

PM Work Orders Active Greater Than 30 Days

REPORT DESCRIPTION

The report provides a list of PM Work Orders greater than 30 days in an active status while referencing the date available field for report inclusion.

INFORMATION IN USE

- Work Order Number
- Account Description
- Asset Number
- Work Order Status
- Completion Date

REFERENCE ITEMS

- 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 data is entered when completing / closing work order

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.