



User Guide

Job in Progress Report
V21.1.0200

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EFI PrintStream | V21.1.0200 Job in Progress Report User Guide

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Introduction

Overview

This document provides a user guide for the Job in Progress Report, a user-defined report that identifies Job Activity Hours, Production Hours Completed, and Job Status with date.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

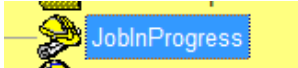
EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Job in Progress Report

The Job in Progress report is a user defined report which identifies job activity hours, production hours completed, and job status with date. The user sets up production groupings and links activity codes.



Sample of Job in Progress Report displays the following categories:

Job Due Date / Job Status / Production Groupings / Hours in Group / Hours Completed

[illegible]

Setup Jobs in Progress Reports

Master File Reports

Reports can be set up by Department or Cost Center Name and can list up to twelve (12) Cost Centers in each Department, with a maximum of three (3) letters per description – for example, Bindery Dept.: **CTR** = Cutter, **FDR** = Folder, **SS** = Saddle Stitcher, **SW** = Shrink Wrapper, etc.

To setup a Jobs in Progress Report

1. Open **Master File > Reports > Master Files Report** (gray bar) > **Master File Report** (gray lock) icon.
2. Click **Add**.
3. Enter a **Report Number** (between 100-111) next to Report Name.
4. Enter a **Report Name** (i.e., Jobs in Progress Report - Mail).
5. Enter a **Description** (optional).
6. Select **A Activity Codes** from the drop-down list in **Report to Link to**.
7. Click **Save**.
8. Click **Details** and enter a unique **Line** number starting with 1 (max. 12 lines per report), a unique description (3-characters max.), and select **Total**.
9. Click **Save and Close**.

01*Report

PRODUCTION SYSTEM
ACCOUNTING STRUCT...
SYSTEM MAINTENANCE
MASTER FILE REPORT

Master File Report
Report Links
Analyze Mail Processes
SetUp Printout Copies
Payment Terms On Quote Letter
Define Billing Process

Report Headings

Report Name: 102 PRODUCTION SUMMARY - PRINT
Description:
Labor Start: 0 Labor End: 0
Mat Start: 0 Mat End: 0
Report to select total items from: 0
Report to link to: A Activity Codes

Details Close

ActivityLink:Activity Codes

REPORT : PRODUCTION SUMMARY - PRINT

Line	Description	Total	LMS
1	ART		L
2	PRE		L
3	PLT		L
4	ITK		L
5	240		L
6	640		L
7	DID		L
8	SUB		L
9	FLD		L
10	CUT		L

Delete Save Cancel

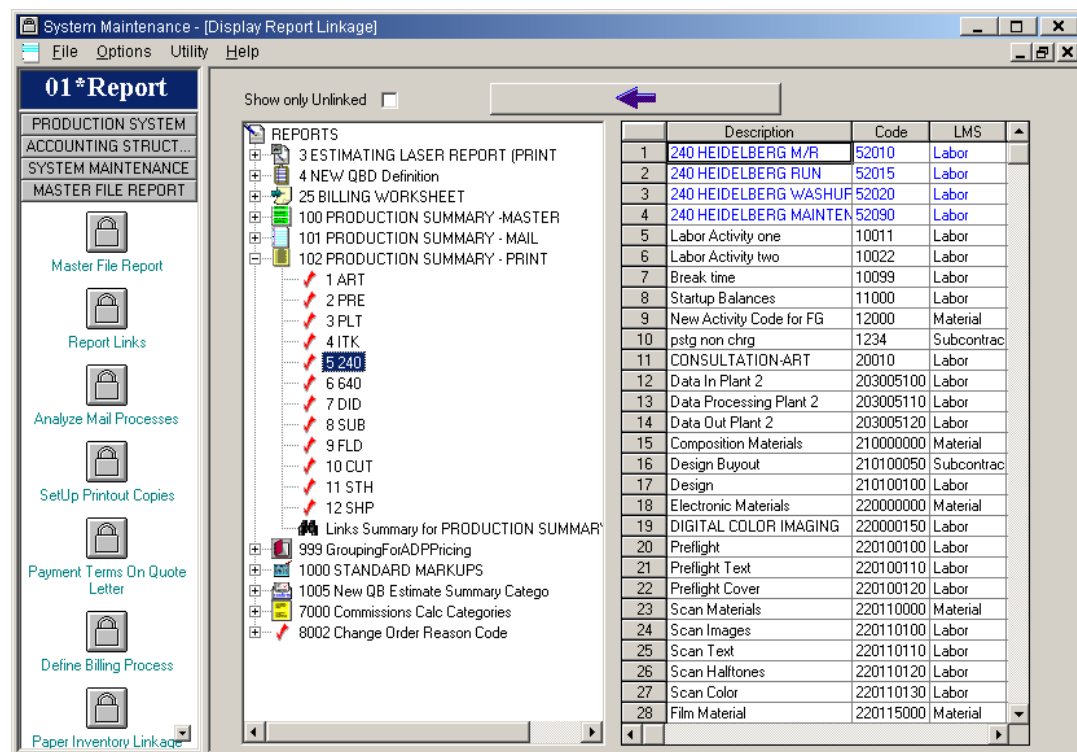
Note Report line items must be linked before previewing the reports (see next page below).

Link Jobs in Progress Reports

Master File Reports

To link jobs in Progress Reports

1. Open **Master File > Reports > Master Files Report** (gray bar) > **Report Links** (gray lock) icon.
2. View all reports by double-clicking the pencil and paper icon next to REPORTS (top / center).
3. Choose a report by double-clicking the report or select the + (plus) sign next to the Report Number / name.
4. Highlight the report to be linked. Unlinked activities display in **BLACK** type. Linked activities display in **BLUE**.
5. To link, locate the activity or activities to be linked and click the number (gray number button to the left of the activity description). To highlight more than one activity in a row, hold the shift key and click the links (or click and drag to highlight several numbers in a row).
6. Select the purple arrow icon (top/center) to create the link. If the wrong activities are linked to a line in error, select the correct line and re-link the activities to that line.
7. Display unlinked activity codes for a selected line by highlighting the line and checking **Show Only Unlinked**.



Note Display all unlinked activity codes for a particular report by highlighting the **Links Summary for...REPORT** (binocular icon at the bottom of each report) then check **Show only Unlinked**.

Preview or Print Jobs in Progress Report

The **Jobs in Progress Report** displays the total estimated Run times under each Department/Cost Center and the Actual Run times (in a gray box), which are the current accumulated hours entered against jobs in the Shop Floor and/or Time Sheet modules.

Open by selecting the **Jobs in Progress Report** module and clicking the box next to the report number.

1. Enter a **Report Date**, **Start Date** and **Cutoff Date**.
2. Reports can be sorted by **Job** or **Due Date**. Select **Preview** or **Print**. Optional sort/filters include Priority number. EXCLUDE options include CSR or Sales Rep.

There are two options available for running the report:

- **Date Range**
 - Enter in start and end date
 - Report will display only those jobs which fall between the dates
 - Report all open jobs
 - Report will show all jobs regardless of the dates which fall within the criteria range selected

Note Reports 100-111 must be set up and linked to activities in **Master File > Reports** before utilizing this module. Reports can be set up by **Department** or **Cost Center Name** and can list up to (twelve) 12 Cost Centers in each Department, with a maximum of three (3) letters per description. For example, Bindery Dept.: **CTR** = Cutter, **FDR** = Folder, **SS** = Saddle Stitcher, **SW** = Shrink Wrapper, etc.

Job In Progress Report																			
																			Page 1 of 2
Report Date: 12/1/2011																			Printed: 12/1/2011 4:22:38PM
Starting Date: 8/1/2011 Ending Date: 12/1/2011																			For: LS
Report Definition: 102 PRODUCTION SUMMARY - PRINT Company Code :01 Plant Code :0100																			
Due	**	Status	as of	Job	Customer	Description	Qty	ART	PRE	PLT	ITK	240	640	DID	SUB	FLD	CUT	STH	SHP Notes
9/4/2010				7820	XML JOB CREATOR	CID 21954	1,000					2.5				0.6			JM/H
8/5/2011				8101	SO NEW CAN NOT GET NEWER	cid 26811	50,000					21.5				4.4		4.5	LHA
8/5/2011				8102	SO NEW CAN NOT GET NEWER	Test cartons	50,000					21.5				4.4		4.5	LHA
8/5/2011				8103	SO NEW CAN NOT GET NEWER	test 28576	1,835				0.7	2.2							LHA
8/5/2011				8104	SO NEW CAN NOT GET NEWER	multiple components	10,000					9.7				2.8	0.2		LHA
8/5/2011				8105	SO NEW CAN NOT GET NEWER	Try to test 28516	10,000				3.0					6.3			LHA
8/10/2011				8106	SO NEW CAN NOT GET NEWER	Is There a Die file?	10,000				0.5								LHA
8/10/2011				8107	AAA Insurance	Copy of Flaco Labels	100,000				2.5	4.0							RH/M R
8/19/2011	MBO FOLDER RUN		8/19/2011	8110	Spring Inc.	Copy of TEST CID 21441	10,000				6.7					2.1		18.0	HA/C
9/1/2011				8108	Alaska Inc.	Test	10,000				2.0						0.5		HA/S
9/1/2011				8112	SO NEW CAN NOT GET NEWER	test	10,000				6.7					1.5			LHA

Note SP/CS column = Sales Person and/or CSR: displays the first and last name initials.