



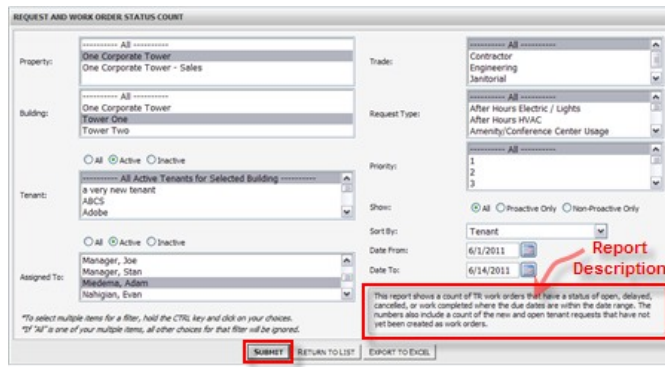


# Generating Reports

1. Click [Control Panel > Reports > Building Services Reports](#)
2. Click the name of the desired report.



3. Specify the information desired for this report by selecting from the available criteria. For example:



**Notes:**

- To select more than one item in a field, press the **Ctrl** key on your keyboard and click the desired items.
  - By default, the **Date From** field displays the first day of the current month, and the **Date To** field displays today's date. To select alternate dates, either click the calendar icon, or delete the contents of the date fields and enter new dates.
4. Click **Submit**. The report will appear in a new browser window.

**Request and Work Order Status Count**

Period: Due from May 1, 2010 to June 14, 2011  
 Sorted By: Tenant  
 Tenant: Only Active Tenants, plus all proactive requests and work orders not associated with a tenant  
 Assigned To: Only Active Resources, plus all requests that are not yet work orders and all unassigned work orders

	New	Open	Delayed	Cancelled	Work Completed	Total
<b>One Corporate Tower</b>	0	47	0	0	29	76
<b>One Corporate Tower</b>	0	1	0	0	0	1
DDN	-	1	-	-	-	1
<b>Tower One</b>	0	46	0	0	29	75
No Tenant Specified	-	1	-	-	-	1
Adobe	-	-	-	-	3	3
AWS Portal	-	1	-	-	2	3
Peralta Hot Dogs	-	-	-	-	3	3
Telecom 1	-	1	-	-	10	11
Turner Services	-	43	-	-	11	54
<b>One Corporate Tower - Sales</b>	0	10	0	3	9	22
<b>Tower 1</b>	0	10	0	2	8	20