EQUIPMENT

ASSETS – PRINT – SERVICE HISTORY REPORT

The **Service History Report** is a summary of the service activity for a selected asset over a defined period. This is useful to track <u>Service Requests</u> and to monitor which assets are building up a long history of repair. This will potentially trigger a decision to end the assets useful life and replace it with a new, more reliable version.

Ribbon Access: *Equipment and Locations > Assets*

- The *Machine List for []* screen will display.

THE SITE AND TYPE FILTERS

- The screen will open with the default *Site* setting configured on the user and the Equipment *Type* filter set to '*All*' (machines).

> **Note**: You do not need to select the *Site* or *Type* to access this report - you can set both filters to '*All*'. However, you may wish to narrow your selection parameters, in which case you can select the Site and /or the Status which contain the asset you wish to view.

  - In this example, the *Durban* site is selected.

SELECT THE ASSET

- Select the *row* of the *serialised item* where you wish to view the *Service History Report*.

OPEN THE REPORT OPTIONS

- Click on the *drop-down arrow* in the *Print* button.

SELECT SERVICE HISTORY OPTION

- The Print drop-down *menu* will be displayed.
- Click on *Service History*.

- A *Report Generation* message box will pop up:
  - *Do you want to print the service history report for the equipment []?*
- Click on *Yes*.

VIEW SERVICE HISTORY REPORT

- The *Report Preview* screen will open.
- From here you can *View, Print, Export* or *Email* the Service History Report.
- *Close* the Report Preview screen when done.

MNU.007.003