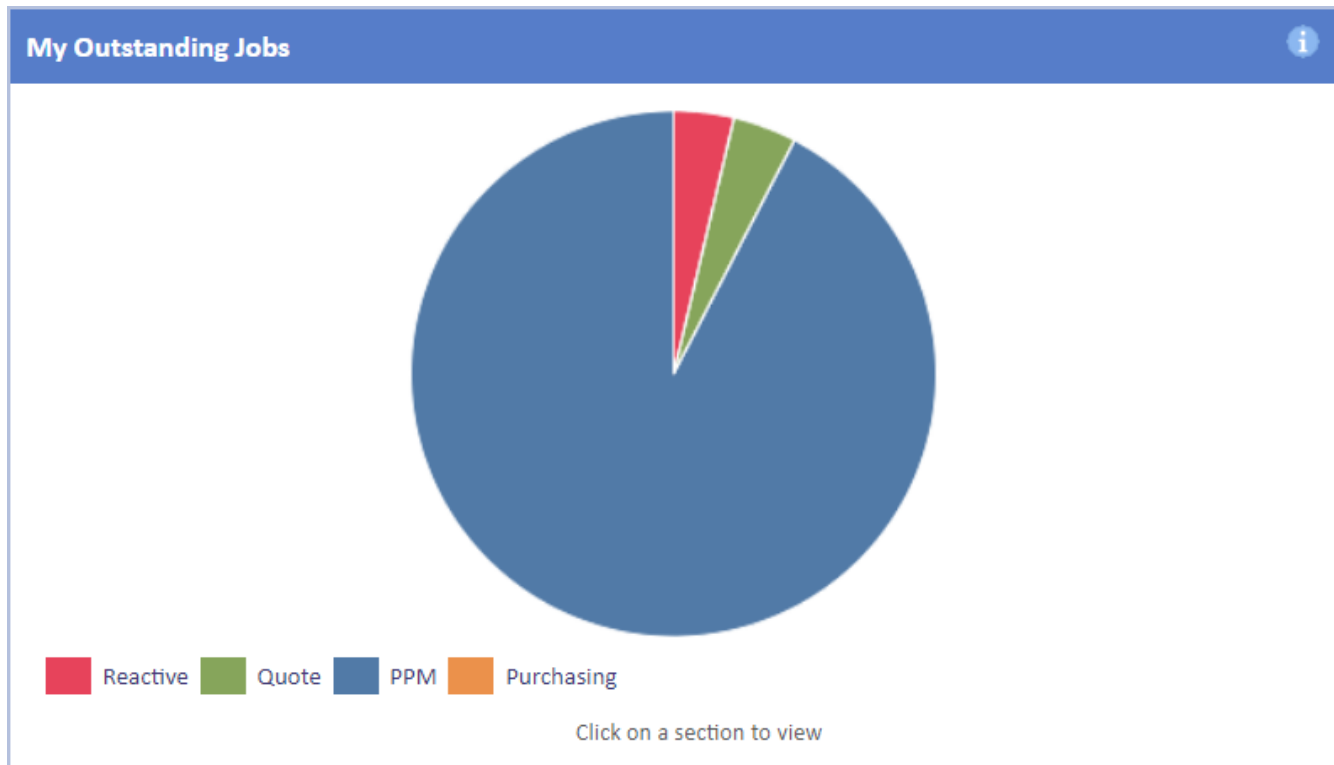# My Outstanding Jobs Introudction

📅 Thu, Jan 18, 2024   📁 My Outstanding Jobs

The Portal provides Users with the ability to view any outstanding jobs for the Buildings they have access to via the "My Outstanding Jobs" pie chart on the home page. These are jobs which are yet to be completed by the relevant Contractor (Resource). This chart is split into different sections, each of which represents different types of jobs: Reactive, Quote and Planned & Compliance Jobs.

To view a job, click on the desired section of the "My Outstanding Jobs" chart.

The PPM section of the chart will only show PPMs that have a visit start date before now, i.e. where the Visit Start Date in the Past.

Once a section has been selected, a list of jobs relating to that section will be displayed along with the name of the section. The list will order the jobs and show the columns as specified in the "Portal Settings" page.
If there are more jobs than that displayed in the list then page numbers will be displayed and the User will need to click through to the right page to find the relevant job. By selecting a value in the "Show..... per page" section, the number of jobs shown on a page at any time can be increased or decreased ranging from 10 jobs per page to 100. By default, the list shows 15 per page.

To View the detail of a job, click anywhere on the line of the job and this will open the detail of it.

Total: 23   Show 10 , 15 , 25 , 50 , 75 , 100 per page

Work Order Nº	Building	Description	ETA	Agreed SLA	Status Description	Authorisation Detail	Response	Is Operational	Due	Last Action Date	Escalation
7620096	(00006) Tower Bridge Demo	Air Conditioning, Indoor AC Unit, Leaking		before 08/11/2023 18:13	Attendance started		Same Day	Yes	-22d	08/11/2023 14:32	
7620093	(00006) Tower Bridge Demo	Sanitary Ware, Toilet, Blocked		before 03/11/2023 16:49	Pending Assign		Same Day	Yes	-27d	03/11/2023 12:48	
7620081	(00006) Tower Bridge Demo	Air Conditioning, Indoor AC Unit, Leaking	21/11/2022 11:00	before 05/08/2023 07:00	Pending Attendance		Next Day	Yes	-118d	20/11/2023 12:17	
7620072	(00006) Tower Bridge Demo	Floor, Carpet Flooring, Trip Hazard	04/08/2023 16:00	before 05/06/2023 16:39	Pending Attendance		Same Day	Yes	-175d	04/08/2023 08:42	
7620032	(00006) Tower Bridge Demo	Air Conditioning, Indoor AC Unit, Leaking	26/05/2023 16:00	before 06/04/2022 14:45	Attendance started		Same Day	Yes	-603d	11/08/2023 11:22	
7620030	(00006) Tower Bridge Demo	Accidents and Incidents, Slip Trip or Fall (STF), Accident	24/03/2022 09:44	before 23/03/2022 13:39	Attendance started		Same Day	Yes	-617d	30/11/2022 11:29	
7619990	(00006) Tower Bridge Demo	Fire Detection and Alarm, Fire Alarm Panel, Will Not Turn Off	08/08/2023 15:30	before 22/04/2021 16:58	Pending Attendance		Same Day	No	-952d	08/08/2023 08:52	
7619970	(00006) Tower Bridge Demo	Fixtures, Sink, Blocked	03/11/2023 16:00	before 16/03/2023 14:04	Pending Attendance		Next Day	Yes	-259d	03/11/2023 12:49	
7619948	(00006) Tower Bridge Demo	Appliances, Water Heater for Tea and Coffee, Leaking Clean Water	31/10/2022 13:00	before 29/01/2021 13:03	Pending Attendance		Next Day	Yes	-1035d	28/10/2022 08:43	
7610376	(00006) Tower Bridge Demo	Escalators, Escalator, Damaged	18/10/2022 10:55	before 01/02/2020 14:03	Attendance started		Within 1 week	Yes	-1398d	17/10/2022 13:15	
7610221	(00006) Tower Bridge Demo	External Fabric, External Wall, Damaged	04/10/2023 17:00	before 05/02/2021 13:23	Pending Attendance		Same Day	No	-1028d	04/10/2023 14:10	
7610201	(00006) Tower Bridge Demo	Escalators, Escalator, Damaged		before 25/09/2019 09:31	Pending resource allocation and schedule set		Within 1 week	Yes	-1528d	20/09/2019 09:31	
7610200	(00006) Tower Bridge Demo	Lights / Lamps, Lamps, Light Broken		before 22/09/2019 16:05	Pending resource allocation and schedule set		Within 1 week	No	-1530d	17/09/2019 16:05	
7610183	(00006) Tower Bridge Demo	Fire Detection and Alarm, Fire Alarm Panel, Alarm Activation	29/01/2020 15:30	before 19/07/2019 15:20	Pending Attendance		Same Day	No	-1595d	27/01/2020 14:23	
7610100	(00006) Tower Bridge Demo	Heating, Radiator, Will Not Heat Up	08/06/2023 16:00	before 01/07/2018 14:52	Pending Attendance		Greater than 2 months	No	-1978d	08/06/2023 12:47	
7610039	(00006) Tower Bridge Demo	Fire Detection and Alarm, Fire Alarm Panel, Alarm Activation		before 07/07/2018 12:30	Pending Assign	In Authorisation	Greater than 2 months	Yes	-1973d	27/11/2023 12:44	
7610027	(00006) Tower Bridge Demo	Floor, Carpet Flooring, Damaged	19/05/2020 15:00	before 29/06/2018 13:00	Pending Attendance		Greater than 2 months	Yes	-1980d	18/05/2020 11:32	
7610019	(00006) Tower Bridge Demo	Fire Detection and Alarm, Fire Alarm Panel, Alarm Activation		before 30/06/2018 17:00	Pending Assign	In Authorisation	Greater than 2 months	Yes	-1979d	26/06/2018 14:56	
7609736	(00006) Tower Bridge Demo	Fire Detection and Alarm, Fire Alarm Panel, Alarm Activation	01/06/2016 17:00	before 25/03/2019 09:11	Pending Attendance		Within 1 week	Yes	-1712d	20/03/2019 09:11	
7609030	(00006) Tower Bridge Demo	Air Conditioning, Indoor AC Unit, Leaking		before 19/05/2015 16:00	Pending Acceptance		Same Day	Yes	-3117d	19/05/2015 11:59	
7608977	(00006) Tower Bridge Demo	Fire Detection and Alarm, Fire Alarm Break Glass, Damaged		before 12/01/2015 18:06	Attendance started		Same Day	Yes	-3244d	12/01/2015 15:51	
7608970	(00006) Tower Bridge Demo	Access, Emergency Ladder, Broken	11/03/2020 14:00	before 14/03/2017 14:30	Pending Attendance		Greater than 2 months	Yes	-2452d	05/03/2020 08:42	

There are also a few actions that can be performed on the Jobs List to help narrow down the results or to export the data displayed:

Filtering the Jobs List

Searching in the Jobs List

Exporting the Jobs List

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=489