



Search for Reports Manager — Results - Schedule

Overview

The Maintenance and Utilization module Reports Manager Search Results — Schedule process provides the ability to review important information. The Schedule tab lists the available reports on the page. Maintenance reports generate information at a specific point in time. All maintenance reports in ELMS are user initiated.

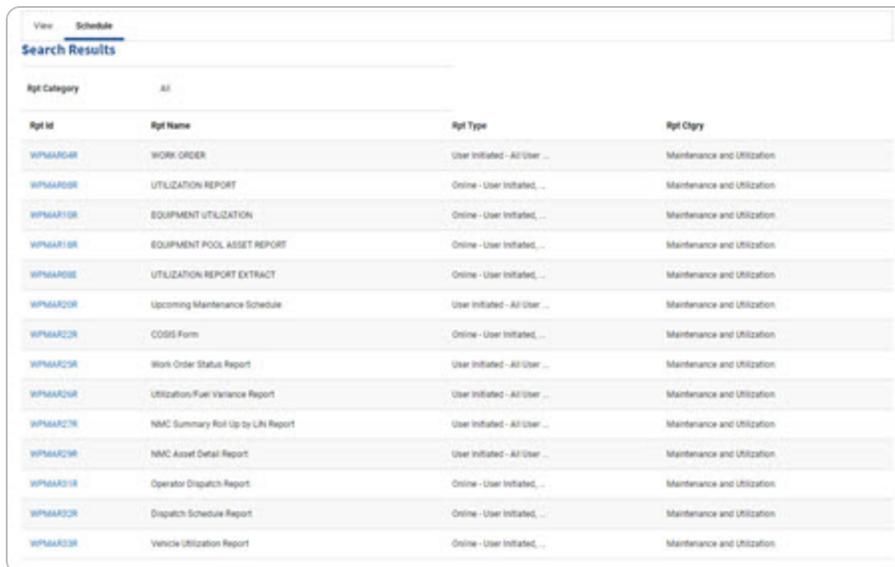
Navigation

Forms-Reports > Schedule Reports > Reports Manager Search Results — Schedule page

Procedures

Search for Reports Manager — Results - Schedule

1. Select the Schedule tab. *The **Reports Manager — Results - Schedule** page appears.*



Rpt ID	Rpt Name	Rpt Type	Rpt Cntry
WPMAR04R	WORK ORDER	User Initiated - All User ...	Maintenance and Utilization
WPMAR05R	UTILIZATION REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR10R	EQUIPMENT UTILIZATION	Online - User Initiated, ...	Maintenance and Utilization
WPMAR11R	EQUIPMENT POOL ASSET REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR05E	UTILIZATION REPORT EXTRACT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR02R	Upcoming Maintenance Schedule	User Initiated - All User ...	Maintenance and Utilization
WPMAR02R	COGS Form	Online - User Initiated, ...	Maintenance and Utilization
WPMAR02R	Work Order Status Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR02R	Utilization/Fuel Variance Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR02R	NAC Summary Roll Up by LH Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR02R	NAC Asset Detail Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR01R	Operator Dispatch Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR02R	Dispatch Schedule Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR02R	Vehicle Utilization Report	Online - User Initiated, ...	Maintenance and Utilization

2. Select the RPT ID hyperlink of the desired entry. *The **Reports Manager Submit/Schedule** page appears.*





Submit/Schedule a Reports Manager Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager Submit/Schedule page

Procedures

Submit/Schedule a Reports Manager Report

1. Select the hyperlink of the desired Report. *The **Reports Manager Submit/Schedule** page appears.*

- Submit/Schedule	
* Rpt Format	PDF - Adobe Acrobat Document
* Schedule Dt	1/20/2023
Privacy Type	Private
Remarks	

- A.** *The RPT Format automatically populates and is not editable.*
 - B.** Use to select the Schedule Date, or enter the date (MM/DD/YYYY) in the field provided.
2. *Complete the selected report grid(s).*
 - Work Order

WORK ORDER - Submit/Schedule	
* Rpt Format	PDF - Adobe Acrobat Document
* Schedule Dt	1/20/2023
Privacy Type	Private
Remarks	
WORK ORDER	
*Work Order Id(s)	<input type="text"/>
Task(s)	<input type="checkbox"/>
Part(s)	<input type="checkbox"/>
Tool(s)/Equip	<input type="checkbox"/>
Labor	<input type="checkbox"/>
Cert(s)	<input type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	





A. Enter the WORK ORDER ID(s), or use  to browse for the entry. *This is a 15 alphanumeric character field.*

- Utilization Report

UTILIZATION REPORT - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

UTILIZATION REPORT

*Reporting Period	January 2023	UIC	BROOKS - BROOKS TEST UIC
Sort	Select an Item	Maint Activity	BROOKS MA - BROOKS MA
ECC	All	Vehicle Type Cd	All
LIN/TAMCN		Vehicle Group Cd	All
Stock Nbr		Annual Status	All
Asset ID		*Report Type	All
Site ID	FUNC-2 - FUNC-2		

A. Use  to select the Reporting Period.

B. Use  to select the Report Type.

- Equipment Utilization

EQUIPMENT UTILIZATION - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

EQUIPMENT UTILIZATION

* Form Option	Select an Item
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A. Use  to select the Form Option.

- Form Only and Form With Inspection List

a. Use  to select the Dispatch Cd.

- Inspection List Only

a. Use  to select the Dispatch Ctgy.

- Blank Form

- Equipment Pool Asset Report

A. Use  to select the Sort Sequence.





- Utilization Report Extract

UTILIZATION REPORT EXTRACT - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docum	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	
UTILIZATION REPORT EXTRACT			
*Reporting Period	January 2023	UIC	BROOKS - BROOKS TEST UIC
Sort	Select an Item	Maint Activity	BROOKS MA - BROOKS MA
ECC	All	Vehicle Type Cd	All
LIN/TAMCN		Vehicle Group Cd	All
Stock Nbr		Annual Status	All
Asset ID		*Report Type	All
Site ID	FUNC-2 - FUNC-2		

A. Use  to select the Reporting Period.

B. Use  to select the Report Type.

- Upcoming Maintenance Schedule





Upcoming Maintenance Schedule - Submit/Schedule

* Rpt Format <input type="text" value="EXCEL - Microsoft EXCEL Docun"/>	* Schedule Dt <input type="text" value="1/20/2023"/>
Privacy Type <input type="text" value="Private"/>	Remarks <input type="text"/>

Upcoming Maintenance Schedule

*Schedule Maint Activity <input type="text" value="BROOKS MA"/>	Team Id <input type="text"/>
Schedule Id <input type="text"/>	Frequency Cd <input type="text" value="All"/>
Work Plan Id <input type="text"/>	Priority Cd <input type="text" value="All"/>
Work Plan Type Cd <input type="text" value="All"/>	Recurring Method Cd <input type="text" value="All"/>
Central Maint Schedule <input type="text" value="All"/>	Schedule Occurrence Cd <input type="text" value="All"/>

Asset

* Next Maint Date From <input type="text" value="1/20/2023"/>	LIN/TAMCN <input type="text"/> <input type="button" value="Clear"/>
* Next Maint Date To <input type="text"/>	Site ID <input type="text" value="FUNC-2"/>
UIC <input type="text" value="All"/>	Serial Nbr <input type="text"/>
Asset Id <input type="text"/> <input type="button" value="Clear"/>	Stock Number <input type="text"/> <input type="button" value="Clear"/>
Equip Pool ID <input type="text"/>	Maint Group Id <input type="text"/>

A. Complete the Upcoming Maintenance Schedule grid.

a. Use to select the Schedule Maint Activity.

B. Complete the Asset grid.

a. Use to select the NEXT MAINT DATE From, or enter the date (MM/DD/YYYY) in the field provided.

b. Use to select the NEXT MAINT DATE To, or enter the date (MM/DD/YYYY) in the field provided.

- COSIS Form





Help Reference Guide

COSIS Form - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

COSIS Form

*Maint Activity	BROOKS MA / BROOKS	*Technician	All
Equip Pool	Select an Item	*Next Inspection Date	

- A. Use to select the Maint Activity.
- B. Use to select the Technician.
- C. Use to select the Next Inspection Date, or enter the date (MM/DD/YYYY) in the field provided.

- Work Order Status Report

Work Order Status Report - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Shared	Remarks	

Work Order Status Report

Work Order Id(s)	<input type="text"/>	Site Id	FUNC-2
Work Order Status Cd	Open-0	Maint Activity	BROOKS MA
Sub Work Order State Cd	All	Equip Pool	All
Asset Id	<input type="text"/>	Primary Technician	All
Asset Stock Nbr	<input type="text"/>	Maint Loc	All
NMC	Select an Item	LIN/TAMCN	
Date From	<input type="text"/>	NMC Status	All
Report Sections	<input checked="" type="checkbox"/> Parts <input checked="" type="checkbox"/> Technicians	Date To	<input type="text"/>
		ECC	All





A. Enter the WORK ORDER ID(s), or use  to browse for the entry. *This is a 15 alphanumeric character field.*

- Utilization/Fuel Variance Report

Utilization/Fuel Variance Report - Submit/Schedule

* Rpt Format <input type="text" value="EXCEL - Microsoft EXCEL Docum"/>	* Schedule Dt <input type="text" value="1/20/2023"/>
Privacy Type <input type="text" value="Private"/>	Remarks <input type="text"/>

Utilization/Fuel Variance Report

Site ID <input type="text" value="FUNC-2"/>	Vehicle Type Cd <input type="text" value="All"/>
Maint Activity <input type="text" value="All"/>	LIN/TAMCN <input type="text"/>
Equip Pool <input type="text" value="All"/>	Util Variance Threshold <input type="text" value="All"/>
Report Type <input type="text" value="All"/>	Fuel Variance Threshold <input type="text" value="All"/>
Asset Id <input type="text"/>	*Date From <input type="text"/>
Asset Stock Nbr <input type="text"/>	*Date To <input type="text"/>

A. Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

B. Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

- NMC Summary Roll Up by LIN Report





Help Reference Guide

NMC Summary Roll Up by LIN Report - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docun	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

NMC Summary Roll Up by LIN Report

* Date From	January 2023	LIN/TAMCN		Clear
* Date To	January 2023	Paragraph Number		
Site ID	FUNC-2	Major Command Code	All	
UIC	All	Authn Prop Type Code		
Maint Activity	BROOKS MA	Authn Remarks Code		
Equip Pool ID		Authn Doc Number		
Asset Id		GSA Lease Code		
Stock Number		Maint Group ID		
Custodian Number		Vehicle Type Code	All	

Cancel Submit

A. Use  to select the Date From.

B. Use  to select the Date To.

- NMC Asset Detail Report





Help Reference Guide

NMC Asset Detail Report - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Docum	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

NMC Asset Detail Report

* Date From	January 2023	Asset Id	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="Clear"/>
* Date To	January 2023	Stock Number	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="Clear"/>
Site ID	FUNC-2	Custodian Number	<input type="text"/>
UIC	All	LIN/TAMCN	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="Clear"/>
Maint Activity	BROOKS MA	Maint Group Id	<input type="text"/>
Equip Pool ID	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="Clear"/>	Major Command Code	All
Report Activity Name	<input type="text"/>	GSA Lease Code	<input type="text"/>
Equip Pool Name	<input type="text"/>	Vehicle Type Code	All

A. Use to select the Date From.

B. Use to select the Date To.

- Operator Dispatch Report

Operator Dispatch Report - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	

Operator Dispatch Report

* Operator ID	<input type="text"/> <input type="button" value="Q"/>	Asset Id	<input type="text"/> <input type="button" value="Q"/>
* Est Issue Dt/Tm	<input type="text"/> <input type="button" value="Q"/>		

A. Enter the Operator ID, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

B. Use to select the EST ISSUE DT/TM, or enter the date (MM/DD/YYYY) in the field provided.





- Dispatch Schedule Report

Dispatch Schedule Report - Submit/Schedule

* Rpt Format PDF - Adobe Acrobat Document ▾	* Schedule Dt 1/20/2023 
Privacy Type Private ▾	Remarks <input style="width: 90%;" type="text"/>

Dispatch Schedule Report

* Equip Pool Select an Item ▾	* Date To <input type="text"/> 
* Date From <input type="text"/> 	

Cancel
Submit

A. Use  to select the Equip Pool.

B. Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.

C. Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

- Vehicle Utilization Report

Vehicle Utilization Report - Submit/Schedule

* Rpt Format EXCEL - Microsoft EXCEL Docun ▾	* Schedule Dt 1/20/2023 
Privacy Type Private ▾	Remarks <input style="width: 90%;" type="text"/>

Vehicle Utilization Report

* Date From <input type="text"/> 	* Date To <input type="text"/> 	Site ID FUNC-2 - FUNC-2 ▾
Sort Select an Item ▾	UIC BROOKS - BROOKS TEST UIC ▾	Maint Activity BROOKS MA - BROOKS MA ▾
ECC All ▾	Vehicle Type Cd All ▾	Vehicle Group Cd All ▾
LIN/TAMCN <input style="width: 90%;" type="text"/>	Annual Status All ▾	*Report Type All ▾
Stock Nbr <input style="width: 90%;" type="text"/>		
Asset ID <input style="width: 90%;" type="text"/>		

Cancel
Submit





- A. Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- B. Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Report Type.

3. Select . The **Reports Manager Transaction Status – Schedule** page appears.

- ELMS M&U 244

A. Complete the Search Criteria panel.

Search Criteria ^

Basic Search

Asset Id <input style="width: 90%;" type="text"/>	Stock Number <input style="width: 90%;" type="text"/>
Equipment Pool Select an Item ▼	Serial Number <input style="width: 90%;" type="text"/>
	Secondary Serial Number <input style="width: 90%;" type="text"/>

↺ Reset
🔍 Search

B. Complete the Search Results panel.

Search Results ^

Options Print M&U 244

Asset Id	Stock Number	Item Description	Serial Number	Secondary Serial Nu...	Equipment Pool
01SE09D07146	2320011077155	TRUCK/UTILITY	HUMMV998A100003	--	TR - TRAINING TEST

Selected 0/1 10 items per page 1 - 1 of 1 items

0 items selected

- a. Click  to select the entry. The **ASSET ID** is highlighted, and  becomes available.
- b. Select . The procedure leaves the application based on the selection made.
- c. Follow the prompts provided by the computer.

