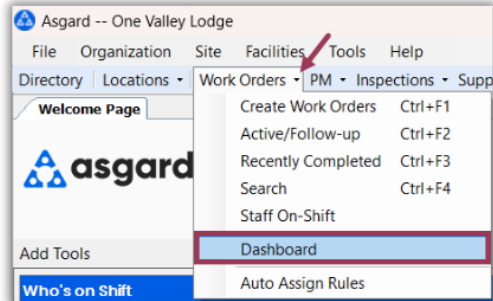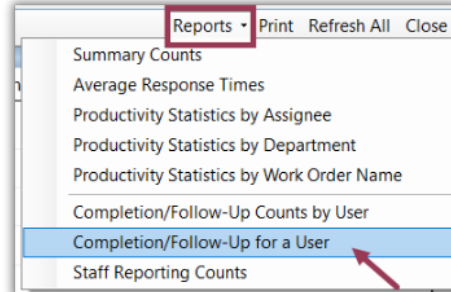**Step 1**: In the Work Orders drop-down, select **Dashboard.**
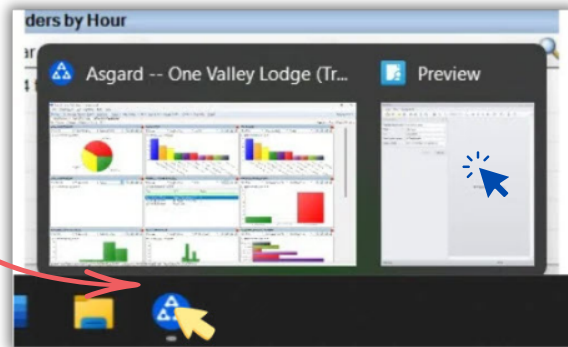
Step 2: Click **Completion/Follow-up for a User** in the top right corner under Reports.

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.

1. Facilities Department - defaults to your site
2. User - the name of the team member for whom the report is generated
3. From - expected start date (defaults to the first day of the current month)
4. To - expected end date (defaults to today's date).
5. Work Order Department - the specific department for which the report is generated
6. Display Mode - select the format in which the report will be displayed

To update any of the available **Parameters,** click their **drop-down arrow** to view options.

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

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

Preview

File   View   Background

Parameters

Facilities Department:	One Valley Lodge
User:	Jimenez_Asgard, Jackie
From:	11/1/2024 12:00:00 AM
To:	12/4/2024 12:00:00 AM
Work Order Dept:	All Departments
Display Mode:	Both Completions and Follow-Ups

Reset   Submit

Work Order Completed/Followed-Up List
Jimenez_Asgard, Jackie
From 11/1/2024 12:00:00 AM to 12/4/2024 12:00:00 AM

Completions

Date	Name	Location
12/2/2024 10:42:36 PM	A/C Filter Replacement PM-QTR	Unit #14202 (2 Bdrm)
12/2/2024 10:42:08 PM	Carpet Care PM-QTR	Unit #31602 (1 Bdrm)
12/2/2024 10:41:56 PM	Drainage Check PM-BIMTH (PI)	Unit #10202 (2 Bdrm)
12/2/2024 3:29:25 AM	Pick Up Patio Chair	Unit #17203 (1 Bdrm)
11/26/2024 10:50:18 PM	Repair Water Issue - No Hot Water	Unit #19403 (1 Bdrm)
11/26/2024 10:17:26 PM	A/C Filter Replacement PM-QTR	Unit #15108 (2 Bdrm)
11/26/2024 10:16:25 PM	Carpet Care PM-QTR	Unit #31515 (2 Bdrm)
11/26/2024 10:16:05 PM	Drainage Check PM-BIMTH (PI)	Unit #10110 (2 Bdrm)
11/25/2024 10:03:10 PM	Clean Carpet / Rug - Dirty / Stain	Unit #31115 (2 Bdrm)
11/25/2024 9:42:11 PM	A/C Filter Replacement PM-QTR	Unit #15101 (1 Bdrm)
11/25/2024 9:41:53 PM	Carpet Care PM-QTR	Unit #31514 (1 Bdrm)
11/25/2024 9:40:47 PM	Drainage Check PM-BIMTH (PI)	Unit #10201 (1 Bdrm)
11/24/2024 9:26:35 PM	A/C Filter Replacement PM-QTR	Unit #14104 (2 Bdrm ADA)
11/24/2024 9:26:21 PM	Drainage Check PM-BIMTH (PI)	Paradise Tower III, Fl 4, Unit #3401 (1 Bdrm)
11/22/2024 12:29:09 AM	Repair Shower Door - Off Track, Repair Blinds / Curtains, Repair Water Issue - No Hot Water	Unit #11202 (2 Bdrm)
11/22/2024 12:17:04 AM	A/C Filter Replacement PM-QTR	Unit #15104 (2 Bdrm)
11/22/2024 12:16:50 AM	Drainage Check PM-BIMTH (PI)	Unit #10105 (1 Bdrm)
11/20/2024 11:27:58 PM	A/C Filter Replacement PM-QTR	Unit #16112 (1 Bdrm)
11/20/2024 11:27:42 PM	Drainage Check PM-BIMTH (PI)	Unit #10203 (2 Bdrm)
11/19/2024 11:27:36 PM	Repair Dishwasher - Not Working	Unit #31509 (2 Bdrm)
11/19/2024 11:18:57 PM	A/C Filter Replacement PM-QTR	Unit #13305 (1 Bdrm)
11/19/2024 11:18:31 PM	Drainage Check PM-BIMTH (PI)	Unit #10103 (2 Bdrm)
11/19/2024 11:18:11 PM	Maintenance Vehicle PM-MTH (Vehicle #1)	Compound, Engineering Office
11/19/2024 1:05:58 AM	A/C Filter Replacement PM-QTR	Unit #16201 (1 Bdrm)
11/19/2024 1:05:37 AM	Drainage Check PM-BIMTH (PI)	Unit #10112 (1 Bdrm ADA)
11/17/2024 11:50:14 PM	Repair Stove / Oven / Range - Not Working	Unit #20303 (2 Bdrm)

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