



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.*

earch Results			
lpt Category	A1		
Ryf Id	Rpt Name	Rpt Type	Rpt Chary
WPMANCHR	WORK ORDER	Uber Initialed - All Uber	Maintenance and Utilization
APSEAROSA	UTILIZATION REPORT	Online - User Initiated,	Maintenance and Utilization
NPMARIOR	BOUPMENT UTILIZATION	Online - User Initiated,	Maintenance and Utilization
NPALATION	EQUIPMENT POOL ASSET REPORT	Online - User Initiated,	Maintenance and Utilization
NPMAROR .	UTILIZATION REPORT EXTRACT	Online - User Initiated,	Maintenance and Utilization
RESAMEN	Upcoming Maintenance Schedule	User Initiated - All User	Maintenance and Utilization
REMARCIN	COSIS Form	Online - User Initiated,	Maintenance and Utilization
NPMAR25R	Work Order Status Report	User Initiated - All User	Maintenance and Utilization
NPSAAR25R	Utilization Fuel Verlance Report	Uber Initiated - Ad Uber	Maintenance and Utilization
NPMAR27R	NMC Summary Roll Up by UN Report	Uper Initiated - All Uper	Maintenance and Utilization
NPSAR2NR	NMC Asset Detail Report	User Initiated - All User	Maintenance and Utilization
WPMARDIR	Operator Disputch Report	Online - User Initiated,	Maintenance and Utilization
REAMON	Dispatch Schedule Report	Online - User Initiated,	Maintenance and Utilization
RECRAMPS	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 **I** 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 - S	ubmit/Schedule		
* Rpt Format	PDF - Adobe Acrobat Document 🗸	* Schedule Dt	1/20/2023
Privacy Type	Private 🗸	Remarks	
WORK ORDER			
	Q	Part(s)	
*Work Order Id(s)		Tool(s)/Equip	
Task(s)		Labor	
		Cert(s)	
			Cancel Submit







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

UTILIZATION REP	PORT - Submit/Schedule	
* Rpt Format	PDF - Adobe Acrobat Document 🗸 🗸	* Schedule Dt 1/20/2023
Privacy Type	Private 🗸	Remarks
UTILIZATION REP	PORT	
*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
Stock Nbr		Annual Status All 🗸
Asset ID		*Report Type All 🗸
Site ID	FUNC-2 - FUNC-2	
		Cancel

A. Use to select the Reporting Period.



Equipment Utilization

EQUIPMENT UTI	LIZATION - Submit/Schedule		
* Rpt Format	PDF - Adobe Acrobat Document 🗸	* Schedule Dt	1/20/2023
Privacy Type	Private 🗸	Remarks	
EQUIPMENT UTI	LIZATION		
* Form Option	Select an Item		
			Cancel Submit







A. Use to select the Form Option.

• Form Only and Form With Inspection List

EQUIPMENT UTILIZATION			
* Form Option	Form Only 👻	Dispatch Id	٩
* Dispatch Cd	Select an Item 🗸	Dispatch Sts Cd	Select an item
Equip Pool	Select an Item 🗸	Dispatcher	Select an Item
Asset Id	٩	Dispatch Estbd Dt From	
UII		Dispatch Estbd Dt To	
Serial Nbr		Sort Sequence 1	Asset Is 🗸
Dispatch Ctgry	Select an Item 🗸	Sort Sequence 2	Select an item
Secondary Serial Number		Sort Sequence 3	· ·
Sub Cigry	~	Sort Sequence 4	v
			Reset

- **a.** Use **to** select the Dispatch Cd.
- Inspection List Only

EQUIPMENT UTILIZATION				
* FornTOption	Inspection List Only	* Dispatch Ctgry	Select an Item	
				Cancel Submit

- **a.** Use to select the Dispatch Ctgry.
- Blank Form

EQUIPMENT UTILIZATIO	DN		
* Form Option	Bank Form 🗸	Rpt Msg	00H-03PH SOUTINE INCLUES CREATOR IS AIT-CREATOR IS AIT-CREATOR SOUTINE ROUCTES ACCEPTANCE OF REPORTBULTY FOR PM CREATS AND EXIPMENT.
			Cancel Submit

• Equipment Pool Asset Report

* Rpt Format PDF - Adobe Acrobat Document v * Schedule Dt 1/20/2023	
Privacy Type Private Remarks	
EQUIPMENT POOL ASSET REPORT	
*Sort Sequence Asset ID	
	14
	Cancel Submit

A. Use to select the Sort Sequence.







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Help Reference Guide

Utilization	Report	Extract
Othization	Report	

* Rpt Format	EXCEL - Microsoft EXCEL Docun 🗸	* Schedule Dt	1/20/2023	
Privacy Type	Private 🗸	Remarks		
JTILIZATION REP	PORT 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			
			Canc	el Sub

Use 💙 to select the Report Type.

В.

Upcoming Maintenance Schedule







Upcoming Maintenar	nce Schedule - Submit/Sch	edule			
* Rpt Format	EXCEL - Microsoft EXCEL Docun 🗸		* Schedule Dt	1/20/2023]
Privacy Type	Private 🗸		Remarks]
Upcoming Maintenar	Upcoming Maintenance Schedule				
*Schedule Maint Activity	BROOKS MA		Team Id]
Schedule Id			Frequency Cd	All	
Work Plan Id			Priority Cd	All	
Work Plan Type Cd	All		Recurring Method Cd	All	
Central Maint Schedule	All		Schedule Occurrence Cd	All	
Asset					
* Next Maint Date From	1/20/2023		LIN/TAMCN	٩	Clear
* Next Maint Date To			Site ID	FUNC-2	
UIC	All		Serial Nbr]
Asset Id	٩	Clear	Stock Number	٩	Clear
Equip Pool ID			Maint Group Id]
					Cancel Submit

- 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







COSIS Form - Sul	bmit/Schedule	
* Rpt Format	PDF - Adobe Acrobat Document 🗸	* Schedule Dt 1/20/2023
Privacy Type	Private 🗸	Remarks
COSIS Form		
*Maint Activity	BROOKS MA / BROOKS	*Technician
Equip Pool	Select an Item	*Next Inspection Date
		Cancel Submit

- Α.
- Use ***** to select the Maint Activity.
- Use 💙 В.
- to select the Technician.
- Use 🔤 to select the Next Inspection Date, or enter the date C. (MM/DD/YYYY) in the field provided.
- Work Order Status Report

Work Order Status F	Report - Submit/Schedule					
* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023			
Privacy Type	Shared •	Remarks				
Work Order Status F	Report					
Work Order Id(s)		Site Id	FUNC-2	~		
	~	Maint Activity	BROOKS MA	~		
Work Order Status Cd	Open-0	Equip Pool	All	~		
Sub Work Order State Cd		Primary Technician	All	~		
Asset Id	٩	Maint Loc	All	~		
Asset Stock Nbr	٩	LIN/TAMCN				
NMC	Select an Item	NMC Status	All	~		
Date From		Date To				
Report Sections	Parts Z Technicians	ECC	All	~		
				Cancel	Reset	Submit









- **A.** Enter the WORK ORDER ID(s), or use \bigcirc to browse for the entry. *This is a* 15 alphanumeric character field.
- Utilization/Fuel Variance Report

EXCEL - Microsoft EXCEI	L Docun 🗸		* Schedule Dt	1/20/2023	
Private	~		Remarks		
riance Report					
FUNC-2	~		Vehicle Type Cd	All	
All	~		LIN/TAMCN		
All	~		Util Variance Threshold	All	
All	~		Fuel Variance Threshold	All	
		٩	*Date From	.	
		li	*Date To		
	Q				
	EXCEL - Microsoft EXCE	EXCEL - Microsoft EXCEL Docur v Private v Fiance Report All v All v All v Q	EXCEL - Microsoft EXCEL Docur V Frivate V Func-2 V All V All V All V Q	EXCEL · Microsoft EXCEL Docur * Schedule Dt Private Remarks riance Report Vehicle Type Cd All UIN/TAMCN All Util Variance Threshold All Fuel Variance Threshold Image: All of the state of	EXCEL-Microsoft EXCEL Docur *Schedule Dt 1/20/2023 Private Remarks riance Report Vehicle Type Cd All All UIN/TAMCN IN/TAMCN All Util Variance Threshold All All Vehicle Type Cd All All Util Variance Threshold All All Vehicle Type Cd All Q Vehicle Type Cd All

- **A.** Use Is to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- **B.** Use Is to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
- NMC Summary Roll Up by LIN Report







Mic Summary Ro	bit op by Elk Report - Sublint/Sc	ineutie			
* Rpt Format	EXCEL - Microsoft EXCEL Docum 🗸		* Schedule Dt	1/20/2023	
Privacy Type	Private 🗸		Remarks		
NMC Summary Ro	oll Up by LIN Report				
* Date From	January 2023 🗸		LIN/TAMCN	٩	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	٩	Clear	GSA Lease Code	~	
Stock Number	٩	Clear	Maint Group ID		
Custodian Number			Vehicle Type Code	All	
					Cancel

- A. Use to select the Date From
- **B.** Use to select the Date To.
- NMC Asset Detail Report







NMC Asset Detail Re	port - Submit/Schedule				
* Rpt Format	EXCEL - Microsoft EXCEL Docun	~	* Schedule Dt	1/20/2023]
Privacy Type	Private	•	Remarks]
NMC Asset Detail Re	eport				
* Date From	January 2023	•	Asset Id	٩	Clear
* Date To	January 2023	•	Stock Number	٩	Clear
Site ID	FUNC-2	•	Custodian Number]
UIC	All	•	LIN/TAMCN	٩	Clear
Maint Activity	BROOKS MA	•	Maint Group Id]
Equip Pool ID			Major Command Code	All]
Report Activity Name			GSA Lease Code	~	
Equip Pool Name			Vehicle Type Code	All	
					Cancel Submit

A. Use

Β.

- Use **to** select the Date From.
- Use 💙 to select the Date To.
- Operator Dispatch Report

Operator Dispatch	n Report - Submit/Schedule			
* Rpt Format	PDF - Adobe Acrobat Document 🗸	* Schedule Dt	1/20/2023	
Privacy Type	Private 🗸	Remarks		
Operator Dispatch	n Report			
* Operator ID	٩	Asset Id	٩	
* Est Issue Dt/Tm				
			Cancel Submi	

- **A.** Enter the Operator ID, or use ^Q 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.



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Dispatch Schedule Report

Dispatch Schedule	e Report - Submit/Schedule		
* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private 🗸	Remarks	
Dispatch Schedule	e Report		
* Equip Pool	Select an Item	* Date To	
* Date From			
			Cancel Submit

- A. Use to select the Equip Pool.
- **B.** Use Is to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- **C.** Use **W** to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
- Vehicle Utilization Report

Vehicle Utilizatio	on Report - Submit/Schedule		
* Rpt Format	EXCEL - Microsoft EXCEL Docun 🗸	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	
Vehicle Utilizati	on Report		
* Date From	* Date To	Site ID	FUNC-2 - FUNC-2
Sort	Select an Item	UIC	BROOKS - BROOKS TEST UIC
500		Maint Activity	BROOKS MA - BROOKS MA
200		Vehicle Type Cd	All
LIN/TAMCN		Vehicle Group Cd	All
Stock Nbr		Annual Olyhor	
Asset ID		Allitudi Status	All
		*Report Type	All
			Cancel Submit





- 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 Submit . The **Reports Manager Transaction Status Schedule** page appears.
 - ELMS M&U 244
 - A. Complete the Search Criteria panel.

Search Criteria			^
Basic Search			
Asset Id		Stock Number	
Equipment Pool	Select an Item	Serial Number	
		Secondary Serial Number	
		🖱 Reset 📿 Search	

B. Complete the Search Results panel.

Search R	esults												/
🔑 Options	• [🔒 Print M	&U 244										
-	Asset Id	†	1	Stock Number	1	Item Description	1	Serial Number	÷	Secondary Serial Nu	÷	Equipment Pool	E.
	01SE09D	07146		2320011077155		TRUCK,UTILITY		HUMMV998A100003		77		TR - TRAINING TEST	
Selected 0/1		H (1	1	H	10 🔹	items per page							1 - 1 of 1 items
0 items selecter	d												
		6											

- a. Click to select the entry. The ASSET ID is highlighted, and Print M&U 244 becomes available.
- b. Select Print M&U 244. The procedure leaves the application based on the selection made.
- c. Follow the prompts provided by the computer.

