

# Reports & Statistics

## How to get a daily email that lists all the work orders currently past their deadline?

For this feature we will make use of the stats and reporting center.

1. Click on the stats link on the top bar
2. Click the +Report button
3. Check the "Currently past deadline" checkbox on the WO lists column
4. To see the list now, simply click the "Create" button and a list will open with all the open orders on your organization (this list currently lists all the org orders, it is not possible to list only one plant, department or user).
5. To schedule a daily email (only premium accounts), click the "Schedule" button at the bottom of the page (ensure the "Currently past deadline" checkbox is checked).
6. Write a name for your report, e.g. "WO past deadline", set it to be issued "Daily" and then select the time the report should be sent out.
7. Click the "Notifications" tab to select who is going to receive the email. As you can see you can add external addresses, current active system users or all the users on a usergroup).
8. Click "Save".

If you go back or click the "Stats" link on the top bar you will see the report you just created on the list. You can see that it is active and you can click on the name to edit it.

From this point on all users you specified will be sent a daily report. This daily report is available to anyone with the link.

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