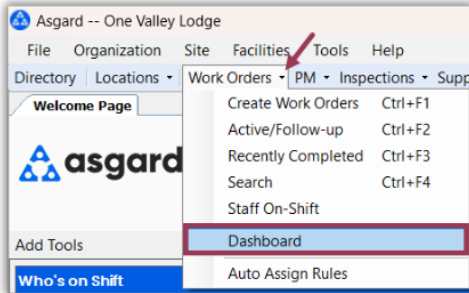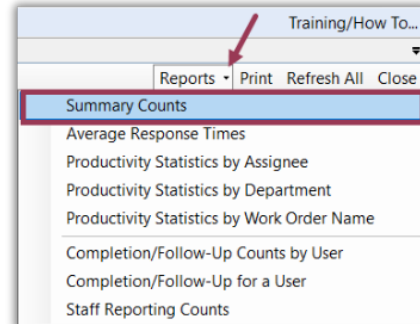**Step 1:** In the Work Orders drop-down, select **Dashboard**.
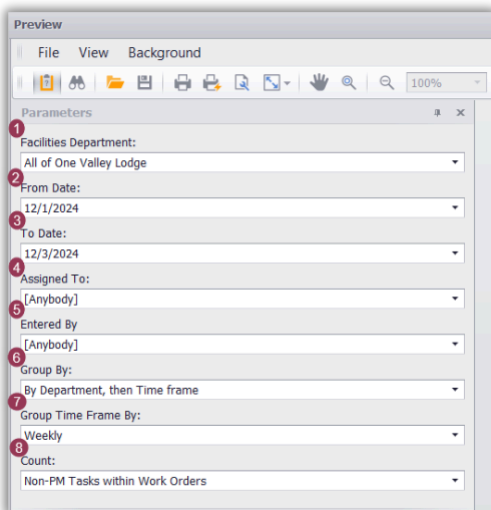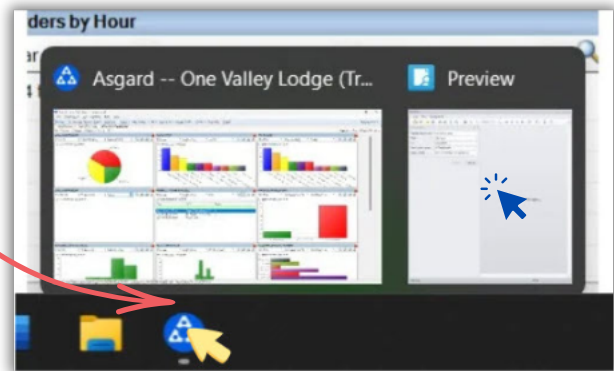
**Step 2:** Click **Summary Counts** in the top right corner under Reports.

Step 3: To access the repor**t 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. From Date - anticipated start date (defaults to the first day of the current month)
3. To Date - anticipated end date (defaults to today's date)
4. Assigned To - team member responsible for the work order
5. Entered By - team member who created the work order
6. Group By - the method for organizing the report
7. Group Time Frame By - the duration for which the report will be generated
8. Count - specify the work order to be processed

To view additional options for the following parameters, click on the **drop-down arrow**.
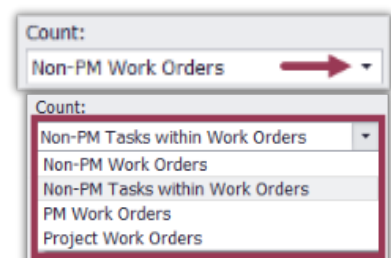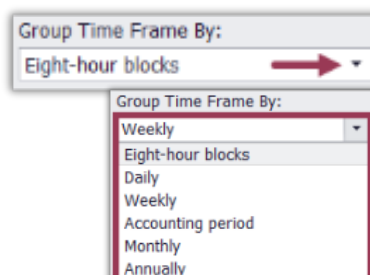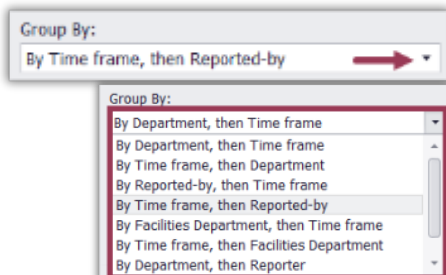
Once you have filled in all the necessary parameters, click on **Submit.**

Parameters	📌 ✕
Facilities Department:	
All of One Valley Lodge	▼
From Date:	
10/1/2024	▼
To Date:	
12/3/2024	▼
Assigned To:	
[Anybody]	▼
Entered By	
[Anybody]	▼
Group By:	
By Time frame, then Reported-by	▼
Group Time Frame By:	
Weekly	▼
Count:	
Non-PM Work Orders	▼

Reset   Submit

Your report will display on a separate page.

Work Order Summary Count Report

For One Valley Lodge

From 10/1/2024 through 12/3/2024

Grouped by TimeFrameThenReporter, Weekly, Showing count of NonPmWorkOrders

10/1/2024 through 10/4/2024

Reporter	Created	Complete	Expired	Cancelled	Followed-Up	Suspended
Guest	1	0	0	0	0	0
Guest Text	0	0	0	0	0	0
Mid-Stay Call	0	0	0	0	0	0
Staff	3	3	0	0	0	0
	4	**3**	**0**	**0**	**0**	**0**

Week starting 10/5/2024

Reporter	Created	Complete	Expired	Cancelled	Followed-Up	Suspended
Guest	7	7	0	0	15	0
Guest Text	4	4	0	0	8	0
Mid-Stay Call	0	0	0	0	0	0
Staff	15	14	0	0	0	0
	26	**25**	**0**	**0**	**23**	**0**

Week starting 10/12/2024

Reporter	Created	Complete	Expired	Cancelled	Followed-Up	Suspended
Guest	23	23	0	0	19	0
Guest Text	2	3	0	0	5	0
Mid-Stay Call	0	0	0	0	0	0
Staff	21	23	0	0	0	0
	46	**49**	**0**	**0**	**24**	**0**

Week starting 10/19/2024

Reporter	Created	Complete	Expired	Cancelled	Followed-Up	Suspended
Guest	23	22	0	0	20	0
Guest Text	6	6	0	0	6	0
Mid-Stay Call	0	0	0	0	0	0
Staff	18	17	0	0	0	0
	47	**45**	**0**	**0**	**26**	**0**