Maintenance Report Per Asset

Report Module Guide: Asset History Card

Module Location

Fixed Asset > Reports > Maintenance Report per Asset

Module Objective

The **Maintenance Report per Asset** module is used to generate a **"History Card"** or **service history card** for a single specific asset. This report provides a detailed, chronological record of all maintenance and repair activities ever performed on an asset, from the beginning until now.

1. Report Parameters (Filter)

The main page of this module is a form for selecting the asset whose history will be viewed.

Here is an explanation for each parameter:

- **Asset**:
  - This is the primary filter. Click and select one or more specific assets from the list whose history you wish to see.
- **From / To**:
  - Specify the date range for the maintenance history you wish to display. To see the entire history, select a very

long date range.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the specific asset(s) you wish to check from the **Asset** list and define the time range.

Step 2: Generate the Report

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

- **[Display Report]**: To preview the asset history card 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 is a "Machine History Card" or service card for the asset you have selected.

This report records each maintenance event chronologically, displaying important details such as:

- **Maintenance/Repair Date**
- **Activity**: A description of the work that was performed.
- **Repair Request No.**: The Work Order reference number.
- **Executor**: The technician or party who performed the work.

- **Result**: Notes on the outcome of the job.

Tips & Important Notes

- Use this report before performing a major repair to see the history of problems and solutions that have been applied to that asset.
- This report is crucial for **root cause analysis** on assets that experience frequent breakdowns.
- This report's data is pulled from all completed **Asset Maintenance Orders** for the selected asset. It is a vital report for **Maintenance Managers and Senior Technicians**.

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