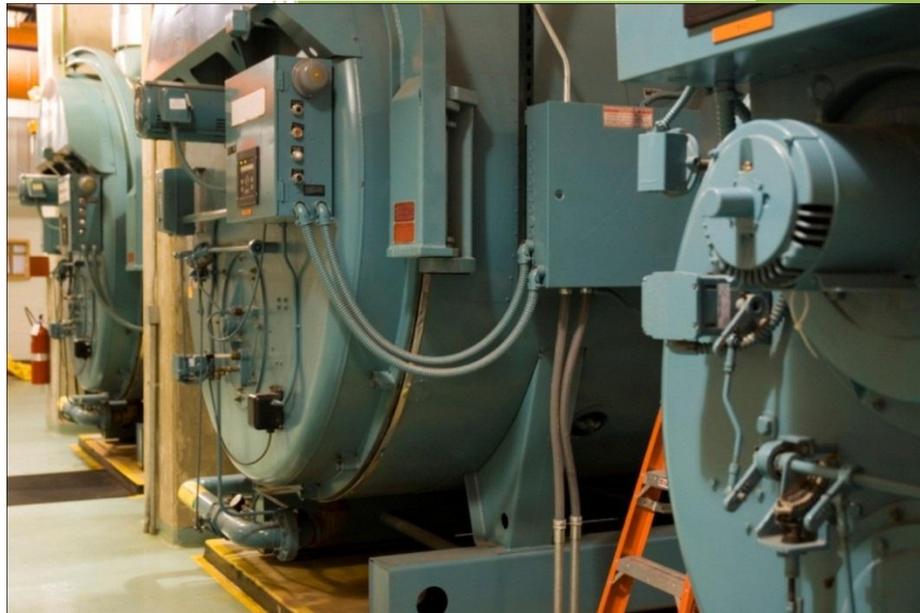




5.0 User Guide

C/S Asset Manager



www.goTeamWORKS.com

Email: support@goTeamWORKS.com

Toll Free Phone: 866-892-0034

Copyright © 2012- 2013 by TeamWORKS Solutions, Inc.
All Rights Reserved

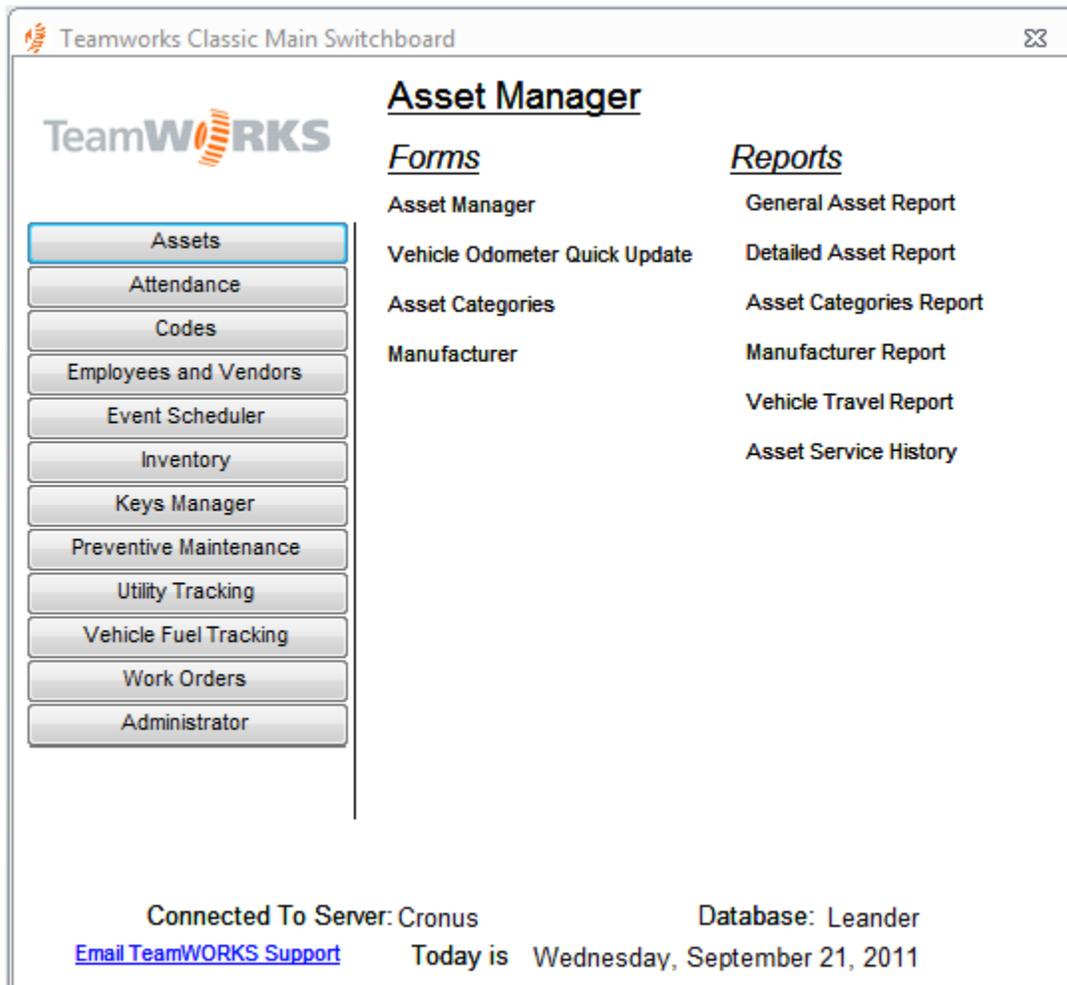
Table of Contents

Forms	3
Asset Categories.....	3
Adding a new Asset Group.....	3
Adding a new SubGroup	4
Adding a SubGroup2	5
Asset Manager	6
General Info Tab.....	8
Purchasing Info Tab.....	9
Work Order History Tab.....	11
Asset Data History.....	11
Additional Info Tab.....	12
Ownership History Tab.....	12
Vehicle Info Tab	13
PM Materials Tab.....	13
Tool Inventory Tab	14
Documents Tab	14
Vehicle Odometer Quick Update	15
Manufacturers	16
Reports.....	17
General Asset Report	17
Detailed Asset Report	19
Asset Categories Report.....	20
Manufacturer Report.....	21
Vehicle Travel Report.....	22
Asset Service History Report.....	23

Asset Manager

The Asset Manager is primarily used to keep track of any type of district asset such as:

- HVAC
- AHUs
- Chillers
- Boilers
- Vehicles
- Computer Equipment
- Kitchen Equipment



TeamWORKS Classic Main Switchboard ☰



- Assets
- Attendance
- Codes
- Employees and Vendors
- Event Scheduler
- Inventory
- Keys Manager
- Preventive Maintenance
- Utility Tracking
- Vehicle Fuel Tracking
- Work Orders
- Administrator

Asset Manager

Forms

- Asset Manager
- Vehicle Odometer Quick Update
- Asset Categories
- Manufacturer

Reports

- General Asset Report
- Detailed Asset Report
- Asset Categories Report
- Manufacturer Report
- Vehicle Travel Report
- Asset Service History

Connected To Server: Cronus Database: Leander
[Email TeamWORKS Support](#) Today is Wednesday, September 21, 2011

Forms

Asset Categories

The first step in capturing your Asset information is determining which types of assets you want to keep track of. Different asset types can be categorized in the Asset Categories Form.

The screenshot shows the 'Asset Categories' form with three main sections:

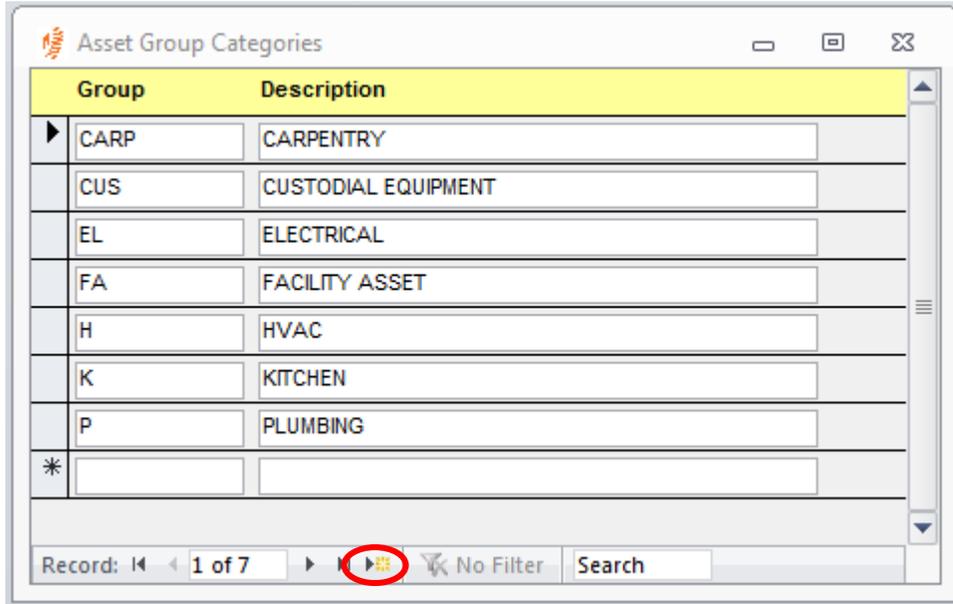
- Asset Group:** A list of categories including Athletic, AUDV, Basements, Boilers (highlighted), Communicati, and COMP. An 'Add/Edit Group' button is to the right.
- Asset SubGroup:** A list of sub-categories for the selected group, including Domestic, Hot water, and Steam. An 'Add/Edit SubGroup' button is to the right.
- Asset SubGroup2:** A table with columns for AssetCode, Description, ManufacturerID, and ModelNumber. An 'Add/Edit SubGroup2' button is to the right.

Asset Categories are broken down into **Groups**, **SubGroups** and **SubGroup2s**. To add a new Asset Group, click the Add/Edit Group next to the Asset Group form which will bring up the following form. Make sure you go to a new record if wanting to add a new Group.

This close-up shows the 'Asset Group' section of the form. The list includes HVAC, KIEQ (highlighted), OFCEQ, PLAY, PLUM, and REFR. An orange arrow points to the 'Add/Edit Group' button on the right.

Adding a new Asset Group

Click on the New Record button (in red circle below) on the record bar. Enter a Group Code then a Description for that Group. Once you've entered them, simply close the form and your new Group will be added. You can now create a **SubGroup** for that Group.

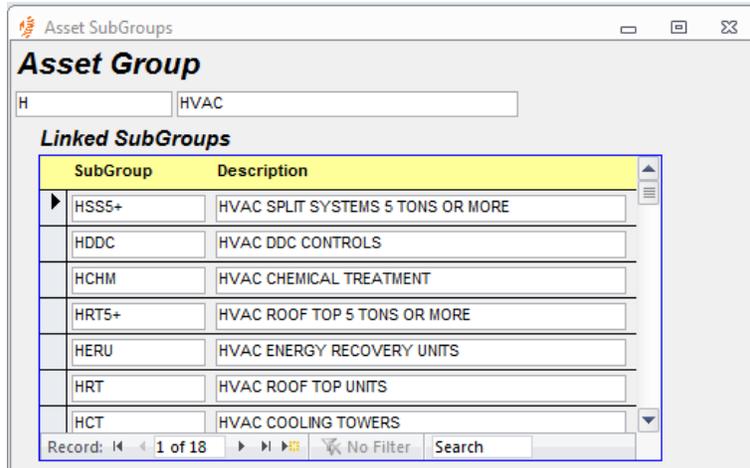


By clicking on an Asset Group, you can see the **SubGroup** the categories tied to the Main Asset Group. To add a new **SubGroup**, click on the Add/Edit **SubGroup** Button.



Adding a new SubGroup

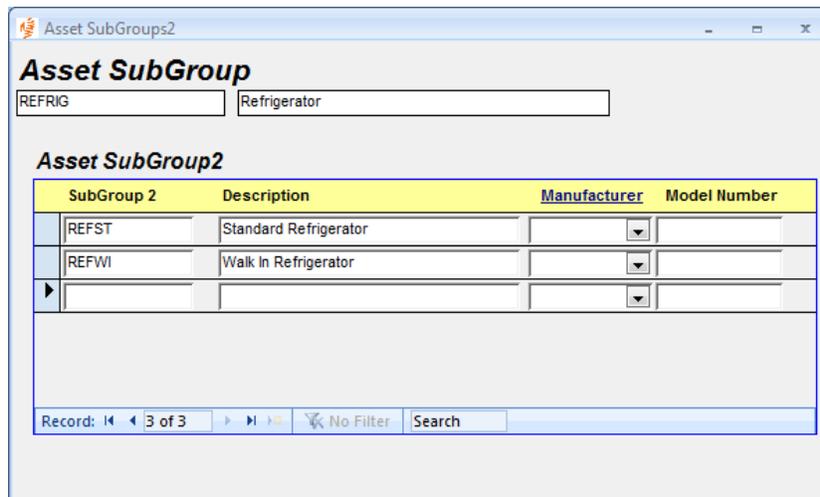
You'll see the Asset Group you are adding a **SubGroup** to at the top of the form. Go to a New Record and enter a **SubGroup** Code and Description. Close the form. You can now add a SubGroup2 to that **SubGroup**.



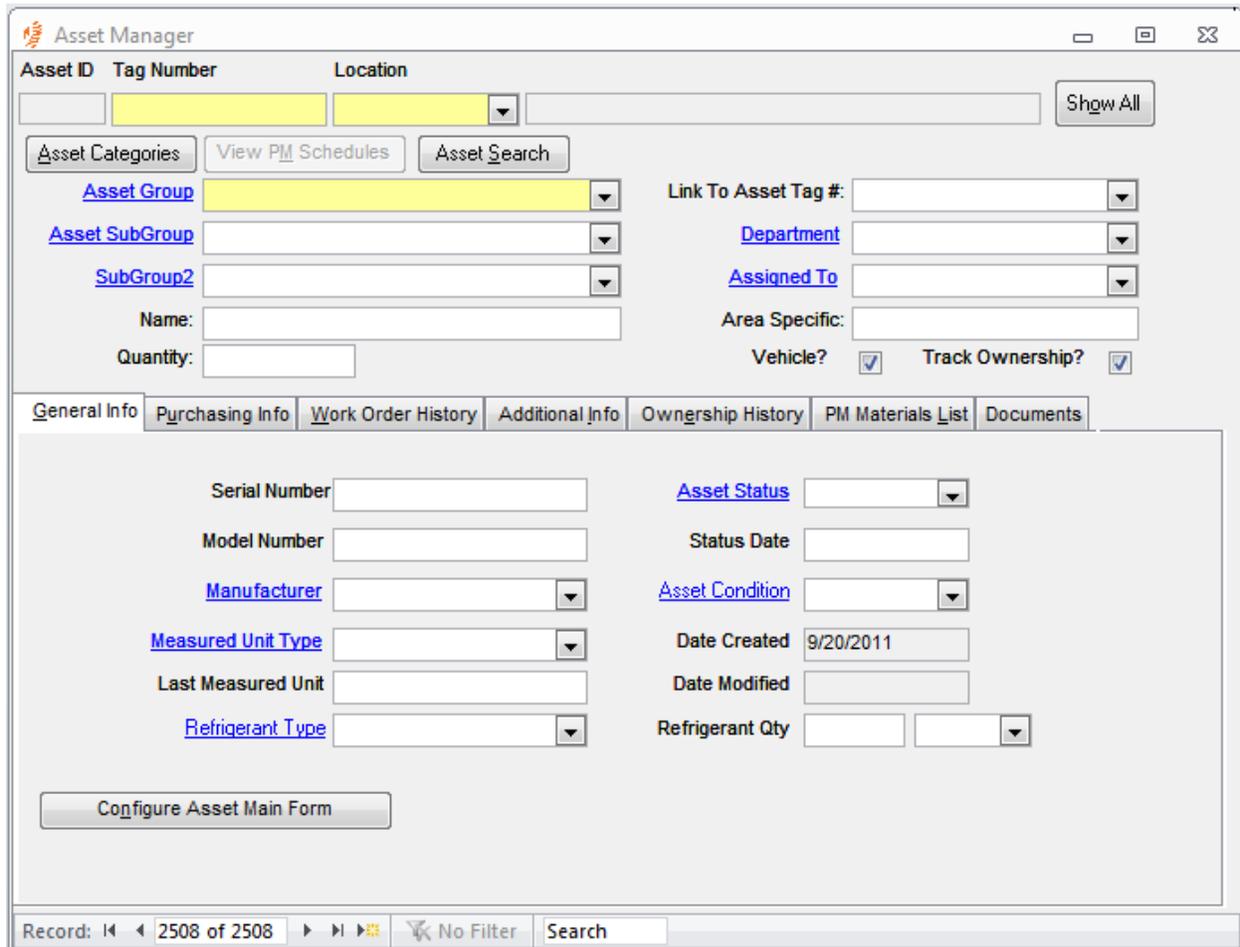
With your Asset Group and **SubGroup** Selected, you can see any **SubGroup2** categories which are sub categories of your **SubGroup**, allowing you to break down your **SubGroup** another level. An example would be if you have different types of boilers.

Adding a SubGroup2

You'll see the Asset **SubGroup** you are adding a SubGroup2 to at the top of the form. Go to a New Record and enter a **SubGroup2** Code and Description. You also have an opportunity to add a Manufacturer and Model Number for each **SubGroup2** entered. Close the form.



Asset Manager



Asset ID – System generated field identifying a unique number for this asset.

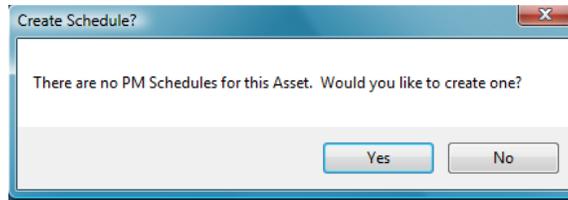
Tag Number – *unique* number assigned to this specific piece of equipment. (E.g. Vehicle could be license plate number, AHU could be 003AHU1, or any other district number). *NOTE: If Asset Tag # needs to be changed double click inside the field. **It is good practice NOT to reuse Asset Tag Numbers when units are replaced.***

Location – Location of this asset; sorted by Location I.D

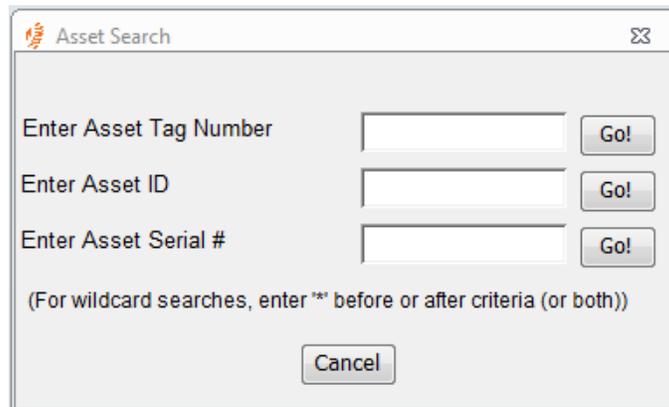
Show All – Un-filters the record set showing All assets in the system. Shortcut is Alt + O.

Asset Categories – opens the Asset Categories Form. Shortcut is Alt + A. If you add new items in the asset categories form from this main page, you may need to refresh the page by clicking the Refresh Record on the toolbar.

View PM Schedules – opens the PM Scheduling Form if there are existing PM's set up for this equipment. If there are no existing schedules, the following window pops up: allowing you to create a new PM Schedule for this piece of equipment. Shortcut is Alt + M.



Asset Search – opens form to allow you to search for a specific asset. You can search by Asset Tag Number, Asset ID or Asset Serial Number.



Room # - if your path structure is not down to the room level, you can put the room number or room location of this asset.

Asset Group – enter or select the Asset Group for this asset. This will filter out your Asset SubGroup list.
NOTE: If a user changes and Asset Group they will need to change them in PM Schedules separately.

Asset SubGroup – enter or select the Asset SubGroup. This will filter out your Asset SubGroup2 list.

SubGroup2 – enter or select the Asset SubGroup2.

** Note – as you select your Asset Group, SubGroup and SubGroup2, the system will automatically populate these selected items in the Name field. You can add to or edit your Name field.*

Name – the name of this asset. See note above.

Owner – the owner listed for this asset.

Quantity – enter the quantity for this asset.

Link to Asset Tag # - this field allows you to tie this piece of equipment to another. (e.g. you list a compressor and an AC unit separately, but link them to each other with this field)

Department – assign this asset to a department.

Assigned To – assign this asset to an employee.

Area Specific – note a more specific area where this asset is located (e.g. in the rafters, NE Roof).

Vehicle? – is this asset a Vehicle? If you check the check box, a Vehicle Info Tab will appear, allowing you to capture more specific data for the vehicle.

Track Ownership? – if you have assets that move locations, are reassigned to a new department or employee, or change asset status from time to time, click this check box and it will track the history for these changes.

General Info Tab

Serial Number – enter a serial number for this asset.

Model Number – enter the model number for this asset.

Manufacturer – enter or select the Manufacturer for this asset. To add a new manufacturer, simply click the Manufacturer link above the field.

Measured Unit Type – enter or select the measured unit for this type of equipment.

Last Measured Unit – Indicates the last measurement

Refrigerant Type – if this asset requires refrigerant, enter or select from this list. To add a new Refrigerant type, click the link above the field.

Asset Status – enter or select the status of this asset.

Status Date – as you make a status change, the system populates the date the status changed.

Asset Condition – your asset condition may change from year to year, so update your condition in this field.

Date Created – system generated showing the date the asset was entered into the system.

Date Modified – the date the asset was last modified.

Refrigerant Qty – enter the maximum capacity of the refrigerant type for this asset.

Configure Asset Main Form – gives user the ability to create preferences while going through all tabs in the Asset Manager Main form such as Default Values, Tab Stops, Required Fields, Disabling Fields and Tab Order. This option must be allowed from the Administrator/System Configuration Option.

Field Name	Default Value	TabStop?	Required?	Disabled?	System Required?
Asset Tag Number		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Path ID		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Button Show All		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Button Asset Categories		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Button View PM Schedules		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Button Asset Search		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Purchasing Info Tab

General Info	Purchasing Info	Work Order History	Asset Data History	Additional Info	PM Materials List	Documents
PO Number	<input type="text"/>	Life Expectancy	<input type="text"/>	<input type="text"/>		
Invoice Number	<input type="text"/>	Acquisition Date	<input type="text"/>	Warranty Expiration Date	<input type="text"/>	
Unit Cost	<input type="text"/>	Date Placed In Service	<input type="text"/>	Accumulated Depreciation	\$0.00	
Primary Account ID	<input type="text"/>	Current Valuation	\$0.00	Time in Service	<input type="text"/>	
Amount Primary	<input type="text"/>	Expected Replacement	<input type="text"/>	Date Replaced	#Name?	
Secondary Account ID	<input type="text"/>	Replaced By Asset Tag	<input type="text"/>			
Amount Secondary	<input type="text"/>					
Vendor ID	<input type="text"/>					
Vendor Name	<input type="text"/>					

Record: 986 of 986 No Filter Search

PO Number – enter the PO number used to purchase this piece of equipment.

Invoice Number – enter the Invoice Number used when purchasing this piece of equipment.

Unit Cost – enter the cost of the unit.

Primary Account ID – enter the Primary Account Number used when purchasing this piece of equipment.

Amount Primary – enter the dollar amount used when purchasing this piece of equipment against this account number.

Secondary Account ID – enter the Secondary Account Number used when purchasing this piece of equipment.

Amount Secondary – enter the dollar amount used when purchasing this piece of equipment against this account number.

Vendor ID – enter or select the Vendor ID from whom you purchased this asset.

Vendor Name – enter or select the Vendor's name from whom you purchased this asset.

Life Expectancy – enter the life expectancy for this asset. This becomes a valuable tool when generating an Asset General or Asset Detailed Report indicating which assets will reach their life expectancy during the specified date range. This is based on life expectancy from the date placed in service.

Acquisition Date – enter the date the asset was purchased.

Warranty Expiration Date – enter the date the warranty expires for this asset. This becomes a valuable tool when generating an Asset General or Asset Detailed Report indicating which assets will reach their warranty expiration during the specified date range.

Date Placed In Service – enter the date the asset was placed in service.

Accumulated Depreciation – the amount of depreciation for this asset that has accumulated so far.

Current Valuation – the current value for the asset.

Time in Service – how long this asset has been in service

Expected Replacement – when you should expect to replace this asset

Date Replaced – the date you have replaced this asset

Replaced by Asset Tag – choose the asset tag number that has replaced this asset

Work Order History Tab

Work Order ID	Project ID	WO Status	Date Created	Purpose Code
163977	REACTIVE	C	8/14/2008	ROUTINE REQUEST

Record: 2502 of 2507 No Filter Search

The Work Order History tab shows the work orders that have been generated against this asset. This is valuable when you are looking at how much it is costing you to maintain a piece of equipment. Click on the Work Order ID to take you to that work order on the Work Order Form.

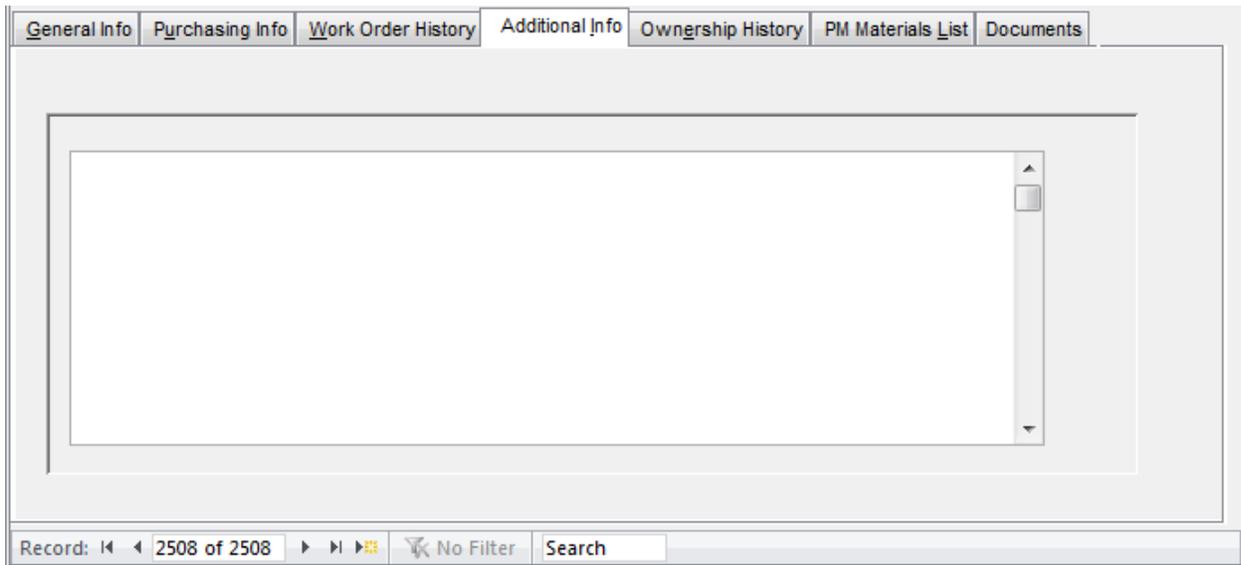
Asset Data History

Asset ID	Field Changed	Original Value	New Value	Changed By	Date Changed
----------	---------------	----------------	-----------	------------	--------------

Record: 986 of 986 No Filter Search

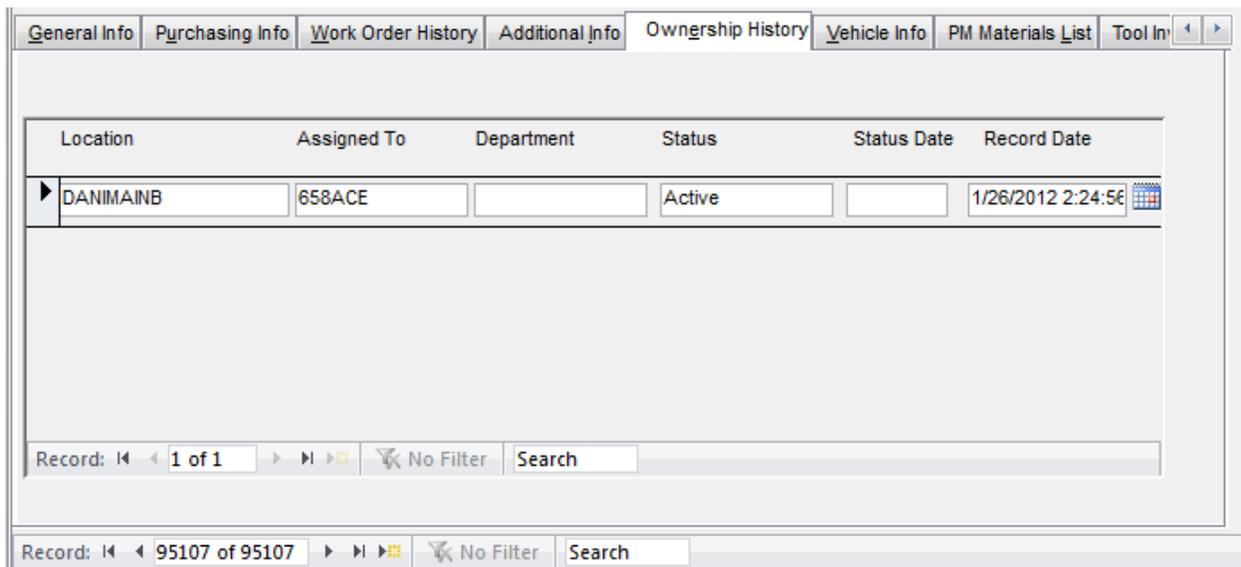
This shows the history of the selected asset with what changes have been made and who did those changes.

Additional Info Tab



The Additional Info Tab allows you to keep any other information regarding this asset.

Ownership History Tab



The Ownership History Tab will show you a history of change of location, new department assignment, new employee assignment and Asset Status changes. The Track Ownership check box needs to be checked to view this tab.

Vehicle Info Tab

The Vehicle Info Tab will show you the Model, Year, Color, License Number and Odometer Reading. It also has fields for Fuel Type, Warranty Expiration Mileage and Mileage Rate. The Vehicle check box needs to be checked to view this tab.

Configure Asset Vehicle Info - gives user the ability to create preferences while going through the Vehicle Info Tab such as Default Values, Tab Stops, Required Fields, Disabling Fields and Tab Order.

NOTE: This option must be allowed by the TeamWORKS Administrator/System Configuration Option.

PM Materials Tab

Inv. Type	ItemID	Quantity	Description

The PM Materials List Tab shows you the materials needed to PM this piece of equipment. The PM materials are populated on this form when they are entered when creating a PM Schedule for this asset.

This is a read-only form from here. If you need to modify or add to this materials list for this asset, it needs to be done so through the PM Schedules form.

Tool Inventory Tab

The screenshot shows the 'Tool Inventory' tab selected in a navigation bar. The main content area contains a table with the following headers: 'Description', 'Set Same As Vehicle:' (with a dropdown arrow), and 'Quantity'. Below the headers, there is a single row with empty input fields. At the bottom of the table area, there is a record navigation bar showing 'Record: 1 of 1', 'No Filter', and a 'Search' field.

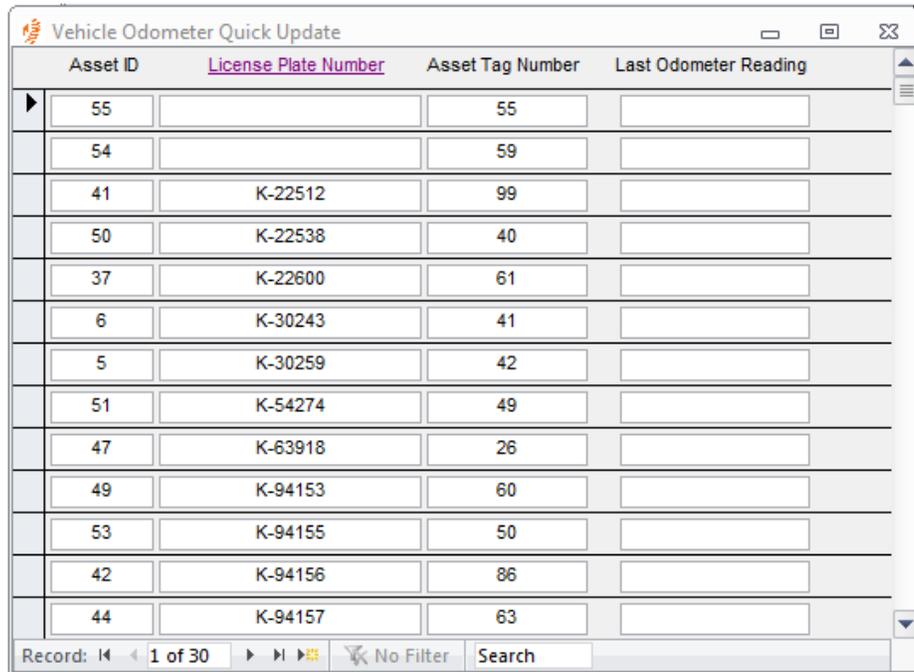
The Tool Inventory Tab shows you a description and quantity of tools located on that asset.

Documents Tab

The screenshot shows the 'Documents' tab selected in a navigation bar. The main content area features a text input field with the placeholder text 'Enter or Select Location Document to Attach'. To the right of the input field are three buttons: an ellipsis button, an 'Attach' button, and a 'Delete Selected Item' button. Below this is a section titled 'Currently Attached Documents - Double-click to view' followed by an empty rectangular area. At the bottom, a record navigation bar shows 'Record: 1113 of 1123', 'No Filter', and a 'Search' field.

The Documents Tab allows you to attached documents associated with the asset.

Vehicle Odometer Quick Update



Asset ID	License Plate Number	Asset Tag Number	Last Odometer Reading
55		55	
54		59	
41	K-22512	99	
50	K-22538	40	
37	K-22600	61	
6	K-30243	41	
5	K-30259	42	
51	K-54274	49	
47	K-63918	26	
49	K-94153	60	
53	K-94155	50	
42	K-94156	86	
44	K-94157	63	

Record: 1 of 30 | No Filter | Search

If you are generating PM's on your vehicles based on miles driven, you can update your odometer from week to week to trigger your PM. Simply find the License Plate Number or the Asset Tag Number for the vehicle and change your Last Odometer Reading.

Manufacturers

Manufacturer ID	Description
Aaon	Aaon
AcmeEngMan	Acme Engineering & Manufacturing
Advance	Advance
Agrator Industries	attachment 3 pt hitch tiller
Agri-Fab	Agri-Fab manufacturing
AmerBlw	American Blower
AOSm	AO Smith
Armstrong	Armstrong

Record: 1 | No Filter | Search

The Manufacturers form allows you to add manufacturers for assets. Add a Manufacturer ID and Description for each manufacturer.

Reports

General Asset Report

Location Include Sub-Paths

- 01 Forsyth County S.S., Big Creek ES
- 47 Forsyth County S.S., Brookwood ES
- 22 Forsyth County S.S., Bus Shop
- 52 Forsyth County S.S., Bus Shop-South
- 15 Forsyth County S.S., Chattahoochee ES
- 02 Forsyth County S.S., Chestatee ES
- 03 Forsyth County S.S., Coal Mountain ES

Asset Show Disposed?

Tag Number	Name	Condition	Status
00001	AIR COMPRESSOR	NEW	DISPOSED
00002	ELECTRIC WATER HEATER	USED	MISSING
00003	CIRCULATING PUMP	GOOD	Active
00004	ELECTRIC WATER HEATER	WORN	Broken
00005	ELECTRIC WATER HEATER	Fair	In Repair
00006	ELECTRIC WATER HEATER	Poor	On loan
		Repair	Surplus

Asset Group **SubGroup**

Asset Group	SubGroup
CARP CARPENTRY	AAFR ADD A FOOT RANGE
CUS CUSTODIAL EQUIPMENT	AC ACCESS CONTROL
EL ELECTRICAL	AD CARPENTRY ALL DOOR PM
FA FACILITY ASSET	AHU Air Handler Unit
H HVAC	AIRC Air Compressor
K KITCHEN	ASBEST Asbestos
P PLUMBING	ALIDSS ALIDORTIUM SOUND SYSTEM

Sort Report By

First

Second

Date Type

Warranty Expiration Date **Dates** Between

Expected Replacement Date And

*Use Ctrl+Click to multi select items in any list box

*Click the 'C' button over any list box to clear your current selections

Location – select a location if you would like this report to be run on a specific location. Leaving this field 'blank' will show all records for all locations.

Include Sub-Paths – check this box if you want the report to show child paths of the selected location. If no location is selected, there is no need to check this box.

Asset – select an asset if you would like this report to be run on a specific asset. Leaving this field 'blank' will show all records for all assets.

Show Disposed? – check this box to show assets that have been disposed

Asset Group – click on an Asset Group if you want this report to filter only this type of Group.

Condition – select a condition if you would like the report to filter out assets with a specific condition.

Status - select a status if you would like the report to filter out assets with a specific status.

SubGroup - click on an Asset SubGroup if you want this report to filter only this type of SubGroup.

Date Type – the warranty expiration date and the expected replacement date are under the Purchasing Info tab in the Asset Manager.

- **Warranty Expiration Date** – click this radio button if you would like to show assets that have warranties expiring within the date range entered in the Dates fields.
- **Expected Replacement Date** - click this radio button if you would like to show assets that have expected replacement dates within the date range entered in the Dates fields.
- **Dates** – enter the date range in mm/dd/yy format to select date parameters for your report.

Preview – click the Preview button to preview your report.

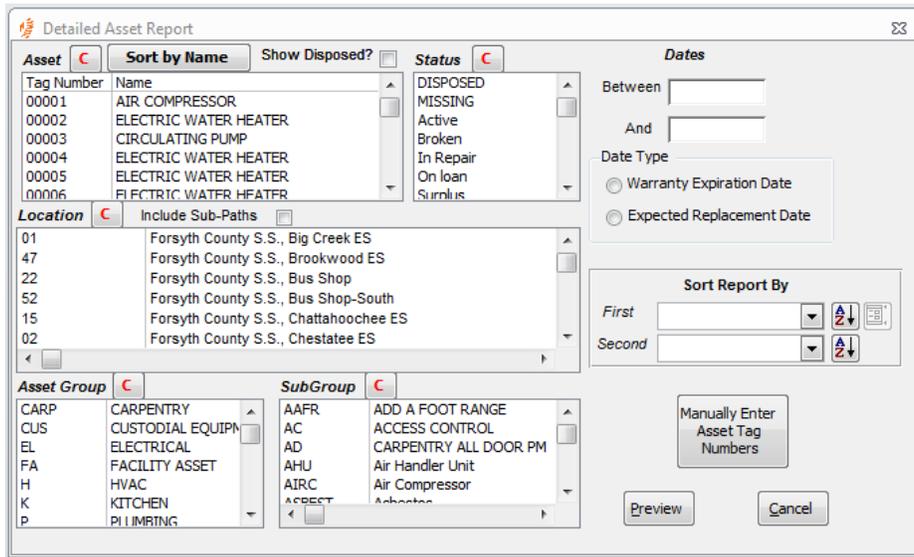
Cancel – click the Cancel button to cancel/close the report front.

Sorting – the sorting options allow you sort the report by various fields.

Page Break – if a Sorting option is selected in the First sort box, the page break button highlights allowing you to put a page break after each option in the sort box.

General Asset Report							TeamWORKS Solutions, Inc Facility Management Software
Asset Tag #	Asset Group Asset SubGroup	Asset Desc Area	MFG	Model # Serial #	Condition Quantity	Dates Warranty Exp Replacement	
Location:		Forsyth County S.S., Big Creek ES		Room Number 163			
13329	CARP ED	EXTERIOR DOOR 21	SCHLAGE	Schlage Storeroom Cylindrical lo	GOOD 1	8/1/1990 7/27/2009	
13330	CARP ED	EXTERIOR DOOR 22	SCHLAGE	Schlage Storeroom Cylindrical lo	GOOD 1	8/1/1990 7/27/2009	
13331	CARP ED	EXTERIOR DOOR 23	VON DUPRIN	Vonduprin 99 EL device	GOOD 1	8/1/1990 7/27/2009	
13332	CARP FD	FIRE DOOR 24	AMERICAN DEVICE	American rim device	GOOD 1	8/1/2000 7/27/2019	
13333	CARP FD	FIRE DOOR 25	VON DUPRIN	Vonduprin rim device	GOOD 1	8/1/2000 7/27/2019	
13334	CARP FD	FIRE DOOR 26	VON DUPRIN	Vonduprin rim device	GOOD 1	8/1/2000 7/27/2019	
13335	CARP FD	FIRE DOOR 27	AMERICAN DEVICE	American rim device	GOOD 1	8/1/2000 7/27/2019	
13336	CARP FD	FIRE DOOR 28	VON DUPRIN	Vonduprin rim device	GOOD 1	8/1/2000 7/27/2019	
13337	CARP FD	FIRE DOOR 29	VON DUPRIN	Vonduprin rim device	GOOD 1	8/1/2000 7/27/2019	
13338	CARP ED	EXTERIOR DOOR 30	AMERICAN DEVICE	American rim device	GOOD 1	8/1/2000 7/27/2019	

Detailed Asset Report



This report front will have the same options as the General Asset Report. In addition to the General Asset Report, the user can also Sort the Assets by Name or Tag Number and manually enter Tag Numbers. **Note: This report now includes Accumulated Depreciation and Current Valuation.**

Detailed Asset Report

TeamWORKS Solutions, Inc
Facility Management Software

Asset ID:	8304	Location:	Forsyth County S.S., Chattahoochee ES		
Tag Number:	00004	Room #:	211	Name:	ELECTRIC WATER HEATER
Department ID:		Assigned To:		Area:	custodial room
Asset Group:	P	Serial Number:	MH92-4001949-M32	Vendor Name:	
Asset SubGroup:	PWHE	Model Number:	DEL 10 102 cap. u. s. ga	PO Number:	
Asset SubGroup2:		ManufacturerID:	AO	Invoice #:	
Is Vehicle:	No	Status:	Active	Acquisition Date:	
Warranty Expiration:		StatusDate:		Unit Cost:	
In Service Date:	10/18/1993	Condition:	GOOD	Quantity:	1
Life Expectancy:	15	Expectancy Unit:	Years	Expected Replacement Date:	10/14/2008
Accumulated Depreciation:	\$0.00	Current Valuation:	\$0.00		
Additional Information					



Asset Categories Report

No options on this report front. This report will simply show all asset categories in a spreadsheet type of report.

Asset Categories Report						TeamWORKS Solutions, Inc Facility Management Software
Asset Group	Asset SubGroup	SubGroup Description	Asset SubGroup2	SubGroup2 Description	Manufacturer	Model Number
CARP	CARPENTRY					
	AD	CARPENTRY ALL DOOR PM				
	CAVIS	CARPENTRY VISUAL PM				
	ED	EXTERIOR DOORS				
	EQBG	BALL GOAL				
	EQBL	BLEACHERS				
	EQPW	PARTITION WALLS				
	EQRUD	ROLL UP DOORS				
	FD	FIRE DOORS				
	PLAY EQU	PLAYGROUND EQUIPMENT				
	RBU	ROOF BUILT UP				
	RDLC	ROOF DURA LAST				
	REPDM	ROOF EPDM				
	RMET	ROOF METAL				
	RMOD	ROOF MODIFIED				
	RS	ROOF SHINGLE				
CUS	CUSTODIAL EQUIPMENT					
	BLW	BLOWER				
	BPV	BACK PACK VACUUM				
	BU	BURNISHER				
	BUF	BUFFER				
	CP	CARPET SHAMPOOER				
	PW	PRESSURE WASHER				

Friday, September 16, 2011

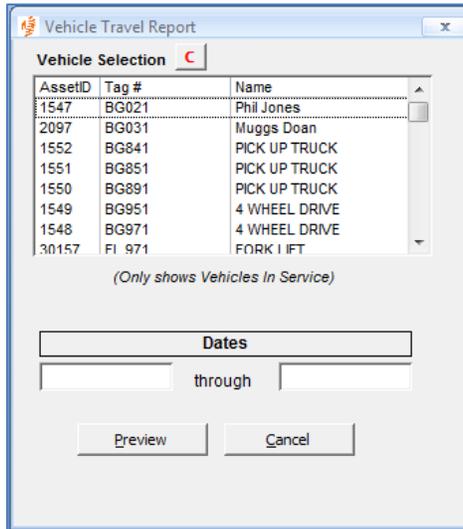
Page 1 of 6

Manufacturer Report

No options on this report front. This report will simply show all manufacturers in a spreadsheet type of report.

Manufacturer Report		TeamWORKS Solutions, Inc Facility Management Software
Manufacturer ID	Manufacturer Name	
AA	ANNEX AIR	
AC	ACME	
ACB	ACS	
AD	ADVANCE	
ADD	ADDISON	
AD E	ADEMCO	
ADM	ADVANCEMETADOR	
ADV	ADVANTAGE CONTROL	
AJ	AJAX	
AL	ALFA LAVAL	
ALC	ALCO	
ALTO	ALTO SHAAM	

Vehicle Travel Report



This report pulls ONLY data where vehicle travel transactions have been entered against work orders.

By default, all vehicles will show on the report. Click on a vehicle or vehicles with Ctrl+Click to run this report on specific vehicles. If no dates are specified, all transactions since day one will be shown.

Vehicle Travel Report							Teamworks Solutions, Inc Facility Management Software
Record Date	WO ID	Location	Work Order Description	Miles Driven	Cost/Gallon	Total	
M963			DUMP TRUCK 2 - TON				
1/18/2006	55620	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL / SALT ALL LOCATIONS	50	\$0.32	\$16.00	
2/9/2006	55934	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL - AT ALL LOCATIONS	15	\$0.32	\$4.80	
2/11/2006	55998	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL & SALT AT ALL LOCATIONS	20	\$0.32	\$6.40	
3/20/2006	56502	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL - ALL FACILITIES - 57 MILES - M963 - 2 LOADS SALT - CITY	57	\$0.32	\$18.24	
3/21/2006	56505	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL //KURT 28 MI. 4.5 HRS. M963 // MARLIN-GROUP A&C-16 MI -1 LOAD CITY- M963 - 4 HRS // KURT-GROUP B -26 MI-1 LOAD CITY- 5 HRS. - M992 // BENNY GROUP C -21 MI.3 HRS. M992 //MIKE C 20 MI.5 HRS. // MIKE H. M003-38 MI.8 HRS GROUP A	16	\$0.32	\$5.12	
3/21/2006	56505	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL //KURT 28 MI. 4.5 HRS. M963 // MARLIN-GROUP A&C-16 MI -1 LOAD CITY- M963 - 4 HRS // KURT-GROUP B -26 MI-1 LOAD CITY- 5 HRS. - M992 // BENNY GROUP C -21 MI.3 HRS. M992 //MIKE C 20 MI.5 HRS. // MIKE H. M003-38 MI.8 HRS GROUP A	28	\$0.32	\$8.96	
3/22/2006	56551	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL: KURT - 50 MILES - 1 LOAD CITY- M992-GROUP B - 6 hrs. MARLIN - 43 MILES - 1 LOAD CITY - M963 - group A & C - 6 hrs.	43	\$0.32	\$13.76	
3/27/2006	56554	BOONE COUNTY SCHOOLS, MAINTENANCE	SNOW REMOVAL: KURT - 46 MILES - GROUP B - NO SALT - 4 HOURS MARLIN - 18 MILES - GROUP A & C - NO SALT - 4 HOURS.	18	\$0.32	\$5.76	

Tuesday, December 29, 2009 Vehicle Travel Report Page 1 of 423

Asset Service History Report

This report shows all of the work order history for all or selected assets. It is very important to select the asset tag number on the Main Work Order Form so the corrective or preventive maintenance history will show for the assets.

Asset Tag #	Asset Name
00001	AIR COMPRESSOR
00002	ELECTRIC WATER HEATER
00003	CIRCULATING PUMP
00004	ELECTRIC WATER HEATER
00005	ELECTRIC WATER HEATER
00006	ELECTRIC WATER HEATER
00007	CIRCULATING PUMP
00011	ELECTRIC WATER HEATER
00012	WATER COOLER
00013	WATER COOLER
00017	WATER COOLER

Asset Service History Report						TeamWORKS Solutions, Inc Facility Management Software
Dates From		through				
WO #	Date	WO Description	WO Resolution	Project ID	Total Hours	Total Cost
Asset Tag Number: 00002			Asset Name: ELECTRIC WATER HEATER			
122833	4/16/2010	PLUMBING WATER HEATER PM	P/Mod Equipment	PM	1.00	\$25.94
Work Order Count: 1			Total Service Hrs/Cost for this vehicle		1.00	\$25.94
Work Order Count: 1			Total Service Hrs/Cost		1.00	\$25.94

Customer Support

Email: Support@goTeamWORKS.com

Telephone: Toll Free (866) 892-0034