Fleet Maintenance Report
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Introduction

Fleet Maintenance Reports

PubWorks currently provides several predefined reports used to track Fleet Ssets and Maintenance Records. The PubWorks Fleet Maintenance Reports are designed to provide desired data while allowing end users to customize each report type through the use of additional filtering options.


Report location

The Fleet maintenance reports are located by selecting Reports from the main PubWorks Program menu, select Fleet Reports and then select Equipment Maintenance Reports.

Equipment Filtering Options

Each PubWorks Fleet Maintenance Report provides numerous ways to filter query results for the best possible outcome. Equipment reports can be filtered by Equipment Code/Name, Type, Vehicle Class, Condition and even Make and Model.

Dropdown lists are provided to reduce input errors and allow the user to select from pre-defined lists. This speeds the data entry process while providing an additional layer of data validation.

An “M” Button provides a convenient way to select multiple choices for each filter. An “Excludes” Check Box option allows users to exclude single or multiple selections from the query results.

Blue Highlighted Field Names link selected Equipment Code/Name to an asset record. Once an asset has been selected, simply click on the Blue Equipment Code/Name link and PubWorks will automatically open the corresponding record. This usability enhancement provides convenient access to asset records saving data entry time.

Date Filtering Options

Each Fleet Maintenance Report can be clarified using the Date Filtering options located in the lower left hand side of the form. The report can be generated using Any Dates or by specifying a range of dates using the Start/End Date entry boxes, or using the Calendar Buttons provided. The filter can also be set by Month, Quarter or Year using the supplied radio buttons and corresponding dropdown boxes. List boxes provide easy access to the year of interest.

Single Work Order Option

The Single Work Order drop down list provides an easy way to select Work Orders for a particular query. A Blue Highlighted Field Name links the selection to corresponding Work Orders for easy reference. Once a Work Order has been selected, simply click on the Blue Work Order Number link and PubWorks will automatically open the corresponding record.

The Excludes Checkbox gives the user the freedom to exclude selections from the query.
Additional (Other) Filtering

Additional Filtering Options are provided through dropdown boxes located on the right hand side of the form. Additional Filtering Options include; Part Number, Part Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail, VMRS Header, Priority and Reason.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An “M” button for selecting multiple selections and an Excludes check box allows the user to exclude single or multiple selections from report queries.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; All Equipment, Exclude Work Orders and Print Legend Page

Legend Page Option

PubWorks offers several predefined reports to provide access to needed information, but there are times when information about the data in the report is needed. Each Fleet Maintenance Report provides the option to print a legend page that includes metadata about the report content including Report Name, Settings, Creation Time and other information specific to the report content.

The Print Legend Page option for PubWorks reports can be initiated by checking the Print Legend Page Check Box located in the bottom portion of the Fleet Maintenance Report form.
Terminology

Crew Activities

PubWorks defines Crew Activities as multiple people at a location performing a task. An example of a Crew Activity would be a pothole patching crew on a street, patching the road surface.

Daily Activities

PubWorks defines Daily Activities as a person at a location performing a task. An example of a Daily Activity would be a worker replacing a sign at a certain location.

Filtering

Data sources typically contain large amounts of data. Most reports need only a specific subset of data that meet certain conditions. PubWorks users can select specific records through the use of filters. For example, rather than get information about all roads, filters can be used to select roads in a certain location or containing a specific asset. PubWorks users can customize report filters to specify what information is presented in a report.

Filters can be used to narrow down the data and hide parts of it from view. While it may sound a little like grouping, filtering is different in the way that it allows one to qualify and display only the data that is relevant. For example, one could filter a list of roads to view only those roads that are made of asphalt or gravel.

Grouping

Grouped data is data that has been organized into groups known as classes. Grouped data has been 'classified' and has had some analysis conducted, meaning that the data is no longer in raw form.

A data class is a group of data which is related by properties defined by the user. For example, if one were collecting information on streets, one could group them by surface type such as asphalt or gravel. Each of those groups is referred to as a class.

Each class is of a certain size that is referred to as the Class Interval or Class Size. This class size is important when it comes to drawing Histograms or Frequency diagrams during analysis.

When one creates a report and previews the data, the report displays the data in the order in which the data source returns it. The order varies, based on how data was entered in the data source and how one may have joined tables in the query.

In many cases, one may want to change the order in which data appears in the report. PubWorks offers Grouping options on some reports, while exporting to a CVS file accommodates customer customization of the information.

PM Items

Fleet Maintenance requires scheduling of periodic inspections and or maintenance procedures designed to keep rolling stock in good working order. PubWorks refers to this Scheduled or Planned Work as PM (Preventive Maintenance) items. These PM items are defined in the PM schedule.
Sorting

Sorting is the process of arranging data into a meaningful order so that one can analyze the information effectively. For example, one might want to order Vehicle Maintenance data by calendar month so that one can produce information pertaining to performance or cost.

PubWorks provides multiple options to export report data. One option is to export the report data to an Excel spreadsheet so the information can be manipulated or sorted to the desired result. This allows PubWorks users to manipulate the content of the report information so the information can be sorted in any way the user feels is best for the circumstance.

Sorting the worksheet data can also make it easier to analyze the information. For example, one might want to sort sales data by name or asset class to make the presentation of information more effective.

Work Order

PubWorks uses Work Orders to track planned work that must be completed on a scheduled basis. Examples of planned work would be annual maintenance such as culvert cleaning or routine vehicle lubrication requirements.
Work Order Detail Report

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Grouped By
The Grouped By dropdown boxes do not apply to this report and are not available.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results  can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Work Order Detail Report
The Work Order Detail Report provides Fleet Maintenance information by Work Order and includes; Regular and Overtime Hours, Labor Cost, Part Cost, Task Information, Part Name/Number Preventive Maintenance and employee Information. The report also provides information on Total Cost.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Work Order Detail Report is provided below.

![Work Order Detail Report Example](image)

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### Work Order Detail With Notes Report

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

**Make and Model text boxes** provide additional filtering options.

**Date Filtering**
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

### Grouped By
The Grouped By dropdown boxes do not apply to this report and are not available.

### Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

### Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Additional filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

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</table>
Work Order Detail With Notes Report

The Work Order Detail With Notes Report provides Fleet Maintenance information by Work Order and includes; Regular and Overtime Hours, Labor Cost, Part Cost, Task Information, Part Name/Number Preventive Maintenance and employee Information. The report also provides costing information on Total Cost.

The report header provides information identifying the Name of the report.

Information contained in the Report legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority, Reason and Work Order Notes.

An example of the Work Order Detail Report is provided below.
Work Order Equipment Summary Report

Grouped By
The Grouped By drop down box applies to this report and is made available. Here the Equipment/Vehicle option is selected and the report data is Grouped by Equipment.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button.

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

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Fleet Maintenance Report Catalog
Work Order Equipment Summary Report

The Work Order Equipment Summary Report provides Fleet Maintenance information by Work Order and includes; Work Order number, Date, Equipment Code/Name, Odometer Readings, Outside/In House Part and Labor Cost and Total Cost.

The report header provides information identifying the Name of the report and how it is Grouped.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Work Order Equipment Summary Report is provided below.

![Example Report Image]
Equipment Task Summary Report

**Grouped By**
The Grouped By drop down boxes do not apply to this report and have been disabled.

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

---

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Date Filtering**
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
**Equipment Task Summary Report**

The Equipment Task Summary Report provides Fleet Maintenance information by Task and includes; Equipment Code/Name, Task Code/Name, First/Last date Task was completed and Task Count.

The report header provides information identifying the Name and Date of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment Code/Name, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Equipment Task Summary Report is provided below.
Task Equipment Summary Report

Report Type
- Work Order Detail
- Work Order Detail w/ Notes
- Work Order Equip Summary
- Equipment Task Summary
- Equipment Summary
- Parts and Labor Summary
- Parts and Labor Detail
- Parts Used Summary
- Parts Used Detail
- Repair Cost Summary
- Down Time Summary
- Work Summary
- Work Detail
- Productivity Summary
- Productivity Detail
- Equipment Code / Name
- Equipment Type
- Vehicle Class
- Department
- Asset Class
- Condition
- Make and Model
- Equipment WO Summary
- Equipment WO Detail
- Equipment Part Summary
- Equipment Part Detail
- Part Equipment Summary
- Part Equipment Detail
- Latest Odometer Readings
- MPG Summary
- Incomplete Work Orders Only
- Completed Work Orders Only
- All Work Orders

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Other Filtering
- Part Number
- Part Type
- Task
- Task Type
- Employee
- Contractor
- Shop Location
- VMRS Detail
- VMRS Header
- Priority
- Reason
- Make and Model

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

- Any Dates radio button provides access to the calendar
- Start Date and End Date Calendar Button
- By Month button provides access to the Month Dropdown List and Year selection Box.
- By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.
- By Year button provides access to the year selection dropdown box.

Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Task Equipment Summary Report
The Task Equipment Summary Report provides Fleet Maintenance information by Task and includes; Task Code/Name, Equipment Code/Name, First/Last date Task was completed and Task Count.

The report header provides information identifying the Name and Date of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Task Equipment Summary Report is provided below.

![Example of Task Equipment Summary Report](image-url)
Parts and Labor Summary Report

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Parts and Labor Summary Report

The Parts and Labor Summary Report provides Fleet Maintenance information by Equipment/Vehicle and includes; Equipment/Vehicle Code/Name, Work Order number, Work Order Date, Odometer Reading, Labor Cost, Part Cost, Total Cost and Cost per Work Order. The report also includes information on condition and Asset Type.

The report header provides information identifying the Name and Date of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Parts and Labor Summary Report is provided below.
Parts and Labor Detail Report

Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Additional filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar

Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
Parts and Labor Detail Report

The Parts and Labor Detail Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment/Vehicle Code/Name, Work Order number, Work Order Date, Odometer Reading, Labor Cost, Part Cost, Total Cost, Employee/Contractor information, Task, Quantity, Unit cost and Cost per Work Order. The report also includes information on condition and Asset Type.

The report header provides information identifying the Name and Date of the report, Equipment Type and Department as well as Vehicle Class and Asset Class.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Parts and Labor Detail Report is provided below.
Parts Used Summary Report

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Date Filtering**
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar

Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

**Grouped By**
The Grouped By drop down boxes do not apply to this report and have been disabled.

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund.

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Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Parts Used Summary Report

The Parts Used Summary Report provides Fleet Maintenance information by Part Number/Description and includes; Part Number/Description, Work Order Count, Number of Units Worked On, Part Quantity, Unit Cost, Part Cost and Grand Total.

The report header provides information identifying the Name and Date of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Parts Used Summary Report is provided below.

![Table Example](image-url)
### Parts Used Detail Report

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Date Filtering**
Buttons provide date filtering options.

- Any Dates radio button provides access to the calendar
- Start Date and End Date Calendar Button
- By Month button provides access to the Month Dropdown List and Year selection Box.
- By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.
- By Year button provides access to the year selection dropdown box.

### Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

### Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

### Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund.

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**Equipment Filtering**
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- By Year button provides access to the year selection dropdown box.

### Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

### Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

### Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Parts Used Detail Report

The Parts Used Detail Report provides Fleet Maintenance information by Part Number/Description and includes; Part Number/Description, Work Order Count, Number of Units Worked On, Part Quantity, Unit Cost, Part Cost and Grand Total.

The report header provides information identifying the Name and Date of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Parts Used Detail Report is provided below.
Repair Cost Summary Report

**Grouped By**
The Grouped By drop down box applies to this report and is made available. Here the Equipment/Vehicle option is selected and the report data is Grouped by Equipment/Vehicle Code.

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page and All Equipment, Exclude Work Orders option does not apply to this report and is unavailable.
Repair Cost Summary Report
The Repair Cost Summary Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment code, Equipment Name, Odometer Usage, Work Order Count, Part Cost, In House Hours, In House Labor Cost, Outside Hours, Outside Labor Cost, Total Cost and Total Cost for each.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Repair Cost Summary Report is provided below.

<table>
<thead>
<tr>
<th>Equip Code</th>
<th>Equipment Name</th>
<th>Odometer Usage</th>
<th>WOs</th>
<th>Parts Cost</th>
<th>In House Hours</th>
<th>In House Labor</th>
<th>Out Side Hours</th>
<th>Out Side Labor</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>F250 Pickup</td>
<td>3,890 M</td>
<td>4</td>
<td>$165.36</td>
<td>14.50</td>
<td>$78.79</td>
<td>0.00</td>
<td>0.00</td>
<td>$94.22</td>
</tr>
<tr>
<td>1006</td>
<td>Ford Dump Truck</td>
<td>9,218 M</td>
<td>1</td>
<td>$182.97</td>
<td>3.33</td>
<td>$43.69</td>
<td>0.00</td>
<td>0.00</td>
<td>$236.66</td>
</tr>
<tr>
<td>1009</td>
<td>Carbide Collector/Recycler</td>
<td>123 M</td>
<td>1</td>
<td>$38.00</td>
<td>1.00</td>
<td>$12.44</td>
<td>0.00</td>
<td>0.00</td>
<td>$61.44</td>
</tr>
<tr>
<td>1010</td>
<td>Dump Truck with Plow</td>
<td>2,000 M</td>
<td>2</td>
<td>$235.94</td>
<td>6.00</td>
<td>$131.26</td>
<td>0.00</td>
<td>0.00</td>
<td>$467.20</td>
</tr>
<tr>
<td>1014</td>
<td>Mowersdor</td>
<td>100 H</td>
<td>2</td>
<td>$191.80</td>
<td>15.00</td>
<td>$67.20</td>
<td>0.00</td>
<td>0.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>1035</td>
<td>Dumper D-6</td>
<td>210 H</td>
<td>1</td>
<td>$48.00</td>
<td>2.25</td>
<td>$2.19</td>
<td>0.00</td>
<td>0.00</td>
<td>$50.19</td>
</tr>
<tr>
<td>1069</td>
<td>Sweeper</td>
<td>58 M</td>
<td>1</td>
<td>$20.00</td>
<td>2.00</td>
<td>$16.18</td>
<td>0.00</td>
<td>0.00</td>
<td>$66.88</td>
</tr>
<tr>
<td>1080</td>
<td>Sander</td>
<td>10 M</td>
<td>2</td>
<td>$140.10</td>
<td>3.00</td>
<td>$73.44</td>
<td>0.00</td>
<td>0.00</td>
<td>$121.24</td>
</tr>
<tr>
<td>1099</td>
<td>Cat Digger</td>
<td>115 H</td>
<td>1</td>
<td>$15.00</td>
<td>1.00</td>
<td>$25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>2005</td>
<td>F250 Crew Cab</td>
<td>3,659 M</td>
<td>1</td>
<td>$89.75</td>
<td>1.00</td>
<td>$70.32</td>
<td>0.00</td>
<td>0.00</td>
<td>$150.07</td>
</tr>
<tr>
<td>2007</td>
<td>Tractor Mower</td>
<td>105 H</td>
<td>1</td>
<td>$11.00</td>
<td>1.00</td>
<td>$18.75</td>
<td>0.00</td>
<td>0.00</td>
<td>$29.75</td>
</tr>
<tr>
<td>2035</td>
<td>F250 Pickup</td>
<td>2,218 M</td>
<td>4</td>
<td>$2,484.02</td>
<td>18.00</td>
<td>$92.25</td>
<td>2.00</td>
<td>0.00</td>
<td>$4,530.27</td>
</tr>
<tr>
<td>2101</td>
<td>Ford F150</td>
<td>3,849 M</td>
<td>1</td>
<td>$99.75</td>
<td>1.00</td>
<td>$25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$114.75</td>
</tr>
<tr>
<td>9000</td>
<td>Police Cruiser 9000</td>
<td>3,245 M</td>
<td>2</td>
<td>$464.00</td>
<td>10.00</td>
<td>$222.67</td>
<td>0.00</td>
<td>0.00</td>
<td>$618.67</td>
</tr>
<tr>
<td>9008</td>
<td>track hoe</td>
<td>8,900 H</td>
<td>1</td>
<td>$167.97</td>
<td>1.00</td>
<td>$128.13</td>
<td>0.00</td>
<td>0.00</td>
<td>$316.10</td>
</tr>
</tbody>
</table>

Totals for:

- Cost / Unit: 15 $385.47 5.27 $159.47 0.80 $136.67 $631.60
- Cost / WO: 25 $201.28 3.16 $95.48 0.48 $82.00 $378.96
Down Time Summary Report

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Grouped By
The Grouped By drop down box applies to this report and is made available. Here the Equipment/Vehicle option is selected and the report data is Grouped by Equipment/Vehicle Code.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

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Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Down Time Summary Report
The Down Time Summary Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment code, Equipment Name, Odometer Usage, Work Order Count, Part Cost, Labor Cost, Total Cost, Down Time in hours, Unit Cost, Work Order Cost and Grand Totals.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Down Time Summary Report is provided below.

![Down Time Summary Report Example](image.jpg)
Down Time Detail Report

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

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By Year button provides access to the year selection dropdown box.

**Grouped By**
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### Table of Contents

Fleet Maintenance Report Catalog
**Down Time Detail Report**

The Down Time Detail Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment code, Equipment Name, Odometer Usage, Work Order Count, Part Cost, Labor Cost, Total Cost, Down Time in hours, Unit Cost, Work Order Cost and Grand Totals.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Down Time Detail Report is provided below.

![Down Time Detail Report Example](image-url)
Work Summary Report

**Grouped By**
The Grouped By drop down box applies to this report and is made available. Here the Employee/Contractor option is selected and the report data is Grouped by Employee/Contractor Name.

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
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Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

---

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Date Filtering**
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
**Work Summary Report**

The Work Summary Report provides Fleet Maintenance information by Work Summary and includes; Number of Works Orders, Units Worked On, Labor Hours, Labor Cost, Part Cost and Total Cost.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Work Summary Report is provided below.

---

### Your Town Public Works
**Fleet Maintenance Work Summary**

<table>
<thead>
<tr>
<th>Work Orders</th>
<th>Equipment</th>
<th>Units Worked On</th>
<th>Employee/Contractor</th>
<th>Labor Hours</th>
<th>Labor Cost</th>
<th>Parts Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Anderson, Pete</td>
<td>5.00</td>
<td>$388.85</td>
<td>$0.00</td>
<td>$388.85</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Brady, Billy</td>
<td>5.00</td>
<td>$125.00</td>
<td>$0.00</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>8</td>
<td>Kramer, Jerry</td>
<td>22.50</td>
<td>$682.94</td>
<td>$2,647.73</td>
<td>$3,330.67</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Long, Glen</td>
<td>6.00</td>
<td>$123.06</td>
<td>$133.92</td>
<td>$341.98</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Miller, Michael</td>
<td>1.00</td>
<td>$17.22</td>
<td>$348.95</td>
<td>$376.17</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>8</td>
<td>Riordan, Mark</td>
<td>18.58</td>
<td>$104.63</td>
<td>$1,019.13</td>
<td>$1,203.77</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>Wyant, Dale</td>
<td>21.00</td>
<td>$125.00</td>
<td>$588.41</td>
<td>$1,099.41</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Davis, Engineering</td>
<td>0.00</td>
<td>$1,000.00</td>
<td>$333.00</td>
<td>$1,333.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Dawn Trucking</td>
<td>2.00</td>
<td>$150.00</td>
<td>$0.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Groome Brothers</td>
<td>6.00</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Jackson Services</td>
<td>4.00</td>
<td>$300.00</td>
<td>$0.00</td>
<td>$300.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Orders</th>
<th>Equipment</th>
<th>Units Worked On</th>
<th>Employee/Contractor</th>
<th>Labor Hours</th>
<th>Labor Cost</th>
<th>Parts Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>9.08</td>
<td>$4,042.08</td>
<td>9.08</td>
<td>$6,032.06</td>
<td>$9,074.06</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cost / Unit:** 15

**Cost / WO:** 25

October 4, 2012

---
Work Detail Report

Grouped By
The Grouped By drop down box applies to this report and is made available. Here the Employee/Contractor option is selected and the report data is Grouped by Employee/Contractor Name.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
### Work Detail Report

The Work Detail Report provides Fleet Maintenance information by Work Detail and includes: Work Order Number, Date, Unit Number, Employee/Contractor, Labor Hours, Labor Cost, Part Cost and Total Cost.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes: Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Work Detail Report is provided below.

---

#### Your Town Public Works

**Fleet Maintenance Work Detail**

<table>
<thead>
<tr>
<th>WO #</th>
<th>Date</th>
<th>Unit #</th>
<th>Employee/Contractor</th>
<th>Labor Hours</th>
<th>Labor Cost</th>
<th>Parts Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/12/08</td>
<td>T</td>
<td>Long, Jim</td>
<td>2.00</td>
<td>$155.54</td>
<td>$0.00</td>
<td>$155.54</td>
</tr>
<tr>
<td>2</td>
<td>07/07/10</td>
<td>1001</td>
<td>Long, Jim</td>
<td>4.00</td>
<td>$22.22</td>
<td>$113.92</td>
<td>$136.14</td>
</tr>
<tr>
<td>3</td>
<td>05/02/11</td>
<td>1001</td>
<td>Miller, Michael</td>
<td>1.00</td>
<td>$37.50</td>
<td>$349.85</td>
<td>$387.35</td>
</tr>
<tr>
<td>4</td>
<td>01/04/09</td>
<td>9000</td>
<td>Rogers, Harry</td>
<td>2.00</td>
<td>$37.50</td>
<td>$21.00</td>
<td>$58.50</td>
</tr>
<tr>
<td>5</td>
<td>01/28/09</td>
<td>2015</td>
<td>Rogers, Harry</td>
<td>2.50</td>
<td>$93.75</td>
<td>$10.24</td>
<td>$103.99</td>
</tr>
<tr>
<td>6</td>
<td>06/01/09</td>
<td>1001</td>
<td>Rogers, Harry</td>
<td>3.50</td>
<td>$65.63</td>
<td>$0.00</td>
<td>$65.63</td>
</tr>
<tr>
<td>7</td>
<td>01/04/09</td>
<td>1010</td>
<td>Rogers, Harry</td>
<td>2.00</td>
<td>$37.50</td>
<td>$167.87</td>
<td>$205.37</td>
</tr>
<tr>
<td>8</td>
<td>06/20/09</td>
<td>9008</td>
<td>Rogers, Harry</td>
<td>1.00</td>
<td>$28.13</td>
<td>$167.87</td>
<td>$196.00</td>
</tr>
<tr>
<td>9</td>
<td>04/18/09</td>
<td>1045</td>
<td>Rogers, Harry</td>
<td>2.25</td>
<td>$42.19</td>
<td>$48.00</td>
<td>$90.19</td>
</tr>
<tr>
<td>10</td>
<td>04/17/09</td>
<td>1046</td>
<td>Rogers, Harry</td>
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<td>$43.89</td>
<td>$182.97</td>
<td>$226.86</td>
</tr>
<tr>
<td>11</td>
<td>04/19/09</td>
<td>2007</td>
<td>Rogers, Harry</td>
<td>1.00</td>
<td>$18.75</td>
<td>$11.00</td>
<td>$29.75</td>
</tr>
</tbody>
</table>

**Total Costs:**

<table>
<thead>
<tr>
<th>WO #</th>
<th>Date</th>
<th>Unit #</th>
<th>Employee/Contractor</th>
<th>Labor Hours</th>
<th>Labor Cost</th>
<th>Parts Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/12/08</td>
<td>T</td>
<td>Long, Jim</td>
<td>2.00</td>
<td>$155.54</td>
<td>$0.00</td>
<td>$155.54</td>
</tr>
<tr>
<td>2</td>
<td>07/07/10</td>
<td>1001</td>
<td>Long, Jim</td>
<td>4.00</td>
<td>$22.22</td>
<td>$113.92</td>
<td>$136.14</td>
</tr>
<tr>
<td>3</td>
<td>05/02/11</td>
<td>1001</td>
<td>Miller, Michael</td>
<td>1.00</td>
<td>$37.50</td>
<td>$349.85</td>
<td>$387.35</td>
</tr>
<tr>
<td>4</td>
<td>01/04/09</td>
<td>9000</td>
<td>Rogers, Harry</td>
<td>2.00</td>
<td>$37.50</td>
<td>$21.00</td>
<td>$58.50</td>
</tr>
<tr>
<td>5</td>
<td>01/28/09</td>
<td>2015</td>
<td>Rogers, Harry</td>
<td>2.50</td>
<td>$93.75</td>
<td>$10.24</td>
<td>$103.99</td>
</tr>
<tr>
<td>6</td>
<td>06/01/09</td>
<td>1001</td>
<td>Rogers, Harry</td>
<td>3.50</td>
<td>$65.63</td>
<td>$0.00</td>
<td>$65.63</td>
</tr>
<tr>
<td>7</td>
<td>01/04/09</td>
<td>1010</td>
<td>Rogers, Harry</td>
<td>2.00</td>
<td>$37.50</td>
<td>$167.87</td>
<td>$205.37</td>
</tr>
<tr>
<td>8</td>
<td>06/20/09</td>
<td>9008</td>
<td>Rogers, Harry</td>
<td>1.00</td>
<td>$28.13</td>
<td>$167.87</td>
<td>$196.00</td>
</tr>
<tr>
<td>9</td>
<td>04/18/09</td>
<td>1045</td>
<td>Rogers, Harry</td>
<td>2.25</td>
<td>$42.19</td>
<td>$48.00</td>
<td>$90.19</td>
</tr>
<tr>
<td>10</td>
<td>04/17/09</td>
<td>1046</td>
<td>Rogers, Harry</td>
<td>2.25</td>
<td>$43.89</td>
<td>$182.97</td>
<td>$226.86</td>
</tr>
<tr>
<td>11</td>
<td>04/19/09</td>
<td>2007</td>
<td>Rogers, Harry</td>
<td>1.00</td>
<td>$18.75</td>
<td>$11.00</td>
<td>$29.75</td>
</tr>
</tbody>
</table>

**Total Costs:**

<table>
<thead>
<tr>
<th>WO #</th>
<th>Date</th>
<th>Unit #</th>
<th>Employee/Contractor</th>
<th>Labor Hours</th>
<th>Labor Cost</th>
<th>Parts Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>12/12/08</td>
<td>T</td>
<td>Long, Jim</td>
<td>2.00</td>
<td>$155.54</td>
<td>$0.00</td>
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</tr>
<tr>
<td>2</td>
<td>07/07/10</td>
<td>1001</td>
<td>Long, Jim</td>
<td>4.00</td>
<td>$22.22</td>
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<td>$136.14</td>
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<td>Miller, Michael</td>
<td>1.00</td>
<td>$37.50</td>
<td>$349.85</td>
<td>$387.35</td>
</tr>
<tr>
<td>4</td>
<td>01/04/09</td>
<td>9000</td>
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<td>2.00</td>
<td>$37.50</td>
<td>$21.00</td>
<td>$58.50</td>
</tr>
<tr>
<td>5</td>
<td>01/28/09</td>
<td>2015</td>
<td>Rogers, Harry</td>
<td>2.50</td>
<td>$93.75</td>
<td>$10.24</td>
<td>$103.99</td>
</tr>
<tr>
<td>6</td>
<td>06/01/09</td>
<td>1001</td>
<td>Rogers, Harry</td>
<td>3.50</td>
<td>$65.63</td>
<td>$0.00</td>
<td>$65.63</td>
</tr>
<tr>
<td>7</td>
<td>01/04/09</td>
<td>1010</td>
<td>Rogers, Harry</td>
<td>2.00</td>
<td>$37.50</td>
<td>$167.87</td>
<td>$205.37</td>
</tr>
<tr>
<td>8</td>
<td>06/20/09</td>
<td>9008</td>
<td>Rogers, Harry</td>
<td>1.00</td>
<td>$28.13</td>
<td>$167.87</td>
<td>$196.00</td>
</tr>
<tr>
<td>9</td>
<td>04/18/09</td>
<td>1045</td>
<td>Rogers, Harry</td>
<td>2.25</td>
<td>$42.19</td>
<td>$48.00</td>
<td>$90.19</td>
</tr>
<tr>
<td>10</td>
<td>04/17/09</td>
<td>1046</td>
<td>Rogers, Harry</td>
<td>2.25</td>
<td>$43.89</td>
<td>$182.97</td>
<td>$226.86</td>
</tr>
<tr>
<td>11</td>
<td>04/19/09</td>
<td>2007</td>
<td>Rogers, Harry</td>
<td>1.00</td>
<td>$18.75</td>
<td>$11.00</td>
<td>$29.75</td>
</tr>
</tbody>
</table>

October 4, 2012
Productivity Summary Report

**Grouped By**
The Grouped By drop down boxes do not apply to this report and have been disabled.

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Additional filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

---

**Table of Contents**

Fleet Maintenance Report Catalog

---

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Date Filtering**
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar

Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
**Productivity Summary Report**

The Productivity Summary Report provides Fleet Maintenance Productivity information and includes; Employee Name, Work Order Count, Date, Shop tasks, Hours Worked, Standard Hours and Productivity Percentage.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Productivity Summary Report is provided below.

---

### Your Town Public Works

**Employee Productivity Summary Report**

<table>
<thead>
<tr>
<th>Employee</th>
<th>WOs</th>
<th>Shop Tasks</th>
<th>Hours Worked</th>
<th>Standard Hours</th>
<th>Productivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Pete</td>
<td>1</td>
<td>1</td>
<td>5.00</td>
<td>4.00</td>
<td>80.00%</td>
</tr>
<tr>
<td>Kramer, Jerry</td>
<td>1</td>
<td>1</td>
<td>2.00</td>
<td>4.00</td>
<td>200.00%</td>
</tr>
<tr>
<td>Long, Glen</td>
<td>1</td>
<td>1</td>
<td>4.00</td>
<td>4.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Miller, Michael</td>
<td>1</td>
<td>1</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**Total Employees**: 4

**Total Hours Worked**: 12.00

**Total Standard Hours**: 12.00

**Total Productivity**: 100.00%

---

October 4, 2012
Productivity Detail Report

The Grouped By drop down boxes do not apply to this report and have been disabled.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Productivity Detail Report

The Productivity Detail Report provides Fleet Maintenance Productivity Detail and includes; Employee Name, Date, Work Order ID, Shop task, Hours Worked, Standard Hours and Productivity Percentage.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Productivity Summary Report is provided below.
Equipment Work Order Summary Report

The Grouped By drop down box applies to this report and is made available. Here the Equipment/Vehicle Code option is selected and the report data is Grouped by Equipment/Vehicle Code.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

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Fleet Maintenance Report Catalog 38
Equipment Work Order Report

The Equipment Work Order Report provides summary information that includes: Equipment Code/Name, Work Order Date Range, Work Order Count, Out Side Parts/Labor, In House Parts/Labor and Total Cost. The report also provides average Cost per unit and Work Order.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Equipment Work Order Report is provided below.

![Equipment Work Order Report Example](image-url)
Equipment Work Order Detail Report

Grouped By
The Grouped By drop down box applies to this report and is made available. Here the Equipment/Vehicle Code option is selected and the report data is Grouped by Equipment/Vehicle Code.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Part Number and Part Type do not apply for the Work Order Detail report and are unavailable.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Additional filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page and All Equipment, Exclude Work Orders option does not apply to this report and is unavailable.

Table of Contents
Fleet Maintenance Report Catalog
Equipment Work Order Report

The Equipment Work Order Detail Report provides Maintenance information that includes; Equipment Code/Name, Work Order Date, Work Order Count, Odometer Reading, Out Side Parts/Labor, In House Parts/Labor and Total Cost. The report also provides Average Cost per unit, Work Order, Labor and Parts.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Equipment Work Order Detail Report is provided below.
Equipment Part Summary Report

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition drop downs.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund.
With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Equipment Part Summary Report
The Equipment Part Summary Report provides Maintenance information that includes; Equipment Code/Name, Part Number/Name, Quantity, Number of Distinct Parts, Unit Cost, Part Cost and Total Cost.

Work Order Date, Work Order Count, Odometer Reading, Out Side Parts/Labor, In House Parts/Labor and Total Cost. The report also provides Average Cost per unit, Work Order, Labor and Parts.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Equipment Part Summary Report is provided below.
**Equipment Part Detail Report**

*Equipment Filtering*
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

*Make and Model text boxes provide additional filtering options.*

*Date Filtering*
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

---

**Grouped By**
The Grouped By drop down boxes do not apply to this report and have been disabled.

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund.

With the exception of Part Number, each filter option contains a dropdown list that provides additional options used to generate reports. An "M" button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

*Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.*

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
**Equipment Part Detail Report**

The Equipment Part Detail Report provides Maintenance information that includes; Equipment Code/Name, Part Number/Name, Quantity, Number of Distinct Parts, Unit Cost, Part Cost and Total Cost.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Equipment Part Detail Report is provided below.

---

**Your Town Public Works**

**Fleet Maintenance Equipment Part Detail**

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Equipment Code/Name</th>
<th>Task Description</th>
<th>Location</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Parts Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>07/07/10</td>
<td>175,512</td>
<td>Fix and or Repair</td>
<td>Long, Glen</td>
<td>1.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUTS-syn</td>
<td>Nuts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WO# 52</td>
<td>Detail Date / ID</td>
<td>Task</td>
<td>Employee / Contractor</td>
<td>Qty</td>
<td>Unit Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05/02/11</td>
<td>Replace</td>
<td>Miller, Michael</td>
<td>1.00</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>1</td>
<td>Work Order Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA-39009</td>
<td>Spark Plugs - WA-39009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO# 52</td>
<td>05/02/11</td>
<td>175,516</td>
<td>Fix and or Repair</td>
<td>Miller, Michael</td>
<td>1.00</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
<tr>
<td>1</td>
<td>Work Order Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hose 123-A</td>
<td>Water Pump Hose 123-A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO# 44</td>
<td>07/07/10</td>
<td>175,512</td>
<td>Fix and or Repair</td>
<td>Long, Glen</td>
<td>2.00</td>
<td>$23.00</td>
<td>$46.00</td>
</tr>
<tr>
<td>1</td>
<td>Work Order Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1001/T380 Pickup Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$863.77</td>
</tr>
</tbody>
</table>

**October 4, 2012**

---

Table of Contents

Fleet Maintenance Report Catalog
Equipment FY Report

**Grouped By**
The Grouped By drop down box applies to this report and is made available. Here the Equipment/Vehicle Code option is selected and the report data is Grouped by Equipment/Vehicle Code.

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Each filter selection contains a dropdown list that provides additional options used to generate custom reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Additional filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page and All Equipment, Exclude Work Orders option does not apply to this report and is unavailable.

**Date Filtering**
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Equipment**
Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Data Filtering**
Any Dates Start Data Calendar Button

By Month Button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
### Equipment FY Report

The Equipment FY Report provides Maintenance information by Fiscal Year that includes; Equipment Code/Name, Department, Equipment Type, Condition, Latest Odometer reading and Maintenance Cost Per date Range and Life To Date.

The report header provides information identifying the Name, Date and Grouped By category of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Equipment FY Report is provided below.

<table>
<thead>
<tr>
<th>Equipment Code/Name</th>
<th>Department</th>
<th>Equipment Type</th>
<th>Condition</th>
<th>Latest Odometer</th>
<th>Maintenance Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Public Works</td>
<td>Pick Up</td>
<td>Fair</td>
<td>17,890 M</td>
<td>$1,447.40</td>
</tr>
<tr>
<td>1004</td>
<td>Public Works</td>
<td>Dump Truck</td>
<td>Fair</td>
<td>8,333 M</td>
<td>$228.66</td>
</tr>
<tr>
<td>1009</td>
<td>Public Works</td>
<td>Sweeper</td>
<td>Fair</td>
<td>8,345 M</td>
<td>$61.44</td>
</tr>
<tr>
<td>1010</td>
<td>Public Works</td>
<td>Dump Truck</td>
<td>Fair</td>
<td>60,830 M</td>
<td>$1,148.61</td>
</tr>
<tr>
<td>1011</td>
<td>Public Works</td>
<td>Sweeper</td>
<td>Fair</td>
<td>13,495 M</td>
<td>$66.88</td>
</tr>
<tr>
<td>1012</td>
<td>Public Works</td>
<td>Sweeper</td>
<td>Fair</td>
<td>3,784 M</td>
<td>$18.00</td>
</tr>
<tr>
<td>2003</td>
<td>Public Works</td>
<td>Pick Up</td>
<td>Fair</td>
<td>94,435 M</td>
<td>$891.72</td>
</tr>
<tr>
<td>2004</td>
<td>Parks</td>
<td>Mower</td>
<td>Fair</td>
<td>8,343 H</td>
<td>$29.75</td>
</tr>
<tr>
<td>2010</td>
<td>Parks</td>
<td>Pick Up</td>
<td>Fair</td>
<td>170,717 M</td>
<td>$15,670.71</td>
</tr>
<tr>
<td>9000</td>
<td>Police</td>
<td>Car</td>
<td>Fair</td>
<td>36,000 M</td>
<td>$1,772.56</td>
</tr>
<tr>
<td>9001</td>
<td>Police</td>
<td>Heavy Equipment</td>
<td>Fair</td>
<td>15,001 H</td>
<td>$1,097.28</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Units Listed: 15  $15,670.71  $15,670.71

October 4, 2012

---

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Fleet Maintenance Report Catalog

**Index**

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Part Equipment Summary Report

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund.

Each filter selection contains a dropdown list that provides additional options used to generate custom reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.
Part Equipment Summary Report

The Part Equipment Summary Report provides Maintenance Equipment/Part information that includes; Equipment Code/Name, Quantity and Part Cost.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Part Equipment Summary Report is provided below.

<table>
<thead>
<tr>
<th>Equipment Code / Name</th>
<th>Qty</th>
<th>Part Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1014 / Motorgrader</td>
<td>1.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>9000 / Police Cruiser 9000</td>
<td>1.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

2 Pieces of Equipment:

| #116 Gates Hose Clamp Total | 2.00 | $90.00 |

October 4, 2012
Part Equipment Detail Report

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Each filter selection contains a dropdown list that provides additional options used to generate custom reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

Table of Contents
Fleet Maintenance Report Catalog
**Part Equipment Detail Report**

The Part Equipment Detail Report provides Maintenance Equipment/Part Detail that includes; Part Code/Name, Equipment Code/Name, Part Quantity and Cost, Work Order Number, Detail Date/ID, Task, Employee/Contractor and Total Cost.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Part Equipment Detail Report is provided below.

![Sample Part Equipment Detail Report](image-url)

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Fleet Maintenance Report Catalog                     51

**Index**

Fleet Maintenance Report Catalog
MPG Summary Report

Grouped By
The Grouped By drop down box applies to this report and is made available. Here the Equipment/Vehicle Code option is selected and the report data is Grouped by Equipment/Vehicle Code.

Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

Other Filtering
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include: Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Each filter selection contains a dropdown list that provides additional options used to generate custom reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Additional filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page, All Equipment and Exclude Work Orders options do not apply to this report and are unavailable.

Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
### MPG Summary Report

The MPG Summary Report provides Equipment Mileage Detail that includes; Equipment Code/Name, Number of Readings, Fuel and Odometer Log Date Range, Odometer or Hour Reading, Fuel Quantity and Average MPG. Totals for Readings, Work Orders, Miles, Hours, Fuel Quantity, Log entries and Odometer Entries are also provided.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the MPG Summary Report is provided below.

#### Your Town Public Works

**MPG Report**

<table>
<thead>
<tr>
<th>Equipment Code / Name</th>
<th>Readings</th>
<th>Fuel &amp; Odometer Log Date Range</th>
<th>WOs</th>
<th>Odometer</th>
<th>Miles</th>
<th>Hours</th>
<th>Fuel Quantity</th>
<th>Per Gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>6</td>
<td>06/02/09 08/22/10</td>
<td>5</td>
<td>17,900</td>
<td>1,900</td>
<td>0</td>
<td>49.98</td>
<td>1.17 (5)</td>
</tr>
<tr>
<td>1006</td>
<td>10</td>
<td>06/06/09 08/01/12</td>
<td>1</td>
<td>63,333</td>
<td>61,283</td>
<td>0</td>
<td>156.94</td>
<td>415.07 (9)</td>
</tr>
<tr>
<td>1009</td>
<td>6</td>
<td>06/02/09 06/08/10</td>
<td>1</td>
<td>8,808</td>
<td>1,745</td>
<td>0</td>
<td>113.02</td>
<td>77.38 (3)</td>
</tr>
<tr>
<td>1010</td>
<td>10</td>
<td>06/10/09 06/30/10</td>
<td>4</td>
<td>60,806</td>
<td>55,251</td>
<td>0</td>
<td>161.49</td>
<td>332.13 (13)</td>
</tr>
<tr>
<td>1014</td>
<td>6</td>
<td>06/06/09 06/26/10</td>
<td>5</td>
<td>58,545</td>
<td>56,095</td>
<td>0</td>
<td>52.71</td>
<td>1,106.19 (10)</td>
</tr>
<tr>
<td>1015</td>
<td>10</td>
<td>06/01/09 06/21/10</td>
<td>7</td>
<td>18,789</td>
<td>1,789</td>
<td>0</td>
<td>188.21</td>
<td>25.44 (1)</td>
</tr>
<tr>
<td>1045</td>
<td>26</td>
<td>06/03/09 06/30/10</td>
<td>5</td>
<td>4,286</td>
<td>0</td>
<td>4,286</td>
<td>324.01</td>
<td>13.23 (1)</td>
</tr>
<tr>
<td>1069</td>
<td>10</td>
<td>06/06/09 06/30/10</td>
<td>2</td>
<td>13,499</td>
<td>13,441</td>
<td>0</td>
<td>274.81</td>
<td>48.95 (5)</td>
</tr>
<tr>
<td>1069</td>
<td>10</td>
<td>06/10/09 06/27/10</td>
<td>1</td>
<td>31,890</td>
<td>31,655</td>
<td>0</td>
<td>146.50</td>
<td>261.32 (2)</td>
</tr>
<tr>
<td>1095</td>
<td>8</td>
<td>06/09/09 06/30/10</td>
<td>1</td>
<td>16,008</td>
<td>11,508</td>
<td>0</td>
<td>79.96</td>
<td>143.07 (1)</td>
</tr>
<tr>
<td>1099</td>
<td>6</td>
<td>06/10/09 06/27/10</td>
<td>2</td>
<td>3,784</td>
<td>0</td>
<td>3,784</td>
<td>67.45</td>
<td>34.46 (8)</td>
</tr>
<tr>
<td>2003</td>
<td>4</td>
<td>06/12/09 06/19/10</td>
<td>4</td>
<td>94,433</td>
<td>90,776</td>
<td>0</td>
<td>26.36</td>
<td>3,443.70 (7)</td>
</tr>
<tr>
<td>2007</td>
<td>1</td>
<td>06/21/09 06/30/15</td>
<td>1</td>
<td>8,543</td>
<td>0</td>
<td>8,438</td>
<td>40.06</td>
<td>175.16 (6)</td>
</tr>
<tr>
<td>2013</td>
<td>4</td>
<td>06/03/09 06/13/10</td>
<td>6</td>
<td>170,717</td>
<td>161,217</td>
<td>0</td>
<td>51.09</td>
<td>3,096.26 (5)</td>
</tr>
<tr>
<td>2011</td>
<td>8</td>
<td>06/03/09 06/27/10</td>
<td>2</td>
<td>21,799</td>
<td>17,940</td>
<td>0</td>
<td>83.12</td>
<td>209.01 (1)</td>
</tr>
<tr>
<td>2043</td>
<td>0</td>
<td>06/12/09 06/19/10</td>
<td>1</td>
<td>1,500</td>
<td>0</td>
<td>1,500</td>
<td>0.00</td>
<td>0.00 (0)</td>
</tr>
<tr>
<td>800</td>
<td>0</td>
<td>06/09/09 06/30/10</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00 (0)</td>
</tr>
<tr>
<td>9000</td>
<td>12</td>
<td>06/08/09 06/19/10</td>
<td>4</td>
<td>36,000</td>
<td>23,655</td>
<td>0</td>
<td>225.87</td>
<td>104.73 (1)</td>
</tr>
<tr>
<td>9001</td>
<td>0</td>
<td>06/09/09 06/30/10</td>
<td>2</td>
<td>800</td>
<td>0</td>
<td>788</td>
<td>0.00</td>
<td>0.00 (0)</td>
</tr>
<tr>
<td>9001</td>
<td>0</td>
<td>06/09/09 06/30/10</td>
<td>5</td>
<td>15,000</td>
<td>6,101</td>
<td>0</td>
<td>47.64</td>
<td>128.06 (1)</td>
</tr>
<tr>
<td>VAC1</td>
<td>0</td>
<td>06/09/09 06/30/10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00 (0)</td>
</tr>
</tbody>
</table>

| Total Vehicles        | 21       | 06/01/09 08/01/12             | 60  | 499,363  | 84,170| 2,988.03| 0.00          |

| Total Odometer Log Entries | 150 |

October 4, 2012

* Indicates that MPG is outside of expected range (if a range has been specified).
### Mechanic Daily Summary Report

#### Equipment Filtering
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include: Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

#### Date Filtering
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar

Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.

#### Grouped By
The Grouped By drop down boxes do not apply to this report and have been disabled.

#### Single Work Order
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

#### Other Filtering
The report results can be filtered using aditional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Each filter selection contains a dropdown list that provides additional options used to generate custom reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page and Exclude Work Orders, All Equipment does not apply to this report and is unavaiablile.

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<table>
<thead>
<tr>
<th>Fleet Maintenance Report Catalog</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>54</td>
</tr>
</tbody>
</table>
Mechanic Daily Summary Report
The Mechanic Daily Summary Report provides Mechanic Daily Activity Detail that includes; Date, Work Orders, Equipment Unit Number, Task, Hours, Over Time, Start/End Time and Labor Types.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Mechanic Daily Summary Report is provided below.

![Mechanic Daily Summary Report Example](image)

Your Name (printed) ________________________________

Your Name (signed) ________________________________

October 4, 2012 21:143

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Fleet Maintenance Report Catalog  55
**Mechanic Weekly Summary Report**

**Single Work Order**
The Single Work Order Dropdown provides added convenience by allowing the user to generate reports to include specific Work Orders for the report. The Exclude Check Box provides the option of excluding a particular Work Orders from the results.

**Other Filtering**
The report results can be filtered using additional options provided by the Other Filtering drop down boxes. Filtering options include; Part Number, Part Type, Task, task Type, Employee, Contractor, Shop Location, VMRS Detail, VMRS Header, Priority and Fund. Each filter selection contains a dropdown list that provides additional options used to generate custom reports. An “M” button provides an easy method for selecting Multiple Selections while an Excludes Check Box allows the user to exclude the single or multiple selections from the report query.

Added filtering options are provided by radio buttons that allow the query results to show; Incomplete Work Orders, Completed Work Orders or all Work Orders.

Check Box options include; Print Legend Page and Exclude Work Orders, All Equipment does not apply to this report and is unavailable.

**Grouped By**
The Grouped By drop down boxes do not apply to this report and have been disabled.

**Equipment Filtering**
Select an Equipment Code/Name or leave blank for all records.

Additional filtering options provided through dropdown menus include; Equipment Type, Vehicle Class, Department, Asset Class and Condition dropdowns.

Make and Model text boxes provide additional filtering options.

**Date Filtering**
Buttons provide date filtering options.

Any Dates radio button provides access to the calendar
Start Date and End Date Calendar Button

By Month button provides access to the Month Dropdown List and Year selection Box.

By Quarter button provides a Dropdown List for access to the desired Quarter and year Buttons.

By Year button provides access to the year selection dropdown box.
Mechanic Weekly Summary Report
The Mechanic Weekly Summary Report provides Mechanic Activity Detail that includes; Date, Work Orders, Equipment Unit Number, Task, Hours, Over Time, Start/End Time and Labor Types.

The report header provides information identifying the Name of the report.

Information contained in the Report Legend includes; Report Name, Report Dates, Equipment, Equipment Type, Equipment Condition, Vehicle Class, Asset Class, Equipment Make/Model, Part Number/Type, Task, Task Type, Employee, Contractor/Vendor, Shop Location, VMRS Detail/Header, Priority and Reason.

An example of the Mechanic Weekly Summary Report is provided below.
Index

Down Time Detail Report, 28
The Down Time Detail Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment code, Equipment Name, Odometer Usage, Work Order Count, Part Cost, Labor Cost, Total Cost, Down Time in hours, Unit Cost, Work Order Cost and Grand Totals.

Down Time Summary Report, 26
The Down Time Summary Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment code, Equipment Name, Odometer Usage, Work Order Count, Part Cost, Labor Cost, Total Cost, Down Time in hours, Unit Cost, Work Order Cost and Grand Totals.

Equipment FY Report, 46
The Equipment FY Report provides Maintenance information by Fiscal Year that includes; Equipment Code/Name, Department, Equipment Type, Condition, Latest Odometer reading and Maintenance Cost Per date Range and Life To Date.

Equipment Part Detail Report, 44
The Equipment Part Detail Report provides Maintenance information that includes; Equipment Code/Name, Part Number/Name, Quantity, Number of Distinct Parts, Unit Cost, Part Cost and Total Cost

Equipment Part Summary Report, 42
The Equipment Part Summary Report provides Maintenance information that includes; Equipment Code/Name, Part Number/Name, Quantity, Number of Distinct Parts, Unit Cost, Part Cost and Total Cost

Equipment Task Summary Report, 12
The Equipment Task Summary Report provides Fleet Maintenance information by Task and includes; Equipment Code/Name, Task Code/Name, First/Last date Task was completed and Task Count.

Equipment Work Order Detail Report, 40
The Equipment Work Order Detail Report provides Maintenance information that includes; Equipment Code/Name, Work Order Date, Work Order Count, Odometer Reading, Out Side Parts/Labor, In House Parts/Labor and Total Cost. The report also provides Average Cost per unit, Work Order, Labor and Parts.

Equipment Work Order Summary Report, 38
The Equipment Work Order Report provides summary information that includes; Equipment Code/Name, Work Order Date Range, Work Order Count, Out Side Parts/Labor, In House Parts/Labor and Total Cost. The report also provides average Cost per unit and Work Order.
Mechanic Daily Summary Report, 54
The Mechanic Daily Summary Report provides Mechanic Daily Activity Detail that includes; Date, Work Orders, Equipment Unit Number, Task, Hours, Over Time, Start/End Time and Labor Types.

Mechanic Weekly Summary Report, 56
The Mechanic Weekly Summary Report provides Mechanic Activity Detail that includes; Date, Work Orders, Equipment Unit Number, Task, Hours, Over Time, Start/End Time and Labor Types.

MPG Summary Report, 52
The MPG Summary Report provides Equipment Mileage Detail that includes; Equipment Code/Name, Number of Readings, Fuel and Odometer Log Date Range, Odometer or Hour Reading, Fuel Quantity and Average MPG. Totals for Readings, Work Orders, Miles, Hours, Fuel Quantity, Log entries and Odometer Entries are also provided.

Part Equipment Detail Report, 50
The Part Equipment Detail Report provides Maintenance Equipment/Part Detail that includes; Part Code/Name, Equipment Code/Name, Part Quantity and Cost, Work Order Number, Detail Date/ID, Task, Employee/Contractor and Total Cost.

Part Equipment Summary Report, 48
The Part Equipment Summary Report provides Maintenance Equipment/Part information that includes; Equipment Code/Name, Quantity and Part Cost.

Parts and Labor Detail Report, 18
The Parts and Labor Detail Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment/Vehicle Code/Name, Work Order number, Work Order Date, Odometer Reading, Labor Cost, Part Cost, Total Cost, Employee/Contractor information, Task, Quantity, Unit cost and Cost per Work Order. The report also includes information on condition and Asset Type.

Parts and Labor Summary Report, 16
The Parts and Labor Summary Report provides Fleet Maintenance information by Equipment/Vehicle and includes; Equipment/Vehicle Code/Name, Work Order number, Work Order Date, Odometer Reading, Labor Cost, Part Cost, Total Cost and Cost per Work Order. The report also includes information on condition and Asset Type.
Parts Used Detail Report, 22
The Parts Used Detail Report provides Fleet Maintenance information by Part Number/Description and includes; Part Number/Description, Work Order Count, Number of Units Worked On, Part Quantity, Unit Cost, Part Cost and Grand Total.

Parts Used Summary Report, 20
The Parts Used Summary Report provides Fleet Maintenance information by Part Number/Description and includes; Part Number/Description, Work Order Count, Number of Units Worked On, Part Quantity, Unit Cost, Part Cost and Grand Total.

Productivity Detail Report, 36
The Productivity Detail Report provides Fleet Maintenance Productivity Detail and includes; Employee Name, Date, Work Order ID, Shop task, Hours Worked, Standard Hours and Productivity Percentage.

Productivity Summary Report, 34
The Productivity Summary Report provides Fleet Maintenance Productivity information and includes; Employee Name, Work Order Count, Date, Shop tasks, Hours Worked, Standard Hours and Productivity Percentage.

Repair Cost Summary Report, 24
The Repair Cost Summary Report provides Fleet Maintenance information by Equipment Code/Name and includes; Equipment code, Equipment Name, Odometer Usage, Work Order Count, Part Cost, In House Hours, In House Labor Cost, Outside Hours, Outside Labor Cost, Total Cost and Total Cost for each.

Task Equipment Summary Report, 14
The Task Equipment Summary Report provides Fleet Maintenance information by Task and includes; Task Code/Name, Equipment Code/Name, First/Last date Task was completed and Task Count.

Work Detail Report, 32
The Work Detail Report provides Fleet Maintenance information by Work Detail and includes; Work Order Number, Date, Unit Number, Employee/Contractor, Labor Hours, Labor Cost, Part Cost and Total Cost.

Work Order Detail Report, 6
The Work Order Detail Report provides Fleet Maintenance information by Work Order and includes; Regular and Overtime Hours, Labor Cost, Part Cost, Task Information, Part Name/Number Preventive Maintenance and employee Information. The report also provides information on Total Cost.
Work Order Detail With Notes Report, 8

The Work Order Detail With Notes Report provides Fleet Maintenance information by Work Order and includes; Regular and Overtime Hours, Labor Cost, Part Cost, Task Information, Part Name/Number Preventive Maintenance and employee Information. The report also provides costing information on Total Cost.

Work Order Equipment Summary Report, 10

The Work Order Equipment Summary Report provides Fleet Maintenance information by Work Order and includes; Work Order number, Date, Equipment Code/Name, Odometer Readings, Outside/In House Part and Labor Cost and Total Cost.

Work Summary Report, 30

The Work Summary Report provides Fleet Maintenance information by Work Summary and includes; Number of Works Orders, Units Worked On, Labor Hours, Labor Cost, Part Cost and Total Cost.