



Equipment Utilization Form

The generation of a Maintenance and Utilization (M&U) form is similar to generation of any M&U report.

After navigating from the **Forms-Report** menu, select **Schedule Reports**. When the Equipment Utilization report id is selected, enter the appropriate initial information and select the appropriate **Form Option**:

- Form Only
- Form with Inspection List
- Inspection List Only
- Blank Form

If **Form Only** or **Form with Inspection List** is selected, additional fields will appear. Of those fields, only **Dispatch Cd** is mandatory. Once you select the **Search** button on the **Submit/Schedule** page, the records that match the criteria will display in the lower table. If more than 10 records exists, use the numbers in the bottom left corner of the lower table to change pages. If you select more than one asset, up to 100, the form will generate a single PDF file for printing.

When the assets are selected, choose the **Submit** button to process the transactions. Once processing is complete, the form is viewed just like any report.