

**Dirty Bird Industries, LLC**  
**Assemblies for North Carolina and California**

# Assemblies for North Carolina and California

## Overview

This guide provides step-by-step instructions for preparing and sending the weekly Assemblies Status report for North Carolina and California.

## Important Note

- Ensure RStudio is installed on your computer.
- The scripts ip-rep-nc.R, and ip-rep-ca.R must be run using Rscript.

## Reference Sheets & Tools

- [DBI: Assembly Orders with TO \(NC\)](#)
- [DBI: Assembly Orders with TO \(CA\)](#)
- [BOM Component Availability Report \(DEAR Systems\)](#)
- [Product Availability Report \(DEAR Systems\)](#)

# Step-by-Step by Guide

## Step 1: Update the BOM Report Tab

- Go to the **BOM Report** tab.
- Update the data only once per month.

## Step 2: Update the Product Availability Tab

1. Download the availability report from: [DEAR Systems – Stock](#)
2. Open the downloaded file.
  - Delete all columns beyond the "Allocated" column.
3. In the **Product Availability** tab:
  - Go to File > Import
  - Select the cleaned file
  - Choose **Append to current sheet**
  - After importing, set:
    - **SKU column to Plain Text**

## Step 3: Clear the Input Tab

- In the **Input** tab, clear columns **A** to **F** before adding new data.

## Step 4: Filter for NC/CA Availability

- Go to the **Analysis** tab.
- In **Column P (Available in NC/CA)**:
  - Use filter by **cell color (Red)** to find relevant rows.

## Step 5: Copy Data to Input Tab

- Copy **columns M to R** of the filtered rows.
- Paste as **Values Only** into the **Input** tab.
- In the Input tab, **drag down formulas in Column G** to apply to the new rows.

## Step 6: Update Assemblies Status Computation

- In the **Assemblies Status Computation** tab:
  - Copy the formula in **cell F3**.
  - Paste it to **cell F4 and downward** to update the rest of the column.

## Step 7: Create the Email

- Use the **previous email template** as a reference.
- Update the **Subject Line** with the **current date**.

## Step 8: Prepare the Report for Email

- In the **Reports** tab:
  - For **North Carolina**, copy the following ranges:
    - Columns E to I
    - Columns K to M
    - Columns X to AC
    - Columns AE to AJ
  - For **California**, copy:
    - Columns E to I
- Paste these tables into the email **as shown in previous emails**.

## Step 9: Send the Email

- Copy the **recipients** from the previous email.
- Double-check the **email date** and details.
- **Send the email** once all contents are verified.

# Document Management

| Date Issued | Author          | Version | Change Reference |
|-------------|-----------------|---------|------------------|
| 6.20.2025   | Dominique Ecleo | 0       |                  |
|             |                 |         |                  |