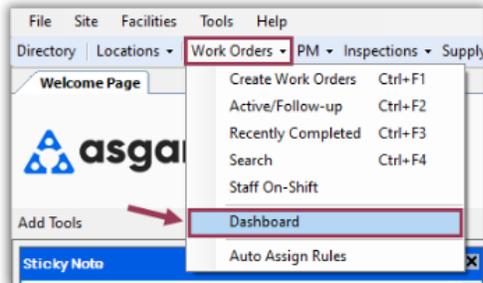
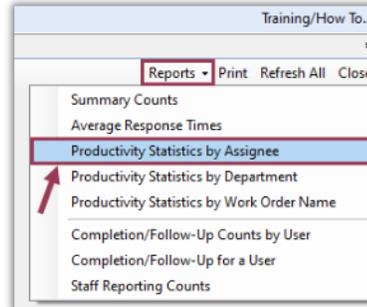


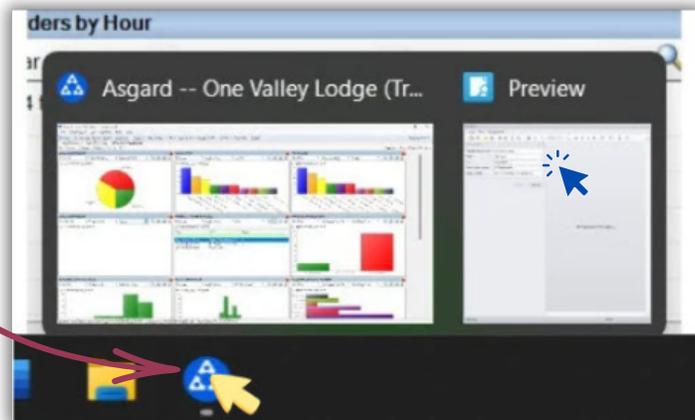
Step 1: From the Work Orders drop-down, select **Dashboard**.



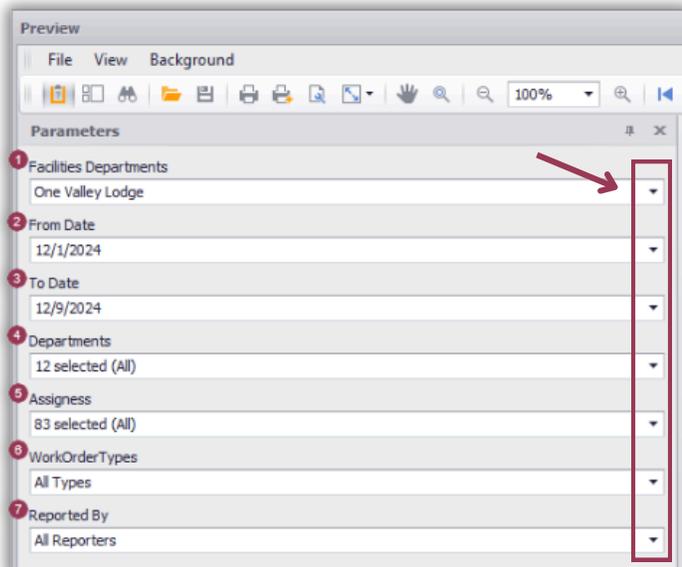
Step 2: On the upper right hand corner of the screen, open the Reports menu and select **Productivity Statistics by Assignee**.



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.

The screenshot shows a software interface with a 'Parameters' form on the left and a 'Work Order Productivity Report' on the right. The 'Submit' button in the parameters form is highlighted with a red box and an arrow. The report table is as follows:

Assignee	Work Order ID	Work Order Location	Work Order Name	Work Time
Lanai West Perez, Gabi Engineering	125412	Unit #15102 (2 Bdrm)	Repair Garbage Disposal - Not Working	20 minutes
	1 Work Orders			Avg. Work Time 20 minutes
Housekeeping	125433	Unit #25302 (1 Bdrm)	Remake Bed / Change Sheets / Stained Linen	14 minutes
	1 Work Orders			Avg. Work Time 14 minutes
Perez, Gabi Total:		2 Work Orders		Avg. Work Time 17 minutes
Wales, George Engineering	125397	Unit #32506 (1 Bdrm)	Repair Refrigerator - Missing/Damaged/Broken Hardware	15 minutes
	1 Work Orders			Avg. Work Time 15 minutes
Wales, George Total:		1 Work Orders		Avg. Work Time 15 minutes
Lanier, Kayla				

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