



## Reports

Reports - for the majority of our customers - are why they have a system. The report function gives you the ability to readily recall information about: asset listings, work completed, work outstanding, costs and charges, fault analysis etc.

Although FrontLine has the ability to produce a wide range of standard reports it is still important that you establish just what information you want the system to provide before starting to input data. Too little data may not produce what you need but too much data could be just a waste of time and resource if you don't use it.

So whichever reports (costs and charges, fault analysis, downtime etc.) are the driving force behind your having a system the ultimate success will be achieved by inputting consistent well structured data. Good structured data will maximise the searching and reporting capabilities of your system.

The 90+ standard reports are held in 10 specific groups, within this section. Each report has its own individual selection and sort criteria screen. In addition to the standard reports, you have the option to create your own variations adding details such as barcodes, logos, pictures etc to both work order and standard report formats.

**Click** on the **Reports** icon highlighted in Red on the FrontLine Maintenance Module toolbar (fig. 1)



*fig.1- Frontline Maintenance Module toolbar icons*

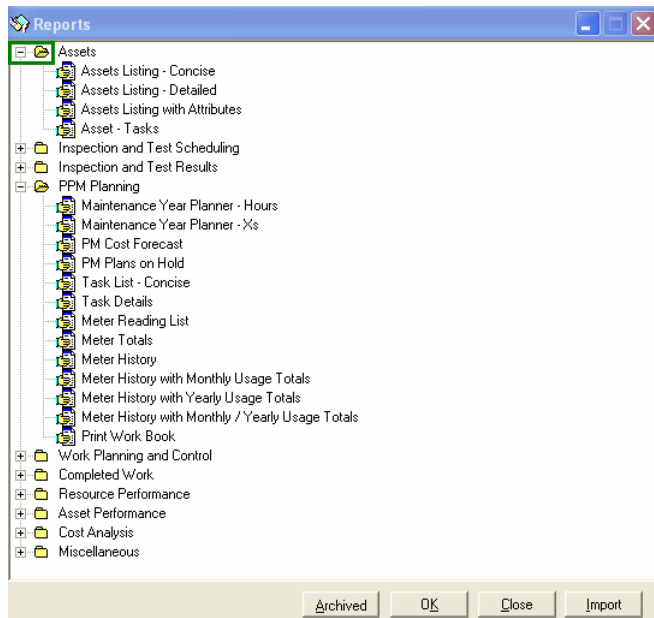


Fig. 2

The Report menu appears showing the 10 report categories and by clicking on the small “+” sign highlighted in green (See fig. 2) a number of reports will appear under that particular category heading. The example above shows two category headings expanded, Assets: lists 4 available reports and PM Planning: lists 13 available reports.



To select a particular report double click on the report title from the “expanded” menu (See Fig. 3)

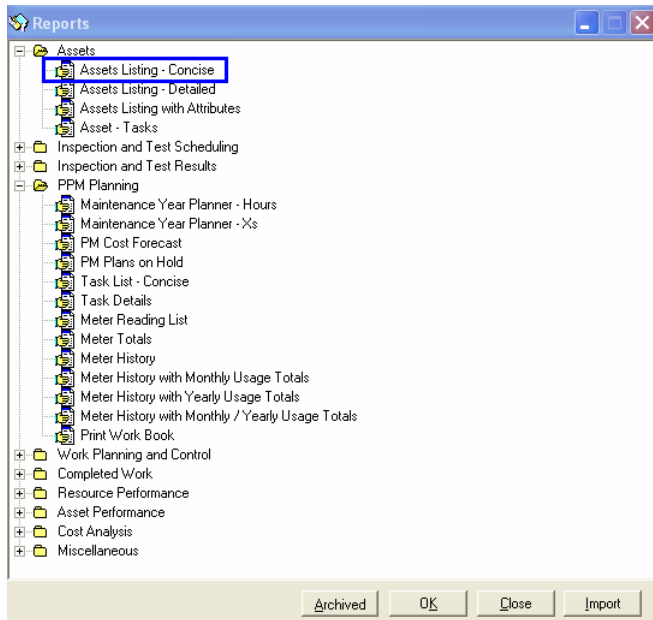


fig. 3

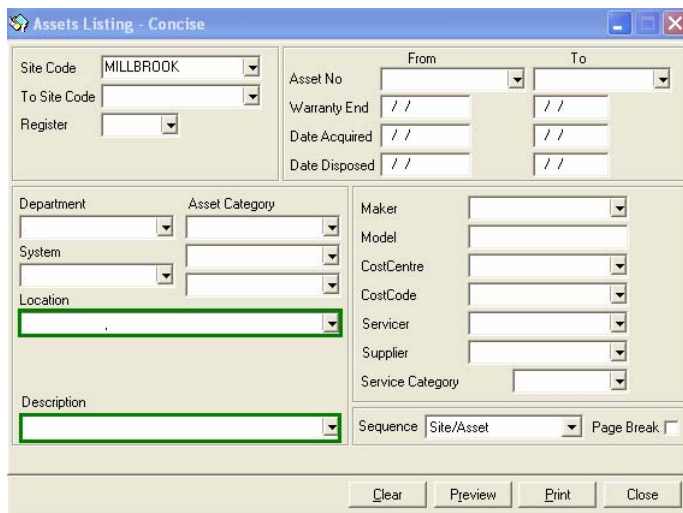


fig.4

A report selection screen appears (this screen will vary from report to report). From this screen you are able to make selections building a filter of what data you want to run the report against. Using the example, shown “Asset Listing – Concise”; you may wish to run a report showing “Assets in a certain Location” or “Assets of a certain Description” or a compound search: “Assets of a certain Description in a certain Location” - (fig. 4).

# Shire Systems – FrontLine System Overview



Assets Listing - Concise		MILLBROOK	Millbrook International	Page 1 of 2 04/10/05 12:41:32
Data Selection	Sequence = Site/Asset Site Code = MILLBROOK			
Asset No	Department	Location	Description	
AIRCON	ADMINISTRATION	UNIT 1/OFFICES	Air conditioning unit	
ASTRA VAN	MAINTENANCE	MAINTENANCE	Site services vehicle	
BAND-01	MAINTENANCE	UNIT 3/WORKSHOP	Bandsaw in Workshop	
BOIL-01	MAINTENANCE	EXTERNAL/BOILER HOUSE	Boiler 1	
BOIL-02	MAINTENANCE	EXTERNAL/BOILER HOUSE	Boiler 2	
BOIL-03	MAINTENANCE	EXTERNAL/BOILER HOUSE	Boiler 3	
BOILERHOUSE	MAINTENANCE	EXTERNAL/BOILER HOUSE	Boiler House - Containing 3 boilers	
BTRT-01	PRODUCTION	UNIT 3/PRESS HALL	Reel Truck	
COMP-120	PRODUCTION	UNIT 3/PRESS HALL	Compressor - Hydrovane 120 Pump	
COMP-200	PRODUCTION	UNIT 3/PRESS HALL	Compressor - Atlas Copco 200	
COMPCABLE		UNIT 1	Computer Cabling Network	
CONV-01	DISTRIBUTION	UNIT 3/DESPATCH	Conveyor Roll-Line - Outside	
CONV-A	PRODUCTION	UNIT 3/PRESS HALL	Conveyor Accumulation - A Line	
CONV-B	DISTRIBUTION	UNIT 3/DESPATCH	Conveyor Long - B Line	
CONV-PB	DISTRIBUTION	UNIT 3/DESPATCH	Conveyor Push-Out - B Line	
CONV-PSS	DISTRIBUTION	UNIT 3/DESPATCH	Conveyor Belt - A Line - PSS	
CONV-SLA	DISTRIBUTION	UNIT 3/DESPATCH	Conveyor Slip Torque - A Line	
CONV-SLB	DISTRIBUTION	UNIT 3/DESPATCH	Conveyor Slip Torque - B Line	

Fig. 5 – Example Report Taken from Demo Data

The report will display the data according to the report selection criteria (Data Selection displayed on the report – highlighted in green fig. 5). Below are a few examples, but take some time to familiarise yourself with the reports available by using the Demo Data set on the evaluation CD.

Meter Reading List		MILLBROOK	Millbrook International	Page 04/10/05 1	
Data Selection	Sequence = Site/Asset Site Code = MILLBROOK				
Reading Date :					
Asset No	This Reading	Unit	Last Reading	Date	Location Description
ASTRA VAN		miles	47995	27/06/05	MAINTENANCE Site services vehicle
BOIL-01		litres	3345	30/09/04	EXTERNAL/BOILER HOUSE
BOIL-02		litres			
BOIL-03		litres			
BTRT-01		HOUR			
COMP-120		HOUR			
COMP-200		HOUR			

Maintenance Year Planner - Xs		MILLBROOK	Millbrook International	Page 1 of 5 07/10/05 21:51:04
Data Selection	Sequence = Site/Asset Site Code = MILLBROOK Priority of Work			
Asset No	Task	Time	Time	Weeks BY 2005
ASTRA VAN	Site services vehicle			
BOIL-01	EXTERNAL/BOILER HOUSE			
BOIL-02	EXTERNAL/BOILER HOUSE			
BOIL-03	EXTERNAL/BOILER HOUSE			
BTRT-01	PRODUCTION			
COMP-120	PRODUCTION			
COMP-200	PRODUCTION			

Task Details		BOILER 13 WEEKLY INSPECTION		Page 5 of 90 07/10/05 21:54:09
Task	BOIL - 13W	BOILER 13 WEEKLY INSPECTION		
Primary Trade	No of Men	Estimated Hours	Work Type	Permit Required
Secondary Trade	No of Men	Estimated Hours	Priority	W/O Format 01
Service Category	Std Frequency 13	Freq Unit W	Repeat Type V	
	Included in Task	If within (days)	Planned Maintenance Y	
Std Meter Frequency	Risk/Consequence /	Risk Assessment Status		
TASK NOTES				
Notes Any amount of additional information/work instructions/cross references etc. can be recorder in the "Task Notes" for printing onto the Work Orders or transfer to PDA's Handhelds. It will allow basic formatting of text - information can also be cut and paste from Word documents etc..				
Example of basic formatting:				
1) Question: YES [ ] NO [ ]				
2) Question: YES [ ] NO [ ]				
CHECKED MON [ ]				
CHECKED TUE [ ]				
CHECKED WED [ ]				