

Reports in Gearbox are available in PDF and XLSX format. Use Gearbox's XLSX reports to for additional columns and the ability to filter results within Microsoft Excel. Each section of Gearbox has a [Reports](#) button located at the right-hand side of the menu to access all related reports:

Capturing all Data

Throughout Gearbox, assets and their associated records exist with multiple states. An asset or vehicle may be current (active) or sold. Services may be open or closed and Repairs may be Open, Deferred, Monitored, Closed or Cancelled. Below are examples of exporting Vehicles and Services, followed by a summarised table identifying which reports are required in each section of Gearbox to capture all records.



Note: Sections of Gearbox including Fuel and Prestarts are limited to 1,000,000 records per XLSX export. Capturing several years worth of data may need to be date filtered to ensure the record limit is not exceeded.

Report Name	Regions Filtered	Type Filtered	Date Filtered	File Type
Fuel Register This report lists the fuel transactions for the period.	✓	✓	✓	PDF XLSX

Note: PDF report is limited to 10,000 records. XLSX report is limited to 1,000,000 records.

Example: Exporting All Vehicles

To capture all vehicles data from your system requires running 2 reports: The **Current** asset register and the **Sold** asset register:

Asset Reports					
Regions	Sites/Contractor	Types	Date		
All Regions	All Sites/Contractor	All Types	13-03-2021 - 12-04-2021		
Report Name	Regions Filtered	Type Filtered	Date Filtered	File Type	
Current Asset Register This report lists all assets that are not marked as sold.	✓	✓	✗	PDF	XLSX
Linked Asset Register This report lists only linked assets where the parent is not sold.	✓	✗	✗	PDF	XLSX
Current Asset Summary This report lists all current assets with status and costings.	✓	✓	✗	PDF	XLSX
Registered Asset Register This report lists all registered assets that are not sold.	✓	✓	✗	PDF	XLSX
Registration Due This report lists all registered assets with Registration Due in the period specified.	✓	✓	✗	PDF	XLSX
Non-Registered Asset Register This report lists all assets that are not registered and are not sold.	✓	✓	✗	PDF	XLSX
Sold Asset Register This report lists all sold assets.	✓	✓	✗	PDF	XLSX

Example: Exporting All Services

To capture all Services, the Open and Closed Services reports are required:

Service Reports				
Regions	Sites/Contractor	Types	Date	
All Regions	All Sites/Contractor	All Types	13-03-2021 - 12-04-2021	
Report Name	Regions Filtered	Type Filtered	Date Filtered	File Type
Open Services Register This report lists all open services.	✓	✓	✗	PDF XLSX
Closed Services Register This report lists all completed services during the nominated time frame	✓	✓	✓	PDF XLSX

Summary of required reports to capture all Vehicle & Maintenance data

Section	Required Report	Date Filter Required
Vehicles	Current Asset Register	-
	Sold Asset Register	Yes
Services	Open Services Register	-
	Closed Services Register	Yes
	Open Repair Register	-
Repairs	Deferred Repair Register	-
	Monitored Repair Register	-
	Cancelled Repair Register	-
	Closed Repair Register	Yes
	Open Tyre Register	-
Tyres	Deferred Tyre Register	-
	Monitored Tyre Register	-
	Cancelled Tyre Register	-
	Closed Tyre Register	Yes
Fuel	Fuel Register	Yes
Prestarts	Prestart Register	Yes
Odometer	Not available	-
Reminders	Vehicle Reminders* (open only) (located in Vehicles)	-
Other	Other Register	Yes

Summary of required reports to capture all Employee Data

Section	Required Report	Date Filter Required
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Employees	Current Employee Register	-
	Terminated Employee Register	Yes
Diary Pages	All Diary Pages	Yes
Medicals	Open Medicals Register	-
	Closed Medicals Register	Yes
Training	Open Training Register	-
	Closed Training Register	Yes
Equipment Issue	All Equipment Issue Register	Yes
Accidents/Events	All Accidents/Event Register	Yes
Fit For Duty	Fit For Duty Register	Yes
Employee Reminders	Open Employee Reminder Register (open only)	-

Summary of required reports to capture all Compliance Data

Section	Required Report	Date Filter Required
Books	Current Book Register	-
Load Sheets	All Load Sheet Register	Yes
Inspection	Open Inspections Register	-
	Closed Inspections Register	Yes
Mass Verifications	All Mass Verification Register	Yes
Contractors	Active Contractor Register* (active only)	-
Permits	Open Permit Register	-
	Closed Permit Register	Yes
Risk Assessments	All Risk Assessments	-
Non Conformances	Open Non Conformances Register	-
	Closed Non Conformances Register	Yes
Reviews	Open Review Register (open only)	-
Contractor Reminders	All Contractor Reminders	Yes

Summary of required reports to capture all Repairer data

Section	Required Report	Date Filter Required
Repairers	All Repairers	-

Summary of required reports to capture all Parts data

Section	Required Report	Date Filter Required
Parts	Parts Register	-
Purchase Orders	All Purchase Orders	Yes

Stock Adjustments	Not Available	-
Parts Used	Used Parts Register - Date Closed	Yes

Summary of required reports to capture all Mechanic / Labour data

Section	Required Report	Date Filter Required
Mechanics labour	Labour Report	Yes