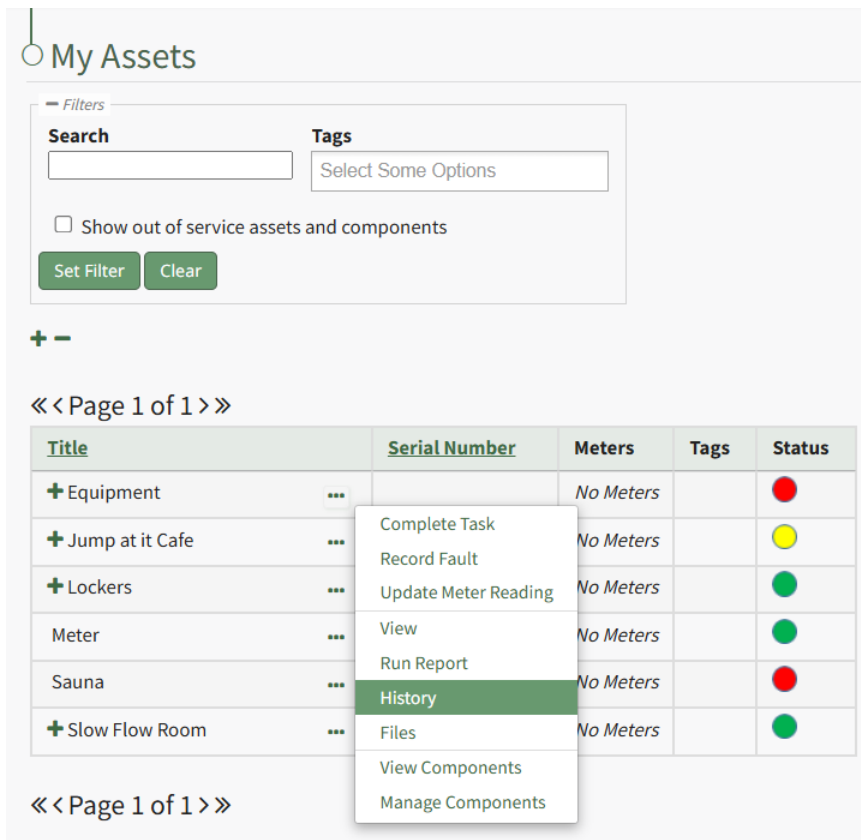


# Run Reports on Historical Task Data

To run reports on historical task records, open the relevant asset's Asset History Page.

## How To: View an Asset's Historical Logs

An asset's historical data can be accessed from an asset's History Page. To access an asset's history, go to the My Assets Page in the Assets Module on the Main Menu. Use the filters as needed to identify the access whose history you wish to view, and click the three-dot icon to the right of the asset name. This opens a context menu.



The screenshot shows the 'My Assets' interface. At the top, there is a search and filter section with a 'Search' input field, a 'Tags' dropdown menu, and a checkbox for 'Show out of service assets and components'. Below this is a table of assets. The table has columns for 'Title', 'Serial Number', 'Meters', 'Tags', and 'Status'. The 'Sauna' row is selected, and a context menu is open over it, listing options: 'Complete Task', 'Record Fault', 'Update Meter Reading', 'View', 'Run Report', 'History' (highlighted), 'Files', 'View Components', and 'Manage Components'.

Title	Serial Number	Meters	Tags	Status
+ Equipment	...	No Meters		●
+ Jump at it Cafe	...	No Meters		●
+ Lockers	...	No Meters		●
Meter	...	No Meters		●
Sauna	...	No Meters		●
+ Slow Flow Room	...	No Meters		●








































Select "History" from the context menu opening the Asset History Page.

# History for Equipment All Logs ⋮

Switch to logs for

[View logs for all components](#)

## Task Log ⌵

Asset/Component	Date	Task	Task Type	User	Notes	Attachments	Actions
Equipment	2026-01-14 12:09:58	Oil joints	Regular	morkus	MMO approved	-	    
Equipment	2026-01-13 12:09:58	Inspect all joints for appropriate tightness	Regular	morkus	MMO approved	-	    
Equipment	2026-01-12 08:31:04	Oil joints	Regular	morkus		-	   
Equipment	2026-01-12 08:31:04	Inspect all joints for appropriate tightness	Regular	morkus		-	   
Equipment	2023-12-06 15:52:27	Oil joints	Regular	m_amee		-	   
Equipment	2023-06-02 15:05:56	Oil joints	Regular	m_amee		-	   
Equipment	2023-06-02 15:05:56	Inspect all joints for appropriate tightness	Regular	m_amee		-	   
Equipment	2023-05-19 19:07:15	Fault logged 2023-05-19: Bench Press	Corrective	m_amee		-	    
Equipment	2023-05-19 18:52:19	Inspect all joints for appropriate tightness	Regular	m_amee		-	   

## Defer Log ⌵

Asset/Component	Date	Task	Deferred/Suspended Until	User	Notes	Actions
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## Meter Log ⌵

Asset/Component	Date	User	Meter	Reading	Attachments	Actions
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## Fault Log ⌵

Asset/Component	Date	Title	Description	User	Attachments	Actions
Equipment	2023-05-19 19:01	Bench Press	Bench Press broken	m_amee	-	  

Click the numbered list icon to the right of the Task Log header opening the Tasks Reports Modal.

### Tasks Report ✕

There is no form data to create a report with.

Close

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