Generating Reports

- 1. Click Control Panel > Reports > Building Services Reports
- 2. Click the name of the desired report.

TENANT REQUEST OPERATIONAL REPORTS		
Work Orders		
Tenant Requests and TR Work Orders	List of Tenant Requi	
Tenant Requests and TR Work Orders Basic	Basic list of Tenant	
Request and Work Order Status Count	Summary of Work C	
Employee Work Order Count	Summary of TR and	
Closed TR Work Orders	Summary of Closed	
Recurring TR Work Orders	Summary of Recurr	

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

EQUEST AND V	NORK ORDER STATUS COUNT			-
Property:	One Corporate Tower One Corporate Tower - Sales	Trades	Contractor Engineering Janitorial	< = 3
Building:	All	Request Type:	After Hours Electric / Lights After Hours HVAC After Hours HVAC Amenity/Conference Center Usage	< >
Tenant:	O All ⊗ Active O Inactive annovements for Selected Building werry new trensit ABCS Adobe	Pierky:	All All All All One Proactive Only One Proactive O	ety the second s
Assigned To:	OAI ⊙Active Olractive Manager, Soe	Sort By: Date From: Date To:	Tenart Repo 6/1/2011 Descrip	ort
"To select mult	Nebigian, Even Nahigian, Even gle items for a filter, hold the CTRL key and dok on your choices. of your multiple mus, all other choices for that filter will be ignaned.	 This report shows a cancelled, or work o numbers also includi yet been created an 	count of TR work orders that have a status of open, de orpleted where the due dates are within the date range a count of the new and open tenant requests that have work orders.	layed, e. The ve not

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.

Redad:	Due from May 1, 2010 to	luno 14 2011							
Sorted But	Due nom way 1, 2010 to June 14, 2011								
Tanant	renam Only Active Tenants, plus all proactive requests and work orders not associated with a tenant Only Active Resources, plus all requests that are not yet work orders and all unassigned work orders								
renanc									
Assigned To:									
		Ne w	Open	Delayed	Cancelled	Completed	Total		
One Corpora	te Tower	0	47	0	0	29	76		
One Corpora	te Tower	0	1	0	0	0	1		
DDN			1				1		
Tower One		0	46	0	0	29	75		
No Tenant Specified		1.000	1		-		1		
Adobe		-	1	20		3	3		
AVIS Portal			1		4	2	3		
Peralta Hot Dogs			4).	82	-	3	3		
Telecom 1		-	1			10	11		
Tumer Service	es		43			11	54		
One Corpora	te Tower - Sales	0	10	0	3	9	22		
Tower 1		0	10	0	2	8	20		