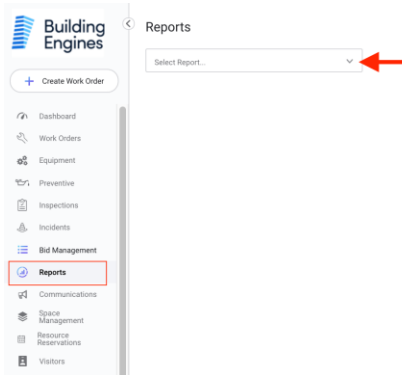


# Labor Allocation Trend Report

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



2. Click Labor Allocation Trend Report from the drop down.

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

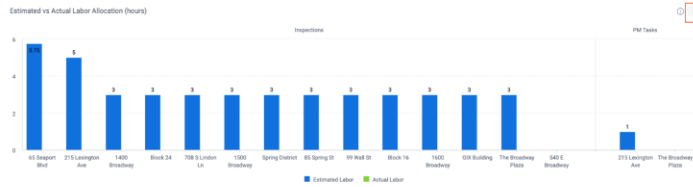


4. Click on areas of the graphs to view specific data.



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.

Request Type	Request ID	Description	Created From	Created	Completed	Target Completion	Overdue?	Status	Estimated Labor	Actual Labor	Team Assignee
Work Orders	W114820-000001	Blah		01/02/2021	-	01/02/2021	No	New			
Inspections	100179-000003	Unified Inspection Template - 0...		01/02/2021	-	01/02/2021	No	New			
Inspections	100179-000002	Unified Inspection Template - 0...		01/01/2021	-	01/01/2021	No	New			
Inspections	100179-000001	Unified Inspection Template - 0...		01/01/2021	-	01/01/2021	No	New			
PM Tasks	PM11008-000001	Area Prep Schedule Service		01/02/2021	-	01/01/2021	No	New	1 hour(s)		
Work Orders	W100000-000008	Check Valve		01/16/2021	-	04/04/2021	No	New			
Inspections	100179-000004	Unified Inspection Template - 0...		01/16/2021	-	01/16/2021	No	New			
Inspections	100181-000001	Water Inspection Template		01/16/2021	-	01/16/2021	No	New	2.75 hour(s)		
Work Orders	W11000-000001	Drainage system		01/16/2021	-	04/30/2021	No	Open			
PM Tasks	PM10000-000003	Monthly Air-Header		01/16/2021	-	01/01/2021	No	New			
PM Tasks	PM10000-000002	Monthly Air-Header		01/16/2021	-	01/01/2021	No	New			
Inspections	100179-000005	Unified Inspection Template - 0...		01/16/2021	-	01/16/2021	Yes	New			
Inspections	100179-000006	Unified Inspection Template - 0...		01/16/2021	-	01/16/2021	Yes	New			
Inspections	100181-000002	Inspection for Service Video		01/16/2021	-	01/16/2021	Yes	New	3 hour(s)		
Inspections	100004-000004	Inspection for Service Video		01/16/2021	-	01/16/2021	Yes	New	3 hour(s)		



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.

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

**Filters**  

Created

Last 30 Days