

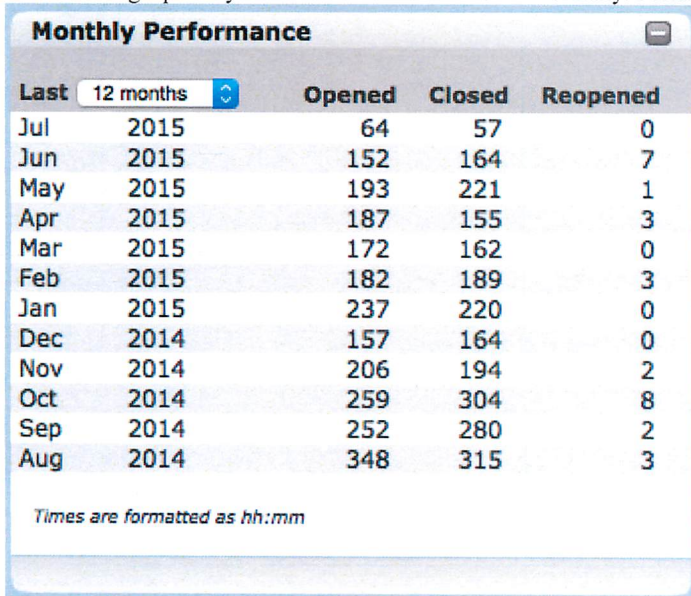
Brandy Young

From: Richard Hudson
Sent: Tuesday, July 14, 2015 9:45 AM
To: Brandy Young
Subject: Re: Missing Evidence
Attachments: Requests Open vs closed 2014-15.xlsx; AllActiveAssetsOnCampus.xls

Some background on these reports. The Active Asset report does not include known recycled equipment and reflects mostly equipment that we know about (there are things not in the database if it did not go through IT or get entered into the database) Some of the items do not reflect accurate info. I cleaned it up a bit but there was a lot that would take physical/verbal verification to verify accuracy. The report is sorted by Building then Asset Location. The first items have null values for those fields. Then sorted by Asset Type. I can generate this in different ways or with different values if you need. This is just a report I had handy. Also some values are not entered for whatever reason purchase price frequently. \$0.00 is what the system shows if nothing was entered.

Note: The request open/closed by month is something I can see regularly based only on the last 12 months. This is not a report I know how to easily and readily generate for a specific time range so if you need this in the future it is a bit of a challenge to generate as I have to do a report for each month on closed and open date ranges. (12 reports). I may have to recommend this as something for them to add to their GUI setup. Might be something I could code in SQL at some point too if necessary directly to the database.

I am attaching a pic so you can understand how I see it normally. Fortunately it was easy to copy and paste.



Last	12 months	Opened	Closed	Reopened
Jul	2015	64	57	0
Jun	2015	152	164	7
May	2015	193	221	1
Apr	2015	187	155	3
Mar	2015	172	162	0
Feb	2015	182	189	3
Jan	2015	237	220	0
Dec	2014	157	164	0
Nov	2014	206	194	2
Oct	2014	259	304	8
Sep	2014	252	280	2
Aug	2014	348	315	3

Times are formatted as hh:mm

Let me know if you need anything grouped or formatted differently. For instance I can run reports on assets created/purchased in a fiscal year. Created is a pretty good scale of purchase but it also includes things I enter as I discover they are not in the database. Down side on this one is if a purchase date was not entered I cannot report by purchase date so the reports there would either be lacking or muddled up by assets added (and not purchased) in that year. Just some ideas of what we might be able to do with this data.

From: Brandy Young <byoung@taftcollege.edu>
Date: Tuesday, July 14, 2015 at 9:06 AM
To: Richard Hudson <rhudson@taftcollege.edu>
Subject: RE: Missing Evidence

Either way will be fine. I think the fiscal year would work.

Brandy J. Young
Learning Outcomes Technician

Count of open vs closed requests as of 7/14/15 9:15 AM

Month	Year	Opened	Closed
Jul	2015	63	57
Jun	2015	152	164
May	2015	193	221
Apr	2015	187	155
Mar	2015	172	162
Feb	2015	182	189
Jan	2015	237	220
Dec	2014	157	164
Nov	2014	206	194
Oct	2014	259	304
Sep	2014	252	280
Aug	2014	348	315
Jul	2014	122	143