

M R

INTEGRATING AI INTO M R REPORT

REPORT

UPDATED AS OF 3 JUN 2025

WHAT IS M R REPORT?

- CONSIST OF WHOLE PLANT UNCOMPLETED TRAINING RECORDS
- RAISE AWARENESS & BETTER ALLOW LEADER TO IDENTIFY INCOMPLETE TRAINING EMPLOYEES

Purpose

- 1. Reduce Manual Effort:** Eliminate the time-consuming and error-prone manual tasks associated with filtering large datasets in "DefaultView" (raw data downloaded) based on multiple criteria (like requirement numbers, employee details, and leave status) .
 - project **cut the time** experience trainer spend on filtering and produce bar chart from **up to 2hr down to just 5 mins**
- 2. Provide Visual Insights:** Generate and make accessible visual charts (employee counts by department) for key filtered datasets, offering quick and actionable overviews without needing manual chart creation.
- 3. Improve Accessibility to Information:** Consolidate relevant chart links into a dedicated sheet, making it easy for users to access and share the visual data analysis

M R REPORT

PROCESSES

BI WEEKLY REPORT



QUARTERLY REPORT



M R REPORT

Benefits

- 1. Enhanced Data Accuracy and Consistency**
- 2. Significant Time Savings and Increased Efficiency**
- 3. Scalability and Adaptability**
 - volume of raw data increases, the project scales without a proportionate increase in manual labor
- 4. Reduced Operational Costs (Indirect):**
 - Through time savings, error reduction, the project contributes to indirect cost savings by optimizing resource utilization

BENEFIT OF AI

- PREVENT MANUAL FILTERING OF DATA
- INCREASE IN EFFICIENCY
- REDUCING TIME



SO FAR



BI WEEKLY REPORT

QUARTERLY REPORT

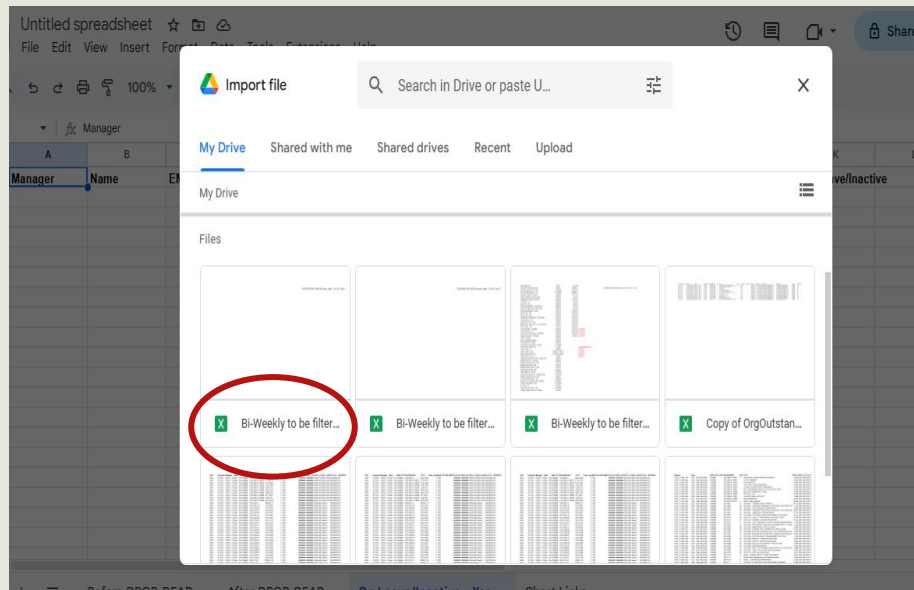
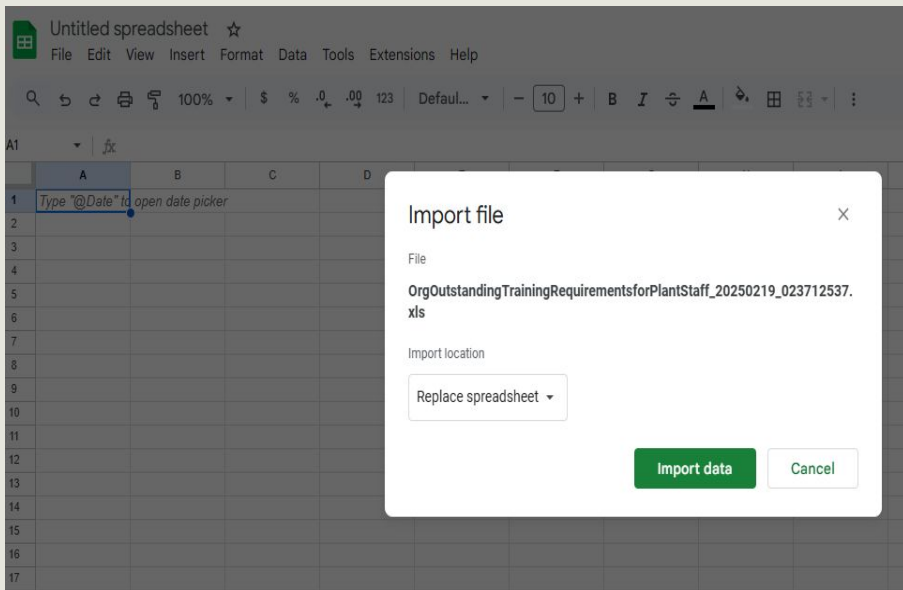
M R REPORT

HOW DOES IT WORK?

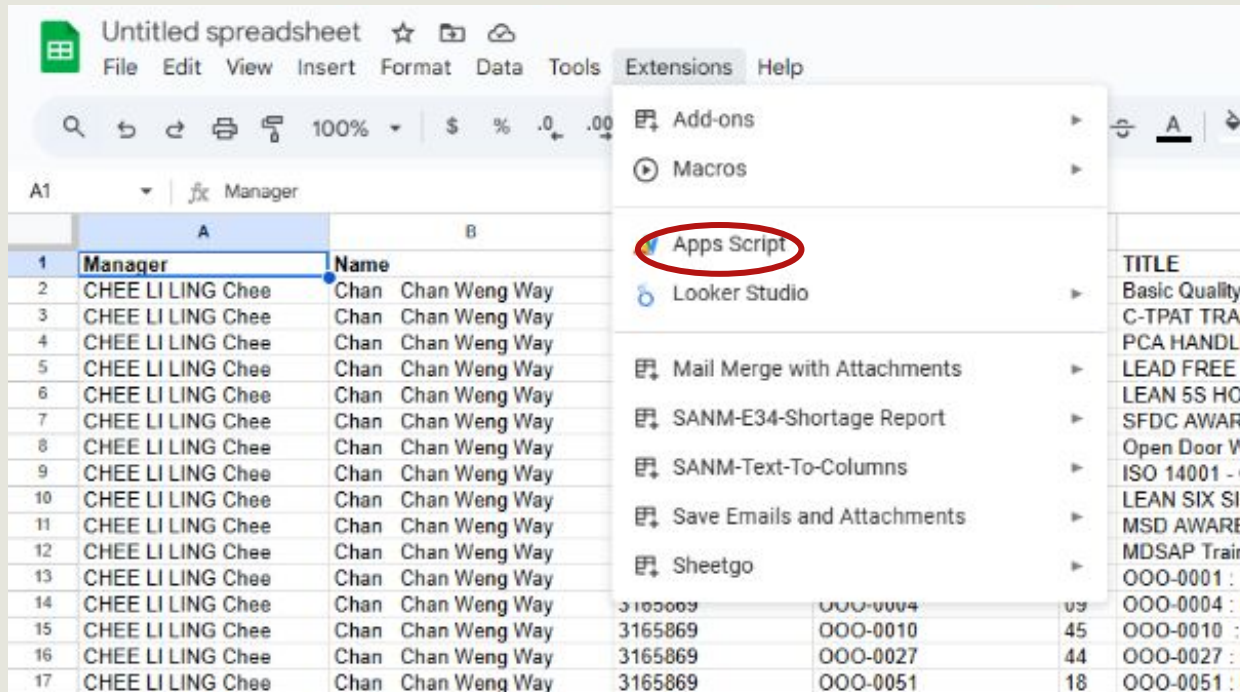
1. IMPORT DOWNLOADED OUTSTANDING TRAINING EXCEL SHEET FROM MESWeb → GOOGLE SHEET & IMPORT BI WEEKLY TEMPLATE

X Bi-Weekly to be filtered list Updated 25apr2025.xlsx

BI WEEKLY TEMPLATE : https://docs.google.com/spreadsheets/d/1uHi_PpL5ogrZVvZYI0uNEkVPT_yY6gZq/edit?usp=sharing&ouid=107539272962921135702&rtpof=true&sd=true



2. GO EXTENSIONS IN THE TOOLS BAR AND OPEN ' APP SCRIPTS'



The screenshot shows a Google Sheets interface with an 'Untitled spreadsheet'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Extensions', and 'Help'. The 'Extensions' menu is open, displaying a list of add-ons. The 'Apps Script' option is highlighted with a red circle. Other visible add-ons include 'Add-ons', 'Macros', 'Looker Studio', 'Mail Merge with Attachments', 'SANM-E34-Shortage Report', 'SANM-Text-To-Columns', 'Save Emails and Attachments', and 'Sheetgo'.

The spreadsheet data is as follows:

Manager	Name
CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way
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CHEE LI LING Chee	Chan Chan Weng Way
CHEE LI LING Chee	Chan Chan Weng Way

TITLE
Basic Quality
C-TPAT TRA
PCA HANDL
LEAD FREE
LEAN 5S HO
SFDC AWAR
Open Door W
ISO 14001 -
LEAN SIX SI
MSD AWARE
MDSAP Train
000-0001 :
000-0004 :
000-0010 :
000-0027 :
000-0051 :

3. COPY PASTE CODES IN ' APP SCRIPTS' FROM

CODE: https://docs.google.com/spreadsheets/d/197uX5IOP7EMLhLnt9qI7DF8hEu_WkYTKzKNkyxCohHw/edit?usp=sharing



Codes for AI project



Bi weekly report

Deploy



N



Run

Debug

automateDataFilteringAndGen...

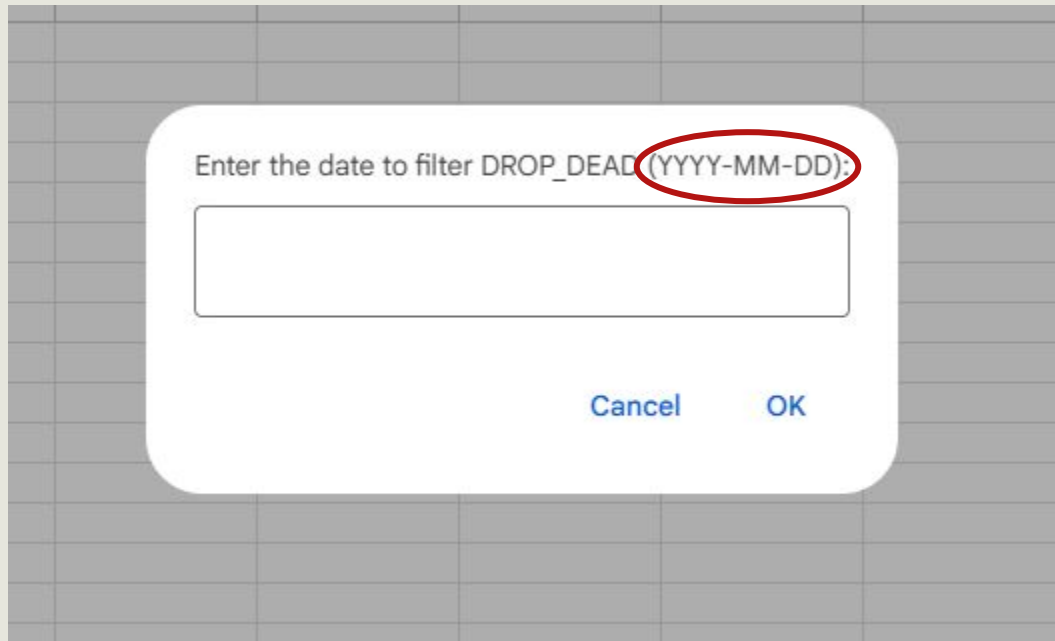
Execution log

ar.gs



```
1 function automateDataFilteringAndGenerateChart() {
2   // --- Configuration ---
3   const rawDataSheetName = "DefaultView"; // Replace if needed
4   const coursesCategoriesSheetName = "Courses Categories"; // Replace if needed
5   const managersListSheetName = "Managers namelist"; // Replace if needed
6   const longLeaveSheetName = "EMPLOYEES ON LONG LEAVE NEW HIRE"; // Replace if needed
7   const outputSheetName = "AI Filtering"; // Sheet where the filtered data will be written
8   const beforeDropDeadSheetName = "Before DROP_DEAD"; // Sheet for data before the drop dead date
9   const afterDropDeadSheetName = "After DROP_DEAD"; // Sheet for data after the drop dead date
10  const onLeaveYesSheetName = "On Leave/Inactive - Yes"; // Sheet for employees on leave
11  const chartLinksSheetName = "Chart Links"; // New sheet for chart links
12
13  const requirementNumberColumn = 6; // Column in raw data for requirement number (1-based index) - ADJUST IF NEEDED
14  const employeeNameColumnForManager = 3; // Column in raw data for employee name (for manager lookup) - ADJUST IF NEEDED
15  const employeeNameColumnForLeave = 4; // Column in raw data for employee name (for leave status)
16  const dropDeadColumn = 13; // Column in raw data for DROP_DEAD date (1-based index) - ADJUST IF NEEDED
17
18  // --- Get Sheets and Data ---
19  const ss = SpreadsheetApp.getActiveSpreadsheet(); // Get the active spreadsheet
20
21  // Helper function to safely get sheet data
22  const getSheetData = (sheetName) => {
23    const sheet = ss.getSheetByName(sheetName);
24    return sheet ? sheet.getDataRange().getValues() : [];
25  };
```

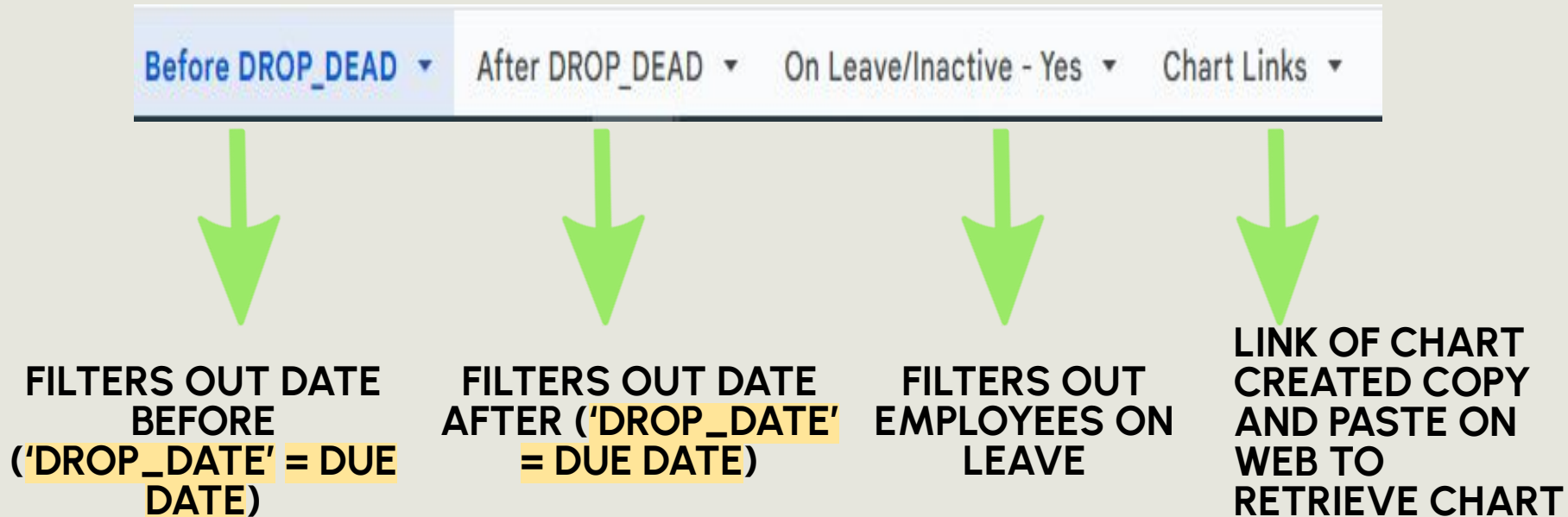
4. AFTER PRESSING 'RUN' IN ' APP SCRIPTS' CODE WILL PROMPT USER TO INPUT DATE OF RAW DATA IN THE REQUIRED FORMAT



Enter the date to filter DROP_DEAD (YYYY-MM-DD):

Cancel OK

5. AFTERWARDS THE CODE WILL BE EXECUTED AND 4 NEW SHEETS IS CREATED WHILE REST IS HIDDEN



GENERATED BY AI

15 MAR 2025 ☆ 📁 ☁

File Edit View Insert Format Data Tools Extensions Help

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Summarize this table

A	B	C	D	E	F	G	H	I	J	K	L	M
ORG	Employee Status	Manager	Name	EMPLOYEE_ID	REQUIREMENT	REV	TITLE	Grace_Days	MUSTHAVE	OBTAINED	PLAN_DATE	DROP
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00077		C-TPAT TRAINING	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00078		PCA HANDLING	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00079		LEAD FREE / R	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00080		LEAN 5S HOUS	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00081		SFDC AWAREN	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00085		Open Door Whis	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00086		ISO 14001 - Cer	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00087		LEAN SIX SIGM	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-5545-01-00088		MSD AWARENE	0	YES		3/13/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	CUR-6323-09-01A		MDSAP Training	0	YES		3/29/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0001		77 000-0001 : SA	0	YES		2/25/2025	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0004		9 000-0004 : ST	0	YES		1/1/2025	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0010		45 000-0010 : ES	0	YES		9/18/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0027		44 000-0027 : ST	0	YES		7/26/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0051		18 000-0051 : EM	0	YES		12/27/2024	1
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0090		9 000-0090 : CU	0	YES		7/29/2024	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0120		29 000-0120 : QU	0	YES		2/5/2025	
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0145		37 000-0145 : INT	0	YES			
5545	ACTIVE	CHEE LI LING C Chan	Chan We	3165869	000-0201		21 000-0201 : ES	0	YES			

Analyze this data

Before DROP_DEAD After DROP_DEAD On Leave/Inactive - Yes Chart Links

DATA TAKEN FROM 15 MAR 2025

FILTERS OUT
DATE BEFORE
(`'DROP_DATE' =
DUE DATE`)



GENERATED BY AI

15 MAR 2025 ☆ 📁 ☁

File Edit View Insert Format Data Tools Extensions Help

100% 123 Default... - 10 + B I A

Summarize this table

1	ORG	Employee Statu	Manager	Name	EMPLOYEE_NU	REQUIREMENT REV	TITLE	Grace_Days	MUSTHAVE	OBTAINED	PLAN_DATE	DROP
2	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	OOO-0259	7 OOO-0259 : CUI	0	YES		3/27/2025	
3	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	OOO-0287	11 OOO-0287 : SUI	0	YES		3/25/2025	
4	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	OOO-0292	4 OOO-0292 : PRI	0	YES		3/20/2025	
5	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	OOO-0296	5 OOO-0296 : INT	0	YES		3/19/2025	
6	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	OOO-0304	5 OOO-0304 : QU	0	YES		3/19/2025	
7	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	SOP-3-4009-MC	10 SOP-3-4009-MC	0	YES		3/20/2025	
8	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	SOP-3-5001-MC	9 SOP-3-5001-MC	0	YES		3/28/2025	
9	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	SOP-3-8002-MC	16 SOP-3-8002-MC	0	YES		3/20/2025	
10	5545	ACTIVE	CHEE LI LING C	Chan Chan We	3165869	SOP-3-8009-MC	7 SOP-3-8009-MC	0	YES		3/20/2025	
11	5545	ACTIVE	CHEE LI LING C	FOO YING LI F	122647	OOO-0259	7 OOO-0259 : CUI	0	YES		3/27/2025	
12	5545	ACTIVE	CHEE LI LING C	FOO YING LI F	122647	OOO-0259	7 OOO-0259 : CUI	0	YES		3/27/2025	
13	5545	ACTIVE	CHEE LI LING C	Goh Emilyn Go	3171345	OOO-0259	7 OOO-0259 : CUI	0	YES		3/27/2025	
14	5545	ACTIVE	CHEE LI LING C	LIM TECK Lim	122411	OOO-0259	7 OOO-0259 : CUI	0	YES		3/27/2025	
15	5545	ACTIVE	CHEE LI LING C	LIM TECK Lim	122411	OOO-0259	7 OOO-0259 : CUI	0	YES		3/27/2025	
16	5545	ACTIVE	CHEE LI LING C	LIM TECK Lim	122411	SOP-3-4009-MC	10 SOP-3-4009-MC	0	YES		3/20/2025	
17	5545	ACTIVE	CHEE LI LING C	LIM TECK Lim	122411	SOP-3-8002-MC	16 SOP-3-8002-MC	0	YES		3/20/2025	
18	5545	ACTIVE	CHEE LI LING C	Lee Lee Kah M	3134748	OOO-0259	7 OOO-0259 : CUI	0	YES		3/27/2025	
19	5545	ACTIVE	CHEE LI LING C	Lee Lee Kah M	3134748	SOP-3-4009-MC	10 SOP-3-4009-MC	0	YES			
20	5545	ACTIVE	CHEE LI LING C	Lee Lee Kah M	3134748	SOP-3-8002-MC	16 SOP-3-8002-MC	0	YES			

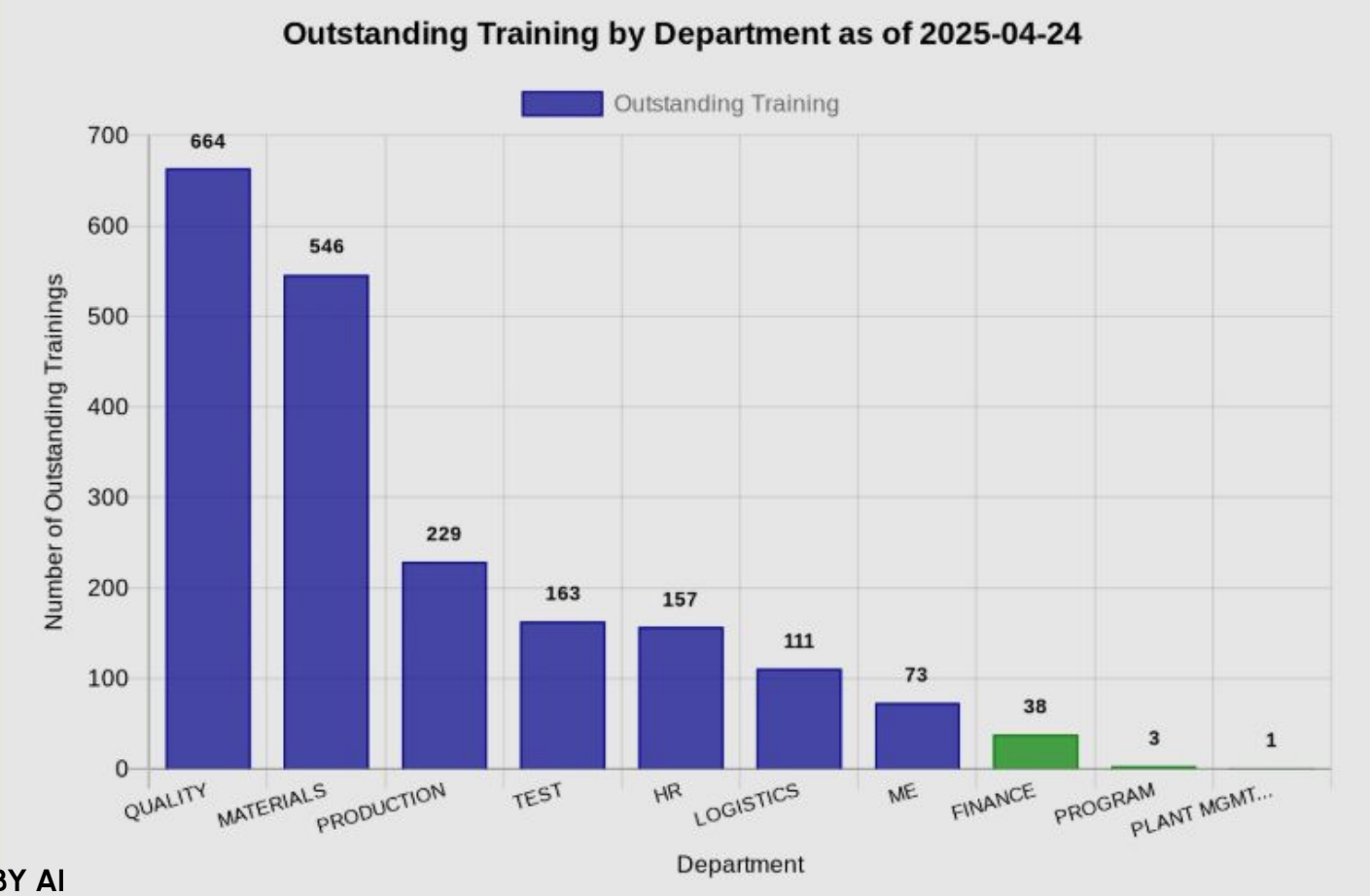
Analyze this data ✕

Before DROP_DEAD After DROP_DEAD On Leave/Inactive - Yes Chart Links

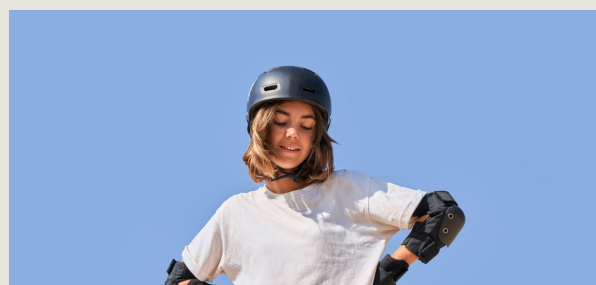
FILTERS OUT DATE
AFTER
(‘DROP_DATE’ =
DUE DATE)

DATA TAKEN FROM 15 MAR 2025

DATA EXAMPLE: 4 APR 2025



THANK



YOU