O&M REPORTING
DAILY WORK ORDERS 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 O&M Reports section on the right side of the screen:
   1. Click on the Daily Work Orders Reports link.

   ![Image of Daily Work Orders Reports link]

2. Upon clicking, the Daily Work Orders Report will appear. Because of the size of the report, the default view will be blank.
   2a. Enter criteria in any of the search fields beneath the column headers.
   2b. Initiate the search by pressing the Enter key.
Continued.

2c Utilize the sort and searching features.

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

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.