

EOC Summary Report

REPORT DESCRIPTION

This report provides a summary of Asset Inventory and Work Orders against the assets grouping the work order counts by Priority Risk. The report period is for the past calendar year.

This is not a standard report included within TMS OnSite/TMS OnLine. It can be developed using the C1 Report Designer software provided by Four Rivers Software should you have the resource to do so. Additional documentation to guide you through the development of the report will be provided upon request. If you would like modifications to the report as shown, a report creation request may be submitted to our Services Department via techsupport@frsoft.com for creation and delivery to you. The below listed fields are all standard fields used within TMS.

This report is a summary by month covering the past 12 months or information used with the EOC Detail Report.

INFORMATION IN USE

- Work Order Number
- Account Description
- Work Order Description
- Asset Counts with Status
- PM Schedule Due Date
- Work Order Date Created
- Work Order Date Available
- Work Order Date Completed
- Work Order Priorities
- Problem, Cause, Item, and Action Fields for Quality Indicators

REFERENCE ITEMS

- Accurate and timely record updates to Assets
- Ensure correct statuses are used
 - Active
 - Completed or Closed
- Effective management of PM type work Orders; ensure completion date and appropriate comments are entered when completing/closing work order
- Ensure the most up-to-date quality indicators are available within the Problem, Cause, Item, and Action Fields for use in completing work orders.

IMPORTANT NOTE

Failure to correctly maintain asset records and enter completion dates when setting a work order to complete/closed will cause incorrect/unnecessary negative results within the report.