



O&M REPORTING WORK ORDER AUDIT REPORT

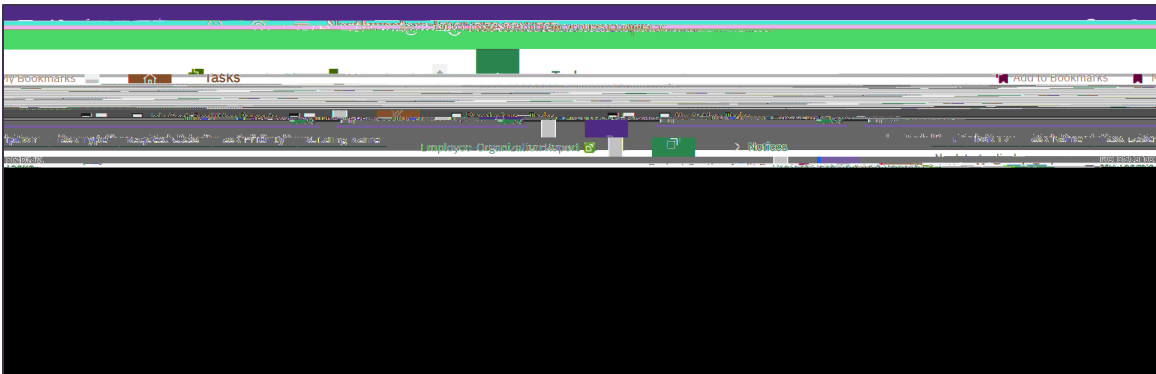
Provides guidance for the Operations and Maintenance Report Work Order Audit Report .

GETTING STARTED

DIRECTIONS:

1 From the Tasks screen, locate the Job Cost Facilities Reports section on the right side of the screen:

Click on the Work Order Audit Report Home screen. For more information on navigating to the Task screen' please refer to the Access and Navigation job aid.





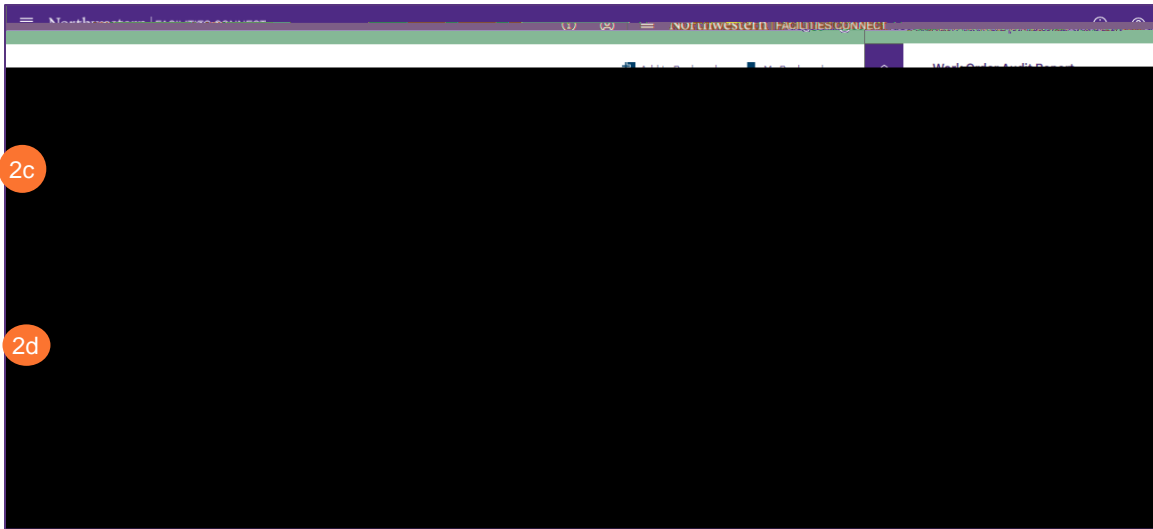
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DIRECTIONS:

2

C d.

- 2c Utilize the sort and searching features.
- 2d Click on the [Work Task](#) you wish to view.



❖ Layering filters will only search within the parameters of the previous results. Use the [Clear](#) [Filters](#) button to reset the report before conducting new searches.

❖