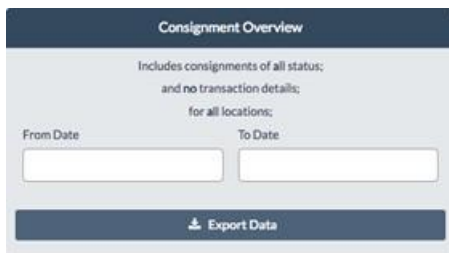


Consignment Overview Report

Consignment Overview

This option will extract basic and baseline data for all requests, or **'Consignment'** registered by the **Services Management & Coordination** office, 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 screenshot shows a web form titled "Consignment Overview". Below the title, it states: "Includes consignments of all status; and no transaction details; for all locations;". There are two input fields labeled "From Date" and "To Date". At the bottom of the form is a dark blue button with a download icon and the text "Export Data".

The "From Date" and "To Date" values will be checked against the "Consignment Created Date" for all consignments, any consignment that was created in RITA between or on these dates will be included in the Export Data that is downloaded.

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 consignments created by quarter, month or week and sum total volume by Service User and product category.

The Consignment Overview report includes only one event, **'Consignment Registered'** or the first transaction for a service request (i.e. when a particular overall request, or SRF was recorded in RITA).