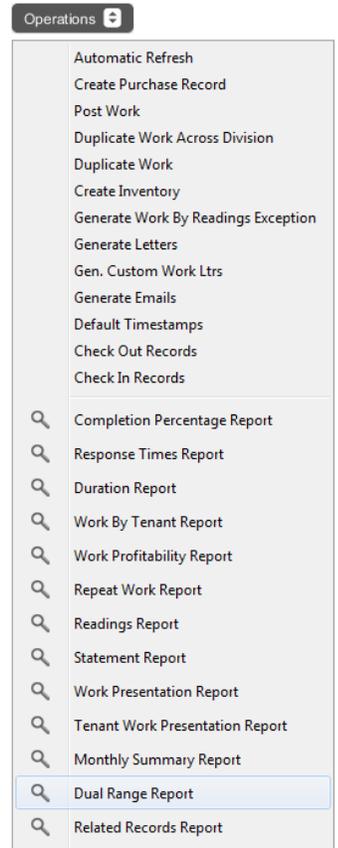


The purpose of the **Dual Range Work Report** is to provide a quick and easy method to analyze two samples of data. The report is very flexible in the sense that it allows the user to choose from several fields of search criteria to filter down and compare work done by work type, department, property, etc.

Some sample uses for this report would be to compare the number of hot and cold calls in one building versus another, or the number of non-billable hours spent on work per client for this year versus last.

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



Search window:

The screenshot shows the "Dual Range Search" window. It features two "Range" sections. Each "Range" section has a "Range:" label, a dropdown menu (currently set to "Work Type"), and a "to" field. Below the "Range 1" section, there are additional options: "Row Definition:" (dropdown set to "Work Type"), "Column Value:" (dropdown set to "Number of Records"), "Sort:" (dropdown set to "Row Definition"), "Order:" (dropdown set to "Ascending"), and "Rows to Display:" (text input). To the right of these options is an "Omit Rows:" section with radio buttons for "None" (selected), "With One Zero Amount", and "With Both Zero Amounts". At the bottom of the window are three buttons: "Search", "Cancel", and "Clear".

- **Row Definition** determines the value to show, the options are: Work Category, Work Type, Work Status, Assigned To, Client, Work Person, Property, Unit, Project, Priority, Maintenance, and Source).
- **Column Value** is which value will be displayed for each row. The options are: Number of Records, Total Charge, Total Cost, and Total Time.

- **Sort** determines the order the information will be displayed. Row Definitions means the information will be displayed alphabetically according to the code of your row definition values, Range Values (1st or 2nd range) means the information will sort numerically, and Variance means it will sort numerically based upon the difference between the two ranges.
- **Order** applies to the Sort selection options are Ascending or Descending.
- **Rows to Display** gives you the option to apply a limit to the number of rows to display (for example just the top 25). This field must have a value, it cannot be left blank or be zero.

Example of the Dual Range Report:

 Dual Range Work Comparison by Work Type DIG Property Group 50 Congress Street Boston, Massachusetts 02109							
Date Entered:		Range 1 September 1, 2009 To September 30, 2009		Range 2 October 1, 2009 To October 31, 2009			
Work Type	Total Charge		Total Charge		Variance	Variance %	
CARPENTRY	256.70	29.00 %	519.75	13.00 %	263.05	102.00 %	
CLEAN	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	
FREIGHT	0.00	0.00 %	1,006.50	25.00 %	1,006.50	0.00 %	
HVAC-COLD	280.00	32.00 %	260.00	7.00 %	-20.00	-7.00 %	
HVAC-OT	0.00	0.00 %	603.75	15.00 %	603.75	0.00 %	
KEYS	40.00	5.00 %	0.00	0.00 %	-40.00	-100.00 %	
PAINT	0.00	0.00 %	1,394.00	35.00 %	1,394.00	0.00 %	
PEST	246.65	28.00 %	0.00	0.00 %	-246.65	-100.00 %	
PLUMB	56.68	6.00 %	0.00	0.00 %	-56.68	-100.00 %	
TRASH	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	
WINDOWS	0.00	0.00 %	191.60	5.00 %	191.60	0.00 %	
Report Totals:	<u>880.03</u>		<u>3,975.60</u>		<u>3,095.57</u>		

Records printed: 11