Fleet Maintenance Report Catalog

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Introduction

Fleet Maintenance Reports

PubWorks currently provides several predefined reports used to track Fleet Sssets 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 types include*; Work Order Detail, Work Order Detail with Notes, Work Order Equipment Summary, Equipment Task Summary, Task Equipment Summary, Parts and Labor Summary, Parts and labor Detail, Parts Used Summary, Parts Used Detail, Repair Cost Summary, Down Time Summary, Down Time Detail, Work Summary, Work Detail, Productivity Summary, Productivity Detail, Equipment Work Order Summary, Equipment Work Order Detail, Equipment Part Summary, Equipment Part Detail, Equipment Fiscal Year Summary, Part equipment Summary, Part Equipment Detail, Latest Odometer Readings, MPG Summary, Mechanic Daily Summary and Mechanic Weekly Summary.*

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.

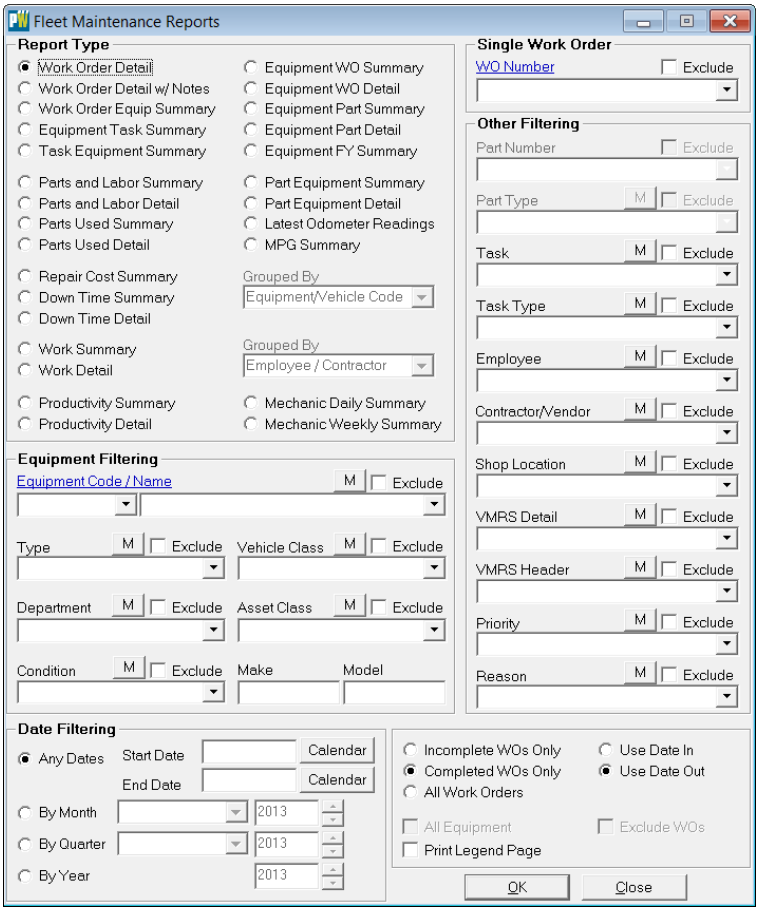
PubWorks provides multiple options to export report data. One option is to export the report data to an Excel spreadsheet so the information can be manipulated or sorted to the desired result. This allows PubWorks users to manipulate the content of the report information so the information can be sorted 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 availible.

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 unavailible.

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 unavailible.

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.

Your Town Public Works

Fleet Maintenance Work Order Detail

WO#	**1**	**2015**	**F250 Pickup**	**2,500M**	**Parks**
Date In	12/09/08	Complete			
Date Out	12/09/08			Medium Priority	Routine

Act Date / ID	12/09/08 173,722	**PM Item**	**Regular**	**Overtime**	**Labor Cost**
Contractor	Davis Engineering	- none -	0.00	0.00	**$1,000.00**

Part Number	**Part Name**	**Task**	**Qty**	**Unit Cost**	**Parts Cost**
5555	5555 Engine Block Gasket	Fix and or Repair	1.00	$333.00	$333.00
				Parts Cost	**$333.00**
				Parts & Labor Cost	**$1,333.00**

Act Date / ID	12/05/08 84,882	**PM Item**	**Regular**	**Overtime**	**Labor Cost**
Employee	Kramer, Jerry	Brake Job	2.00	0.00	**$155.54**

Part Number	**Part Name**	**Task**	**Qty**	**Unit Cost**	**Parts Cost**
81615	Autocraft Spring	Brake Job	1.00	$3.33	$3.33
Fram9000	Fram 9000 Oil Filter	Brake Job	1.00	$5.00	$5.00
Springs	Brake Shoe Springs	Brake Job	16.00	$46.00	$736.00
Shoes	Brake Shoes	Brake Job	10.00	$47.00	$470.00
NUTS-syn	Nuts	Brake Job	32.00	$0.43	$13.76
Fil-XYZ	Car Filter	Brake Job	2.00	$34.00	$68.00
BOLTS	Bolts	Brake Job	32.00	$0.44	$14.08
				Parts Cost	**$1,310.17**
				Parts & Labor Cost	**$1,465.71**

Act Date / ID	12/05/08 85,112	**PM Item**	**Regular**	**Overtime**	**Labor Cost**
Employee	Riordan, Hank reg act id 2	- none -	2.00	0.00	**$37.50**

Part Number	**Part Name**	**Task**	**Qty**	**Unit Cost**	**Parts Cost**
BulkOil	15x40 Bulk Oil	Fix and or Repair	6.00	$1.00	$6.00
6666	6666 Johnson Rod	Fix and or Repair	1.00	$7.00	$7.00
5555	5555 Engine Block Gasket	Fix and or Repair	1.00	$8.00	$8.00
				Parts Cost	**$21.00**
				Parts & Labor Cost	**$58.50**

Work Order #1 Total	**Labor Hours**	**Labor Cost**	**Parts Cost**	**Total Cost**
	4.00	**$1,193.04**	**$1,664.17**	**$2,857.21**

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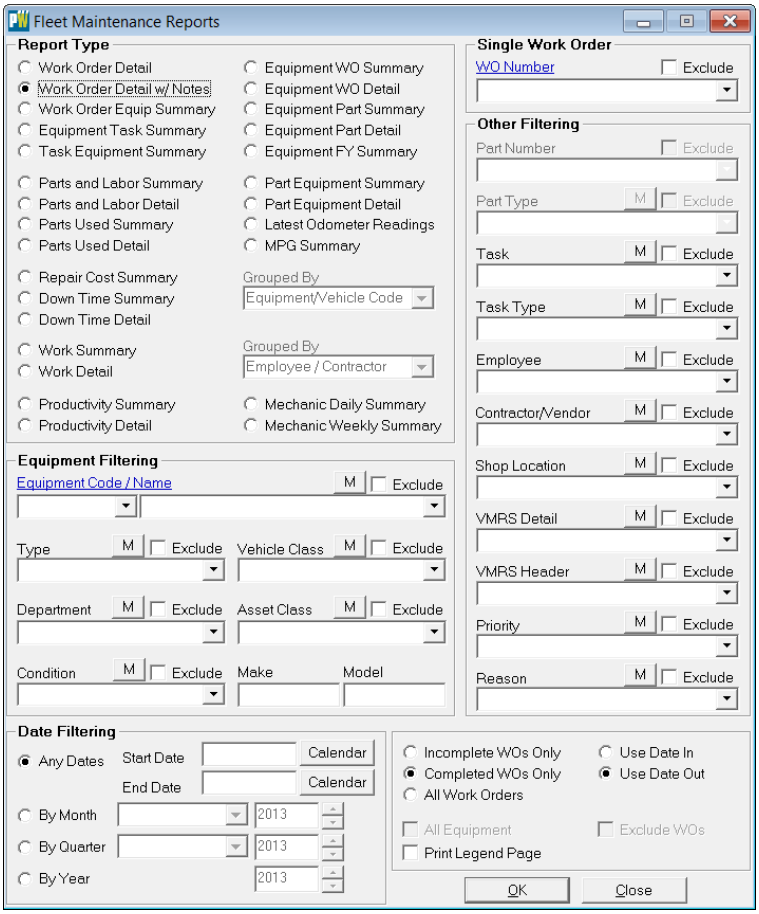
Work Order Detail With Notes Report



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 availible.

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 unavailible.

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 unavailible.

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.

Collin County Public Works

Fleet Maintenance Work Order Detail

WO# 5	2015	F250 Pickup		3,500 M	Parks
Date In 01/28/09	Complete				
Date Out 02/19/09					

Act Date / ID	01/23/09 85,037	**PM Item**	**Regular**	**Overtime**	**Labor Cost**
Contractor	Dawn Trucking	- none -	2.00	0.00	**$150.00**
		reg act id 2			

Part Number	**Part Name**	**Task**	**Qty**	**Unit Cost**	**Parts Cost**
					$0.00
				Parts Cost	**$0.00**
				Parts & Labor Cost	**$150.00**

Act Date / ID	01/23/09 85,036	**PM Item**	**Regular**	**Overtime**	**Labor Cost**
Employee	Riordan, Hank	Brake Job	2.00	0.00	**$37.50**
		reg act id 1			

Part Number	**Part Name**	**Task**	**Qty**	**Unit Cost**	**Parts Cost**
Shoes	Brake Shoes	Replace	8.00	$7.00	$56.00
Springs	Brake Shoe Springs	Replace	16.00	$6.00	$96.00
Fil-XYZ	Car Filter	Replace	1.00	$34.00	$34.00
BOLTS	Bolts	Replace	32.00	$4.00	$128.00
NUTS-syn	Nuts	Replace	32.00	$3.00	$96.00
				Parts Cost	**$410.00**
				Parts & Labor Cost	**$447.50**

Work Order #5 Total	**Labor Hours**	**Labor Cost**	**Parts Cost**	**Total Cost**
	4.00	**$187.50**	**$410.00**	**$597.50**

Work Order Notes

1 - Asset Management: checked
2 - Cost Accounting and Job Costing: checked
3 - Fleet/Vehicle Maintenance: checked
4 - Fuel System Interface: checked
6 - GASB/PSAB Compliance: checked
7 - GIS Integration: checked
8 - Material/Parts Inventory Control: checked
9 - Project Management: checked
11 - Signs, Bridges and Culverts: checked
12 - Work Assignment Scheduling: checked
13 - Work Orders: checked
14 - Work/Maintenance History: checked

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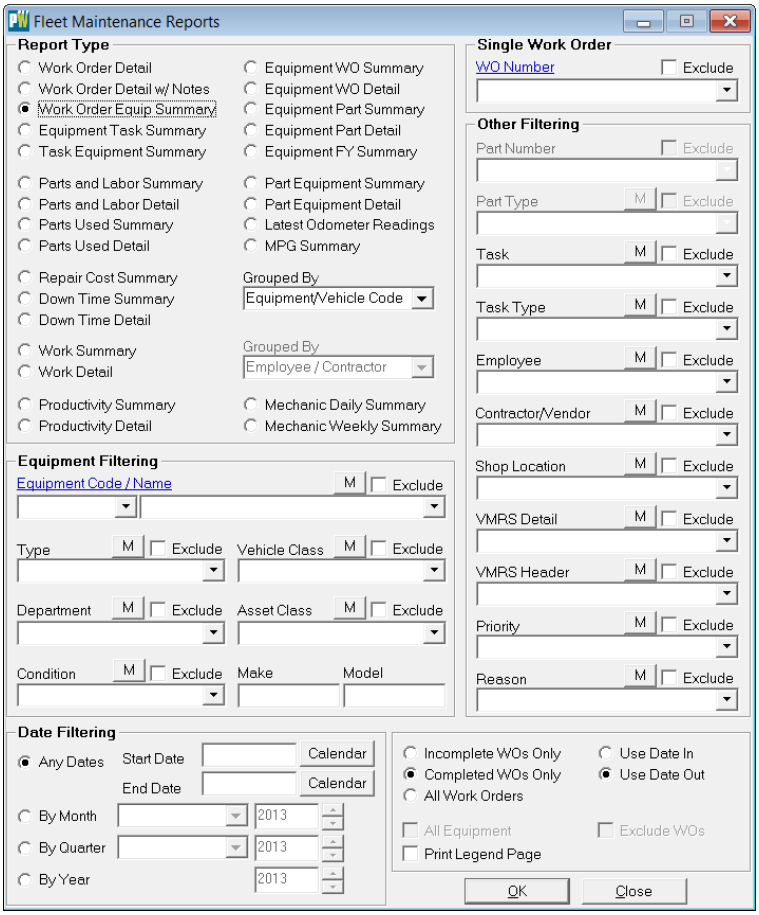
Work Order Equipment Summary Report



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 box aplies to this report and is made availble. 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 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 unavailible.

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 unavailible.

Work Order Equipment Summary Report

The Work Order Equiment 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.

Your Town Public Works

Reporting Dates All Dates

Fleet Maintenance Work Order Equipment Summary

Grouped By Equipment/Vehicle Code

					Out Side		In House		
WO #	**Date**	**Equipment Code / Name**		**Odometer**	**Labor**	**Parts**	**Labor**	**Parts**	**Total Cost**
1	12/09/08	2015	F250 Pickup	2,500 M	$1,000.00	$333.00	$193.04	$1,331.17	$2,857.21
2	12/18/08	2015	F250 Pickup	2,999 M	$0.00	$0.00	$544.39	$0.00	$544.39
3	01/14/09	9000	Police Cruiser 9000	23,456 M	$0.00	$0.00	$98.44	$124.00	$222.44
4	01/14/09	1080	Sander	234 M	$0.00	$0.00	$23.44	$24.00	$47.44
5	01/28/09	2015	F250 Pickup	3,500 M	$150.00	$0.00	$37.50	$410.00	$597.50
6	01/30/09	1001	F350 Pickup	12,345 M	$0.00	$0.00	$93.75	$10.24	$103.99
8	02/19/09	9000	Police Cruiser 9000	26,999 M	$300.00	$0.00	$124.23	$522.00	$946.23
9	03/20/09	1080	Sander	244 M	$600.00	$0.00	$50.00	$118.10	$768.10
10	01/06/09	1001	F350 Pickup	12,000 M	$0.00	$0.00	$50.00	$89.75	$139.75
11	01/06/09	1010	Dump Truck with Plow	5,555 M	$0.00	$0.00	$93.76	$167.97	$261.73
12	04/06/09	1010	Dump Truck with Plow	8,555 M	$0.00	$0.00	$37.50	$167.97	$205.47
13	01/06/09	1014	Motorgrader	250 H	$0.00	$0.00	$250.00	$172.81	$422.81
14	04/06/09	1014	Motorgrader	350 H	$0.00	$0.00	$117.20	$24.99	$142.19
15	04/19/09	9008	track hoe	8,900 H	$0.00	$0.00	$28.13	$167.97	$196.10
16	04/18/09	1099	Cat Dozer	111 H	$0.00	$0.00	$25.00	$15.00	$40.00
17	04/17/09	1009	Curbside Collector/Recycler	123 M	$0.00	$0.00	$23.44	$38.00	$61.44
18	04/18/09	1045	Dozer D-6	230 H	$0.00	$0.00	$42.19	$48.00	$90.19
19	04/17/09	1006	Ford Dump Truck	9,218 M	$0.00	$0.00	$43.69	$182.97	$226.66
20	04/16/09	2101	Ford F150	3,849 M	$0.00	$0.00	$25.00	$89.75	$114.75
21	04/14/09	2005	F250 Crew Cab	3,659 M	$0.00	$0.00	$70.32	$89.75	$160.07
24	04/19/09	1069	Sweeper	58 M	$0.00	$0.00	$46.88	$20.00	$66.88
25	04/19/09	2007	Tractor Mower	105 H	$0.00	$0.00	$18.75	$11.00	$29.75
26	04/20/09	2015	F250 Pickup	4,788 M	$0.00	$0.00	$120.32	$409.85	$530.17
44	07/07/10	1001	F350 Pickup	13,000 M	$0.00	$0.00	$72.52	$113.92	$186.44
52	05/02/11	1001	F350 Pickup	17,890 M	$0.00	$0.00	$162.52	$349.85	$512.37
25		**15**			**$2,050.00**	**$333.00**	**$2,392.00**	**$4,699.06**	**$9,474.06**
25		**Units Listed:**	**15**		**$2,050.00**	**$333.00**	**$2,392.00**	**$4,699.06**	**$9,474.06**

		Labor	**Parts**	**Total**
Cost / Unit:	**15**	**$296.13**	**$335.47**	**$631.60**
Cost / WO:	**25**	**$177.68**	**$201.28**	**$378.96**

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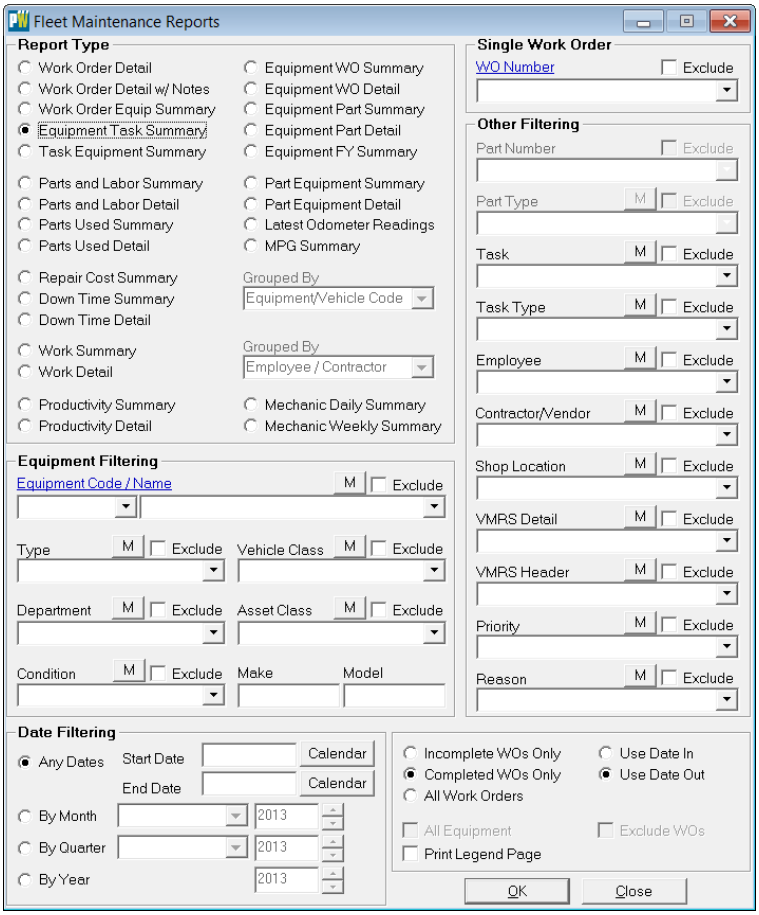
Equipment Task Summary Report



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 unavailible.

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 unavailible.

Equipment Task Summary Report

The Equiment 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.

Your Town Public Works *Reporting Dates* All Dates

Fleet Maintenance Equipment Task Summary

Equipment Code / Name

1001 / F350 Pickup	Task Code / Name	First	Last	Task Count
		05/03/11	05/03/11	0
	Fix / Fix and or Repair	01/06/09	05/02/11	9
	Replace / Replace	05/02/11	05/02/11	5

2 Tasks Performed

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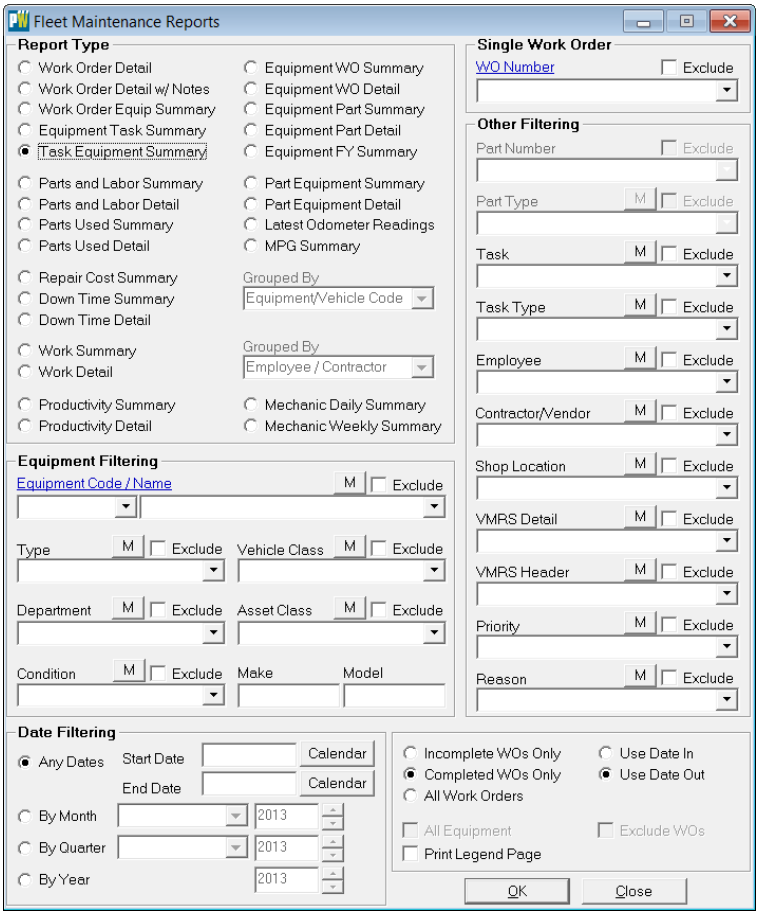
Task Equipment Summary Report



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
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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 unavailible.

Task Equipment Summary Report

The Task Equiment 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.

Your Town Public Works *Reporting Dates* All Dates

Fleet Maintenance Task Equipment Summary

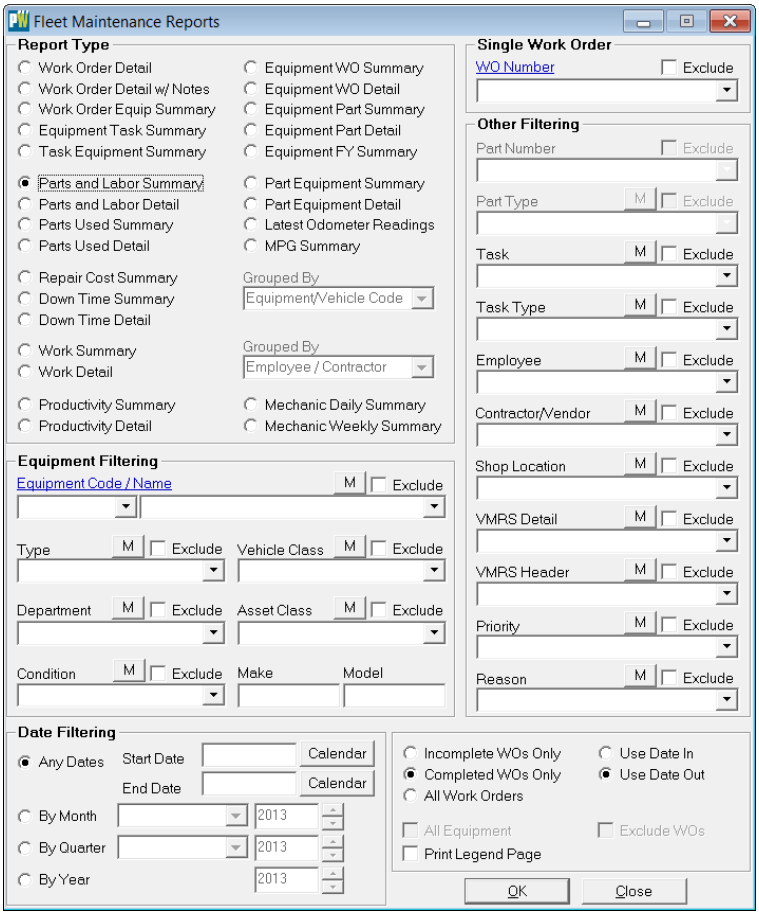
Task Code / Name

BRK / Brake Job	Equipment Code / Name	First	Last	Task Count
	2015 / F250 Pickup	12/05/08	12/05/08	7

1 Pieces of Equipment

October 4, 2012 1

Parts and Labor Summary Report



Equipment **Filtering**
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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.

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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.

Your Town Public Works *Reporting Dates* All Dates

Fleet Maintenance Parts & Labor Summary

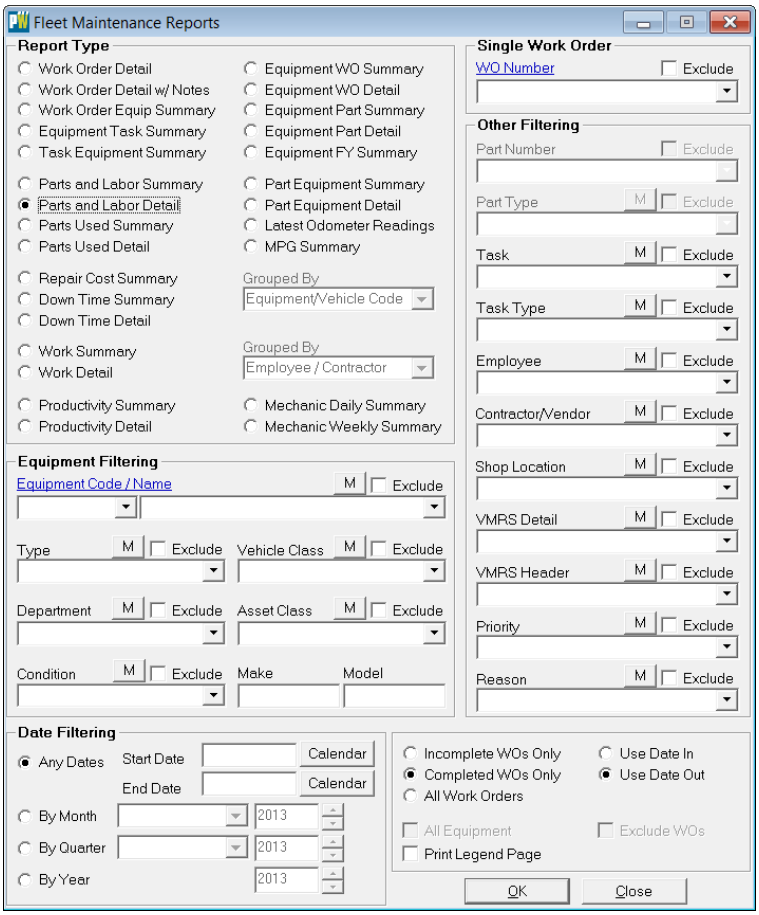
Equipment / Vehicle

1001	*Public Works*	*Light Truck*
F350 Pickup	*Pick Up*	*Rolling Stock*
Ford / F350 Crew Cab 4x4	*Poor*	

WO#	WO Date	Odometer		Labor Cost	Parts Cost	Total Cost
10	01/06/2009	12,000 M		$50.00	$89.75	$139.75
6	01/30/2009	12,345 M		$93.75	$10.24	$103.99
44	07/07/2010	13,000 M		$72.52	$113.92	$186.44
52	05/02/2011	17,890 M		$125.00	$0.00	$125.00
52	05/02/2011	17,890 M		$37.52	$349.85	$387.37
5	**1001 / F350 Pickup Total**			**$378.79**	**$563.76**	**$942.55**
			Cost per WO:	**15.15**	**22.55**	**$37.70**

October 4, 2012 1

Parts and Labor Detail Report



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Single Work Order
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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.

Your Town Public Works

Fleet Maintenance Parts & Labor Detail

Reporting Dates All Dates
Equipment All Equipment
Equipment Type All Equipment Types
Department All Equipment Departments
Vehicle Class All Vehicle Classes
Asset Class All Asset Classes

Equipment / Vehicle

2015 **F250 Pickup** — *Parks* *Pick Up* — *Light Truck* *Rolling Stock*

85036	01/23/09	Springs / Brake Shoe Springs	Replace	16.00	$6.00	$96.00
85036	01/23/09	BOLTS / Bolts	Replace	32.00	$4.00	$128.00
85036	01/23/09	Fil-XYZ / Car Filter	Replace	1.00	$34.00	$34.00
85036	01/23/09	Shoes / Brake Shoes	Replace	8.00	$7.00	$56.00
85036	01/23/09	NUTS-syn / Nuts	Replace	32.00	$3.00	$96.00

Emp / Con DAWN / Dawn Trucking 2.00 @ $ 75.00 $150.00
0.00 @ $ 0.00

Seq#	Date	Part	Task	Quantity	Unit Cost	Parts Cost
85037	01/23/09					

26 04/20/09 4,788 M $120.32 $409.85 $530.17

Emp / Con 00 / Kramer, Jerry 3.00 @ $ 23.44 $70.32
0.00 @ $ 35.16

Seq#	Date	Part	Task	Quantity	Unit Cost	Parts Cost
85207	04/20/09	Springs / Brake Shoe Springs	Replace	16.00	$6.00	$96.00
85207	04/20/09	Shoes / Brake Shoes	Replace	8.00	$7.00	$56.00
85207	04/20/09	BOLTS / Bolts	Replace	32.00	$4.00	$128.00
85207	04/20/09	Fil-XYZ / Car Filter	Replace	1.00	$33.85	$33.85
85207	04/20/09	NUTS-syn / Nuts	Replace	32.00	$3.00	$96.00

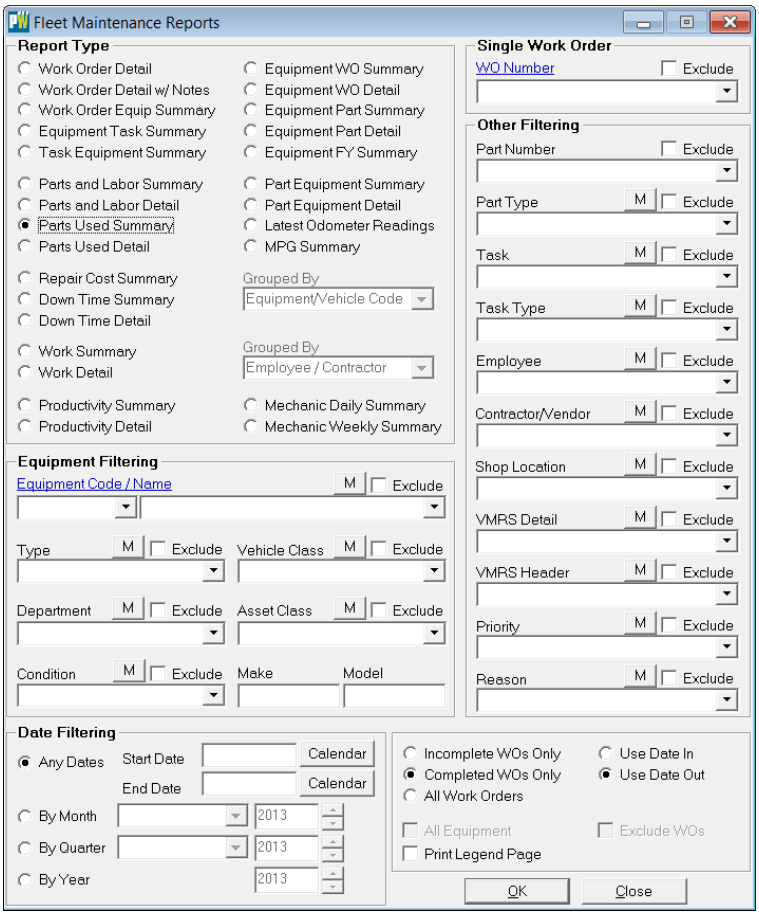
Emp / Con 79 / Wyant, Gale 2.00 @ $ 25.00 $50.00
0.00 @ $ 37.50

Seq#	Date	Part	Task	Quantity	Unit Cost	Parts Cost
85206	04/20/09					

2015 / F250 Pickup Total	**4**	**Work Orders**	**$2,045.25**	**$2,484.02**	**$4,529.27**
		Cost per Work Order	**$511.31**	**$621.01**	**$1,132.32**

October 4, 2012 14

Parts Used Summary Report



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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.

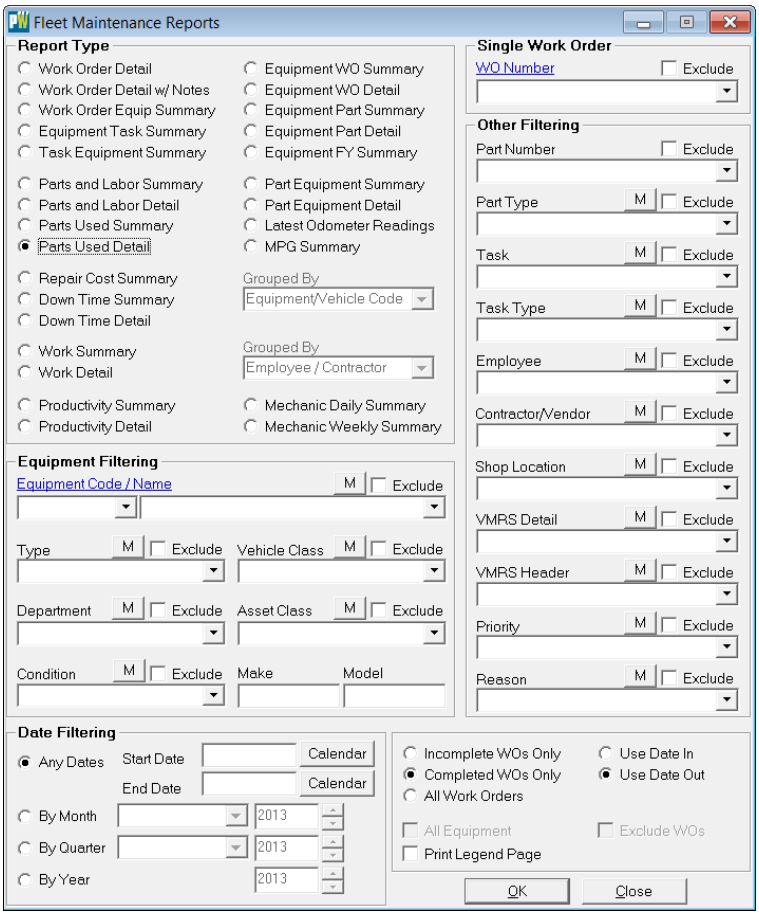
Your Town Public Works *Report Dates* All Dates

Parts Used Summary
Grouped by Part Type

Part Number / Description	WO Count	Units Worked On	Quantity	Unit Cost	Parts Cost
HYD-FLUID / HYDROLIC FLUID	1	1	1.00	$6.00	$6.00
OIL AND LUBE	**15**	**11**			**$725.75**
SPARK PLUGS					
WA-39009 / SPARK PLUGS - WA-39009	1	1	1.00	$22.00	$22.00
SPARK PLUGS	**1**	**1**			**$22.00**
Parts with no Part Type					
PARTNUMBER / PART DESCRIPTION	1	1	1.00	$22.00	$22.00
Parts with no Part Type	**1**	**1**			**$22.00**
Grand Total	**24**	**15**			**$5,032.07**

October 4, 2012 2

Parts Used Detail Report



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

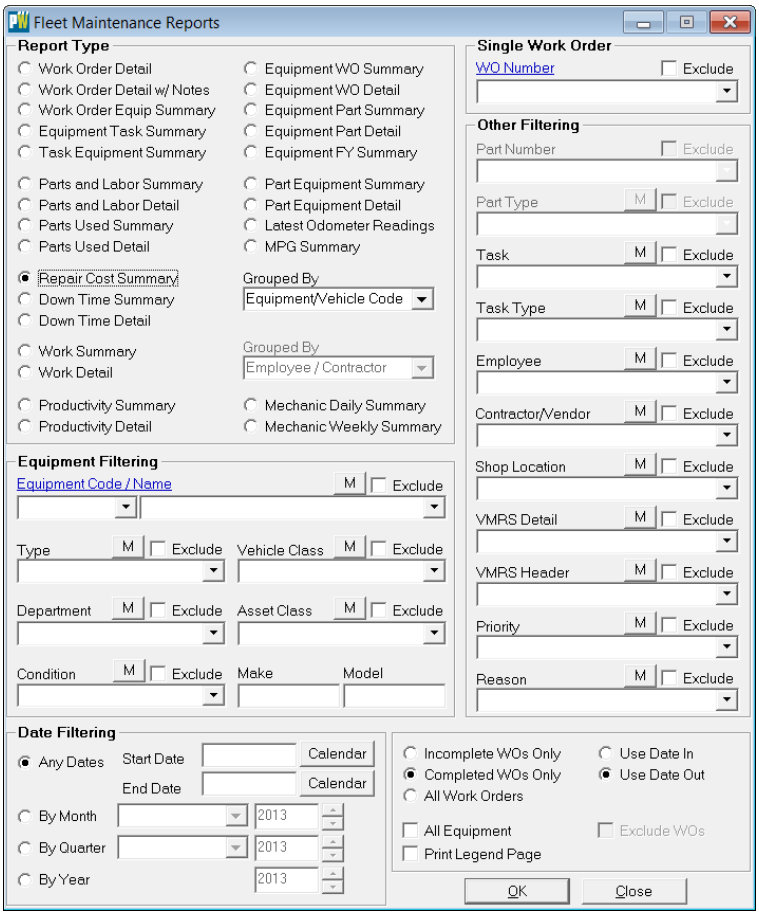
Your Town Public Works *Report Dates* All Dates

Parts Used Detail
Grouped by Part Type then Part

Date	WO#	Equipment Code	Equipment Name	Qty	Unit Cost	Parts Cost
BELT1 / BELT NUMBER ONE						BELTS
01/06/09	13	1014	Motorgrader	1.00	$13.00	$13.00
BELT1		**WO Count: 1**	**Units Worked On: 1**	**1.00**	**$13.00**	**$13.00**
BELT2 / BELT NUMBER TWO						BELTS
04/06/09	14	1014	Motorgrader	1.00	$12.99	$12.99
BELT2		**WO Count: 1**	**Units Worked On: 1**	**1.00**	**$12.99**	**$12.99**
BELTS		**WO Count: 2**	**Units Worked On: 1**			**$25.99**

October 4, 2012 1

Repair Cost Summary Report



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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.

Your Town Public Works

Reporting Dates All Dates

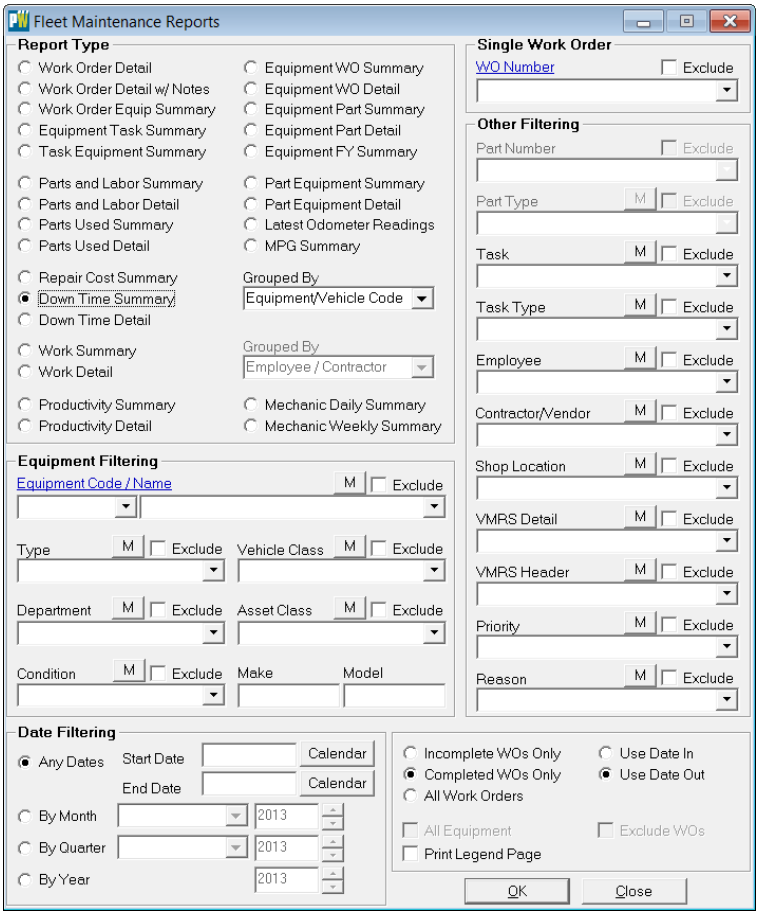
Fleet Maintenance Repair Cost Summary

Grouped By Equipment/Vehicle Code

Equip Code	Equipment Name	Odometer Usage	WOs	Parts Cost	In House Hours	In House Labor	Out Side Hours	Out Side Labor	Total Cost
1001	F350 Pickup	5,890 M	4	$563.76	14.50	$378.79	0.00	$0.00	$942.55
1006	Ford Dump Truck	9,218 M	1	$182.97	2.33	$43.69	0.00	$0.00	$226.66
1009	Curbside Collector/Recycler	123 M	1	$38.00	1.00	$23.44	0.00	$0.00	$61.44
1010	Dump Truck with Plow	3,000 M	2	$335.94	6.00	$131.26	0.00	$0.00	$467.20
1014	Motorgrader	100 H	2	$197.80	15.00	$367.20	0.00	$0.00	$565.00
1045	Dozer D-6	230 H	1	$48.00	2.25	$42.19	0.00	$0.00	$90.19
1069	Sweeper	58 M	1	$20.00	2.00	$46.88	0.00	$0.00	$66.88
1080	Sander	10 M	2	$142.10	3.00	$73.44	6.00	$600.00	$815.54
1099	Cat Dozer	111 H	1	$15.00	1.00	$25.00	0.00	$0.00	$40.00
2005	F250 Crew Cab	3,659 M	1	$89.75	1.00	$70.32	0.00	$0.00	$160.07
2007	Tractor Mower	105 H	1	$11.00	1.00	$18.75	0.00	$0.00	$29.75
2015	F250 Pickup	2,288 M	4	$2,484.02	18.00	$895.25	2.00	$1,150.00	$4,529.27
2101	Ford F150	3,849 M	1	$89.75	1.00	$25.00	0.00	$0.00	$114.75
9000	Police Cruiser 9000	3,543 M	2	$646.00	10.00	$222.67	4.00	$300.00	$1,168.67
9008	track hoe	8,900 H	1	$167.97	1.00	$28.13	0.00	$0.00	$196.10
Totals for:				**$5,032.06**	**79.08**	**$2,392.00**	**12.00**	**$2,050.00**	**$9,474.06**
		Cost / Unit:	**15**	**$335.47**	**5.27**	**$159.47**	**0.80**	**$136.67**	**$631.60**
		Cost / WO:	**25**	**$201.28**	**3.16**	**$95.68**	**0.48**	**$82.00**	**$378.96**

October 4, 2012 1

Down Time Summary Report



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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.

Your Town Public Works

Reporting Dates: All Dates

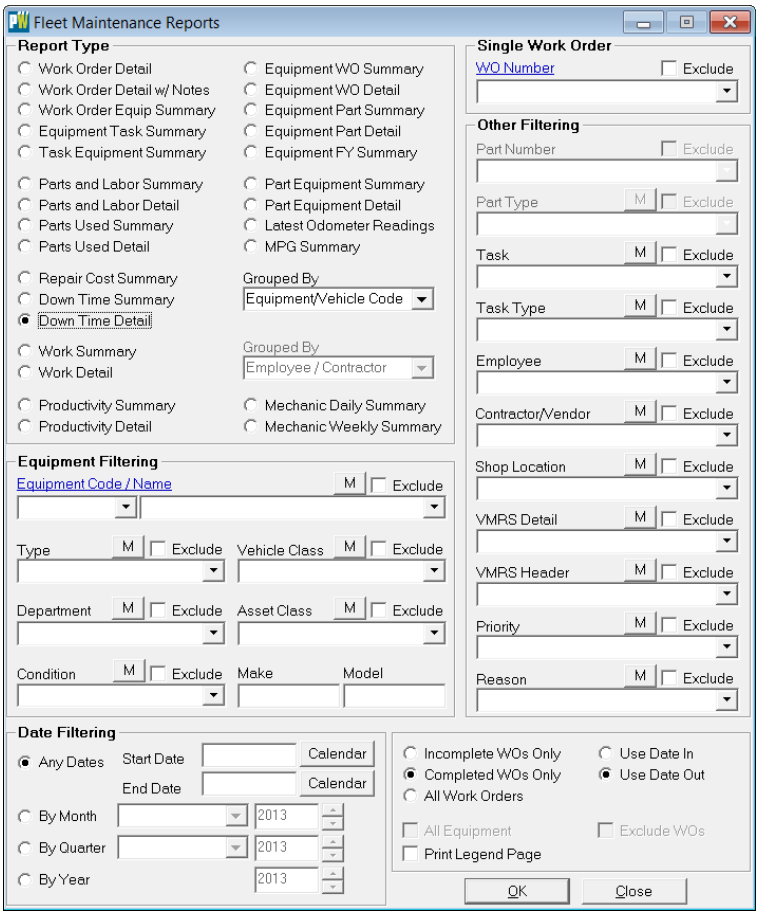
Equipment Down Time Summary

Grouped By Equipment/Vehicle Code

Equip Code	Equipment Name	Odometer Usage		WO #	Parts Cost	Labor Cost	Total Cost	Down Time (hr)
1001	F350 Pickup	5,890	M	4	$563.76	$378.79	$942.55	2,180.0
1006	Ford Dump Truck	9,218	M	1	$182.97	$43.69	$226.66	7.2
1009	Curbside Collector/Recycler	123	M	1	$38.00	$23.44	$61.44	7.2
1010	Dump Truck with Plow	3,000	M	2	$335.94	$131.26	$467.20	97.9
1014	Motorgrader	100	H	2	$197.80	$367.20	$565.00	213.5
1045	Dozer D-6	230	H	1	$48.00	$42.19	$90.19	0.0
1069	Sweeper	58	M	1	$20.00	$46.88	$66.88	3.4
1080	Sander	10	M	2	$142.10	$673.44	$815.54	14.1
1099	Cat Dozer	111	H	1	$15.00	$25.00	$40.00	0.0
2005	F250 Crew Cab	3,659	M	1	$89.75	$70.32	$160.07	31.2
2007	Tractor Mower	105	H	1	$11.00	$18.75	$29.75	3.3
2015	F250 Pickup	2,288	M	4	$2,484.02	$2,045.25	$4,529.27	5,879.5
2101	Ford F150	3,849	M	1	$89.75	$25.00	$114.75	15.2
9000	Police Cruiser 9000	3,543	M	2	$646.00	$522.67	$1,168.67	24.7
9008	track hoe	8,900	H	1	$167.97	$28.13	$196.10	2.5
		Totals:			**$5,032.06**	**$4,442.00**	**$9,474.06**	**8,479.5**
		Cost / Unit:		**15**	**$335.47**	**$296.13**	**$631.60**	**565.3**
		Cost / WO:		**25**	**$201.28**	**$177.68**	**$378.96**	**339.2**
		Grand Totals:			**$5,032.06**	**$4,442.00**	**$9,474.06**	**8,479.5**
		Cost / Unit:		**15**	**$335.47**	**$177.68**	**$631.60**	**565.3**
		Cost / WO:		**25**	**$201.28**	**$177.68**	**$378.96**	**339.2**

October 4, 2012 1

Down Time 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 box applies to this report and is made availble. 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 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 unavailible.

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 unavailible.

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.

Your Town Public Works *Reporting Dates:* All Dates

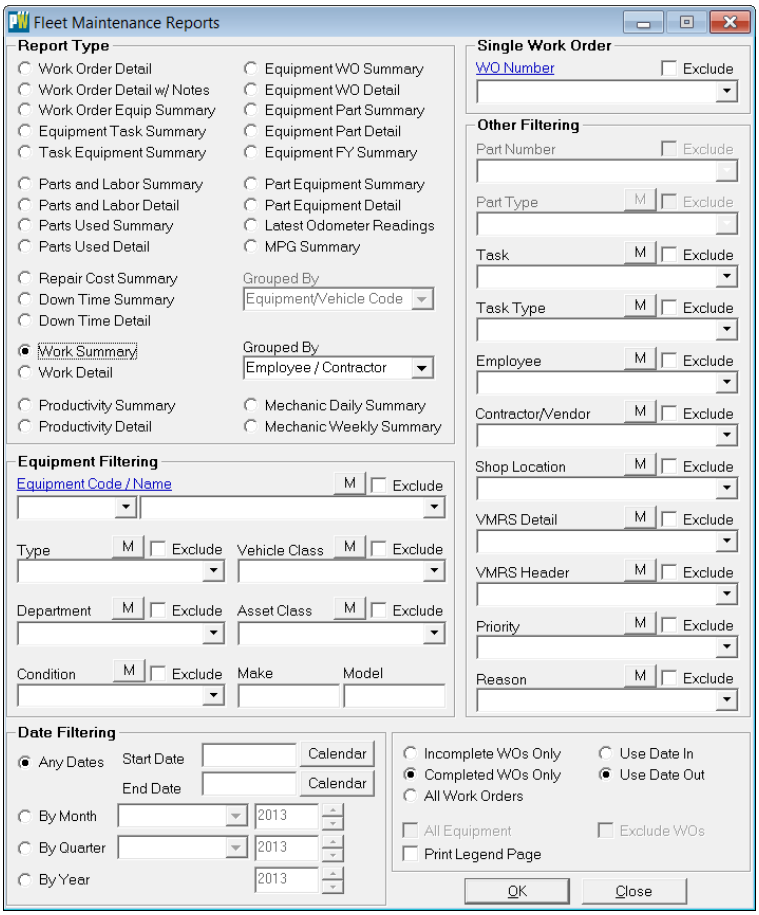
Equipment Down Time Detail

Grouped By Equipment/Vehicle Code

Equip Code	Equipment Name	Odometer Usage		WO #	Parts Cost	Labor Cost	Total Cost	Down Time (hr)
2101	**Ford F150**	**3,849**	M	**1**	**$89.75**	**$25.00**	**$114.75**	**15.2**
9000	Police Cruiser 9000	23,456	M	3	$83.00	$75.00	$158.00	4.6
9000	Police Cruiser 9000	23,456	M	3	$41.00	$23.44	$64.44	4.6
9000	Police Cruiser 9000	26,999	M	8	$522.00	$58.60	$580.60	5.2
9000	Police Cruiser 9000	26,999	M	8	$0.00	$300.00	$300.00	5.2
9000	Police Cruiser 9000	26,999	M	8	$0.00	$65.63	$65.63	5.2
9000	**Police Cruiser 9000**	**3,543**	M	**2**	**$646.00**	**$522.67**	**$1,168.67**	**24.7**
9008	track hoe	8,900	H	15	$167.97	$28.13	$196.10	2.5
9008	**track hoe**	**8,900**	H	**1**	**$167.97**	**$28.13**	**$196.10**	**2.5**
		Totals for:			**$5,032.06**	**$4,442.00**	**$9,474.06**	**8,479.5**
		Cost / Unit:		**15**	**$335.47**	**$296.13**	**$631.60**	**565.3**
		Cost / WO:		**25**	**$201.28**	**$177.68**	**$378.96**	**339.2**

October 4, 2012 2

Work 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.

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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 availble. 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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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 unavailible.

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 *Reporting Dates:* All Dates

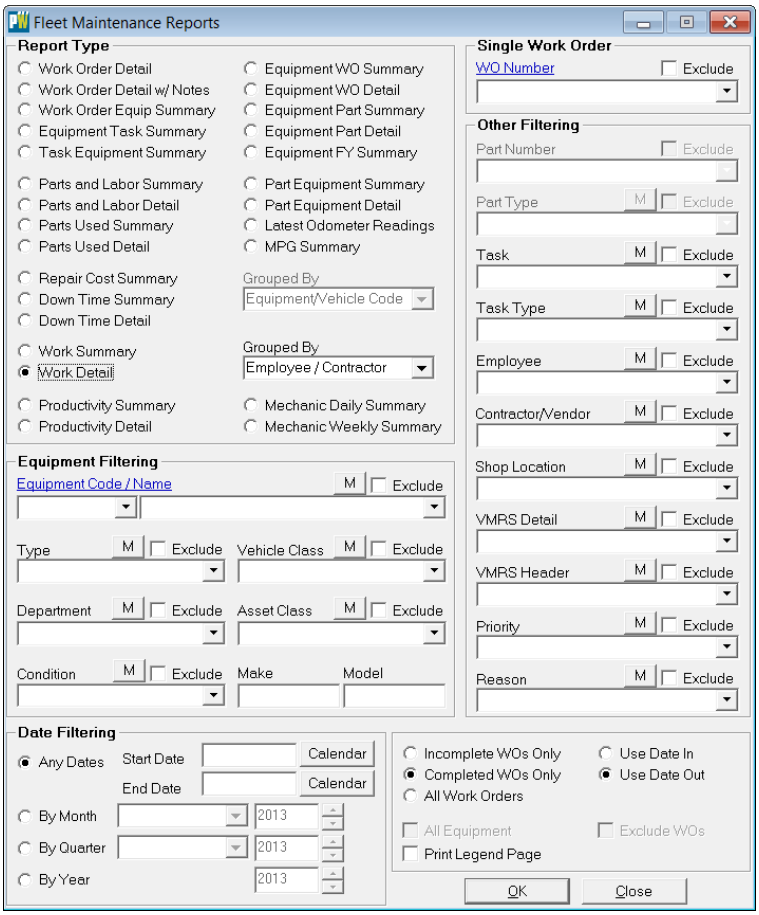
Fleet Maintenance Work Summary

Grouped by Employee / Contractor

Work Orders	Equipment Units Worked On	Employee / Contractor		Labor Hours	Labor Cost	Parts Cost	Total Cost
1	1	Anderson, Pete		5.00	$388.85	$0.00	$388.85
1	1	Brady, Billy		5.00	$125.00	$0.00	$125.00
10	8	Kramer, Jerry		22.50	$682.94	$2,647.73	$3,330.67
2	2	Long, Glen		6.00	$228.06	$113.92	$341.98
1	1	Miller, Michael		1.00	$37.52	$349.85	$387.37
9	8	Riordan, Hank		18.58	$404.63	$1,019.15	$1,423.78
7	7	Wyant, Gale		21.00	$525.00	$568.41	$1,093.41
1	1	Davis Engineering		0.00	$1,000.00	$333.00	$1,333.00
1	1	Dawn Trucking		2.00	$150.00	$0.00	$150.00
1	1	Gosney Brothers		6.00	$600.00	$0.00	$600.00
1	1	Jackson Services		4.00	$300.00	$0.00	$300.00
		11		**91.08**	**$4,442.00**	**$5,032.06**	**$9,474.06**
		Cost / Unit:	**15**	**6.07**	**$296.13**	**$335.47**	**$631.60**
		Cost / WO:	**25**	**3.64**	**$177.68**	**$201.28**	**$378.96**

October 4, 2012 1

Work Detail Report



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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 availble. Here the Employee/Contractor option is selected and the report data is Grouped by Employee/Contractor Name.

Single Work Order
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Other Filtering
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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 unavailible.

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 *Reporting Dates:* All Dates

Fleet Maintenance Work Detail

Grouped by Employee / Contractor

WO#	Date	Unit #	C	Employee / Contractor	Labor Hours	Labor Cost	Parts Cost	Total Cost
				Total Costs:	**22.50**	**$682.94**	**$2,647.73**	**$3,330.67**
				Cost / Unit: 8	**2.81**	**$85.37**	**$330.97**	**$416.33**
				Cost / WO: 10	**2.25**	**$68.29**	**$264.77**	**$333.07**
2	12/18/08	2015	T	Long, Glen	2.00	$155.54	$0.00	$155.54
44	07/07/10	1001	T	Long, Glen	4.00	$72.52	$113.92	$186.44
				Total Costs:	**6.00**	**$228.06**	**$113.92**	**$341.98**
				Cost / Unit: 2	**3.00**	**$114.03**	**$56.96**	**$170.99**
				Cost / WO: 2	**3.00**	**$114.03**	**$56.96**	**$170.99**
52	05/02/11	1001	T	Miller, Michael	1.00	$37.52	$349.85	$387.37
				Total Costs:	**1.00**	**$37.52**	**$349.85**	**$387.37**
				Cost / Unit: 1	**1.00**	**$37.52**	**$349.85**	**$387.37**
				Cost / WO: 1	**1.00**	**$37.52**	**$349.85**	**$387.37**
1	12/09/08	2015	T	Riordan, Hank	2.00	$37.50	$21.00	$58.50
5	01/28/09	2015	T	Riordan, Hank	2.00	$37.50	$410.00	$447.50
6	01/30/09	1001	T	Riordan, Hank	2.50	$93.75	$10.24	$103.99
8	02/19/09	9000	T	Riordan, Hank	3.50	$65.63	$0.00	$65.63
12	04/06/09	1010	T	Riordan, Hank	2.00	$37.50	$167.97	$205.47
15	04/19/09	9008	T	Riordan, Hank	1.00	$28.13	$167.97	$196.10
18	04/18/09	1045	T	Riordan, Hank	2.25	$42.19	$48.00	$90.19
19	04/17/09	1006	T	Riordan, Hank	2.33	$43.69	$182.97	$226.66
25	04/19/09	2007	T	Riordan, Hank	1.00	$18.75	$11.00	$29.75
				Total Costs:	**18.58**	**$404.63**	**$1,019.15**	**$1,423.78**
				Cost / Unit: 8	**2.32**	**$50.58**	**$127.39**	**$177.97**
				Cost / WO: 9	**2.06**	**$44.96**	**$113.24**	**$158.20**
3	01/14/09	9000	T	Wyant, Gale	3.00	$75.00	$83.00	$158.00
9	03/20/09	1080	T	Wyant, Gale	2.00	$50.00	$118.10	$168.10
10	01/06/09	1001	T	Wyant, Gale	2.00	$50.00	$89.75	$139.75
13	01/06/09	1014	T	Wyant, Gale	10.00	$250.00	$172.81	$422.81
16	04/18/09	1099	T	Wyant, Gale	1.00	$25.00	$15.00	$40.00
20	04/16/09	2101	T	Wyant, Gale	1.00	$25.00	$89.75	$114.75
26	04/20/09	2015	T	Wyant, Gale	2.00	$50.00	$0.00	$50.00
				Total Costs:	**21.00**	**$525.00**	**$568.41**	**$1,093.41**
				Cost / Unit: 7	**3.00**	**$75.00**	**$81.20**	**$156.20**
				Cost / WO: 7	**3.00**	**$75.00**	**$81.20**	**$156.20**

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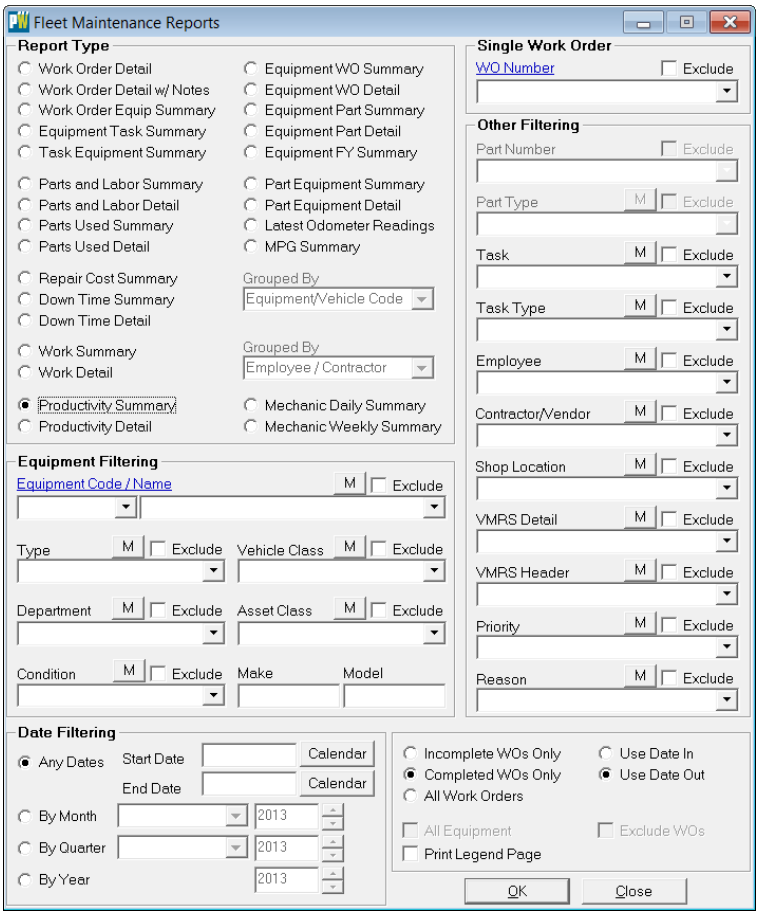
Productivity Summary Report



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 unavailible.

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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 unavailible.

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

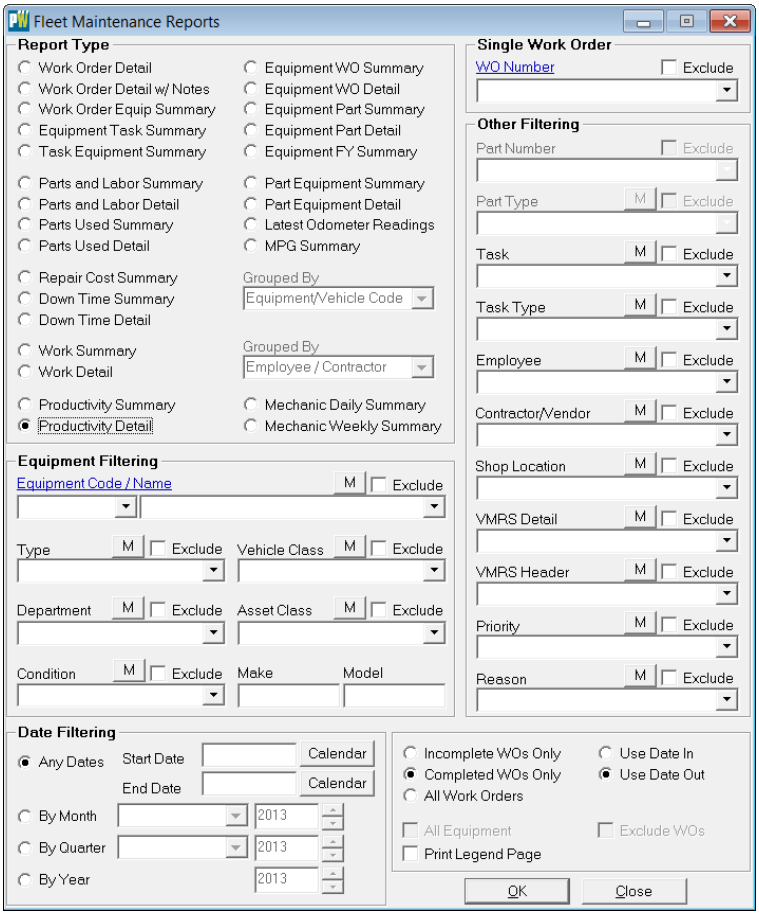
Reporting Dates All Dates

Employee Productivity Summary Report

EmpName		WOs	Shop Tasks	Hours Worked	Standard Hours	Productivity
Anderson, Pete		1	1	5.00	4.00	80.00%
Kramer, Jerry		1	1	2.00	4.00	200.00%
Long, Glen		1	1	4.00	4.00	100.00%
Miller, Michael		1	1	1.00	0.00	0.00%
Total Employees	**4**	**4**		**12.00**	**12.00**	**100.00%**

October 4, 2012 1

Productivity Detail Report



Equipment **Filtering**
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Date Filtering
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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
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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 unavailible.

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.

Your Town Public Works

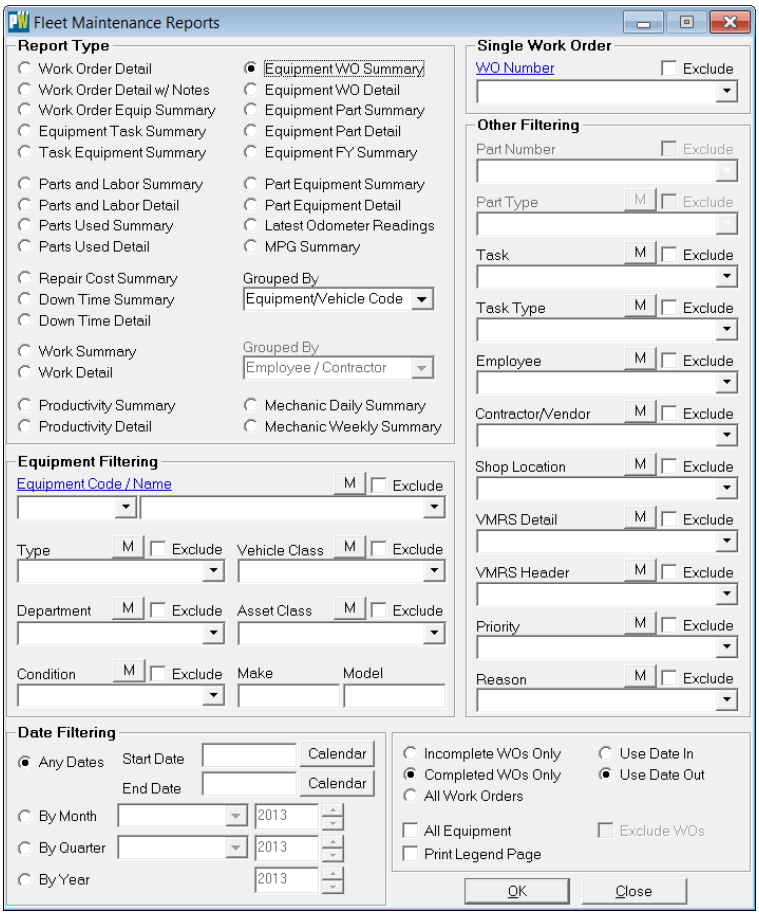
Reporting Dates: All Dates

Employee Productivity Detail Report

EmpName	Date	WO ID	Detail ID	Shop Task	Hours Worked	Standard Hours	Productivity
Anderson, Pete	12/18/08	2	173,316	Rebuild	5.00	4.00	80.00%
Anderson, Pete		**1**	**1**	**1**	**5.00**	**4.00**	**80.00%**
Kramer, Jerry	12/05/08	1	84,882	Brake Job	2.00	4.00	200.00%
Kramer, Jerry		**1**	**1**	**1**	**2.00**	**4.00**	**200.00%**
Long, Glen	07/07/10	44	173,512	Fix and or Repair	4.00	4.00	100.00%
Long, Glen		**1**	**1**	**1**	**4.00**	**4.00**	**100.00%**
Miller, Michael	05/02/11	52	173,866	Rebuild	1.00	0.00	0.00%
Miller, Michael		**1**	**1**	**1**	**1.00**	**0.00**	**0.00%**
Total Employees	**4**	**4**	**4**	**3**	**12.00**	**12.00**	**100.00%**

October 4, 2012 1

Equipment Work Order Summary Report



Equipment **Filtering**
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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
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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 availble. 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.

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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 and All Equipment, Exclude Work Orders option does not apply to this report and is unavailible.

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.

Your Town Public Works

Reporting Dates All Dates

Fleet Maintenance Equipment Work Order Summary

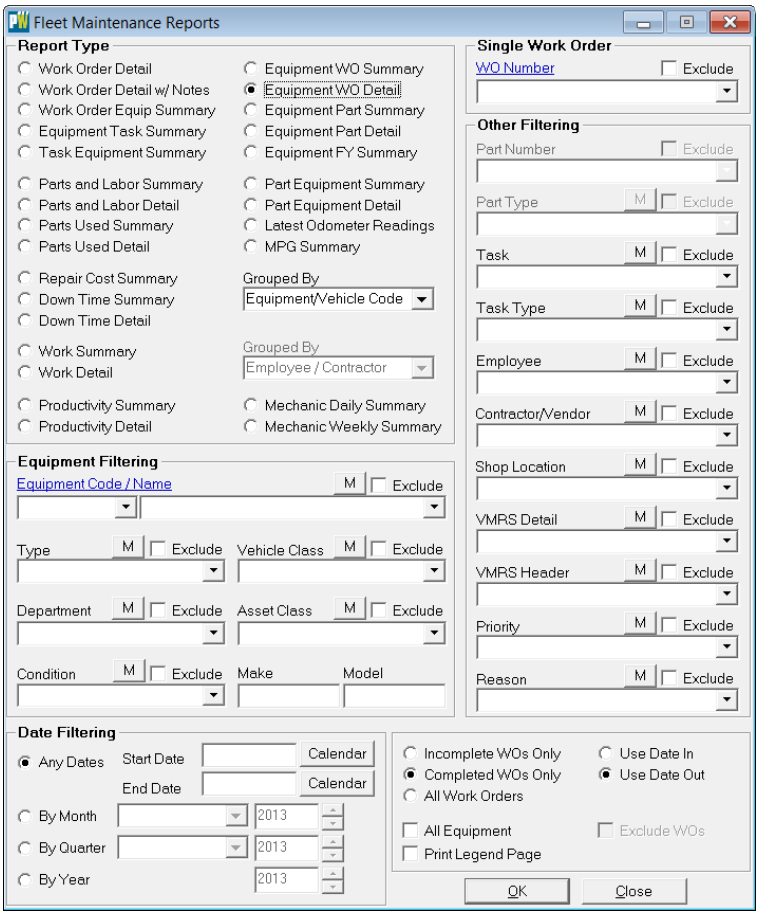
Grouped By Equipment/Vehicle Code

Equipment Code / Name		Work Order Date Range	WO Count	Out Side Labor	Out Side Parts	In House Labor	In House Parts	Total Cost
1001	F350 Pickup	01/06/09 - 05/02/11	4	$0.00	$0.00	$378.79	$563.76	$942.55
1006	Ford Dump Truck	04/17/09 - 04/17/09	1	$0.00	$0.00	$43.69	$182.97	$226.66
1009	Curbside Collector/Recycler	04/17/09 - 04/17/09	1	$0.00	$0.00	$23.44	$38.00	$61.44
1010	Dump Truck with Plow	01/06/09 - 04/06/09	2	$0.00	$0.00	$131.26	$335.94	$467.20
1014	Motorgrader	01/06/09 - 04/06/09	2	$0.00	$0.00	$367.20	$197.80	$565.00
1045	Dozer D-6	04/18/09 - 04/18/09	1	$0.00	$0.00	$42.19	$48.00	$90.19
1069	Sweeper	04/19/09 - 04/19/09	1	$0.00	$0.00	$46.88	$20.00	$66.88
1080	Sander	01/14/09 - 03/20/09	2	$600.00	$0.00	$73.44	$142.10	$815.54
1099	Cat Dozer	04/18/09 - 04/18/09	1	$0.00	$0.00	$25.00	$15.00	$40.00
2005	F250 Crew Cab	04/14/09 - 04/14/09	1	$0.00	$0.00	$70.32	$89.75	$160.07
2007	Tractor Mower	04/19/09 - 04/19/09	1	$0.00	$0.00	$18.75	$11.00	$29.75
2015	F250 Pickup	12/09/08 - 04/20/09	4	$1,150.00	$333.00	$895.25	$2,151.02	$4,529.27
2101	Ford F150	04/16/09 - 04/16/09	1	$0.00	$0.00	$25.00	$89.75	$114.75
9000	Police Cruiser 9000	01/14/09 - 02/19/09	2	$300.00	$0.00	$222.67	$646.00	$1,168.67
9008	track hoe	04/19/09 - 04/19/09	1	$0.00	$0.00	$28.13	$167.97	$196.10
15		**12/09/08 - 05/02/11**	**25**	**$2,050.00**	**$333.00**	**$2,392.00**	**$4,699.06**	**$9,474.06**
Units Listed:	**15**	**12/09/08 - 05/02/11**	**25**	**$2,050.00**	**$333.00**	**$2,392.00**	**$4,699.06**	**$9,474.06**

		Labor	Parts	Total
Cost / Unit:	**15**	**$296.13**	**$335.47**	**$631.60**
Cost / WO:	**25**	**$177.68**	**$201.28**	**$378.96**

October 4, 2012 1

Equipment 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 drop down box applies to this report and is made availble. 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 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 unavailible.

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 unavailible.

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.

Your Town Public Works

Reporting Dates All Dates

Fleet Maintenance Equipment Work Order Detail

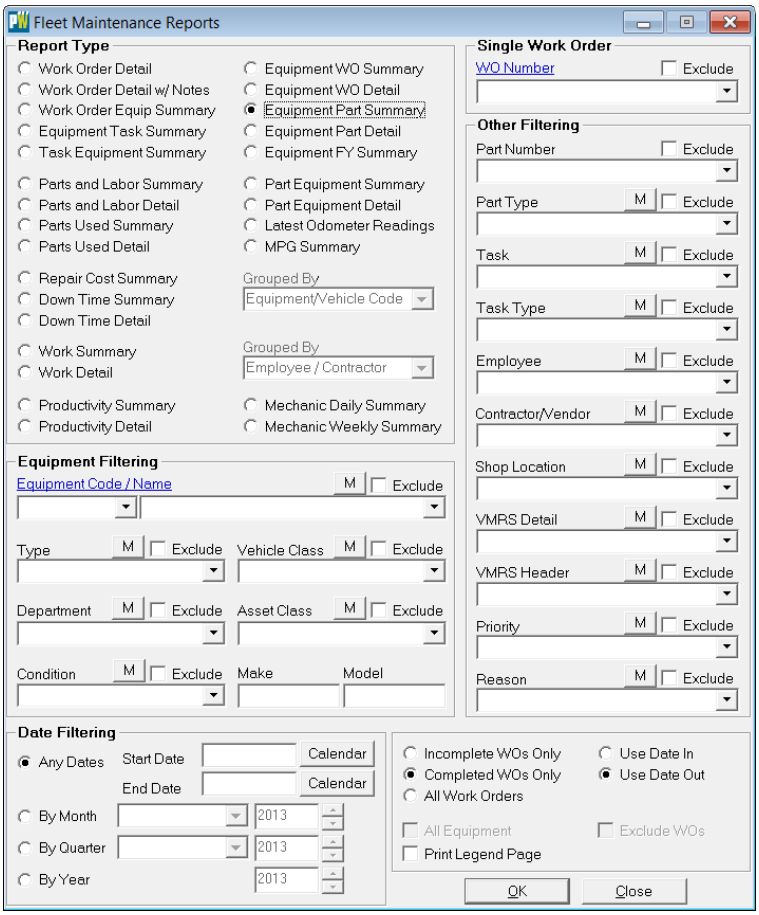
Grouped By Equipment/Vehicle Code

					Out Side		In House		
Equipment Code / Name		**WO # / Date**		**Odometer**	**Labor**	**Parts**	**Labor**	**Parts**	**Total Cost**
2015	F250 Pickup	1	12/09/08	2,500 M	$1,000.00	$333.00	$193.04	$1,331.17	$2,857.21
2015	F250 Pickup	2	12/18/08	2,999 M	$0.00	$0.00	$544.39	$0.00	$544.39
2015	F250 Pickup	5	01/28/09	3,500 M	$150.00	$0.00	$37.50	$410.00	$597.50
2015	F250 Pickup	26	04/20/09	4,788 M	$0.00	$0.00	$120.32	$409.85	$530.17
2015	**F250 Pickup**	**4**	**12/09/08**	**- 04/20/09**	**$1,150.00**	**$333.00**	**$895.25**	**$2,151.02**	**$4,529.27**
2101	Ford F150	20	04/16/09	3,849 M	$0.00	$0.00	$25.00	$89.75	$114.75
2101	**Ford F150**	**1**	**04/16/09**	**- 04/16/09**	**$0.00**	**$0.00**	**$25.00**	**$89.75**	**$114.75**
9000	Police Cruiser 9000	3	01/14/09	23,456 M	$0.00	$0.00	$98.44	$124.00	$222.44
9000	Police Cruiser 9000	8	02/19/09	26,999 M	$300.00	$0.00	$124.23	$522.00	$946.23
9000	**Police Cruiser 9000**	**2**	**01/14/09**	**- 02/19/09**	**$300.00**	**$0.00**	**$222.67**	**$646.00**	**$1,168.67**
9008	track hoe	15	04/19/09	8,900 H	$0.00	$0.00	$28.13	$167.97	$196.10
9008	**track hoe**	**1**	**04/19/09**	**- 04/19/09**	**$0.00**	**$0.00**	**$28.13**	**$167.97**	**$196.10**
15		**25**	**12/09/08**	**- 05/02/11**	**$2,050.00**	**$333.00**	**$2,392.00**	**$4,699.06**	**$9,474.06**
Units Listed:	**15**	**25**	**12/09/08**	**- 05/02/11**	**$2,050.00**	**$333.00**	**$2,392.00**	**$4,699.06**	**$9,474.06**

		Labor	**Parts**	**Total**
Cost / Unit:	**15**	**$296.13**	**$335.47**	**$631.60**
Cost / WO:	**25**	**$177.68**	**$201.28**	**$378.96**

October 4, 2012 2

Equipment Part Summary Report



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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.

Your Town Public Works

Reporting Dates All Dates

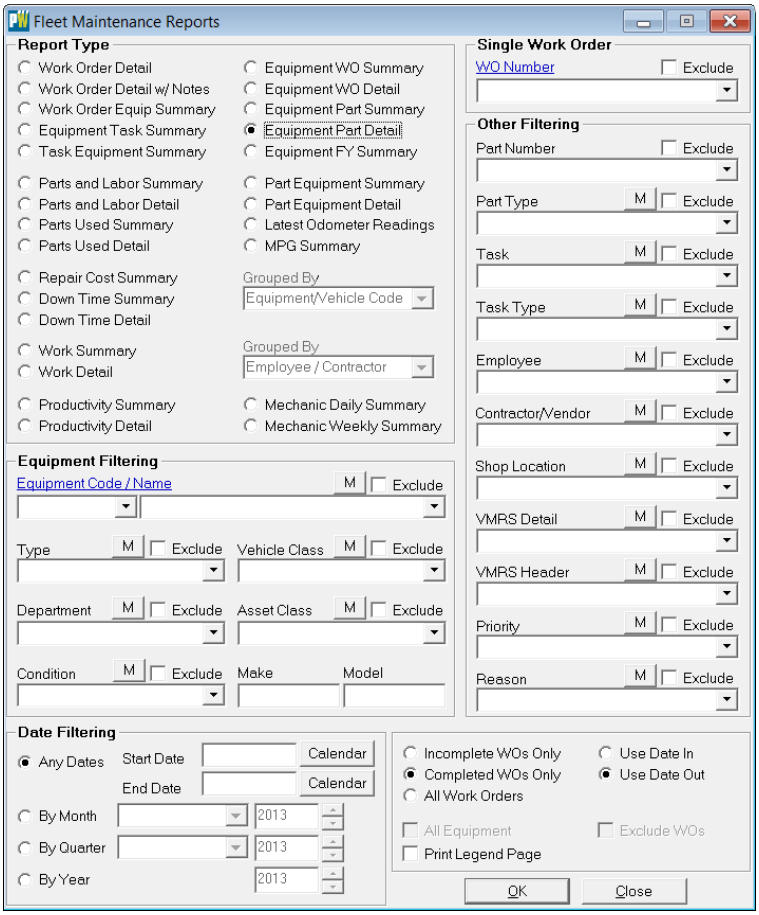
Fleet Maintenance Equipment Part Summary

1001 **F350 Pickup**

Part Number	Part Name	Qty	Unit Cost	Parts Cost
10w30	10w30 Motor Oil	5.00	$13.56	$21.24
10w40	10w40 Motor Oil	8.00	$27.96	$111.82
6666	6666 Johnson Rod	1.00	$7.00	$7.00
BOLTS	Bolts	32.00	$4.00	$128.00
Springs	Brake Shoe Springs	16.00	$6.00	$96.00
Shoes	Brake Shoes	8.00	$7.00	$56.00
Fil-XYZ	Car Filter	2.00	$67.70	$67.70
Fram9000	Fram 9000 Oil Filter	1.00	$5.00	$5.00
NUTS-syn	Nuts	1.00	$3.00	$3.00
WA-39009	Spark Plugs - WA-39009	1.00	$22.00	$22.00
Hose 123-A	Water Pump Hose 123-A	2.00	$23.00	$46.00
1001 / F350 Pickup Total	**Distinct Parts:**	**11**		**$563.77**

October 4, 2012 1

Equipment Part Detail Report



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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 *Reporting Dates* All Dates

Fleet Maintenance Equipment Part Detail

44	07/07/10	173,512	Fix and or Repair	Long, Glen	1.00	$5.00	$5.00
1	**Work Order Items**						**$5.00**

NUTS-syn **Nuts**

WO#	Detail Date / ID		Task	Employee / Contractor	Qty	Unit Cost	Parts Cost
52	05/02/11	173,866	Replace	Miller, Michael	1.00	$3.00	$3.00
1	**Work Order Items**						**$3.00**

WA-39009 **Spark Plugs - WA-39009**

WO#	Detail Date / ID		Task	Employee / Contractor	Qty	Unit Cost	Parts Cost
52	05/02/11	173,866	Fix and or Repair	Miller, Michael	1.00	$22.00	$22.00
1	**Work Order Items**						**$22.00**

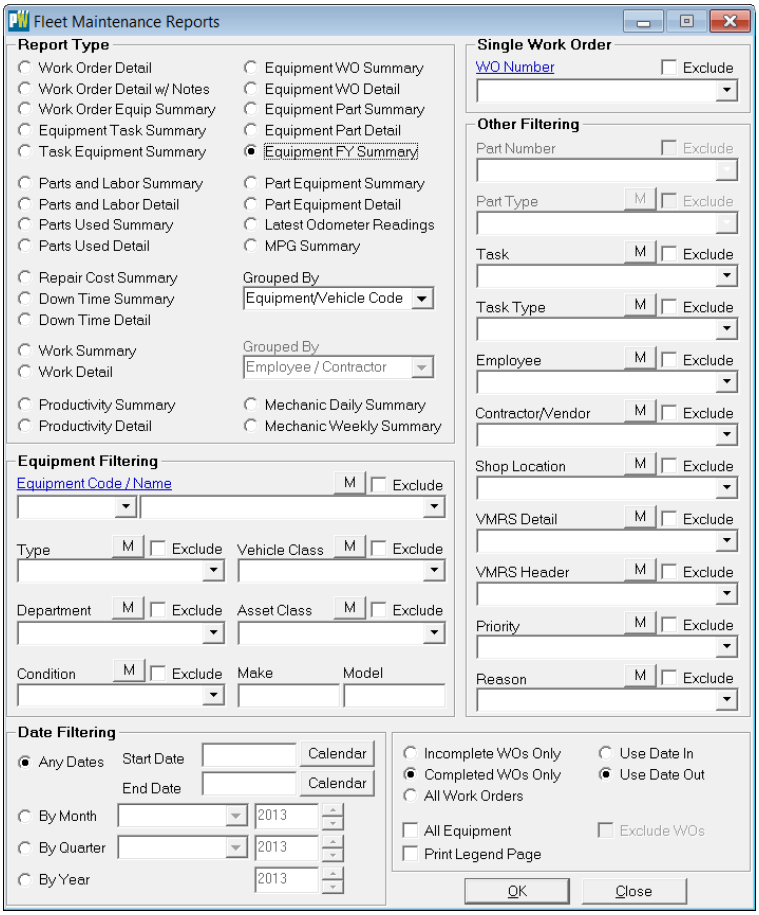
Hose 123-A **Water Pump Hose 123-A**

WO#	Detail Date / ID		Task	Employee / Contractor	Qty	Unit Cost	Parts Cost
44	07/07/10	173,512	Fix and or Repair	Long, Glen	2.00	$23.00	$46.00
1	**Work Order Items**						**$46.00**

1001 / F350 Pickup Total **$563.77**

October 4, 2012 2

Equipment FY Report



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

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.

Your Town Public Works

Reporting Dates All Dates

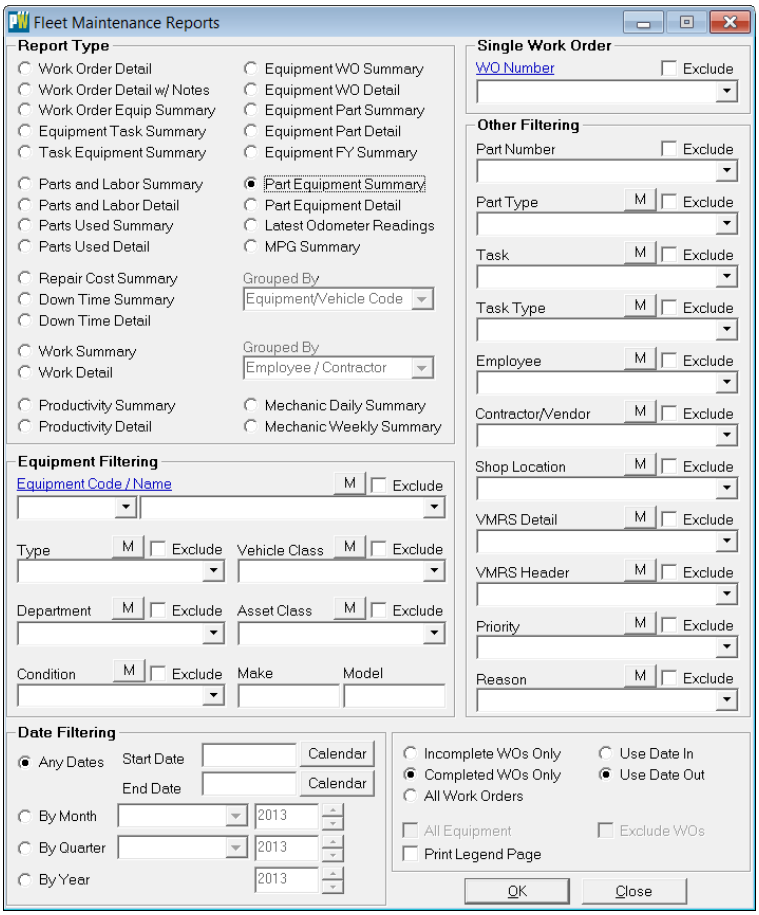
Fleet Maintenance Equipment Fiscal Year Summary

Grouped By Equipment/Vehicle Code

Equipment Code / Name		Department	Equipment Type	Condition	Latest Odometer		Maintenance Costs Per Date Range	Maintenance Costs Life-to-Date
1001	F350 Pickup	Public Works	Pick Up	Poor	05/02/11	17,890 M	$1,447.40	$1,447.40
1006	Ford Dump Truck	Public Works	Dump Truck	Fair	08/01/12	65,333 M	$226.66	$226.66
1009	Curbside Collector/Recycler	Public Works	Sweeper	Fair	06/08/10	8,868 M	$61.44	$61.44
1010	Dump Truck with Plow	Public Works	Dump Truck	Poor	06/30/10	60,806 M	$1,148.61	$1,148.61
1014	Motorgrader	Public Works	Heavy Equipment	Good	06/28/10	56,345 H	$1,598.80	$1,598.80
1045	Dozer D-6	Public Works	Heavy Equipment	Fair	06/30/10	4,286 H	$514.94	$514.94
1069	Sweeper	Public Works	Sweeper	Fair	06/30/10	13,499 M	$66.88	$66.88
1080	Sander	Public Works	Sweeper	Fair	06/27/10	38,890 M	$815.54	$815.54
1099	Cat Dozer	Public Works	Heavy Equipment	Good	06/27/10	3,784 H	$178.00	$178.00
2005	F250 Crew Cab	Parks	Pick Up	Good	06/19/10	94,435 M	$891.72	$891.72
2007	Tractor Mower	Parks	Mower	Fair	06/30/10	8,543 H	$29.75	$29.75
2015	F250 Pickup	Parks	Pick Up	Fair	06/13/10	170,717 M	$5,712.38	$5,712.38
2101	Ford F150	Parks	Pick Up	Fair	06/27/10	21,789 M	$114.75	$114.75
9000	Police Cruiser 9000	Police	Car	Fair	05/24/11	36,000 M	$1,772.56	$1,772.56
9008	track hoe	Parks	Heavy Equipment	Good	05/24/11	15,001 H	$1,097.28	$1,097.28
15							**$15,676.71**	**$15,676.71**
Units Listed:	**15**						**$15,676.71**	**$15,676.71**

October 4, 2012 1

Part Equipment Summary Report



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

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Date Filtering
Buttons provide date filtering options.

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

Single Work Order
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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 unavailible.

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.

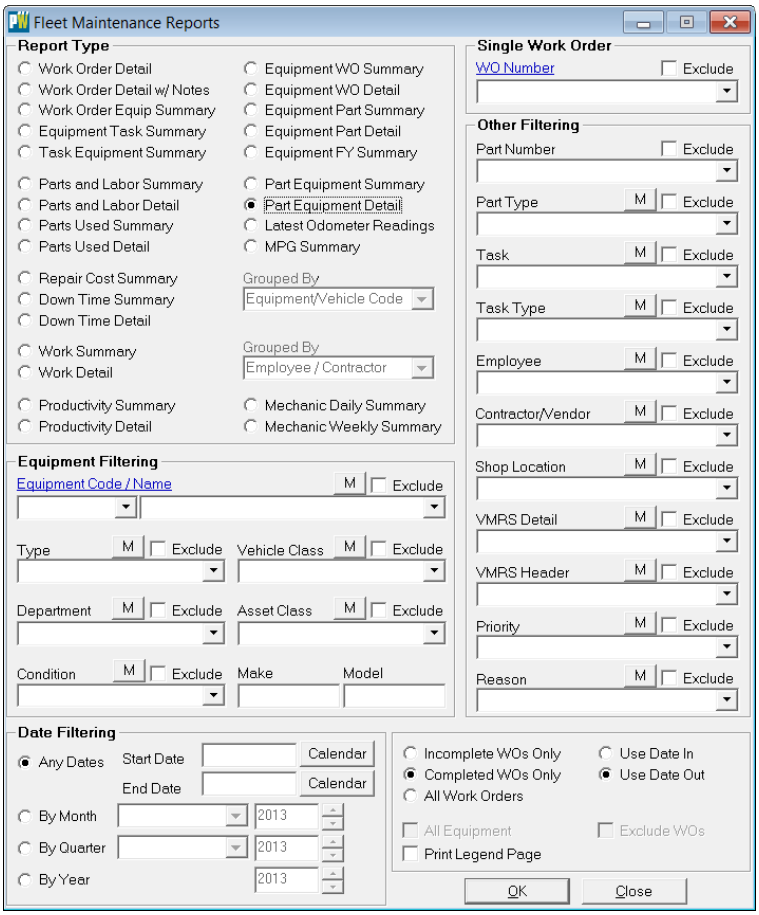
Your Town Public Works *Reporting Dates:* All Dates

Fleet Maintenance Part Equipment Summary

#116	**#116 Gates Hose Clamp**		
	Equipment Code / Name	**Qty**	**Parts Cost**
	1014 / Motorgrader	1.00	$45.00
	9000 / Police Cruiser 9000	1.00	$45.00
	2 Pieces of Equipment:		
#116	**#116 Gates Hose Clamp Total**	**2.00**	**$90.00**

October 4, 2012 2

Part Equipment Detail Report



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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.

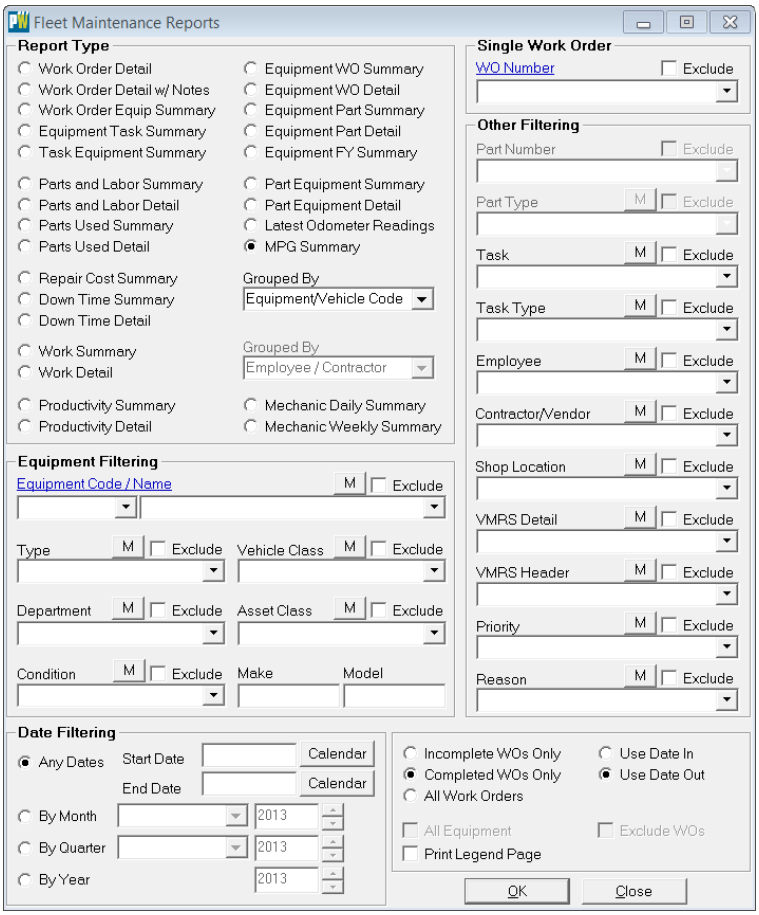
Your Town Public Works *Reporting Dates:* All Dates

Fleet Maintenance Part Equipment Detail

WA-39009	Spark Plugs - WA-39009				Qty	Unit Cost	Parts Cost
Equipment Code / Name							
1001 / F350 Pickup							
WO#	**Detail Date / ID**		**Task**	**Employee / Contractor**			
52	05/02/11	173,866	Fix and or Repair	Miller, Michael	1.00	$22.00	$22.00
1	**1001 / F350 Pickup Total**				**1.00**		**$22.00**
WA-39009	**Spark Plugs - WA-39009 Total**				**1.00**		**$22.00**

October 4, 2012 27

MPG Summary Report



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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 availble. 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 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 unavailible.

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 *Reporting Dates* All Dates

MPG Report

Grouped By Equipment/Vehicle Code

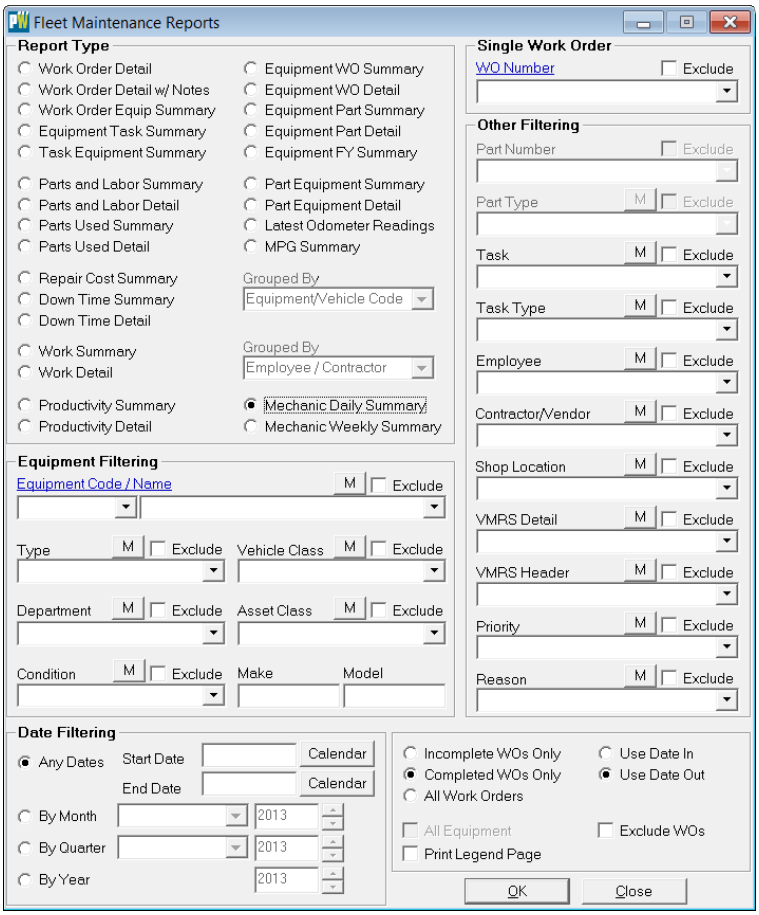
Equipment Code / Name		Readings	Fuel & Odo Log Date Range		WOs	Odometer		Miles	Hours	Fuel Quantity	Per Gallon
1001	F350 Pickup	6	06/02/09	06/22/10	5	17,890	M	5,890	0	49.98	117.85 *
1006	Ford Dump Truck	10	06/06/09	08/01/12	1	65,333	M	65,283	0	156.94	415.97 *
1009	Curbside Collector/Recycler	6	06/02/09	06/08/10	1	8,868	M	8,745	0	113.02	77.38 *
1010	Dump Truck with Plow	10	06/10/09	06/30/10	4	60,806	M	55,251	0	161.49	342.13 *
1014	Motorgrader	6	06/06/09	06/28/10	5	56,345	H	0	56,095	50.71	1,106.19 *
1038	Loader	10	06/01/09	06/21/10	7	16,789	H	0	4,789	188.21	25.44 *
1045	Dozer D-6	26	06/03/09	06/30/10	5	4,286	H	0	4,286	324.01	13.23 *
1069	Sweeper	16	06/08/09	06/30/10	1	13,499	M	13,441	0	274.61	48.95 *
1080	Sander	10	06/12/09	06/27/10	2	38,890	M	38,656	0	146.80	263.32 *
1095	Trash Truck	8	06/09/09	06/30/10	2	16,009	M	11,509	0	79.96	143.93 *
1099	Cat Dozer	6	06/10/09	06/27/10	2	3,784	H	0	3,673	67.45	54.46 *
2005	F250 Crew Cab	4	06/12/09	06/19/10	4	94,435	M	90,776	0	26.36	3,443.70 *
2007	Tractor Mower	4	06/23/09	06/30/10	1	8,543	H	0	8,438	48.06	175.56 *
2015	F250 Pickup	4	06/03/09	06/13/10	6	170,717	M	168,217	0	51.09	3,292.56 *
2101	Ford F150	8	06/03/09	06/27/10	2	21,789	M	17,940	0	85.82	209.04 *
2345	Ford F350 Pickup	0			1	1,000	M	0	0	0.00	0.00
800	Model 800-HPRTV Truck Jet	0			0	0	H	0	0	0.00	0.00
9000	Police Cruiser 9000	12	06/08/09	06/19/10	4	36,000	M	23,655	0	225.87	104.73 *
9001	Police Cruiser 9001	0			2	800	H	0	788	0.00	0.00
9008	track hoe	4	06/11/09	06/29/10	5	15,001	H	0	6,101	47.64	128.06 *
VAC1	Vactor Truck 1	0			0	0	H	0	0	0.00	0.00
21		**150**	**06/01/09**	**08/01/12**	**60**			**499,363**	**84,170**	**2,098.03**	**0.00**

Total Vehicles **21** **Work Orders** **60** **499,363** **84,170** **2,098.03** **0.00**

Total Odometer Log Entries **150**

October 4, 2012 * Indicates that MPG is outside of expected range (if a range has been specified). 1

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 unavailible.

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.

Your Town Public Works *Reporting Dates* All Dates

Mechanic Daily Summary Report

Wyant, Gale / 79

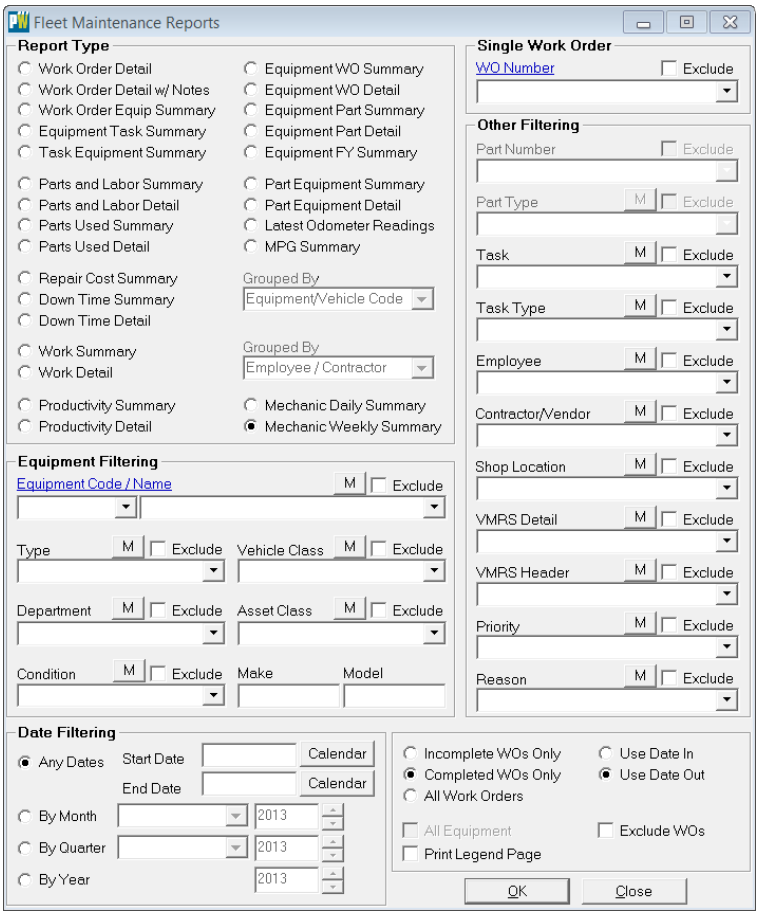
02/12/2010	WO#	Seq#	Equip Unit #	Task	Hours	OT	Start Time	End Time	Labor Type
		152451		Line Flush	4.00	0.00			Regular
		173225		Line Repair	4.00	0.00			Regular
WOs: 0		**Units: 0**		**Tasks: 2**	**8.00**	**0.00**			

Your Name (printed) _____

Your Name (signed) _____

October 4, 2012 21,143

Mechanic Weekly 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 unavailible.

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.

Your Town Public Works *Reporting Dates:* All Dates

Mechanic Weekly Summary Report

Wyant, Gale / 79

Date	WO#	Seq#	Equip Unit #	Task	Hours	OT	Start Time	End Time	Labor Type
01-25-10		152269		501	4.00	0.00			RT
01-26-10		152282		507	4.00	0.00			RT
01-27-10		152295		501	4.00	0.00			RT
01-28-10		152308		507	4.00	0.00			RT
01-29-10		152321		512	4.00	0.00			RT
01-25-10		173043		511	4.00	0.00			RT
01-26-10		173056		513	4.00	0.00			RT
01-27-10		173069		512	4.00	0.00			RT
01-28-10		173082		511	4.00	0.00			RT
01-29-10		173095		513	4.00	0.00			RT
WOs: 0		**Units: 0**		**Tasks: 5**	**40.00**	**0.00**			

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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 Equiment 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 Equiment 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 Equiment 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.