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| Use Case ID: | iTracks-On Time Delivery Report | | |
| Use Case Name: | On Time Delivery Report | | |
| Created By: | Priya Dharshni | Last Updated By: |  |
| Date Created: |  | Date Last Updated: | 2-1-2025 |

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| --- | --- |
| Actor: | User (role Based)- All users |
| Description: | OTD report will allow the users to view the cumulative OTD percentage for stages in a workflow.  Figma : [OTD Report](https://www.figma.com/proto/xTt85ZmSgafxzWR2XSwwOO/iTracks?page-id=0%3A1&node-id=7144-83473&viewport=788%2C-1177%2C0.03&t=CFCeByDAHtYF4GmB-1&scaling=scale-down-width&content-scaling=fixed&starting-point-node-id=5138%3A45818&hide-ui=1) |
| Normal Course of Events: | 1. All users will be able to access the OTD report from the Reports menu in the landing page. 2. Login to the system with the right credentials provided. 3. In the landing page, click on the Reports menu to view the list of reports available. 4. Click on OTD Report to view the OTD report. 5. Select the DU and stage group from the provided drop down. (stage group filter is available only for single DU selection)      1. User will be able to add stage group and view existing groups from the stage group filter drop down.      1. When DU and stage group is selected, the report will be shown stage group wise. 2. When multiple DUs are selected, report will be shown DU wise. 3. Click on view report to load the report. 4. By default, current month’s report will be loaded. User will be able to change date range using the data filter.      1. User will be able to view the report in both graph and table format. 2. User will be able to view the current months cumulative OTD for all the DUs in small cards shown above the report. Use the scroll to move across the cards.      1. Click on the cumulative OTD percentage in the report table to view the customer level detailed data. 2. User will be able to select single or multiple customers from the filter.      1. User the filters available to view the report as required. 2. Click on excel icon provided to export the report data.   OTD Rate calculation:  The OTD rate is a cumulative value of all on time deliveries for the selected time period.  Sample:   |  |  |  | | --- | --- | --- | |  | **01-12-2024** | **02-12-2024** | | **Due** | 10 | 10 | | **Delivered** | 8 | 6 | | **On time** | 3 | 3 | | **Backlog** | 0 | 2 | |  | **30.00%** | **25.00%** |   The current date’s otd will be a cumulative rate by including the backlogs from previous day. |
| Alternative Courses: | N/A |
| Exceptions: |  |
| Includes: |  |
| Special Requirements: | - |
| Assumptions: |  |
| Notes and Issues: | - |