O&M REPORTING

JOB COST SUMMARY AND DETAIL 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 User Reports section on the right side of the screen:
   1. Click on the Job Cost Summary and Detail - Summarized report link.

Upon clicking, the Job Cost Summary and Detail Report – Summarized will open. Because of the size of the report, the default view will be blank.

2. Enter criteria in any of the search fields beneath each of the column headers.
   2a. Initiate the search by pressing the Enter key.
2c Utilize the sort and searching features. Scroll to the right to reveal additional search columns.

2d Click on the down arrow next to the Work Task ID to view more details.

2e Click anywhere on the detail line to open a Work Task record.

**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.