We are currently updating our site; thank you for your patience.

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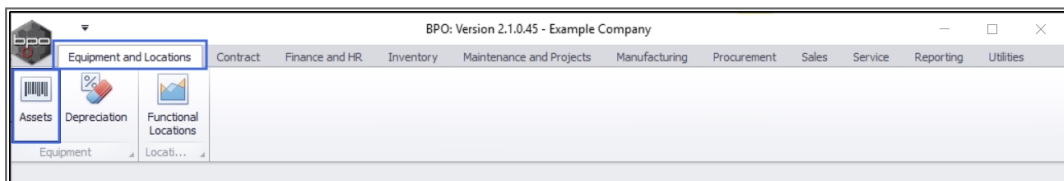
- The **Machine List for []** screen will display.

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.
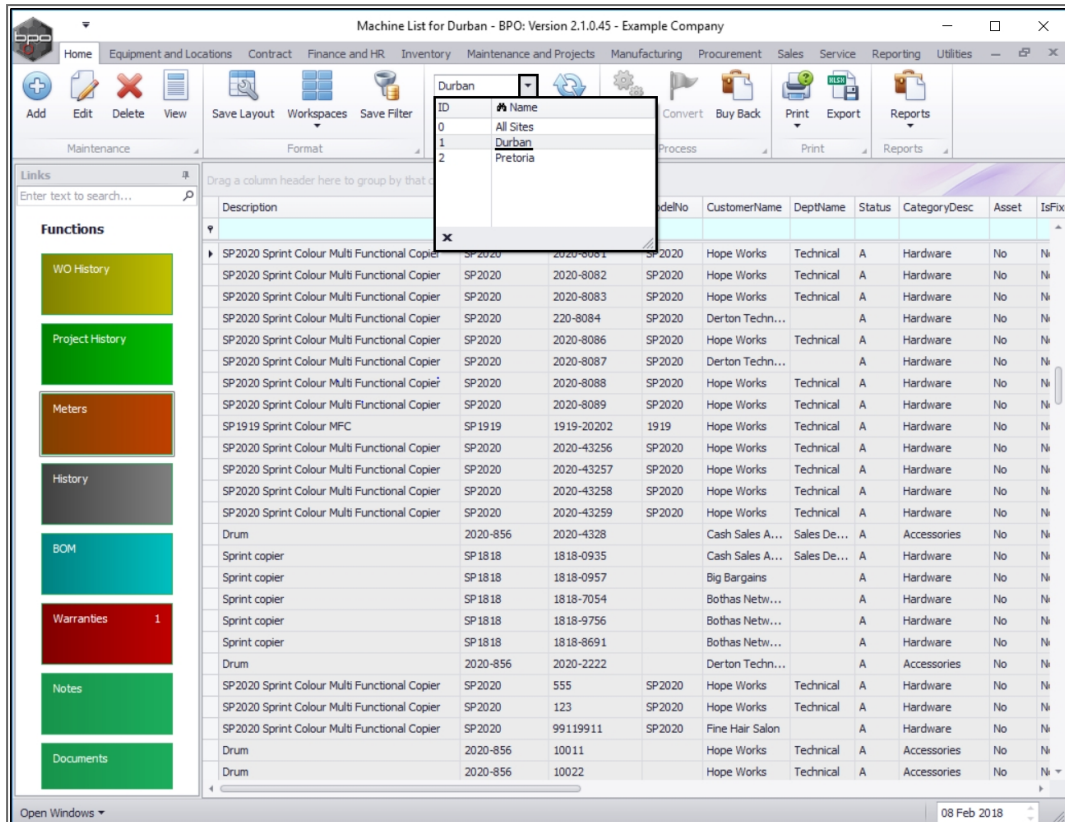
SELECT THE ASSET

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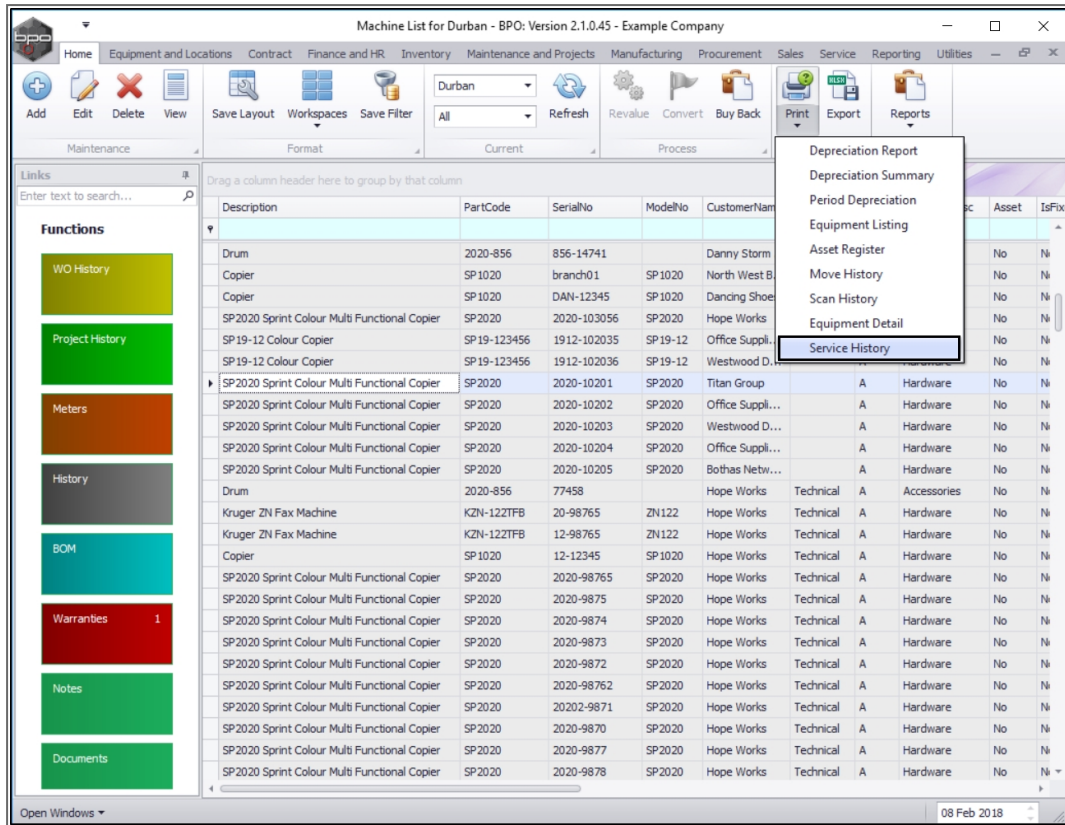
- A **Report Generation** message box will pop up:
  ◦ Do you want to print the service history report for the equipment []?
- Click on **Yes**.

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.

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