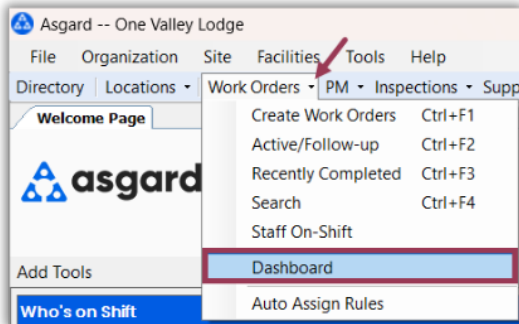
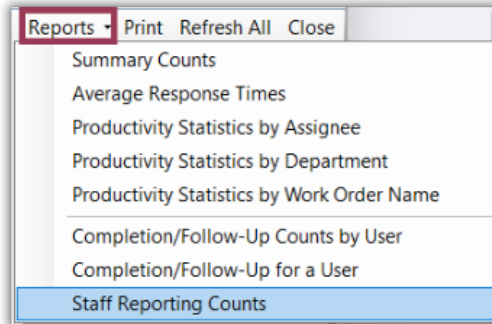


Step 1: In the Work Orders drop-down, select **Dashboard**.

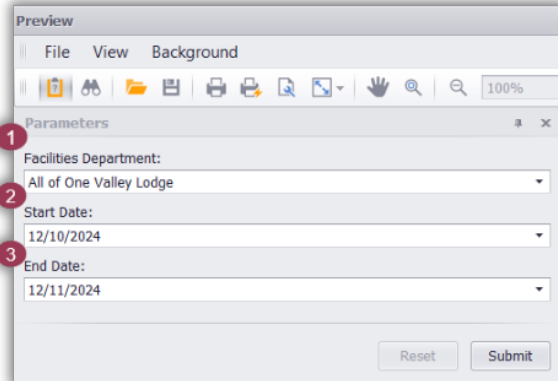


Step 2: Click **Staff Reporting Counts** in the top right corner under **Reports**.



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.



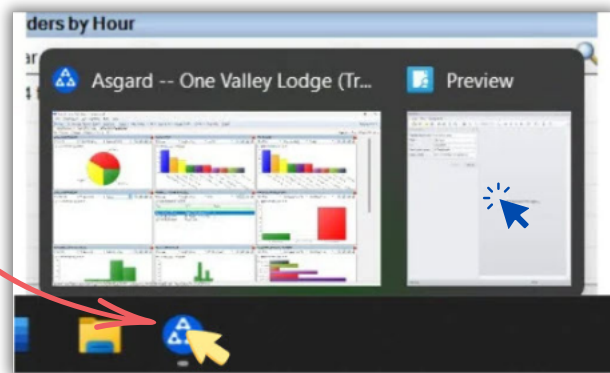
Parameters

Facilities Department:
All of One Valley Lodge

Start Date:
12/10/2024

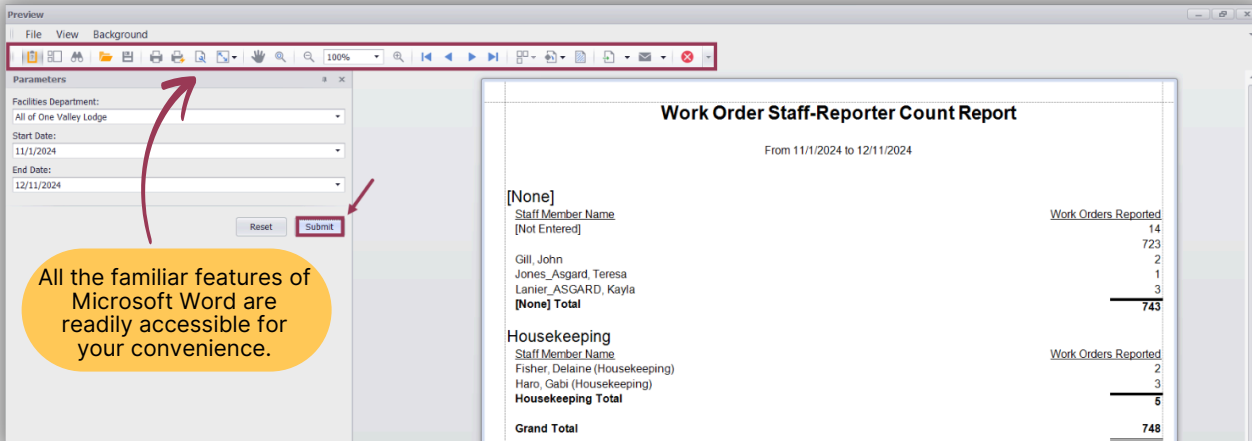
End Date:
12/11/2024

Reset Submit



1. Facilities Department - defaults to your site.
2. From - expected start date (defaults to today's date).
3. To - expected end date (defaults to tomorrow's date).

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.



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

Work Order Staff-Reporter Count Report

From 11/1/2024 to 12/11/2024

Staff Member Name	Work Orders Reported
[None]	
[Not Entered]	14
Gill, John	2
Jones, Asgard, Teresa	1
Lanier, ASGARD, Kayla	3
[None] Total	743
Housekeeping	
Staff Member Name	Work Orders Reported
Fisher, Delaine (Housekeeping)	2
Haro, Gabi (Housekeeping)	3
Housekeeping Total	5
Grand Total	748