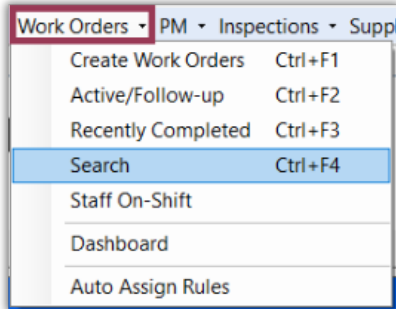
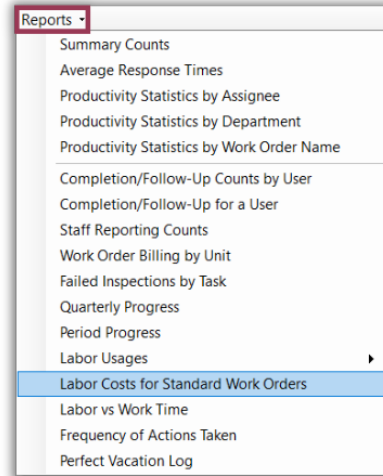


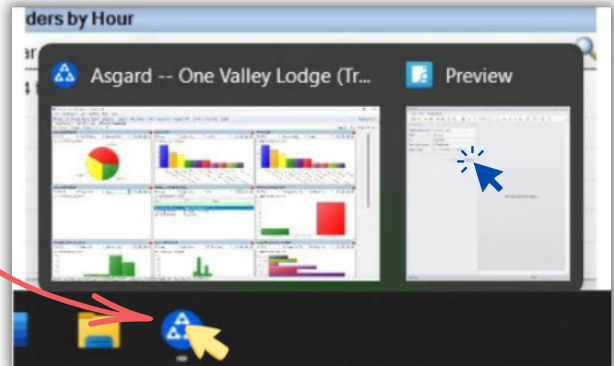
Step 1: In the Work Orders drop-down, select **Search**.



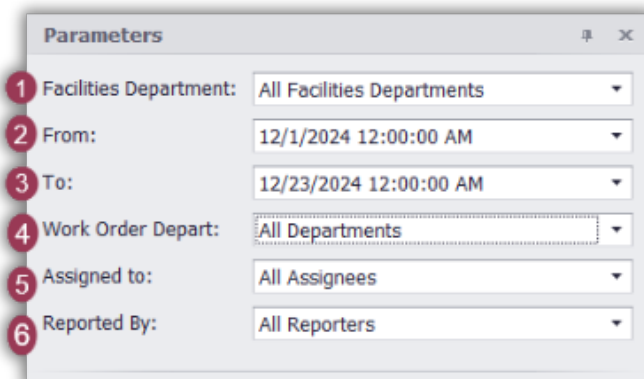
Step 2: From the top/center of the Search screen, open the **Reports** dropdown and select **Labor Costs for Standard Work Orders**.



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.



The screenshot shows a 'Parameters' dialog box with the following fields:

- 1 Facilities Department: All Facilities Departments
- 2 From: 12/1/2024 12:00:00 AM
- 3 To: 12/23/2024 12:00:00 AM
- 4 Work Order Dept: All Departments
- 5 Assigned to: All Assignees
- 6 Reported By: All Reporters

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. Reported By - select who reported the work order for the report to be generated.

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

Parameters

Facilities Department: All Facilities Departments

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

To: 12/24/2024 12:00:00 AM

Work Order Dept: All Departments

Assigned to: All Departments

Reported By: Activities, At Your Service, Bell Staff, Contractor, Engineering

Parameters

Facilities Department: All Facilities Departments

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

To: 12/23/2024 12:00:00 AM

Work Order Dept: All Departments

Assigned to: All Assignees

Reported By: All Reporters, Guest, Guest Text, Mid-Stay Call, Staff

Parameters

Facilities Department: All Facilities Departments

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

To: 12/23/2024 12:00:00 AM

Work Order Dept: All Departments

Assigned to: All Assignees, #CORP-RSV_Gibson, Chris, Adreno, Porticia, Adwell, Rebecca, Alatorre, Chris, Alatorre, Evee, Alatorre, Jennifer

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.

Work Order Labor Cost Report

For One Valley Lodge
All Assignees
From 11/1/2024 12:00:00 AM to 12/23/2024 12:00:00 AM
Engineering
All Reporters

WO ID	Last Assignee	Location	Actual Completion Date	Description	Minutes Used	Total Time (Minutes)	Task #1
124682	Vendor (Pest Control), Eco Lab	Unit #21104 (2 Bdrm)	11/01/2024		.00	20.00	Repair T Televisio No Cabl Satellite Signal
124767	Johnstone (SUNSET), Andy	Unit #19307 (1 Bdrm)	11/01/2024		.00	.00	Repair Dining Chair
124798	Jones_Asgard, Teresa	Unit #11206 (2 Bdrm)	11/06/2024		.00	22.00	Repair T Televisio No Pict.
124799	Fischel, Arty	Unit #11206 (2 Bdrm)	11/06/2024		.00	32.00	Repair Telephor Missing
124801	Jimenez_Asgard, Jackie	Unit #21409 (1 Bdrm)	12/18/2024		.00	30.00	Repair Telephor Not Working
124804	Hoover, John E	Unit #25208 (1 Bdrm)	11/01/2024		.00	40.00	Repair Water V - Rusted
124805	Test, Sherri	Unit #24203 (2 Bdrm)	11/01/2024		.00	34.00	Repair T Televisio Floor Picture Quality
124806	Vendor (Pest Control), Eco Lab	Unit #26410 (2 Bdrm)	11/01/2024		.00	40.00	Repair Water Is - No Hot Water
124825	Lanier, Kayla	Unit #26203 (2 Bdrm)	11/01/2024		.00	30.00	AC Rep. Odor
124827	Haro, Gahi	Unit #32503 (2 Bdrm)	11/04/2024		.00	30.00	Repair

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