

# City Intranet Service Request

Maintenance Connection - Internet Explorer  
http://medmc/mc\_web/rapp\_v12/ra\_request\_70.asp  
City of Medford  
Maintenance Connection  
ci.medford.or.us

Service Requester

Select an option:  
[Welcome](#)  
[Submit Service Request](#)  
[Frequently Asked Questions](#)  
[Help](#)  
[Log-off](#)

**Submit Service Request**

Please fill out the form below. When you are finished, click the **Submit** button below (you may need to scroll the page down with your mouse). Click on a field name for more information.

Name:   
Email:   
Phone:   
Priority: Normal   
Needed By: Select...  (Required)  
Department: Select...  (Required)

If possible, please specify the closest Location or Asset that relates to your request. [If you know the Location or Asset ID, click here.](#) (This is not required)

Location / Asset:   (Required)  
+ Facilities Management  
+ Parks Maintenance  
Short Description:  (Required)

Documents (Upload):

# Bev A. Power

**Subject:** FW: MC Reports

Reports available in Maintenance Connection. available from Maintenance Connection.

The screenshot shows the Reporter application interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Open', 'List', 'Reports', 'Dashboard', and 'Home'. The main window title is 'Reporter'. On the right side, there are two dropdown menus: 'Reports Managed By:' set to 'ADMIN - Administration' and 'Report Type/Use:' set to 'All Reports'. On the left side, there is a tree view under 'Base Groups' and 'Custom Groups'. The 'Work Order (Open) Reports' group is expanded, showing a list of report categories. The main area displays a table of reports with columns for 'Report Name' and 'Last Edit'. The table contains 25 rows of report entries, including 'Copy of Work Orders', 'Work Orders', 'Parts Request Form', 'Work Orders (No Grouping)', 'Work Order Charge Estimate (No Tasks)', 'Work Order Charge Estimate (No Grouping, Tasks)', 'Work Order Breakdown by Category', 'All Work Orders - Assignments by Labor', 'Closed Work Orders - Labor (Actuals)', 'Closed Work Orders - Labor (Actuals) - Time Off', 'Copy of All Work Orders - Assignments by Labor', 'Copy of Copy of Open Work Order List by Department', 'Copy of Open Work Order List by Department', 'Copy of Open Work Order List by Shop', 'Copy of Open Work Order List for Customer concerns', 'Dobey Copy of Open Work Orders - Labor (Actuals)', 'Duplicate Open Work Orders - Problems', 'Duplicate Open Work Orders - Procedures', 'Duplicate Open Work Orders - Reasons', 'Financial Profile By Asset', 'Greg's Employee Hours by Asset', 'Month End Work Order Report', 'Open / Closed Work Order by Repair Center - De...', 'Open / Closed Work Order Count by Repair Center', 'Open Work Order Count', 'Open Work Order Count by Customer', 'Open Work Order Count by Department', 'Open Work Order Count by Priority', 'Open Work Order Count by Shop', 'Open Work Order List', 'Open Work Order List by Customer', 'Open Work Order List by Department', 'Open Work Order List by Priority', 'Open Work Order List by Shop', 'Open Work Order List by Type', 'Open Work Orders - Assignments', 'Open Work Orders - Assignments by Date', 'Open Work Orders - Assignments by Labor', 'Open Work Orders - Attachments', 'Open Work Orders - Authorization Status History', 'Open Work Orders - Costs (Estimated)', 'Open Work Orders - Labor (Actuals)', 'Open Work Orders - Labor (Actuals) - Add Hours', 'Open Work Orders - Labor (Estimates)', and 'Open Work Orders - Materials (Actuals)'. At the bottom left, there are checkboxes for 'Use Default Criteria' and 'Batch Mode'. At the bottom right, there are buttons for 'Copy Report' and 'Setup R...

Report Name	Last Edit	
Copy of Work Orders	4/2/2010	7
Work Orders	7/6/2002	7
Parts Request Form	4/23/2004	1
Work Orders (No Grouping)	7/6/2002	9
Work Order Charge Estimate (No Tasks)	6/29/2004	
Work Order Charge Estimate (No Grouping, Tasks)	6/29/2004	
Work Order Breakdown by Category	4/4/2005	8
All Work Orders - Assignments by Labor	12/20/2012	4
Closed Work Orders - Labor (Actuals)	7/13/2016	1
Closed Work Orders - Labor (Actuals) - Time Off	10/6/2015	8
Copy of All Work Orders - Assignments by Labor	10/29/2015	7
Copy of Copy of Open Work Order List by Department	6/12/2007	
Copy of Open Work Order List by Department	6/11/2007	
Copy of Open Work Order List by Shop	4/2/2010	
Copy of Open Work Order List for Customer concerns	3/25/2011	3
Dobey Copy of Open Work Orders - Labor (Actuals)	6/14/2007	
Duplicate Open Work Orders - Problems	7/27/2003	6
Duplicate Open Work Orders - Procedures	7/27/2003	7
Duplicate Open Work Orders - Reasons	7/27/2003	
Financial Profile By Asset	8/31/2004	6
Greg's Employee Hours by Asset	6/26/2014	9
Month End Work Order Report	12/22/2014	1
Open / Closed Work Order by Repair Center - De...	10/6/2015	1
Open / Closed Work Order Count by Repair Center	11/11/2015	1
Open Work Order Count	7/29/2003	3
Open Work Order Count by Customer	7/29/2003	
Open Work Order Count by Department	7/29/2003	3
Open Work Order Count by Priority	8/11/2003	3
Open Work Order Count by Shop	7/29/2003	
Open Work Order List	8/14/2012	4
Open Work Order List by Customer	7/27/2003	
Open Work Order List by Department	7/27/2003	4
Open Work Order List by Priority	8/11/2003	
Open Work Order List by Shop	7/27/2003	
Open Work Order List by Type	7/27/2003	
Open Work Orders - Assignments	7/29/2003	1
Open Work Orders - Assignments by Date	7/26/2003	
Open Work Orders - Assignments by Labor	4/23/2015	4
Open Work Orders - Attachments	8/10/2003	
Open Work Orders - Authorization Status History	7/26/2003	
Open Work Orders - Costs (Estimated)	7/27/2003	
Open Work Orders - Labor (Actuals)	6/9/2014	4
Open Work Orders - Labor (Actuals) - Add Hours	10/14/2015	1
Open Work Orders - Labor (Estimates)	7/25/2003	5
Open Work Orders - Materials (Actuals)	7/26/2003	

Reporter

Reports Managed By: Report Type/Use:

ADMIN - Administration

All Reports

- Base Groups Custom Groups
- All
  - Most Requested
  - Work Order (Open) Reports
  - Work Order (Projections)
  - Work Order (Closed) Reports
  - Work Order (Open / Closed)...
  - Access Group Reports
  - Account Reports
  - Asset Reports
  - Bulletin Reports
  - Category Reports
  - Classification Reports
  - Company Reports
  - Contact Reports
  - Craft Reports
  - Customer Reports
  - Departments
  - Document Reports
  - Failure Reports
  - Inventory Reports
  - Key Reports
  - Labor Reports
  - Membership Reports
  - Predictive Maintenance (Cl...
  - Predictive Maintenance (Op...
  - Preventive Maintenance Rep...
  - Procedure Reports
  - Project Plan Reports
  - Project Reports
  - Purchase Order Reports
  - Repair Center Reports
  - Requester Reports
  - Shift Reports
  - Shop Reports
  - Specification Reports
  - Stock Room Reports
  - System
  - Task Reports
  - Tool Reports
  - Tool Room Reports
  - Training Reports
  - Zone Reports

all a b c d e f g h i j k l m n o p q r s t u v w x y z

Report Name	Last Edit	Last I
Open Work Orders - Materials (Estimates)	7/26/2003	
Open Work Orders - Other Costs (Actuals)	10/29/2015	11/4/2
Open Work Orders - Other Costs (Estimates)	7/26/2003	
Open Work Orders - Status History	7/26/2003	9/25/2
Open Work Orders - Tasks	7/26/2003	8/27/2
Open Work Orders - Tools (Estimates)	7/26/2003	
Parks Work Orders - Annual Labor by Asset	7/13/2016	7/13/2
Past Due Work Order List	7/27/2003	6/9/2/
Past Due Work Orders w/ Assignments	4/4/2005	9/16/2
Response Time - Open Work Orders	8/2/2003	9/25/2
Specification List	7/6/2002	4/9/2/
Work Order Aging List	9/25/2014	9/25/2
Work Orders - Assignments - Jason	10/8/2015	10/8/2
Work Orders - Labor_by_Asset	10/8/2015	11/1/2

2 of 2

Use Default Criteria  Batch Mode

Copy Report Setup R

Reporter

Reports Managed By: ADMIN - Administration  
 Report Type/Use: All Reports

Base Groups		Custom Groups		all	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
				Report Name																											Last Edit
John's Reports					Annual Costs by Park - MC Test																										7/26/2016
Sandi					Closed Work Orders - Labor (Actuals) - Time Off																										10/5/2015
Whitneys Reports					Closed Work Orders - Labor (Actuals) - Tims Report																										7/26/2016
					Closed Work Orders - Labor (Actuals) - Tims Rep...																										6/19/2016
					Closed Work Orders - Other (Actuals) - Tims Rep...																										6/19/2016
					Labor (Actuals) - Pivot_Parks																										10/29/2015
					Labor (Actuals) - Pivot_Parks - week																										11/10/2015
					Labor Time Off Report - Pivot_Parks - Monthly																										11/10/2015
					Labor Time Off Report - Pivot_Parks - week																										11/10/2015
					Parks & Recreation Department Open Work Orders ...																										9/11/2015
					Vogel																										1/19/2016
					Work Orders - Labor (Actuals) - Sandi Recreatio...																										7/23/2015
					Work Orders - Labor_by_Asset																										10/5/2015

Use Default Criteria  Batch Mode

Copy Report Setup