**Job Summary Procedure**

1. Open the following files, remove all commas and add to the job folder within the PerformanceHub database folder:

Performance line list (as line\_list.csv)

BOM Export (as bom\_import.xlsx)

Status Report (as status\_report.csv)

Forecast (as forecast.csv)

Compiled weld data from batches in analytics folder (as weld\_data.xlsx)

1. Run addWallThk.py using bom\_import.csv which will add schedules and classes to a new file called bom\_export.xlsx. Open bom\_export.xlsx, remove all commas and convert to a CSV file. You may need to change the job number on line 9 in addWallThk.py.
2. Run npm run dev in the terminal to start a local server for PerformanceHub. CD to the PerformanceHub folder if necessary.
3. After PerformanceHub opens, select the job number from the Update pull down to run a new job report.
4. Save the downloaded JSON file to the job folder in the PerformanceHub data folder and rename to job.json. Remove the old job.json file if necessary.
5. Go to the Job Reports pull down in PerformanceHub and click the job number to display the job summary.
6. BE SURE TO CHECK THE DISCREPANCIES TAB BEFORE DOWNLOADING ANY SUMMARIES!!
7. Select Spools, Items, Welds or Summary in the top right corner to download an excel file.