eTurns

Asset Report

Help documentation

Contents

The Assets report displays a list of Assets along with pertinent information such as the Suggested Maintenance Date. It is useful to display and know when an asset should be maintained.


Asset Name	Description	Serial	Make	Model	Sugg. Maintenance Date	Category Name	Purchase Date	Sugg. Maintenance Date	Depreciated Value	Purchase Price	Last Updated By	Updated On
VSU1	Ford SUV Interceptor	4Y1SL65848Z411439	Ford	2021 Expedition Max SSV	11/10/2020	Vehicle	6/30/2019	11/10/2020	0	$70,000.00	noysa	6/15/2021 6:45:44 PM
LAMAVEN1	Lamborghini Aventador Police Car	JN1TANZ51Z0100912	Lamborghini	Aventador		Vehicle	6/1/2017		0	$1,700,000.00	noysa	6/15/2021 6:46:22 PM

View Report(s)

The Reports Module has various reports that is readily available to View (or use), Schedule, or Customize. To access the Reports Module, point the mouse over **Reports** and click on **View Report**.
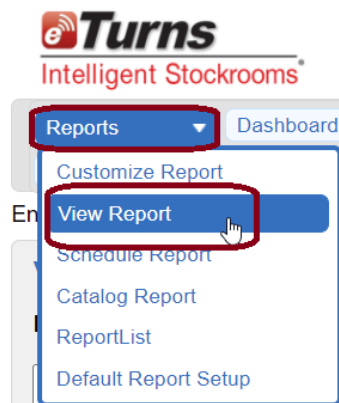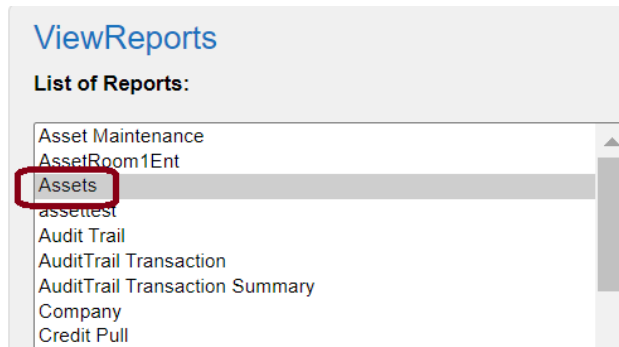

- The View Report list will be displayed.
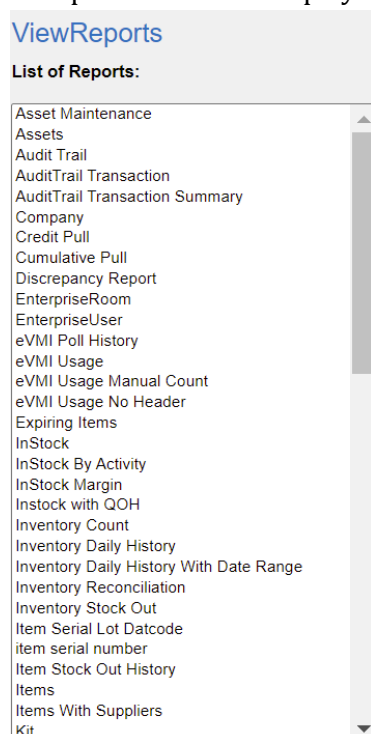
a. Asset(s)

Choose Asset by clicking it from the List of Reports. The Assets report displays a list of Assets along with pertinent information such as the Suggested Maintenance date. It is useful to display and know when an asset should be maintained.
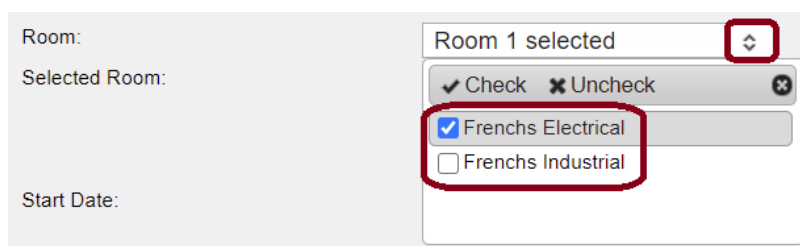

b. Select a Company

- Select one or more companies to include in the report.
- Click on the double-arrow to select the companies by checking the boxes.
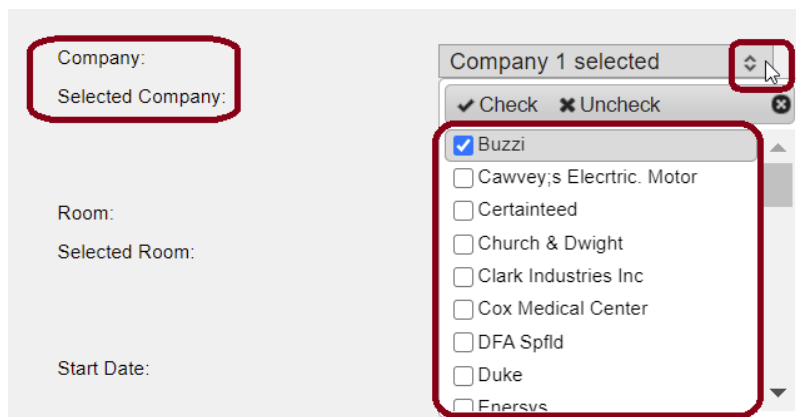
c. Select a Room

- Select one or more rooms to include in the report.
- Click on the double-arrow and check the room to include.

![eTurns Powered logo]

d. Select a Date Range

- Start and End Dates.

| Start Date: | 3/17/2021 | 00:00 |
| End Date: | 3/17/2021 | 23:59 |

- Click on the Date field to select the date range.

e. Filter by Range

- Filter by Range such as Asset Name, Model, Make, and UDF's (User Defined Fields). Click on the drop-down arrow and choose the range.

- Check the box "Select All" based on the Range selected.

f. Sorting

- Sort up to five (5) fields in ascending (asc) or descending (desc) order.

First Sort Field:	Asset Name ⌄	asc ⌄
Second Sort Field:	Make ⌄	asc ⌄
Third Sort Field:	Model ⌄	asc ⌄
Fourth Sort Field:	Sugg. Maintenance ⌄	asc ⌄
Fifth Sort Field:	⌄	asc ⌄

g. Hide Report Header

- Check the box to hide the report header when viewing or printing. This will hide the header accented in red. This is useful to eliminate merged cells when exporting or importing to a file.

h. Signature Section

- Check the box *Show Signature On Last Page* to display a signature section for the report. This can be used as an acknowledgment or proof that the report was received.

i. View or Send the Report

- View the report (and print) or send the report through email.

| View Report | Send Report |

Export to : Excel(.xls) | Excel(.xlsx) | Word(.doc) | Word(.docx) | PDF | IMAGE

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eTurns Powered   **Assets**   ᏔᎧ

10/26/2021 5:31:00 PM   1 of 1

Noy Testing
Noy OCSD
333 West Santa Ana Boulevard
Santa Ana, CA 92701
US

Start: 2021-06-01 00:00:00   To: 2021-10-26 23:59:59

Asset Name	Description	Serial	Make	Model	Sugg. Maintenance Date	Category Name	Purchase Date	Sugg. Maintenance Date	Depreciated Value	Purchase Price	Last Updated By	Updated On
VSU1	Ford SUV Interceptor	4Y1SL65848Z411439	Ford	2021 Expedition Max SSV	11/10/2020	Vehicle	6/30/2019	11/10/2020	0	$70,000.00	noysa	6/15/2021 6:45:44 PM
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Send Email Form   ✕

Note: Please enter multiple Email address in 'Send To' with ","(comma) seperate.

Send To: Noy@eturns.com, donald@eturns.com

Subject: Asset Report

Body: Attached is the Asset Report.

            Thank you.

                                                              Cancel | Send Email