AssetWORKS

Standard Report Guide

Employee Report Sampling

Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone: 1-610-225-8300

Email: M5Support@AssetWorks.com

Website: AssetWorks Community

The support website can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

Standard Report Guide – Employee Report Sampling

Version 24.x

Last Modified 24.3 | September 2024

Contents

1. Employee Course Summary

Training Course Summary

Course: CE - Crystal Enterprise

Employee No	Employee Name	Planned Date	Date Attended	Pass/Fail	Score	Certificate No	Valid Until
Location: 1 - POOL							
1,6	test	8/4/2006		N			8/4/2007 12:00:00AM
Location: LIZLOC - Liz Testing Location							
3	New employ90	5/5/2005		N			5/5/2006 12:00:00AM
Location: N/A - test							
2	LUKAS	5/31/2005		N			5/31/2006 12:00:00AM
Location: NORMM - NORMANDIE COMPLEX MAINTENANCE							
23423432	Rich Petty	8/4/2008	8/4/2006	P	A		8/4/2007 12:00:00AM
23423432	Rich Petty	7/19/2005	7/18/2004	P	A		7/18/2005 12:00:00AM

Default Report Title:	Employee Course Summary		Version:	23.0	DAF:	N	Multi-Currency:	N	Updated:	Feb 2023
10ASP File:	Reports/Employee/EmpCourseSumParm.aspX		**Report File:**			Reports/Employee/EmpCourseSum.rpt				
Filter File:	Reports/Employee/_TrainingCommonFilters.aspX		**Export Report File:**			n/a				
Purpose:	Lists all employees by training class, when they are scheduled to take a course, when it was actually taken, if they passed and how long the certification is valid.									

Database Tables	Group 1 Options	Group 2 Options	Field Sort Options
COMPANY_MAIN	*Course ID*	*None*	*None*
COURSE		Assigned Location	Employee Number
DEPT_MAIN		Department	Employee Name
EMP_MAIN		Job Title	Attend Date
EMP_MAIN_SUPER (alias)		Union	Planned Date
(alias – emp_main)		Supervisor	Valid Unit Date
EMP_TRAINING		Attended Date	Pass / Fail
LABOR_UNION		Planned Date	Mark
LOC_GEN		Valid Unit Date	Certificate
VENDOR		Pass / Fail	Valid Until Date
		Vendor Number	

Other Parameters:	N/A		
Default Selection Formula:			

2. Employee Training Transcript

Employee Training Transcript

Location: NORMM - NORMANDIE COMPLEX MAINTENANCE

Employee: 23423432 - Rich Petty

Course ID	Course Title	Planned Date	Date Attended	Pass/ Fail	Score	Certificate No	Valid Until
LETEST	Testing Course Setup	4/28/2008		N			6/28/2008
DL	Driver License	1/4/2007	1/4/2007	P		11099818221	1/4/2008
TEST	Course Testing Configuration	9/30/2006	9/14/2006	P			10/10/2006
CE	Crystal Enterprise	7/19/2005	7/18/2004	P	A		7/18/2005
CE	Crystal Enterprise	8/4/2008	8/4/2006	P	A		8/4/2007
MSCD	Microsoft Certified Developer	7/14/2005	7/14/2005	P	A		7/14/2006

Default Report Title:	Employee Training Transcript		Version:	23.0	DAF:	N	Multi-Currency:	N	Updated:	Feb 2023
ASP File:	Reports/Employee/EmpTrainingParm.aspX		Report File:		Reports/Employee/EmpTraining.rpt					
Filter File:	Reports/Employee/_TrainingCommonFilters.aspX		Export Report File:		n/a					
Purpose:	Listing by location for each employee of the courses taken or will be taken, passed / failed and how long certification is valid.									

Database Tables	Group 1 Options	Group 2 Options	Field Sort Options
COMPANY_MAIN	*None*	*Employee Number*	*None*
COURSE	Assigned Location		Course ID
DEPT_MAIN	Department		Course Description
EMP_MAIN	Job Title		Attend Date
EMP_MAIN_SUPER (alias)	Union		Planned Date
(alias – emp_main)	Supervisor		Pass / Fail
EMP_TRAINING	Vendor Number		Mark
LABOR_UNION			Certificate
LOC_GEN			Valid Unit Date
VENDOR			

Other Parameters:	N/A		
Default Selection Formula:			

Filters

3. _TrainingCommonFilters

Filter Title:	_TrainingCommonFilters.aspX		Version:	15.0.0	Updated:	January 2016

Report Name(s)	Filters	Table	Field Name	LOV	Validation
Employee Course Summary	Employee Number	Emp_Main	Emp_No	LovEmployee.aspx	doesExist
Employee Training	Assigned Department	Dept_Main	Dept_No	LovUseDept.aspx	doesExist
	Assigned Location	Emp_Main	Location	LovLocation.aspx	doesExist
	Employee Status	Emp_Main	Status	LovStaticCode.aspx	doesExist
	Job Title	Emp_Main	Job_Title	LovJobTitle.aspx	doesExist
	Shift	Emp_Main	Shift_Code	LovShift.aspx	doesExist
	Supervisor Number	Emp_Main_Super	Emp_No	LovSupervisor.aspx	doesExist
	Union	Emp_Main	Union_No	LovUnion.aspx	doesExist
	Course ID	Course	Course_ID	LovCourse.aspx	doesExist
	Course Description	Course	Description		anyValue
	Vendor No.	Vendor	Vendor_No	LovVendor.aspx	doesExist
	Attended Date	Emp_Training	Attended_Dt		isDateShortcut
	Planned Date	Emp_Training	Planned_Dt		isDateShortcut
	Valid Until Date	Emp_Training	Valid_Until_Dt		isDateShortcut
	Course Mark	Emp_Training	Mark		anyValue
	Pass / Fail Flag	Emp_Training	Pass_Fail_Fl	Yes / No	anyValue
	Certificate	Emp_Training	Certificate		anyValue

Updates

Release	Section	Description
24.3	All sections	Created new individual report guides to replace the previous all-inclusive guide for increased usability purposes.