

## Monthly Report to the Board of Education

### November 2018 – Report for October Work Orders

From 10/1/2018 through 10/31/2018, 118 help desk tickets were submitted. Of the 118 tickets submitted, 93 have been completed or closed, were duplicate tickets or were forwarded to maintenance.

#### Work orders per building

Location	Submitted	Closed	Percent
Central Office	3	3	2.5%
HHS	24	20	20.3%
HMS	7	3	5.9%
Johnson	29	23	24.6%
Moyer	28	22	23.7%
Woodfill	27	22	22.9%
<b>Total</b>	<b>118</b>	<b>93</b>	<b>100.0%</b>

#### Work orders per assigned worker

Support Personnel	Work Orders Assigned	Work Orders Closed
Gay, Jason	0	0
Griffith, Stephanie	0	0
Help Desk	0	0
Martin, Andrew	31	25
McGhee, Diana	18	16
Robinson, Laura	6	4
Scott, Van	36	30
Winkler, Matthew	25	16
Zimmerman, Marie	2	2
<b>Total</b>	<b>118</b>	<b>93</b>

Respectfully Submitted  
11/12/2018

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