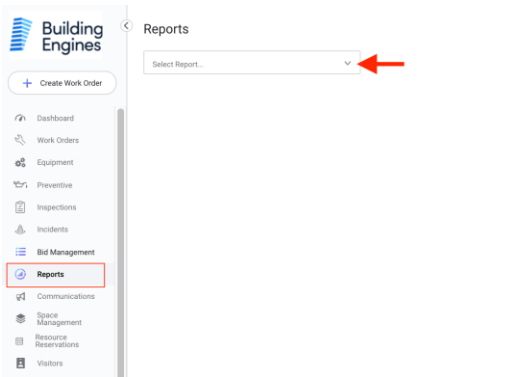


# Work Order Billback Summary Report

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 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.



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.

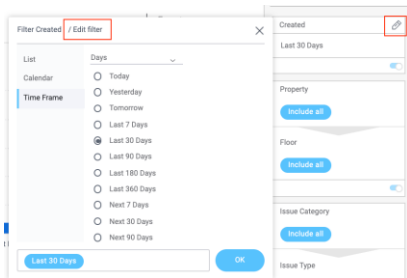


6. Hover your cursor in the top right corner of the report grid to find three dots. Click the dots to open a drop down, then click download to download the grid as an image, CSV file, or PDF file.

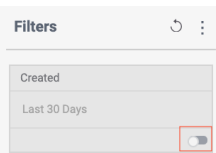
Order #	Created	Target Completion	Completed	Closed	Status	Priority	Property name	Property Identifier	Floor	Issue Category	Issue Type
W-0088-00136	06/23/2021	06/24/2021	06/23/2021	06/23/2021	Completed	High	The Broadway Plaza		1st Floor	Clearing	Trash Remo
W-18006-000033	07/01/2021	07/02/2021	07/01/2021	07/01/2021	Open	High	215 Levee/Gen Ave		2nd Floor	Clearing	Clearing /

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

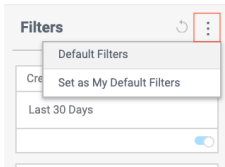
Hover at the top of a filter to click the pen icon and edit the filter.



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.

