### Reporting

User Guide

# Work Order Details Report

1. Click the Reports tab and navigate to the drop down at the top of the page to search for reports.



2. Click Work Order Details report from the drop down.



3. Click export at the top of the page to download the entire report.

Work Order De	etails Rep	port								-	±. Epot	Filters 3
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											0 :	issue Type
our t	Created	Meutes in Oreated	Property, came	Papety Methor	Flaor	Suite .	Specific Location	Admonistigned	Minutes in Advancementand	Actual	Meates in Arrived	
W-14879-000001	41722/2821	1254.464	1600 Broadway		3rd Picer	3rd Plane		61/22/2021	10.54.407			Crasterille Correspond
W14053-000029	41001/2821	3.02 PM	1000 Broadway		Tat Ploor	100						(1111)
W14033-000008	00010001	3.25 PM	1000 Broatway		Tat Floor	100						
W-14033-000007	47001/0825	221 PM	1500 Browlivey		Tat Floor	100						Charled Sig Plante
W14023-000005	4701,0221	210 PM	1500 Broadway		Tat Floor	100						
W14033-000005	4001/0821	205 PM	1500 Broadway		Tut Floor	100						· Torre Services
W14033-00004	47001/2021	2.90 PM	1520 Broadway		1st Floor	100						
W14033-008083	47091/2825	2.55 PM	1600 Broadway		Tst.Floor	100						
W14033-000002	4001/2821	2.45 PM	1500 Broadway		Tst.Floor	101						1. Company Assimum
W-14033-000001	41071/2821	241.954	1000 Broadway		Tot Ploor	100						(1111)
< 123 2											Rows 1-10	_
												+ Induitial Assignme

4. Click on areas of the bar graph to view specific data.



5. Hover your cursor in the top right corner of the report graph to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.



6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

A LA PRIMA	A				-9 vi	1700 61088			er ousper i une a	1990 T. 199	1000 B A.T				
											0	1			
Order #	Created	Minutes in Created	Property.name	Property Identifier	Floor	Suite	Specific Location	Acknowledged	Minutes in Acknowledged	Arrived	Minutes in Arrived				
W-14870-000001	07/22/2021	10.54 AM	1600 Broadway		3rd Floor	3rd Floor		07/22/2021	10.54 AM						
W-14033-000009	07/01/2021	3:32 PM	1500 Broadway		1st Floor	100									
#-14033-000008	07/01/2021	3:28 PM	1500 Broadway		1st Floor	100								n I	leeuo -
N-14033-000007	07/01/2021	3.21 PM	1500 Broadway		1st Floor	100							() :		Issue
V-14033-000005	07/01/2021	3:10 PM	1500 Broadway		1st Floor	100								4,	
14033-000005	07/01/2021	3:05 PM	1500 Broadway		1st Floor	100						Download	>		Image
14033-000004	07/01/2021	2:99 PM	1500 Broadway		1st Floor	100									innage
14033-000003	07/01/2021	2.55 PM	1500 Broadway		1st Floor	100						Windles in Ai	IIVeu		CSV File
-14003-000002	07/01/2021	2:49 PM	1500 Broadway		1st Floor	101									0.5 4 1 10
J-14003-000001	07/01/2021	2:44 PM	1500 Broadway		1st Floor	100									
											Drugs 1.1	-			PDF FIR
														_	

7. Filter the report using filter categories on the right-hand side of the page.



Hover at the top of a filter to click the pen icon and edit the filter.

Filter Created / I	Edit filter	× Created
		Last 30 Days
List	Days	
Calendar	O Today	
Time Frame	O Yesterday	Property
	O Tomorrow	Include all
	O Last 7 Days	
	Last 30 Days	Floor
	<ul> <li>Last 90 Days</li> </ul>	
	<ul> <li>Last 180 Days</li> </ul>	Include all
	<ul> <li>Last 360 Days</li> </ul>	
	<ul> <li>Next 7 Days</li> </ul>	Janua Catanoni
	O Next 30 Days	Table Cavegory
	<ul> <li>Next 90 Days</li> </ul>	Include all
_		NC INC.

Click the toggle to disable a filter.

Filters	5 :
Created	
Last 30 Days	

Click the three dots at the top of the filters bar to set default filters.

Filte	rs	5	÷								
	Default Filters										
Cre	Cre Set as My Default Filters										
Last	30 Days										
		(									

Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	3:
Created	
Last 30 Days	

## Work Order Billback Summary Report



- 2. Click Work Order Billback Summary Report from the drop down.
- 3. Click export at the top of the page to download the entire report.



#### 4. Click on areas of the bar graphs to view specific data.

		0 1		
	After Hours E Clea	ning		Total Labor Cost Total Material Cost
2,900			2,500	
2,000	2057.53		2,000	2,057,53
1,500			1,500	
1,000	1,871.44	Cleaning 1,871.44 / 91% 215 Loxington Ave	1,000	1,000,10
500			500	
0			0	2414

5. Hover your cursor in the top right corner of the report graph to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.



6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

												(i) :		Issue Type
											_	Download		Image
		Tartet									C I	Windles in Arrived	-	CSV File
Order #	Created	Completion	Completed	Closed	Status	Priority	Property, name	Property identifier	Floor	Issue Category	Issue Type		- I-	
W-00888-000136	06/23/2021	06/24/2021	06/23/2021	06/23/2021	Completed	High	The Broackway Plaza		1st Floor	Cleaning	Trash Remi	-		PDF File -
W-13606-000033	07/01/2021	07/02/2021	07/01/2021	07/01/2021	Open	Hgh	215 Loxington Ave		2nd Floor	Cleaning	Cleaning /			· · · · · ·

7. Filter the report using filter categories on the right-hand side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.



### Click the toggle to disable a filter.

Filters	5 :
Created	
Last 30 Days	

Click the three dots at the top of the filters bar to set default filters.



Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	5:
Created	
Last 30 Days	

#### Work Order Labor and Material Details Report



- 2. Click Work Order Labor and Material Details Report from the drop down.
- 3. Click export at the top of the page to download the entire report.

Work Order I	xk Order Labor and Material Details Report														
				3,000		2,664,20									
				2,000											
				1,000		2,664,39				163 91					
	801a0ae 2,827.09					Labor				Meterial					
Cider #	Created	Target Completion	Completed	Closed	Status	Property, same	Property identifier	Face	Issue Calegory	Issue Type	Team Assign				
W-00888-000136	06/23/2021	05/24/2021	06/23/2021	05/23/2021	Completed The Droadway Plaza			Tat Floor	Dearing	Tsub Removal					
W13606-000083	07/01/2021	07/02/2021	07001/2021	07/01/2021	Open	215 Lexington Ave		2nd Floor	Cleaning	Cleaning / Janitarial					
W12635-002233	07/01/2021	07/02/2021	07/01/2021	07/01/2021	Open	215 Lexington Ave		2nd Floor	Cleaning	Cinuring / Janiturial					

4. Click on areas of the graphs to view specific data.



5. Hover your cursor in the top right corner of the report graph to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.



6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

												i :		Issue Type	
											0 :	Download	>	Image	
Cirder #	Created	Target Completion	Completed	Closed	Status	Property, name	Property Identifier	Floor	Issue Category	Issue Type	Team Assign	winutes in Arriveu		CSV File	
W COBER 000135	05/22/2021	06/24/2021	06/23/2021	05/23/2021	Completed	The Broadway Plaza		Tet Floor	Cleaning	Trash Removal				00000	- 1-
W-13606-000033	07/01/2021	07/02/2021	07/01/2021	07/01/2021	Open	215 Losington Ave		2nd Floor	Cleaning	Cleaning/ Janitorial		-	- 1	PDF File	
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7. Filter the report using filter categories on the right-hand side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.

		Last 20 Davis
List	Days 🗸	Last 30 Days
Calendar	O Today	
Time Frame	O Yesterday	Property
	O Tomorrow	Include all
	O Last 7 Days	
	🕞 Last 30 Days	Floor
	<ul> <li>Last 90 Days</li> </ul>	
	O Last 180 Days	Include all
	O Last 360 Days	
	Next 7 Days	Innue Category
	<ul> <li>Next 30 Days</li> </ul>	Table Guttigory
	<ul> <li>Next 90 Days</li> </ul>	Include all

Click the toggle to disable a filter.

Filters	5 :
Created	
Last 30 Days	

Click the three dots at the top of the filters bar to set default filters.



Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	3:
Created	
Last 30 Days	

# Work Order SLA Report



- 2. Click Work Order SLA Report from the drop down.
- 3. Click export at the top of the page to download the entire report.



4. Click on areas of the graphs to view specific data.



5. Hover your cursor in the top right corner of the report graph to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.



6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

Order #	Created	Assigned	Adirowledged	Assigned to Acknowledged SLA Target	Assigned to Advzowiedged SLA Adv.sil	Arrived	New to Arrived SLA Target	New to Arrived SLA Actual	Target Compliction	Completed	SLA Target				
W14870-000001	07/22/2021	07/22/2021	67/22/2021	30 min(s)	0 min(s)				07/23/2021		1 day(s)				Issue Type
W C0885-000138	07/19/2021	07/19/2021		20 min(s)	3  day(q)				08/18/2021		$30 \operatorname{day}(s)$		()		loode Type
W-13606-000041	07/19/2021	07/19/2021	07/19/2021	30 min(s)	0 min(s)	07/19/2221			08/00/2021		30 day(s)			_	
W 12606-00029	07/16/2021								08/27/2021		$30 \operatorname{day}(i)$		Download		Image
W12606-000036	07/16/2021	07/16/2021	07/16/2021	$30\min(a)$	0 min(ii)				08/27/2021	07/16/2021	$30 \operatorname{day}(t)$		Dominoud		inage
W13606-000037	07/16/2021	07/16/2021	07/16/2021	30 min(s)	0 min(10				08/27/2021		30.doy(s)		IVIITUUES ITI ALTIVEU		
W13606-000038	07/16/2021	07/16/2021	07/16/2021	30 min(s)	0 min(x)				08/27/2021		30-day(s)				CSV File
WF13606-000040	07/16/2021								08/27/2021		$30 \operatorname{day}(s)$				
W-02026-000011	07/15/2021	07/16/2021		30 min(s)	6 day(t)				07/16/2021		1 day(s)				PDF File
W13606-000035	07/09/2021	67/99/2021	67/09/2021	30 min(s)	0 min(s)	07/08/2221			07/12/2021	67/99/2021	1 day(s)				
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7. Filter the report using filter categories on the right-hand side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.



Click the toggle to disable a filter.

Filters	5 :
Created	
Last 30 Days	

Click the three dots at the top of the filters bar to set default filters.

Filte	rs ්	:				
-	Default Filters					
Cre	e Set as My Default Filters					
Last	30 Days					

Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	5:
Created	
Last 30 Days	

## Labor Allocation Trend Report

	Building
=	Engines
+	Create Work Order
6	Dashboard
Ľ	Work Orders
00	Equipment
101	Preventive
Ê	Inspections
A	Incidents
:=	Bid Management
۲	Reports
R	Communications
۲	Space Management
	Resource Reservations
Ξ	Visitors

- 2. Click Labor Allocation Trend Report from the drop down.
- 3. Click export at the top of the page to download the entire report.



4. Click on areas of the graphs to view specific data.



5. Hover your cursor in the top right corners of the report graphs to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.





6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

												0				
Request Type	Repet D4	Description	Created From	Cented	Completed	Target Completion	Overdue?	Status	Estimated Labor	Actual Labor	Team-tosignee					
Work Orders	W14870-000001	214h		07/22/2021		07/23/2021	No	New								
inspections	101579-000008	Untified Inspection Template-0.		07/22/2021		07/25/2021	No	New								
impectors	H01579-000302	Untitled Inspection Template-0.		07/21/2021		07/25/2021	No	New								
inspections	101579-000301	Untitled Inspection Template -0		07/28/2021		07/25/2021	No	New								
PM Tasks	PM13646-000053	Ales Prop Schedule Demo		07/28/2021		07/91/2021	No	New	1 heat(s)							
Work Orders	W-00888-000128	Details here		07/18/2021		08/18/2021	No	New						$\sim$	Issue Type	
inspectors	101579-000300	Untitled Inspection Template - 0.		07/19/2021		07/25/2021	No	New						0:		
inspections	H02187-000011	Fake inspection Template		07/19/2021		07/91/2021	No	New	2.75hear(s)							_
Work Orders	W13606-003041	Details again		07/19/2021		06/30/2021	No	Open					Download	>	Image	
PM Tasks	P\$4-00888-000073	Monthly AHUMant		07/18/2021		07/31/2021	No	New							intage	
PM Tasks	PM-00888-000372	Monthly ArtUMaint.		07/18/2021		07/91/2021	No	New					IVIITULES ITT ATTIVE	u		
inspections	101579-000299	Untitled Inspection Template -0.		07/18/2021		07/18/2021	Yes	New							CSV File	
inspections	101579-000298	Untitled Inspection Template -0.		07/17/2021		07/18/2021	Yes	New								
Inspectors	102187-000010	Inspection for Dame Video		07/16/2021		07/18/2021	Yes	New	3 hour(x)						PDF File	
inspections	H02024-000004	Inspection for Demo Video		07/16/2021		07/18/2021	Yes	New	Shour(s)				-		i bi i ile	
e / 123 b												ave 1-15				,

7. Filter the report using filter categories on the right-hand side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.

Filter Created / E	dit filter	× Created	0
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Calendar	O Today		
Time Frame	O Yesterday	> Status	
	<ul> <li>Tomorrow</li> </ul>	Include all	
	Last 7 Days		
	O Last 30 Days		5
	<ul> <li>Last 90 Days</li> </ul>	> Property, name	
	<ul> <li>Last 180 Days</li> </ul>		
	O Last 360 Days	Include all	
	O Next 7 Days		•
	<ul> <li>Next 30 Days</li> </ul>		
	O Next 90 Days	> Team Assignee	
-		Include all	
Last / Days	,		

## Click the toggle to disable a filter.



Click the three dots at the top of the filters bar to set default filters.



Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	3
Created	
Last 30 Days	

### **Preventative Maintenance Completion Report**

1. Click the Reports tab and navigate to the drop down at the top of the page to search for reports.



- 2. Click Preventative Maintenance Completion Report from the drop down.
- 3. Click export at the top of the page to download the entire report.



4. Click on areas of the bar graph to view specific data.



5. Hover your cursor in the top right corner of the report graph to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.

Preventive Maintenance Comple	tion Report			🙏 Export			
Completion Rate	Completion Rate by Proper	у		01			
Completion Rate	100% 75% 50%					(i) :	Last 30 Days
3%	25%		0%	0%	Download	>	Image
	1001	sa si 215-Leengooliwe	Completion Rate	The instability Hitch			CSV File

6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

Preventive Ma	Task	Status	Equipment Calegory	Asset Type	Equipment Name	Critical Equipment	Poperty name	Property identifier	Location	( Assignme	D I Az		Issue Type
PNA-1 2606-0000	53 Alea Pr.	New	MMC	Alea Prop Asset Type	Ales Properties De.	Yes	215 Lexington Ave	NI,A	Roof	Uransigned		$\bigcirc$ :	
Ptil-13606-0000	52 Rock Sc	Closed	Building Equipment	Derno-Asset, Type	ROP Demo Equipm.	765	215 Lexington Ave	NUA.	2nd Floor	Robert Commiskey	100		
PNA 1 3606-0000	51 Aita Pt.	hinw	HMAC	Also Prop Asset Type	Ales Properties De	Yes	215 Lexington Ave	N/A	Roof	Jessica Moreira	10	Download	less sec
Ph/13606-0000	50 Demo S	New	Building Equipment	Bidg Equip	Demo Equipment	No	215 Lexington Ave	NI,A	Outstoor Seating	Unossigned		Dowilload	Image
PtvF13606-0000	49 Demo S	New	Building Equipment	Bidg Equip	Chairs	No	215 Lovington Ave	NA	300	Unassigned		NUMBER OF ALL AND DESCRIPTION OF A	
Ph/12606-0000	48 Airs Pr.	New	MINC	Also Prop Asset Type	Also Properties Da.	Yes	215 Lodrigton Ave	NA	Roof	Ursenigreed		Windles in Antice	
PMF13606-0000	47 Demo S	New	HARC	AC .	AC Unit - Monthly	No	215 Lexington Ave	NIA.	Contidor	Robert Commiskey	100		CSV File
Ptvt 1 3606-0000	46 Demo S	New	HMAD	AC	Damo Equipment	765	215 Looington Ant	NA	BGMT1	Robert Commiskey	-		
PN-12606-0000	45 Demo S	New	MAG	AC	Demo Equipment fo	Yes	215 Loxington Ave	N/A	200	Robert Commiskey	122		
PM-13606-0000	44 Demo S	New	HMAC	AC	Demo Equipment 2	Yes	215 Lexington Ave	NA	Roof	Robert Commiskey	100		PDF File
< 123.1										Rows	1-10		

7. Filter the report using filter categories on the right-hand side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.

ilter Start Date	/ Edit filter	Start Date
List	Quarters	This Quarter
Calendar Time Frame	Last Quarter	Property
	Last 2 Quarters     4 Quarters Ago	Include all
	This & Last Quarter This & Last 3 Quarter	Location
	O This & Next Quarter	Include all
	O This & Next 3 Quarters	•
	Next Quarter     Next 2 Quarters	Equipment Category
This Quarter	ОК	Asset Type

Click the toggle to disable a filter.



Click the three dots at the top of the filters bar to set default filters.



Click the back arrow next to the dots after making any changes to revert to default filter settings.



## **Equipment Meter Readings Report**

1. Click the Reports tab and navigate to the drop down at the top of the page to search for reports.

	Building Engines	٢	Reports	
	0		Select Report	
+	Create Work Order			
(in	Dashboard			
Z.	Work Orders			
00	Equipment			
ēn	Preventive			
Ż	Inspections			
A	Incidents			
≔	Bid Management			
۲	Reports			
₽	Communications	1		
۲	Space Management			
8	Resource Reservations			
2	Visitors			

- 2. Click Equipment Meter Readings Report from the drop down.
- 3. Click export at the top of the page to download the entire report.



4. Click on areas of the graphs to view specific data.



5. Hover your cursor in the top right corner of the report graph to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.

i	:	Last 30 Days
Download	>	Image
		CSV File

6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

()	:	Issue Type
Download	>	Image
winutes in Arrived		CSV File
-		PDF File

7. Filter the report using filter categories on the right-hand side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.



# Click the toggle to disable a filter.



Click the three dots at the top of the filters bar to set default filters.

Filte	rs d	5	÷			
_	Default Filters					
Me	Set as My Default Filters	ault Filters				
This	Quarter					

Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	3
Meter Reading Date	
This Quarter	

### **Inspection and Template Report**

1. Click the Reports tab and navigate to the drop down at the top of the page to search for reports.



2. Click Inspection and Template Report from the drop down.

3. Click on areas of the bar graph to view specific data.



4. Hover your cursor in the top right corners of the report graphs to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.



5. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

Work order deta	uita									0			
Request DF	Template Name	Work Order 10#	Work Order Created Date	Work Order Target Domgilation	Work Order Status	Details	Property	Space Location	Tenant Related	Innue Callegory		() :	
1-00889-000001	Sample Inspection Report	W-00888-000137	07/01/2021	07/02/2021	New	123	The Broadway Plaza	1st Floor, 002	No	Cleaning			
102226-000001	Sample Inspection Report	W-02026-000011	07/15/2021	07/16/2021	Rejected	Details	Block 16	3rd Floor	No	Cleaning	Download	>	Image
102027-000001	Sample Inspection Report	W-02027-000008	07/02/2021	06/01/2021	New	0.0	Block 24	8th Floor	No	After Hours	Lagua Catagoni		
102187-000007	Sample Inspection Report	W-02187-000007	07/02/2021	07/08/2021	New	Details are still re	65 Seaport Blvd	1st Floor	No	Cleaning	issue category		CSV File
105894-000001	Sample Inspection Report	W-05894-000002	07/01/2021	07/02/2021	New	details	#5 Spring St	1st.Floor	No	Cleaning			
105894-000001	Sample Inspection Report	W-05894-000003	07/01/2021	07/01/2021	New	bish	#5 Spring St	1st.Floor	No	Cleaning			PDF File
H13219-000002	Sample Inspection Report	W-13218-000007	07/01/2021	07/31/2021	New	bish	1400 Broadway	3rd Floor	No	After Hours	01		1 bi the
119656-00005	Gammia Instantion Garoot	W-1504-00054	6340120091	06/13/0001	Manu	Cataly have	1151 asisettee Aus	Section 911	hin	After Linux	Cleaning		

6. Filter the report using filter categories on the right-hand side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.

List	Davs	Last 30 Days
	O Trates	<
Calendar	O Yostarday	Template Name
Time Frame	O Yesterday	Template Hame
	O Tomorrow	Include all
	O Last 7 Days	
	<ul> <li>Last 30 Days</li> </ul>	Property
	<ul> <li>Last 90 Days</li> </ul>	Include all
	<ul> <li>Last 180 Days</li> </ul>	
	<ul> <li>Last 360 Days</li> </ul>	<
	<ul> <li>Next 7 Days</li> </ul>	> Team Assignee
	<ul> <li>Next 30 Days</li> </ul>	
	<ul> <li>Next 90 Days</li> </ul>	Include all

Click the toggle to disable a filter.

Filters	5 :	
Created		
Last 30 Days		
Template Name		
Include all		
Property		
Include all		

Click the three dots at the top of the filters bar to set default filters.

Filt	ers Č	)	÷
	Default Filters		
Cre	Set as My Default Filters		

Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	5:
Created	
Last 30 Days	

### How to Find Reports

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Create Work Dode      Dashboard      Work Orders      Equipment      Preventive      Imprections      tocdents      Bid Management
Dashbaud     Such Clofers      Such Clofers      Such Clofers      Such Clofers      Suchers      Inspections      Inspections      Inspections      Bid Mangement
Work Orders      Budyment      Preventive      Importants      Indenss      Bid Management
6 Equipment Try Preventive I trypectors A Incidents Bid Management
Tor:     Preventive       impercions
impection  moderts  Bit Management
♣ Incidents Imagement
🖂 Bid Management
(d) Reports
gd Communications
Space Management
Resource Reservations
E Visitors

2. Use the drop down to find a report type. Click the report of your choice to open the report page.



Select Report	$\sim$
Work Order Details Report	
Work Order Labor and Material Details Report	ł
Work Order Billback Summary Report	ł
Work Order SLA Report	ł
Labor Allocation Trend Report	ł
Preventive Maintenance Completion Report	ł
Equipment Meter Readings Report	ł
Inspection and Template Report	
Visitor Report	

# How to Use Reports (filtering)

1. Click the reports tab then use the search to find a report type of your choice. Click into the report.



Reports

Select Report	~
Work Order Details Report	
Work Order Labor and Material Details Report	
Work Order Billback Summary Report	
Work Order SLA Report	
Labor Allocation Trend Report	
Preventive Maintenance Completion Report	
Equipment Meter Readings Report	
Inspection and Template Report	
Visitor Report	

2. Within the reports page you can download the graphs and grids.

Hover your cursor in the top right corner of the report graph to find three dots. Click the dots to open a drop down, then click download to download the graph as an image or CSV file.



Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

()	÷	Issue Type
Download	>	Image
ivinutes in Aniveu		CSV File
-		PDF File

3. Click on areas of the graphs to view specific data.

4. You can filter the report using the filter categories on the right side of the page.

Hover at the top of a filter to click the pen icon and edit the filter.

		Last 30 Days
List	Days 🗸	
Calendar	O Today	
Time Frame	O Yesterday	Property
	O Tomorrow	Include all
	<ul> <li>Last 7 Days</li> </ul>	
	<ul> <li>Last 30 Days</li> </ul>	Floor
	<ul> <li>Last 90 Days</li> </ul>	
	O Last 180 Days	Include all
	O Last 360 Days	
	<ul> <li>Next 7 Days</li> </ul>	Issue Category
	O Next 30 Days	and surveyory
	<ul> <li>Next 90 Days</li> </ul>	Include all

Click the toggle to disable a filter.

Filters	5 :
Created	
Last 30 Days	

Click the three dots at the top of the filters bar to set default filters.



Click the back arrow next to the dots after making any changes to revert to default filter settings.

Filters	3:
Created	
Last 30 Days	