

Work Report

Welcome to Work Report

Creating a Work Request Report

To create a work request report:

1. Click **Work Report** on the SiteNet Main Menu to access the Work Report screen.

New Work Order Report Enter information to search for and click the [Show](#) button [Help](#)

Location

Requested By

Work Order ID

Description

Date Requested to

Actual Completion Date to

Department

Priority

Budget Code

Purpose Code

Trade Code

Assigned To

Status

Sort By

Records per page (1-99)

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2. Select the **Location** of the work request from the drop-down box.
3. Enter the name of the person requesting the report in **Requested By**.
4. Enter the **Work Order ID** if it is known.
5. Enter the **Description**.
6. Enter a range for the **Request Date**.
7. Enter a range for the **Actual Completion Date**.

8. Select the **Priority** from the drop-down box.
9. Select the **Budget Code** from the drop-down box.
10. Select the **Purpose Code** from the drop-down box.
11. Select the **Trade Code** from the drop-down box.
12. Select the employee that the work is **Assigned To**.
13. Select the **Status** from the drop-down box.
14. Select how you want to sort the report from the drop-down box.
15. Enter how many records you wish to view per page.
16. Click **Show** to view the report, or **Reset** to clear the screen.

Work Order Report							Date: 11/8/99 Help
Total records found for the search: 101							
<i>Location</i>							
ID	Request Date	Status	Completion Date	Req. By	Department	Description	
CCSD							
693	11/5/99	Incomplete	[blank]	demo	[blank]	test	
CCSD							
692	11/5/99	Submitted	[blank]	demo	[blank]	test	
CCSD							
691	11/5/99	Submitted	[blank]	demo	[blank]	test	
CCSD, Centerville Parcel							
690	10/26/99	Submitted	[blank]	demo	[blank]	tewt	
CCSD, Centerville Parcel							
689	10/27/99	Submitted	[blank]	demo	[blank]	kjhkgkjhgkjhg	
CCSD, Centerville Parcel, Birch Middle School							
687	10/25/99	Submitted	[blank]	demo	[blank]	This is a test.	
CCSD, Centerville Parcel, Birch Middle School, Lower Campus, East Building, 1st Flr, Kitchen							
685	10/21/99	Submitted	[blank]	demo	[blank]	test	
CCSD, Centerville Parcel, Birch Middle School							
684	10/21/99	Submitted	[blank]	demo	[blank]	test	
CCSD, Centerville Parcel, Birch Middle School							
683	10/21/99	Submitted	[blank]	demo	[blank]	tset	
CCSD, Centerville Parcel, Birch Middle School, Grounds							
682	10/21/99	Submitted	[blank]	demo	[blank]	test	

[Help](#)

17. Click on the **WO ID** to view, edit, or submit a particular request.