Service Overview Report

Options to Export "Communications and Reporting" Data

The "Communications & Reporting" Export Data options are developed to provide key information to logistics coordination and reporting/communications personnel working in the **Service(s) Management & Coordination Office** and/or with the **Service Users**. Specifically, these reports are intended to support the work of: (1) any Logistics or Information Management Officer coordinating or reporting on service(s); (2) any Logistics Officer responsible for accessing or maintaining oversight of service(s) used.

Within the Relief Item Tracking Application, the Export Data options can be found on the "**Reporting**" screen.

All Export Data options found on the "Reporting" screen, are available for download (as spreadsheets in .xls file format) and collected into groups based on the general purpose or intended audience/user of the data:

- "**Operations**", to support logistics operations and planning personnel.
- "**Communications & Reporting**", to support logistics coordination and information management personnel.
- "**Administration**", to support logistics services management personnel.

The individual Export Data options within some groups have an on-screen description in a standard format that identifies: the overall requests or **Consignments** that are included in the Export[ed] Data, based on status; the actions that are included in the Export[ed] Data; and finally, the location types that are covered by the Export[ed] Data.

For example, the Service Overview Export Data option will include data for all consignments that are "In-Progress" and "Closed"; all receives, dispatches, releases, losses, and found cargo for those consignment; where these actions, for these consignments may be recorded in any location.

It is also possible to apply additional filters for some Export Data, as appropriate to a specific need (i.e. by date range, region or location, etc).

Service Overview

This option will extract transaction level data for all service(s) that have been registered by the respective Service Provider(s), over the full duration of the Project or within the date-range specified on screen; the "From Date" and "To Date" (see below) can be set to any value and will define the date-range for the Export[ed] Data.

The "From Date" and "To Date" values will be checked against the "Actual" Receive/Dispatch/Release Date, or date when a loos or find reported for all recorded service(s); any opening stock and receive, dispatch, release, loss or find that occurred at any location, between or on these dates will be included in the new Export Data that is downloaded.

*The **Service Overview** option is a comprehensive version of the **Storage Overview**. Where the **Storage Overview** is limited in scope to the "Service Locations", the **Service Overview** checks all locations.*

After entering information to set a date-range (by default, the date range is set to the current day only) the data can be exported and downloaded by clicking on the "**Export Data**" button/bar.

You can, for example check all cargo received and sum the total volume by Region and product category, then aggregate by month, or by week, or by day.

The Service Overview data may include the following Events, and corresponding values for date and cargo quantity (IU, HU, weight, volume, value). Further, cargo quantities may be positive or negative depending on the event (i.e. "**Opening Stock**" and "Received in Period" quantities are positive while "**Dispatched** in Period" and "**Released in Period**" quantities are negative, so any positive balance indicates cargo currently in stock).

The Service Overview data may include other details and references for the events, based on relevance of data captured in RITA to the management of all services.