**DC Utilization Report Manual**

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| **Step** | **Activity** |
| 1 | Go to the “User name – Expolanka International (Pvt) Limited\General\Team members Docs\Sathruhan\Reports- WH utilization”  Open the “Data base” macro excel. |
| 2 | Enter the User name.  Eg: Sathruhans |
| 3 | Enter the Date or press CTRL + ; |
| 4 | Click the buttons and download the reports.      Replace the report when giving the path to download the HJ report. |
| 5 | After download all reports, Click “Run the Macro”. |
| 6 | Open the “WH Occupancy Status (with Mercury plant)” excel sheet. Update the Sheet.      Enter the Current Date in the E2 cell. |
| 7 | Open the Nestle WH Utilization report shared through email.    Copy the current total occupied bin value and paste it into WH Occupancy Status (with Mercury plant) F5 cell.  Copy the current No. of pallets in BIPL (Pallet in slip sheet), No. of pallets in BIPL (Pallet in Rack), and No. of pallets in BIPL (on woodn plt) and paste it into WH Occupancy Status (with Mercury plant) from F6 cell to F8 cell. |
| 8 | Copy D12 cell - M12 cell and **value paste** it in “WH Occu. trend Analysis” sheet in the next row. And update the date.  \*Copy the Data    \*Value Paste it |
| 9 | Copy D16 cell - I16 cell and **value paste** it in “Average Sellable Space (Monday)” sheet in the next row. And update the date.  \*Copy the Data    \*Paste it |
| 10 | Refresh the workbook. |
| 11 | Go to Summary sheet and copy the A1:Q77.    Go to the outlook and create the email.  Subject : DC Utilization Status – Summary Report  To:  Sammy Akbar [sammya@efl.global](mailto:Samoudyaw@efl.global);  Nishan Hewagamage [nishanh@efl.global](mailto:nishanh@efl.global);  Thusitha Gamage [thusithag@efl.global](mailto:ihadhn@efl.global);  Damayantha De Alwis [dalwis@efl.global](mailto:anushih@efl.global);  Wimukthi Bandara [wimukthib@efl.global](mailto:nipunam@efl.global);  Pandula De Silva [pandulads@efl.global](mailto:dalwis@efl.global);  Sumeera Madurapperuma [sumeeram@efl.global](mailto:sumeeram@efl.global);  Binara Wijesuriya [binaraw@efl.global](mailto:vajiras@efl.global);  Supun Kanchana [supunk@efl.global](mailto:russellm@efl.global);  Roshan Priyantha [roshanp@efl.global](mailto:Lakshann@efl.global);  Rananja Gonaduwa [rananjag@efl.global](mailto:nishana@efl.global);  Suhail Mansoor [suhailm@efl.global](mailto:suhailm@efl.global);  Keerthi Senevirathna [keerthis@efl.global](mailto:dilshanc@efl.global);  Vahiny Sivakumaran [vahinys@efl.global](mailto:sadeeshad@efl.global);  Samoudya Wickramasooriya [Samoudyaw@efl.global](mailto:vahinys@efl.global);  Danesa Wickramasinghe [danesaw@efl.global](mailto:janithaa@efl.global);  Dinuk Amerasinghe [Dinuka@efl.global](mailto:vahinys@efl.global);  Janitha Adikari [janithaa@efl.global](mailto:roshanp@efl.global);  Russell Mendis [russellm@efl.global](mailto:marlanj@efl.global);  Suneth Hirimuthugoda [sunethh@efl.global](mailto:pathumb@efl.global)  Body : Paste the copied data.  Adjusting email layout. |
| 12 | Go to Detailed report sheet and copy the A1:R94    Go to the outlook and create the email.  Subject : DC Utilization Status – Detailed Report  To:  Nishan Hewagamage [nishanh@efl.global](mailto:zameerm@efl.global)  Suneth Hirimuthugoda [sunethh@efl.global](mailto:janithaa@efl.global)  Damayantha De Alwis [dalwis@efl.global](mailto:sumeeram@efl.global)  Pandula De Silva [pandulads@efl.global](mailto:Dinuka@efl.global)  Rananja Gonaduwa [rananjag@efl.global](mailto:shafnasw@efl.global)  Supun Kanchana [supunk@efl.global](mailto:wimukthib@efl.global)  Binara Wijesuriya [binaraw@efl.global](mailto:binaraw@efl.global)  Roshan Priyantha [roshanp@efl.global](mailto:wimukthib@efl.global)  Lasitha Rangana [lasithar@efl.global](mailto:nishanh@efl.global)  Thusitha Gamage [thusithag@efl.global](mailto:kosalam@efl.global)  Wimukthi Bandara [wimukthib@efl.global](mailto:thusithag@efl.global)  Thilina Prasad [thilinapr@efl.global](mailto:thilinapr@efl.global)  Keerthi Senevirathna [keerthis@efl.global](mailto:binaraw@efl.global)  Cassim Joonoos [cassimj@efl.global](mailto:sammya@efl.global)  Vahiny Sivakumaran [vahinys@efl.global](mailto:suhailm@efl.global)  Marlan Jayathilake [marlanj@efl.global](mailto:keerthis@efl.global)  Anushi Hewamaraba [anushih@efl.global](mailto:cassimj@efl.global)  Wasantha Udaya Kumara [wasanthau@efl.global](mailto:sunethh@efl.global)  Samoudya Wickramasooriya [Samoudyaw@efl.global](mailto:danesaw@efl.global)  Demintha Lakshan [Lakshann@efl.global](mailto:dalwis@efl.global)  Marlan Jayathilake [marlanj@efl.global](mailto:keerthis@efl.global)  Mackie [zamanm@efl.global](mailto:supunk@efl.global)  Nipuna Madugalle [nipunam@efl.global](mailto:rananjag@efl.global)  Danesa Wickramasinghe [danesaw@efl.global](mailto:rananjag@efl.global)  Dinuk Amerasinghe [Dinuka@efl.global](mailto:zamanm@efl.global)  Janitha Adikari [janithaa@efl.global](mailto:wasanthau@efl.global)  Russell Mendis [russellm@efl.global](mailto:sampathk@efl.global)  Iranthi Kulathilake [iranthik@efl.global](mailto:iranthik@efl.global)  Ihadh Nizardeen [ihadhn@efl.global](mailto:danesaw@efl.global)  Pathum Sankalpa Bogoda [pathumb@efl.global](mailto:Dinuka@efl.global)  Vajira Sampath [vajiras@efl.global](mailto:Samoudyaw@efl.global)  Sampath Kumara [sampathk@efl.global](mailto:russellm@efl.global)  Tharindu Sandaruwan [tharindus@efl.global](mailto:tharindus@efl.global)  Nishan Amarasingha [nishana@efl.global](mailto:roshanp@efl.global)  Sadeesha Dilanka [sadeeshad@efl.global](mailto:pandulads@efl.global)  Kosala Maduranga [kosalam@efl.global](mailto:sunethh@efl.global)  Sumeera Madurapperuma [sumeeram@efl.global](mailto:marlanj@efl.global)  Suhail Mansoor [suhailm@efl.global](mailto:lasithar@efl.global)  Dilshan Chanuka [dilshanc@efl.global](mailto:thusithag@efl.global)  Mohamed Zameer Zain [zameerm@efl.global](mailto:supunk@efl.global)  Shafnas Wazeer [shafnasw@efl.global](mailto:pandulads@efl.global)  Body : Paste the copied data  Adjusting email layout.  Close the All workbooks. |

\*The master data (WH Capacity, WH Area, Revenue, Net Profit, and Fluctuation Rate) are keeping on MASTER Sheet.