

Work Order Progress Report

Report Module Guide: Work Order Progress Report

Module Location

PPIC > Reports > Work Order Progress Report

Module Objective

The **Work Order Progress Report** module is used to generate a report that tracks the development or progress of all **Work Orders** (Production Work Orders) within a specific time period. This report provides a detailed view regarding the status of each order, its schedule, and its completion results.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Work Order Date:** Specify the date range in the **From** and **To** fields to see the Work Orders in that period.
- **Work Order Number:** Select **All** or **Select Work Order Number** to focus on one specific production batch.
- **Current Section:** Select **All** or **Select Section** to filter by the current location or production stage.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the date range and other filters you need.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]:** To preview the progress report directly on your screen.
- **[Export to MS Excel]:** To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a chronological list of all Work Orders that match your filters, along with their progress status.

This report displays important details such as:

- **Work Order Date** and **Work Order Number**.
- **Item/Service Name:** The product being produced.
- **Previous Section** and **Current Section:** Tracks the movement between production stages.
- **Current Machine:** The machine being used.
- **Transfer Date:** When the transfer between sections occurred.

- **Work Order Status:** The current status (e.g., 'Completed').
- **Completion Date:** The actual date the work order was completed.

Tips & Important Notes

- This report is a recapitulation of the status and results data recorded in the **Work Order Transaction** module.
- Use this report to track **production lead time**, identify **bottlenecks** between sections, and monitor overall Work Order completion.
- This is an important monitoring report for the **PPIC team and Production Managers**.

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