



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.*

View <u>Schedule</u>			
Search Results			
Rpt Category	All		
Rpt Id	Rpt Name	Rpt Type	Rpt Ctgry
WPMAR04R	WORK ORDER	User Initiated - All User ...	Maintenance and Utilization
WPMAR08R	UTILIZATION REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR10R	EQUIPMENT UTILIZATION	Online - User Initiated, ...	Maintenance and Utilization
WPMAR18R	EQUIPMENT POOL ASSET REPORT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR08E	UTILIZATION REPORT EXTRACT	Online - User Initiated, ...	Maintenance and Utilization
WPMAR20R	Upcoming Maintenance Schedule	User Initiated - All User ...	Maintenance and Utilization
WPMAR22R	COSIS Form	Online - User Initiated, ...	Maintenance and Utilization
WPMAR25R	Work Order Status Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR26R	Utilization/Fuel Variance Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR27R	NMC Summary Roll Up by LIN Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR29R	NMC Asset Detail Report	User Initiated - All User ...	Maintenance and Utilization
WPMAR31R	Operator Dispatch Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR32R	Dispatch Schedule Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR33R	Vehicle Utilization Report	Online - User Initiated, ...	Maintenance and Utilization
WPMAR34R	ELMS M&U 244	Online - User Initiated, ...	Maintenance and Utilization





Help Reference Guide

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





Submit/Schedule a Reports Manager Report

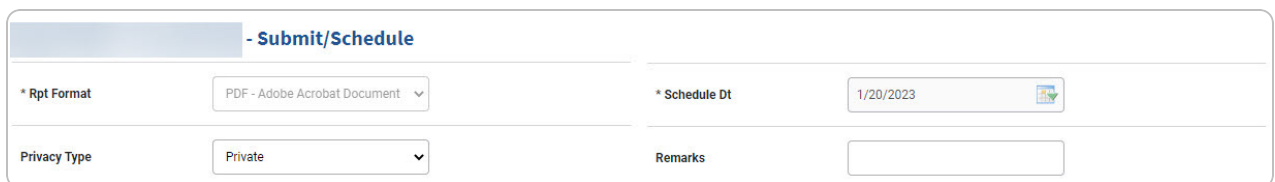
Navigation

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

Procedures

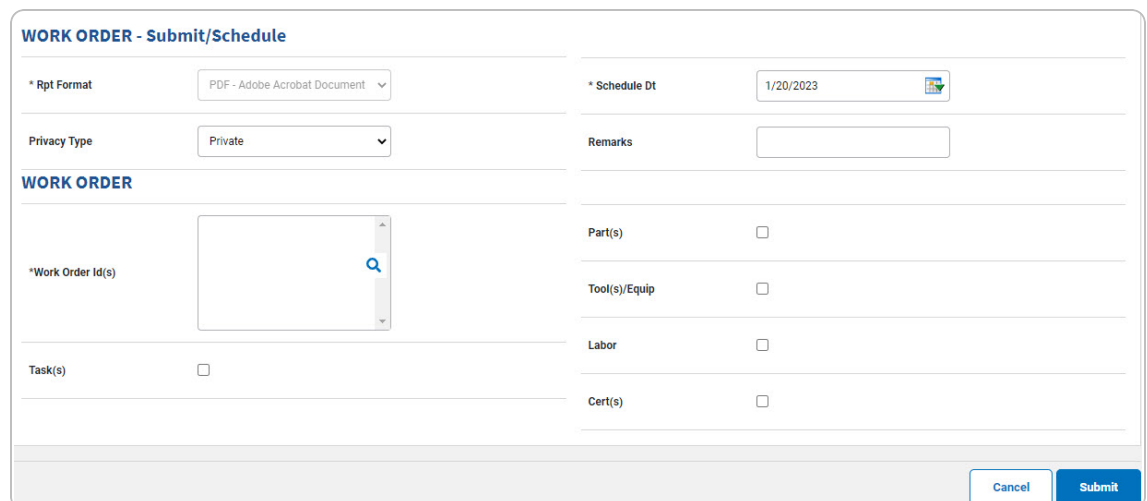
Submit/Schedule a Reports Manager Report

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



The screenshot shows a form titled "- Submit/Schedule". It contains four fields: "* Rpt Format" with a dropdown menu showing "PDF - Adobe Acrobat Document", "* Schedule Dt" with a date field showing "1/20/2023" and a calendar icon, "Privacy Type" with a dropdown menu showing "Private", and "Remarks" with an empty text box.

- 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



The screenshot shows a form titled "WORK ORDER - Submit/Schedule". It contains the same fields as the previous form: "* Rpt Format" (PDF - Adobe Acrobat Document), "* Schedule Dt" (1/20/2023), "Privacy Type" (Private), and "Remarks". Below these fields is a section titled "WORK ORDER" with a search box for "*Work Order Id(s)" and a list of checkboxes for "Part(s)", "Tool(s)/Equip", "Labor", and "Cert(s)". At the bottom right are "Cancel" and "Submit" buttons.





Help Reference Guide

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

Cancel

Submit

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

Cancel

Submit





A. Use  to select the Form Option.

- Form Only and Form With Inspection List

EQUIPMENT UTILIZATION

* Form Option	Form Only	Dispatch Id	
* Dispatch Cd	Select an Item	Dispatch Sls Cd	Select an Item
Equip Pool	Select an Item	Dispatcher	Select an Item
Asset Id		Dispatch Estd Dt From	
Utl		Dispatch Estd Dt To	
Serial Nbr		Sort Sequence 1	Asset Id
Dispatch Ctry	Select an Item	Sort Sequence 2	Select an Item
Secondary Serial Number		Sort Sequence 3	
Sub Ctry		Sort Sequence 4	

a. Use  to select the Dispatch Cd.

- Inspection List Only

EQUIPMENT UTILIZATION

* Form Option	Inspection List Only	* Dispatch Ctry	Select an Item
---------------	----------------------	-----------------	----------------

a. Use  to select the Dispatch Ctry.

- Blank Form

EQUIPMENT UTILIZATION

* Form Option	Blank Form	Rpt Msg	CPM/SPM SIGNATURE INDICATES OPERATOR IS AUTHORIZED TO USE EQUIPMENT. OPERATOR SIGNATURE INDICATES ACCEPTANCE OF RESPONSIBILITY FOR PM CHECKS AND EQUIPMENT.
---------------	------------	---------	---

- Equipment Pool Asset Report

EQUIPMENT POOL ASSET REPORT - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	1/20/2023
Privacy Type	Private	Remarks	
EQUIPMENT POOL ASSET REPORT			
* Sort Sequence	Asset ID	Equip Pool	Select an Item

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		

Cancel Submit

A. Use  to select the Reporting Period.

B. Use  to select the Report Type.

- Upcoming Maintenance Schedule





Help Reference Guide

Upcoming Maintenance Schedule - Submit/Schedule

* Rpt Format

EXCEL - Microsoft EXCEL Docun

* Schedule Dt

1/20/2023

Privacy Type

Private

Remarks

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

Clear

* Next Maint Date To

Site ID

FUNC-2

UIC

All

Serial Nbr

Asset Id

Clear

Stock Number

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





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	
			Cancel Submit

- 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)		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		Primary Technician	All
Asset Stock Nbr		Maint Loc	All
NMC	Select an Item	LIN/TAMCN	
Date From		NMC Status	All
Report Sections	☒ Parts ☒ Technicians	Date To	
		ECC	All
			Cancel Reset Submit





Help Reference Guide

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

EXCEL - Microsoft EXCEL Docum

* Schedule Dt

1/20/2023

Privacy Type

Private

Remarks

Utilization/Fuel Variance Report

Site ID

FUNC-2

Maint Activity

All

Equip Pool

All

Report Type

All

Asset Id

Asset Stock Nbr

Vehicle Type Cd

All

LIN/TAMCN

Util Variance Threshold

All

Fuel Variance Threshold

All

*Date From

*Date To

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.

- 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	 Clear
* Date To	January 2023	Stock Number	 Clear
Site ID	FUNC-2	Custodian Number	
UIC	All	LIN/TAMCN	 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  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		Asset Id	
* Est Issue Dt/Tm			

[Cancel](#) [Submit](#)

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.





Help Reference Guide

- Dispatch Schedule Report

Dispatch Schedule Report - Submit/Schedule

* Rpt Format

PDF - Adobe Acrobat Document

* Schedule Dt

1/20/2023

Privacy Type

Private

Remarks

Dispatch Schedule Report

* Equip Pool

Select an Item

* Date From

* Date To

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

Vehicle Utilization Report

* Date From

* Date To

Site ID

FUNC-2 - FUNC-2

Sort

Select an Item

UIC

BROOKS - BROOKS TEST UIC

ECC

All

Maint Activity

BROOKS MA - BROOKS MA

LIN/TAMCN

Vehicle Type Cd

All

Stock Nbr

Vehicle Group Cd

All

Asset ID

Annual Status

All

*Report Type

All

Cancel

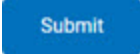
Submit





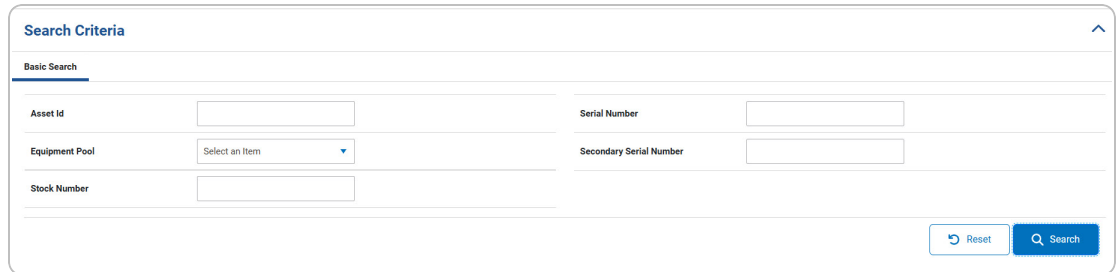
Help Reference Guide

- 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.

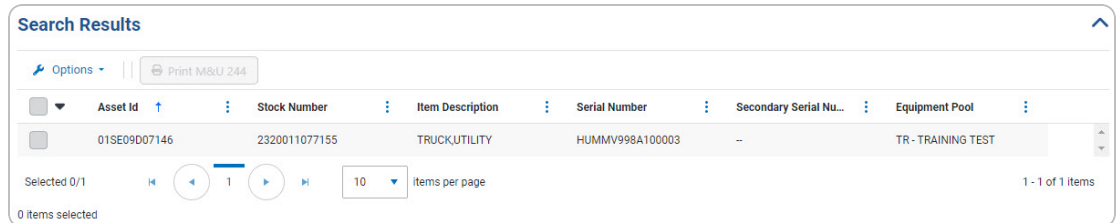
3. Select . The **Reports Manager Transaction Status — Schedule** page appears.

- ELMS M&U 244

A. Complete the Search Criteria panel.



B. Complete the Search Results panel.



- 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.

