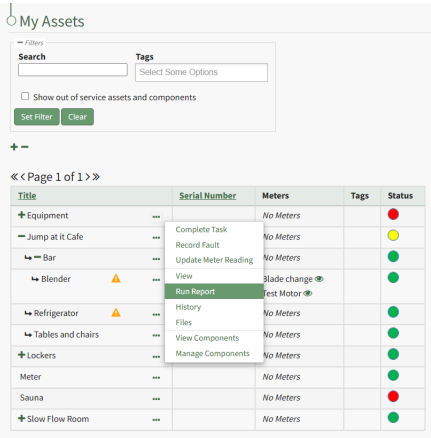


Run an Asset Report

To run an asset report, open the My Asset Page in the Assets Module on the Main Menu. Use filters as needed and identify the asset/component you want to run a report on. Click the three-dot icon to the right of the asset title opening a context menu.



Select "Run Report" from the context menu opening the Assets Report Modal with options for running various types of reports.

Assets Report

Run report for Equipment

Report Type * Asset Status

☐ Include Components

☐ Include OK (green) Tasks

☐ Include Out Of Service (gray) Components

☐ Expand Permissive Groups

View as Report

Create ReportClose

Reports can be run for an asset in its entirety, specific components or subcomponents. They type of report can be selected from a dropdown menu on the Assets Report Modal. An explanation of report types is included in the table below.

Asset Report Type Explanation Table		
Report Type	Assets Report Modal Image	Description / Notes

Asset Status Report Modal	Assets Report Run report for Jump at it Cafe Report Type * Asset Status ☐ Include Subcomponents ☐ Include Green Tasks ☐ Include Out Of Service Components ☐ Expand Permissive Groups View as Report Create Report Close	Options to include within the report include the following, which are selectable via checkbox: ☐ Include Subcomponents Include Green Tasks Include Out-of-Service Components Expand Permissive Groups
Tasks Due in the Next Report Modal	Assets Report Run report for Terrain Report Type * Tasks Due In The Next ☐ Include Subcomponents Tasks due in the next Days Predicted Meter Readings Odometer : 0 Miles View as Report Create Report Close	The “Tasks Due in the Next” Report allows the user to identify all upcoming tasks due over a customizable period of days / weeks / months / years. The report can be generated based on a period or usage.
Tasks Due By Report Modal	Assets Report Run report for Terrain Report Type * Tasks Due By ☐ Include Subcomponents Tasks Due By * Predicted Meter Readings Odometer : 102 Miles View as Report Create Report Close	The “Tasks Due By” Report provides the same information, but allows the user to enter a specific calendar date. Both reports allow the user to include subcomponents if desired. The report can be generated on a period or usage.
Task Summary Report Modal	Assets Report Run report for Terrain Report Type * Task Summary ☒ Include Subcomponents ☐ Expand Subcomponents View as Report Create Report Close	The Task Summary Report provides a summary of the status of all tasks. This report does not list all tasks associated with an asset.
Tasks Completed Report Modal	Assets Report Run report for Terrain Report Type * Tasks Completed ☐ Include Subcomponents Tasks completed between: Last: 30 days · 60 days · 90 days Start * End * 2025-08-18 View as Report Create Report Close	The Tasks Completed Report Modal shows all tasks completed in a 30/60/90-day window or a specified date range.

Each Asset Report can be viewed as a report in KASTrack's Report Module, a PDF File, or an Excel Document.

Select the "Create Report" button after completing the inputs on the Assets Report Modal and the system will generate your report in the viewing preference you selected.