

# 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
- 

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:

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:

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

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

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.**

## Transport Overview and Planning Report

### Options to Export “Operations” Data

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 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.

## Transport Overview

This option will extract transaction-level data for all transport 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. Additionally, for the purposes of verifying invoicing or checking the performance of a specific Service Provider or their sub-contracted transport company(s), the Export[ed] Data can be filtered by **"Transport Company"** before download.

*The "From Date" and "To Date" values, will be checked against the "Actual Dispatch Date" for all recorded transport service(s), any dispatch that started between or on these dates will be included in the Export Data that is downloaded.*

*The "Transport Company" value, if provided, will be checked against the "Transport Company" entered under the "Journey Details" for all recorded transport services, and only transport services that have a matching value will be included in the Export Data that is downloaded.*

After setting a date-range (by default, the date range is set to the current day only) or filter by Transport Company (only if needed, this field can be left blank), the data can be exported and downloaded by clicking on the **"Export Data"** button/bar.



The download will proceed according to the preferences established by individuals on their own computers/devices, any questions about setting download preferences or managing files on your computer/device should be directed to the responsible IT Support and/or IT Help Desk.

The spreadsheet file (in .xls format) that is downloaded will contain data sorted and arranged by relevant "Events" that affect single units of cargo, per line, per Consignment, per location, per day. Using simple analytical and visualization tools (i.e. Pivot Tables in Microsoft Excel) allows an in-depth look at specific information that can be tailored to meet a specific purpose, and/or aggregated by any single detail.

***You can, for example, check all dispatches by transport mode and sum the total volume sent by product category, or by sending organization, or by date of dispatch or receive.***

The Transport 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 Dispatches" and "Dispatched in Period" quantities are positive, while "Received in Period" quantities are negative, so any positive balance indicates cargo currently being transported).

## Transport Planning

This option will extract relevant data for all service requests, or Consignments that are awaiting some action by the **Service Provider** (i.e. collection or **Receipt** from a **Service User, Dispatch** to another location, or Release). Additionally, for the purposes of managing transport activities in large operations, or where different offices may be responsible to manage services in specific areas, the Export[ed] Data can be filtered by "**Location Region**" before download.

*The "Location Region" value, if provided, will be checked against all locations where cargo is expected to arrive, be collected, or is currently on-hand with a Service Provider; any service that will take place or is currently underway at a location in this "Region" will be included in the Export Data that is downloaded.*

*"Region" values are based on reference data maintained for all locations established on a RITA Project; and are based on 1st level Administrative Boundaries in each country.*

After entering any required information to set a specific region of interest (this field can be left blank) the data can be exported and downloaded by clicking on the "**Export Data**" button/bar.

***You can, for example check for cargo waiting to be moved in a town/city/village and sum the total weight by product category, or by sending organization, or by the region of the final destination.***

The Transport Planning data may include the following Events, and corresponding values for date and cargo quantity (IU, HU, weight, volume, value). Further, in this case all cargo quantities will be positive (i.e. all events reflect some positive quantity of cargo awaiting some action to be taken).

The Transport Planning data includes details of three locations. Understanding the relationship between these locations, the overall/full service originally requested and the "**Events**" is necessary to effectively use the information consolidated in RITA to plan transport services.

## Storage Overview and Planning Report

### Storage Overview

This option will extract transaction-level data for all storage 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. Additionally, for the purposes of managing single warehouses, the Export[ed] Data can be filtered by "Location" before download.

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

*The "Location" value, if provided, will be checked against all 'storage' and 'transshipment' type locations where cargo is on-hand or was received, dispatched, released, lost or found; any qualifying transaction that occurred at the matching location will be included in the Export Data that is downloaded.*

After entering a date-range (by default, the date range is set to the current day only) or filtering by Location (only if needed, this field can be left blank), the data can be exported and downloaded by clicking on the "Export Data" button/bar.

***You can, for example check all cargo received in a single month or quarter, and sum the total volume by day, by product category and by Service User.***

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

## **Simplified Stock Reporting**

RITA users can quickly generate a simplified "stock on hand" report for their storage by selecting the option "Closing Stock on hand". This option helps them get the closing stock on hand at their storage on a specified date.

## **Storage Planning**

This option will extract transaction-level data for all storage service(s) that have been registered by the respective **Service Provider**.

This option will extract relevant data for all service requests, or **Consignments** that are awaiting some action at a **Service Location** by the **Service Provider** (i.e. **Receipt** from a **Service User**, **Dispatch** to another location, or **Release**). Additionally, for the purposes of managing single warehouses, the Export[ed] Data can be filtered by "Location" before download.

*The "Location" value, if provided, will be checked against all 'storage' and 'transshipment' type locations where cargo is expected to arrive, be collected, or is currently on-hand with a Service Provider; any service that will take place or is currently underway at the matching location will be included in the Export Data that is downloaded.*  
*All storage' and 'transshipment' type locations can be collectively referred to as "Service Locations", these are specific facilities where a Service Provider is responsible for cargo on- hand.*

After entering any required information to set a specific location of interest (this field can be left blank) the data can be exported and downloaded by clicking on the **"Export Data"** button/bar.

***You can, for example check for cargo expected to arrive at a warehouse and sum the total weight by sending organization and expected date of arrival.***

The Storage Planning data may include the following Events, and corresponding values for date and cargo quantity (IU, HU, weight, volume, value). Further, in this case all cargo quantities will be positive (i.e. all events reflect some positive quantity of cargo awaiting some action to be taken).

The Storage Planning data includes details of three locations. Understanding the relationship between these locations, the overall/full service originally requested, and the "Events" is necessary to effectively use the information consolidated in RITA to plan storage services.

## **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 consignments; 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 loss 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.

## 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 "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).

## Release Overview Report

### Release Overview

This option will extract basic or baseline data for all release(s) that have been registered by the respective **Service Provider(s)** and/or confirmed 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" (seen 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 Release Date" for all recorded services(s), any release of cargo (in full or in part) that occurred 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 cargo released from all locations and sum the total weight by Region and product category, then aggregate by month, or by week, or by day.***

The Release Overview data includes only one event, Released in Period (in good or bad condition), and corresponding the values for date and cargo quantity (IU, HU, weight, volume, value). Further, in this case all cargo quantities will be negative (i.e. this event reflects some quantity of cargo that has been returned to a Service User).

The Release Overview data may include other details and references for the event, based on relevance of data captured in RITA to the verification of cargo release back to a Service User (or their representative), and includes:

## Loss Overview Report

RITA operators can now report total losses from the '**Reporting**' tab of RITA. This functionality enables users to extract loss data related to both transport and storage, either over the full duration of the project or within a specified date range.

The “**From Date**” and “**To Date**” fields allow users to define the time frame for the report, while additional filtering options enable reports to be generated for a specific partner or a specific location group. If no filters are applied, the system will generate a comprehensive report covering all recorded losses for the project.

Reports are currently only available in PDF format.

## Dashboard

The Dashboard provides the operation an instant snapshot of performance to date. It is an interactive tool that enables RITA operators to choose from multiple variables (such as weight, volume, value, line item, and consignments), select date ranges, locations and transport routes. In some instances, it's possible to overlay data. RITA operators can export both data and static images.

Dashboard has four key components:

- [Storage Overview](#)
- [Transport Overview](#)
- [Service Users Overview](#)
- [Mapping](#)

## Printing and Downloading Options

**View in full screen:** The operator can expand the chart or graph in full screen for better visibility.

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|                                   |  |
|-----------------------------------|--|
| <b>Print Chart:</b>               | The print option enables RITA operators to directly print the displayed graph/chart.   |
| <b>Download PNG Image:</b>        | RITA operators can download the graph/chart as a PNG file. PNG is a widely popular format known for its ability to maintain high image quality. It is ideal for use in presentations, documents, and for sharing digital images. |
| <b>Download JPEG Image:</b>       | RITA operators can save the chart as a JPEG file. JPEG files are generally smaller in size and can be used for quicker sharing.  |
| <b>Download PDF document:</b>     | The operators can export the chart as a PDF file, making it easy for sharing and printing.   |
| <b>Download SVG vector Image:</b> | Dashboard enables the operator to download the chart in an SVG file, a scalable vector format that enables infinite zoom without loss of quality, making it perfect for design and editing purposes.                             |
| <b>Download CSV:</b>              | The operators can download the data behind the chart in CSV (Comma-Separated Values) format, which can be opened in spreadsheet programs like Excel etc.   |
| <b>Download XLS:</b>              | The operators can download the chart's data in XLS format, which is compatible with Microsoft Excel for further analysis.  |

## Storage Overview (Dashboard)

The storage overview gives a comprehensive view of the overall stock on hand and stock movement across different locations registered in RITA. Storage overview has two main components:

- Stock on hand
- Stock Movement

"**Stock on hand**" shows the inventory available at the storage facility, including the warehouse and transshipment point, on the specified date. The dashboard allows RITA operators to customize the view by selecting specific locations and appropriate grouping criteria based on individual needs.

"**Stock Movement**" enables the RITA operator to get a graphical presentation of the overall stock movement, received, released, dispatched, and lost from the warehouse- filtered by location, product dimensions such as weight, volume, value, number of consignments, line items, and date:

Different criteria's for filtering the data are listed below:

**Location Filter:** A dropdown menu with all the storage facilities registered in the project location group appears. By default, "**Select All**" shows data for all the locations.

**Show Metric:** RITA operators can use the "**Show Metric**" dropdown to display different metrics in the chart, outlined below. These metrics are listed on the X-Axis (Horizontal column) of the chart:

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**Weight:** Displays the weight of the stock in MT.

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**Volume:** Displays the volume of the stock in M3

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|   |   |
|---|---|
| <b>Value:</b>                                 | Shows the value of the stock in USD.  |
| <b>Number of Consignments:</b>                | Displays the total number of consignment created, in progress or closed.    |
| <b>Number of dangerous consignment lines:</b> | Highlights the number of consignment line items containing dangerous items. |

**Group by:** The “group by” dropdown allows RITA operators to group the data by different categories, highlighted below; these metrics are on the chart's Y-axis (vertical rows).

|                           |  |
|---------------------------|--|
| <b>Date:</b>              | Transaction date as needed in the chart, by the operation  |
| <b>Location:</b>          | Storage locations and transshipment point registered under the project.  |
| <b>Sub-Region:</b>        | Sub Region is a more specific area within the region such as city/district/county, in which the location belongs.                              |
| <b>Region:</b>            | Region refers to larger geographical area such as state/department where the location belongs  |
| <b>Service User:</b>      | Service users are organizations that have used the storage service.  |
| <b>Service user type:</b> | Service user types are categories that an organization belongs to, such as UN, INGO, NGO, Government, commercial sector, etc.                  |
| <b>Product Category:</b>  | Product category refers to the project for which the stored items are used, such as food security, health, shelter, education, logistics, etc. |

**Stock Condition:** The graph uses different colors to indicate the condition of the goods:

|                          |                   |
|--------------------------|-------------------|
| <b>Blue Color:</b>       | Good condition    |
| <b>Red Color:</b>        | Damaged condition |
| <b>Orange Color:</b>     | Lost items        |
| <b>Light Blue Color:</b> | Committed stock   |

The **Stock Movement** The stock movement chart displays different stock activities: cargo released to the customer, cargo lost from stock, cargo received from the site or customer delivered by the customer, and cargo dispatched, each represented by distinct colors as indicated in the legend.

**Example 1:** The graph below illustrates the stock on hand in MT (good, damage, committed, and lost) in six selected locations of the project, grouped by product category:

**Example 2:** The graph below illustrates the stock movement by weight over the last six months (in MT). It shows items received, released, dispatched, and lost from stock, further grouped by all locations.

The operators can also see a summary of the top active warehouses (warehouses with the highest number of transactions) and top five service users (service users based on their percentage of total stock weight), along with their respective usage percentages within the specified period.

## Transport Overview (Dashboard)

The operator can get a graphical representation of the transport recorded in RITA grouped by location (origin and destination location, region and sub-region), product category, service user, and its type, filtered by weight and date range.

Different criteria for filtering the data are listed below:

**Show Metric:** Show metric dropdown allows RITA operator to switch between displaying weight, volume, value, number of consignments, consignment line and dangerous items. These metrics are listed on the X-Axis (horizontal) line of the chart. For details on the metrics, refer [Dashboard- Storage Overview](#).

**Group By:** The group by dropdown allows RITA operators to group the data by different categories, listed below. These metrics are on the Y-axis (vertical alignment) of the graph.

|   |   |
|---|---|
| <b>Date:</b>                            | Date when the transaction occurred.   |
| <b>Origin Location:</b>                 | Starting point from where the goods are transported, as per agreed service request This could be storage, customer address or transshipment point.  |
| <b>Origin Location Region:</b>          | Region refers to larger geographical area such as state/department where the origin location is located.  |
| <b>Origin Location Sub-Region:</b>      | Sub Region is a more specific area within the region such as city/district/county where the origin location is.                                     |
| <b>Destination Location:</b>            | Location where the cargo is expected to be finally delivered to at the end of the service, as per the accepted service request.                     |
| <b>Destination Location Region:</b>     | Broader geographical area, such as the state/department where the destination is located.   |
| <b>Destination Location Sub-Region:</b> | Specific area within the destination region such as city/district/county where the destination is located.  |
| <b>Service User:</b>                    | Service users, which are organizations that have used the transport service.  |
| <b>Service User Type:</b>               | Service user types are categories that an organization belongs to, such as UN, INGO, NGO, Government, commercial sector, etc.                       |
| <b>Product Category:</b>                | Product category refers to the project for which the transported items are used, such as food security, health, shelter, education, logistics, etc. |

**Columns broken down by:** This option enables further breakdown of the columns by Destination, origin location and corridor to provide more detailed insights.

**Date Range:** The RITA operator can specify the period for which the graph is displayed (for

example, the last two weeks, months, year, or a custom date period).

**Vehicle Type:** The graph uses different colors to indicate the type of vehicle used for transport, each represented by distinct colors as indicated in the legend.

**Example:** The graph below shows the transported weight (in MT) over the last two weeks. The columns are further broken down by Destination and vehicle type of the operation.

The operators can also see a summary of the top five service users (organizations that have utilized the transport services) and top five transporters (transport companies based on their percentage of total transported weight), along with their respective usage percentages within the specified period.

## Service Users (Dashboard)

"**Service users**" graph enable RITA operators to generate graphs per agency across all types of services.

The chart displays different services: cargo transferred, cargo released to the customer address, cargo delivered by the customer, and cargo collected from the customer address, each represented by distinct colors as indicated in the legend.

Different criteria for filtering graphs are listed below:

**Service User Filter:** A dropdown menu displays all the service users registered in the project location group. By default, "**All Selected**" shows all the users.

**Location Filter:** A dropdown menu appears with all the locations, including storage facilities, customer addresses, and transshipment points registered in the project location group. By default, "**Select All**" displays data for all locations.

**Display Filter:** The display filter allows the RITA operator to choose between Weight and Volume. Selecting "**Weight**" shows the cargo weight in metric tons (MT), while selecting "**Volume**" displays the data in cubic meters (m<sup>3</sup>).

**Date Range:** This option enables the RITA operator to select the desired transaction date range.

Operators can view a summary of the top five service users that have primarily utilized the Logistics Cluster services within the selected locations and date range - this summary is based on the weight or volume criteria chosen.

Operators can also see the top five product categories stored or transported by these service users through the cluster facility - this summary includes the respective usage percentages for each service user and product category within the specified period.

## Mapping (Dashboard)

RITA enables operators to visualize the project's country on a world map, displaying the movement and status of cargo throughout the operation. Various symbols and icons represent different aspects of cargo movement and storage. For instance, symbols like planes, trucks, and pack animals indicate the types of transportation used to move cargo. Similarly, other symbols represent warehouses, ports, and customer addresses.

## Colored Circles

Colored circles in the map represent stock information in the cluster-operated facility:

### **Gray Circle represents the “Cargo Awaiting Collection”:**

This section lists consignments pending collection either from the customer's address or a transshipment point. The Yellow Circle represents “Stock Available to Dispatch.” This section records all stock currently in storage. Even if items have been dispatched and receipt has been confirmed at the destination, the consignment remains counted as stock available to dispatch until it is officially released to the customer.

### **Red Circle represents “Expected Cargo Deliveries”:**

This section includes cargo that the customer has yet to deliver, whether to a cluster-controlled warehouse and/or a transshipment point.

### **Blue Circle represents “Released Cargo”:**

This section lists all consignments that have been partially or fully released to the final customer.

## Show Filter

The show filter option at the top right corner of the map enables the RITA operator to filter the displayed data based on various criteria, such as Consignment Number, Organization, and Vehicle Category.

## Selection Layers

The top right corner allows the users to toggle between layers of information to be displayed on the map. The different layers are listed below:

|                              |   |
|------------------------------|---|
| <b>Service Locations:</b>    | Displays the cluster-operated locations where services are being offered. |
| <b>Customer Locations:</b>   | Shows the customer address registered in RITA.                            |
| <b>Accepted Services:</b>    | Highlights service requests that the RITA operators have accepted.        |
| <b>In-Progress Services:</b> | Displays requests that have been accepted and are currently underway.     |
| <b>Released Cargo:</b>       | Shows cargo that has been released to the final customer.                 |
| <b>Completed Journey:</b>    | Displays all the dispatches completed in RITA as per the planned journey. |

## Group By

Mapping allows RITA operators to group data further on the map based on geographic coordinates or addresses defined in RITA. The different grouping options provided enable users to view and analyze the operations data at varying levels of detail, depending on their specific needs. Various grouping options are listed below

|                  |   |
|------------------|---|
| <b>Location:</b> | The warehouse, customer address, or transshipment point location is registered in RITA. |
|------------------|---|

|                        |   |
|------------------------|---|
| <b>Country:</b>        | Country of operation  |
| <b>Region:</b>         | Broader regions within the country, for example, states or provinces  |
| <b>Sub-Region:</b>     | Smaller subdivisions within regions like districts, municipalities, and counties.   |
| <b>Location Group:</b> | Custom-defined based on project- different state or district operations are usually registered under different location groups. |

## Navigation Controls

The RITA operator will find the standard map control for zooming in and out and resetting the view at the top left corner of the page.

## Timing

The clock symbol at the bottom right corner of the mapping page allows the RITA operator to scroll the date to see the history of transactions.

## Options for viewing, printing and downloading maps/charts

Scrolling in the map will open dropdown menu with various options for viewing, printing, and downloading data from the map. Some of the options are listed below:

**View Data table:** This option enables RITA operator to view the underlying data of the chart in a tabular format within the interface. This provides a quick way to examine the numbers behind the maps/graphs

**View the pie chart:** Clicking on the released cargo allows RITA operator to see the pie chart for the released cargo by product and users.

Other options include viewing in full screen, printing charts, downloading PNG, JPEG, and SVG vector images, and downloading PDF, CSV, and XLS formats. For details, refer "Printing and downloading options" in chapter "[Dashboard](#)".