accruent

Projects Listing Detail Report

REPORT DESCRIPTION

This report provides a summary of all projects within the database during a specified timeframe and includes specific items such as class of project (major/minor) and ILSM required actions.

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 <u>techsupport@frsoft.com</u> for creation and delivery to you. The below listed fields are all standard fields used within TMS.

INFORMATION IN USE

- Work Order Number = Project Number
- Work Order Description
- Date Available = Start Date
- Est Completion = Date Needed
- Completion Date
- Completion Comments
- Custom fields
- PICRA Date date field
- ISLM required free text
- Major/Minor drop down to provide designation

REFERENCE ITEMS

- Clear descriptions must be used
- Appropriate custom fields must be created
- Concise completion notes must be entered

IMPORTANT NOTE

Correct creation and use of custom fields is a must.