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:
   a. Locate and click on the Reporting section on the right side of the screen.
   b. Upon clicking, Reporting page will open.
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:

Upon clicking, the report will open in Tableau:

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

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.