

Open Work Orders by Requested Date

REPORT DESCRIPTION

This is not a standard report included within TMS OnSite/OnLine. It is easily built within the framework of TMS 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 not, or if you would like modifications to report as shown, a report creation request may be submitted to our Services Department via techsupport@frsoft.com for creation and delivery to you. The below listed fields are standard within TMS and the result as shown lists the Work Orders in ascending numerical sequence.

INFORMATION IN USE

- Building
- Account Description
- Requester
- Work Order Number
- Date Created
- Time Created
- Requester Comments (Work Requested)
- Number of days open is provided using a formula field (datediff) between the current date and date opened.

REFERENCE ITEMS

- Accurate Account information
- Accurate Site/Building/Location structure

IMPORTANT NOTE

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