The valuable information in your PMDirect schedules and PM work orders can be accessed in various reports in both PMDirect and MaintenanceDirect. Below are a few recommended reports from both products that show the success of your preventive maintenance program.

**Equipment Expenditures Summary**

- **What it does** - Generates a "corrective maintenance" vs. "preventive maintenance" comparison of labor hours, labor and material costs, and total costs associated to equipment tracked in MaintenanceDirect and PMDirect. *Note: Equipment has to be tied to PM Schedules and transactions have to be associated to work orders in order to create this report.*

- **Why it's great** - This is an excellent report to run to help compare and analyze the amount of time and money invested in each piece of equipment for corrective maintenance vs. preventive maintenance. This report can be used to help determine when it might be more cost effective to replace a unit versus continuing to invest resources into repairs.

- **Where to find it** -
  - In MaintenanceDirect, click on Report in the Actions menu, and then click on Equipment.

![Equipment Expenditures Summary](image)

**PM Calendar**

- **What it does** - Allows you to view and print a PDF snapshot of upcoming PM schedules. The calendar can be filtered by the month and year as well as the Location, Classification, Type, Craft, and Assigned To fields.

- **Why it's great** - The PM Calendar is a great way to quickly and easily view upcoming PMs scheduled for your organization. This could be very helpful when planning your resources.
Recommended Reports for PMDirect

- **Where to find it -**
  - Click on the **Calendar** tab in PMDirect and select the criteria from the filters (location, classification, type, etc.).
  - To load the report, click **Print This!**

![Calendar Tab](image)

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule Description</th>
<th>Location</th>
<th>Classification</th>
<th>Assigned To</th>
<th>Last PM WO</th>
<th>Last PM WO Date Generated</th>
<th>Frequency Status</th>
</tr>
</thead>
</table>

**Work Order Detail to Compare PM vs. Non PM (Printed to Excel)**

- **What it does** - This report contains all of the information provided on a work order including codes, journal notes, and even automatic emails.

- **Why it's great** - The Work Order Detail is an excellent report to open in Excel. The report results include every field on the work order allowing you to create a Pivot Chart/Table to compare your organization's PM work orders vs. Non PM work orders. For more information on Pivot Charts, view our [recorded webinar](#).

- **Where to find it** -
  - In MaintenanceDirect, click on **Report** in the Actions menu, and then click on **Work Order**.
  - Enter the criteria for your report, making sure to select **Detail Report** in Step 21.

![Pivot Chart](image)