Step 1: From the Work Orders drop-down, select **Dashboard**.
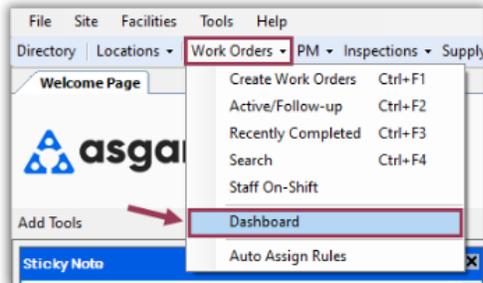
Step 2: On the upper right hand corner of the screen, open the Reports menu and select **Productivity Statistics by Assignee**.
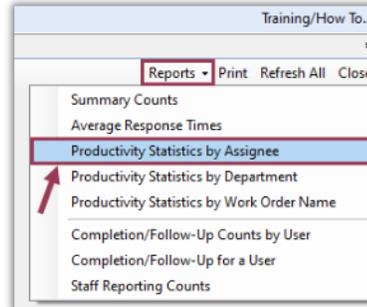
Step 3: To access the report **Preview**, hover over the Asgard icon to display the **Preview**, then click to open and view.
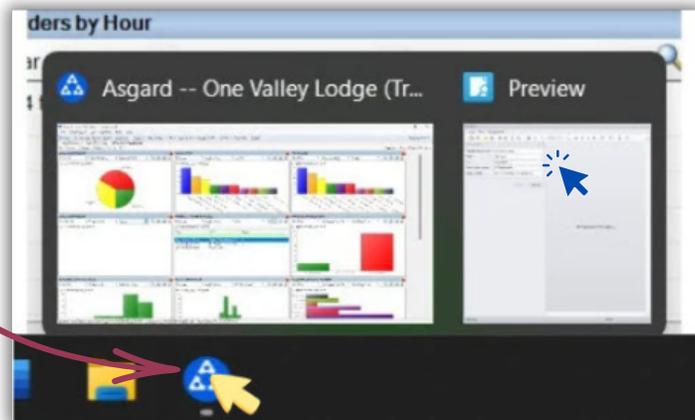
Use the Parameters outlined below to fill in the required information by clicking on the drop-down arrows.
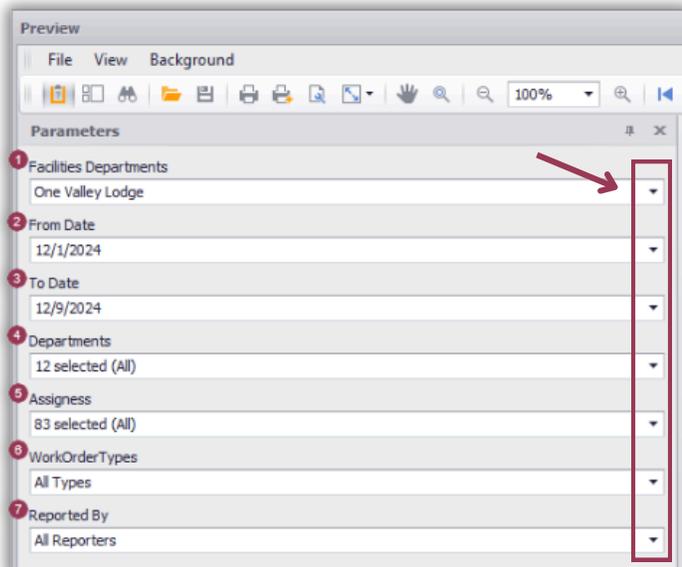
1. **Facilities Department:** defaults to your site
2. **From Date:** anticipated start date (defaults to the first day of the current month)
3. **To Date:** anticipated end date (defaults to today's date)
4. **Departments:** department(s) responsible for the work orders
5. **Assignee:** team member(s) who created the work orders
6. **Work Order Types:** defaults to all types or you can select one at a time
7. **Reported By:** defaults to all reporters or you can select work reported by Guest, Staff, or Owner

Step 4: After all parameters have been set, click **Submit**. Your report will display on the right side of the page.

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