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APPENDIX: TABLEAU DATA DICTIONARY

Provides a comprehensive list of terms present in Tableau reporting
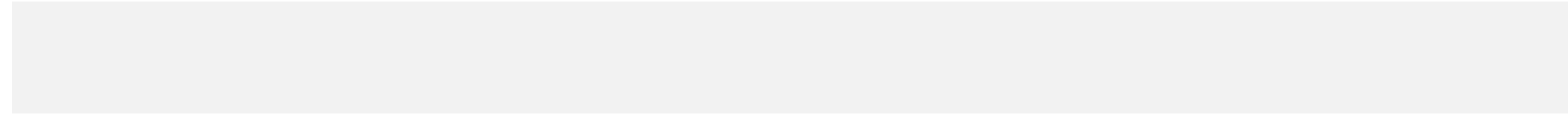
Field Name	Field Definition	Value Name	Value Definition	Report Located
Actual End Date	The end date in which the task was completed, this could vary from the planned end date. Also listed as 'Month of Actual End Date'. Note for planned work that was cancelled the end date gets assigned the value of the planned start date.			Completed Work Tasks by Class by Month
Aging in Days	The amount of days since the work task has been created.			Active Work Tasks by Requestor
Approval Aging	The amount of days since the approval notification was sent to the approver.			Service Requests Pending Approval
Approval Status	The status of the Service request going through the approval process.	Approved	The service request sent for approval has been approved and work will be able to begin on the desired request.	Service Requests Pending Approval
Approval Status	Service Requests Pending Approval			
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	Work Task Lookup			
a Capital Project	Charge Per Work Task Completed Work Tasks by Class by Month			
	Work Task Lookup			

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Field Name	Field Definition	Value Name	Value Definition	Report Located
Floor	The specific floor of a building.			Active Work Tasks by Requestor Non-Building Service Requests by School / Unit
Fund Code	The identifying code related to the desired fund being used for the request. Derived from the Request Chartstring.			Non-Building Service Requests by School / Unit
Person	The name of the approver for a specific service request.			Service Requests Pending Approval
Project ID	The unique identifier of a project. Derived from the Request Chart String.			Non-Building Service Requests by School / Unit
Request Chart String	The chart string associated with the service request.			Non-Building Service Requests by School / Unit
Request Class	The detailed classification of the service requested. Routing and approval rules are based on request Class.			Service Requests Pending Approval

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Field Name	Field Definition	Value Name	Value Definition	Report Located
Status	The relative organizational standing or position of something.	Draft	The Service Request is in a draft format and has not yet been submitted.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	History	Invalid status; data cleanup/ correction needed.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Issued	The Service Request has been issued and a work task has been created.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Retired	A closed Work Task that could not be completed or was incorrected created.	Active Work Tasks by Requestor Charge Per Work Task Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Returned	The Service Request has been Returned and will not be transitioned into a Work Task.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Review In Progress	The Service Request is being reviewed and a decision on whether to turn it into a Work Task will be made after the review.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Revision In Progress	The Service Request is being revised and/or updated to fix certain aspects.	Non-Building Service Requests by School / Unit Service Request Lookup
Status	The relative organizational standing or position of something.	Routing In Progress	The Service Request is being routed into a Work Task.	Service Request Lookup

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Field Name	Field Definition	Value Name	Value Definition	Report Located
Status	The relative organizational standing or position of something.	Active	The work task if active, and the shop is actively working on the work task in some capacity.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Closed	The work task has been closed and no further work or billing events (labor, materials, service charges) will be done on the task.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Completed	The work task has been completed and the work/problem has been completed/fixed.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Draft	The work task is in a draft format and has not yet been submitted.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup
Status	The relative organizational standing or position of something.	Hold for Information	The work task is on hold awaiting more information before work can continue on the specific work task.	Active Work Tasks by Requestor Charge Per Work Task Completed Work Tasks by Class by Month Created Work Tasks Per Month Work Task Lookup

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Field Name			

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Field Name	Field Definition	Value Name	Value Definition	Report Located
Task Priority	The classification of the hierarchical organization of task importance.	Urgent	The 2nd highest priority level	Work Task Lookup
Task Description	A brief description of the problem associated with the work task given by the requestor.			Work Task Lookup
Task ID	See Work Task ID			Service Request Lookup
Task Name	The unique name of the work task,generated by the system.			Work Task Lookup
Total Charged	The sum of the total amount charged to the work task including all labor, material and service contract			