



O&M REPORTING

JOB COST SUMMARY AND DETAIL REPORT

Provides guidance for the Operations and Maintenance Report **Job Cost Summary and Detail Report**. This report is not located in Facilities Connect and requires a Tableau license.

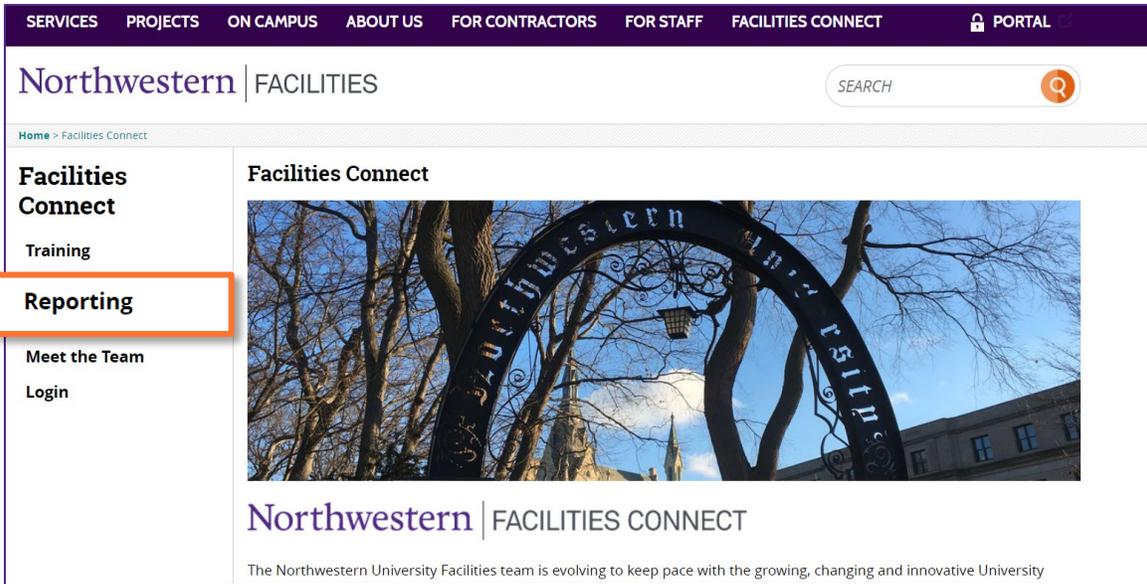
▼ GETTING STARTED

- ❖ For more Tableau resources, use the **Resource and Support** section on the Facilities Connect Reporting page. There you will find guides such as the **Tableau Resource Guide** and **How to Save a Report**.

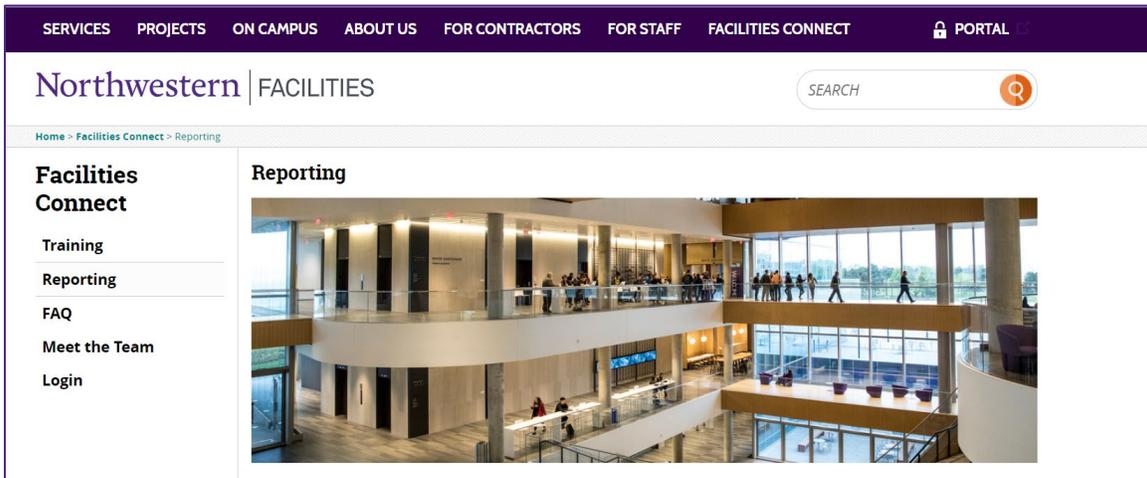
DIRECTIONS:

1 From the **Facilities Connect** website:

- 1 Locate and click on the **Reporting** section on the right side of the screen.



2 Upon clicking, **Reporting** page will open.





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DIRECTIONS:

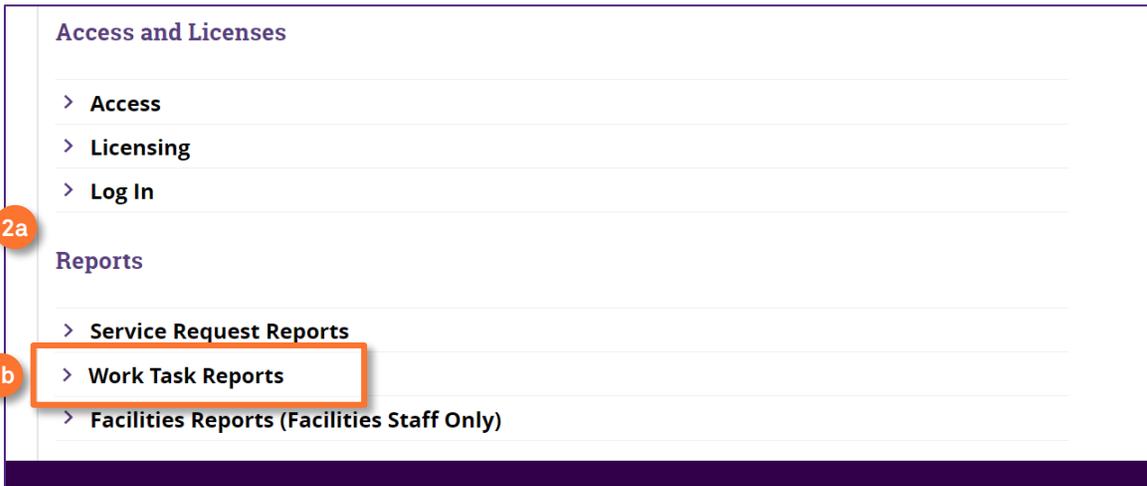
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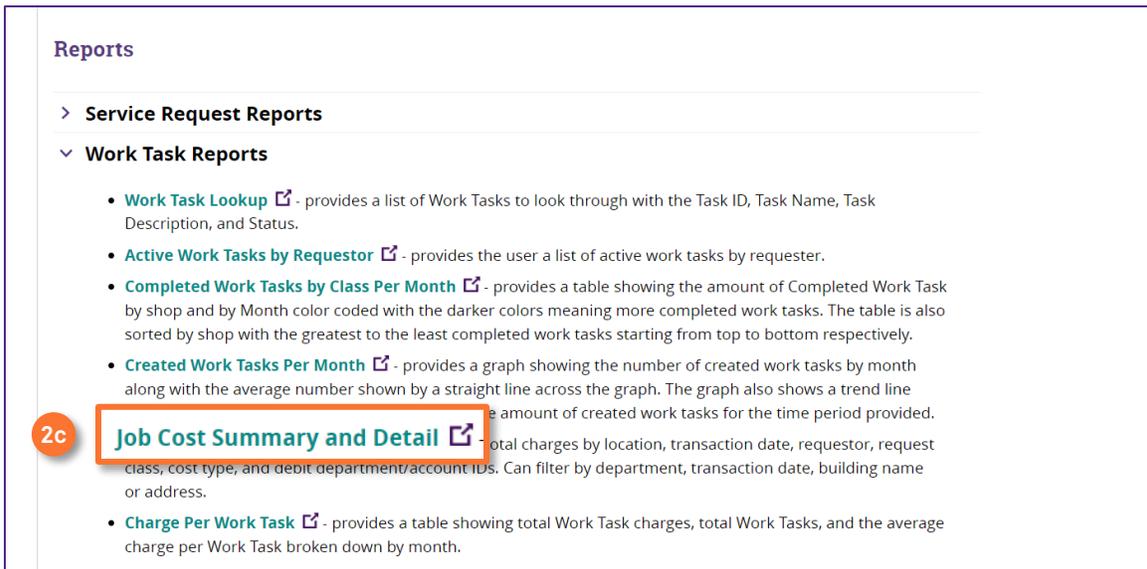
From the Reporting page,

2a Scroll down to the Reports section.

2b Click on the Work Task Reports option to open the drop-down menu.



2c Click on the **Job Cost Summary and Detail** report.





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DIRECTIONS:

3 Upon clicking, the report will open in Tableau:

3 Filters are located on the right side of the screen.

The screenshot shows the Tableau interface for the 'Job Cost Summary & Detail Report'. The main table displays various transaction details. On the right side, a filter menu is open, showing options for Transaction Date (Last 31 days), Building Address ((All)), Building Name ((All)), Debit Department ID ((All)), and Work Task ID ((All)).

Trans..	Work Task ID	Request Lo..	Requested ..	Task Name	Task Descri..	Request Cla..	Responsible Organi..	Debit Fund ..	Debit Depar..	Debit Proje..	Debit Activi..	Debit Acco
4/25/2022	WT-1031539	\Locations\..	Null	PM Schedul..	Null	Building Ch..	Z3ENG	110	1860990	Null	Null	76007
12:00:00 AM	WT-1036143	\Locations\..	Null	PM Schedul..	Run / test g..	Building Ch..	Z2ELEC	110	1860680	Null	Null	76004
	WT-1040482	\Locations\ Chicago Ca..	Null	PM Schedule Zone 6 Engi..	Null	Building Charge PM ..	Z6ENG	110	1851080	Null	Null	76025
	WT-1040525	\Locations\ Chicago Ca..	Null	PM Schedule Zone 6 Engi..	Null	Building Charge PM ..	Z6ENG	110	1851020	Null	Null	76025
	WT-1040548	\Locations\ Chicago Campus\Se..	Null	PM Schedule Zone 6 Engineer-S..	Null	Building Charge PM Schedule	Z6ENG	110	1851060	Null	Null	76025
	WT-1040550	\Locations\ Chicago Campus\Ru..	Null	PM Schedule Zone 6 Engineer-R..	Null	Building Charge PM Schedule	Z6ENG	110	1851050	Null	Null	76025
	WT-1042487	\Locations\..	Null	WT-104248..	SWO00043..	Roads & Wa..	Central Electrician	160	1805800	Null	Null	75907
	WT-1043301	\Locations\..	Lazar, Andr..	WT-104330..	Maintenanc..	Room Too C..	Z3ENG	160	1804300	Null	Null	75907
	WT-1043398	\Locations\..	Null	WT-104339..	SWO00036..	Landscape ..	Central Auto	160	1805300	Null	Null	75907
	WT-1043563	\Locations\..	Null	WT-104356..	SWO00354..	Key Services	Central Locksmith	160	1804500	Null	Null	75907
	WT-1043831	\Locations\..	Null	WT-104383..	WO708386 ..	Key/Lock/A..	Central Locksmith	110	1860490	Null	Null	76002
	WT-1051139	\Locations\..	Hall, James..	WT-105113..	ENG DEPT ..	Broken Key..	Central Locksmith	160	1805100	Null	Null	75907
	WT-1058353	\Locations\..	Dlugosz, Ch..	WT-105835..	Name: Lock ..	Locksmith ..	Central Locksmith	160	1804400	Null	Null	75907
	WT-1066269	\Locations\..	Martire,	WT-1066269	Repair and	Landscaping	Z6CARP	110	1851010	Null	Null	76026

▼ TIP & TRICKS

The default Transaction Date range is "Last 31 days". However, keep in mind that the broader the report the slower it will run. It is recommended to only increase the date range after you have adjusted the other filtering options.

This screenshot shows the 'Transaction Date' filter menu expanded to show more options. The 'Days' tab is selected, showing 'Last 31 days' as the current range. Other options include 'Yesterday', 'Today', 'Tomorrow', 'Next 3 days', and 'Day to date'. The date range '3/30/2022 to 4/29/2022' is displayed at the bottom of the filter menu.