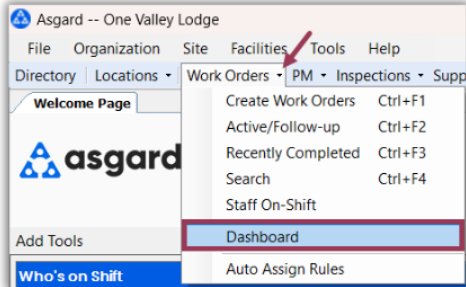
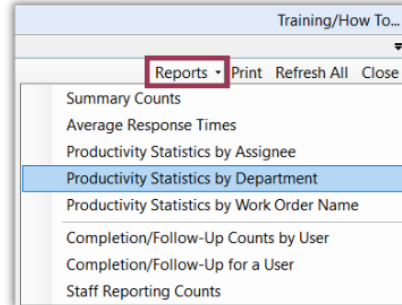


**Step 1:** In the Work Orders drop-down, select **Dashboard**.

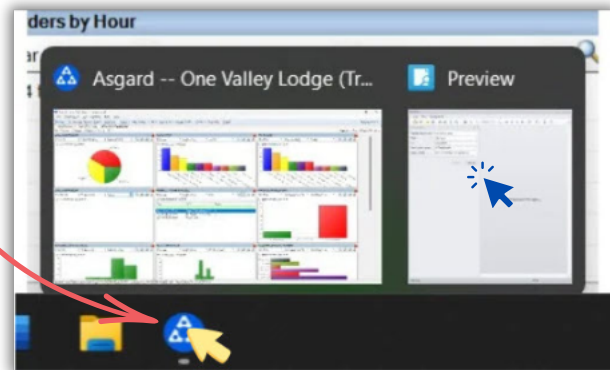
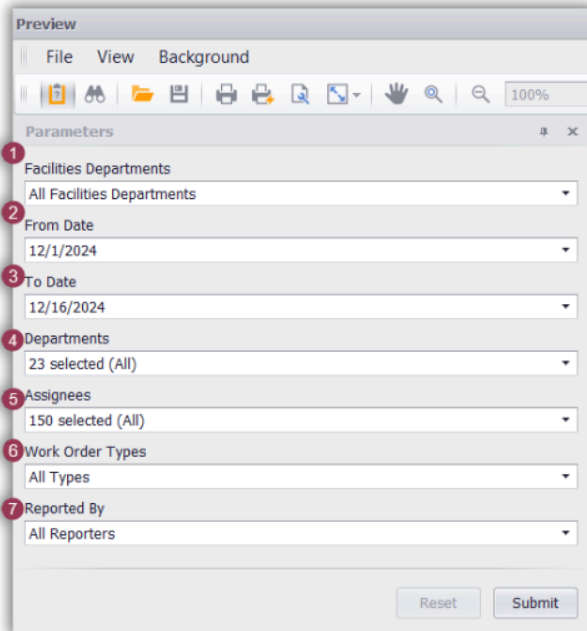


**Step 2:** Click **Productivity Statistics by Department** in the top right corner under Reports.



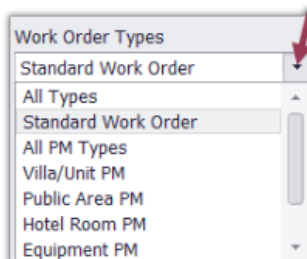
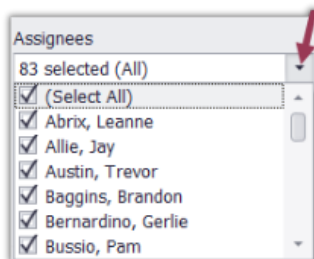
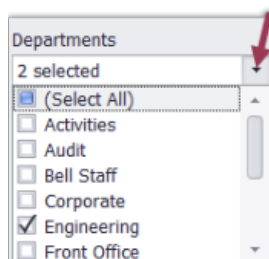
**Step 3:** To access the report **Preview**, hover over the Asgard icon to display the **Preview**, then click to open and view.

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



1. Facilities Department - select a location.
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. Departments - specify the department for which the report is being created.
5. Assignees - identify the team member(s) responsible for the work order.
6. Work Order Types - select the category of work order for the report.
7. Reported By -select who reported the work order for the report to be generated.

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



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

Parameters

Facilities Departments  
All Facilities Departments

From Date  
11/1/2024

To Date  
12/16/2024

Departments  
Engineering

Assignees  
150 selected (All)

Work Order Types  
Standard Work Order

Reported By  
All Reporters

Reset Submit

**Work Order Productivity Report**  
For One Valley Lodge  
From 11/1/2024 to 12/16/2024  
Group By Department, then Assignee

**One Valley Lodge**

Department	Assignee	Work Order Name	Work Time
Engineering	Perez, Gabi	Repair Garbage Disposal - Not Working <b>1 Work Orders</b>	20 minutes <b>Avg. Work Time 20 minutes</b>
	Wales, George	Repair Refrigerator - Missing/Damaged/Broken Hardware <b>1 Work Orders</b>	15 minutes <b>Avg. Work Time 15 minutes</b>
Engineering	Lanier, Kayla	AC Repair - Too Cold	44 minutes
		Repair / Replace Toilet Paper Holder	22 minutes
		Repair Appliance	30 minutes
		Repair Ceiling - Leaking	40 minutes
		Repair Door - Damaged / Broken	28 minutes
		Repair Drain - Clogged	35 minutes
		Repair Drain - Leaking	44 minutes
<b>7 Work Orders</b>	<b>Avg. Work Time 34.7 minutes</b>		
Engineering	Jimenez_Asgard, Jackie	Repair Drain - Clogged	25 minutes
		Repair Garbage Disposal - Not Working <b>2 Work Orders</b>	24 minutes <b>Avg. Work Time 24.5 minutes</b>
Engineering	Haro, Gabi	Repair Dishwasher - Leaking	32 minutes
		Repair Dishwasher - Not Working	34 minutes
		Repair Drain - Leaking	20 minutes
		Repair Refrigerator - Not Working	33 minutes
		Repair Refrigerator - Too Hot / Not Cold <b>5 Work Orders</b>	33 minutes <b>Avg. Work Time 30.4 minutes</b>
Engineering	Jones_Asgard, Teresa	Pick Up Appliance	30 minutes
		Send Appliance to Vendor Diagnostic	25 minutes

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