



Process

Documentation

Department:

Customer Support

Last Updated:

2/9/2026 10:40 AM

NAME OF PROCESS

Generate the Equipment Utilization Report

Use Case / Objectives

This article will walk you through how to generate a Summary Equipment Utilization Report as well as a Daily Utilization Report.

The [Summary Equipment Utilization Report](#) will print a summary by day for the requested time period showing the company's overall percentage of equipment utilization.

The [Daily Equipment Utilization Report](#) is a time utilization report by category and class. The total number of units in the company, percent on rent and utilization percent are displayed. This report will also break out utilization by location. It is used mostly by management to determine which locations are doing the most business with the category/class for equipment.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

Sales Analysis => Reports => Summary Equipment Utilization Report

Sales Analysis => Reports => Daily Equipment Utilization Report

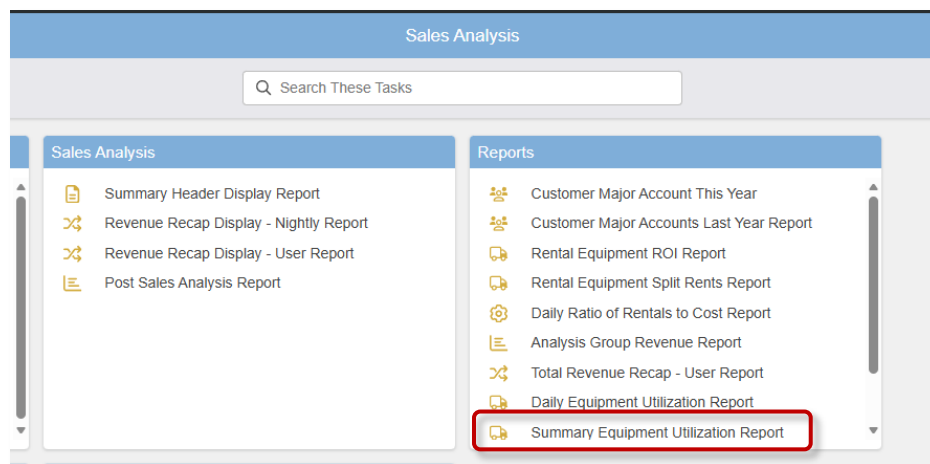
Generate Summary Equipment Utilization Report

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Click on the **Sales Analysis** menu option on the left-hand side of the screen.



3. Click on the **Summary Equipment Utilization Report** from the **Reports** section.



4. On the **Utilization Summary Report** parameters screen, type in the following parameters:
 - **From and To date** - this is the date range for which you would like to run the report
 - **Report Type** - indicates the type of equipment that will display on the report
 - **M** - Major Equipment
 - **O** - Other equipment
 - **B** - Major and Other equipment
 - **By Loc or Region** - **L** for Location or **R** for Region
 - **Locations** - indicates whether to **I** (include) or **O** (omit) specific locations. **NOTE:** You can enter as many locations as needed in the boxes below this field.

NOTE: If no parameters are selected, the report will generate using the default dates for the week and will only include **M** (Major) equipment items.

Summary Equipment Utilization Report

Utilization Summary Report Sys: [redacted]
 Cmp: [redacted] Loc: [redacted]

From date: ←
 To date: ←
 Report type: (M, O, B) ←
 M - Show major and all
 O - Show other and all
 B - Show major and other

By loc or region: (L=Loc, R=Region) ←
 Locations: (I=Include 0=omit) ←

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Submit job to the job queue: N

5. Press Enter to submit the report.
6. Depending on your **Rentalman** profile, the report will either print to your designated printer or will be sent to the **Manage My Files** folder.
7. Below is a sample of the report.

2/06/26 12:41:11 System: [redacted] Equipment Utilization Summary Report
 By Location
 From 2/01/26 to 2/06/26

Date	TOTAL ALL LOCATIONS			[redacted]		
	Major	All	# Con	Major	All	# Con
2/01/26	.350	.191		.350	.191	
2/02/26	.366	.192		.366	.192	
2/03/26	.375	.196		.375	.196	
2/04/26	.366	.192		.366	.192	
2/05/26	.351	.187		.351	.187	
5 bill days	.361	.191		.361	.191	
5 tot days	.361	.191		.361	.191	

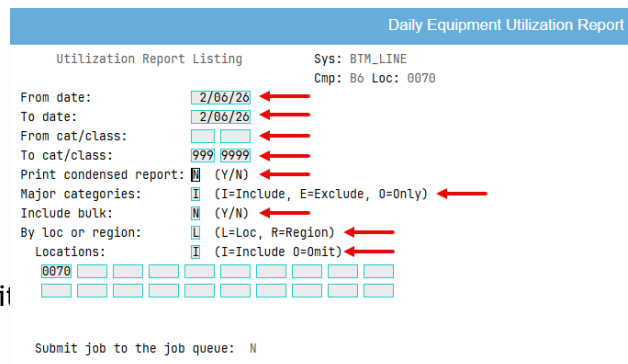
Generate the Daily Equipment Utilization Report

Process Steps

- From the **Sales Analysis** menu screen, select the **Daily Equipment Utilization Report** option in the **Reports** section.



- On the **Utilization Report Listing** parameters screen, type in the following details:
 - From and To date** - this is the date range for which you would like to run the report
 - From Cat/Class** - enter the range of category/classes to include on the report
 - To Cat/Class** - enter the range of category/classes to include on the report
 - Print Condensed Report**
 - Y** - indicates a detailed report
 - N** - will print a condensed report that can be printed on a standard print
 - Major Categories** **NOTE:** Whether or not the category is considered a major category on not depends on how the category/class are entered on the master file.
 - I** = Include specific major categories on the report
 - E** = Exclude specific major categories from the report
 - O** = selects major categories only
 - Include Bulk** (non-serialized rental items)
 - Y** - will include bulk items on the report
 - N** - bulk items will not be included on the report
 - By Loc or Region** - **L** for Location or **R** for Region
 - Locations** - indicates whether to **I** (include) or **O** (omit) specific locations. **NOTE:** You can enter as many locations as needed in the boxes below this field.



- Press Enter to submit

