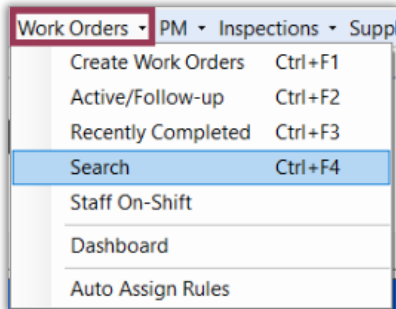
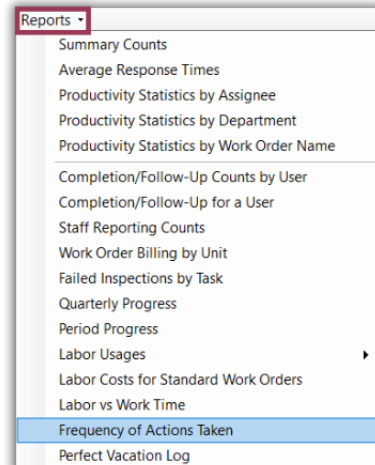


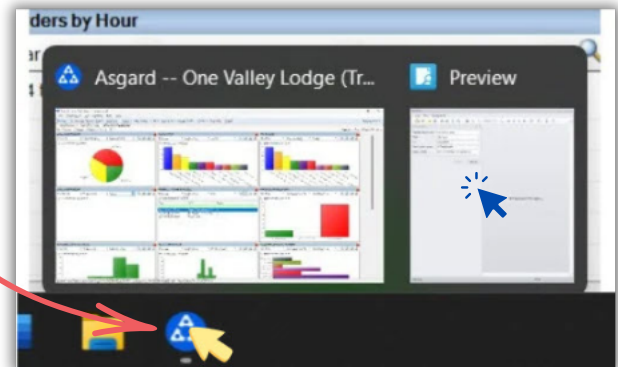
Step 1: In the Work Orders drop-down, select **Search**.



Step 2: From the top/center of the Search screen, open the **Reports** dropdown and select **Frequency of Actions Taken**.



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

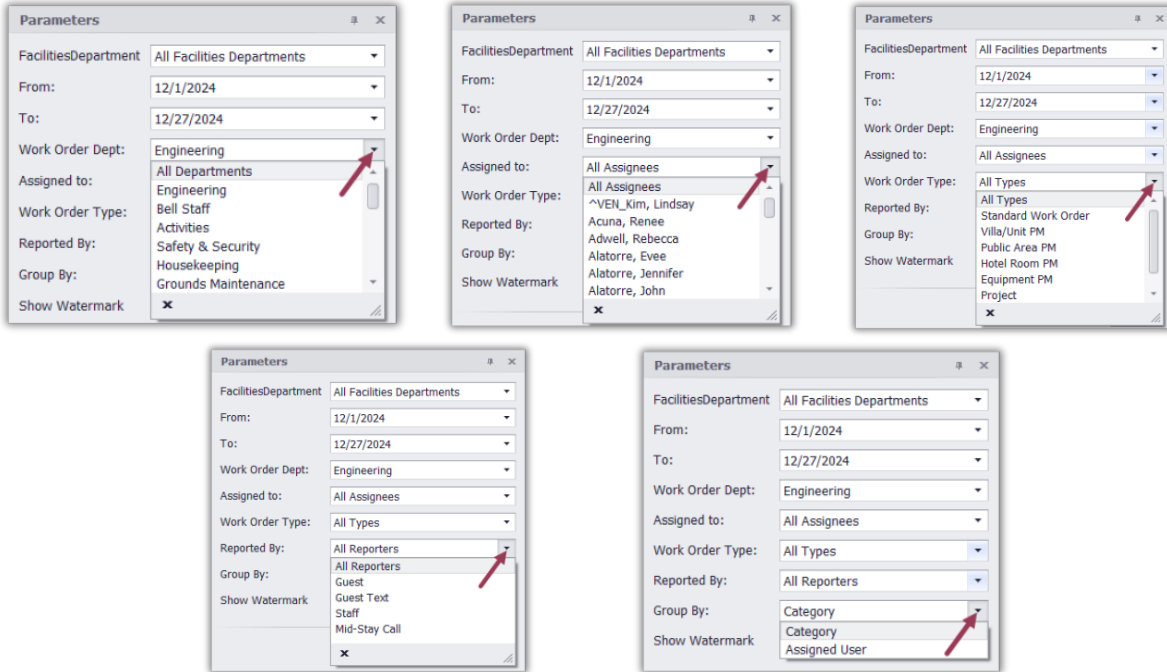


Use the Parameters outlined below to fill in the required information.

Parameters	
1	FacilitiesDepartment: All Facilities Departments
2	From: 12/1/2024
3	To: 12/26/2024
4	Work Order Dept: All Departments
5	Assigned to: All Assignees
6	Work Order Type: All Types
7	Reported By: All Reporters
8	Group By: Category
9	Show Watermark: No

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. Work Order Dept - the specific department for which the report is generated.
5. Assigned To - team member responsible for the work order.
6. Work Order Type - select the category of work order for the report.
7. Reported By - select who reported the work order for the report to be generated.
8. Group By - the method for organizing the report.
9. Show Watermark - choose yes or no if you want the report to display a watermark.

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



Step 4: Once you have filled in all the necessary parameters, click on **Submit**. Your report will be displayed on the right side of the page.

