

Maintenance Reports

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Authorized users and administrators can generate maintenance reports that provide the same set of item maintenance detail that they are viewing in the **Maintenance** tab. The report is generated as a Microsoft® Excel spreadsheet.

To generate the report you want, first display the records you want to include by doing one or more of the following:

- Select the appropriate domain level or location
- Select the view:
 - Scheduled Inventory
 - Nonscheduled Inventory
 - Out for Service Items
 - History
- To narrow the list to an item or type of item, search for it.
- and your results will show all items that have "pump" in the item name.
- Sort the list by the appropriate column in the table.
- In the **History** view, you can specify a time frame. Enter a **Start Date** and **End Date** before generating your report.

When you have the records you want, click **Report**. From here, you can open it in Excel or save the file.

Your report will include all items that match your search and sort criteria. Even when the maintenance records span pages within the solution, your report will include all records that match your report criteria.