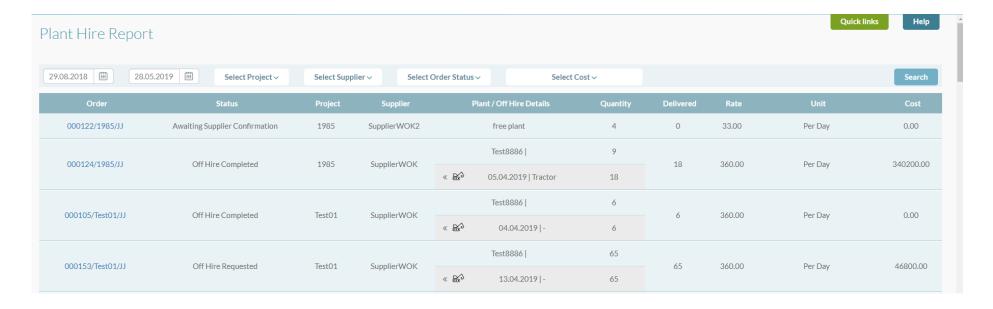
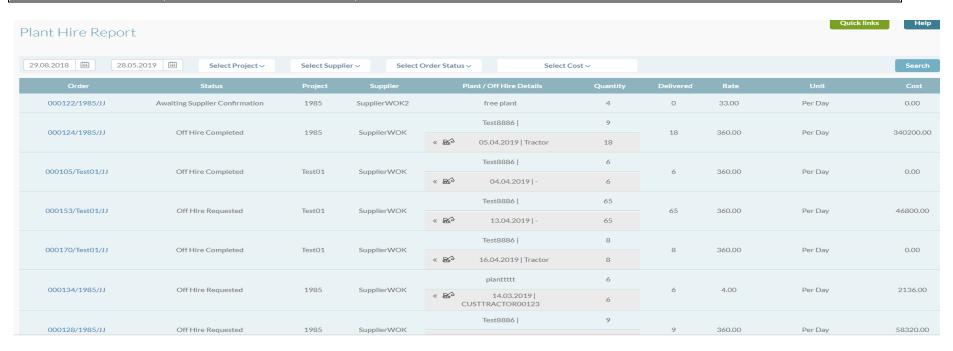
SPUD Start Processing Useful Data	Plant Hire Report	
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-23	Issue No: 01	Issue Date: 01.06.19

## **Report / Plant Hire Report**



- Select the date range you would like the report to be generated from and then click search.
- Alternatively, you can filter the report and create a report for a specific project, item, supplier, order status or cost code by using the tabs across the top of the page.
- A report of all the plant hire orders and their details from within the selected date range/filters will then be generated.

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The Status of Plant hire is broken down into the following categories:

Awaiting Supplier Confirmation = The order is still waiting to be accepted by the supplier

Off hire Requested = The order has been sent to the supplier

On hire = The plant is currently on hired.

For example, Microsoft Excel.

The report can be exported from SPUD if you wish. To do this click the

Off hire Requested = A request has been sent to the supplier to ask them to collect the hired plant.

Off hire completed = The plant has been collected from site by the supplier.

icon. Then chose the format you would like to export the report to.