Productivity Analysis

Module Guide: Productivity Analysis

Module Location

Analysis > Productivity Analysis

Module Objective

The **Productivity Analysis** module serves as a container or center for creating, saving, and managing productivity analysis documents. Based on the visible data, this module is likely used to **archive or attach specific analysis reports**, such as a CBR (Cash Book Request) analysis, which relates to productivity or resource usage in a specific period.

1. Main View (Analysis List)

The main page of this module displays a list of all productivity analysis documents that have been created.

View Explanation

- **View**: This page is a history of all analyses that have been saved. You can see the **Productivity Analysis Number, Period, the Cost Center Name** being analyzed, and its status.

- **Filters**: You can search for a specific analysis document by **Productivity Analysis Number, Type Name** (e.g., CBR), or a **Date** range.

- **Action Buttons**:
  - **[New]** (Not visible, but is the primary button): To create a new analysis entry.

2. Steps to Create an Analysis Entry

Step 1: Create a New Entry

From the Main View, click the **[New]** button to open the **Add Analysis** form.

Step 2: Fill in Analysis Details

- Fill in the **Type Name** (e.g., CBR).
- Define the **Productivity Analysis Period** (From and To).
- Select the **costcenter** relevant to the analysis.
- **Upload Data**: Use the **Upload Data** link to attach the relevant analysis report file (for example, the resulting Excel file from the CBR Analysis Report).
- Click **[Save]**.

Tips & Important Notes

- This module functions as a **repository or archive** for productivity analysis reports that have been created.
- By attaching reports (like a Monthly Report CBR Analysis), you can easily access historical analysis results from one centralized place.

- This is a useful module for **Department Managers or Analysts** to document and track productivity studies.

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