AWAREMANAGER

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.

Operations ⬍

Automatic Refresh
Create Purchase Record
Post Work
Duplicate Work Across Division
Duplicate Work
Create Inventory
Generate Work By Readings Exception
Generate Letters
Gen. Custom Work Ltrs
Generate Emails
Default Timestamps
Check Out Records
Check In Records

🔍 Completion Percentage Report

Search window:

Completion Percentage Search

⊖ Range:	Date Entered ⌄	February 6, 2008 📅	to	April 15, 2011 📅	⊘
⊖ Range:	Billable ⌄	No ⌄	to	Yes ⌄	⊘
⊖ Value:	Actual Hours ⌄				⊘
⊖ Value:	Actual Hours ⌄				⊘
⊕					

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:

Completion Percentage by Work Type
DIG Property Group
50 Congress Street
Boston, Massachusetts 02109

Search Ranges: Work Type: HVAC-COLD To PAINT

Work Type	Description	Quantity Entered	Quantity Completed	Percent Completed	Quantity Closed	Percent Closed
HVAC-COLD	Too cold	22	13	59%	8	36%
HVAC-HOT	Too hot	9	7	78%	6	67%
HVAC-OT	Overtime HVAC	4	2	50%	1	25%
INSPECT	Inspection	3	1	33%	0	0%
KEYS	Keys, Locks, Doors	12	6	50%	5	42%
LIGHTS	Replace Lights	7	5	71%	2	29%
MOVE	Moves	4	0	0%	0	0%
OTHER	Other	2	0	0%	0	0%
PAINT	Painting	11	0	0%	0	0%
		74	34	46%	22	30%

Records printed: 9

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