

## Fleet Focus Reports

1. Sign onto Fleet Focus. It can be found at <https://faweb.utah.gov/FAWeb/FASuiteInfoCenter.aspx>.
2. Click on the 'Reports' tab

The screenshot shows the top navigation bar of the AssetWORKS website. It includes tabs for Messages, Screens, Reports, and Training Videos. The 'Reports' tab is highlighted with a yellow circle. Below the navigation bar is a 'Quick Links' menu with options for 'Fleet Operations website' and 'Request a log on'. The main content area features a 'Welcome' message and contact information for Lisa (801-538-30) and Arr (801-965-).

3. Click the report group on the left menu. The report groups which have reports are:

The screenshot shows the 'Reports' menu on the AssetWORKS website. The 'Reports' tab is selected, and the 'My Favorites' button is highlighted. The menu lists various report groups, including Capital Planning, Cost Analysis, Enterprise Purchasing, Equipment Info, Fleet Operations, Fuel Info, Greenhouse, Incident Info, Linear Info, Motor Pool, NAPA, NTD, Operations Info, Operators, Parts Info, Purchasing Info, Shop Operations, UDOT, and Utilities.

- Click on the report to run.

Reports:

My Favorites	Equipment Info
<a href="#">Capital Planning</a>	AccidentDetail_NaturalResources
<a href="#">Cost Analysis</a>	ComponentListing_N
<a href="#">Enterprise Purchasing</a>	DNRAssignmentHist
Equipment Info	MaintenanceHistory_NR
<a href="#">Allocation and Assignment</a>	Preventive Maintenance Due_NR
<a href="#">Billing Info</a>	VehicleListing_NR
<a href="#">SLA</a>	VehicleMonthlyUsage_NaturalResources

- Enter the details to filter. If you enter parameters for a field like Enter Department below, you must click Add so your parameter shows where the [ALL] is located. If you enter something in that field and then decide to remove it and want to pull everything all of that field again you must enter [ALL] and click add.

For Date fields if you're not updating the date, do not change the dates in the field. If you do want to change the date parameter you can either manually update the date or click on the calendar next to the date to choose the date parameter.

Show Report
Schedule

Enter the AccidentID:

...\*

Enter Start Date "mm/dd/yyyy":

(MM/DD/YYYY)\*
[Select a date function...]

Specify End Date "mm/dd/yyyy":

(MM/DD/YYYY)\*
[Select a date function...]

Enter Department: (\* for wildcard)

...\*

Add  
Remove  
Remove All

Enter Operator ID:

...\*

Enter Export Type:

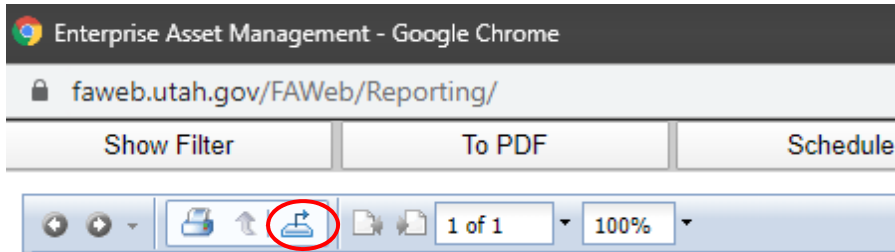
\*

Show Report

When you're finished entering your filter parameters click the Show Report button. Some reports take a while to load. If the bottom of your screen shows a web address the report is still running. If there is

nothing to show for your report you will receive an error or a report that shows the field titles without data.

To export the reports click on the export button



When the export popup appears choose PDF for PDF files or Microsoft Excel (97-2003) Data-Only for Excel files. Then click the Export button. If you use Google Chrome the report will be downloaded to the lower left corner of the screen. Otherwise it will go to the Downloads folder on your computer.

