

M5 Report Basics

M5 Report Basics

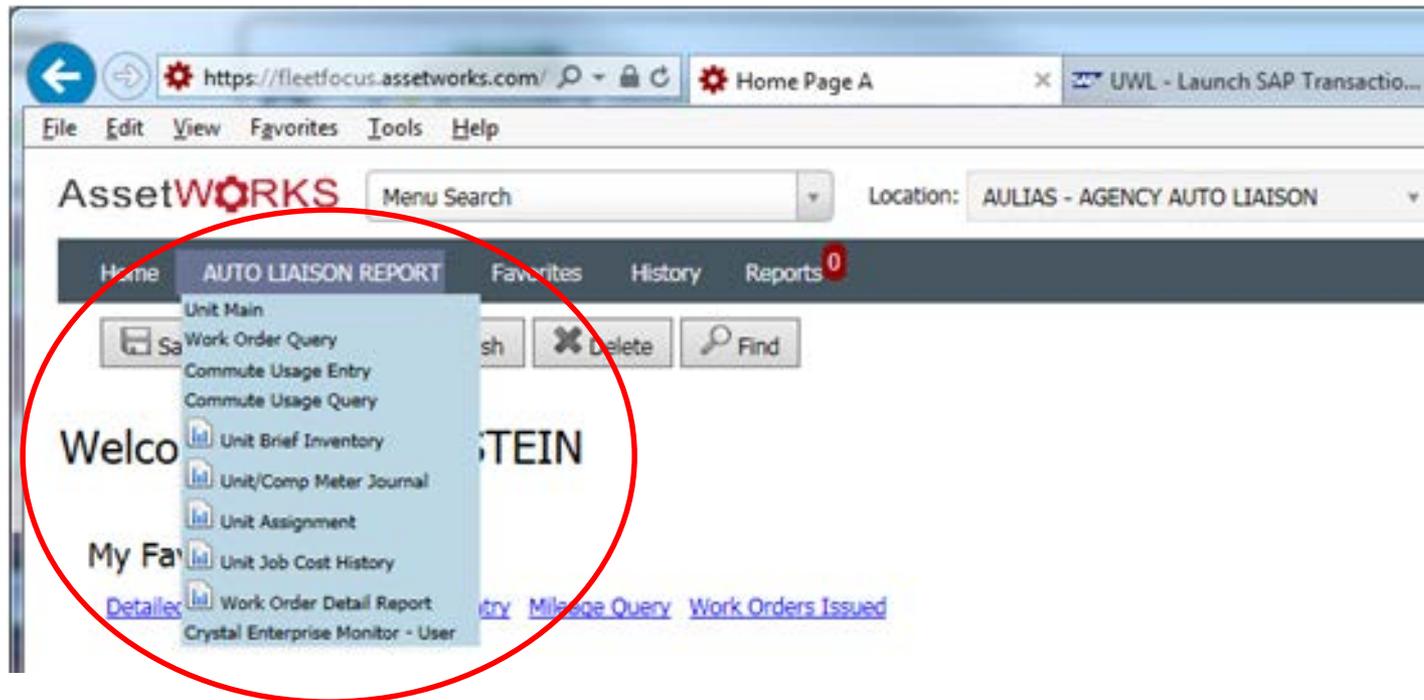
- Agenda
 - Introduction
 - Selecting A Report
 - Report Filters
 - Schedule a Report
 - View a Report
 - Report Maintenance
 - Initial Reports
 - Additional Information

M5 Report Basics - Introduction

- Introduction

- Reports are used to produce paper or electronic copies of information.
- Each report has a bar graph icon to the left of its name and will have different report prompts and filters - levels of grouping similar data and sorting capability.

M5 Report Basics - Introduction



M5 Report Basics - Introduction

- Report filters allow for the narrowing down of selections to specific information.
- When a report is scheduled, it is generated on a Report Server.
- Every agency shares this Report Server

M5 Report Basics – Introduction

- Report Formats
 - Excel
 - Excel tabular
 - Word
 - PDF
 - RTF
 - Text
 - Text (Tab Separated)

M5 Report Basics - Selection

- Select the report you are interested in generating by left-clicking on its name.

M5 Report Basics - Filters

- Each report has different report prompts available
 - Depending on the report, the prompts may allow you to use default values, group records together, sort the data, or change the layout of the report.

M5 Report Basics - Filters

- Grouping:
 - Level 1 Grouping – This level of grouping provides page breaks.
 - Level 2 Grouping – This level of grouping provides line breaks.
- Sorting:
 - Sort by – Sort Parameters sequence individual records in ascending order.

M5 Report Basics - Filters

- Filters

- Report filters are used to determine which records appear in reports.
- Running a report without any filters will select all possible records.
 - DO NOT RUN A REPORT WITHOUT ANY FILTERS!
- It is important to note that report filters do not determine what fields are on the detail line of the report.

M5 Report Basics - Filters

- Filters (continued)
 - Not all reports have the same report filters available.
 - The number of report filters available are shown in parentheses.
 - If there are more filters than can be shown on one page, use the vertical scroll bars to see the additional filters.

M5 Report Basics - Filters

- Filters (continued)
 - Selecting two or more filter creates an "AND" SQL statement and only selects records matching all filters.
 - Selecting too many filters can result in no data being selected.
 - There is No "OR" logic in M5 Standard Reports

M5 Report Basics - Filters

- Filters (continued)

-  In order to select a report filter - click in the box under the Enable Column. In our example, the Unit Status Filter box has been checked.

UnitLicenseHitters (Loaded 59 records)

Enabled	Field	Operator	Value	High Value
<input checked="" type="checkbox"/>	Unit Status	equal		
<input type="checkbox"/>	Unit Type	equal		
<input type="checkbox"/>	Unit Number	equal		
<input type="checkbox"/>	Unit/Comp Number	equal		
<input type="checkbox"/>	Alt Unit Number	equal		
<input type="checkbox"/>	Unit Serial Number	equal		
<input type="checkbox"/>	Unit Attachment Serial Number	equal		
<input type="checkbox"/>	Asset Number	equal		

M5 Report Basics - Filters

- Operator
 - The purpose of operators is to provide more specific information.
 - These are used to test the entry in the value column.
 - If the value matches the operator – then the record is selected.

M5 Report Basics - Filters

- Operators (continued)

- Is Equal To

- The field must be exactly equal to what you specify in the Value Column.

- Is One Of (In)

- You can specify more than one item to compare to by adding multiple comparison items to a list. If the field is exactly equal to any of them, the record will be included.

UnitLicenseFilters (Loaded 59 records)

Enabled	Field	Operator	Value	High Value
<input checked="" type="checkbox"/>	Unit Status	equal	A	
<input type="checkbox"/>	Unit Type	equal		
<input checked="" type="checkbox"/>	Unit Number	in	053017649 135010001 135010002	
<input type="checkbox"/>	Unit/Comp Number	equal		
<input type="checkbox"/>	Alt Unit Number	equal		

M5 Report Basics - Filters

- Operators (continued)

- ▼ Is Less Than/Greater Than

- ▼ The field must be less than/greater than the item you're comparing to in the Value Column. If you are comparing numbers, the field must be smaller/larger numerically. If you are comparing dates, the field must be an earlier/later date. If you choose the Less/Greater Than Or Equal To option, the field can be equal to or less/greater than what you're comparing to.

- ▼ Is Between

- ▼ Allows you to select two items to create a comparison range. The field must be between, or equal to, the two items. Is Between uses the same type of comparison as is used with Is Less Than and Is Greater than: numbers compare numerically, dates compare chronologically, and strings compare alphabetically.

M5 Report Basics - Filters

- Operators (continued)

- Is Like

- You can look for partial text matches using wildcard characters to search for records that contain particular characters or groups of characters. When you specify your comparisons, you can use a question mark (?) to indicate that one character in the field at that position can contain anything. You can use a percent sign (%) to indicate that the rest of the field from that point on can contain anything.

- Example:

- Using Department Is Like: **10-25%** will return anything that that has "10-25xx" in the using department code

M5 Report Basics - Filters

- Value Column/High Value Column
 - Values are entered based on the record selection desired on the report.
 - When some operators such as between is used, it will require a second value. The high value column is used for that purpose.

M5 Report Basics - Filters

- Date Shortcuts (Current Day)

- ▼ **TODAY**

- ▼ *The current date beginning at 00:00:00 hours

- ▼ **NOW**

- ▼ *The current date and time. For example, 01 -nov-1992, 13:24:32 hours.

- ▼ **YESTERDAY**

- ▼ *The day before today beginning at 00:00:00 hours.

- ▼ **TOMORROW**

- ▼ *The day after today beginning at 00:00:00 hours.

- ▼ **BOD**

- ▼ Beginning Of Current Day

- ▼ **EOD**

- ▼ End Of Current Day

M5 Report Basics - Filters

- Date Shortcuts (Week)

- ▼ **BLW**

- ▼ Beginning Last Week, Sunday

- ▼ **ELW**

- ▼ End of Last Week

- ▼ **BTW**

- ▼ Beginning This Week, Sunday

- ▼ **ETW**

- ▼ End of This Week

- ▼ **BNW**

- ▼ Beginning of Next Week

- ▼ **ENW**

- ▼ End of Next Week

M5 Report Basics - Filters

- Date Shortcuts (Month)

- ▼ **BLM**

- ▼ Beginning of Last Month

- ▼ **ELM**

- ▼ End of Last Month

- ▼ **BTM**

- ▼ Beginning of This Month

- ▼ **ETM**

- ▼ End of This Month

- ▼ **BNM**

- ▼ Beginning of Next Month

- ▼ **ENM**

- ▼ End of Next Month

M5 Report Basics - Filters

- Date Shortcuts (Year)

- ▼ **BLY**

- ▼ Beginning of Last (the previous) Year

- ▼ **ELY**

- ▼ End of Last Year

- ▼ **BTY**

- ▼ Beginning of This Year

- ▼ **ETY**

- ▼ End of This Year

- ▼ **BNY**

- ▼ Beginning of Next Year

- ▼ **ENY**

- ▼ End of Next Year

M5 Report Basics – Schedule

- Scheduling a Report

- To schedule a report to be run, click on the Schedule button.

UnitLicenseFilters (Loaded 59 records)

Enabled	Field	Operator	Value	High Value
<input checked="" type="checkbox"/>	Unit Status	equal	A	
<input type="checkbox"/>	Unit Type	equal		
<input checked="" type="checkbox"/>	Unit Number	in	053017649 135010001 135010002	
<input type="checkbox"/>	Unit/Comp Number	equal		
<input type="checkbox"/>	Alt Unit Number	equal		

Delete Saved Parameters Save Parameters **Schedule**

M5 Report Basics – Schedule

- Scheduling a Report
 - From the schedule report screen the following options are available:
 - run interval
 - output destination
 - output Type.

M5 Report Basics – Schedule

- Scheduling a Report
 - To generate the report immediately, click on the Schedule-Once button

Schedule Report

Schedule information for /Reports/Unit/UnitBrief.rpt

Run Interval: Date: Time:

Last Run:

Output Destination

Printer

In Bin Report Group:

Email

File

Output Format:

Save as default for this report only

Save as default

M5 Report Basics

• Report Schedule Confirmation

Report Schedule Confirmation

The UnitBrief report has been successfully scheduled.

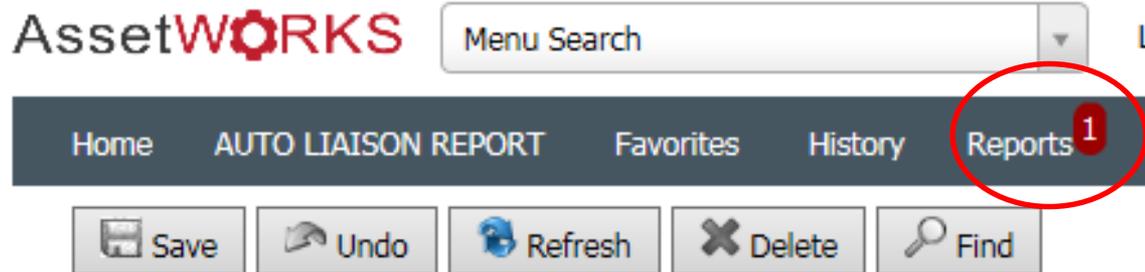
Schedule Information

- Your report was assigned job number 4237
- The report is scheduled to execute immediately.
- The report will execute on the m5rpt04 Crystal APS.
- In any server group.
- The report output will be placed in your private In Bin.
- The report output will be created in directory \\m5rpt02/CE_BIN/pa_prod/U-FSTEIN/ as a .pdf file.

Close

M5 Report Basics – View

- In Bin Reporting
 - Report is ready for review when there is a document in the In Bin.



M5 Report Basics - View

- Report Bin
 - ▼ Select the completed report to review.

Report Bin

Reports run by or visible to the current user (Loaded 5 records)

Delete	Report Name	Size	Id	Type	Created	By	
	 Run Immediate Reports						
 	 Private Reports						
<input type="checkbox"/>	Unit Brief Inventory Report V3.0	79687	4237	pdf	04/21/2016 16:13:12	FSTEIN	
1 item(s) found							

M5 Report Basics - View

Unit Brief Inventory

Bureau of Vehicle Management
Report Printed: 06/14/2013 11:58:03 By User: FSTEIN

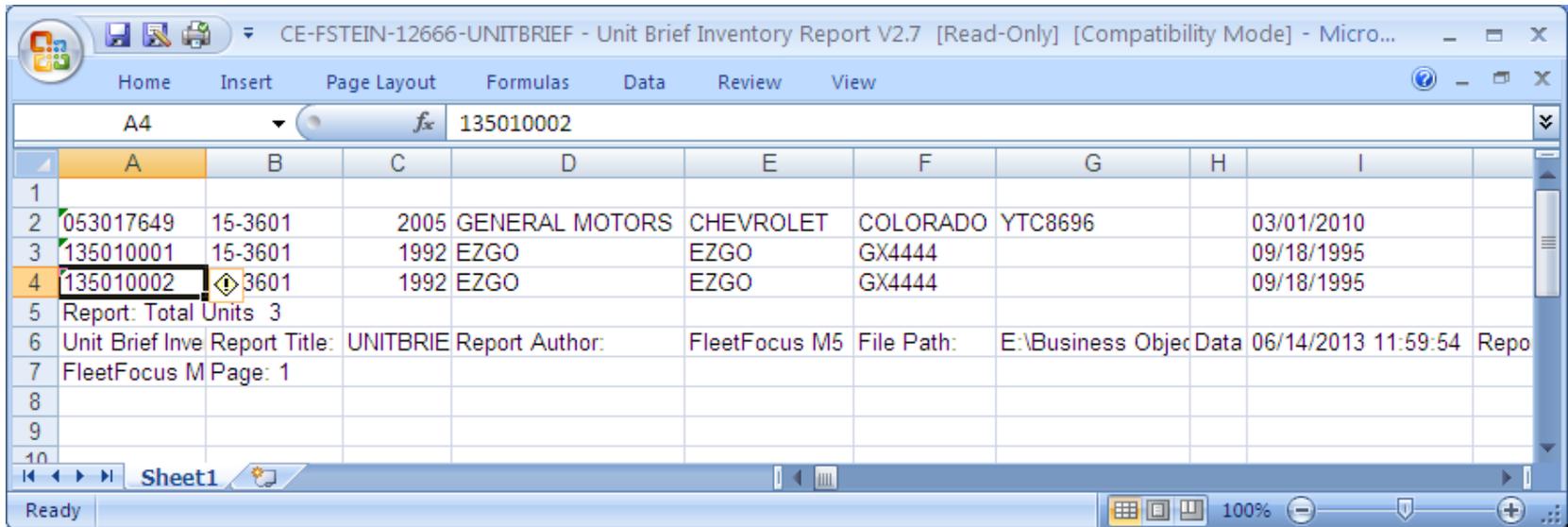
Unit No	Using Dept	Year	Manufacturer	Make	Model	License	State	In-Service Date	Current Meter
053017649	15-3601	2005	GENERAL MOTORS	CHEVROLET	COLORADO	YTC8696		03/01/2010	60,510 M
135010001	15-3601	1992	EZGO	EZGO	GX4444			09/18/1995	12,369 M
135010002	15-3601	1992	EZGO	EZGO	GX4444			09/18/1995	96,124 M

FleetFocus M5 - UNITBRIEF - Unit Brief Inventory Report V2.7

Page: 1

M5 Report Basics - View

- If output is Excel (Tabular), Column Headers are not displayed.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	
1										
2	053017649	15-3601	2005	GENERAL MOTORS	CHEVROLET	COLORADO	YTC8696		03/01/2010	
3	135010001	15-3601	1992	EZGO	EZGO	GX4444			09/18/1995	
4	135010002	3601	1992	EZGO	EZGO	GX4444			09/18/1995	
5	Report: Total Units 3									
6	Unit Brief Inve Report Title:		UNITBRIE	Report Author:		FleetFocus M5	File Path:	E:\Business ObjecData	06/14/2013 11:59:54	Repo
7	FleetFocus M Page: 1									
8										
9										
10										

M5 Report Basics – Maintenance

- Report Maintenance
 - Save a Report
 - Delete a Report
 - Schedule Run-Time or Recurring Reports
 - Deleting Older Report Results
 - Report Monitor

M5 Report Basics – Save

- Save a Report

- Report parameters can be saved.
- Reduces the need to re-enter filters, operators or date ranges for recurring reports.
- Filters can be modified when the report is loaded.

M5 Report Basics - Save

- After inputting report filters, enter a name in the 'Parameter File Name:' field and select "Save Parameters".

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON Help

Home AUTO LIAISON REPORT + Change Menu 2 Favorites History Reports 0

Save Undo Refresh Delete Find

Unit Brief Inventory

Parameter File Name:

Options
Layout: Standard

Report Prompts
Group 1: None
Group 2: None
Sort By: Unit Number

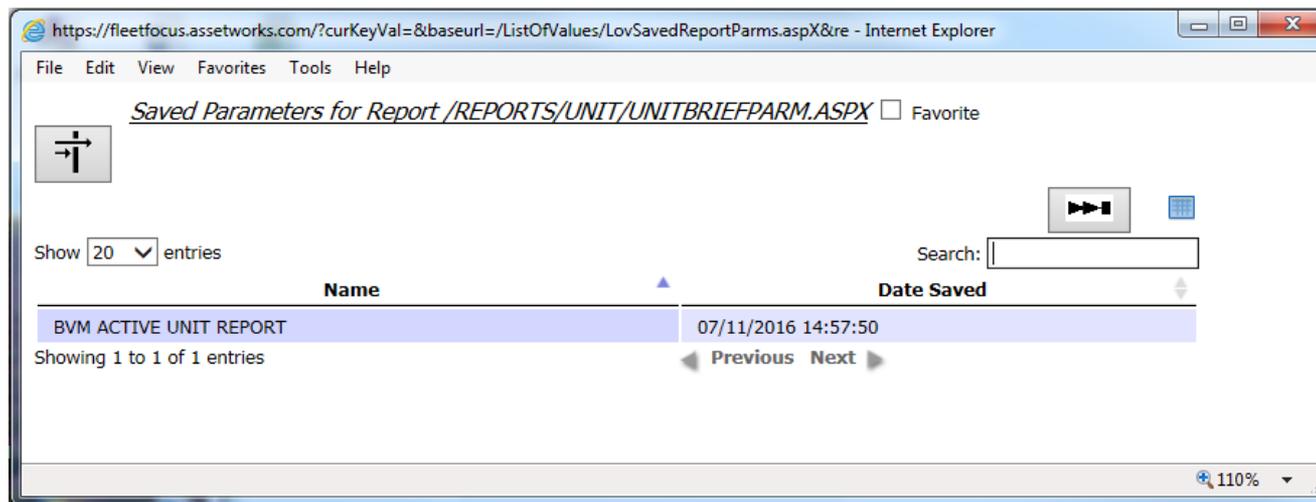
UnitLicenseFilters (Loaded 59 records)

Enabled	Field	Operator	Value	High Value
<input type="checkbox"/>	License	equal		
<input type="checkbox"/>	License State	equal		
<input type="checkbox"/>	License Type	equal		
<input type="checkbox"/>	License Expiration Date	equal		
<input type="checkbox"/>	Bin Location	equal		
<input type="checkbox"/>	Unit Status	equal		
<input type="checkbox"/>	Unit Type	equal		
<input type="checkbox"/>	Unit Number	equal		

Delete Saved Parameters Save Parameters Schedule

M5 Report Basics - Save

- To Rerun the report, “double-click” the Parameter File Name from the Report Menu and select the report to load.



M5 Report Basics - Delete

- A saved report can be deleted by clicking on the "Delete Saved Parameters" Button.

The screenshot shows the AssetWORKS web application interface. At the top, there is a navigation bar with the logo 'AssetWORKS', a 'Menu Search' dropdown, and a 'Location' dropdown set to 'AULIAS - AGENCY AUTO LIAISON'. Below the navigation bar is a breadcrumb trail: 'Home > AUTO LIAISON REPORT > Change Menu 2 > Favorites > History > Reports 0'. A toolbar contains buttons for 'Save', 'Undo', 'Refresh', 'Delete', and 'Find'. The main content area is titled 'Unit Brief Inventory' and includes a 'Parameter File Name' field with the value 'BVM ACTIVE UNIT REPORT'. Below this are sections for 'Options' (Layout: Standard), 'Report Prompts' (Group 1: None, Group 2: None, Sort By: Unit Number), and 'UnitLicenseFilters (Loaded 59 records)'. The 'UnitLicenseFilters' section is a table with columns: 'Enabled', 'Field', 'Operator', 'Value', and 'High Value'. The 'Delete Saved Parameters' button at the bottom left is circled in red.

Enabled	Field	Operator	Value	High Value
<input type="checkbox"/>	License	equal		
<input type="checkbox"/>	License State	equal		
<input type="checkbox"/>	License Type	equal		
<input type="checkbox"/>	License Expiration Date	equal		
<input type="checkbox"/>	Bin Location	equal		
<input type="checkbox"/>	Unit Status	equal		
<input type="checkbox"/>	Unit Type	equal		
<input type="checkbox"/>	Unit Number	equal		

M5 Report Basics - Schedule

- Reports can be scheduled to execute automatically at different intervals.
 - Once - Immediately
 - Once at a specified later time
 - Daily
 - Weekly
 - On the 'Nth' Day of the month
 - Last Day of the month

M5 Report Basics - Schedule

- Run Interval Examples

AssetWORKS

Home AUTO LIAISON REPORT + Change 2 Menu Favorites History Rep

Save Undo Refresh Delete Find Help

Schedule information for /reports/only/children.rpt

Run Interval: Daily

Date: 07/11/2016

Time: 22:30:00

Off Hours

Last Run:

Output Destination

Printer

In Bin Report Group: Private

Email

File

Output Format: PDF

Save as default for this report only

Save as default

Schedule - Daily Cancel

AssetWORKS

Home AUTO LIAISON REPORT + Change 2 Menu Favorites History Rep

Save Undo Refresh Delete Find Help

Schedule information for /reports/only/children.rpt

Run Interval: Weekly

Day of Week: Sunday

Date: 07/17/2016

Time: 22:30:00

Off Hours

Last Run:

Output Destination

Printer

In Bin Report Group: Private

Email

File

Output Format: PDF

Save as default for this report only

Save as default

Schedule - Weekly Cancel

AssetWORKS

Home AUTO LIAISON REPORT + Change 2 Menu Favorites History Rep

Save Undo Refresh Delete Find Help

Schedule information for /reports/only/children.rpt

Run Interval: Nth Day

Day of Month: 11

Date: 07/11/2016

Time: 22:30:00

Off Hours

Last Run:

Output Destination

Printer

In Bin Report Group: Private

Email

File

Output Format: PDF

Save as default for this report only

Save as default

Schedule - Nth Day Cancel

AssetWORKS

Home AUTO LIAISON REPORT + Change 2 Menu Favorites History Rep

Save Undo Refresh Delete Find Help

Schedule information for /reports/only/children.rpt

Run Interval: Last Day

Date: 07/31/2016

Time: 22:30:00

Off Hours

Last Run:

Output Destination

Printer

In Bin Report Group: Private

Email

File

Output Format: PDF

Save as default for this report only

Save as default

Schedule - Last Day Cancel

M5 Report Basics – Deleting Old Reports

- Old report results which are not deleted take up drive space, and will affect the performance of M5 for all users.
- Periodically, check the In-Bin for old reports no longer needed and delete the report.

M5 Report Basics – Deleting Old Reports

- To Delete Old Report

- From the In-Bin, place a check in the check box next to the report you wish to delete.

- Select the “Save” button.

AssetWORKS Menu Search Location: AULIAS - AGENCY AUTO LIAISON

Home AULIAS REPORT Change Menu Favorites History Reports

Save Undo Refresh Delete Find

Unit/Brief Inventory

Parameter File Name:

Options
Layout: Standard

Report Prompts
Group 1: None
Group 2: None
Sort By: Unit Number

UnitLicenseFilters (Loaded 59 records)

Enabled	Field	Operator	Value	High Value
<input type="checkbox"/>	License	equal		
<input type="checkbox"/>	License State	equal		
<input type="checkbox"/>	License Type	equal		
<input type="checkbox"/>	License Expiration Date	equal		
<input type="checkbox"/>	Bin Location	equal		
<input checked="" type="checkbox"/>	Unit Status	equal	A	
<input type="checkbox"/>	Unit Type	equal		
<input type="checkbox"/>	Unit Number	equal		

Delete Saved Parameters Save Parameters Schedule

M5 Report Basics – Monitor

- To view the status of a report, select Reports Monitor from the M5 Desktop.

The screenshot displays the AssetWORKS M5 Desktop interface. At the top, there is a search bar labeled "Menu Search" and a location dropdown menu set to "AULIAS - AGENCY AUTO LIAISON". Below this is a navigation bar with tabs for "Home", "AUTO LIAISON REPORT", "Change Menu", "Favorites", "History", and "Reports". A dropdown menu is open under "AUTO LIAISON REPORT", listing various reports such as "Unit Main", "Work Order Query", "Commuter Usage Entry", "Unit Brief Inventory", "Unit/Comp Meter Journal", "Unit Assignment", "Unit Job Cost History", "Work Order Detail Report", and "Crystal Enterprise Monitor - User". The "Crystal Enterprise Monitor - User" item is circled in red. To the right of the dropdown menu, there are "Delete" and "Find" buttons. Below the navigation bar, there is a "Welcome" message and a "My Favorites" section with links to "Mileage Query" and "Work Orders Issued".

Welcome to Department of General Services/Bureau of Vehicle Management M5 Fle

Bureau of Vehicle Management Policy and Forms can be found at the [DGS/BVM Website](#).

nsylvania



DEPARTMENT OF GENERAL SERVICES

M5 Report Basics – Monitor

- This selection will display:
 - Executing Reports
 - Completed Reports
 - Failed Report
 - Recurring Reports
 - Pending Reports

M5 Report Basics - Monitor

AssetWORKS Location: AULIAS - AGENCY AUTO LIAISON  

Home AUTO LIAISON REPORT ⁺ Change Menu ² Favorites History Reports ³

Crystal Enterprise Monitor - User

Query Limits

Maximum reports to retrieve: User: Status:

Crystal Enterprise Reports (Loaded 4 records)

Id	State	Report Name	Submitted	By	Group	Recurring	Output Format	Destination	Start time	End time	Next time
4609	Completed	UNITBRIEF - Unit Brief Inventory Report V3.0	07/11/2016 15:05:05	FSTEIN			Pdf	Bin	07/11/2016 15:01:07		
4599	Completed	UNITBRIEF - Unit Brief Inventory Report V3.0	07/11/2016 15:05:00	FSTEIN			Pdf	Bin	07/11/2016 15:01:02		
4589	Completed	UNITBRIEF - Unit Brief Inventory Report V3.0	07/11/2016 15:04:46	FSTEIN			Pdf	Bin	07/11/2016 15:00:48		
4237	Completed	UNITBRIEF - Unit Brief Inventory Report V3.0	04/21/2016 16:12:33	FSTEIN			Pdf	Bin	04/21/2016 16:08:43		

M5 Report Basics - Reports

- Unit Brief Inventory

- Lists the year, make and model of the unit, the unit number, the in-service date and the current meter reading.

Unit Brief Inventory

Bureau of Vehicle Management

Report Printed: 06/19/2013 10:13:37 By User: FSTEIN

Unit No	Using Dept	Year	Manufacturer	Make	Model	License	State	In-Service Date	Current Meter
053017649	15-3601	2005	GENERAL MOTORS	CHEVROLET	COLORADO	YTC8696		03/01/2010	60,510 M
135010001	15-3601	1992	EZGO	EZGO	GX444			09/18/1995	12,369 M
135010002	15-3601	1992	EZGO	EZGO	GX444			09/18/1995	96,124 M

M5 Report Basics - Reports

- Unit Meter Journal

- Lists the unit number, the current meter readings, the previous meter readings, the meter usages and the date of the meter readings.

- Source:

- E – Commute Usage Entry; F – Fuel Purchase; W – Work Order

Unit Meter Journal										
<i>Bureau of Vehicle Management</i>										
<i>Report Printed: 06/19/2013 10:13:51 By User: FSTEIN</i>										
Meter1	LTD Usage Meter1	Prev Meter	Reading Date	Meter2	LTD Usage Meter2	Prev Meter	Reading Date	Location	User	Source
<hr/>										
Unit No: 053017649 - 2005 CHEVROLET COLORADO										
60,510	60,510	60,423	03/31/2013 23:59:59	0	0	0	03/01/2010 00:00:00	COMGAR	RTOMLINS	E
60,485	60,485	60,423	03/07/2013 09:09:00	0	0	0	03/01/2010 00:00:00	VMMAIN	KWILLIAM	F
60,423	60,423	60,322	02/28/2013 23:59:59	0	0	0	03/01/2010 00:00:00	COMGAR	RTOMLINS	E
60,322	60,322	60,021	01/31/2013 23:59:59	0	0	0	03/01/2010 00:00:00	COMGAR	RTOMLINS	E
60,160	60,160	60,021	01/16/2013 10:50:00	0	0	0	03/01/2010 00:00:00	VMMAIN	KWILLIAM	F
60,021	60,021	59,627	12/31/2012 23:59:59	0	0	0	03/01/2010 00:00:00	COMGAR	RTOMLINS	E
59,951	59,951	59,627	12/21/2012 11:56:00	0	0	0	03/01/2010 00:00:00	VMMAIN	KWILLIAM	F



M5 Report Basics - Reports

- Unit Assignment

- List Owning and Using Department; Maintenance, Parking Locations; Activity Code and the Operator.

Unit Assignment

Bureau of Vehicle Management

Report Printed: 06/19/2013 10:14:00 By User: FSTEIN

Unit Number	Alt. Unit No.	Owning Department	Using Department	Parking Loc	Maint. Loc	Fueling Loc	Activity	Operational Class	Operator
053017649		15-3601	15-3601	COMGAR	VMMAIN		PASS		POOL TOMLINSON RAND
135010001		15-3601	15-3601	COMGAR	VMMAIN		NONPASS		POOL TOMLINSON RAND
135010002		15-3601	15-3601	COMGAR	VMMAIN		NONPASS		POOL TOMLINSON RAND

M5 Report Basics - Reports

- Unit Job Cost History

- Listing by unit, the work order, meter reading, date completed, job code and description, labor hours, parts, commercial and total costs.

Unit Job Cost History

Bureau of Vehicle Management

Report Printed: 06/19/2013 10:32:06 By User: FSSTEIN

Unit No	Work Order	Job Location	Meter 1	Date Completed	Job Rsn	Job Code	Job Description	Labor Hours	Labor	Materials	Comm	Total Cost
Unit No: 053017649 - 2005 - CHEVROLET - COLORADO												
053017649	90764	VMMAIN	55,665	01/12/2012	P	03-005-006	REPLACE Gas Cap	0.0	0.00	7.67	0.00	7.67
053017649	113223	VMMAIN	59,146	09/10/2012	S	03-015-005	REPLACE Outer Tie Rods	1.0	28.00	0.00	0.00	28.00
053017649	113223	VMMAIN	59,146	09/10/2012	S	03-032-010	REPLACE serpentine/belts	0.5	14.00	58.38	0.00	72.38
053017649	113223	VMMAIN	59,146	09/10/2012	S	PF-015-017	PERFORM wheel alignment	1.5	42.00	0.00	0.00	42.00
053017649	113223	VMMAIN	59,146	09/10/2012	S	PF-PRM-PEM	PERFORM PA EMISSIONS INSPECTION	0.5	14.00	0.00	0.00	14.00
053017649	113223	VMMAIN	59,146	09/10/2012	S	PF-PRM-PMA	PERFORM PM A SERVICE	0.5	14.00	12.91	0.00	26.91
053017649	113223	VMMAIN	59,146	09/10/2012	S	PF-PRM-PSI	PERFORM PA STATE INSPECTION	1.0	28.00	0.00	0.00	28.00
Job Count: 7								Group Totals:				
								5.0	140.0	79.0	0.0	218.96

M5 Report Basics - Reports

- **Work Order Detail**

- Listing by unit number and work order number, any costs and labor involved are also printed. A total for each job is calculated
- Labor and Parts are only reported on work orders performed at the state garage
- Any notes the CSD Division or the state garage attach to the work order will also be printed on this report

M5 Report Basics - Reports

- Work Order Detail

Work Order Charge Detail

Bureau of Vehicle Management
 Report Printed: 06/19/2013 10:34:02 By User: FSTEIN

UNIT NO:	053017649	2005 CHEVROLET COLORADO	WORK ORDER NO:	113223
----------	-----------	-------------------------	----------------	--------

USING DEPT NO:	15-3801	OPENED DATE:	09/08/2012 11:28:59	LOCATION:	VMMAIN - DGS VEHICLE MAINTENANCE
WO STATUS:	CLOSED	COMPLETED DATE:	09/10/2012 09:11:39	METER 1 - M:	59148
WO VISIT REASON:	UNSCHEDULED	CLOSED DATE:	09/10/2012 09:11:39	METER 2 - N:	0
TECH SPEC NO:	05COLOR2080G	2005 CHEVROLET COLORADO PU COMPACT EXTCAB 4WD C	IN-SERVICE DATE:	03/01/2010	UNIT SERIAL NO:
					1GCDT198658137541

JOB CODE	JOB DESCRIPTION	STAT	RSN	WRTY	JOB LOC	LABOR HRS	LABOR	MATERIAL	COMMERCIAL	TOTAL COST	
03-015-005	REPLACE Outer Tie Rods	DON	5	N	VMMAIN	1.00	28.00	0.00	0.00	28.00	
03-032-010	REPLACE serpentine/belts	DON	5	N	VMMAIN	0.50	14.00	58.38	0.00	72.38	
PF-015-017	PERFORM wheel alignment	DON	5	N	VMMAIN	1.50	42.00	0.00	0.00	42.00	
PF-PRM-PEM	PERFORM PA EMISSIONS INSPECTION	DON	5	N	VMMAIN	0.50	14.00	0.00	0.00	14.00	
PF-PRM-PMA	PERFORM PM A SERVICE	DON	5	N	VMMAIN	0.50	14.00	12.91	0.00	26.91	
PF-PRM-PSI	PERFORM PA STATE INSPECTION	DON	5	N	VMMAIN	1.00	28.00	0.00	0.00	28.00	
JOB COUNT: 6						WORK ORDER TOTAL:	5.00	140.00	71.29	0.00	211.29

Job Code	Job Description	Employee No.	Start	Finish	Quantity	Total Cost
03-015-005	REPLACE Outer Tie Rods	606645	09/10/2012 11:00:00	09/10/2012 12:00:00	1.00	28.00
PF-015-017	PERFORM wheel alignment	606645	09/10/2012 09:00:00	09/10/2012 10:30:00	1.50	42.00
PF-PRM-PMA	PERFORM PM A SERVICE	606645	09/10/2012 08:00:00	09/10/2012 08:30:00	0.50	14.00
PF-PRM-PEM	PERFORM PA EMISSIONS INSPECTION	606645	09/10/2012 08:30:00	09/10/2012 09:00:00	0.50	14.00
PF-PRM-PSI	PERFORM PA STATE INSPECTION	606645	09/10/2012 12:00:00	09/10/2012 13:00:00	1.00	28.00
03-032-010	REPLACE serpentine/belts	606645	09/10/2012 10:30:00	09/10/2012 11:00:00	0.50	14.00
LABOR						140.00

Job Code	Job Description	Part No.	Description	Unit Price	Quantity	Total Cost
03-032-010	REPLACE serpentine/belts	5060915	SERPENTINE BELT	29.37	1	29.37
PF-PRM-PMA	PERFORM PM A SERVICE	51522	OIL FILTER	3.76	(1)	(3.76)
PF-PRM-PMA	PERFORM PM A SERVICE	10W30	BULK 10W30 MOTOR OIL	1.83	5	9.15
PF-PRM-PMA	PERFORM PM A SERVICE	51522	OIL FILTER	3.76	1	3.76
PF-PRM-PMA	PERFORM PM A SERVICE	10W30	BULK 10W30 MOTOR OIL	1.83	5	9.15
03-032-010	REPLACE serpentine/belts	E580761	TIE ROD	29.01	1	29.01
PF-PRM-PMA	PERFORM PM A SERVICE	10W30	BULK 10W30 MOTOR OIL	1.83	(5)	(9.15)
03-032-010	REPLACE serpentine/belts	E580761	TIE ROD	29.01	1	29.01
03-032-010	REPLACE serpentine/belts	5060915	SERPENTINE BELT	29.37	(1)	(29.37)

FleetFocus M5 - WODETAIL - Work Order Detail v3.0

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M5 Report Basics - Reports

- Work Order Detail

Work Order Charge Detail		<i>Bureau of Vehicle Management</i>
		<i>Report Printed: 06/20/2013 10:54:25 By User: WILWARD</i>
UNIT NO:	2007	WORK ORDER NO:
<u>Work Order Notes</u>		
(LDALTON) 3/16/12 overheating, tire r/r, WFE Rohrer Bus Lewisburg LD (KAWARD) 3/26/12 - adding si also -klw (LDALTON) 3/28/12 left vm for Tom, vendor, on \$1,599 estimate, what is Michelin reorder #, what about overheating problem? (LDALTON) 3/28/12 WILL DIAG OVERHEATING AND UPDATE ESTIMATE BEFORE I SEND IT UP (LDALTON) 4/2/12 updated lower estimate her eand ok'd by MM email, \$1307. (LDALTON) 4/18/12 royd invoice #H85249 for \$1,307 from Rohrer Bus and matched to approved RAR, LD ok'd for payment week of 4/23/12 (NAMEDIAZ) paid inv#05249 rohrer bus on 4/23/12 visa - na		
<u>Job Notes</u>		
03-017 - REPLACE Tires & Wheels-DO NOT USE		
03-041-001 - REPLACE Air Cleaner		
03-043-005 - REPLACE Gaskets/Hangers		
39-042 - TEST Engine Cooling Sys-DO NOT USE		
PF-PRM-PSI - PERFORM PA STATE INSPECTION		
<hr/>		
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FleetFocus M5 - WODETAIL - Work Order Detail v3.0		Page: 2

M5 Report Basics - Reports

- Work Order Detail

Work Order Charge Detail

Work Order Charge Detail

Bureau of Vehicle Management
Report Printed: 06/20/2013 10:53:20 By User: WILWARD

Report Title:	WODETAIL - Work Order Detail v3.0
Report Author:	FleetFocus M5
File Path:	E:\Business Objects\BusinessObjects Enterprise 12.0\Data\procSched\ENCTCISP252.CrystalReports\JobServer\~tmp205078fe570ofd2.rpt
Data Extracted:	Thu Jun 20 2013 10:53:20
TZ:	Eastern Standard Time
DLL Version:	2011.12.15
Report User:	WILWARD
Report Comments:	6/1/06 - Focus No 7069 6/15/06 - Focus No 7996 & Focus No 3053 07/02/07 - Focus No. 15696 04/48/08 - Focus No. 19868 11/20/08 - Focus No. 22706 02/02/09 - Focus No. 22842 02/19/09 - Focus No. 23813 12/10/09 - Focus No. 24193 08/25/10 - Focus No. 28649 12/11/10 - Focus No. 31883 07/08/11 - Focus No. 28649 06/18/12 - Focus No. 39905 07/13/12 - Focus No. 39906

Parameters and Selection Filters

First Grouping:	
Second Grouping:	
Third Grouping:	
Sorted By:	
From Date:	
To Date:	
Option 1:	
Option 2:	
Selection Filters:	isnull((VIEW_JOB_WORKSHEET.ORIG_JOB_ID)) and {VIEW_JOB_WORKSHEET.JOB_STATUS} <> "CAN" and (view_wo_worksheet.wo_no) = '113223' //Q=

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M5 Report Basics

- Common Filters/Operators
 - Unit Brief Inventory
 - Display all active units in your agency
 - Unit Status – equals - A
 - Unit Meter Journal
 - All meter entries for a unit within a certain time frame
 - Meter 1 Date – between – *mm/dd/yyyy* – *mm/dd/yyyy*
 - Unit Number – equal - *unit number*

M5 Report Basics

- Common Filters/Operators

- Unit Assignment

- Display all active units and their current operators

- Unit Status – equal – A

- Unit Job Cost History

- Display all maintenance for a unit for a certain time period

- Unit Number – equal – *unit number*

- WO Completed Date – between – *mm/dd/yyyy* – *mm/dd/yyyy*

M5 Report Basics

- Common Filters/Operators

- Work Order Detail

- Display the detail information from a Work Order

- WO Number – equal – *work order number*

- Organization Codes

- Unit Using Dept No – like – *aa-nn%*

- *aa* = Agency

- *nn* = first two of the org code

M5 Report Basics

- Additional Information
 - ❏ DO NOT run a report without including parameters:
 - ❏ Unit Status = A
 - ❏ Date Range on Work Order reports

M5 Report Basics

QUESTIONS??