



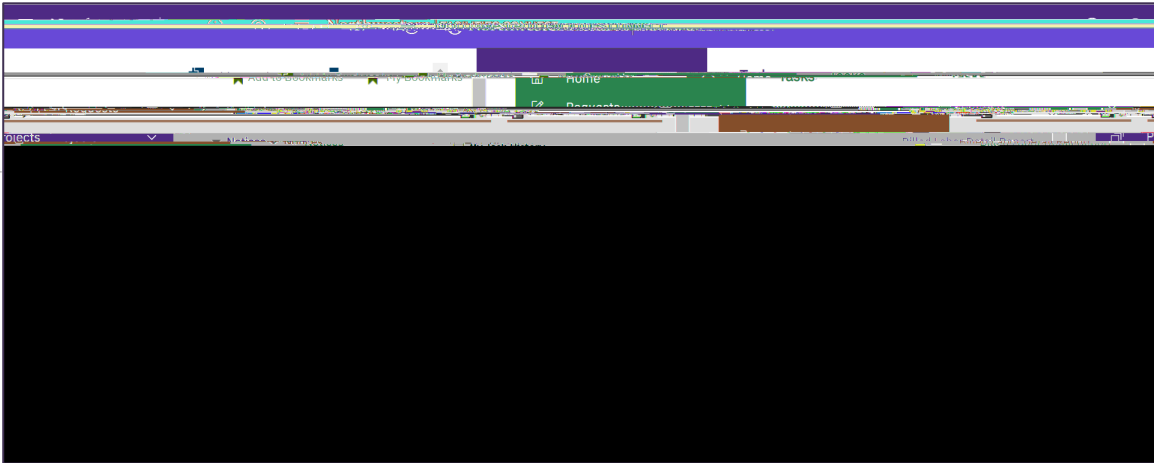
SUPERVISOR DAILY WORK ORDERS REPORT

Provides guidance for O&M Supervisors locating and searching in the Daily Work Orders Report in Facilities Connect.

DIRECTIONS:

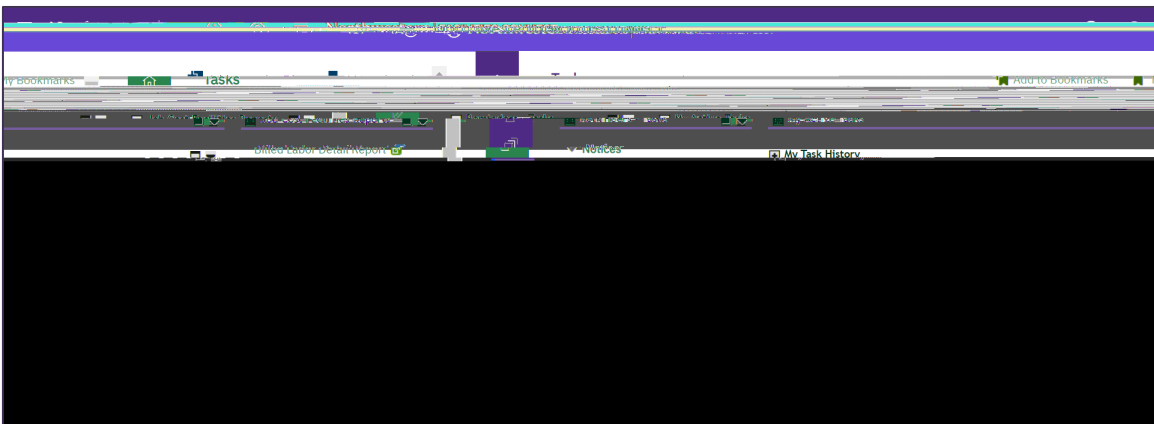
1 From the Facilities Connect home screen:

1 Click on the Tasks section.



2 Locate the O&M Reports section on the righthand side of the screen.

Click on the [Daily Work Orders Report](#) .





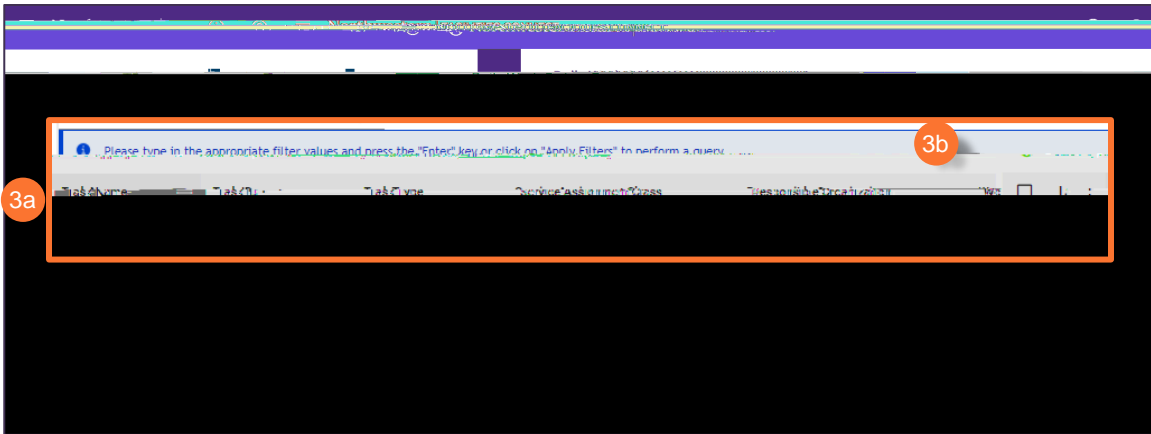
SUPERVISOR DAILY WORK ORDERS REPORT

DIRECTIONS:

3 Upon clicking, the Daily Work Orders Report will appear. Because of the size of the report, the default view will be blank.

3a Enter criteria in any of the search fields beneath the column headers.

3b Initiate the search by pressing the **Enter** key.



Use the **Short Name** column to search for your Zone (Z#) or Shop (ex: ENG).

