

## Monthly Report to the Board of Education

### September 2018 – Report for August Work Orders

From 8/1/2018 through 8/31/2018, 115 help desk tickets were submitted. Of the 115 tickets submitted, 69 have been completed or closed, were duplicate tickets or were forwarded to maintenance.

#### Work orders per building

Location	Submitted	Closed	Percent
Central Office	6	5	5.2%
HHS	32	17	27.8%
HMS	18	12	15.7%
Johnson	25	14	21.7%
Moyer	10	0	8.7%
Woodfill	24	21	20.9%
<b>Total</b>	<b>115</b>	<b>69</b>	<b>100.0%</b>

#### Work orders per assigned worker

Support Personnel	Work Orders Assigned	Work Orders Closed
Gay, Jason	1	1
Griffith, Stephanie	0	0
Help Desk	0	0
Martin, Andrew	23	15
McGhee, Diana	21	20
Robinson, Laura	0	0
Scott, Van	45	33
Winkler, Matthew	25	0
Zimmerman, Marie	0	0
<b>Total</b>	<b>115</b>	<b>69</b>

Respectfully Submitted  
9/10/2018

*Mrs. Diana M. McGhee*  
*Director of Technology and Information*