

Step 1: From the Locations drop-down menu, select Locations.

File Site	Facilities To	ols Help				
Directory	ocations 👻 Wor	k Orders 👻 🖡	M • Inspections	 Supply Chain 	Cleans + Project	-
Welcon	Locations					
	Reservations		+			

Step 2: Click on the **+** sign next to a main location to expand and display the sublocations within that area.





Locations displayed in *italicized* are hidden and cannot be assigned to a work order.

Once a location is selected, any pending or incomplete Work Orders, PMs and Inspections, will be displayed at the bottom of the screen.

ew Location Edit Delete	View Asset						Clos	
⊡ One Valley Lodge	ID	Name		△ Quantity	Cost	Placed In Service		
Bldg 1 Bdg 1 Basement Exterior B I 1 B Hallway B Hallway B Hotom B Bathroom - Den - Dining Room - Kichen	Th	 The work order information is organized into the following columns: ID Number Expected to Start At - Day of the Week, Date, and Time Request or Work Order Name 						
		• Priority	andura, mopeetion,			J		
Pool								
⊞∘Bidg 2 ⊡ Bidg 3		0 Assets				\$0		
Operations Bldg	View Pending V	View Pending Work Order					Reports	
	ID	Start At	Request		Туре	Priority		
⊕. Garden Oasis								
	73760	Sun 11/17 0:00	A/C Filter Change PM-MTH		Equipment PM	Medium		
	74037	Mon 12/2 0:00	A/C Filter Change PM-QTR		Equipment PM	Medium		
					1			

Step 3: To view a work order, double-click, or highlight it and click the View Pending Work Order button.

View Dendi	ing Work Order			
-		1-	[
)	Start At	Request	Туре	Δ
6087	Tue 12/12 0:00	Carpet Care Wall-To-Wall Extraction PM-ANN	Carpet Cleaning	
4221	Thu 12/12 0:00	Carpet Care Wall-To-Wall Extraction PM-ANN	Carpet Cleaning	
3529	Fri 10/25 12:31	Deliver Bath Towel (Exchange)	Delivery	
D 1	f any chang	ges are made to the work	order, remember to Save/Close before co	ontinu
Velcom		ges are made to the work	order, remember to Save/Close before co	ontinu
Welcom	f any chang he Page Locations Complete Cancel Re	ges are made to the work [66087]Carpet Care Wall-To-Wall Extraction PH- ports - OK	ann* Tabbed View Save / Close before co	ontinu
Welcom spend C Request:	f any chang The Page Locations Complete Cancel Re : Carpet Care Wall-To-W	ges are made to the work [66087]Carpet Care Wall-To-Wall Extraction PM- ports - OK all Extraction PM-ANN	a order, remember to Save/Close before co	ontinu
Welcom spend C Request: Location:	f any chang the Page Locations complete Cancel Re : Carpet Care Wall-To-W Unit #1201 (1 Bdm)	ges are made to the work [66087]Carpet Care Wall-To-Wall Extraction PM- ports - OK all Extraction PM-ANN	ann* Tabbed View Save Save/Close Defore co Status: Incomplete Fromerted Status: Incomplete Fromerted Status: Incomplete	
Welcom spend C Request: Location: sported By:	f any chang the Page Locations Complete Cancel Re : Carpet Care Wall-To-W Unit #1201 (1 Bdm) : Staff	Ges are made to the work [66087] Carpet Care Wall-To-Wall Extraction PM- ports - OK all Extraction PM-ANN Reported By Guest: Staff Nar	ann* Tabbed View Save Save/Close before co Save Save/Close Prin Status: incomplete Expected Statt: 12/12/2023 12:00 A Dire Br: 12/10/2024 12:1	
Welcom spend C Request: Location: sported By: Type	f any chang the Page Locations Complete Cancel Re : Carpet Care Wall-To-W Unit #1201 (1 Bdrm) : Staff ~ : Carpet Cleaning (House	Ges are made to the work [66087]Carpet Care Wall-To-Wall Extraction PH- ports - OK all Extraction PM-ANN Reported By Guest:	ann* Tabbed View Save Save/Close before co Save Save/Close Prin Save Save/Close Prin Status: Incomplete Expected Statt: 12/12/2023 12:07 Due By: 212/10/2024 12:0 Council on Due Due Council 2023 12:07	

Step 4: To view pending and completed PMs and Inspections and all completed work orders for a specific location, click the **Reports** drop-down menu and select **Work Orders by Location**.

D	Start At	Request	Туре 🛆	Priority Work Orders by Location
66087	Tue 12/12 0:00	Carpet Care Wall-To-Wall Extraction P	Carpet Cleaning	Medium
74221	Thu 12/12 0:00	Carpet Care Wall-To-Wall Extraction P	Carpet Cleaning	Medium
73529	Fri 10/25 12:31	Deliver Bath Towel (Exchange)	Delivery	Medium

When the Preview window opens, adjust the dates under *Parameters* to capture the timeframe of the work for the desired location and click **Submit**.

Parameter	'S	џ х
From Date:	1/1/2024 12:00 AM	•
To Date:	3/31/2024 12:00 AM	•
		Reset Submit

Step 5: The Preview screen will display the **Work Orders by Location** report. Several options for distributing this information, including printing or exporting in various formats, are available.

Preview						_ 8 x
File View Background						-
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Parameters	# ×					
From Date: 1/1/2024 12:00 AM	•				Work Orders by Location	
To Date: 3/31/2024 12:00 AM	•				For One Valley Lodge	
					For Unit #1201 (1 Bdrm)	
F	eset Submit			From 1/	1/2024 12:00:00 AM to 3/31/2024 12:00:00 AM	
		ID	Start At	Status	Request	
		67849	2/17/2024	Complete	A/C Filter Change PM-MTH	
		66829	1/8/2024	Incomplete	Deep Clean PM-ANN	
		66531	1/1/2024	Complete	Unit PM-ANN	