**Columbus Computer Repair - Report Descriptions**

**Repairs Performed by Technician Detail Report**

Shop managers at Columbus Computer Repair will need to access daily reports detailing repairs performed by individual technician on a particular shift for the purposes of technician assessment.

Information included:

* Technician’s name
* Repairs performed
* Number of repairs performed
* Total charges assessed by technician

**Parts Inventory Detail Report**

Inventory associates at Columbus Computer Repair will need to access daily reports detailing repair parts currently in inventory for the purpose of maintaining an accurate inventory count, for ordering repair parts if inventory is low, and for researching inventory variances.

Information included:

* Part number
* Part description
* Number of parts remaining in inventory
* Part’s location in inventory

**Repair Shop Productivity Summary Report**

Business analysts at Columbus Computer Repair will need to access monthly reports summarizing the productivity level of repair shops within their area of responsibility for the purpose of fine-tuning repair shop operations.

Information included:

* Repair shop number
* Shop location
* Shop revenue
* Shop expenses

**Customer Order Summary Report**

Business analysts will need to access reports summarizing the volume of business done with Columbus Computer Repair’s corporate customers for customer and business analysis purposes. Corporate salespeople may also need access to these reports for pertinent customer information.

Information included:

* Customer number
* Customer name
* Total amount of charges billed to customer

**Employee Detail Report**

Human resources personnel will need to access reports detailing employees at their repair shop.

Information included:

* Employee name
* Employee type
* Pay rate
* Years of service