MANAGER / PLANNER

Read production reports correctly

Use recorded output, distinct machine activity and matching date filters when reviewing workshop performance.

1 Open Reports → Machine Production

Use the standard blue Reports header. Select dates, machine and project or phase; named physical machines remain separate. Use Refresh for newly recorded work. Both date boundaries are included in the company timezone.

2 Separate finished output and activity

Finished cutting output uses saved completion changes. A rolling machine that also cuts to length contributes finished output once. Separate drilling and rolling throughput is shown as machine activity, not additional finished tonnes. Planned work, purchased stock and running hours are not output.

3 Read pieces and weights together

Corrections reduce output on their recording date. Weight basis checks identifies blank, zero or unresolved imported weights. Review the source before confirming per-piece or row-total basis. Missing kilograms are not invented, and monthly comparisons remain incomplete while either period has exceptions.

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Continue the workflow, then check the saved result.

4 Check machine stages and programme dates

Each physical Gantt row uses its own cutting, drilling or rolling quantities. Removed or inactive historical machine routes remain visible for review. Proposed dates need Save programme before becoming confirmed commitments. A timeline is planning, not inspection acceptance or completed output.

5 Export the applied report and reconcile

PDF and Excel use the applied dates, machine and project filters, including matching activity records. Business Review combines current project controls and selected-period output. Workshop approved-work reports use their selected person and dates. Historical snapshots and locked figures remain preserved.

CHECK BEFORE YOU CONTINUE

Check the period, timezone, machine and project against the question. Compare pieces and kilograms with saved records. Do not add drilling or rolling activity to finished output and count the same steel twice.

IF SOMETHING DOES NOT MATCH

Missing weights and contradictory bases need source review. Older entries may lack physical-machine or weight snapshots. Read the separate activity section before comparing machine throughput with final workshop output.