

The **Completion Percentage** report summarizes the percentage of work records that are completed and closed by the sort criteria entered in the search window. Use this report to track progress on completing and closing work orders by date ranges, department, employee, etc.

Access this report from either the Operations menu on the Work List and select Completion Percentage Report, or go to the Reports capsule (located on the Administration tab) and navigate to the list of work reports to find the Completion Percentage.



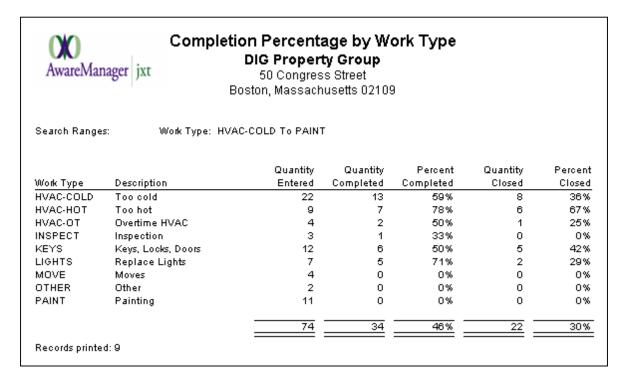
Search window:



The report is sorted according to the selection made on the search window (Work, Type, Assigned To, Department, or Client).



Example of the Completion Percentage Report:



As the sample report shows, the completion percentages for each work type are calculated and displayed.