



Standard Report Guide

Motorpool Report Sampling

Version 24.x
Last Modified 24.3 | September 2024

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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.

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1. Motor Pool Activity

Motor Pool Activity

Fleet
Report Printed: 01/28/2021 15:18:54 By User: CSI

MP Location	Rental Class	Unit No	Description	Tech Spec No	Days Available	Days of Activity	Activity Percentage
MP Location: 0700 - Augusta Garage							
0700	VAN	22023	1999 / B-350 / VAN	V9901	365	0	0.00
Subtotal MP Location: 0700					365	0	0.00
MP Location: 5005 - motor pool test							
5005	JWCLAS	10414T24	2006 / TEST / TEST MODEL	0629282	365	0	0.00
Subtotal MP Location: 5005					365	0	0.00
MP Location: ALL - DUMMY LOCATION							
ALL	FULL	1234567919	1997 / WINDSTAR / MINI VAN	V9705	365	0	0.00
Subtotal MP Location: ALL					365	0	0.00
MP Location: BRITES - Brian's Location & carwash							
BRITES	FULL	L8444	1991 / 1/2 TN 4X2 / PICKUP	L9103	365	0	0.00
BRITES	BIGUN	L8519	1993 / 1/2 TN 4X2 / PICKUP	L9313	365	0	0.00
BRITES	FULL	L8460	1993 / 1/2 TN 4X2 / PICKUP	L9313	365	0	0.00
BRITES	FULL	0344	1995 / CHRYSLER / TOWN & CTRY	V12	365	0	0.00
BRITES	FULL	L8416	1995 / 1/2 TN 4X2 / PICKUP	L9512	365	0	0.00
BRITES	FULL	K501	1980 / SAFARI / VAN		365	0	0.00
BRITES	FULL	0045	1995 / CHRYSLER / TOWN & CTRY	V12	365	0	0.00
Subtotal MP Location: BRITES					2,555	0	0.00
MP Location: CNLOC1 - Fleet Maintenance Location 1							
CNLOC1	SEDAN	CNCAR233	2000 / FORD / FOCUS	00FCFOC	365	0	0.00
CNLOC1	CNMP01	CNCAR230	2000 / FORD / FOCUS	00FCFOC	365	0	0.00
CNLOC1	CNMP01	CNCAR231	2000 / FORD / FOCUS	00FCFOC	365	0	0.00
CNLOC1	FULL	GCT6	2000 / CHRYSLER / CARAVAN	00CMVC	365	0	0.00
CNLOC1	CNMP01	CNCAR232	2000 / FORD / FOCUS	00FCFOC	365	0	0.00

2. Motor Pool Dispatch Ticket

Motor Pool Dispatch Ticket		<i>Fleet</i>
		<i>Report Printed: 10/05/2017 08:29:47 By User: CSI</i>
Motor Pool Ticket: 2503		
Pool Location: LIZLOC		
Unit: L8442	Description: 1991 1/2 TN 4X2 PICKUP	
License No: 3A6455	Rental Class: FULL - Full Size	
Renter: SPARKS, BOB	Phone:	
Department No: 0010	Department: Dept 0010 test name	
Account No:		
Reserved By:	Reserve Date: 03/03/2008	
Est. Pickup Time: 02/29/2008 14:07:49	Reservation Location: LIZLOC	
Est. Return Time: 03/10/2008 14:07:56	Returning Location: LIZLOC	
Destination:	Replaces Unit No:	
Reason For Trip:	Reference No:	
Reservation Notes:		
Date/Time Out: 02/29/2008 14:07:49	Pickup Location: LIZLOC	
Primary Meter Out: 120271	Secondary Meter Out: 25	
COMPLETE WHEN VEHICLE IS PICKED UP		
Operator: (Print) _____	Operator Signature: _____	
Drivers License No.: _____	Expires: _____	License On File: <input type="checkbox"/>
Pickup Notes:		
COMPLETE WHEN VEHICLE IS RETURNED		
Returned Date: _____	Return Time: _____	
Primary Meter In: _____	Secondary Meter In: _____	
Returned By: _____	Returned Location: _____	
Fuel Tank Level (Circle) E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F Violations? <input type="checkbox"/> <i>If yes, attach violation</i>		
Return Notes:		

3. Motor Pool Dispatch Ticket II

Motor Pool Dispatch Ticket		<i>Fleet</i>
		<i>Report Printed: 10/05/2017 08:29:47 By User: CSI</i>
Motor Pool Ticket: 5624		
Pool Location: NORMM		
Unit: L8536	Description: 1994 1/4 TN 4X2 PICKUP	
License No.: 5D8878	Rental Class: FULL - Full Size	
Renter: Brian's Employee	Phone:	
Department No.: 0011	Department: CORPORATE DEVELOPMENT	
Account No.:		
Reserved By:	Reserve Date: 10/03/2017	
Est. Pickup Time: 10/04/2017 00:00:00	Reservation Location: NORMM	
Est. Return Time: 10/05/2017 23:59:59	Returning Location: NORMM	
Destination:	Replaces Unit No.:	
Reason For Trip:	Reference No.:	
Reservation Notes:		
Date/Time Out:	Pickup Location: NORMM	
Primary Meter Out: 0	Secondary Meter Out: 0	
COMPLETE WHEN VEHICLE IS PICKED UP		
Operator: (Print) _____	Operator Signature: _____	
Drivers License No.: _____	Expires: _____	License On File: <input type="checkbox"/>
Pickup Notes:		
COMPLETE WHEN VEHICLE IS RETURNED		
Returned Date: _____	Return Time: _____	
Primary Meter In: _____	Secondary Meter In: _____	
Returned By: _____	Returned Location: _____	
Fuel Tank Level (Circle) E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F Violations? <input type="checkbox"/> <i>If yes, attach violation</i>		
Return Notes:		

4. Motor Pool Invoice

Motor Pool Rental Invoice

Fleet

Report Printed: 10/05/2017 08:33:45 By User: CSI

Motor Pool Ticket: 5576	Rental Status: COMPLETE
Pool Location: NORMM	
Renter: SPARKS, BOB	Phone:
Department No: 0010	Department: Dept 0010 test name
Account No:	
Unit: 11	Description: 2002 DAKOTA 4X4 PICKUP
License No:	Rental Class: TEST - Dual Fuel Vehicles
Reserved By:	Reservation Date: 08/29/2017 12:52:58
Reservation Time: 08/26/2017 00:00:00	Reservation Location: NORMM
Est. Return Time: 08/29/2017 12:51:57	Return Location: NORMM
Destination:	Replaces Unit No:
Reason for Trip:	Reference No:
Reservation Notes:	
Time Out: 08/26/2017 00:00:00	Pickup Location: NORMM
Primary Meter Out: 28,116	Secondary Meter Out: 13
Pickup Notes:	
Time In: 08/29/2017 12:51:57	Return Location:
Primary Meter In: 28,116	Secondary Meter In: 13
Returned By:	Violations: Damaged:

Rental Charge Summary

Billing Code: 015 **Method:** DAILY

CHARGE	RATE	FREE USAGE	QUANTITY	EXTENDED COST
Daily	45.00	0	4.00	\$180.00

Total Charge: \$180.00

5. Motor Pool Invoice II

Motor Pool Rental Invoice

Fleet

Report Printed: 10/05/2017 08:33:45 By User: CSI

Motor Pool Ticket: 5557 Rental Status: COMPLETE

Pool Location: NORMM

Renter: Kyle Hillegass

Phone:

Department No: WAYNE

Department: Wayne Main Office

Account No:

Unit: T10

Description:

License No:

Rental Class: TEST1 - test for outside class

Reserved By:

Reservation Date: 08/15/2017 15:31:54

Reservation Time: 08/02/2017 00:00:00

Reservation Location: NORMM

Est. Return Time: 08/20/2017 00:00:00

Return Location: NORMM

Destination:

Replaces Unit No:

Reason for Trip:

Reference No:

Reservation Notes:

Time Out: 08/15/2017 15:31:19

Pickup Location: NORMM

Primary Meter Out: 1,000

Secondary Meter Out: 0

Pickup Notes:

Time In: 08/20/2017 00:00:00

Return Location: NORMM

Primary Meter In: 1,020

Secondary Meter In: 0

Returned By:

Violations: Damaged:

Rental Charge Summary

Billing Code:

Method: DAILY

CHARGE	RATE	FREE USAGE	QUANTITY	EXTENDED COST
Daily	50.00	0	5.00	\$250.00

Total Charge: \$250.00

6. Motor Pool Over Due

Motor Pool Over Due Report

Report Printed: 1/11/2011 8:25:06AM By User: CSI

Motor Pool Loc.	Ticket No	Pickup Date	Est. Return Date	Rental Class	Over Due Days	Location Duration Days	Renter	Department
Location: BRITES Brian's Location								
Unit Status: :								
BRITES	3362	12/3/2009 5:40:20PM	11/25/2009 12:00:00AM	FULL	412	10	Brian Test	CORPORATE DEVELOPMENT
Location: FM FLEET MAINT FACILITY								
Unit Status: : J Unit has been replaced								
FM	3425	5/17/2010 4:00:00PM	5/20/2010 2:00:00AM	SEDAN	236	0	Jamie	VEHICLE MAINT
Location: NORMM NORMANDIE COMPLEX MAINTENANCE								
Unit Status: :								
NORMM	3372	12/16/2009 5:25:08PM	12/17/2009 1:00:00AM		390	100	Jamie	EXECUTIVE
NORMM	3365	12/16/2009 2:41:55PM	12/17/2009 1:00:00AM		390	100	Jamie	BLDG MAINT-CVILLE WS
NORMM	3363	12/16/2009 2:21:30PM	12/17/2009 1:00:00AM		390	100	Jamie	BLDG MAINT-CVILLE WS
NORMM	3364	12/16/2009 2:35:09PM	12/18/2009 1:00:00AM		389	100	Jamie	BLDG MAINT-CVILLE WS
NORMM	3393	3/4/2010 3:21:18PM	3/5/2010 1:00:00AM		312	100	Dave T. Y.	CUST SVC-OAKLAND
NORMM	3394	3/4/2010 3:30:11PM	3/5/2010 1:00:00AM		312	100	Dave T. Y.	CUST SVC-OAKLAND

Default Report Title:	Motor Pool Over Due	Version:	19.0	DAF:	N	Multi-Currency:	N	Updated:	June 2019
ASP File:	Reports/Motopool/MPOverDueParm.aspX	Report File:	Reports/Motorpool/MPOverDue.rpt						
Filter File:	Reports/Motorpool/_MotorPoolFilters.aspX	Export Report File:	n/a						
Purpose:	This report assists with identifying Motor Pool units that have exceeded their estimated return date. It selects Motor Pool tickets in PICKUP status.								
Database Tables		Group 1 Options		Group 2 Options		Field Sort Options			
LOC_GEN		No Grouping		No Grouping		Ticket			
MODULE_FLAGS		Location		Location		Status			
MP_MISC_CHG		Billed Period		Billed Period		Pickup Date			
VIEW_MPOOL		Department		Department		Return Date			
VIEW_UDC_MAIN		Class		Class		Rental Class			
		Pickup Date		Pickup Date		Renter Name			
		Return Date		Return Date		Rental Reason			
		Status		Status		Department Number			
		Unit / Dept / Comp Number		Unit / Dept / Comp Number		No Sort			
		Unit Status		Unit Status					
		Activity Code		Activity Code					
		Billing Code		Billing Code					
		MCC		MCC					
		Operator Class		Operator Class					
		Asset Class		Asset Class					
		Category		Category					
		Tech Spec		Tech Spec					
		Year		Year					
		Manufacturer		Manufacturer					
		Make		Make					
Other Parameters:	n/a								
Default Selection Formula:	VIEW_MPOOL.MP_STATUS_CD = PICKUP MODULE_FLAGS.MOD_FLAG_NO = 2017.00								

7. Motor Pool Summary

Motor Pool Journal

Asset Solutions Division

Report Printed: 1/11/2011 8:25:24AM By User: CSI

Ticket No	Pickup Date	Return Date	Rental Class	Renter	Rental Reason	Duration (Days)	Actual Time (Hours)	Usage	Rental Cost	
Location: BRITES Brians Location										
Owning Dept: : 0382 TRANSPORTATION										
2410			FULL	AITKEN, STEPHEN E				0.0	0.00	
2476			FULL	Brian Test	test			0.0	0.00	
2952	11/4/2008 2:25:21PM	2/28/2009 11:59:59PM	FULL	Brian Test	rent	117.00	2,793.57	100,033.0	35,584.89	
3400			FULL	Brian Test	Travel			0.0	0.00	
3511	3/1/2009 12:00:00AM	6/30/2009 11:59:59PM	FULL	Brian Test	rent	122.00	2,927.98	0.0	2,684.00	
3398			FULL	Brian Test	travel			0.0	0.00	
3532	7/1/2009 12:00:00AM	10/15/2010 3:09:20PM	FULL	Brian Test	rent	1.00	11,319.15	716.0	258.28	
2469	9/25/2007 4:09:12PM	9/27/2007 3:02:59PM	BIGUN	sharon	test	1.00	46.88	-20.0	22.00	
2433	8/3/2007 8:25:59AM	8/18/2007 10:28:29AM	BIGUN	Brian Test	NO	1.00	362.05	-10.0	22.00	
2477			BIGUN	Brian Test				0.0	0.00	
893			TEST	LYNN				0.0	0.00	
SUMMARY: 0382		TOTAL RENTAL DAYS:		916	TOTAL USAGE:		10,239	TOTAL COST:		38,749.48
RENTAL COUNT:	26	AVERAGE RENTAL DAYS:		83.3	AVG. USAGE:		393.8	AVG. COST:		1,490.36

SUMMARY: BRITES		TOTAL RENTAL DAYS:		920	TOTAL USAGE:		10,251	TOTAL COST:		39,149.48
RENTAL COUNT:	47	AVERAGE RENTAL DAYS:		61.3	AVG. USAGE:		218.1	AVG. COST:		832.97

Default Report Title:	Motor Pool Summary	Version:	19.0	DAF:	N	Multi-Currency:	Y	Updated:	June 2019
ASP File:	Reports/Motopool/MPSummaryParm.aspX	Report File:	Reports/Motorpool/MPSummary.rpt						
Filter File:	Reports/Motorpool/_MotorPoolSummaryFilters.aspX	Export Report File:	n/a						
Purpose:	Listing by location and billed period, this report prints the ticket number, pickup and return dates, the rental class, who is the renter, the usage and cost. There is a summary section that prints the total number of days rented, the total usage and cost, the average rental days, average usage and the average cost.								
Database Tables		Group 1 Options		Group 2 Options			Field Sort Options		
LOC_GEN		No Grouping		No Grouping			Ticket		
MODULE_FLAGS		Location		Location			Status		
MP_MISC_CHG		Billed Period		Billed Period			Pickup Date		
VIEW_MPOOL		Department		Department			Return Date		
VIEW_UDC_MAIN		Class		Class			Rental Class		
		Pickup Date		Pickup Date			Renter Name		
		Return Date		Return Date			Rental Reason		
		Status		Status			Department Number		
		Unit / Dept / Comp Number		Unit / Dept / Comp Number			No Sort		
		Unit Status		Unit Status					
		Activity Code		Activity Code					
		Billing Code		Billing Code					
		MCC		MCC					
		Operator Class		Operator Class					
		Asset Class		Asset Class					
		Category		Category					
		Tech Spec		Tech Spec					
		Year		Year					
		Manufacturer		Manufacturer					
		Make		Make					
Other Parameters:	n/a								
Default Selection Formula:	MODULE_FLAGS.MOD_FLAG_NO = 2017.00								

Filters

8. _MotorPoolFilters

		_MotorPoolFilters.aspX		Version:	21.0.0	Updated:	June 2021
Report Name(s)	Filters	Table	Field Name	LOV	Validation		
Motor Pool Dispatch Ticket	Ticket Number	View_Mpool	Mp_Ticket_No	LovMpTicketNo.aspx	doesExist		
Motor Pool Invoice	Motor Pool Location	View_Mpool	Location	LovMPLoc.aspx	doesExist		
Motor Pool OverDue	Pickup Date	View_Mpool	Act_Pickup_Dt		isDateShortcut		
	Return Date	View_Mpool	Act_Return_Dt		isDateShortcut		
	Reserve Date	View_Mpool	Reserve_Dt		isDateShortcut		
	Estimated Pickup Date	View_Mpool	Est_Pickup_Dt		isDateShortcut		
	Estimated Return Date	View_Mpool	Est_Return_Dt		isDateShortcut		
	Billing Period	View_Mpool	Billed_PD	LovFiscalPeriod.aspx	doesExist		
	Rental Class	View_Mpool	Rental_Class	LovRentalClass.aspx	doesExist		
	Renter Name	View_Mpool	Renters_Name	LovMPEmployeeName	doesExist		
	Department Number	Dept_Main	Dept_No	LovDept.aspx	doesExist		
	Direct Account Number	View_Mpool	Dir_Acct_No	LovDirAcct.aspx	doesExist		
	Reference Number	View_Mpool	Ref_No		anyValue		
	Damage Reported	View_Mpool	Damage_FI	Yes / No	anyValue		
	Violation Reported	View_Mpool	Violation_FI	Yes / No	anyValue		
	License	View_Unit_License	LicPerm_No	LovLicPermAdmin	doesExist		
	License State	View_Unit_License	State	LovStateMain.aspx	doesExist		
	License Type	View_Unit_License	LicPerm_Type	LovLicPermType.aspx	doesExist		
	_UnitStandardFilters.inc	View_UDC_Main					

9. _MotorPoolSummaryFilters

		_MotorPoolSummaryFilters.aspX		Version:	15.0.0	Updated:	December 2014
Report Name(s)	Filters	Table	Field Name	LOV	Validation		
Motor Pool Summary	Status Code	Mpool	Mp_Status_Code	LovMPStatus.aspx	doesExist		
	Motor Pool Ticket	Mpool	Mp_Ticket_No	LovMPTicketNo.aspx	doesExist		
	Motor Pool Location	Mpool	Location	LovMPLoc.aspx	doesExist		
	Pickup Date	Mpool	Act_Pickup_Dt		isDateShortcut		

	Return Date	Mpool	Act_Return_Dt		isDateShortcut
	Reserve Date	Mpool	Reserve_Dt		isDateShortcut
	Estimated Pickup Date	Mpool	Est_Pickup_Dt		isDateShortcut
	Estimated Return Date	Mpool	Est_Return_Dt		isDateShortcut
	Billing Period	Mpool	Billed_PD	LovFiscalPeriod.aspx	doesExist
	Rental Class	Mpool	Rental_Class	LovRentalClass.aspx	doesExist
	Renter Name	Mpool	Renters_Name	LovMPRentersName	doesExist
	Department Number	Dept_Main	Dept_No	LovDept.aspx	doesExist
	Direct Account Number	Mpool	Dir_Acct_No	LovDirAcct.aspx	doesExist
	Reference Number	Mpool	Ref_No		anyValue
	Damage Reported	Mpool	Damage_FI	Yes / No	anyValue
	Violation Reported	Mpool	Violation_FI	Yes / No	anyValue
	License	View_Unit_License	LicPerm_No	LovLicPermAdmin	doesExist
	License State	View_Unit_License	State	LovStateMain.aspx	doesExist
	License Type	View_Unit_License	LicPerm_Type	LovLicPermType.aspx	doesExist
	_UnitStandardFilters.inc	View_UDC_Main			

10. _MPActivityFilters

		_MPActivityFilters.aspX		Version:	22.0.0	Updated:	August 2022
Report Name(s)	Filters	Table	Field Name	LOV	Validation		
MP Activity	Location	Loc_Gen	Location	lovMPLoc.aspx	doesExist		
	Rental Class	MP_Class	Rental_Class	LovMPClass2.aspx	doesExist		
	Tech Spec Number	View_UDC_Main	Spec_No	LovTechSpec.aspx	doesExist		
	Unit Number	View_UDC_Main	Unit_No	LovUnit.aspx	doesExist		
	Status	View_UDC_Main	Status	LovUnitStatus.aspx	doesExist		

Updates

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