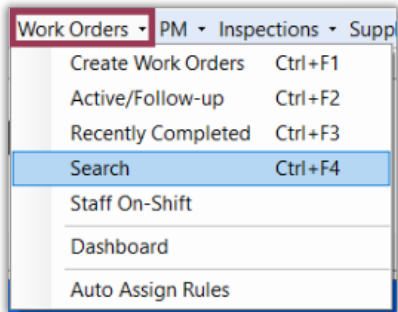
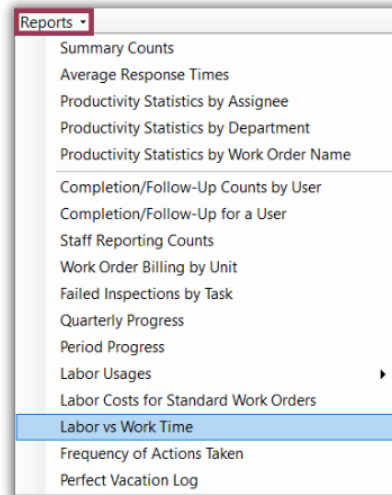


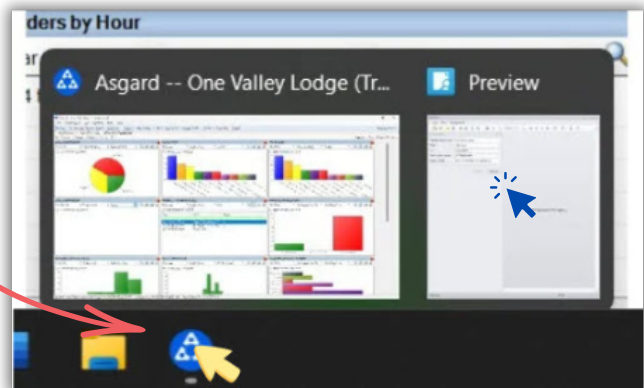
Step 1: In the Work Orders drop-down, select **Search**.



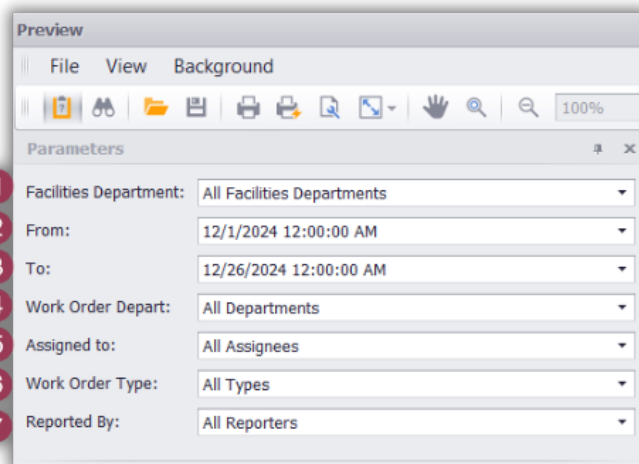
Step 2: From the top/center of the Search screen, open the **Reports** dropdown and select **Labor vs Work Time**.



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 the 'Preview' report parameters form. The form has a title bar 'Preview' and a menu bar 'File View Background'. Below the menu bar is a toolbar with various icons. The main area is titled 'Parameters' and contains seven fields, each with a red numbered circle to its left:

- 1 Facilities Department: All Facilities Departments
- 2 From: 12/1/2024 12:00:00 AM
- 3 To: 12/26/2024 12:00:00 AM
- 4 Work Order Depart: All Departments
- 5 Assigned to: All Assignees
- 6 Work Order Type: All Types
- 7 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 Depart - 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.

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: 12/26/2024 12:00:00 AM

Work Order Depart: All Departments

Assigned to: All Departments

Work Order Type: Activities

Reported By: At Your Service

Bell Staff

Contractor

Engineering

x

Parameters

Facilities Department: All Facilities Departments

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

To: 12/26/2024 12:00:00 AM

Work Order Depart: All Departments

Assigned to: All Assignees

Work Order Type: ^VEN_Kim, Lindsay

Reported By: Acuna, Renee

Adwell, Rebecca

Alatorre, Eeve

Alatorre, Jennifer

Alatorre, John

x

Parameters

Facilities Department: All Facilities Departments

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

To: 12/26/2024 12:00:00 AM

Work Order Depart: All Departments

Assigned to: All Assignees

Work Order Type: All Types

Reported By: All PM Types

All Types

Standard Work Order

Villa/Unit PM

Public Area PM

Hotel Room PM

Equipment PM

x

Parameters

Facilities Department: All Facilities Departments

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

To: 12/26/2024 12:00:00 AM

Work Order Depart: All Departments

Assigned to: All Assignees

Work Order Type: All Types

Reported By: All Reporters

All Reporters

Guest

Guest Text

Mid-Stay Call

Staff

x

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.

Preview

File View Background

Parameters

Facilities Department: All Facilities Departments

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

To: 12/26/2024 12:00:00 AM

Work Order Depart: Engineering

Assigned to: All Assignees

Work Order Type: Standard Work Order

Reported By: Owner

Reset Submit

Work Order Labor Cost vs Work Time Report
For Sunset West
All Assignees
From 11/1/2024 12:00:00 AM to 12/26/2024 12:00:00 AM

Work Order ID	Status	Request Name	Location	Actual Start
4174	Complete	Repair Drain	3 DLX) DO NOT USE, Secondary Bathroom	12/25/2024 12:01:45 PM
1581	Complete	Assist - Electrical Burning Smell	(2 BDRM)(Rental)	12/5/2024 1:20:44 PM
117782	Complete	Light Bulb Replace	#206 (2 Bdrm)(Rental)	12/10/2024 4:23:31 PM
117868	Complete	Repair Shower - Drain Clogged / Not Draining	09 (2 Bdrm)(Rental)	12/12/2024 2:40:05 PM
117932	Complete	Vehicle - Maintenance Safety	11 (3 Bdrm)(Rental)	12/12/2024 2:42:23 PM
21527	Complete	Assemble & Deliver Furniture	(2 Bdrm 2 Bath with Den)(Rental)	12/18/2024 12:34:00 PM
21545	Complete	Repair Cabinet	(3 Bdrm 3 Bath)(Rental)	12/6/2024 12:15:00 PM
21546	Complete	Refinish Cabinets	(3 Bdrm 3 Bath)(Rental)	12/5/2024 10:00:00 AM
21547	Complete	Refinish Cabinets	(3 Bdrm 3 Bath)(Rental)	12/4/2024 9:00:00 AM

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100%

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