

# Departmental PM Percent Complete Report for Facilities

## REPORT DESCRIPTION

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Completion Percentage for PM Work Orders for a given date range. Grouped by Account Code and listed in numerical order. Uses Date Available for report inclusion and total number completed/open for completion percentage.

This is not a standard report included within TMS OnSite/TMS OnLine. It can be developed using the C1 Report Designer software provided by Four Rivers Software should you have the resource to do so. Additional documentation to guide you through the development of the report will be provided upon request. If you would like modifications to the report as shown, a report creation request may be submitted to our Services Department via [techsupport@frsoft.com](mailto:techsupport@frsoft.com) for creation and delivery to you. The below fields are all standard fields used within TMS.

## INFORMATION IN USE

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- Work Order Number
- Account Description
- Asset Number
- PM Schedule Due Date
- Date Completed
- Completion Comments.

## REFERENCE ITEMS

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- Clear descriptions on the PM Schedules for reflection as work order description
- Ensure correct statuses are used:
  - Active
  - Complete or Closed
- Effective management of PM type work orders; ensure completion date and appropriate comments are entered when completing /closing work order.

## IMPORTANT NOTE

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*Failure to correctly enter completion dates when setting a work order to complete / closed will cause incorrect/unnecessary negative results within the report.*