

ASSET BUILDER



Property:

Uploading a saved Report

ASSET BUILDER



Property:

Click on 'Reports'



step 1 of 6

ASSET BUILDER

List
Subscriptions





Property:

Click on 'List' ✕




step 2 of 6

REPORTS




Custom   

Reports - All Reports - Report Group - All Groups - Favorites


Click here ×
step 3 of 6

| | REPORT NAME ▲ | DESCRIPTION | REPORT GROUP | TEMPLATE | SUBSCRIPTIONS |
|---|----------------------------|--|--------------------|---------------------------------|---------------|
|  | COVID-19 | | Work Order Reports | Work Order > Work Order Details | |
|  | COVID-19 3312020 | COVID-19 WOs | Work Order Reports | Work Order > Work Order Details | |
|  | COVID-19 Work Order Report | Report for COVID-19 Cleaning Work Orders | Work Order Reports | Work Order > Work Order Details | |

REPORTS

Custom   

Reports - All Reports - Report Group - All Groups -

| | REPORT NAME ▲ | DESCRIPTION |
|---|----------------------------|---------------------------|
|  | COVID-19 3312020 | COVID-19 WOs |
|  | COVID-19 Work Order Report | Report for COVID-19 Clear |

REPORT IMPORT

Select the file to import

Choose File...

Cancel Import

Click on 'Choose File...'

step 4 of 6

REPORTS

Custom [Add] [Refresh] [Checkmark]

Reports - All Reports - Report Group - All Groups -

| | REPORT NAME ▲ | DESCRIPTION |
|---|----------------------------|---------------------------|
| 👤 | COVID-19 3312020 | COVID-19 WOs |
| 👤 | COVID-19 Work Order Report | Report for COVID-19 Clear |

| SUBSCRIPTIONS | FAVORITES | ACTIONS |
|---------------|-----------|---------|
|---------------|-----------|---------|

REPORT IMPORT [Close]

Select the file to import (step 5 of 6)

Upload a saved report (.rdf file)


Choose File... [Done]

RDF


COVID-19.rdf 4.23 KB [Close]

Cancel Import

REPORTS

Custom   

Reports - All Reports - Report Group - All Groups -

| | REPORT NAME ▲ | DESCRIPTION |
|---|----------------------------|---------------------------|
|  | COVID-19 3312020 | COVID-19 WOs |
|  | COVID-19 Work Order Report | Report for COVID-19 Clear |


| SUBSCRIPTIONS | FAVORITES | ACTIONS |
|---------------|-----------|---------|
|---------------|-----------|---------|

REPORT IMPORT

Select the file to import

Choose File... ✓ Done

RDF

 COVID-19.rdf
4.23 KB

Cancel **Import**



Click on 'Import'

step 6 of 6

REPORTS

Custom   

Reports - All Reports - Report Group - All Groups -


| | REPORT NAME ▲ | DESCRIPTION |
|---|----------------------------|---------------------------|
|  | COVID-19 3312020 | COVID-19 WOs |
|  | COVID-19 Work Order Report | Report for COVID-19 Clear |

REPORT IMPORT

Select the file to import

Choose File... ✓ Done

RDF

 COVID-19.rdf
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Cancel Import

You have completed this task.