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| Use Case ID: | iTracks-Delivery Report | | |
| Use Case Name: | 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: | Delivery Report displays information related to the completed Stages in a workflow |
| Preconditions: |  |
| Postconditions: | User should be able to view the information related to completed stages in the workflow |
| Priority: | 1 |
| Frequency of Use: | High |
| Normal Course of Events: | 1. Delivery Report displays information related to the completed Stages in a workflow 2. Completed status refers to the last activity within a stage and it differs based on stage to stage 3. Default view is to display current months data. 4. All Stages within a workflow is listed including revisions and a cumulative count of completion is displayed 5. The report also displays column wise, row wise and grand total 6. The count is inclusive of all types (Chapter, Book, Article and Issue). Tis is displayed based on the DU of logged in user.   The report will be displayed in the below table format,   |  |  |  | | --- | --- | --- | | Column name | Details | Comments | | Stage | Stages selected by the user. Initially all available stages (stages that has atleast one completed record) will be displayed. | Stage iterations should be displayed in separate rows. | | Date range as selected by user | The number of stages completed for the date will be displayed | Default view is to display the current day and Previous day | | Total | Total count of all completed stages against each row |  |  1. The summary information for each column should be provided. 2. Common Filters as displayed in the below table is applicable for this report, initially only customer and date range filter will be enabled. Based on the customer selection the other filters have to be applied.  |  |  | | --- | --- | | **Filter Available** | **Details of Filter Values** | | Date range | allows user to filter reports for a selected date range. Should display only past dates, future dates is not applicable for this report. The custom date option should allow the user to select a particular date range based on his need. | | PM | Allows user to filter the report based on PM. All workorders stages associated with the selected PM will be displayed (against selected customer/workflow/service). Multiselect allowed | | Stage | Stages as applicable per the workflow selected. Multiselect allowed | | Workflow | Workflows that are mapped to this particular customer. Multiselect allowed | | DU | Allows user to select DU. Multi select enabled. | | Customer | Allows user to select required customer |   User can select a single cell within the report and can view a detailed view of the information, fields as indicated in the below table, each column has search and sort filter.   |  |  | | --- | --- | | **Column** | **Details** | | DU | DU as per record | | Customer | Customer as per record | | Division | Customer division as selected for the work order | | Country | Customer country as selected for the work order | | Type | Issue/Article/ Non- article/ book | | Job ID | Job ID as in respective workorder | | Job Name | Job name as in respective workorder | | PM | PM as in the workorder | | Workflow | Workflow category as selected for the respective work order journal (PM Managed, etc) | | Received Date | Received date of the stage as set in the Stage Screen | | Planned Start Date | As set in Stage Screen (will display the latest revision if any change was done) | | Actual Start Date | Start Date of the first activity within the specific stage for the workflow | | Planned Due Date | As set in Stage Screen (will display the latest revision if any change was done) | | Production despatch date | Production despatch date (as per completion of prod despatch activity in that workflow) | | Customer Despatch Date | Customer despatch date (as per completion of customer despatch activity in that workflow) | | Status | Type of delivery. Ontime/ Delayed/ Ahead | | Total days | Total days from Start to end (not the task time calculation) | | MS Pages | MS pages for the article/ chapter | | Estimated Pages | Estimated pages for the article/ chapter | | Typeset Pages | Total No of Typeset Pages delivered for the particular article/issue/ chapter | | Notes | If notes are available in WIP Report, it should be displayed to view here | | Query date | Date of query raised as per no of queries raised for the stage | | Reply date | Date of query replied as per no of queries raised for the stage | | Query raised | Yes/ no | | Volume no: | Applicable only for issue | | Issue no: | Applicable only for issue | | PE Name | PE Name of journal/ Book | |  |  |   Export to excel option to enable download the report in excel format (for second level report alone)  Any article/ issue/ chapter which was despatched late (exceeded the planned end date) should be highlighted in red and displayed. There is no particular order in which these chapters/articles will be displayed. |
| Alternative Courses: | N/A |
| Exceptions: |  |
| Includes: |  |
| Special Requirements: | - |
| Assumptions: |  |
| Notes and Issues: | - |