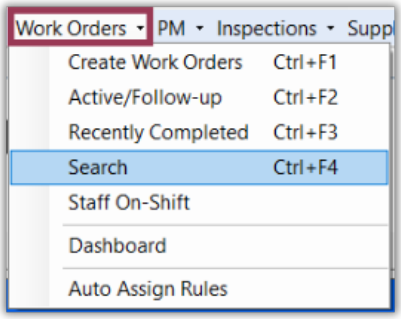
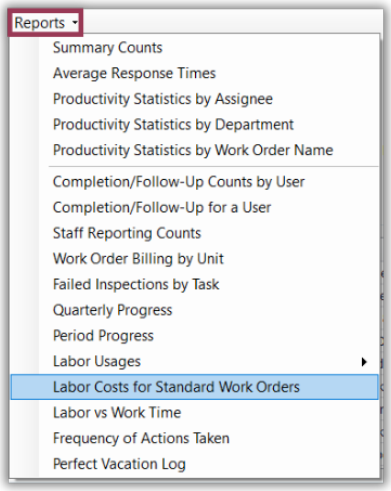
asgard Learning Portal

Asgard Desktop Labor Costs for Standard Work Orders Report

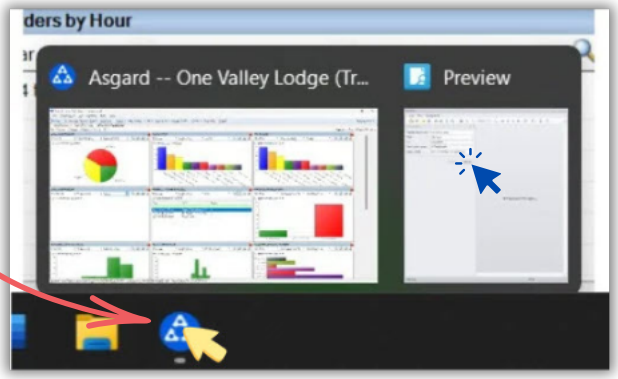
Step 1: In the Work Orders drop-down, select **Search**.



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



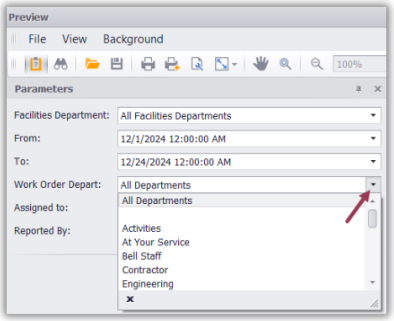
Step 3: To access the report **Preview**, hover over the Asgard icon to display the **Preview**, then click to open and view.

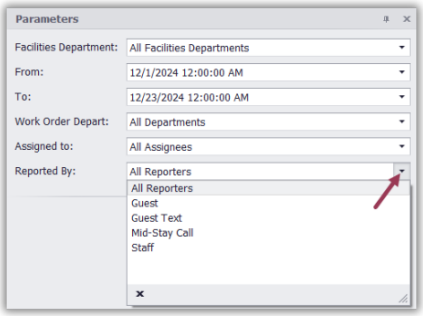


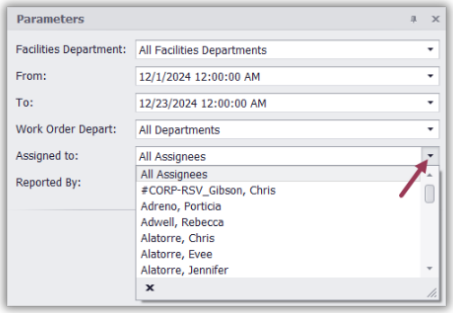
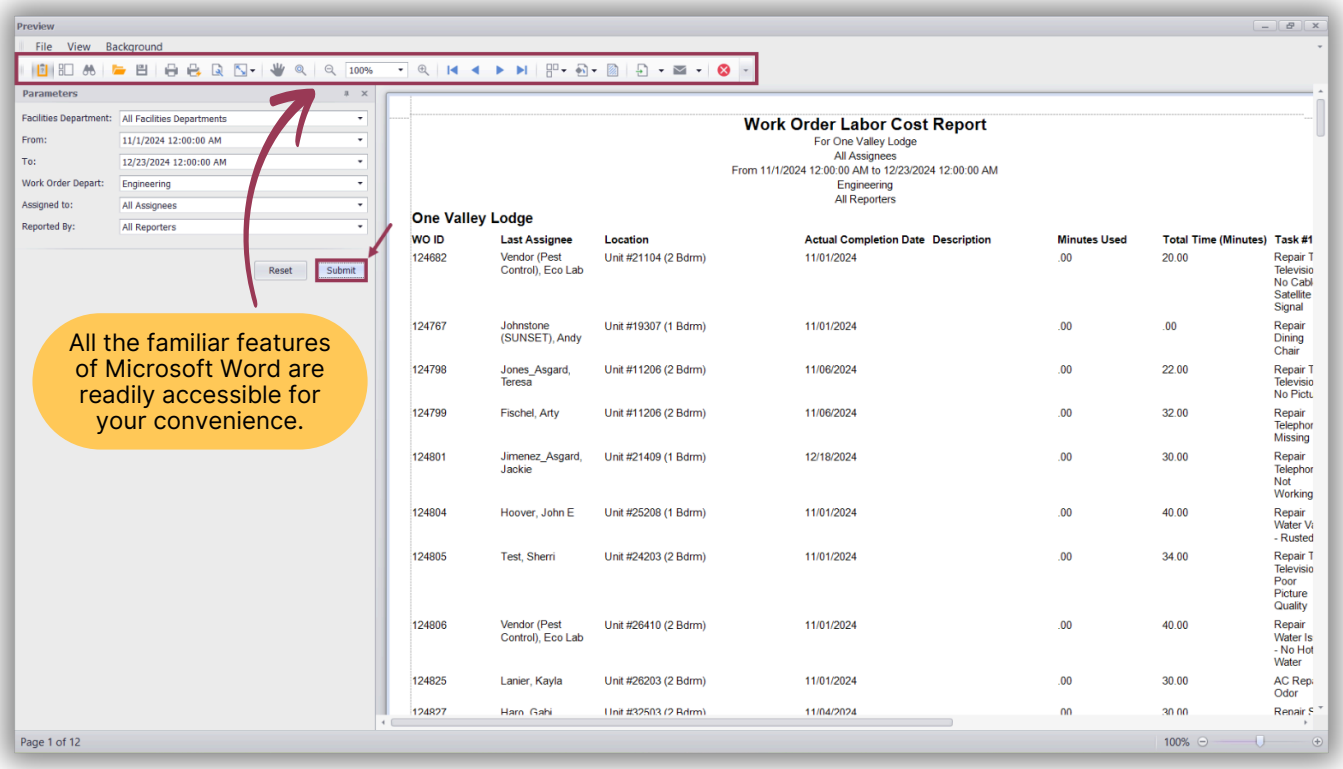
Use the Parameters outlined below to fill in the required information.

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 Depart - 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**.







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.