** you wish to view.

The screenshot shows the 'Work Order Audit Report' interface. A table lists work orders with columns for FC Project ID, Project Reporting Name, Work Task ID, Responsible Workgroup, Primary Work Location, and Building Name. Callout 2c highlights the table header, and callout 2d highlights a specific row for work task ID 1001217.

FC Project ID	Project Reporting Name	Work Task ID	Responsible Workgroup	Primary Work Location	Building Name
Contains	RYAN	Contains	Contains	Contains	RYAN
<input type="checkbox"/> 1001217	Ryan Fieldhouse and Walter At...	WT-1045722	Central DDC	\Locations\Evanston Campus\Ryan/Wilso...	Ryan/Wilson/Walters Athletic 1821
<input type="checkbox"/> 1001217	Ryan Fieldhouse and Walter At...	WT-1045730	Central Electrician	\Locations\Evanston Campus\Ryan/Wilso...	Ryan/Wilson/Walters Athletic 1821
<input type="checkbox"/> 1001217	Ryan Fieldhouse and Walter At...	WT-1045731	Central Engineer	\Locations\Evanston Campus\Ryan/Wilso...	Ryan/Wilson/Walters Athletic 1821
<input type="checkbox"/> 1001217	Ryan Fieldhouse and Walter At...	WT-1060686	Central Locksmith	\Locations\Evanston Campus\Ryan/Wilso...	Ryan/Wilson/Walters Athletic 1821
<input type="checkbox"/> 1001217	Ryan Fieldhouse and Walter At...	WT-1045731	Central Engineer	\Locations\Evanston Campus\Ryan/Wilso...	
<input type="checkbox"/> 1001518	Ryan Field Facade Repair FY20	WT-1043438	Central Locksmith	\Locations\Evanston Campus\Ryan Field	Ryan Field 1810
<input type="checkbox"/> 1001518	Ryan Field Facade Repair FY20	WT-1043442	Central Electrician	\Locations\Evanston Campus\Ryan Field	Ryan Field 1810
<input type="checkbox"/> 1001518	Ryan Field Facade Repair FY20	WT-1043444	Central Engineer	\Locations\Evanston Campus\Ryan Field	Ryan Field 1810
<input type="checkbox"/> 1001525	Ryan Field HW Tank Replaceme...	WT-1042426	Central Engineer	\Locations\Evanston Campus\Ryan Field	Ryan Field 1810

▼ 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.