Asset Maintenance Report

Report Module Guide: Asset Maintenance Report

Module Location

Fixed Asset > Reports > Asset Maintenance Report

Module Objective

The **Asset Maintenance Report** module is used to generate a comprehensive historical report of all asset maintenance activities. This report is used to review completed maintenance jobs, analyze the service history per asset, and track the overall performance of the maintenance team.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to filter and customize the report that will be generated.

Here is an explanation for each parameter:

- **Asset Maintenance Order Type**:
  - Filter the report by the origin of the work order, for example, whether it came from a planned **Schedule** or was a direct repair.
- **Period**:

    - Specify the time range for the maintenance history you wish to display.

- **Maintenance Type**:

    - Use this box to select one or more specific maintenance types for the report (e.g., only show Routine Maintenance or only Emergency Repairs).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, such as the period and the type of maintenance to be analyzed.

Step 2: Generate the Report

After all parameters are set, click the **[Display Report]** button at the bottom.

3. Report Content (Conceptual)

The generated report will be a history list of all maintenance jobs that match the filters you have selected. The report will likely display details such as:

- The **Asset Name** that was maintained
- The **Maintenance Date**
- The **Maintenance Type**
- The **Technician's Name (PIC)**

- The **Cost of Spare Parts** used
- The **Work Results** or notes from the technician

Tips & Important Notes

- Use this report to build and review the **service history** for each asset.
- This report is a recapitulation of all data recorded in the **Asset Maintenance Order** module.
- Analysis from this report can help in identifying assets with **frequent breakdowns** and in optimizing future preventive maintenance schedules.
- This is a key report for the **Maintenance Manager** for evaluation and planning.

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