



CUSTOM BUSINESS REPORT EXAMPLE

Work orders: status overview

A focused operational table showing selected job records for one customer.

Demonstration data. All names, customers and records are synthetic. This sample shows an illustrative report layout.

REPORT REFERENCE	PREPARED FOR
SAMPLE-BUSINESS-001	Sample Operations Reviewer
RECORD SOURCE	SAMPLE PREPARED
Jobs (FT Job)	14 October 2026

Filter: Customer equals Sample Customer

Sort: Last modified, descending

Selected fields: Job reference, title, customer, status, required date and last modified

Rows shown: 3 records

Selected work orders

Work orders matching the selected customer filter

Job reference	Job title	Customer	Status	Required date	Last modified
SAMPLE-001	Demonstration Property - selected extinguisher checks	Sample Customer	Completed	2026-10-14	2026-10-14 14:30
SAMPLE-002	Demonstration Annex - routine service visit	Sample Customer	Scheduled	2026-10-21	2026-10-14 13:10
SAMPLE-003	Demonstration Depot - asset review visit	Sample Customer	Draft	2026-10-28	2026-10-14 11:45

What this view answers

Which selected work orders belong to this customer, what is their recorded status and when are they required?

The table makes the selected records available for an operational review. A completed job status does not establish that every defect has been rectified.

How to tailor the report

Choose one record source, select the fields required by the reviewer, then apply filters and sorting. The report builder offers CSV, PDF and Word-compatible exports.

Saved report definitions currently stay in the browser where they are created.

About this example. Illustrative branded layout using the report builder's supported fields; actual exports depend on your selected columns.