Asset Usage Request Report

Report Module Guide: Asset Usage Request Report

Module Location

Fixed Asset > Reports > Asset Usage Request Report

Module Objective

The **Asset Usage Request Report** module is used to generate a historical report of all asset usage or borrowing requests that have been recorded in the system. This report is used to review who has used a specific asset, for what period, and to track special usage metrics like mileage for vehicles.

1. Report Parameters (Filter)

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

Here is an explanation for each parameter:

- **Asset**:
  - Select **All** to see the usage history of all assets, or select **Selected** to focus on one or more specific assets.
- **From / To**:

- Specify the date range for the requests you wish to see in the report (e.g., January 1, 2025, to October 9, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and the asset filter that you need.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a history list of all asset usage requests that match your filters.

This report displays details such as:

- The **Asset Name** that was borrowed.
- The usage **period** (**From** and **To**).
- **Special Vehicle Columns**: Pay attention to the **KM Distance** and **Fuel** columns, which are specifically used to track vehicle usage.

Tips & Important Notes

- This report is a recapitulation of all data recorded in the **Asset Usage Request** module.
- Use this report to analyze the usage rate of **shared assets** to help with capacity planning or the addition of new assets in the future.
- This is a useful report for the **General Manager or Asset Custodian** to monitor the movement and usage of assets.

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