



Parker Tracking System

How To Create A Report

Fast. Easy. Accurate.

Release 7.16 | Version 1

Parker Hannifin Corporation

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Create a Report

1: PTS Reporting

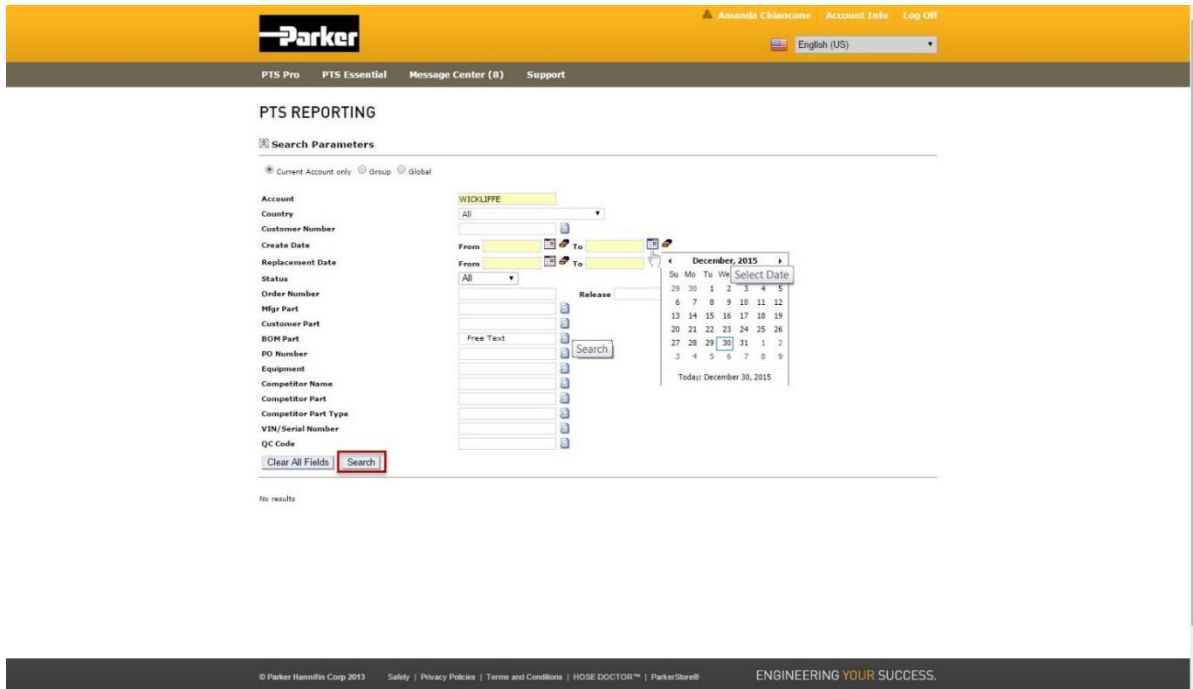
Begin by *clicking* the link titled '**PTS Reporting**' from the PTS Essential navigation toolbar



2: Using Search Parameters

From the available search parameters, select dates, specifications or record information to narrow the number of records to generate. Users may choose options from the drop down menus, use free text or click the  icon to search for information.

Click  to view records.



The screenshot displays the Parker PTS Reporting search interface. At the top, there is a navigation bar with the Parker logo, user name 'Amanda Chiancone', and links for 'Account Info' and 'Log Off'. Below this is a secondary navigation bar with 'English (US)' and links for 'PTS Pro', 'PTS Essential', 'Message Center (0)', and 'Support'. The main content area is titled 'PTS REPORTING' and contains a 'Search Parameters' section. This section has radio buttons for 'Current Account only', 'Group', and 'Global'. A list of search parameters is on the left, including Account, Country, Customer Number, Create Date, Replacement Date, Status, Order Number, Mgr Part, Customer Part, BOM Part, PO Number, Equipment, Competitor Name, Competitor Part, Competitor Part Type, VIN/Serial Number, and QC Code. The 'Create Date' field is active, showing a date range from 'From' to 'To' and a calendar for December 2015. A 'Search' button is highlighted in red at the bottom of the search parameters section. The footer contains copyright information for Parker Hannifin Corp. 2013 and the slogan 'ENGINEERING YOUR SUCCESS.'

3: Export Options

Records that meet the search criteria set will appear in the grid. *Click* either '**Download PDF**' or '**Download Excel**' to create a file containing information for each record listed.

Search Parameters

Current Account only
 Group
 Global

Account	<input type="text" value="WICKLIFFE"/>
Country	<input type="text" value="All"/>
Customer Number	<input type="text"/>
Create Date	From <input type="text"/> To <input type="text"/>
Replacement Date	From <input type="text"/> To <input type="text"/>
Status	<input type="text" value="All"/>
Order Number	<input type="text"/>
Mfgr Part	<input type="text"/>
Customer Part	<input type="text"/>
BOM Part	<input type="text"/>
PO Number	<input type="text"/>
Equipment	<input type="text"/>
Competitor Name	<input type="text"/>
Competitor Part	<input type="text"/>
Competitor Part Type	<input type="text"/>
VIN/Serial Number	<input type="text"/>
QC Code	<input type="text"/>
	Release <input type="text"/>






[Download PDF](#)

[Download Excel](#)

[Download Update Template](#)

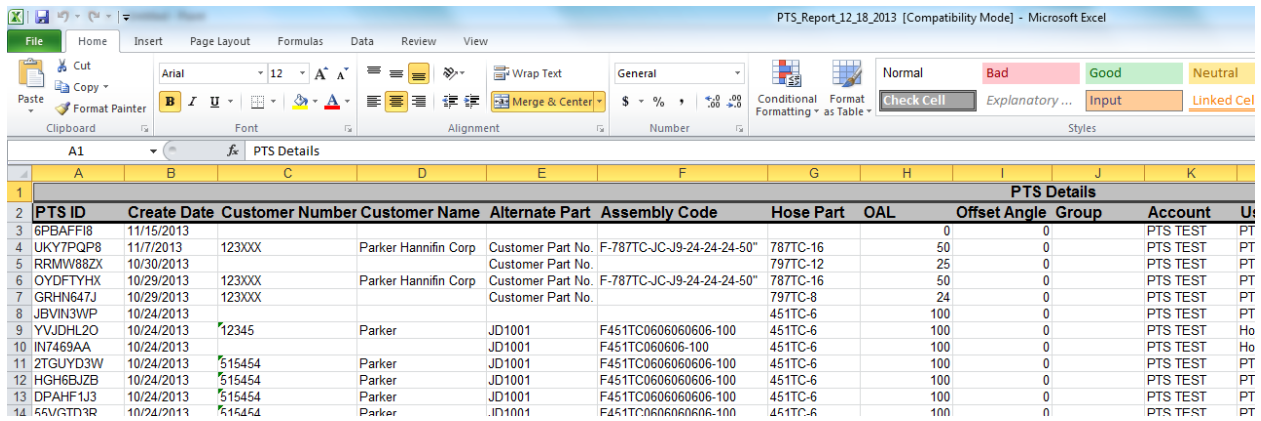
Total Matched Records: 2037

Results limited to the 1,000 most recent records. Export to Excel to see the full list of matching PTS records.

1 2 3 4 5 6 7 8 9 10 ...					
PTS ID	Create Date	Replaced Date	Mfgr Part	Account	
S3L817ZB	12/21/2015		fgkjfk	WICKLIFFE	
OWK5VOFF	12/21/2015		101-6594	WICKLIFFE	
2RDDP3GP	12/21/2015		F3020606-8-8-6-39.5	WICKLIFFE	
IMFNZG7C	12/21/2015		F3020606-8-8-6-39.5	WICKLIFFE	
X8834T1T	12/21/2015		F3020606-8-8-6-39.5	WICKLIFFE	

4: Mass Management

To update fields in bulk on multiple IDs select the ‘Download Update Template.’ For additional instruction please refer to the Mass Management documentation.



The screenshot shows a Microsoft Excel spreadsheet titled "PTS_Report_12_18_2013 [Compatibility Mode] - Microsoft Excel". The spreadsheet contains a table with the following data:

PTS Details											
PTS ID	Create Date	Customer Number	Customer Name	Alternate Part	Assembly Code	Hose Part	OAL	Offset Angle	Group	Account	U
6PBAFFI8	11/15/2013							0	0	PTS TEST	PT
UKY7PQP8	11/7/2013	123XXX	Parker Hannifin Corp	Customer Part No.	F-787TC-JC-J9-24-24-50"	787TC-16		50	0	PTS TEST	PT
RRMW88ZK	10/30/2013			Customer Part No.		797TC-12		25	0	PTS TEST	PT
OYDFTYHX	10/29/2013	123XXX	Parker Hannifin Corp	Customer Part No.	F-787TC-JC-J9-24-24-50"	787TC-16		50	0	PTS TEST	PT
GRHN647J	10/29/2013	123XXX		Customer Part No.		797TC-8		24	0	PTS TEST	PT
JVIN3WP	10/24/2013					451TC-6		100	0	PTS TEST	PT
YVJHLLZO	10/24/2013	12345	Parker	JD1001	F451TC06060606-100	451TC-6		100	0	PTS TEST	Ho
IN7469AA	10/24/2013			JD1001	F451TC060606-100	451TC-6		100	0	PTS TEST	Ho
2TGUYD3W	10/24/2013	515454	Parker	JD1001	F451TC0606060606-100	451TC-6		100	0	PTS TEST	PT
HGH6BJZB	10/24/2013	515454	Parker	JD1001	F451TC0606060606-100	451TC-6		100	0	PTS TEST	PT
DPAHF1J3	10/24/2013	515454	Parker	JD1001	F451TC0606060606-100	451TC-6		100	0	PTS TEST	PT
5AVGTD3R	10/24/2013	515454	Parker	JD1001	F451TC0606060606-100	451TC-6		100	0	PTS TEST	PT