

## User Guide - PlantHire Reports

Reports are available to the Administrator and Manager roles only.

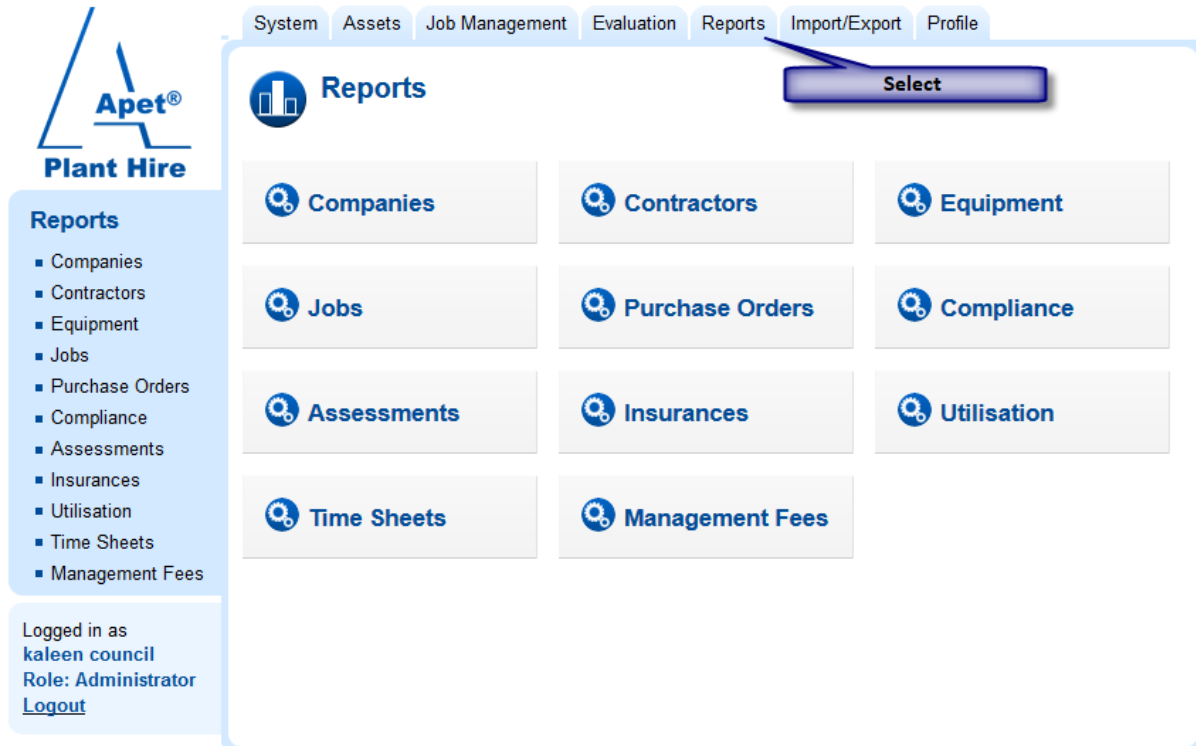


Figure 1 Reports home screen

There are 11 functional reports available to download into Excel:

### Companies

Captures the following data:

Company Name, Address, Contact Person, Phone, Fax, Email, Is Active

### Contractors

Captures the following data:

Contractor Name, Address, Phone, Fax, Email, Is Active, Rate(s)

### Equipment

Captures the following data:

Make/Model, Company Name, Equipment Type, Asset Class, Capacity, Capacity Unit, Rating, Avg. Rating?, Value, Serial Number, Registration Number, Build Date, RTA Number, Permit Number, Registration End Date, Comments, Is Active?, Rate(s)

### Jobs

Captures the following data:

Job Name, Status, Foreman, Default Purchase Order, Site Assessment required?, Start Date, Start Time, End Date, End Time, Comments

## Purchase Orders

Captures the following data:

Purchase Order Number, Is Open?, Order Value, Start Date, Start Time, End Date, End Time

## Compliance

Captures the following data:

Compliance Type, Company, Contractor, Start Date, Start Time, End Date, End Time, Authorisation, Is Sighted?, Comments

## Assessments

Captures the following data:

Assessment Type, Job, Contractor, Make/Model, Asset Class, Is Active?, Review Date, Review Time, Assessment Classes, Hire Again?, Comments

## Insurances

Captures the following data:

Insurance Type, Company, Make/Model, Equipment Type, Asset Class, Contractor, Insurance Provider, Policy Number, Start Date, End Date, Insurance Amount, Comments

## Utilisation

Captures the following data:

Job Name, Title, Start Date, Start Time, End Date, End Time, Reference No, Purchase Order No, Hire Type, Company, Make/Model, Equipment Type, Asset Class, Contractor, Reason for Hire, Status, Is Invoiced?, Is Difficult?, Budget Amount, Actual Amount, Establishment Cost, Disestablishment Cost, Comments

## Time Sheets

Captures the following data:

Job Name, Cost Number, Foreman, Foreman (given name), Foreman (family name), Job Line Title, Company, Make/Model, Equipment Type, Asset Class, Contractor, Reason for Hire, Work Start Date, Work Start Time, Work End Date, Work End Time, Time Used, Time Unit, Travel (km), Number of Loads, Pit Number, Disbursement, Water Transport, Toll Cost, Floatage, Floatage Applies, Fuel, Fuel Applies, Other Costs, Invoice Cost, Expected Invoice Rates(s), Hire Complete, Happy with Work, Attachments, Comments

## Management Fees

Captures the following data:

Job Name, Cost Number, Foreman, Job Line Title, Company, Make/Model, Equipment Type, Asset Class, Reason for Hire, Work Start Date, Work Start Time, Work End Date, Work End Time, Time Used, Time Unit, Floatage, Fuel, Other Costs, Invoice Cost, Total Invoice Cost, Comments.