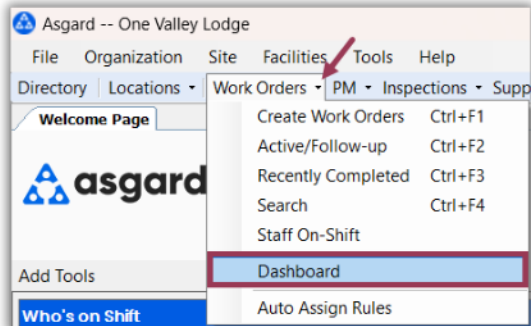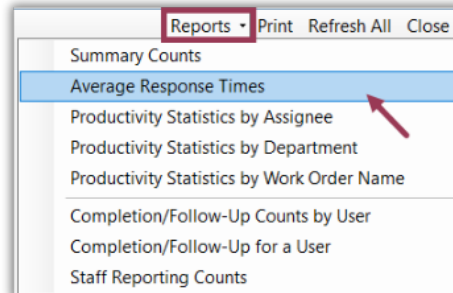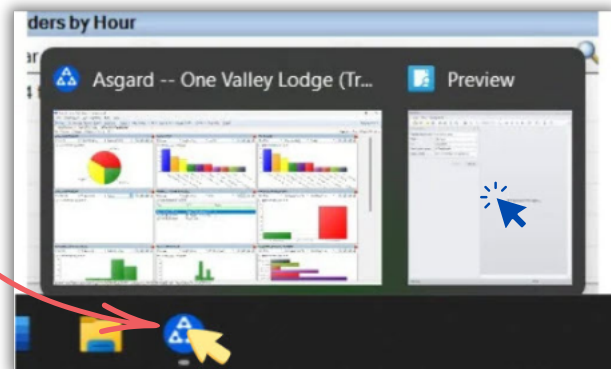**Step 1**: In the Work Orders drop-down, select **Dashboard.**
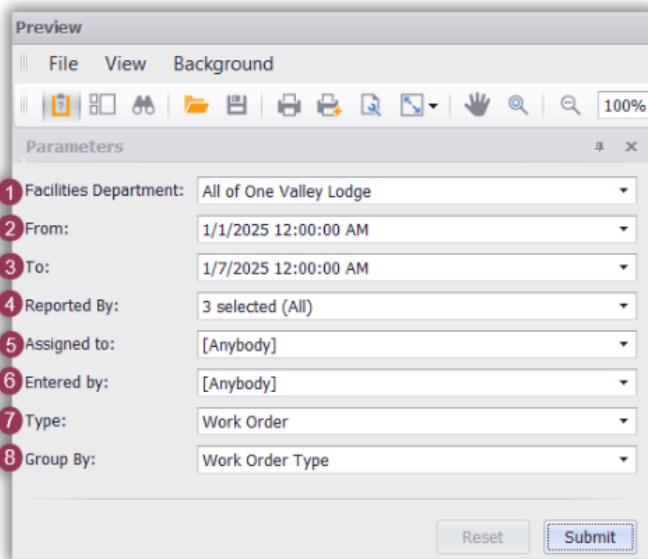

Step 2: Click **Average Response Times Report** in the top right corner under Reports.

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. From - expected start date (defaults to the first day of the current month).
3. To - expected end date (defaults to today's date).
4. Reported By - select who reported the work order for the report to be generated.
5. Assigned to - team member responsible for the work order.
6. Entered by - team member who created the work order
7. Type - select the category of work order for the report.
8. Group By - the method for organizing the report.

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 display on the right side of the page.

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

Work Order Average Response Times Report

For All of One Valley Lodge
Completed, followed-up work orders from 12/1/2024 12:00 AM to 12/31/2024 12:00 AM
Response Time In Minutes

	Expected Start to Assignment	Expected Start to Actual Start	Actual Start to Completion	Completion to Follow Up	Total Aging
A/C Task					
Engineering	0.0	44.0	31.2	2368.4	2443.5
Average A/C Task	0.0	44.0	31.2	2368.4	2443.5
Appliance Task					
Engineering	195.3	97.5	25.3	1919.6	2042.3
Average Appliance Task	195.3	97.5	25.3	1919.6	2042.3
Assist					
Safety & Security	0.0	14.3	20.0	1482.1	1516.4
Average Assist	0.0	14.3	20.0	1482.1	1516.4
Cleaning					
Housekeeping	0.0	30.2	24.5	2341.7	2396.4
Average Cleaning	0.0	30.2	24.5	2341.7	2396.4
Delivery					
Housekeeping	0.2	241.5	19.7	2080.2	2341.4
Average Delivery	0.2	241.5	19.7	2080.2	2341.4
General Task					
Engineering	0.0	695.4	21.5	1270.8	1987.7

Page 1 of 1   100%