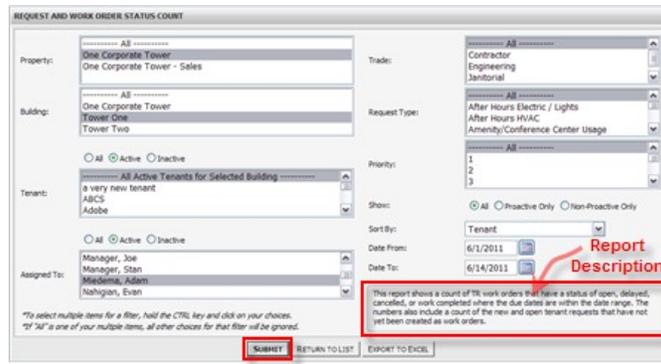


Generating Reports

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 |
|------------------------------------|-----|------|---------|-----------|----------------|-------|
| One Corporate Tower | 0 | 47 | 0 | 0 | 29 | 76 |
| One Corporate Tower | 0 | 1 | 0 | 0 | 0 | 1 |
| DDN | - | 1 | - | - | - | 1 |
| Tower One | 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 |
| One Corporate Tower - Sales | 0 | 10 | 0 | 3 | 9 | 22 |
| Tower 1 | 0 | 10 | 0 | 2 | 8 | 20 |