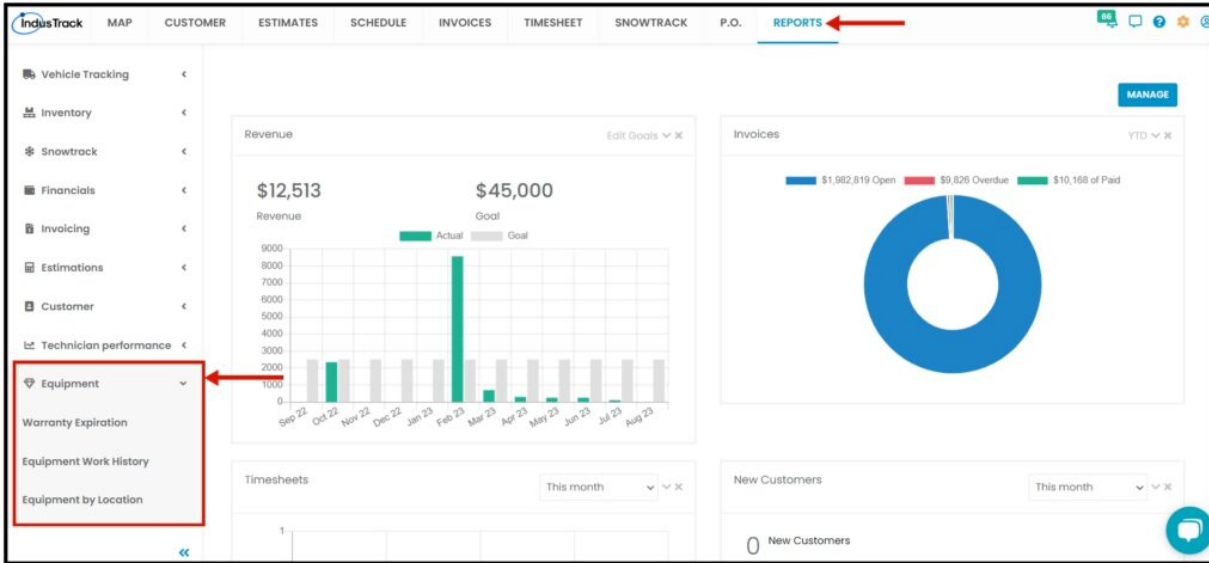


# Equipment Report

To access Equipment Report, click on the Reports Module from the top dashboard> on the left panel, click **Equipment Report**.

A drop-down option will show its subcategories for the reports you want to see:

- Warranty Expiration
- Equipment Work History
- Equipment by Location

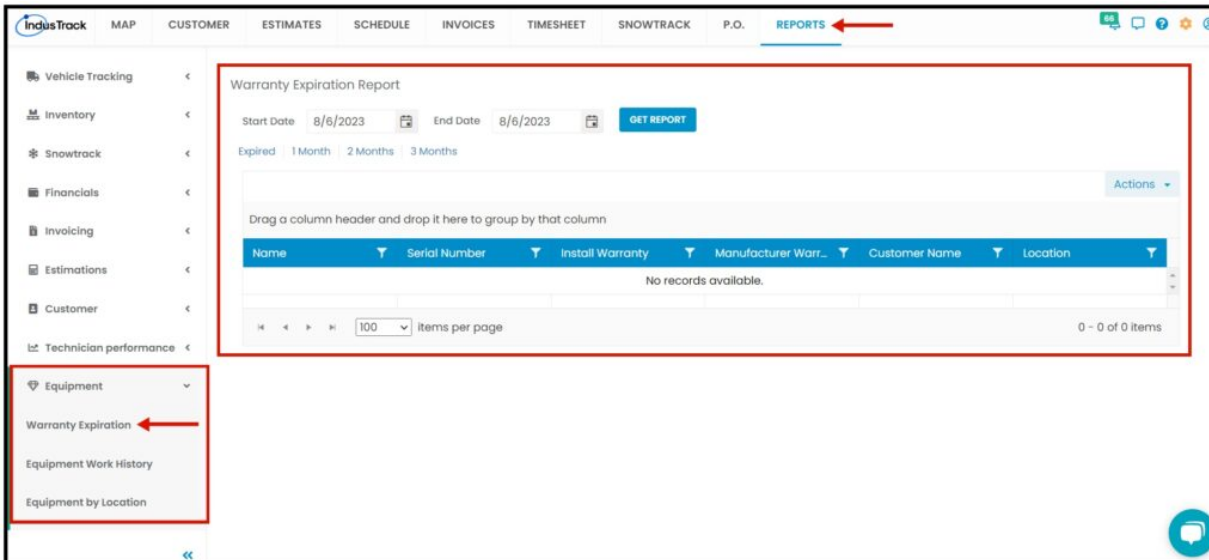


## Warranty Expiration Report

Run this report to view all equipment that has an expired warranty, you will also see here more details of the equipment.

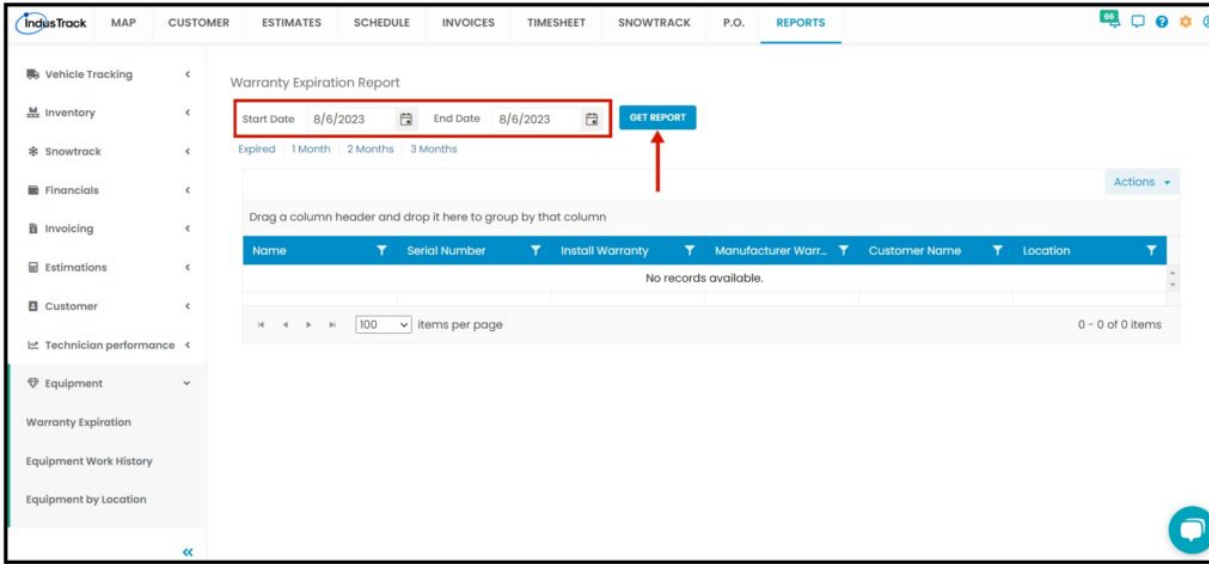
- Name
- Serial Number
- Install Warranty
- Manufacturer Warranty
- Customer Name
- Location – Location of the equipment

To view the **Warranty Expiration Report**, go to **Reports** Menu on the top> Click **Equipment**> on the drop-down click **Warranty Expiration Report**.

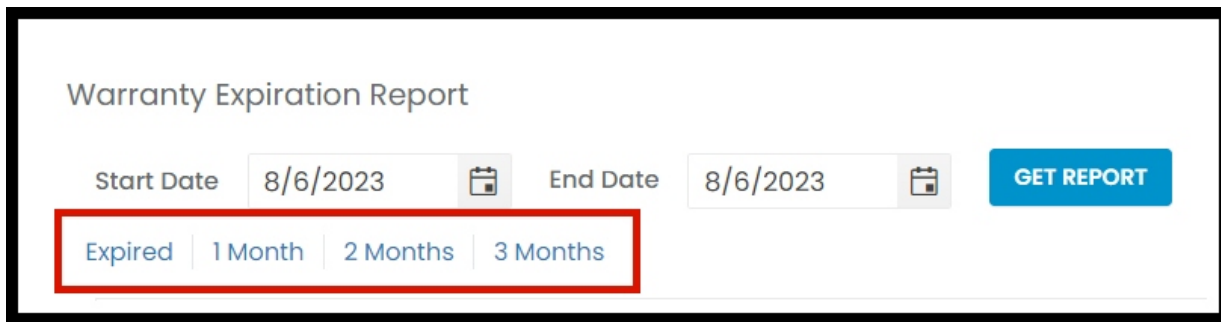


## Generate Warranty Expiration Report

Select **Start and End Date** and then click on **GET REPORT**.



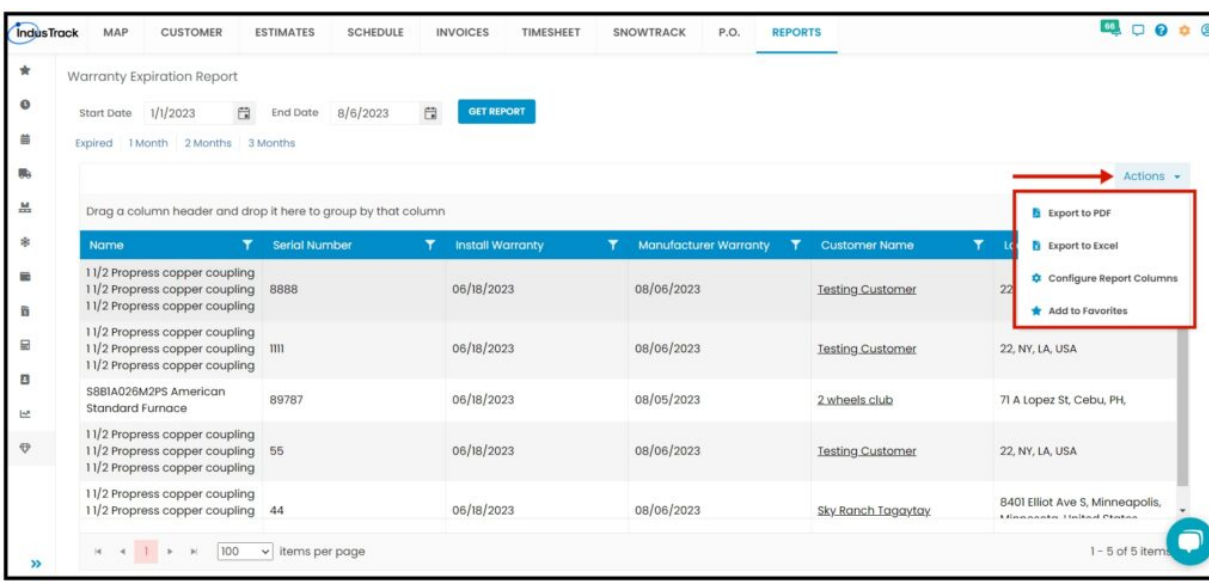
- Alternatively, you can also select a period rather than selecting a specific date:
  - Expired | 1 Month | 2 Months | 3 Months



After we click on Get Report, we can now export the **Warranty Expiration Report** into **Excel or PDF format** by clicking on the **Actions Button**.

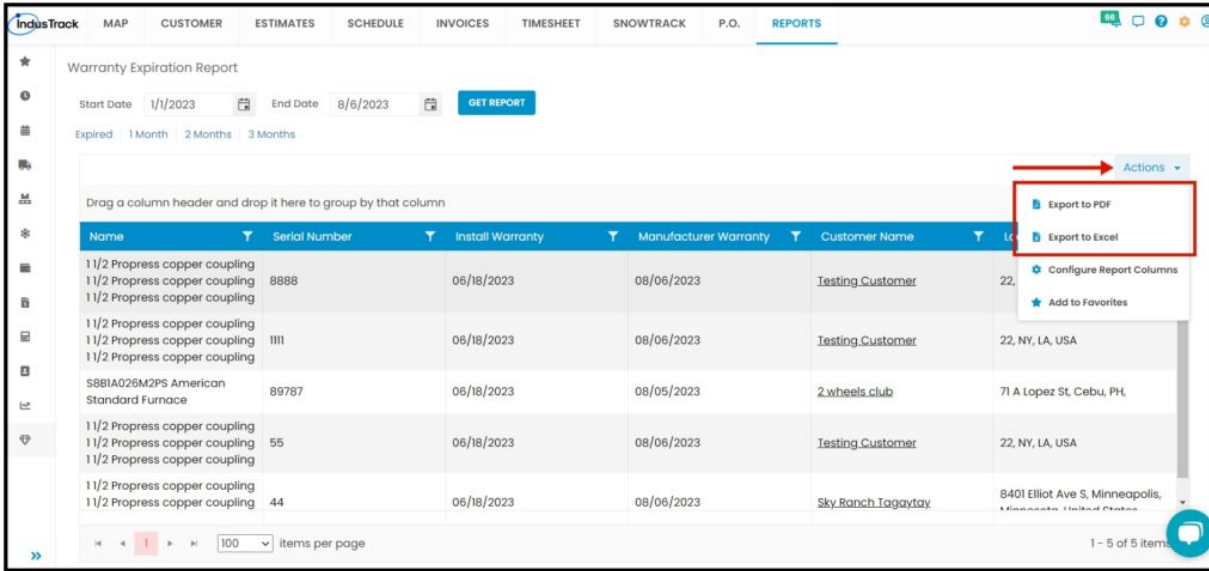
### Actions Button

- Export to PDF
- Export to Excel
- Configure Report Columns
- Add to Favorites



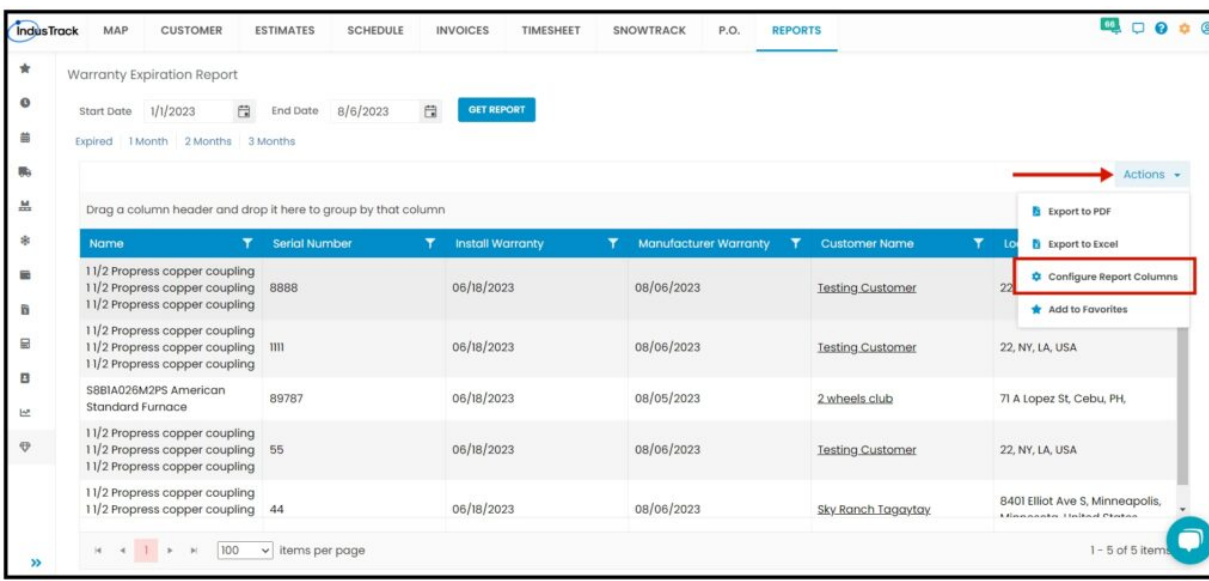
### Export Report

- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

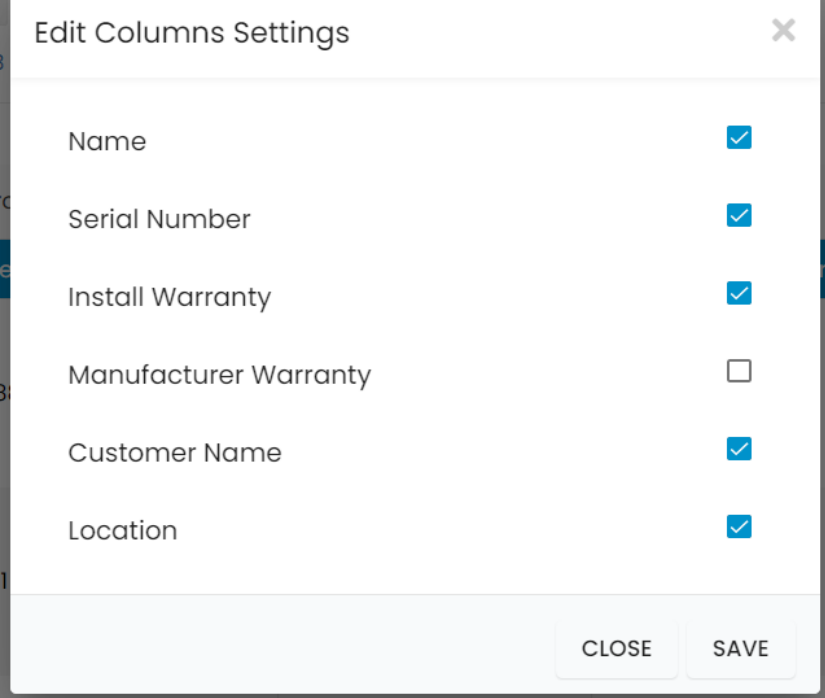


### Configure Report Columns

Enable or disable the columns on this report if you want to see them or not. When disabling the column/s, once you generate this report that specific column will be removed.

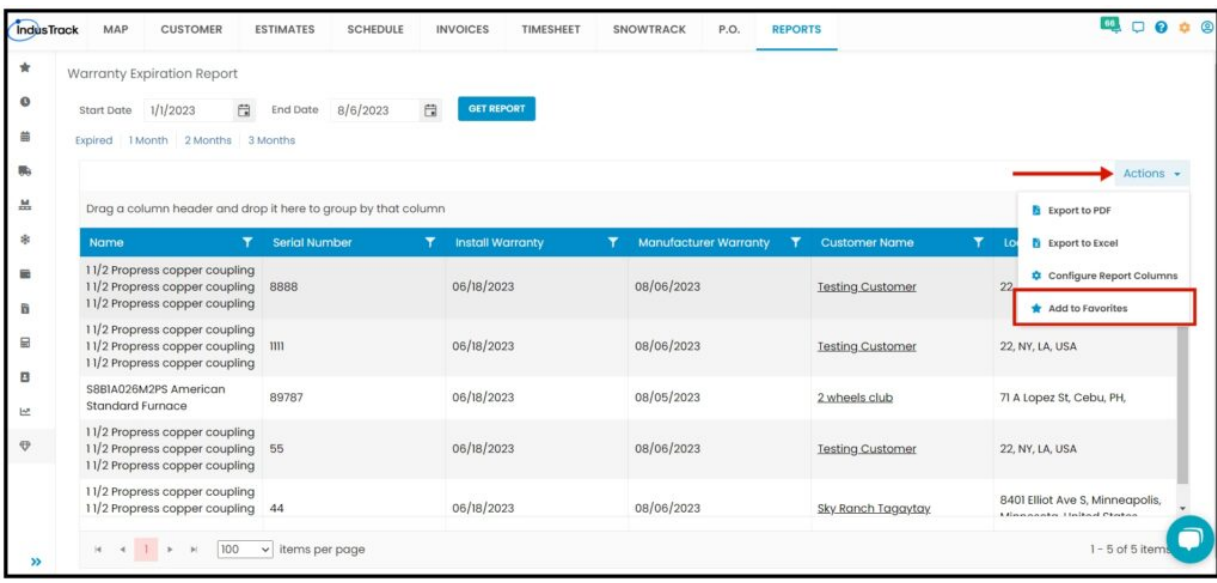


Uncheck columns you don't want to see in the Report. Click SAVE after configuring.



### Add to Favorites

If you are frequently using this Report, you can select and Add it to Favorites.

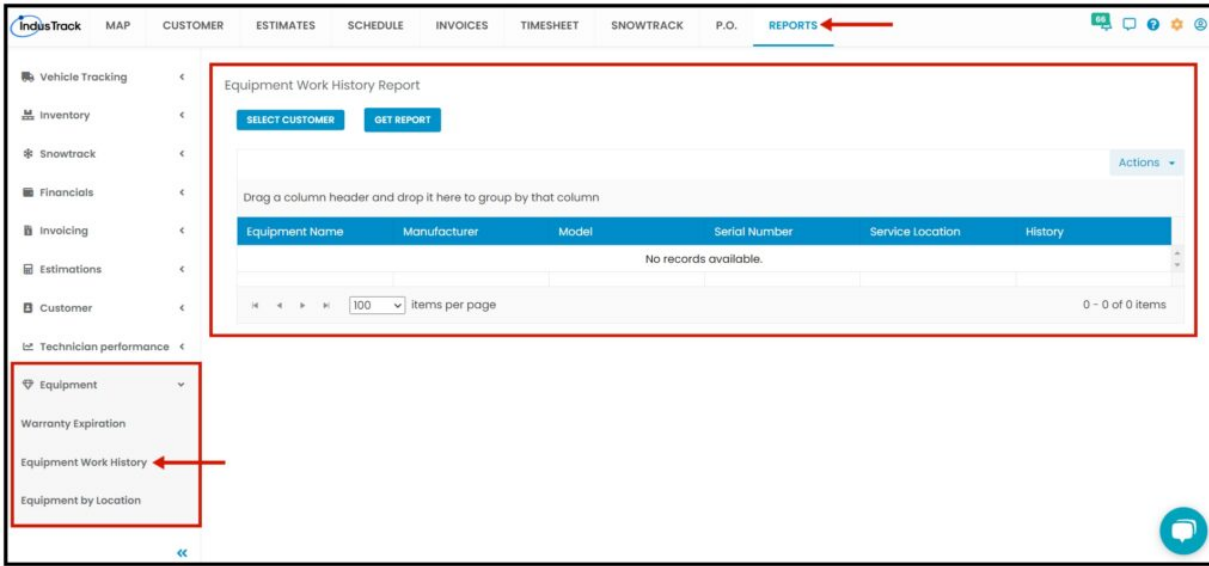


### Equipment Work History

Run this report to view each of the customer's equipment work history, you will also see here more details about the equipment.

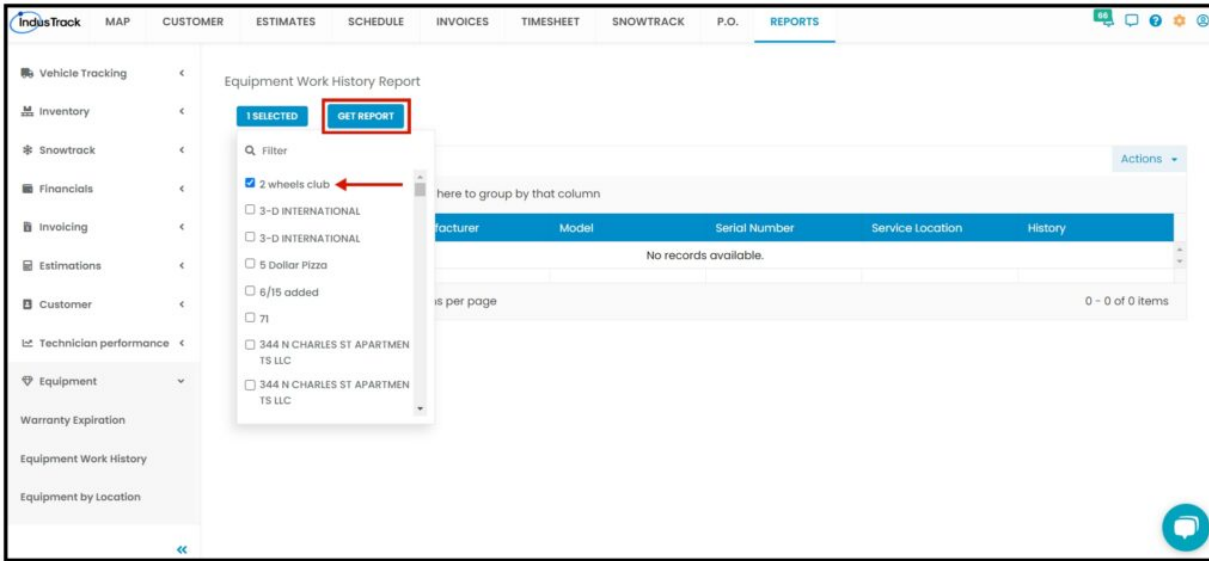
- Equipment Name
- Manufacturer
- Model
- Serial Number
- Service Location
- History

To view the **Equipment Work History Report**, go to **Reports** Menu on the top> Click **Equipment**> on the drop-down click **Equipment Work History Report**.

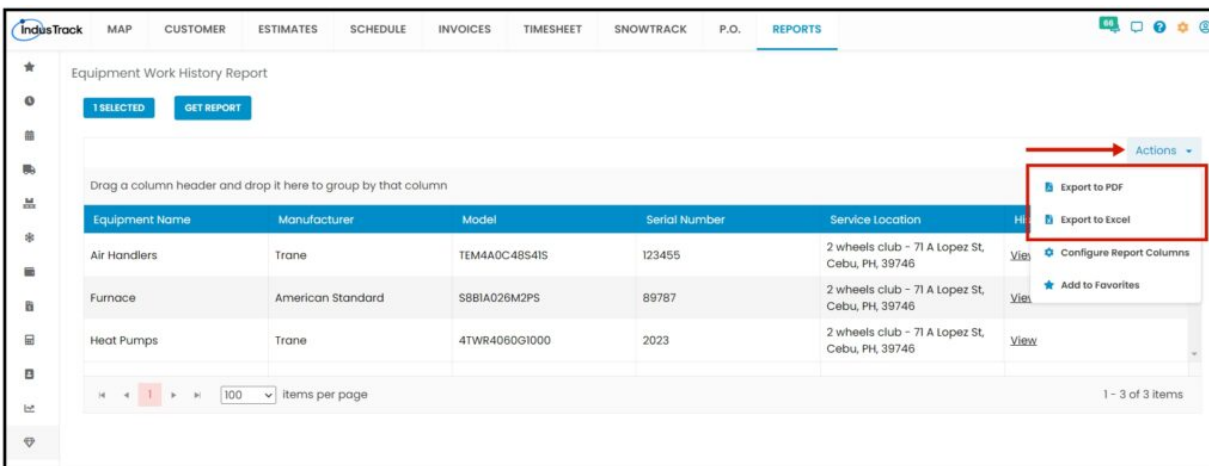


### Generate Equipment Work History Report

Select one Customer at a time and click on **Get Report**.



After we click on Get Report, we can now export the **Equipment Work History Report** into **Excel or PDF** format by clicking on the **Actions Button**.



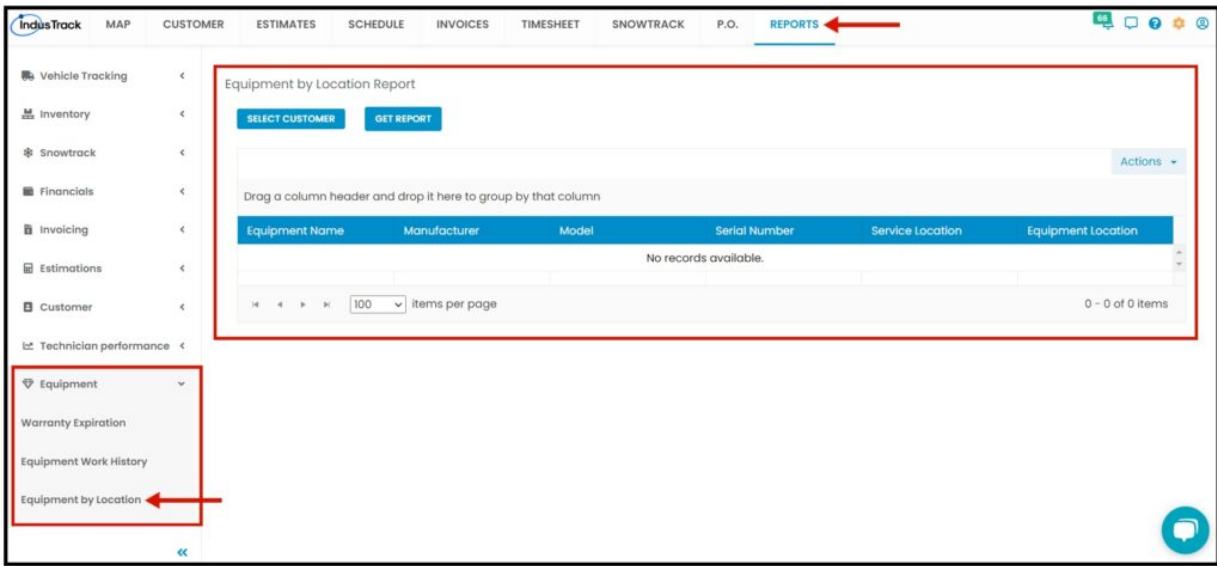
### Equipment by Location

Run this report to view each of the customer's equipment by their Location, you will also see here more details about the equipment.

- Equipment Name
- Manufacturer

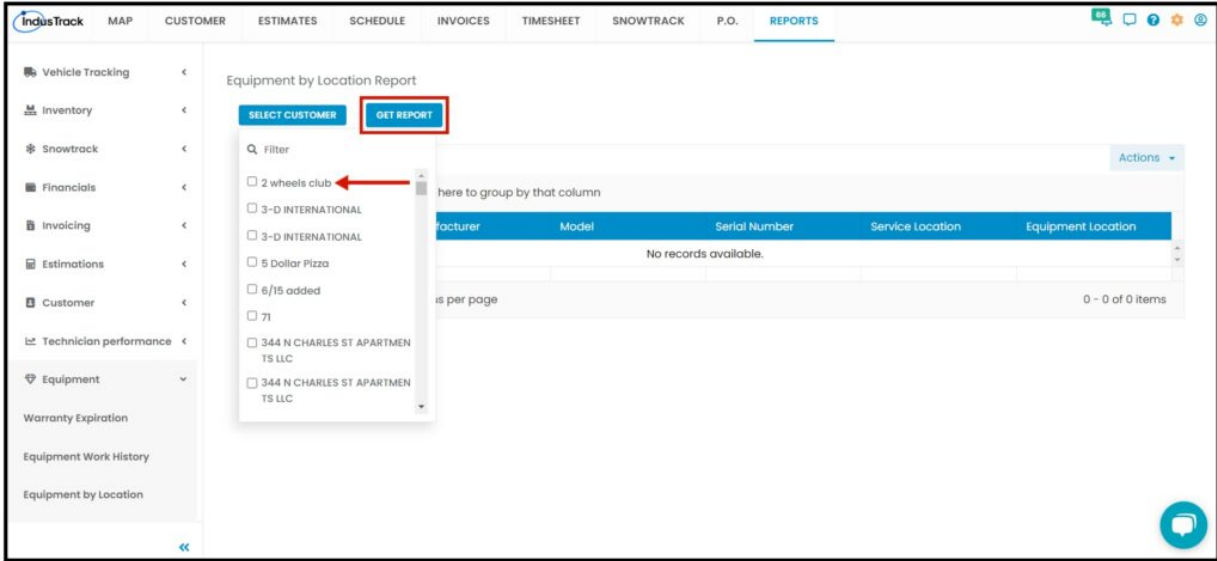
- Model
- Serial Number
- Service Location
- Equipment Location

To view the **Equipment by Location Report**, go to **Reports** Menu on the top> Click **Equipment**> on the drop-down click **Equipment by Location Report**.



**Generate Equipment by Location Report**

Select one **Customer** at a time and click on **Get Report**.



After we click on Get Report, we can now export the **Equipment by Location Report** into **Excel or PDF** format by clicking on the **Actions Button**.

