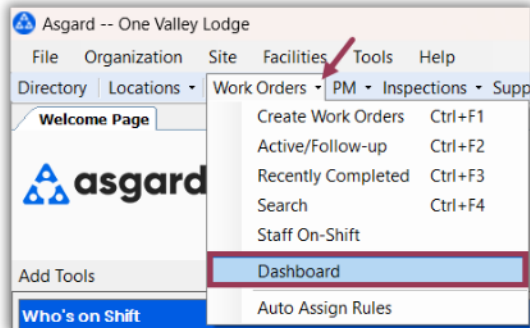
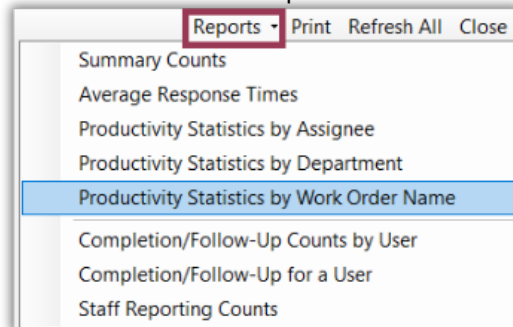


Step 1: In the Work Orders drop-down, select **Dashboard**.

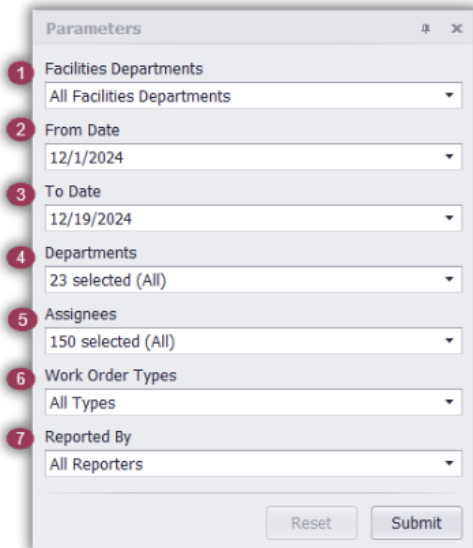


Step 2: Click **Productivity Statistics by Work Order Name** in the top right corner under Reports.



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

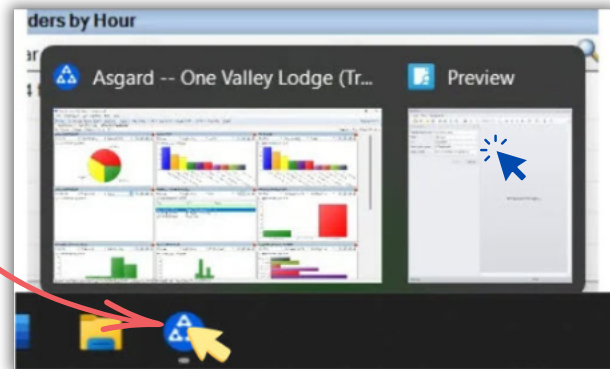
Use the Parameters outlined below to fill in the required information.



The screenshot shows the 'Parameters' form in the Asgard desktop application. The form contains the following fields:

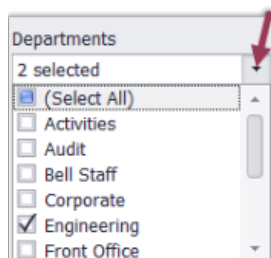
- 1. Facilities Departments: All Facilities Departments
- 2. From Date: 12/1/2024
- 3. To Date: 12/19/2024
- 4. Departments: 23 selected (All)
- 5. Assignees: 150 selected (All)
- 6. Work Order Types: All Types
- 7. Reported By: All Reporters

Buttons for 'Reset' and 'Submit' are located at the bottom of the form.

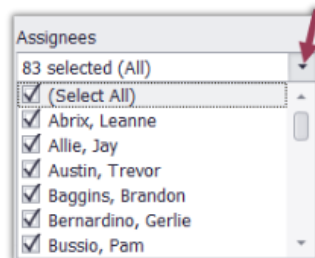


1. Facilities Department - select a location.
2. From - expected start date (defaults to the first day of the current month).
3. To - expected end date (defaults to today's date).
4. Departments - specify the department for which the report is being created.
5. Assignees - identify the team member(s) responsible for the work order.
6. Work Order Types - select the category of work order for the report.
7. Reported By - select who reported the work order for the report to be generated.

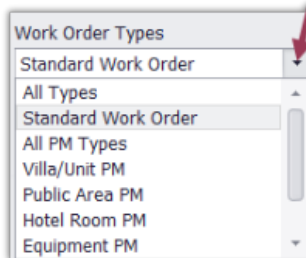
To view additional options for the following parameters, click on the **drop-down arrow**.



The screenshot shows the 'Departments' drop-down menu. The '2 selected' option is highlighted. The list of options includes: (Select All), Activities, Audit, Bell Staff, Corporate, Engineering, and Front Office.



The screenshot shows the 'Assignees' drop-down menu. The '83 selected (All)' option is highlighted. The list of options includes: (Select All), Abrix, Leanne, Allie, Jay, Austin, Trevor, Baggins, Brandon, Bernardino, Gerlie, and Bussio, Pam.



The screenshot shows the 'Work Order Types' drop-down menu. The 'Standard Work Order' option is highlighted. The list of options includes: Standard Work Order, All Types, Standard Work Order, All PM Types, Villa/Unit PM, Public Area PM, Hotel Room PM, and Equipment PM.



The screenshot shows the 'Reported By' drop-down menu. The 'Guest' option is highlighted. The list of options includes: Guest, All Reporters, Guest, Staff, and Owner.

Once you have filled in all the necessary parameters, click on **Submit**. Your report will be displayed on the right side of the page.

Parameters

Facilities Departments
All Facilities Departments

From Date
12/1/2024

To Date
12/19/2024

Departments
Engineering

Assignees
159 selected (All)

Work Order Types
Standard Work Order

Reported By
All Reporters

Reset Submit

Work Order Productivity Report

For One Valley Lodge

From 12/1/2024 to 12/19/2024
Group By Work Order Name, then Assignee

Work Order Name	Department	Assignee	Count	Work Time
AC Repair - Filter Change	Engineering	Alatorre, Julie	1 Work Orders 1 Work Orders	0.0 Avg. 0.0 min
AC Repair - Too Cold	Engineering	Lanier, Kayla Johnstone (SUNSET), Andy Test, Sherm Alatorre, Julie	1 Work Orders 1 Work Orders 1 Work Orders 1 Work Orders 4 Work Orders	44.0 33.0 30.0 20.0 Avg. 31.8 min
Key Won't Open Door / Key Assist	Engineering	Vendor (Pest Control), Eco Lab	2 Work Orders 2 Work Orders	21.5 Avg. 21.5 min
Pest Control - Roaches	Engineering	Alatorre, Julie	1 Work Orders 1 Work Orders	33.0 Avg. 33.0 min
Pick Up Appliance	Engineering	Jones_Asgard, Teresa	1 Work Orders 1 Work Orders	30.0 Avg. 30.0 min
Repair / Replace Toilet Paper Holder	Engineering	Lanier, Kayla	1 Work Orders 1 Work Orders	22.0 Avg. 22.0 min
Repair Appliance	Engineering	Lanier, Kayla	1 Work Orders 1 Work Orders	30.0 Avg. 30.0 min
Repair Bathtub / Shower - RegROUT	Engineering	Alatorre, Julie	1 Work Orders 1 Work Orders	30.0 Avg. 30.0 min

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