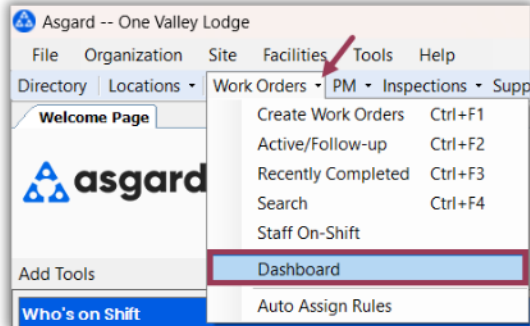
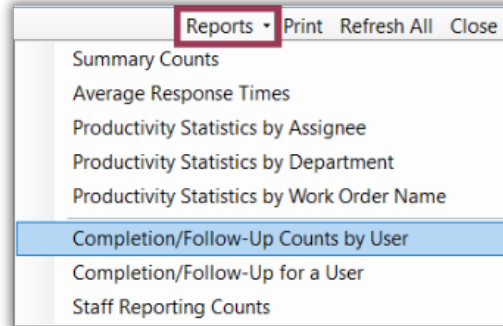


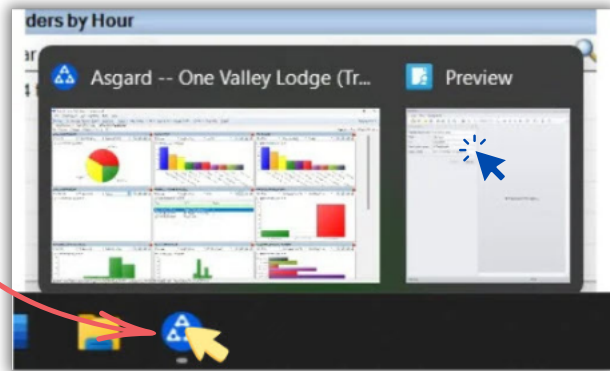
**Step 1:** In the Work Orders drop-down, select **Dashboard**.



**Step 2:** Click **Completion/Follow-Up Counts by User** in the top right corner under Reports.



**Step 3:** To access the report **Preview**, hover over the Asgard icon to display the **Preview**, then click to open and view.



Use the Parameters outlined below to fill in the required information.

Parameters

- 1 Facilities Department: One Valley Lodge
- 2 From: 12/1/2024
- 3 To: 12/17/2024
- 4 Work Order Dept: All Departments
- 5 Display Mode: Both Completions and Follow-Ups

Reset Submit

1. Facilities Department - defaults to your site.
2. From - expected start date (defaults to the first day of the current month).
3. To - expected end date (defaults to today's date).
4. Work Order Types - select the category of work order for the report.
5. Display Mode -select how the report should be formatted.

To view additional options for the following parameters, click on the **drop-down arrow**.

Work Order Dept: All Departments

Display Mode: All Departments

Activities  
At Your Service  
Bell Staff  
Contractor  
Engineering

Display Mode: Both Completions and Follow-Ups

Both Completions and Follow-Ups  
Completions Only  
Follow-Ups Only

Once you have filled in all the necessary parameters, click on **Submit**. Your report will display on the right side of the page.

Facilities Department: One Valley Lodge  
From: 11/1/2024  
To: 12/17/2024  
Work Order Dept: Engineering  
Display Mode: Both Completions and Follow-Ups

Reset Submit

**Work Order Completed and Followed-Up by User Report**  
For One Valley Lodge  
From 11/1/2024 12:00:00 AM to 12/17/2024 12:00:00 AM for Work Orders in Department Engineering

**Completions**

Full Name	Username	Count	Earliest Date	Latest Date
Betsy Lemus	BLemus1	196	10/31/2024 10:29:48 PM	12/15/2024 11:35:13 PM
Julie Alatorre	jialatorre	2	12/10/2024 1:13:53 PM	12/11/2024 1:04:20 PM
Pam Fullmer	pfullmer	1	12/3/2024 12:44:16 AM	12/3/2024 12:44:16 AM
		<b>199</b>		

**Follow-Ups**

Full Name	Username	Count	Earliest Date	Latest Date
Betsy Lemus	BLemus1	115	10/31/2024 10:52:25 PM	12/15/2024 11:32:45 PM
Pam Fullmer	pfullmer	1	12/3/2024 12:44:43 AM	12/3/2024 12:44:43 AM
		<b>116</b>		

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All the familiar features of Microsoft Word are readily accessible for your convenience.