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.

| /ork Order D | etaila Dar | ort | | | | | | | | - | | Filters | |
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| ork Order L | etails kep | port | | | | | | | | | ±. Eport | Dested | |
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| 2 | | | | | | | | | | | | Include all | |
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| 215 Loong | 101.744 | 1300 miladway | The address of | inter en sej | 190.25 | 1400 0000044 | 1000 | manu | the seaport and | MOD TO | | Issue Type | |
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| 4871-000011 | 4022/2821 | 1254.444 | 1000 Broadway | | 3d Poer | 3d Place | | 41122/2021 | 10.54.467 | | | Orasied Ba Company | |
| 4033-000009 | 4001/0821 | 3.32 PM | 1000 Browlengy | | Tat Ploor | 100 | | | | | | (Televised) | |
| 4033-000008 | 00010021 | 2.25 PM | 1500 Broadway | | Tat Floor | 100 | | | | | | | |
| 4033-000007 | 47001/0821 | 3.21 PM | 1500 Browleny | | Tat Floor | 100 | | | | | | Created By Harrie | |
| 4023-000006 | 07010021 | 210 PM | 1530 Broatway | | Tut Floor | 100 | | | | | | Include all | |
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| 4033-000002 | 47001/2821 | 2,029 | 1500 Brootway | | Tot Ploor | 101 | | | | | | | |
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| <128 a | | | | | | | | | | | Rows 1-10 | | |
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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.

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|-----------|------------|-----------------------|----------------|---------------------|-----------|-----------|-------------------|--------------|-------------------------|----------|--------------------|---------------------|------|-------------|
| | Created | Minutes in Created | Property, name | Property Identifier | Floor | Suite | Specific Location | Acknowledged | Minutes in Acknowledged | Arrived | Minutes in Arrived | | | |
| 000001 | 07/22/2021 | 10.54 AM | 1600 Broadway | | 3rd Floor | and Floor | | 07/22/2021 | 10.54 AM | | | | | |
| 00009 | 07/01/2021 | 3:32 PM | 1500 Broadway | | 1st Floor | 100 | | | | | | | | |
| 100008 | 07/01/2021 | 3:28 PM | 1500 Broadway | | 1st Floor | 100 | | | | | | | | Issue T |
| 33-000007 | 07/01/2021 | 3.21 PM | 1500 Broadway | | 1st Floor | 100 | | | | | | | () : | ISSUE I |
| -000006 | 07/01/2021 | 3:10 PM | 1500 Broadway | | 1st Floor | 100 | | | | | | | | |
| 00005 | 07/01/2021 | 3:05 PM | 1500 Broadway | | 1st Floor | 100 | | | | | | Download | > | Image |
| 000004 | 07/01/2021 | 2:99 PM | 1500 Broadway | | 1st Floor | 100 | | | | | | | - | |
| 000003 | 07/01/2021 | 2:55 PM | 1500 Broadway | | 1st Floor | 100 | | | | | | IVIITUUES IIT ATTIV | eu | CSV File |
| 000002 | 07/01/2021 | 2:49 PM | 1500 Broadway | | 1st Floor | 101 | | | | | | | | 0.5 v T lie |
| 3-000001 | 07/01/2021 | 2:44.9% | 1500 Broadway | | 1st Floor | 100 | | | | | | | | |
| 23 > | | | | | | | | | | | Rows 1-10 | - | | PDF File |
| 1207 | | | | | | | | | | | NOWS 1110 | | | |

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 | |
| | Last 7 Days | | |
| | Last 30 Days | Floor | |
| | Last 90 Days | | |
| | O Last 180 Days | Include all | |
| | C Last 360 Days | | |
| | Next 7 Days | Issue Category | |
| | Next 30 Days | | |
| | Next 90 Days | Include all | |
| Last 30 Days | | ок | |

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 Č | | : | | | | | | | | | |
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| | Default Filters Set as My Default Filters | | | | | | | | | | | |
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| Last | 30 Days | | | | | | | | | | | |
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Click the back arrow next to the dots after making any changes to revert to default filter settings.

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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.

| | After Hours E Clea | ning | | Total Labor Cost Total Material Cost |
|-------|--------------------|---|-------|--------------------------------------|
| 2,500 | | | 2,500 | |
| 2,000 | 2,057,58 | | 2,000 | 2,057,53 |
| 1,500 | | | 1,500 | |
| 1,000 | 1,871,44 | Cleaning 1,871.44 / 91% 215 Lexington Ave | 1,000 | 1,208.13 |
| 500 | | | 500 | |
| | | | | 349.4 |
| | 215 Lexington Av | e | | 215 Lexington Ave |

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 |
| | | | | | | | | | | | O I | windles in Anteu | _ | CSV File |
| Order # | Created | Target Completion | Completed | Closed | Status | Priority | Property, name | Property Identifier | Floor | Issue Category | Issue Type | | | |
| W-00888-000136 | 06/23/2021 | 06/24/2021 | 06/23/2021 | 06/23/2021 | Completed | High | The Broadway Plaza | | 1st Floor | Cleaning | Trash Remo | | | PDF File |
| W-13606-000033 | 07/01/2021 | 07/02/2021 | 07/01/2021 | 07/01/2021 | Open | High | 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 | |
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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 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.

| Nork Order I | Labor and | Materia | Details | Report | | | | | | | ± Export |] |
|----------------|------------|----------------------|------------|----------------|-----------|--------------------|---------------------|-----------|----------------|--------------------|------------------|-----------|
| | | | | 3,000 2,000 | | 2,64.33 | | | | | | |
| | | Dillubie 2,827.09 | | 1,000 D | | Labor | | | | 163.31 Material | | |
| Order # | Created | Target Completion | Completed | Closed | Status | Property, same | Property Identifier | Fair | Issue Calegory | laue | Type | Team Assi |
| W-00888-000135 | 06/23/2021 | 05/24/2021 | 06/23/2021 | 05/23/2021 | Completed | The Drandway Plaza | | 1st Floor | Cleaning | Track | Renoval | |
| w 13605-000033 | 07/01/2021 | 07/05/2021 | 07/01/2021 | 07/01/2021 | Open | 215 Lexington Ave | | 2nd Floor | Cleaning | Citor | ing / Janitarial | |
| w 12636-000283 | 07/01/2021 | 67/02/2021 | 07/01/2021 | 67,01/2021 | Open | 215 Lexington Ave | | 2nd Floer | Cleaning | Cent | ing / Jacitorial | |

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.

| | | | | | | | | | | | | | í | : | | Issue Type | |
|-----------------------------------|------------|----------------------|------------|--------------------------|-------------------|---|---------------------|-----------|----------------|--|-------------|----------------|-----|---|---|------------|-----|
| | | | | | | | | | | | 0 | Download | | > | Г | Image | |
| Order # | Created | Target Completion | Completed | Closed | Status | Property, name | Property Identifier | Floor | Issue Category | Issue Type | Team Assign | WINDLES IN ANY | veu | | 1 | CSV File | |
| W 00888-000136 W 12606-0000333 | | 01/24/2021 | | 05/23/3021 07/01/3021 | Completed Open | The Broodway Plaza 215 Losington Ave | | | Cleaning | Trach Removal Cleaning / Janitorial | | _ | | | F | PDF File | |
| W13606-000033 | 07/01/2021 | 67/02/2021 | 07/01/2021 | 07/01/2021 | Open | 215 Lexington Are | | 2nd Floor | Cleaning | Cleaning / Janitorial | | | | | 4 | | . , |

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 30 Days |
|------------|----------------------------------|----------------|
| List | Days 🗸 | |
| Calendar | O Today | |
| Time Frame | O Yesterday | Property |
| | O Tomorrow | Include all |
| | O Last 7 Days | |
| | Last 30 Days | Floor |
| | Last 90 Days | Include all |
| | O Last 180 Days | Include all |
| | O Last 360 Days | |
| | O Next 7 Days | Issue Category |
| | Next 30 Days | |
| | O Next 90 Days | Include all |

Click the toggle to disable a filter.

| Filters | 5 : |
|--------------|-----|
| Created | |
| Last 30 Days | |
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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 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 | Advowledged | Assigned to Acknowledged SLA Target | Assigned to Acknowledged SLA Actual | Arrived | New to Arrived SLA Target | New to Arrived SLA Artual | Target Completion | Completed | S.A.Target | | | |
| W 14670 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-00888-000138 | 07/19/2021 | 07/19/2021 | | $30 \min\{s\}$ | 3 day(q) | | | | 08/18/2021 | | $30 \operatorname{day}(s)$ | | () | |
| 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) | | | |
| W13606-000029 | 07/16/2021 | | | | | | | | 08/27/2021 | | $30 \operatorname{day}(i)$ | | Download > Image | |
| W-13606-000036 | 07/16/2021 | 07/16/2021 | 07/16/2021 | 20 min(s) | 0 min(s) | | | | 08/27/2021 | 07/16/2021 | 30 day(t) | | innage | |
| w-13606-000037 | 07/16/2021 | 07/16/2021 | 67/16/2021 | 30 min(s) | 0 min(s) | | | | 08/27/2021 | | 30.doy(t) | | IVIITULES IT ATTIVED | H |
| W 13606-000038 | 07/16/2021 | 07/16/2021 | 07/16/2021 | 30 min(s) | 0 min(s) | | | | 08/27/2021 | | 30-day(s) | | CSV File | |
| W-13605-000040 | 07/16/2021 | | | | | | | | 08/27/2021 | | 30 day(z) | | | |
| W-02026-000011 | 07/15/2021 | 07/16/2021 | | 30 min(s) | 6-day(t)) | | | | 47/16/2021 | | 1-day(s) | | - PDF File | |
| W13606-000035 | 07/09/2021 | 070/99/2021 | 07/09/2021 | 30 min(s) | 0 min(s) | 07/08/2221 | | | 07/12/2021 | 07099/2021 | 1 day(s) | | | |
| < < 123 > | | | | | | | | | | | Rows | s 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.



Click the toggle to disable a filter.

| Filters | 5 : |
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| Created | |
| Last 30 Days | |
| | |

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

| Filte | rs ී | : |
|-------|---------------------------|---|
| - | Default Filters | |
| 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 | |
| | |

Labor Allocation Trend Report

| | Building Engines | € Re | eports | | |
|-----|--------------------------|------|---------------|---|---|
| + | Create Work Order | 1 | Select Report | ~ | - |
| C. | create work order | | | | |
| a | Dashboard | | | | |
| Z. | Work Orders | | | | |
| 00 | Equipment | | | | |
| 101 | Preventive | | | | |
| Ŷ | Inspections | | | | |
| A | Incidents | | | | |
| := | Bid Management | | | | |
| ۲ | Reports | | | | |
| β | Communications | | | | |
| ۲ | Space Management | | | | |
| | Resource Reservations | | | | |
| 2 | 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 ID4 | Description | Created From | Created | Completed | Target Completion | Overdue? | 510520 | Estimated Labor | Actual Labor | Team-tesignee | | | | | |
| Work Orders | W14870-000001 | Siah | | 07/22/2021 | | 07/23/2021 | No | New | | | | | | | | |
| inspections | 101579-000308 | Unified Inspection Template-0. | | 07/22/2021 | | 07/25/0021 | No | New | | | | | | | | |
| Impectors | H01579-000302 | Unified Inspection Template-0. | | 07/21/2021 | | 07/25/2021 | No | New | | | | | | | | |
| inspections | 101579-000501 | Untilled Inspection Template - 0 | | 07/23/2021 | | 07/25/2021 | No | Nov | | | | | | | | |
| PM Tasks | PM13646-000058 | Jiles Prop Schedule Demo | | 07/28/2021 | | 07/91/2021 | No | New | 1 how(s) | | | | | | | |
| Work Orders | W-00888-000138 | Details here | | 07/18/2021 | | 08/18/2021 | No | New | | | | | | | 7 I | Issue Type |
| respectors | 101579-000300 | Untilled Inspection Template-0. | | 07/78/2021 | | 07/25/2021 | No | New | | | | | | 0: | | |
| inspections | H02187-000011 | Falle Inspection Template | | 07/19/2021 | | 07/91/2021 | No | New | 2.75hear(s) | | | | | | 1.00 | |
| Work Orders | W-13686-800041 | Details again | | 07/19/2021 | | 06/30/2021 | No | Open | | | | | Download | > | | Image |
| PM Tasks | PM-00888-000373 | Menthly AHUMaint | | 07/18/2021 | | 07/31/2021 | No | New | | | | | | | | intage |
| PM Tasks | PM-00688-000372 | Monthly AHUMaint | | 07/18/2021 | | 07/91/2021 | No | Nov | | | | | WIITUUES IT ATTIV | reu | - | |
| inspections | 101579-000299 | Untified Inspection Template-0. | | 07/18/2021 | | 07/18/2021 | 105 | New | | | | | | | | CSV File |
| inspections | H01579-000298 | Unified Inspection Template-0. | | 07/17/2021 | | 07)18/0021 | Yes | New | | | | | | | | |
| Inspectors | 102187-000010 | Inspection for Damo Video | | 07/16/2021 | | 07/18/2021 | 70 | Nov | 3 hour(s) | | | | | | | PDF File |
| inspections | H02024-000004 | Inspection for Demo Video | | 07/16/2021 | | 07/18/2021 | 705 | New | Show(s) | | | | - | | | i bi i lie |
| < 123 > | | | | | | | | | | | Ro | vs 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 | / Edit filter | × Created | Ø |
|--|--|--|---|
| Filter Created List Calendar Time Frame | / Edit fitter Days Today Today Yesterday Tomorow Ge. Last 7 Days Last 30 Days Last 90 Days | Verene Last 7 Days Status Status Property: name | |
| | Last 180 Days Last 360 Days Next 7 Days Next 30 Days Next 90 Days | Frequest, anne Knolude al Team Assignee | |
| Last 7 Da | ys (| OK Include all | |

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.

| | | Complet | tion Rate | | | | CSV File | |
|-----------------------|-----------------------------|-------------------|-----------------|--------------------|----------|-------|--------------|--|
| 0.00 | 100 Wall St | 215 Lexington Ave | Spring District | The Broadway Plaza | | | | |
| 3% | 05. 05. | 55 | 0% | 0% | | | iiiiago | |
| 0% 100% | 25% | | | | Download | > | Image | |
| | 50% | | | | | | | |
| | 79% | | | | | (i) : | Last 30 Days | |
| Completion Rate | 100% | | | | | | Last 30 Days | |
| ion Rate | Completion Rate by Property | | | 0 | | | | |
| ntive Maintenance Com | репол керот | | | 🛓 Export | _ | | | |

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 M | faintenand | ce Task | is Details | | | | | | | | | ÐI | | | | |
|---------------|------------|---------|------------|--------------------|----------------------|---------------------|--------------------|-------------------|---------------------|------------------|------------------|-------|------------------------|---------------|------------|---|
| 10.0 | | 8 | Satus | Equipment Calegory | Asset Type | Equipment Name | Critical Equipment | Property name | Property identifier | Location | Assignme | As | \bigcirc | | Issue Type | |
| PM-13606-000 | 053 Alex | a Pt. | hiew | HMAC | Alea Prop Asset Type | Alea Properties De | Yes | 215 Lexington Ave | NA | Roof | Unassigned | | \cup | | | |
| PM-13606-000 | 052 Ros | rk 90 | Closed | Building Equipment | Derno-Asset. Type | ROP Demo Equipm. | Yes | 215 Lexington Ave | NA | 2nd Floor | Robert Commiskey | 100 | | _ | | _ |
| PNF13606-000 | 051 Ain | a Pt. | New | HINAC | Alea Prop Asset Type | Alea Properties Da. | Yes | 215 Loxington Ave | NA | Roof | Jassica Moreira | jn. | Download | | 1 | |
| PM-13606-000 | 050 Den | TIO S | New | Building Equipment | Eldg Equip | Demo Equipment | No | 215 Lexington Ave | N/A | Outstoor Seating | Unessigned | | Download | | Image | |
| Ptil13606-000 | 049 Den | no S., | New | Building Equipment | Bidg Equip | Chairs | No | 215 Lovington Ave | NA | 300 | Unassigned | | IVIIIIULES III AITIVEU | · · · · · | | _ |
| Ph/ 12606-000 | 048 Ain | a Pr | New | MINC | Alea Prop Asset Type | Alea Properties Da. | Yes | 215 Looington Ave | NA | Roof | Unussigned | | Windles in Anned | | 001/51 | |
| PMF13606-000 | 047 Den | no S., | New | HINC | AC | AC Unit - Monthly | No | 215 Lexington Ave | N/A | Contidor | Robert Commiskey | 100 | | | CSV File | |
| Ptv13606-000 | 046 Den | no S | New | MARC | AC | Damo Equipment | 715 | 215 Lorington Ave | NA | BGM71 | Robert Commiskey | - 100 | | · · · · · | | |
| PN#12606-000 | D45 Der | TIO 5 | New | MAC | AG. | Demo Equipment fo | 700 | 215 Lexington Ave | NA | 200 | Robert Commiskey | 122 | | | | |
| PM-13606-000 | 044 Den | no 8 | New | HWAO | AC | Demo Equipment 2 | Yes | 215 Lexington Ave | NA | Roof | Robert Commiskey | 100 | - | | PDF File | |
| | | | | | | | | | | | | | | L | | _ |
| ≪ < 12.3 | > | | | | | | | | | | 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.

| | A | This Quarter |
|------------|--|--------------------|
| List | Quarters | • |
| Calendar | This Quarter | |
| Time Frame | O Last Quarter | Property |
| | Last 2 Quarters | Include all |
| | 4 Quarters Ago | |
| | O This & Last Quarter | Location |
| | This & Last 3 Quarters | |
| | O This & Next Quarter | Include all |
| | O This & Next 3 Quarters | • |
| | O Next Quarter | Equipment Category |
| | O Next 2 Quarters | Equipment Category |
| | | Include all |

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 C Engines | Reports | |
|------|--------------------------|---------------|-----|
| | | Select Report | × 🔶 |
| + | Create Work Order | | |
| a | Dashboard | | |
| Z. | Work Orders | | |
| 00 | Equipment | | |
| 15-1 | Preventive | | |
| Ê | Inspections | | |
| ٨ | Incidents | | |
| = | Bid Management | | |
| ۲ | Reports | | |
| ₽3 | Communications | | |
| ۲ | Space Management | | |
| | Resource Reservations | | |
| Ξ | 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 | 3 | | | | |
|-------|---------------------------|---------------|--|--|--|--|
| _ | Default Filters | | | | | |
| Me | Set as My Default Filters | fault 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 | aita | | | | | | | | | 0 | | | |
|-----------------|--------------------------|----------------|----------------------------|-------------------------------------|----------------------|----------------------|--------------------|-------------------|----------------|----------------|----------------|---|----------|
| Request Dir | Template Name | Work Order ID# | Work Order Oreated Date | Work Order Target Domgiletion | Work Order Status | Details | Property | Space Location | Tenant Related | Innue Category | () | 1 | |
| 1-00889-000001 | Sample Inspection Report | W-00868-000137 | 07/01/2021 | 07/02/2021 | New | 123 | The Broadway Plaza | 1st Floor, 002 | No | Cleaning | | | |
| I-02026-000001 | 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 | 07/03/2021 | 06/01/2021 | New | o.b | Block 24 | 8th Floor | No | After Hours | Issue Category | | |
| 102187-000007 | Sample Inspection Report | W-02187-000007 | 07/02/2021 | 07/08/2021 | New | Details are still re | 65 Seoport Blid | 1st Floor | No | Cleaning | issue category | | CSV File |
| 105894-000001 | Sample Inspection Report | W-05894-000002 | 07/01/2021 | 07/02/2021 | New | details | 85 Spring St | 1st Floor | No | Cleaning | | | |
| 105894-000001 | Sample Inspection Report | W-05894-000003 | 07/01/2021 | 07/01/2021 | New | bin | #5 Spring St | 1st Floor | No | Cleaning | | | PDF File |
| +13210-000002 | Sample Inspection Report | W13218-000007 | 07/01/2021 | 07/31/2021 | New | bish | 1400 Broodway | and Floor | No | After Hours | Cleaning | | 1 DI TRO |
| 119636-00005 | Gamela Instantion Gaport | W-1905-000194 | 63403-0001 | 04/13/0221 | Midere | Parals have | 1151 aviantes Ava | 3x45xx 90 | hin. | After Lincole | 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 | Days | Lest 30 Days |
|------------|-----------------------------------|------------------|
| Calendar | O Today | • |
| Time Frame | O Yesterday | Template Name |
| Lime Frame | O Tomorrow | Include all |
| | O Last 7 Days | |
| | Last 30 Days | Property |
| | Last 90 Days | |
| | O Last 180 Days | Include all |
| | Last 360 Days | • |
| | O Next 7 Days | > Team Assignee |
| | Next 30 Days | 7 Team Stangarte |
| | Next 90 Days | Include all |

Click the toggle to disable a filter.

| Filters | C | : |
|---------------|---|---|
| Created | | |
| Last 30 Days | | |
| | C | > |
| Template Name | | |
| Include all | | |
| Property | | |
| Include all | | |
| | • | |

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

| Filt | ers C |) | ÷ |
|------|---------------------------|---|---|
| | 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

| | Building C Engines | Reports |
|-----|--------------------------|-----------------|
| - | Engines | Select Report V |
| + | Create Work Order | |
| 6 | Dashboard | |
| Z | Work Orders | |
| 00 | Equipment | |
| 10N | Preventive | |
| Î | Inspections | |
| A | Incidents | |
| ≔ | Bid Management | |
| ۲ | Reports | |
| ø | Communications | |
| ۲ | Space Management | |
| 8 | Resource Reservations | |
| | Visitors | |

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



| Select Report | ~ |
|--|----|
| Work Order Details Report | |
| Work Order Labor and Material Details Report | I |
| Work Order Billback Summary Report | I |
| Work Order SLA Report | I |
| Labor Allocation Trend Report | I. |
| Preventive Maintenance Completion Report | I |
| Equipment Meter Readings Report | I. |
| 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 |
| | O Last 7 Days | |
| | Last 30 Days | Floor |
| | Last 90 Days | Include all |
| | O Last 180 Days | mendue an |
| | O Last 360 Days | |
| | O Next 7 Days | Issue Category |
| | O Next 30 Days | |
| | Next 90 Days | 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 | 5: |
|--------------|----|
| Created | |
| Last 30 Days | |
| | |