

# View an overview of your Issues

On the grid <sup>2</sup> you can view the following information for each one of your Issues:

- “Ref number”: A system-generated, unique number for each Issue.
- “Date”: The Date the Issue occurred.
- “Type”: The Type of the Issue. An Issue can be an event Type like SOS, or a certain Incident Type (e.g. Fire, Broken Lock..).
- “Status”: The Status of the Issue.
- “Severity”: The Severity of the Issue.
- “Priority”: The Priority of the Issue.
- “Due Date”: The Due Date of the Issue.
- “Client/Site/Checkpoint”: The Client/Site/Checkpoint this Issue is related to (if any).
- “Reported by”: The name of the Guard/Worker that reported this Issue.
- “Branch Office”: The Branch this Issue belongs to.

You can export your grid <sup>3</sup> in a PDF or Excel by pressing the respective buttons at the top of the page. The export will include all Issues available on your grid, based on the filters you have applied.

Ref number	Date	Type	Status	Severity	Priority	Due Date	Client	Site	CheckPoint	Reported By	Branch Office
381510	2022-07-14 11:41:29	Litter found	Closed							Ellis Grey	New York Branch
381509	2022-07-14 11:36:23	PANIC	Open							Ellis Grey	New York Branch
381508	2022-07-14 11:36:16	Litter found	In Progress	Moderate		2022-07-14 12:45:00				Ellis Grey	New York Branch
381507	2022-07-14 11:29:24	Broken Window	Open							Ellis Grey	New York Branch