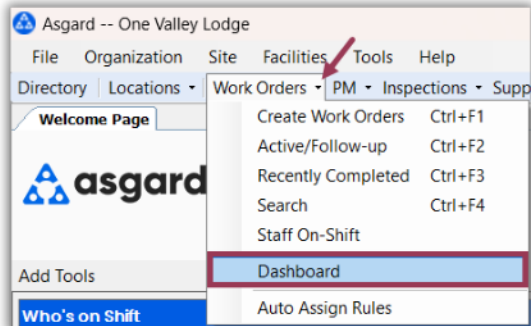
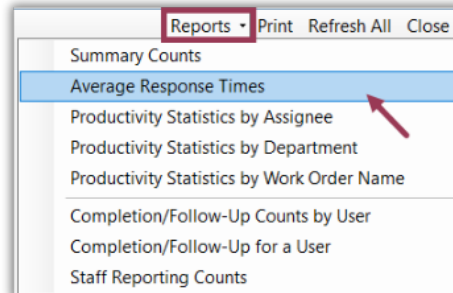


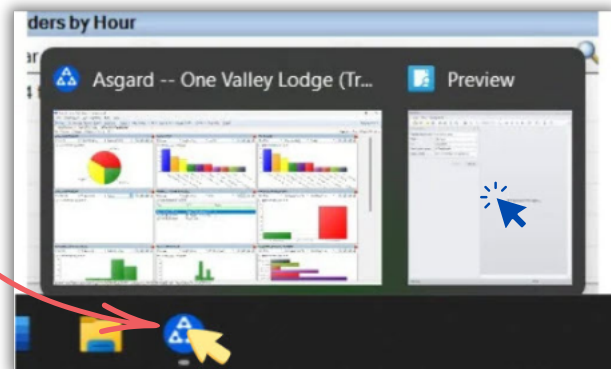
**Step 1:** In the Work Orders drop-down, select **Dashboard**.



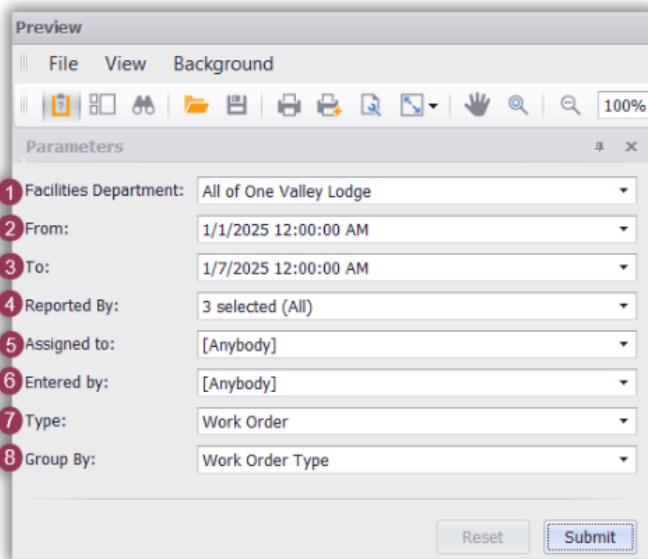
**Step 2:** Click **Average Response Times Report** in the top right corner under Reports.



**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.



A screenshot of the 'Preview' window in the Asgard desktop application. The 'Parameters' section is visible, showing various fields for configuring the report. The fields are numbered 1 through 8, corresponding to the list on the right.

Number	Field Name	Value
1	Facilities Department:	All of One Valley Lodge
2	From:	1/1/2025 12:00:00 AM
3	To:	1/7/2025 12:00:00 AM
4	Reported By:	3 selected (All)
5	Assigned to:	[Anybody]
6	Entered by:	[Anybody]
7	Type:	Work Order
8	Group By:	Work Order Type

Buttons: Reset, Submit

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**.

Parameters

Facilities Department: All of One Valley Lodge

From: 1/1/2025 12:00:00 AM

To: 1/7/2025 12:00:00 AM

Reported By: 3 selected (All)

Assigned to:  (Select All)

Guest

Owner

Staff

Type:

Group By:

OK Cancel

Parameters

Facilities Department: All of One Valley Lodge

From: 1/1/2025 12:00:00 AM

To: 1/7/2025 12:00:00 AM

Reported By: 3 selected (All)

Assigned to: [Anybody]

Entered by: [Anybody]

Type: Abris, Leanne  
Aldrich, Candace  
Alfred, Frank  
Allie, Jay  
Austin, Trevor  
Bell-Leon, Bailey

Group By:

Parameters

Facilities Department: All of One Valley Lodge

From: 1/1/2025 12:00:00 AM

To: 1/7/2025 12:00:00 AM

Reported By: 3 selected (All)

Assigned to: [Anybody]

Entered by: [Anybody]

Type: Alatorre, Julie  
Aldrich, Candace  
Bell-Leon, Bailey  
Breeding, Jessie  
Chamblain, William  
Chavez\_Asgard, Jose

Group By:

Parameters

Facilities Department: All of One Valley Lodge

From: 1/1/2025 12:00:00 AM

To: 1/7/2025 12:00:00 AM

Reported By: 3 selected (All)

Assigned to: [Anybody]

Entered by: [Anybody]

Type: Work Order  
Work Order  
Inspection  
PM

Group By:

Parameters

Facilities Department: All of One Valley Lodge

From: 1/1/2025 12:00:00 AM

To: 1/7/2025 12:00:00 AM

Reported By: 3 selected (All)

Assigned to: [Anybody]

Entered by: [Anybody]

Type: Work Order

Group By: Work Order Type  
Work Order Type  
Department

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

Preview

File View Background

Parameters

Facilities Department: All of One Valley Lodge

From: 12/1/2024 12:00:00 AM

To: 12/31/2024 12:00:00 AM

Reported By: Guest

Assigned to: [Anybody]

Entered by: [Anybody]

Type: Work Order

Group By: Work Order Type

Reset Submit

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

asgard

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

Page 1 of 1

100%

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