**MIS Reports**

(1) **Master Creation** :- Print out of Final Product Master.

(2) **Daily Booking Detail :-**

From Date To Date

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Party Name | Place | Product  Name | Batch No. | Sample Priority | Sample Receiving  Code | Sample Reg.  Code | Booking  Date | Booking  Time | Expected Due  Date | Booking  Person  Name | Sample Amount |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

(3) **Party Wise Sample Count :-** (a) Date Wise Sample Count

From Date To Date

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Party Name | Place | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 |  |  |
| A | Baddi | 20 | 0 | 35 | 0 | 14 | 10 | 5 | 7 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

(b) Month Wise Sample Count

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Party Name | Place | January | February | March | April | May | June | July | August |  |
| A | Baddi | 20 | 0 | 35 | 0 | 14 | 10 | 5 | 7 |  |
|  |  |  |  |  |  |  |  |  |  |  |

(4) **Marketing Executive Wise** :- Comparison will be included for FTM(For the month) & FTY(For the year)

From Date To Date

(a) Marketing Executive Name

|  |  |  |  |
| --- | --- | --- | --- |
| Party Name | Place | Sample Count | Sample Amount |
|  |  |  |  |

(b) Place wise sample count :-

|  |  |  |
| --- | --- | --- |
| Place | Sample Count | Sample Amount |
|  |  |  |
|  |  |  |

(5) **TAT Report :-**

**From Date To Date**

Fields in Tabular form are as follows:-

Party Name

Place

Sample Name

Sample Reg. Code

Batch No

Sample Reg. Date

Sample Reg. Time

Sample Priority

Expected Due Date : - (a) After 2:00 pm(+1 day)

(b) If expected due date is sunday then (+1 day)

(c) No. of sundays + other holidays then(+no. of that days)

Report Typing Date

Report Status (to be ammended)

Reviewed Date

Reviewed Time

Reviewed By

Emailed Date

Emailed Time

Emailed By

Dispatch Date

Dispatch Time

Dispatch By

Invoice Date

Invoice Time

Invoice No.

Invoice Amount

Report TAT :- Dispatch Date - Sample Reg. Date

(6) **User Wise Performance Detail :-**

From Date To Date

(a) Booking Users (b) Reporting Users (c) Analyst (d) Job Scheduler (e) Reviewer

(f) Invoicing Person

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Party Name | Place | Sample Name | Batch No | Sample Reg. No. | Booking Time Limit | Booking Modification Count | Report modification Count | Reporting Time Limit | Accuracy (in %) |  |
|  |  |  |  |  |  |  |  |  |  |  |

(7) **Sample Log Status :-** In this report we will calculate the pendency stage wise & department wise.

No. of Samples Received

No. of samples Booked

No. of Samples Scheduled

No. of Samples Due

No. of Samples Over Due

No. of Samples Analyzed

No. of Reports Typed

No. of Reports Reviewed

No. of Reports Finalized

No. of Reports Dispatched

No. of Reports whose Invoices was Generated

Amount of Bussiness without & with tax

No. of Pending Samples

No. of Pending Reports

(8) **Parameter wise Scheduling(instrument wise) :-** In this report scheduler will do the scheduling of parameters according to their category so that multiple sample of same type will be run on the machine collectively. For this purpose i have cross tab report presently in which we have bookingdate,sample name,report no on left side and parameter corresponding to this in tabular form as shown below.

|  |  |  |  |
| --- | --- | --- | --- |
| Parameter Names  Booking Date-Sample Name-Booking Code | Aerobic Plate count, cfu/gm | Aerobic(Bacillus Cereus),cfu/gm | Bacillus Cereus,cfu/gm |
| 01-Sep-2017-Atta Sample -F-01S1417 |  |  |  |

(9) **Machine Utilization Status :-** In this report we calculate the no. of samples test on a particular machine.

From Date To Date

|  |  |  |  |
| --- | --- | --- | --- |
| Instrument Names  Date | ICPMS | HPLC | GCMSMS |
| 01-Sep-2017-Atta Sample -F-01S1417 |  |  |  |

(10**) Design of Dash Board :-** Useful information corresponding to the user will be displayed on the dashboard.

(11) **Sample wise Status Tracker :-**

**From Date To Date**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Party NAme- | Place | Sample Name | Report No. | Sample Receiving | Order Booking | Scheduli-ng | Testing  (Inst.,  Chemically,  Micro) | Typing | Reviewing | Finali  zation | Approval  By QA | Emailing  &  Inv. | Dispatch |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |