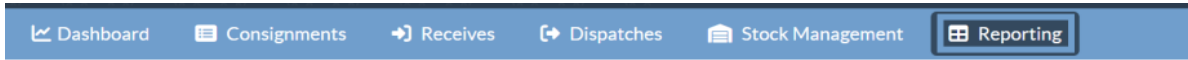


Reporting

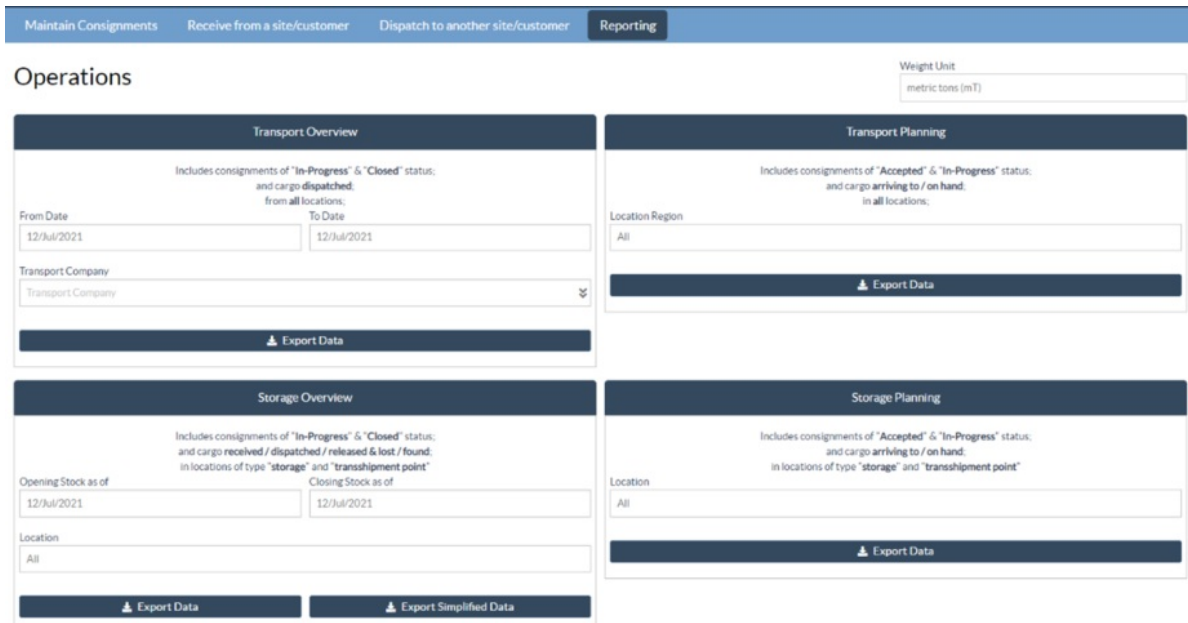
RITA allows for service-related information to be consolidated and displayed in a coherent and useful way within the software and makes this information available as “**Export Data**” that can be downloaded from the software and shared as needed.



In the Reporting tab, seven different reports can be generated.

[Operations Reports:](#)

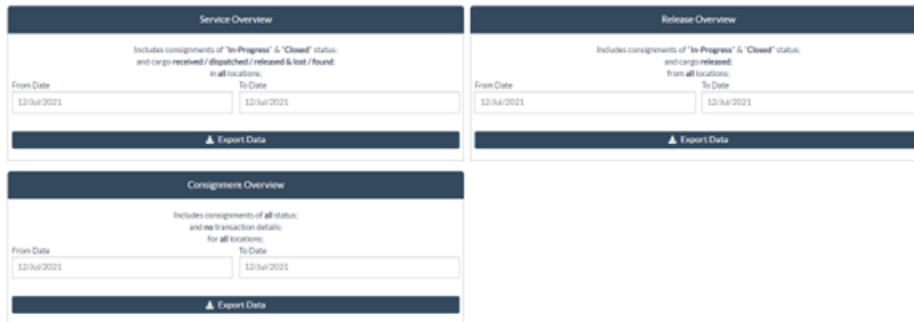
- Transport Overview
- Transport Planning
- Storage Overview
- Storage Planning



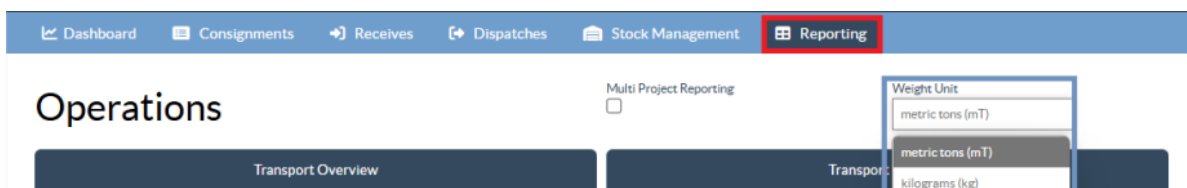
[Communications and Reporting:](#)

- Service Overview
- Release Overview
- Consignment Overview

Communications / Reporting



RITA users can select the unit of measurement (Kg or MT) they want displayed in a downloadable report.



The Export Data options available from RITA are critical for sharing information about services: both with logistics operations and planning personnel, who may not regularly access the software directly; and, with external stakeholders and Service Users, who may require a summary of activities or regular status updates on their cargo. This data is exported from RITA and downloaded as spreadsheets in .xls file format with color-coded column headings to facilitate further filtering, visualization, and analysis independent of the application and as needed per service context.

The Export[ed] Data includes the following overarching classes of information:

■	Details of the specific transaction(s) or "Events"	<ul style="list-style-type: none"> ▪ Event type, date and duration ▪ Cargo handled for the event, and event location(s) ▪ Other details and references for the event
■	Details of the overall request(s) or "SRFs"	Requirements of the full service
■		<ul style="list-style-type: none"> ▪ SRF reference number, status and date registered ▪ How the service will begin and end (who & where)
■	Details of the full cargo	Details of the full cargo
■		<ul style="list-style-type: none"> ▪ All cargo to be handled for the request ▪ Special handling instructions & info for the cargo

To understand the relationship within this data it's important to understand the relationship between "**Events**" and the overall requests, or "**SRFs**".

- Providing the service (as requested) on a single SRF may require multiple Events: for example, a single SRF may require the collection of cargo at location X and delivery to location Y, but it might not be possible to move all cargo at once, and it might not be possible to travel directly from X to Y.
- Each SRF may include multiple lines of cargo, with different handling units: for example, a single SRF may include 50 boxes of item A, 40 bags of item B, and 30 bundles of item C. In the above example the SRF, or overall request, will only be complete after:

- All 50 boxes, 40 bags and 30 bundles have been collected (**or cancelled in full, or in part**) at location X;
- All cargo not cancelled is dispatched (**all at once, or in smaller groups**);
- All cargo not cancelled arrives at location Y (**directly, or through other locations**).
- All cargo not cancelled (**or reported lost in full, or in part**) is returned to the Service User.

Understanding the Events tells you what has happened to the cargo, and where the cargo is now in what quantities; understanding the SRFs tells you what support was asked for, agreed to, and therefore what still needs to be done with any cargo on-hand or still waiting to be collected.

The main pieces of information related to “Events” includes, but is not limited to:

Inventory Unit (IU)	The unit of measure used to count individual items*
Handling Unit (HU)	The unit of measure used to count packages of items*
Event Label	The title for the transaction described on that row
Date Value	The date when the event on that row occurred
Date Label	The meaning of the “Date Value” on that row
Event Line IU Quantity	The quantity, in IUs, of cargo affected by the event on that row
Event Line HU Quantity	The quantity, in HUs, of cargo affected by the event on that row
Event Line Weight (mt)	The weight, in metric tons, of cargo affected by the event on that row
Event Line Volume (m3)	The volume, in cubic meters, of cargo affected by the event on that row
Event Line Value (USD)	The value, in US dollars, of cargo affected by the event on that row
Event Location Name	The location where the event on that row occurred

In the example of Export[ed] Data below you can see the format of the spreadsheet, and a part of the Event details. Taking the example of the top line:

- “1 Each” with no packaging (lack of packaging is indicated by “handling unit” of “None/Loose”)
- Was “Received in Period”, in “Bad Condition” on a “Received Date” of “03-Jan-2018”
- **Other event details** (i.e. where this “1 Each” cargo was received) would follow on the same line

event label	date value	date label	count of day	days label	event line IU quantity	inventory unit (IU)	event line HU quantity	handling unit (HU)
Received in Period - Bad Condition	03-Jan-2018	Received Date	0	Days to Complete Dispatch	-1	Each	-1	None/Loose
Received in Period - Bad Condition	29-Jan-2018	Received Date	0	Days to Complete Dispatch	-29	Each	-29	None/Loose
Received in Period - Bad Condition	29-Jan-2018	Received Date	0	Days to Complete Dispatch	-14	Each	-14	None/Loose
Received in Period - Bad Condition	22-Feb-2018	Received Date	0	Days to Complete Dispatch	-2	Each	-1	Box/Carton
Received in Period - Bad Condition	01-Feb-2018	Received Date	0	Days to Complete Dispatch	-16	Each	-2	Bag/Sack
Received in Period - Bad Condition	21-Mar-2018	Received Date	0	Days to Complete Dispatch	-1	Each	-1	Bale/Bundle
Received in Period - Good Condition	18-Jan-2018	Received Date	0	Days to Complete Dispatch	-12	Each	-12	None/Loose
Received in Period - Good Condition	01-Feb-2018	Received Date	0	Days to Complete Dispatch	-30	Each	-30	None/Loose
Received in Period - Good Condition	01-Feb-2018	Received Date	0	Days to Complete Dispatch	-15	Each	-15	None/Loose
Reported Lost in Period - Good Condition	03-Jan-2018	Loss Reported Date	0	Days to Complete Dispatch	-1	Each	-1	None/Loose
Reported Lost in Period - Good Condition	29-Jan-2018	Loss Reported Date	0	Days to Complete Dispatch	-1	Each	-1	None/Loose
Reported Lost in Period - Good Condition	29-Jan-2018	Loss Reported Date	0	Days to Complete Dispatch	-1	Each	-1	None/Loose
Reported Lost in Period - Good Condition	15-Feb-2018	Loss Reported Date	0	Days to Complete Dispatch	-5	Each	-5	Box/Carton
Reported Lost in Period - Good Condition	08-Mar-2018	Loss Reported Date	0	Days to Complete Dispatch	-1485	Each	-1485	Bag/Sack
Reported Lost in Period - Good Condition	20-Feb-2018	Loss Reported Date	0	Days to Complete Dispatch	-5	Each	-1	Bale/Bundle
Reported Lost in Period - Good Condition	21-Mar-2018	Loss Reported Date	0	Days to Complete Dispatch	-1	Each	-1	Bale/Bundle
Reported Lost in Period - Good Condition	04-Jan-2018	Loss Reported Date	0	Days to Complete Dispatch	-45	Each	-45	None/Loose
Reported Lost in Period - Good Condition	04-Jan-2018	Loss Reported Date	0	Days to Complete Dispatch	-4000	Each	-200	Bale/Bundle

The main pieces of information related to ‘SRFs’ includes, but is not limited to:

Inventory Unit (IU)	The unit of measure used to count individual items*
Handling Unit (HU)	The unit of measure used to count packages of items*
SRF Number	A reference number for the overall support request
SRF created location group	The location group under which the SRF was created.
SRF created by	The user ID who has created the SRF
SRF created date	The date when the SRF was uploaded in the application.
SRF tracking code	The unique nine digits tracking code of the created SRF
Owners Reference	A link or reference to external data from the Service
SRF status	The status gained by the SRF based on the flow of cargo.
SRF status last change date	The latest date when the status of the SRF was changed.
Reason for SRF status changed	It defines reason for status change based on flow of cargo.
SRF Priority	Priority set for the SRF.
SRF Priority last changed	The latest date when the priority of the SRF was changed.
SLA/Invoice/Packing List links	The filed for any info to be inserted in the SRF
Sender Org	Who will hand cargo over at the start of the overall service
Receiver Org	To whom cargo is released at the end of the overall
Service Origin Location Instructions	Special instructions for the start of the overall
Service Origin Location Name	Location where the overall service will start
Final Destination Instructions	Special instructions for the end of the overall service
Final Destination Name	Location where the overall service will end
SRF Line Number	A reference number for cargo per line, in an overall request
Product Category	The type of activity the cargo will be used in support of
Total SRF Line IU Quantity	The total quantity of cargo per line, for the overall request
Product Description	A general description of the cargo provided by the Service User
Total SRF Line HU Quantity	The total quantity of cargo per line, for the overall request
Total SRF Line Weight (mt)	The total weight of cargo per line, for the overall request
Total SRF Line Volume (m3)	The total volume of cargo per line, for the overall request
Total SRF Line Value (USD)	The total value of cargo per line, for the overall request

In the example of Export[ed] Data below you can see the format of the spreadsheet, and a part of the SRF details (these lines are the matching SRF details from the sample Event lines above). Taking the example of the top line:

- SRF “VEN-0003” was recorded in RITA on “03-Jan-2018” and has been “Closed”
- Was sent by “United Nations World Food Programme”

Other SRF details (i.e., where “VEN-0003” was supposed to be handed over) **would follow on the same line.**

SRF number	SRF priority	Owners reference	SRF status	SRF created date	SLA/Invoice/Packing List Links	Product Category	Sender org abbreviation	Receiver Org
VEN-0003	Normal		Closed	03-Jan-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0590	Urgent		In Progress	29-Jan-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0445	Normal		In Progress	01-Oct-2017		United Nations World Food Programme	WFP	United Nations Agencies
RDM-0048	Normal		Closed	01-Feb-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0646	Normal		In Progress	21-Mar-2018		Premiere Urgence - Aide medicale Internationale	FU-AMI	International Non Governmental Organization
SDS-0584	Normal		Closed	17-Jan-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0802	Normal		Closed	01-Feb-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0602	Normal		Closed	01-Feb-2018		United Nations World Food Programme	WFP	United Nations Agencies
VEN-0003	Normal		Closed	03-Jan-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0590	Urgent		In Progress	29-Jan-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0590	Urgent		In Progress	29-Jan-2018		United Nations World Food Programme	WFP	United Nations Agencies
SDS-0607	Normal	PO 0001 - 01.1.1 ST	Closed	10-Oct-2017		United Nations Children's Fund	UNICEF	United Nations Agencies
SDS-0580	Normal		Closed	02-Jan-2018		Mercy Corps	MCI	International Non Governmental Organization
SDS-0630	Normal		Closed	19-Feb-2018		United Nations Children's Fund	UNICEF	United Nations Agencies
SDS-0646	Normal		In Progress	21-Mar-2018		Premiere Urgence - Aide medicale Internationale	FU-AMI	International Non Governmental Organization
SDS-0574	Normal	PO 0010 - 10.1 CA to CA	Closed	22-Dec-2017		Mercy Corps	MCI	International Non Governmental Organization
SDS-0579	Normal	REF1	Closed	02-Jan-2018		United Nations World Food Programme	WFP	United Nations Agencies