SAMPLE online reports

Report Types

Specialty Underwriters LLC wide range of online report types *(see full list below)* enables clients to analyze crucial equipment service and performance data more effectively. This, in turn, allows management to make well-informed business decisions in a timely and accurate manner.

- ✔ **Equipment inventory report** – This report is a listing of equipment that is managed by SU. This report can be produced by vendor, manufacturer, department, cost center, item, equipment type, or site *(see right)*.

- ✔ **Reimbursement report** – This report details the repair activity and repair cost for the time frame selected. This report can be produced by vendor, manufacturer, department, cost center, item, equipment type or site.

- ✔ **High frequency report** – This report identifies equipment experiencing a high frequency of service events based on predetermined criteria. From this report, we will work with the department, or eligible users to determine if there are vendor or service issues that need to be addressed.

>	Payment
⌄	Equipment Inventory

Equipment Inventory by Cost Center
Equipment Inventory by Department
Equipment Inventory by Location
Equipment Inventory by Manufacturer
Equipment Inventory by Site
Equipment Inventory by Model
Equipment Inventory by Vendor
Equipment Inventory by Site *(TELESERVE™ Services)*
Equipment Inventory by Site *(PMs)*
Equipment Inventory by Site *(Page Break)*
Equipment Inventory by Serial Number
Equipment Inventory by Equipment Number

>	Dispatch
>	Repair Tracking
>	Invoice
>	Reimbursement

- ✔ **Dispatch report for repair date range** – This report gives detailed information of service event request activity for a specified date range. Details include when the service event was initiated, who reported the event and which vendor was contracted. Copy the date into a spreadsheet for response time analysis.

- ✔ **Dispatch PM report** for repair date range – This report gives detailed information of preventative maintenance (PM) service event request activity for a specified date range. Details include when the service event was initiated, who reported the event and which vendor was contacted. Copy the data into a spreadsheet for response time analysis.

- ✓ **Invoice search report** – This report gives you the ability to look up an individual invoice or service report number or all service events for a date range. You can review the payment status and service performed. Use this report to review service event activity from the initial request through the payment of the invoice.

- ✓ **Equipment cost report** – This report details the cost of each item covered on the program. This report can be used by management to establish and monitor maintenance budgets.

- ✓ **Repair invoice turnaround report** – This management report details the average number of days for vendor payment from receipt of the invoice.

- ✓ **Warranty watch report** – This report identifies department items that are currently under warranty. Our system will identify any items that are nearing the warranty expiration date to ensure that the department has sufficient coverage upon expiration of the warranty.

- ✓ **Out of scope report** – This report identifies service events that are not completely covered by the program. Provided is invoice and service report numbers, amounts paid and denied, and service event descriptions detailing the out of scope reasons.

- ✓ **PM usage report** – This report itemizes every piece of equipment on the program with the number of preventive maintenance (PM) services allowed in process and paid.

- ✓ **Modality of equipment** – This report itemizes every piece of equipment with a maintenance summary showing the total repair expenditures and the total number of repairs sorted by equipment number.

- ✓ **Modality of manufacturer** – This report itemizes every piece of equipment with a maintenance summary showing the total repair expenditures and the total number of repairs sorted by manufacturer, by model and by equipment number.

Depending on the department's needs and requirements, we also can generate custom reports to suit specialized tracking requirements. As mentioned, clients can generate management reports online through our website www.su-group.com. Alternatively, Specialty Underwriters LLC can also send reports via email or provide a hard copy.

We generally schedule quarterly meetings with our accounts to review program and equipment performance and use these meetings as a platform to make any changes deemed necessary.

SU can set up any team member with his or her own client login. To get started, simply provide a valid email address!