SUPERVISOR
DAILY WORK ORDERS REPORT

Provides guidance for O&M Supervisors locating and searching in the Daily Work Orders Report in Facilities Connect.

▼ GETTING STARTED

The Daily Work Order Report allows you to search all Work Tasks, regardless of Zone or Status.

DIRECTIONS:

1. From the Facilities Connect home screen:
   1. Click on the Tasks section.

2. Locate the O&M Reports section on the righthand side of the screen.
   2. Click on the Daily Work Orders Report.
Upon clicking, the **Daily Work Orders Report** will appear. Because of the size of the report, the default view will be blank.

- Enter criteria in any of the search fields beneath the column headers.
- Initiate the search by pressing the **Enter** key.

Use the **Short Name** column to search for your **Zone (Z#)** or **Shop** (ex: **ENG**).
In your final report view,

Along the menu bar, you have the option to Export your data to an Excel spreadsheet.

You can also use this report to search for Completed and Closed Work Tasks from your Zone/Shop.