Aptean

Interface - ORS Data Extract Suite Guide

Calidus TMS - 12.48

29th April 2025 - 2.0
Reference: INTERFACE

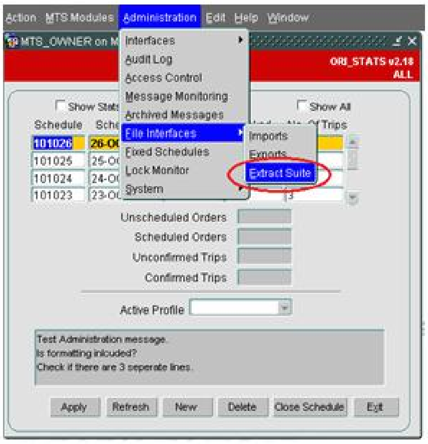
Contents

1 Data Extract Suite (ORS)

The ORS Reporting Suite is based on a number of key database tables in order to allow the user a degree of flexibility in extracting the data they require. The data is extracted into the .csv format which can be viewed in Microsoft Excel.

1.1 Accessing the Extract Suite

To gain access to the Reporting Suite, select "Administration", "File Interfaces" and "Extract Suite" (see below).



1.2 Creating a New Report

The following example details the steps required to create a new report from scratch based on "Orders".

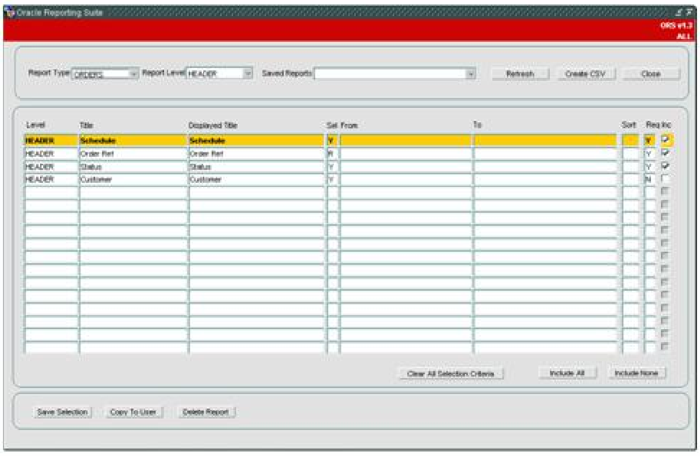
A list of all available ORS reports is available on the Assist pages.

The "Orders" report has 3 report levels (Header, Line, Items) , each allowing a different amount of information to be displayed and manipulated by the user. The table below shows the data available at each level. If Report Level Items (3) is selected then all levels above that (Line(2) and Header (1)) will also be extracted.

Report Type	Report Level	Report Level Description	Available Columns
ORDERS	1	HEADER	sched_name
ORDERS	1	HEADER	oms_ref
ORDERS	1	HEADER	status
ORDERS	1	HEADER	customer
ORDERS	2	LINE	line_no
ORDERS	2	LINE	product_type
ORDERS	2	LINE	DU_type
ORDERS	2	LINE	Quantity
ORDERS	3	ITEMS	item_identifier
ORDERS	3	ITEMS	qty_ordererd

We will begin by selecting a Report Type of "Orders" and a Report Level of "Header" as shown below.

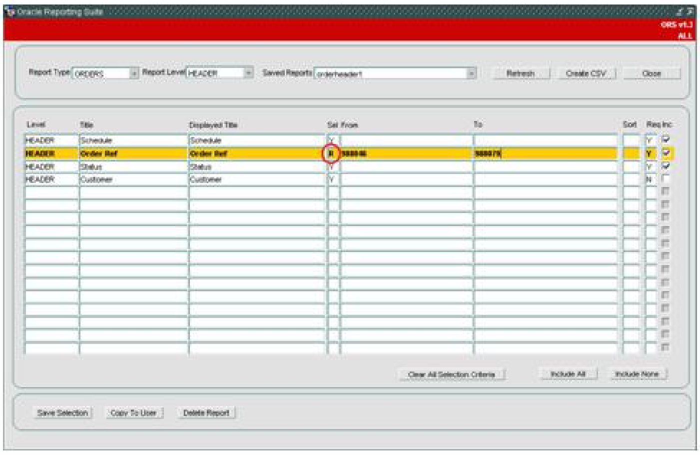
If we select a Report Type of "Orders" and "Report Level" of Header we see the following columns shown on the form.



We could run this report as it stands but it is advisable to firstly restrict the report in some way otherwise the system could try to retrieve thousands of order records which will potentially take a long time.

1.3 Restricting the Report

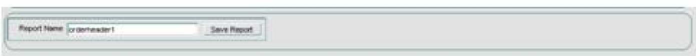
In this example, we will restrict the report by entering a restriction of the "order number" from 988046 to 988079. This is possible because the "Sel" column is set to "R" (Range Selection). When the column is set to "Y" you can enter a value in the "From" column only. When the column is set to "N", no restrictions can be set (see the following example).



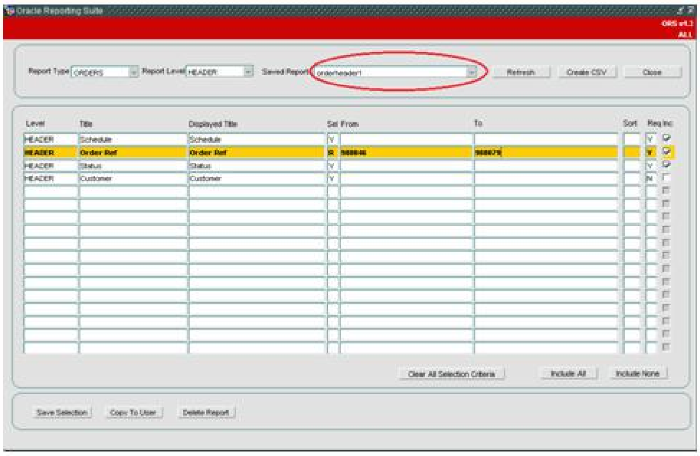
1.4 Saving the Report

When the report restriction has been decided, the user is required to click on the "Save Selection" button at the bottom left of the screen. This would display a pop-up as shown below:

A report name needs to be entered so in this example we will enter "orderheader1" (see below).

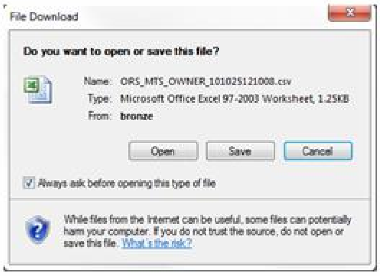


Once the "Save Report" button is clicked, this report is saved and can be retrieved at a later date and a .csv extract file produced. Having clicked the "Save Report" button, the report name is submitted to the "Saved Reports" list of values at the top of the screen:



1.5 Creating the CSV Extract

Now we are ready to produce the extract .csv file. To do this, simply select the "Create CSV" button (having firstly done the steps in sections 2.1 and 2.2). The user will be shown the following confirmation pop-up, asking whether to open, save or cancel the extract. In this example we will select "Open".



Once the "Open" option has been selected, Microsoft Excel will open and display the contents of the .csv file (see the following .csv extract example). The time taken to do this depends on the number of records to be retrieved by the Extract Suite screen.

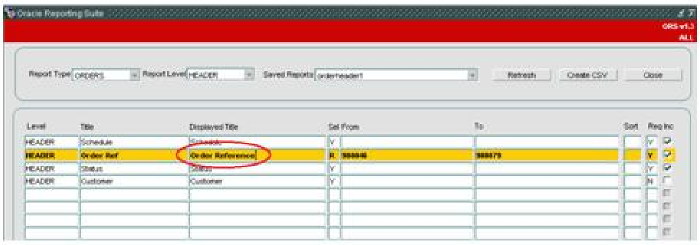
ORS_MTS_OWNER_101025121008

	A	B	C	D
1	Schedule	Order Ref	Status	
2	950612	988046	INVALID	
3	950612	988047	INVALID	
4	950612	988048	INVALID	
5	950612	988049	INVALID	
6	950612	988050	INVALID	
7	950612	988051	INVALID	
8	950612	988052	INVALID	
9	950612	988053	INVALID	
10	950612	988054	INVALID	
11	950612	988055	INVALID	
12	950612	988056	INVALID	
13	950612	988057	INVALID	
14	950612	988058	INVALID	
15	950612	988059	INVALID	
16	950612	988060	INVALID	
17	950612	988061	INVALID	
18	950612	988062	INVALID	
19	950612	988063	INVALID	
20	950612	988064	INVALID	
21	950612	988065	INVALID	
22	950612	988066	INVALID	
23	950612	988067	INVALID	
24	950612	988068	INVALID	
25	950612	988069	INVALID	

As can be seen, the 3 selected columns from the screen (Schedule, Order Ref and Status) are included in the extract file.

1.6 Amending the Report Titles

If we wished to change the Excel column titles, we need to change the "Displayed Title" on the form. In the following example, we have amended the Displayed Title from "Order Ref" to "Order Reference".



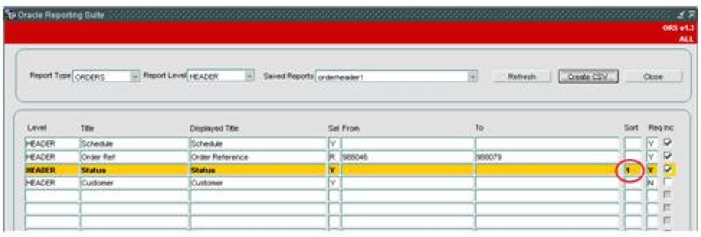
Having amended the Displayed Title, by clicking the "Create CSV" button, we can now see the amended column heading in the .csv Excel extract file.

ORS_MTS_OWNER_101026111059 [Read-Only]

	A	B	C
1	Schedule	Order Reference	Status
2	950612	988046	INVALID
3	950612	988079	INVALID
4	950612	988048	INVALID
5	950612	988049	INVALID
6	950612	988047	INVALID
7	950612	988078	INVALID
8	950612	988077	INVALID
9	950612	988050	INVALID
10	950612	988051	INVALID
11	950612	988052	INVALID
12	950612	988053	INVALID
13	950612	988054	INVALID
14	950612	988055	INVALID
15	950612	988056	INVALID
16	950612	988057	INVALID

1.7 Sorting Report Columns

There is also the option to sort the output by entering a sort order into the "Sort" column on the form (see below). Further sorts can be done by entering 2, 3 etc.

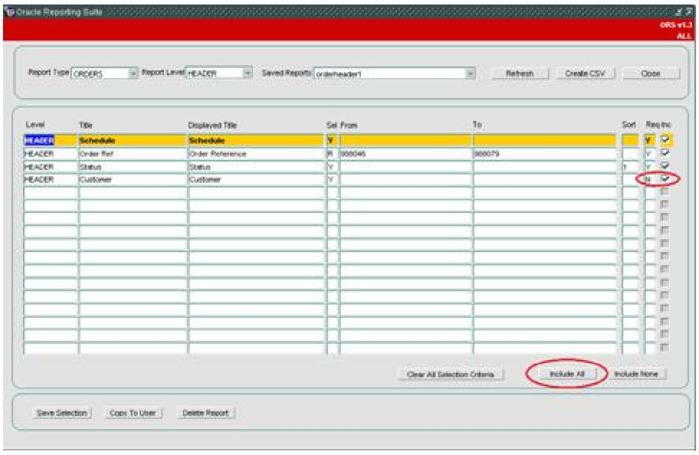


As can now be seen, the Status column is now sorted alphabetically in the .csv Excel extract file.

28	950612	988069	INVALID
29	950612	988070	INVALID
30	950612	988071	INVALID
31	950612	988072	INVALID
32	950612	988073	INVALID
33	950612	988074	INVALID
34	950612	988075	INVALID
35	950612	988076	INVALID
36	51128	98807	SCHEDULED
37	51128	98806	SCHEDULED
38	51128	98805	SCHEDULED

1.8 Using the Include All and Include None Buttons

By selecting the ""Include All" button, all of the available columns will automatically be selected which saves the user having to individually select each column they wish to include the report (this may be useful if there are many columns available to select). In the following example the "Include All" button has been pressed. This has automatically selected the only additional column which wasn?t already selected for inclusion in the .csv extract.



It is worth noting that any columns with the "Req" (required) field set to "Y" already have the "Inc" (included) check box selected. The "req" column is not normally updatable via this screen, it?s value is set in the corresponding database table.

You may change the "Req" value if your user group is configured to allow this - this affects whether the parameter is required when running the report, from here and any other system that allows running of saved ORS reports, such as Calidus Portal or CTL. **Warning**: Changing the value in this field can result in massively inefficient reports, so much care should be taken. Confirm this with your system administrator first, and they can set the function for your group (ORS_Edit_Req_Field).

Having selected the "Include All" button, we can again run the report via the "Create CSV" button and, in the following example, see the addition of an extra column to the extract .csv file.

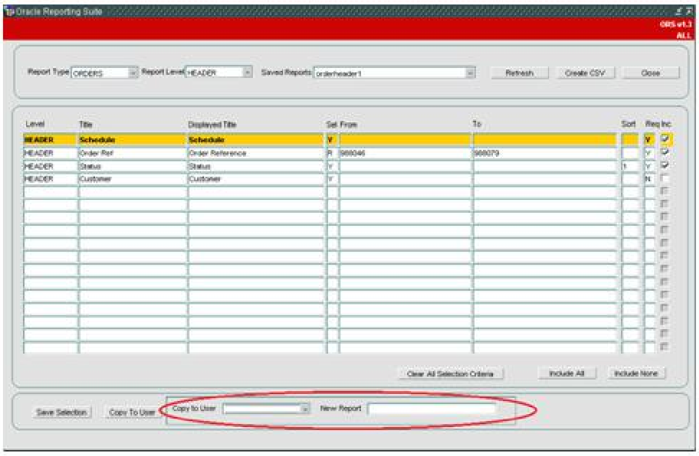
ORS_MTS_OWNER_101025031031 [Read-Only]

	A	B	C	D
1	Schedule	Order Reference	Status	Customer
2	950612	988046	INVALID	HYGENA
3	950612	988079	INVALID	HYGENA
4	950612	988048	INVALID	HYGENA
5	950612	988049	INVALID	HYGENA
6	950612	988047	INVALID	HYGENA
7	950612	988078	INVALID	HYGENA
8	950612	988077	INVALID	HYGENA
9	950612	988050	INVALID	HYGENA
10	950612	988051	INVALID	HYGENA
11	950612	988052	INVALID	HYGENA
12	950612	988053	INVALID	HYGENA
13	950612	988054	INVALID	HYGENA
14	950612	988055	INVALID	HYGENA
15	950612	988056	INVALID	HYGENA
16	950612	988057	INVALID	HYGENA
17	950612	988058	INVALID	HYGENA
18	950612	988059	INVALID	HYGENA
19	950612	988060	INVALID	HYGENA
20	950612	988061	INVALID	HYGENA

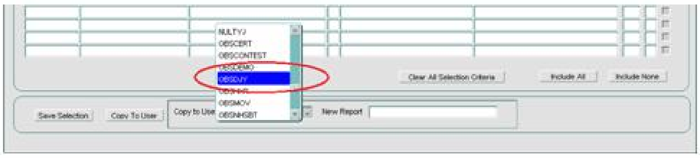
If the "Include None" button is selected then all of the fields which don?t have the "Req" field set to "Y" will be unchecked and removed from the report extract.

1.9 Using the Copy To User Function

The "Copy to User" button allows the current report to be copied to another user. When the button is pressed a pop-up is shown which allows a user to be selected where the report is to be copied to. The new report name also needs to be entered here.



Selecting the user is done via a list displaying the users where the report can be copied to.



The new report name should be entered in the field provided. This will then be accessible to the user selected. The information is saved upon pressing return after filling out the new report name.

If we were now to log onto the system as the user who has had the report copied to (e.g. OBSDJY) we can select the report from the "Saved Reports" list and all the selected column details (restrictions on the order reference column and the sort on the status column) are accessible by the new user (see the following example).

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1.10 Clear All Selection Function

The "Clear All Selection Criteria" button simply allows the user to clear all of the "From" and "To" selection criteria (if any exists).

1.11 Creating an Order Line Report

As previously stated, the "Orders" report has 3 different levels of report (Header, Line and Items). If we now click the "Refresh" button at the top of the screen (to clear all the existing report details and reset the form) and then select a new report type of "Orders" and a Report Level of "Line", we can see the following details on the form. The order line details have now been added to the existing order header details.

Again, we will enter some restrictions on the report (in the order reference field) to restrict the report. See below:

We will save the report as "orderlines1" by clicking on "Save Selection" and then "Save Report".

If we were now to run the extract via the "Create CSV" button we would get an extract file similar to the following example. Note that the "Included" order line columns (Line No and DU Type) have been included in the extract file. We didn?t include the remaining order line columns (Prod Type and Quantity) so these have not been included.

ORS_MTS_OWNER_101026091059[1]

	A	B	C	D	E
1	Schedule	Order Ref	Status	Line No	DU Type
2	950612	988046	INVALID	1	Packs
3	950612	988047	INVALID	1	Packs
4	950612	988048	INVALID	1	Packs
5	950612	988049	INVALID	1	Packs
6	950612	988050	INVALID	1	Packs
7	950612	988051	INVALID	1	Packs
8	950612	988052	INVALID	1	Packs
9	950612	988053	INVALID	1	Packs
10	950612	988054	INVALID	1	Packs
11	950612	988055	INVALID	1	Packs
12	950612	988056	INVALID	1	Packs
13	950612	988057	INVALID	1	Packs
14	950612	988058	INVALID	1	Packs
15	950612	988059	INVALID	1	Packs

1.12 Creating an Order Item Report

Next we will look at the Order Items report. If we now click the "Refresh" button and entered new report details of Report Type = "Orders" and Report Level = "Items", we would get a report looking similar to the following example.

Once we have entered the restriction criteria for the new report (e.g. Order Reference 988046 to 988079), we should click "Save Selection" and enter the Report Name of "orderitems1". Finally, click "Save Report" so it can be retrieved later.

Now run the report via the "Create CSV" button and we should the addition of the order items to the orders extract file (if any exists).

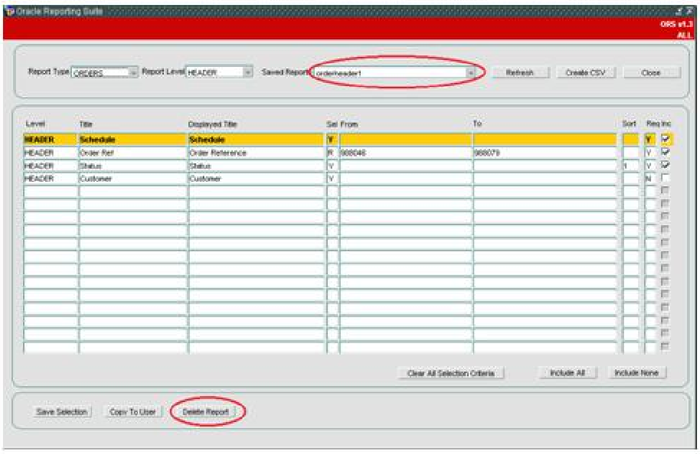
ORS_MTS_OWNER_101026121037 [Read-Only]

	A	B	C	D	E	F
1	Schedule	Order Ref	Status	Line No	DU Type	Item ID
2	950612	988066	INVALID	1	Packs	
3	950612	988078	INVALID	1	Packs	
4	950612	988069	INVALID	1	Packs	
5	950612	988067	INVALID	1	Packs	
6	950612	988050	INVALID	1	Packs	
7	950612	988063	INVALID	1	Packs	
8	950612	988074	INVALID	1	Packs	
9	950612	988047	INVALID	1	Packs	
10	950612	988079	INVALID	1	Packs	
11	950612	988071	INVALID	1	Packs	
12	950612	988073	INVALID	1	Packs	
13	950612	988065	INVALID	1	Packs	
14	950612	988068	INVALID	1	Packs	
15	950612	988057	INVALID	1	Packs	

1.13 Deleting a Report

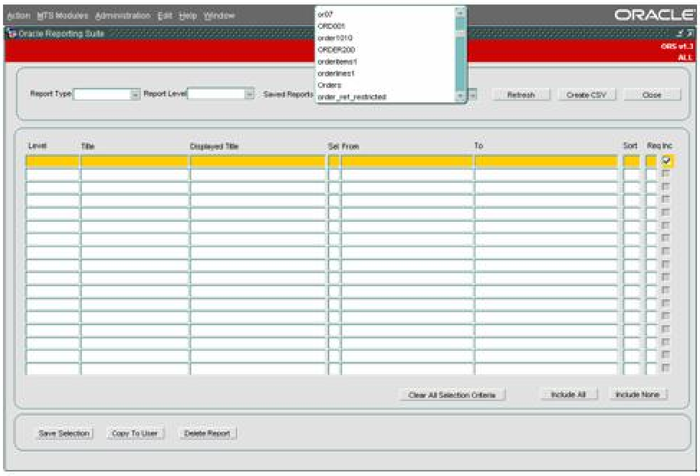
By firstly selecting a report (e.g. orderheader1) we can delete the report via the "Delete Report" button.

Once the "Delete Report" button has been pressed, a confirmation message appears to check if the report can actually be deleted.



If the "OK" button is selected then the report will be deleted for the current user. If the report has been copied to another user before deletion then this report will still exist for that user after deletion. After the report has been deleted, we can see by trying to select the report via the "Saved Reports" button that the report no longer exists for this user.

As can be seen above, the report "orderheader1" is no longer shown in the "Saved Reports" list. If after deletion, there was a requirement to retrieve this report we could log on as the user we copied the original report to in section 2.7.



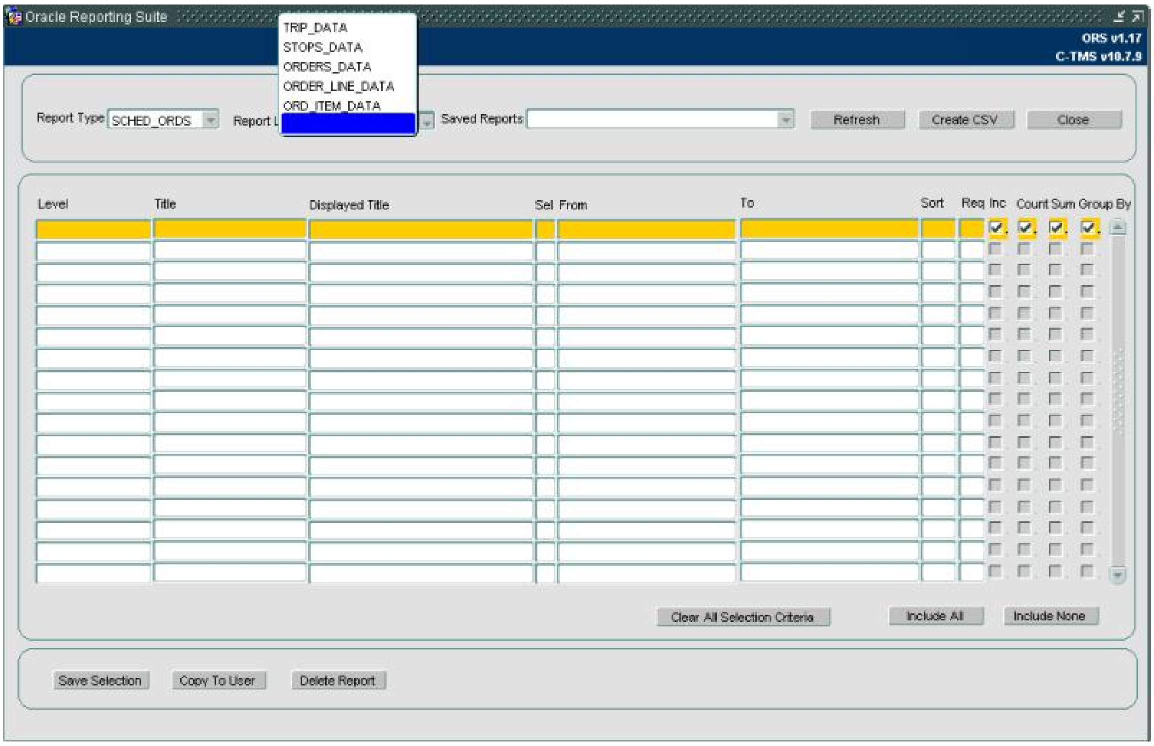
As can be seen above, the report "orderheader1" is no longer shown in the "Saved Reports" list. If after deletion, there was a requirement to retrieve this report we could log on as the user we copied the original report to in section 2.7.

1.14 Count, Sum and Group By

ORS reports allow aggregate functions Count, Sum and Group By.

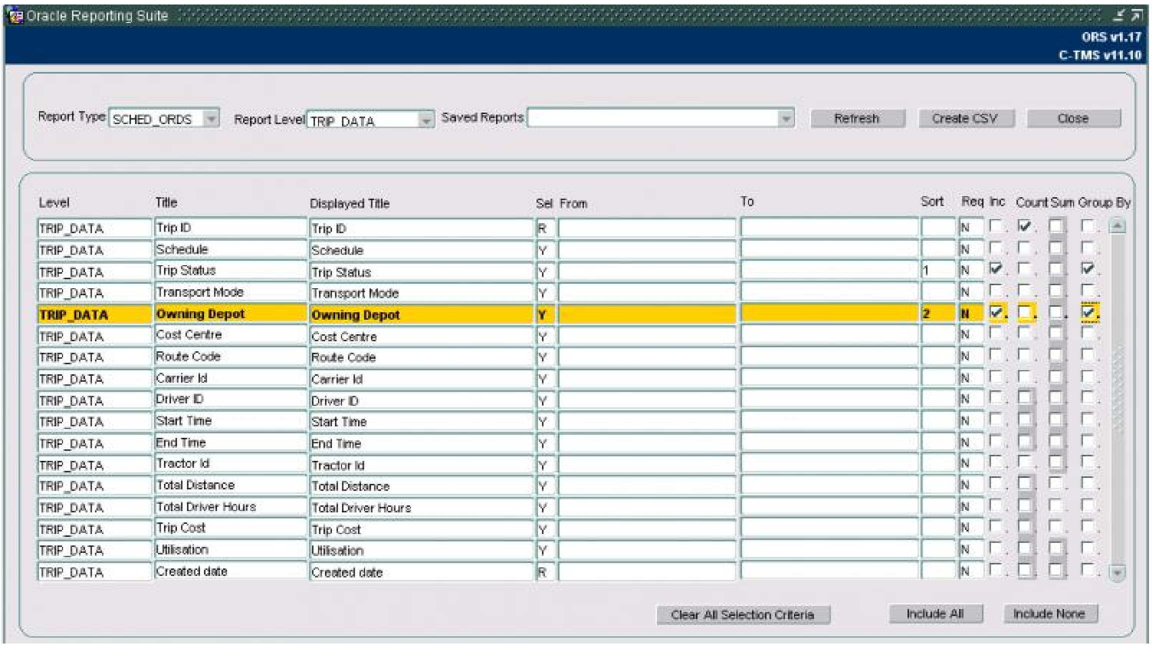
Note: A system Parameter ORS_SUMMARY controls the display of the Oracle Report suite screen.

When this parameter is set to Y, users are able to group, sum and count information within the report extracts. When this parameter is set to N, the grouping and summary fields will not be available on the screen.



You may only count or sum columns from the lowest level selected. For all other levels, the count and sum will be disabled.

If you choose to select a sum or count, all other columns selected which are not a summary must be selected as a group by. In addition to the group by, the sort order is also required.



In the above example, a new report has been created based on the highest report level within SCHED_ORDS, TRIP_DATA. We are able to select from all the columns available within the TRIP_DATA section.

We have chosen to generate a report which counts the number of trips at each status for each owning depot. To generate this correctly, we have identified the trip id as a count field and defined the sort level for Status and owning depot, with the "group by" ticked.

This will produce an extract similar to the following:

```
COUNT(ST.TRIP_ID), Trip Status, Owning Depot
1, ACCEPTED, DEPOT1
3, ACCEPTED, DEPOT2
8, COMPLETED, DEPOT2
1, DELETED, DEPOT1
3, DELETED, DEPOT2
2, DELETED, DEPOT3
1, EN-ROUTE, DEPOT1
1, EN-ROUTE, DEPOT2
1, PLANNED, DEPOT1
1, PLANNED, DEPOT2
```

1.15 Scheduling ORS Reports

Details of this can be found here: EDI - Report/Extract Scheduling.

1.16 Further Configuration

The following System Parameters affect this functionality:

Parameter	Description	Level
ORS_DELIMITER	Oracle reporting suite data field delimiter	SYSTEM
ORS_SUMMARY	Allow the summarisation OF ORS reports	SYSTEM
ORS_TYPE_DEF_GROUP_BY	List of the ORS types to default group by fields	SYSTEM
ORS_TYPE_EXC_GROUP	Exclude ORS types from grouping fields	SYSTEM

The following Access Control Group Accessible Functions affect this functionality.

Function	Description
ORS_Edit_Req_Field	Ability to edit required fields in ORS report

2 ORS Reports List

The following is a list of all available ORS reports.

Note: Not all ORS reports are delivered as standard but can be added to the system.

Type	Level	Name	Description	S/T	Data Reported
3PL_CARR	1	3PL_CARR	Reports on Carrier and trip assigned to 3rd-party carriers (designated as 3PL)	Transactional	Trip
ACCOUNT	1	CONTRACTS_OUT	Reports on Accounts and Invoice Requirements set up in the system.	Standing Data	Finance
ACC_ACCNT	1	ACC_ACCNT	Reports on Account set up in the system	Standing Data	Finance
ACC_SRVCS	1	ACC_SRVCS	Reports on Account Services set up in the system (services supplied)	Standing Data	Finance
ACC_SRVCS	2	SLIDING_CHG	Adds Sliding Charges from the services supplied to the report	Standing Data	Finance
ASSETS	1	DETAIL	Reports on Permanent assets configured in the system.	Standing Data	Asset
ASSETS	2	HISTORY	Adds the history of events against the assets to the report.	Transactional	Asset
AWB	1	AIRWAY BILL	Reports on AWBs created through Calidus MCS.	Transactional	Item
AWB_CONS	1	AWS CONS	Reports on AWBs and Consignments to Shipments	Transactional	Trip
CARRIERS	1	HEADER	Reports on the Carriers core information set up in the system.	Standing Data	Carrier
CARR_ALLOC	1	CARRIER ALLOCATION	Reports on Carrier and tendered trip assigned to 3rd-party carriers (designated as 3PL)	Transactional	Trip
CARR_CLASS	1	CLASSES	Reports on Carrier Rules Commodity Class.	Standing Data	Carrier
CARR_COMMS	1	COMMODITIES	Reports on Carrier Rules Commodity.	Standing Data	Carrier
CARR_DUS	1	DUS	Reports on Carrier Du Types	Standing Data	Trip
CARR_MANF	1	CARR_MANF	Reports the full data from Trip down to Order Lines i.e. manifest data.	Transactional	Trip, Order, Line, Item
CARR_PRODS	1	PRODUCTS	Reports on Carrier Product Types	Standing Data	Carrier
CARR_ROUTE	1	ROUTES	Reports on Carrier Routes configured in the system	Standing Data	Carrier
CARR_ROUTE	2	ROUTE_DETAILS	Adds Carrier Route Services to the report	Standing Data	Carrier
CARR_SHIP	1	SHIPMENTS	Reports on Carrier Shipment rules	Standing Data	Carrier
CONTRACTS	1	CONTRACTS	Reports on Contracts configured in the system	Standing Data	Finance
CONTRACTS	2	TARIFFS	Adds Tariffs to the report	Standing Data	Finance
CONTRACTS	3	TIERS	Adds Tiers to the report	Standing Data	Finance
CONTRACTS	4	CHARGES	Adds Charges to the report	Standing Data	Finance
CONTRACTS	5	CHARGE DETAILS	Adds Charge Details to the report	Standing Data	Finance
CONTRACTS	6	CONDTITIONS	Adds Charge Conditions to the report	Standing Data	Finance

Type	Level	Name	Description	S/T	Data Reported
CONTRACTS	7	VEHICLE	Adds Vehicle to the report	Standing Data	Finance
CONT_JRNY	1	CONT_JRNY	Reports on Contracts and Tariffs on standard journeys (geographical restrictions)	Standing Data	Finance
CUSTOMERS	1	CUSTOMERS	Reports on Customers core information configured in the system.	Standing Data	Customer
CUST_CHRGS	1	CUST_CHRGS	Reports on Customer Charges configured in the system for a customer.	Standing Data	Customer
CUST_COST	1	CUST_COST	Reports on Customer Cost Plus configured in the system for a customer.	Standing Data	Customer
CUST_DATA	1	CUST_DATA	Reports on Customer Cut-offs configured in the system for a customer.	Standing Data	Customer
CUST_FUEL	1	CUST_FUEL	Reports on Customer Fuel Surcharges configured in the system for a customer.	Standing Data	Customer/Finance
CUST_FUELC	1	CUST_FUELC	Reports on Customer Fuel Surcharges configured in the system for a customer.	Standing Data	Customer/Finance
CUST_PAIN	1	CUST_PAIN	Reports on Customer Pain/Gain rules configured in the system for a customer.	Standing Data	Customer
CUST_PREFS	1	CUST_PREFS	Reports on Customer Prefs configured in the system for a customer.	Standing Data	Customer
CUST_SCHED	1	CUST_SCHED	Reports on Customer Schedule Engine Thresholds configured in the system for a customer.	Standing Data	Customer
CUST_SEC	1	CUST_SEC	Reports on Customer Secure Transport configured in the system for a customer.	Standing Data	Customer
CUST_SEC_C	1	CUST_SEC_C	Reports on Customer Security configured in the system for a customer.	Standing Data	Customer
DEL_TIMES	1	MORNING-DELTIMES	A "Morning Report", showing Delivery Times from trips executed.	Transactional	Trip, Item
DEL_TRIPS	1	DEL_TRIPS_ORD	Reports on Trips and Trip Stops and Orders.	Transactional	Trip, Stop, Order
DEL_TRIPS	2	DEL_LINE_DATA	Adds Order Lines to the report.	Transactional	Line
DEL_TRIPS	3	DEL_ITEM_DATA	Adds Order Items to the report.	Transactional	Item
DOOD_RPT	1	STANDARD	Day out of Days report for Lane orders.	Transactional	Trip
DRIVERS	1	HEADER	Reports on Drivers/Crew configured in the system.	Standing Data	Resource
DU_TYPES	1	DU_TYPES	Reports on DU types configured in the system	Standing Data	Resource
EX_CARRIER	1	HEADER	Reports on the Carriers core information set up in the system.	Standing Data	Carrier
EX_HAUL	1	HEADER	Reports on the Haulage Activity for executed trips (Load/Unload)	Transactional	Trip, Stop
EX_LOC	1	HEADER	Reports on the Locations set up in the system, and the usage (which Customer/Group they "belong" to)	Standing Data	Geographical
EX_ORDHEAD	1	HEADER	Reports on Orders, Locations and Contacts.	Transactional	Order
EX_ORDHEAD	2	ORD_ITEM_DATA	Adds Items to the report	Transactional	Item

Type	Level	Name	Description	S/T	Data Reported
EX_ORDITEM	1	HEADER	Reports on Order Items on orders	Transactional	Item
EX_ORDLINE	1	HEADER	Reports on Order Lines on orders	Transactional	Line
EX_PERSON	1	HEADER	Reports on Drivers/Crew configured in the system.	Standing Data	Resource
EX_TRACTOR	1	HEADER	Reports on Tractors or Vehicles configured in the system.	Standing Data	Resource
EX_TRAILER	1	HEADER	Reports on Trailers or Vehicles configured in the system.	Standing Data	Resource
EX_TRIP	1	HEADER	Reports on Trip Header information.	Transactional	Trip
EX_TRPSTOP	1	HEADER	Reports on Trips and Stops information.	Transactional	Trip, Stop
FAILED	1	MORNING-FAILED	A "Morning Report", showing Failed items i.e. items not delivered.	Transactional	Trip, Item
FIX_ROUTE	1	ROUTES	Reports on Fixed Routes configured in the system.	Standing Data	Planning
FIX_ROUTE	2	ROUTE_STOPS	Reports on Fixed Routes and Stops configured in the system.	Standing Data	Planning
HAULIER	1	SCH_TRIP	Reports on Trips and Stops information.	Transactional	Trip, Stop
HELD	1	MORNING-HELD	A "Morning Report", showing failed items that are to be held at the outbase for redelivery.	Transactional	Trip, Item
IMP_DECODE	1	IMP_DECODE	Reports on any configured import/export decode tables and data set up in the system.	Standing Data	Import
INTERFACE	1	INTERFACE	Reports on interface triggered events.	Transactional	EDI
INT_XML	2	DETAIL	Adds detail information to the report.	Transactional	EDI
INV_TYPE	1	INVOICES_DATA	Reports on Invoices generated for accounts.	Transactional	Finance
INV_TYPE	2	PAYMENTS_DATA	Adds Payment data included on an invoice to the report.	Transactional	Finance
LABOUR	1	SCH_ORD_LABOUR	Reports on Labour for orders.	Transactional	Order
LOCKED_OUT	1	LOCKED_OUT	Reports on Payments generated against Orders where the status is F or A	Transactional	Finance
MCS_DTLS	1	MCS_DETAILS	Reports on Items scanned or to be scanned through Calidus MCS	Transactional	MCS
NAVTEQ	1	HEADER	Reports on Geocoding and Route Time/Distance calculations called from external systems.	Standing Data	Geographical
NETWORK	1	LOCATIONS	Reports on Network Locations in the system, for time and distance calculations	Standing Data	Geographical
NETWORK	2	DRIVE_TIME_DETAILS	Adds drive time details from that location to other locations to the report.	Standing Data	Geographical
NON_CONF	1	HEADER	Reports on Order Non-conformance Information .	Transactional	Order
NON_CONF	2	LINE	Adds Lines to the report	Transactional	Line
NON_CONF	3	ITEMS	Adds Items to the report	Transactional	Item
NON_CONF	4	NON_CONFORM	Adds non-conformance/reasons information to the report	Transactional	Item History
O/S SCANS	1	MISSING_SCANS	Reports on items not scanned through Calidus MCS.	Transactional	MCS
OPEN_AWB	1	V_MCS_OPEN_AWB	Reports on Open AWBs through Calidus MCS	Transactional	MCS
ORDERS	1	HEADER	Reports on Order Header Information	Transactional	Order

Type	Level	Name	Description	S/T	Data Reported
ORDERS	2	LINE	Adds Lines to the report	Transactional	Line
ORDERS	3	ITEMS	Adds Items to the report	Transactional	Item
ORDER_ITEM	1	ORD_ITEM_DATA	Reports on Order Items on orders (including order information relating to the From and To locations)	Transactional	Item
ORDER_ITEM	1	ORD_ITEM_CONT	Adds Item Contents to the report	Transactional	Item
ORDLN_TYPE	1	ORDER_LINE_DATA	Reports on Order Lines, including Location and Customer information.	Transactional	Line
ORD_IN_INV	1	ORD_IN_INV_DATA	Bespoke order invoice report	Transactional	Finance
ORD_OFFSET	1	ORDER_OFFSETS	Reports on Location time offsets configured in the system.	Standing Data	Geographical
ORD_STATS	1	SCH_ORDER_STATS	Reports on Order Stats - summary report of orders created, delivered or for delivery.	Transactional	Order
ORD_TYPE	1	ORDERS_DATA	Reports on Orders (including order information relating to the From and To locations)	Transactional	Order
OWN_CHRGS	1	OWN_CHARGES	Reports on Own Package Charges	Standing Data	Finance
PALLETS	1	PALLETS	Reports on Shipment Pallets created in Calidus MCS	Transactional	MCS
PALLETS	2	PALLET_ITEM	Adds Items to the report	Transactional	MCS
PALL_ITEM	1	PALLET_ITEM	Reports on Shipment Pallet Items created in Calidus MCS	Transactional	MCS
PAYMENTS	1	PAYMENTS_DATA	Reports on generated payments of all types	Transactional	Finance
PAYMENTS	2	EVENT_DETAILS	Adds event details to the report	Transactional	Finance
RE-DELIVER	1	SCH_ORD_RE_DEL	Reports on history of rebooked orders.	Transactional	Order
REASONS	1	ORD_ITEM_DATA	Reports on Order Item non-confirmances	Transactional	Item History
REASONS	2	ORD_ITEM_REASON	Adds Reason Code Information to the report	Transactional	Item History
RES_EQUIP	1	SCH_ORD_RES_EQUIP	Reports on Order Equipment Requirements.	Transactional	Order
RPE_CUST	1	RPE_CUST	Bespoke customer RPE data.	Standing Data	Resource
RTE_COSTS	1	RTE_COSTS	Reports on fixed costs against routes	Standing Data	Planning
RULES	1	RULES	Reports on Schedule Rules configured in the system.	Standing Data	Planning
SCANS	1	TRIP	Reports on Trips	Transactional	Trip
SCANS	2	STOP	Adds Stop information to the report.	Transactional	Stop
SCANS	3	ORDER	Adds Order and Item information to the report.	Transactional	Order, Items
SCANS	4	ASSET	Adds Permanent Asset information to the report.	Transactional	Asset
SCANS	5	REASON	Adds non-conformance/reasons information to the report	Transactional	Reasons
SCHED_ORD2	1	TRIP_DATA	Reports on Trip, Stop and Location information.	Transactional	Trip
SCHED_ORD2	2	STOPS_DATA	Adds Haulage Activity to the report	Transactional	Stop
SCHED_ORD2	3	ORDERS_DATA	Adds Order, Contact and Customer information to the report.	Transactional	Order
SCHED_ORD2	4	ORDER_LINE_DATA	Adds order line information to the report.	Transactional	Line
SCHED_ORD2	5	ORD_ITEM_DATA	Adds order item information to the report.	Transactional	Item

Type	Level	Name	Description	S/T	Data Reported
SCHED_ORDS	1	TRIP_DATA	Reports on Trip, Stop and Location information.	Transactional	Trip
SCHED_ORDS	2	STOPS_DATA	Adds Haulage Activity to the report	Transactional	Stop
SCHED_ORDS	3	ORDERS_DATA	Adds Order, Contact and Customer information to the report.	Transactional	Order
SCHED_ORDS	4	ORDER_LINE_DATA	Adds order line information to the report.	Transactional	Line
SCHED_ORDS	5	ORD_ITEM_DATA	Adds order item information to the report.	Transactional	Item
SRVCS_CAPT	1	SRVCS_CAPT	Reports on Account Service Rates set up in the system.	Standing Data	Finance
STD_ORDS	1	ORDER_AND_TRIP	Reports on Order Header Information	Transactional	Order
STD_ORDS	2	LINE	Adds Lines to the report.	Transactional	Line
STD_ORDS	3	ITEM	Adds Items to the report.	Transactional	Item
STD_ORDS	4	FINANCE	Adds Finance information to the report.	Transactional	Finance
STD_TIMES	1	ORDER_AND_TIMES	Reports on order, vehicle and times.	Transactional	Order
STD_TRIPS	1	TRIP	Reports on Trip, Stop and Location information.	Transactional	Trip
STD_TRIPS	2	STOPS	Adds Haulage Activity to the report	Transactional	Stop
STD_TRIPS	3	ORDERS	Adds Order, Contact and Customer information to the report.	Transactional	Order
STD_TRIPS	4	ORDER_LINE	Adds order line information to the report.	Transactional	Line
STOPS	1	STOP_DATA	Reports on Trip, Stop, Location and Haulage Activity.	Transactional	Trip, Stop
STORAGE	1	SCH_ORD_STORE	Bespoke white glove report.	Transactional	Order
SUCCESS	1	MORNING-SUCCESS	A "Morning Report" showing successful collections/Deliveries.	Transactional	Order
TRACTORS	1	HEADER	Reports on Tractors or Vehicles configured in the system.	Standing Data	Resource
TRAILERS	1	HEADER	Reports on Trailers or Vehicles configured in the system.	Standing Data	Resource
TRIP	1	HEADER	Reports on Trips	Transactional	Trip
TRIP SCANS	1	TRIP SCANS	Reports on Items on Trips	Transactional	Trip Scans
TRIPS	1	TRIP	Reports on Trip, Stop and Location information.	Transactional	Trip
TRIPS	2	STOPS	Adds Stop information to the report	Transactional	Stop
TRIPS	3	ORDERS	Adds Order, Contact and Customer information to the report.	Transactional	Order
TRIPS	4	ORDER_LINE	Adds order line information to the report.	Transactional	Line
TRIP_LOCS	1	TRIP_DATA	Reports on Trip Stop and Locations, for Loading and Unloading activity	Transactional	Trip
TRIP_TYPE	1	TRIP_DATA	Reports on trip data	Transactional	Trip
TRIP_TYPE	1	TRIP_TYPE	Summary of 3PL assigned trips	Transactional	Trip
TRL_TYPES	1	HEADER	Reports on Trailer Types	Standing Data	Resource
TYREKEYCUS	1	PERIOD	Fleet Maintenance report	Transactional	Fleet Management
TYREKEYGRP	1	PERIOD	Fleet Maintenance report	Transactional	Fleet Management
TYRE_INSP	1	ORDER_AND_TRIP	Fleet Maintenance report	Transactional	Trip, Order
TYRE_INSP	2	VEHICLE_TYRES	Fleet Maintenance report	Transactional	Vehicle
TYRE_INSP	3	INSPECTIONS	Fleet Maintenance report	Transactional	Inspections
TYRE_ORDS	1	ORDER_AND_TRIP	Fleet Maintenance report	Transactional	Trip, Order
TYRE_ORDS	2	LINE	Fleet Maintenance report	Transactional	Line
TYRE_ORDS	3	ITEM	Fleet Maintenance report	Transactional	Item

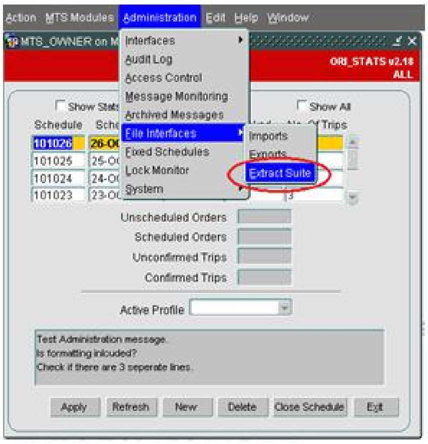
Type	Level	Name	Description	S/T	Data Reported
TYRE_ORDS	4	FINANCE	Fleet Maintenance report	Transactional	Finance
VOLUMETRIC	1	DATA	Product vehicle volumetric data	Standing Data	Product
ZONE	1	ZONE	Reports on Zones set up in the system	Standing Data	Geographical

3 ORS

The ORS Reporting Suite is based on a number of key database tables in order to allow the user a degree of flexibility in extracting the data they require. The data is extracted into the .csv format which can be viewed in Microsoft Excel.

3.1 Accessing the Extract Suite

To gain access to the Reporting Suite, select "Administration", "File Interfaces" and "Extract Suite" (see below).



3.2 Creating a New Report

The following example details the steps required to create a new report from scratch based on "Orders".

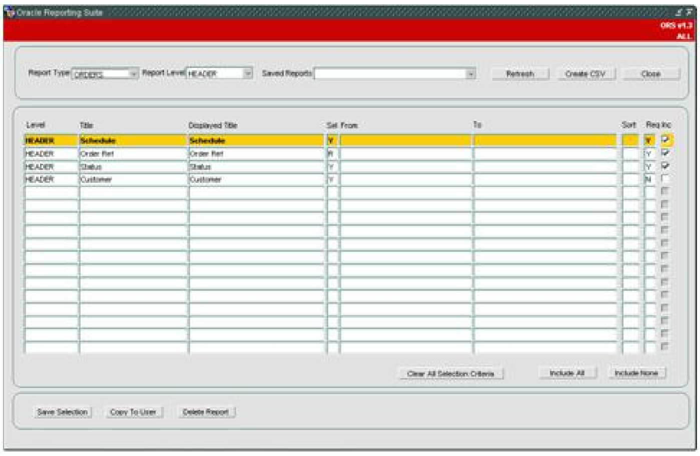
A list of all available ORS reports is available on the Assist pages.

The "Orders" report has 3 report levels (Header, Line, Items) , each allowing a different amount of information to be displayed and manipulated by the user. The table below shows the data available at each level. If Report Level Items (3) is selected then all levels above that (Line(2) and Header (1)) will also be extracted.

Report Type	Report Level	Report Level Description	Available Columns
ORDERS	1	HEADER	sched_name
ORDERS	1	HEADER	oms_ref
ORDERS	1	HEADER	status
ORDERS	1	HEADER	customer
ORDERS	2	LINE	line_no
ORDERS	2	LINE	product_type
ORDERS	2	LINE	DU_type
ORDERS	2	LINE	Quantity
ORDERS	3	ITEMS	item_identifier
ORDERS	3	ITEMS	qty_ordererd

We will begin by selecting a Report Type of "Orders" and a Report Level of "Header" as shown below.

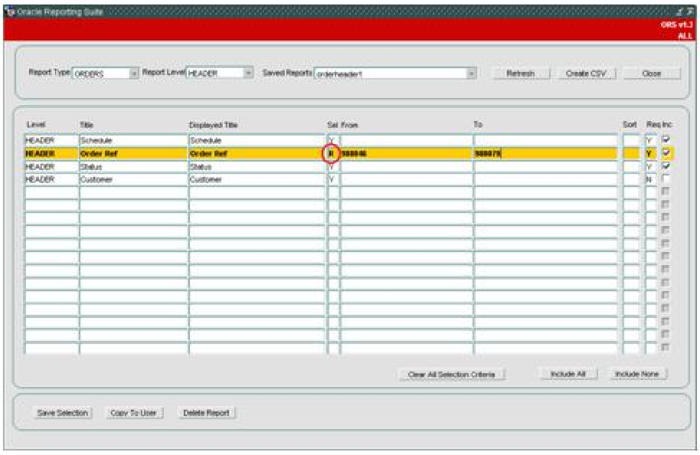
If we select a Report Type of "Orders" and "Report Level" of Header we see the following columns shown on the form.



We could run this report as it stands but it is advisable to firstly restrict the report in some way otherwise the system could try to retrieve thousands of order records which will potentially take a long time.

3.3 Restricting the Report

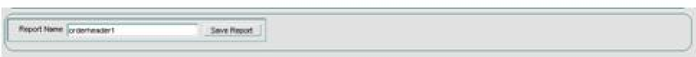
In this example, we will restrict the report by entering a restriction of the "order number" from 988046 to 988079. This is possible because the "Sel" column is set to "R" (Range Selection). When the column is set to "Y" you can enter a value in the "From" column only. When the column is set to "N", no restrictions can be set (see the following example).



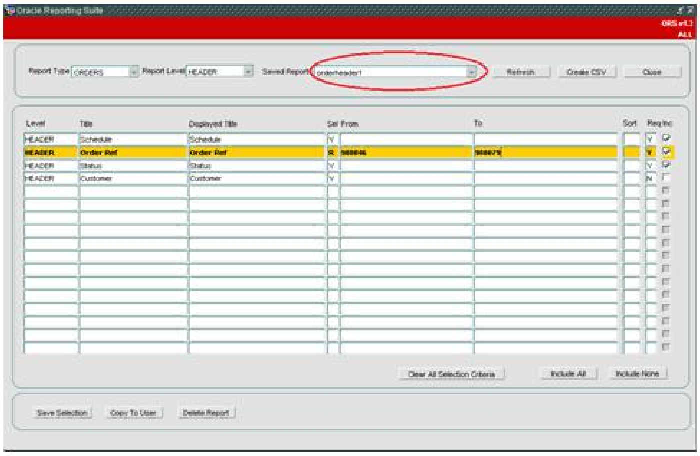
3.4 Saving the Report

When the report restriction has been decided, the user is required to click on the "Save Selection" button at the bottom left of the screen. This would display a pop-up as shown below:

A report name needs to be entered so in this example we will enter "orderheader1" (see below).

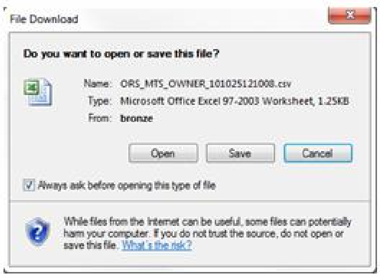


Once the "Save Report" button is clicked, this report is saved and can be retrieved at a later date and a .csv extract file produced. Having clicked the "Save Report" button, the report name is submitted to the "Saved Reports" list of values at the top of the screen:



3.5 Creating the CSV Extract

Now we are ready to produce the extract .csv file. To do this, simply select the "Create CSV" button (having firstly done the steps in sections 2.1 and 2.2). The user will be shown the following confirmation pop-up, asking whether to open, save or cancel the extract. In this example we will select "Open".



Once the "Open" option has been selected, Microsoft Excel will open and display the contents of the .csv file (see the following .csv extract example). The time taken to do this depends on the number of records to be retrieved by the Extract Suite screen.

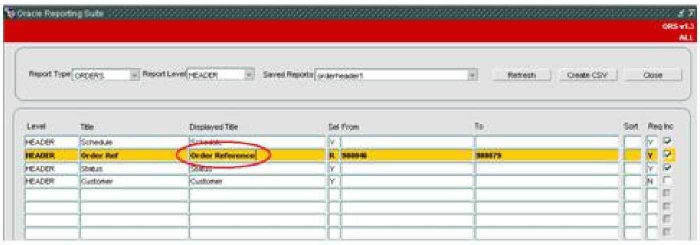
ORS_MTS_OWNER_101025121008

	A	B	C	D
1	Schedule	Order Ref	Status	
2	950612	988046	INVALID	
3	950612	988047	INVALID	
4	950612	988048	INVALID	
5	950612	988049	INVALID	
6	950612	988050	INVALID	
7	950612	988051	INVALID	
8	950612	988052	INVALID	
9	950612	988053	INVALID	
10	950612	988054	INVALID	
11	950612	988055	INVALID	
12	950612	988056	INVALID	
13	950612	988057	INVALID	
14	950612	988058	INVALID	
15	950612	988059	INVALID	
16	950612	988060	INVALID	
17	950612	988061	INVALID	
18	950612	988062	INVALID	
19	950612	988063	INVALID	
20	950612	988064	INVALID	
21	950612	988065	INVALID	
22	950612	988066	INVALID	
23	950612	988067	INVALID	
24	950612	988068	INVALID	
25	950612	988069	INVALID	

As can be seen, the 3 selected columns from the screen (Schedule, Order Ref and Status) are included in the extract file.

3.6 Amending the Report Titles

If we wished to change the Excel column titles, we need to change the "Displayed Title" on the form. In the following example, we have amended the Displayed Title from "Order Ref" to "Order Reference".



Having amended the Displayed Title, by clicking the "Create CSV" button, we can now see the amended column heading in the .csv Excel extract file.

ORS_MTS_OWNER_101026111059 [Read-Only]

	A	B	C
1	Schedule	Order Reference	Status
2	950612	988046	INVALID
3	950612	988079	INVALID
4	950612	988048	INVALID
5	950612	988049	INVALID
6	950612	988047	INVALID
7	950612	988078	INVALID
8	950612	988077	INVALID
9	950612	988050	INVALID
10	950612	988051	INVALID
11	950612	988052	INVALID
12	950612	988053	INVALID
13	950612	988054	INVALID
14	950612	988055	INVALID
15	950612	988056	INVALID
16	950612	988057	INVALID

3.7 Sorting Report Columns

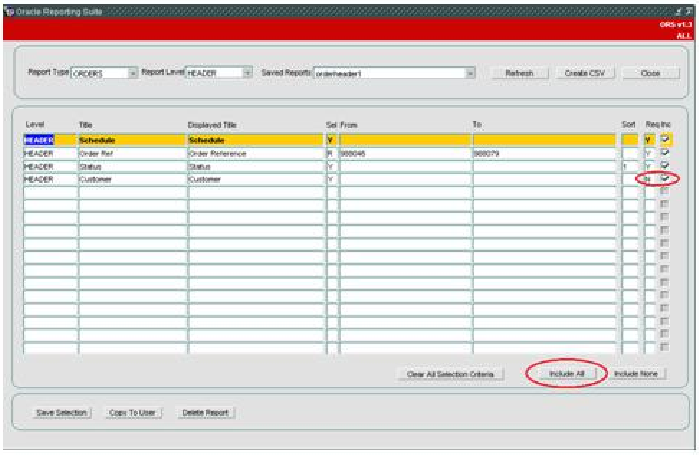
There is also the option to sort the output by entering a sort order into the "Sort" column on the form (see below). Further sorts can be done by entering 2, 3 etc.

As can now be seen, the Status column is now sorted alphabetically in the .csv Excel extract file.

28	950612	988069	INVALID
29	950612	988070	INVALID
30	950612	988071	INVALID
31	950612	988072	INVALID
32	950612	988073	INVALID
33	950612	988074	INVALID
34	950612	988075	INVALID
35	950612	988076	INVALID
36	51128	98807	SCHEDULED
37	51128	98806	SCHEDULED
38	51128	98805	SCHEDULED

3.8 Using the Include All and Include None Buttons

By selecting the ""Include All" button, all of the available columns will automatically be selected which saves the user having to individually select each column they wish to include the report (this may be useful if there are many columns available to select). In the following example the "Include All" button has been pressed. This has automatically selected the only additional column which wasn?t already selected for inclusion in the .csv extract.



It is worth noting that any columns with the "Req" (required) field set to "Y" already have the "Inc" (included) check box selected. The "req" column is not normally updatable via this screen, it?s value is set in the corresponding database table.

You may change the "Req" value if your user group is configured to allow this - this affects whether the parameter is required when running the report, from here and any other system that allows running of saved ORS reports, such as Calidus Portal or CTL. **Warning**: Changing the value in this field can result in massively inefficient reports, so much care should be taken. Confirm this with your system administrator first, and they can set the function for your group (ORS_Edit_Req_Field).

Having selected the "Include All" button, we can again run the report via the "Create CSV" button and, in the following example, see the addition of an extra column to the extract .csv file.

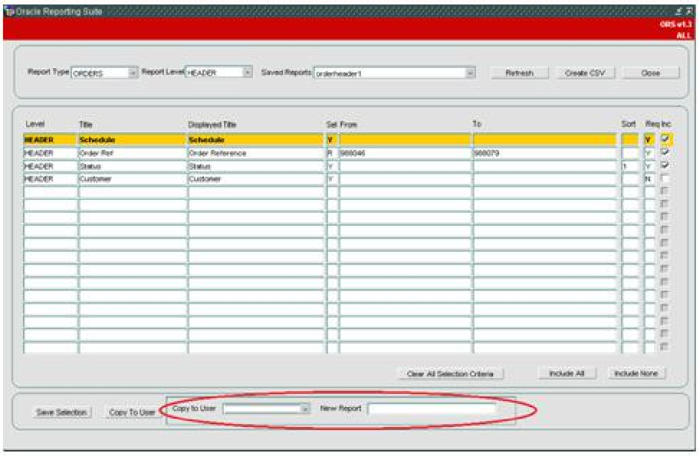
ORS_MTS_OWNER_101025031031 [Read-Only]

	A	B	C	D
1	Schedule	Order Reference	Status	Customer
2	950612	988046	INVALID	HYGENA
3	950612	988079	INVALID	HYGENA
4	950612	988048	INVALID	HYGENA
5	950612	988049	INVALID	HYGENA
6	950612	988047	INVALID	HYGENA
7	950612	988078	INVALID	HYGENA
8	950612	988077	INVALID	HYGENA
9	950612	988050	INVALID	HYGENA
10	950612	988051	INVALID	HYGENA
11	950612	988052	INVALID	HYGENA
12	950612	988053	INVALID	HYGENA
13	950612	988054	INVALID	HYGENA
14	950612	988055	INVALID	HYGENA
15	950612	988056	INVALID	HYGENA
16	950612	988057	INVALID	HYGENA
17	950612	988058	INVALID	HYGENA
18	950612	988059	INVALID	HYGENA
19	950612	988060	INVALID	HYGENA
20	950612	988061	INVALID	HYGENA

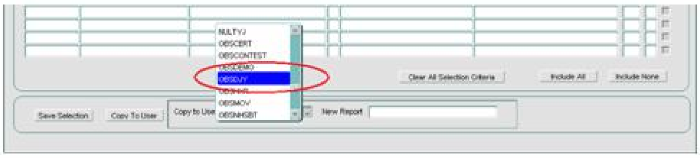
If the "Include None" button is selected then all of the fields which don?t have the "Req" field set to "Y" will be unchecked and removed from the report extract.

3.9 Using the Copy To User Function

The "Copy to User" button allows the current report to be copied to another user. When the button is pressed a pop-up is shown which allows a user to be selected where the report is to be copied to. The new report name also needs to be entered here.



Selecting the user is done via a list displaying the users where the report can be copied to.



The new report name should be entered in the field provided. This will then be accessible to the user selected. The information is saved upon pressing return after filling out the new report name.

If we were now to log onto the system as the user who has had the report copied to (e.g. OBSDJY) we can select the report from the "Saved Reports" list and all the selected column details (restrictions on the order reference column and the sort on the status column) are accessible by the new user (see the following example).

3.10 Clear All Selection Function

The "Clear All Selection Criteria" button simply allows the user to clear all of the "From" and "To" selection criteria (if any exists).

3.11 Creating an Order Line Report

As previously stated, the "Orders" report has 3 different levels of report (Header, Line and Items). If we now click the "Refresh" button at the top of the screen (to clear all the existing report details and reset the form) and then select a new report type of "Orders" and a Report Level of "Line", we can see the following details on the form. The order line details have now been added to the existing order header details.

Again, we will enter some restrictions on the report (in the order reference field) to restrict the report. See below:

We will save the report as "orderlines1" by clicking on "Save Selection" and then "Save Report".

If we were now to run the extract via the "Create CSV" button we would get an extract file similar to the following example. Note that the "Included" order line columns (Line No and DU Type) have been included in the extract file. We didn?t include the remaining order line columns (Prod Type and Quantity) so these have not been included.

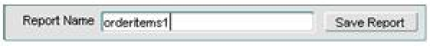
ORS_MTS_OWNER_101026091059[1]

	A	B	C	D	E
1	Schedule	Order Ref	Status	Line No	DU Type
2	950612	988046	INVALID	1	Packs
3	950612	988047	INVALID	1	Packs
4	950612	988048	INVALID	1	Packs
5	950612	988049	INVALID	1	Packs
6	950612	988050	INVALID	1	Packs
7	950612	988051	INVALID	1	Packs
8	950612	988052	INVALID	1	Packs
9	950612	988053	INVALID	1	Packs
10	950612	988054	INVALID	1	Packs
11	950612	988055	INVALID	1	Packs
12	950612	988056	INVALID	1	Packs
13	950612	988057	INVALID	1	Packs
14	950612	988058	INVALID	1	Packs
15	950612	988059	INVALID	1	Packs

3.12 Creating an Order Item Report

Next we will look at the Order Items report. If we now click the "Refresh" button and entered new report details of Report Type = "Orders" and Report Level = "Items", we would get a report looking similar to the following example.

Once we have entered the restriction criteria for the new report (e.g. Order Reference 988046 to 988079), we should click "Save Selection" and enter the Report Name of "orderitems1". Finally, click "Save Report" so it can be retrieved later.



Now run the report via the "Create CSV" button and we should the addition of the order items to the orders extract file (if any exists).

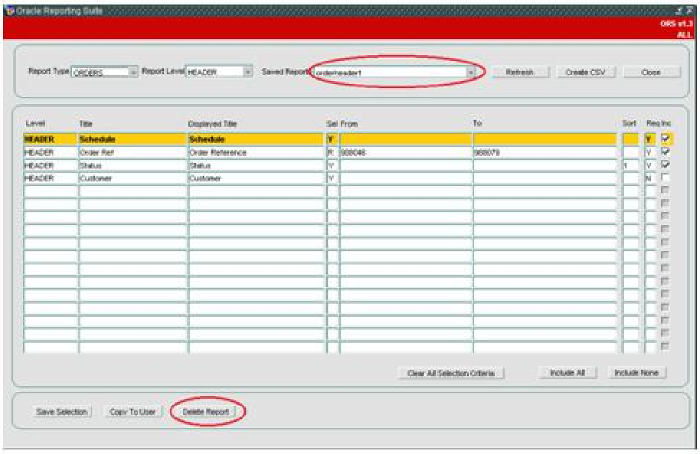
ORS_MTS_OWNER_101026121037 [Read-Only]

	A	B	C	D	E	F
1	Schedule	Order Ref	Status	Line No	DU Type	Item ID
2	950612	988066	INVALID	1	Packs	
3	950612	988078	INVALID	1	Packs	
4	950612	988069	INVALID	1	Packs	
5	950612	988067	INVALID	1	Packs	
6	950612	988050	INVALID	1	Packs	
7	950612	988063	INVALID	1	Packs	
8	950612	988074	INVALID	1	Packs	
9	950612	988047	INVALID	1	Packs	
10	950612	988079	INVALID	1	Packs	
11	950612	988071	INVALID	1	Packs	
12	950612	988073	INVALID	1	Packs	
13	950612	988065	INVALID	1	Packs	
14	950612	988068	INVALID	1	Packs	
15	950612	988057	INVALID	1	Packs	

3.13 Deleting a Report

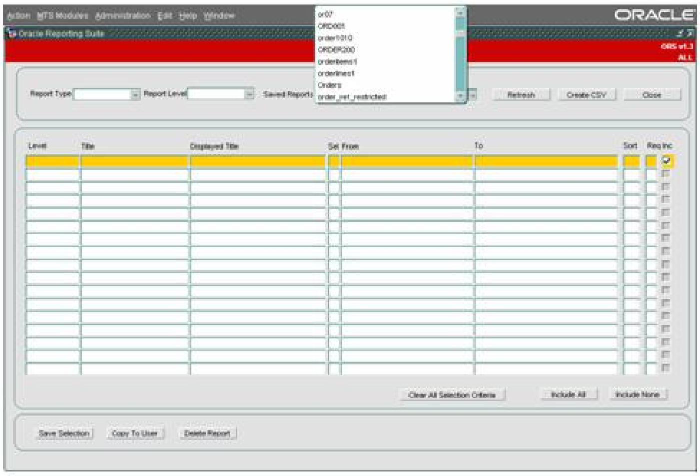
By firstly selecting a report (e.g. orderheader1) we can delete the report via the "Delete Report" button.

Once the "Delete Report" button has been pressed, a confirmation message appears to check if the report can actually be deleted.



If the "OK" button is selected then the report will be deleted for the current user. If the report has been copied to another user before deletion then this report will still exist for that user after deletion. After the report has been deleted, we can see by trying to select the report via the "Saved Reports" button that the report no longer exists for this user.

As can be seen above, the report "orderheader1" is no longer shown in the "Saved Reports" list. If after deletion, there was a requirement to retrieve this report we could log on as the user we copied the original report to in section 2.7.



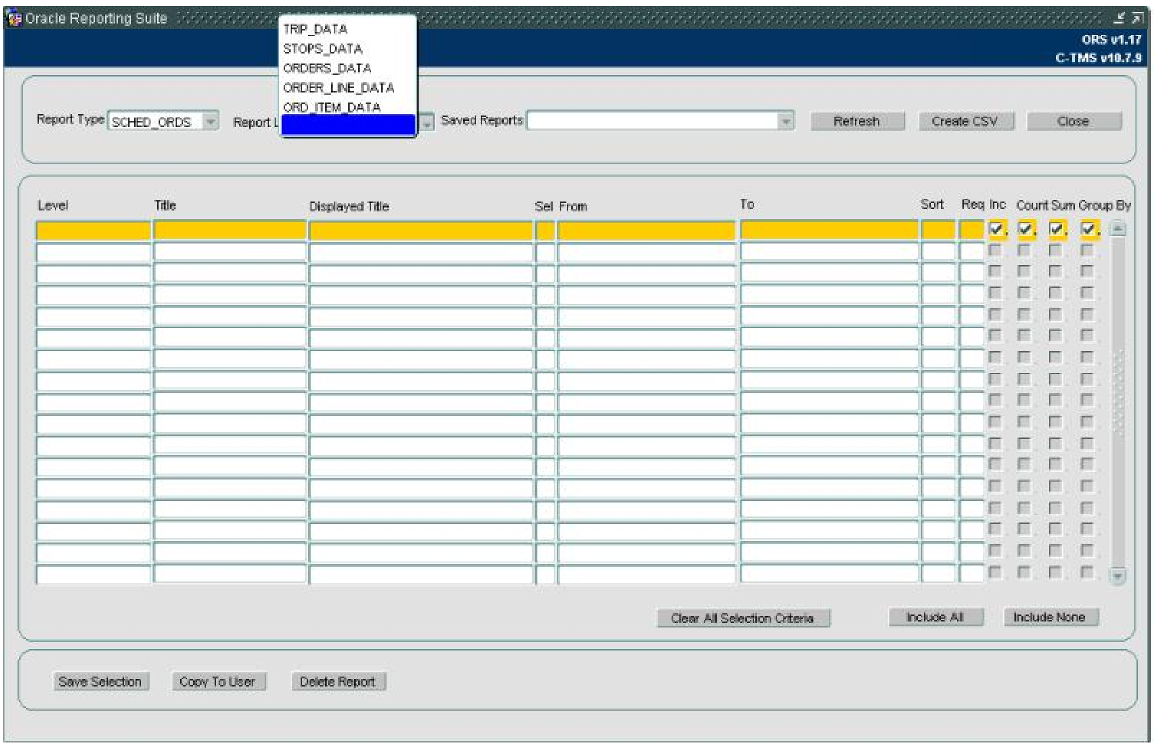
As can be seen above, the report "orderheader1" is no longer shown in the "Saved Reports" list. If after deletion, there was a requirement to retrieve this report we could log on as the user we copied the original report to in section 2.7.

3.14 Count, Sum and Group By

ORS reports allow aggregate functions Count, Sum and Group By.

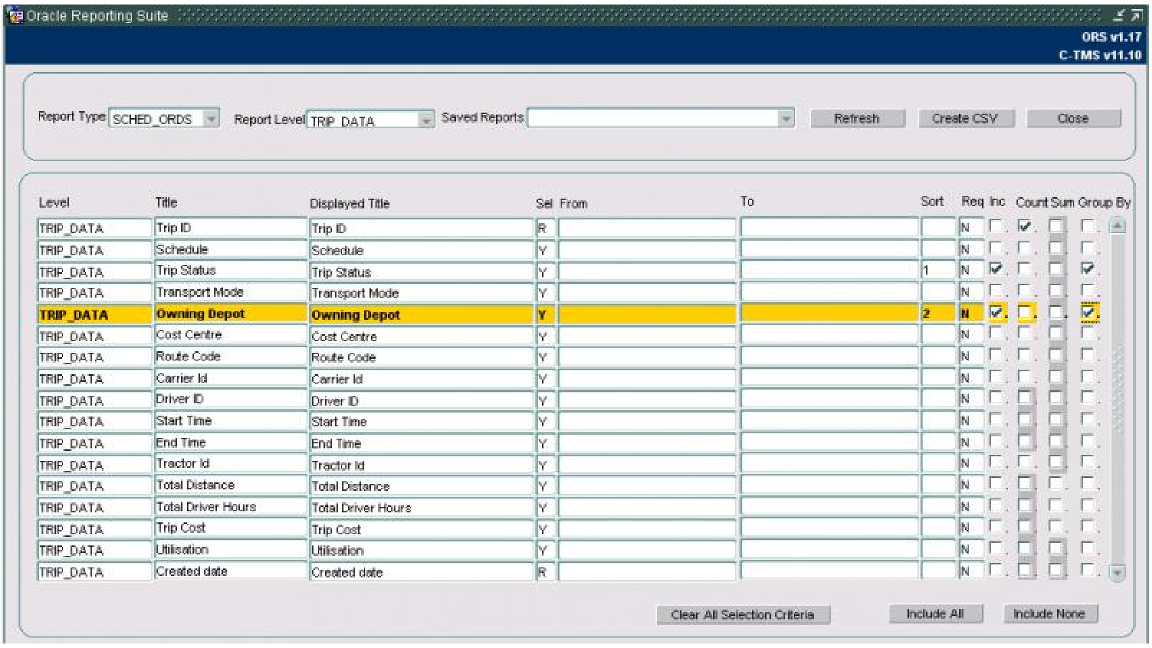
Note: A system Parameter ORS_SUMMARY controls the display of the Oracle Report suite screen.

When this parameter is set to Y, users are able to group, sum and count information within the report extracts. When this parameter is set to N, the grouping and summary fields will not be available on the screen.



You may only count or sum columns from the lowest level selected. For all other levels, the count and sum will be disabled.

If you choose to select a sum or count, all other columns selected which are not a summary must be selected as a group by. In addition to the group by, the sort order is also required.



In the above example, a new report has been created based on the highest report level within SCHED_ORDS, TRIP_DATA. We are able to select from all the columns available within the TRIP_DATA section.

We have chosen to generate a report which counts the number of trips at each status for each owning depot. To generate this correctly, we have identified the trip id as a count field and defined the sort level for Status and owning depot, with the "group by" ticked.

This will produce an extract similar to the following:

```
COUNT(ST.TRIP_ID), Trip Status, Owning Depot
1, ACCEPTED, DEPOT1
3, ACCEPTED, DEPOT2
8, COMPLETED, DEPOT2
1, DELETED, DEPOT1
3, DELETED, DEPOT2
2, DELETED, DEPOT3
1, EN-ROUTE, DEPOT1
1, EN-ROUTE, DEPOT2
1, PLANNED, DEPOT1
1, PLANNED, DEPOT2
```

3.15 Scheduling ORS Reports

Details of this can be found here: EDI - Report/Extract Scheduling.

3.16 Further Configuration

The following System Parameters affect this functionality:

Parameter	Description	Level
ORS_DELIMITER	Oracle reporting suite data field delimiter	SYSTEM
ORS_SUMMARY	Allow the summarisation OF ORS reports	SYSTEM
ORS_TYPE_DEF_GROUP_BY	List of the ORS types to default group by fields	SYSTEM
ORS_TYPE_EXC_GROUP	Exclude ORS types from grouping fields	SYSTEM

The following Access Control Group Accessible Functions affect this functionality.

Function	Description
ORS_Edit_Req_Field	Ability to edit required fields in ORS report

4 ORS Reports List

The following is a list of all available ORS reports.

Note: Not all ORS reports are delivered as standard but can be added to the system.

Type	Level	Name	Description	S/T	Data Reported
3PL_CARR	1	3PL_CARR	Reports on Carrier and trip assigned to 3rd-party carriers (designated as 3PL)	Transactional	Trip
ACCOUNT	1	CONTRACTS_OUT	Reports on Accounts and Invoice Requirements set up in the system.	Standing Data	Finance
ACC_ACCNT	1	ACC_ACCNT	Reports on Account set up in the system	Standing Data	Finance
ACC_SRVCS	1	ACC_SRVCS	Reports on Account Services set up in the system (services supplied)	Standing Data	Finance
ACC_SRVCS	2	SLIDING_CHG	Adds Sliding Charges from the services supplied to the report	Standing Data	Finance
ASSETS	1	DETAIL	Reports on Permanent assets configured in the system.	Standing Data	Asset
ASSETS	2	HISTORY	Adds the history of events against the assets to the report.	Transactional	Asset
AWB	1	AIRWAY BILL	Reports on AWBs created through Calidus MCS.	Transactional	Item
AWB_CONS	1	AWS CONS	Reports on AWBs and Consignments to Shipments	Transactional	Trip
CARRIERS	1	HEADER	Reports on the Carriers core information set up in the system.	Standing Data	Carrier
CARR_ALLOC	1	CARRIER ALLOCATION	Reports on Carrier and tendered trip assigned to 3rd-party carriers (designated as 3PL)	Transactional	Trip
CARR_CLASS	1	CLASSES	Reports on Carrier Rules Commodity Class.	Standing Data	Carrier
CARR_COMMS	1	COMMODITIES	Reports on Carrier Rules Commodity.	Standing Data	Carrier
CARR_DUS	1	DUS	Reports on Carrier Du Types	Standing Data	Trip
CARR_MANF	1	CARR_MANF	Reports the full data from Trip down to Order Lines i.e. manifest data.	Transactional	Trip, Order, Line, Item
CARR_PRODS	1	PRODUCTS	Reports on Carrier Product Types	Standing Data	Carrier
CARR_ROUTE	1	ROUTES	Reports on Carrier Routes configured in the system	Standing Data	Carrier
CARR_ROUTE	2	ROUTE_DETAILS	Adds Carrier Route Services to the report	Standing Data	Carrier
CARR_SHIP	1	SHIPMENTS	Reports on Carrier Shipment rules	Standing Data	Carrier
CONTRACTS	1	CONTRACTS	Reports on Contracts configured in the system	Standing Data	Finance
CONTRACTS	2	TARIFFS	Adds Tariffs to the report	Standing Data	Finance
CONTRACTS	3	TIERS	Adds Tiers to the report	Standing Data	Finance
CONTRACTS	4	CHARGES	Adds Charges to the report	Standing Data	Finance
CONTRACTS	5	CHARGE DETAILS	Adds Charge Details to the report	Standing Data	Finance
CONTRACTS	6	CONDTITIONS	Adds Charge Conditions to the report	Standing Data	Finance

Type	Level	Name	Description	S/T	Data Reported
CONTRACTS	7	VEHICLE	Adds Vehicle to the report	Standing Data	Finance
CONT_JRNY	1	CONT_JRNY	Reports on Contracts and Tariffs on standard journeys (geographical restrictions)	Standing Data	Finance
CUSTOMERS	1	CUSTOMERS	Reports on Customers core information configured in the system.	Standing Data	Customer
CUST_CHRGS	1	CUST_CHRGS	Reports on Customer Charges configured in the system for a customer.	Standing Data	Customer
CUST_COST	1	CUST_COST	Reports on Customer Cost Plus configured in the system for a customer.	Standing Data	Customer
CUST_DATA	1	CUST_DATA	Reports on Customer Cut-offs configured in the system for a customer.	Standing Data	Customer
CUST_FUEL	1	CUST_FUEL	Reports on Customer Fuel Surcharges configured in the system for a customer.	Standing Data	Customer/Finance
CUST_FUELC	1	CUST_FUELC	Reports on Customer Fuel Surcharges configured in the system for a customer.	Standing Data	Customer/Finance
CUST_PAIN	1	CUST_PAIN	Reports on Customer Pain/Gain rules configured in the system for a customer.	Standing Data	Customer
CUST_PREFS	1	CUST_PREFS	Reports on Customer Prefs configured in the system for a customer.	Standing Data	Customer
CUST_SCHED	1	CUST_SCHED	Reports on Customer Schedule Engine Thresholds configured in the system for a customer.	Standing Data	Customer
CUST_SEC	1	CUST_SEC	Reports on Customer Secure Transport configured in the system for a customer.	Standing Data	Customer
CUST_SEC_C	1	CUST_SEC_C	Reports on Customer Security configured in the system for a customer.	Standing Data	Customer
DEL_TIMES	1	MORNING-DELTIMES	A "Morning Report", showing Delivery Times from trips executed.	Transactional	Trip, Item
DEL_TRIPS	1	DEL_TRIPS_ORD	Reports on Trips and Trip Stops and Orders.	Transactional	Trip, Stop, Order
DEL_TRIPS	2	DEL_LINE_DATA	Adds Order Lines to the report.	Transactional	Line
DEL_TRIPS	3	DEL_ITEM_DATA	Adds Order Items to the report.	Transactional	Item
DOOD_RPT	1	STANDARD	Day out of Days report for Lane orders.	Transactional	Trip
DRIVERS	1	HEADER	Reports on Drivers/Crew configured in the system.	Standing Data	Resource
DU_TYPES	1	DU_TYPES	Reports on DU types configured in the system	Standing Data	Resource
EX_CARRIER	1	HEADER	Reports on the Carriers core information set up in the system.	Standing Data	Carrier
EX_HAUL	1	HEADER	Reports on the Haulage Activity for executed trips (Load/Unload)	Transactional	Trip, Stop
EX_LOC	1	HEADER	Reports on the Locations set up in the system, and the usage (which Customer/Group they "belong" to)	Standing Data	Geographical
EX_ORDHEAD	1	HEADER	Reports on Orders, Locations and Contacts.	Transactional	Order
EX_ORDHEAD	2	ORD_ITEM_DATA	Adds Items to the report	Transactional	Item

Type	Level	Name	Description	S/T	Data Reported
EX_ORDITEM	1	HEADER	Reports on Order Items on orders	Transactional	Item
EX_ORDLINE	1	HEADER	Reports on Order Lines on orders	Transactional	Line
EX_PERSON	1	HEADER	Reports on Drivers/Crew configured in the system.	Standing Data	Resource
EX_TRACTOR	1	HEADER	Reports on Tractors or Vehicles configured in the system.	Standing Data	Resource
EX_TRAILER	1	HEADER	Reports on Trailers or Vehicles configured in the system.	Standing Data	Resource
EX_TRIP	1	HEADER	Reports on Trip Header information.	Transactional	Trip
EX_TRPSTOP	1	HEADER	Reports on Trips and Stops information.	Transactional	Trip, Stop
FAILED	1	MORNING-FAILED	A "Morning Report", showing Failed items i.e. items not delivered.	Transactional	Trip, Item
FIX_ROUTE	1	ROUTES	Reports on Fixed Routes configured in the system.	Standing Data	Planning
FIX_ROUTE	2	ROUTE_STOPS	Reports on Fixed Routes and Stops configured in the system.	Standing Data	Planning
HAULIER	1	SCH_TRIP	Reports on Trips and Stops information.	Transactional	Trip, Stop
HELD	1	MORNING-HELD	A "Morning Report", showing failed items that are to be held at the outbase for redelivery.	Transactional	Trip, Item
IMP_DECODE	1	IMP_DECODE	Reports on any configured import/export decode tables and data set up in the system.	Standing Data	Import
INTERFACE	1	INTERFACE	Reports on interface triggered events.	Transactional	EDI
INT_XML	2	DETAIL	Adds detail information to the report.	Transactional	EDI
INV_TYPE	1	INVOICES_DATA	Reports on Invoices generated for accounts.	Transactional	Finance
INV_TYPE	2	PAYMENTS_DATA	Adds Payment data included on an invoice to the report.	Transactional	Finance
LABOUR	1	SCH_ORD_LABOUR	Reports on Labour for orders.	Transactional	Order
LOCKED_OUT	1	LOCKED_OUT	Reports on Payments generated against Orders where the status is F or A	Transactional	Finance
MCS_DTLS	1	MCS_DETAILS	Reports on Items scanned or to be scanned through Calidus MCS	Transactional	MCS
NAVTEQ	1	HEADER	Reports on Geocoding and Route Time/Distance calculations called from external systems.	Standing Data	Geographical
NETWORK	1	LOCATIONS	Reports on Network Locations in the system, for time and distance calculations	Standing Data	Geographical
NETWORK	2	DRIVE_TIME_DETAILS	Adds drive time details from that location to other locations to the report.	Standing Data	Geographical
NON_CONF	1	HEADER	Reports on Order Non-conformance Information .	Transactional	Order
NON_CONF	2	LINE	Adds Lines to the report	Transactional	Line
NON_CONF	3	ITEMS	Adds Items to the report	Transactional	Item
NON_CONF	4	NON_CONFORM	Adds non-conformance/reasons information to the report	Transactional	Item History
O/S SCANS	1	MISSING_SCANS	Reports on items not scanned through Calidus MCS.	Transactional	MCS
OPEN_AWB	1	V_MCS_OPEN_AWB	Reports on Open AWBs through Calidus MCS	Transactional	MCS
ORDERS	1	HEADER	Reports on Order Header Information	Transactional	Order

Type	Level	Name	Description	S/T	Data Reported
ORDERS	2	LINE	Adds Lines to the report	Transactional	Line
ORDERS	3	ITEMS	Adds Items to the report	Transactional	Item
ORDER_ITEM	1	ORD_ITEM_DATA	Reports on Order Items on orders (including order information relating to the From and To locations)	Transactional	Item
ORDER_ITEM	1	ORD_ITEM_CONT	Adds Item Contents to the report	Transactional	Item
ORDLN_TYPE	1	ORDER_LINE_DATA	Reports on Order Lines, including Location and Customer information.	Transactional	Line
ORD_IN_INV	1	ORD_IN_INV_DATA	Bespoke order invoice report	Transactional	Finance
ORD_OFFSET	1	ORDER_OFFSETS	Reports on Location time offsets configured in the system.	Standing Data	Geographical
ORD_STATS	1	SCH_ORDER_STATS	Reports on Order Stats - summary report of orders created, delivered or for delivery.	Transactional	Order
ORD_TYPE	1	ORDERS_DATA	Reports on Orders (including order information relating to the From and To locations)	Transactional	Order
OWN_CHRGS	1	OWN_CHARGES	Reports on Own Package Charges	Standing Data	Finance
PALLETS	1	PALLETS	Reports on Shipment Pallets created in Calidus MCS	Transactional	MCS
PALLETS	2	PALLET_ITEM	Adds Items to the report	Transactional	MCS
PALL_ITEM	1	PALLET_ITEM	Reports on Shipment Pallet Items created in Calidus MCS	Transactional	MCS
PAYMENTS	1	PAYMENTS_DATA	Reports on generated payments of all types	Transactional	Finance
PAYMENTS	2	EVENT_DETAILS	Adds event details to the report	Transactional	Finance
RE-DELIVER	1	SCH_ORD_RE_DEL	Reports on history of rebooked orders.	Transactional	Order
REASONS	1	ORD_ITEM_DATA	Reports on Order Item non-confirmances	Transactional	Item History
REASONS	2	ORD_ITEM_REASON	Adds Reason Code Information to the report	Transactional	Item History
RES_EQUIP	1	SCH_ORD_RES_EQUIP	Reports on Order Equipment Requirements.	Transactional	Order
RPE_CUST	1	RPE_CUST	Bespoke customer RPE data.	Standing Data	Resource
RTE_COSTS	1	RTE_COSTS	Reports on fixed costs against routes	Standing Data	Planning
RULES	1	RULES	Reports on Schedule Rules configured in the system.	Standing Data	Planning
SCANS	1	TRIP	Reports on Trips	Transactional	Trip
SCANS	2	STOP	Adds Stop information to the report.	Transactional	Stop
SCANS	3	ORDER	Adds Order and Item information to the report.	Transactional	Order, Items
SCANS	4	ASSET	Adds Permanent Asset information to the report.	Transactional	Asset
SCANS	5	REASON	Adds non-conformance/reasons information to the report	Transactional	Reasons
SCHED_ORD2	1	TRIP_DATA	Reports on Trip, Stop and Location information.	Transactional	Trip
SCHED_ORD2	2	STOPS_DATA	Adds Haulage Activity to the report	Transactional	Stop
SCHED_ORD2	3	ORDERS_DATA	Adds Order, Contact and Customer information to the report.	Transactional	Order
SCHED_ORD2	4	ORDER_LINE_DATA	Adds order line information to the report.	Transactional	Line
SCHED_ORD2	5	ORD_ITEM_DATA	Adds order item information to the report.	Transactional	Item

Type	Level	Name	Description	S/T	Data Reported
SCHED_ORDS	1	TRIP_DATA	Reports on Trip, Stop and Location information.	Transactional	Trip
SCHED_ORDS	2	STOPS_DATA	Adds Haulage Activity to the report	Transactional	Stop
SCHED_ORDS	3	ORDERS_DATA	Adds Order, Contact and Customer information to the report.	Transactional	Order
SCHED_ORDS	4	ORDER_LINE_DATA	Adds order line information to the report.	Transactional	Line
SCHED_ORDS	5	ORD_ITEM_DATA	Adds order item information to the report.	Transactional	Item
SRVCS_CAPT	1	SRVCS_CAPT	Reports on Account Service Rates set up in the system.	Standing Data	Finance
STD_ORDS	1	ORDER_AND_TRIP	Reports on Order Header Information	Transactional	Order
STD_ORDS	2	LINE	Adds Lines to the report.	Transactional	Line
STD_ORDS	3	ITEM	Adds Items to the report.	Transactional	Item
STD_ORDS	4	FINANCE	Adds Finance information to the report.	Transactional	Finance
STD_TIMES	1	ORDER_AND_TIMES	Reports on order, vehicle and times.	Transactional	Order
STD_TRIPS	1	TRIP	Reports on Trip, Stop and Location information.	Transactional	Trip
STD_TRIPS	2	STOPS	Adds Haulage Activity to the report	Transactional	Stop
STD_TRIPS	3	ORDERS	Adds Order, Contact and Customer information to the report.	Transactional	Order
STD_TRIPS	4	ORDER_LINE	Adds order line information to the report.	Transactional	Line
STOPS	1	STOP_DATA	Reports on Trip, Stop, Location and Haulage Activity.	Transactional	Trip, Stop
STORAGE	1	SCH_ORD_STORE	Bespoke white glove report.	Transactional	Order
SUCCESS	1	MORNING-SUCCESS	A "Morning Report" showing successful collections/Deliveries.	Transactional	Order
TRACTORS	1	HEADER	Reports on Tractors or Vehicles configured in the system.	Standing Data	Resource
TRAILERS	1	HEADER	Reports on Trailers or Vehicles configured in the system.	Standing Data	Resource
TRIP	1	HEADER	Reports on Trips	Transactional	Trip
TRIP SCANS	1	TRIP SCANS	Reports on Items on Trips	Transactional	Trip Scans
TRIPS	1	TRIP	Reports on Trip, Stop and Location information.	Transactional	Trip
TRIPS	2	STOPS	Adds Stop information to the report	Transactional	Stop
TRIPS	3	ORDERS	Adds Order, Contact and Customer information to the report.	Transactional	Order
TRIPS	4	ORDER_LINE	Adds order line information to the report.	Transactional	Line
TRIP_LOCS	1	TRIP_DATA	Reports on Trip Stop and Locations, for Loading and Unloading activity	Transactional	Trip
TRIP_TYPE	1	TRIP_DATA	Reports on trip data	Transactional	Trip
TRIP_TYPE	1	TRIP_TYPE	Summary of 3PL assigned trips	Transactional	Trip
TRL_TYPES	1	HEADER	Reports on Trailer Types	Standing Data	Resource
TYREKEYCUS	1	PERIOD	Fleet Maintenance report	Transactional	Fleet Management
TYREKEYGRP	1	PERIOD	Fleet Maintenance report	Transactional	Fleet Management
TYRE_INSP	1	ORDER_AND_TRIP	Fleet Maintenance report	Transactional	Trip, Order
TYRE_INSP	2	VEHICLE_TYRES	Fleet Maintenance report	Transactional	Vehicle
TYRE_INSP	3	INSPECTIONS	Fleet Maintenance report	Transactional	Inspections
TYRE_ORDS	1	ORDER_AND_TRIP	Fleet Maintenance report	Transactional	Trip, Order
TYRE_ORDS	2	LINE	Fleet Maintenance report	Transactional	Line
TYRE_ORDS	3	ITEM	Fleet Maintenance report	Transactional	Item

Type	Level	Name	Description	S/T	Data Reported
TYRE_ORDS	4	FINANCE	Fleet Maintenance report	Transactional	Finance
VOLUMETRIC	1	DATA	Product vehicle volumetric data	Standing Data	Product
ZONE	1	ZONE	Reports on Zones set up in the system	Standing Data	Geographical

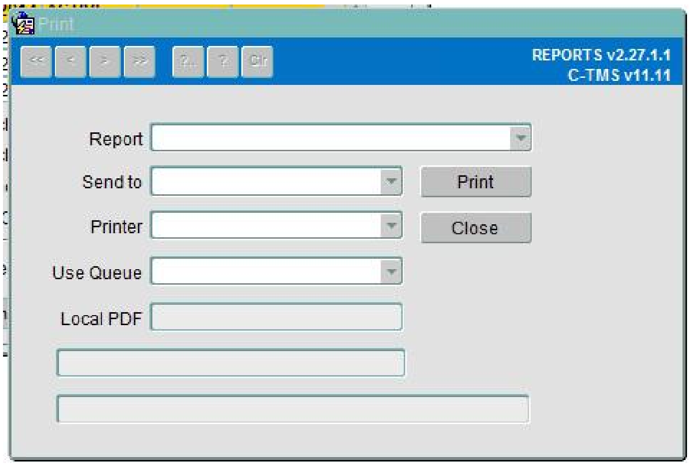
5 Reports

C-TMS Reports provides the users with reports that are required for day to day operations, finance and management reporting.

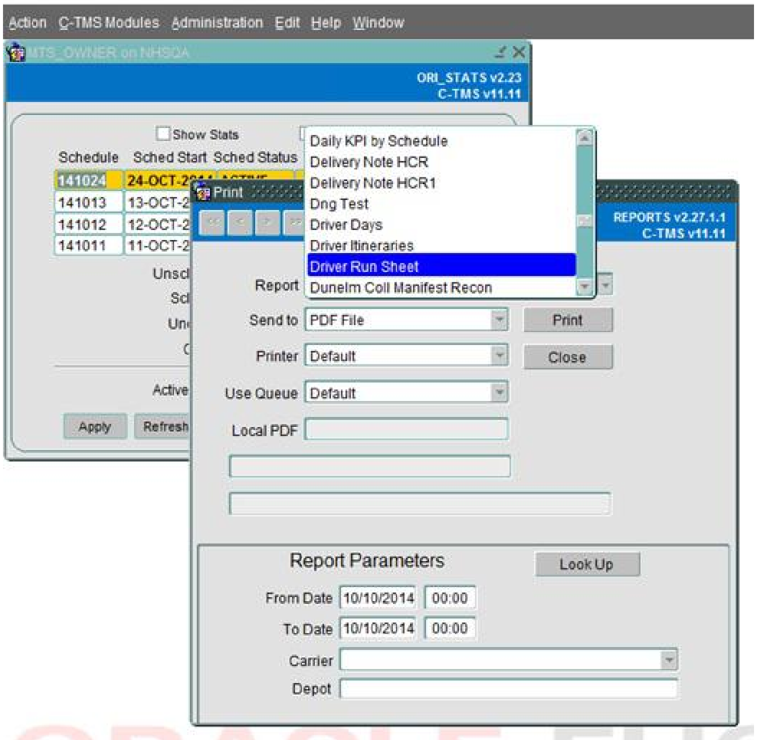
C-TMS Reports can be accessed from the C-TMS Modules menu.

5.1 Report Selection

Once you click on the Reports option, the form as shown below will be displayed.

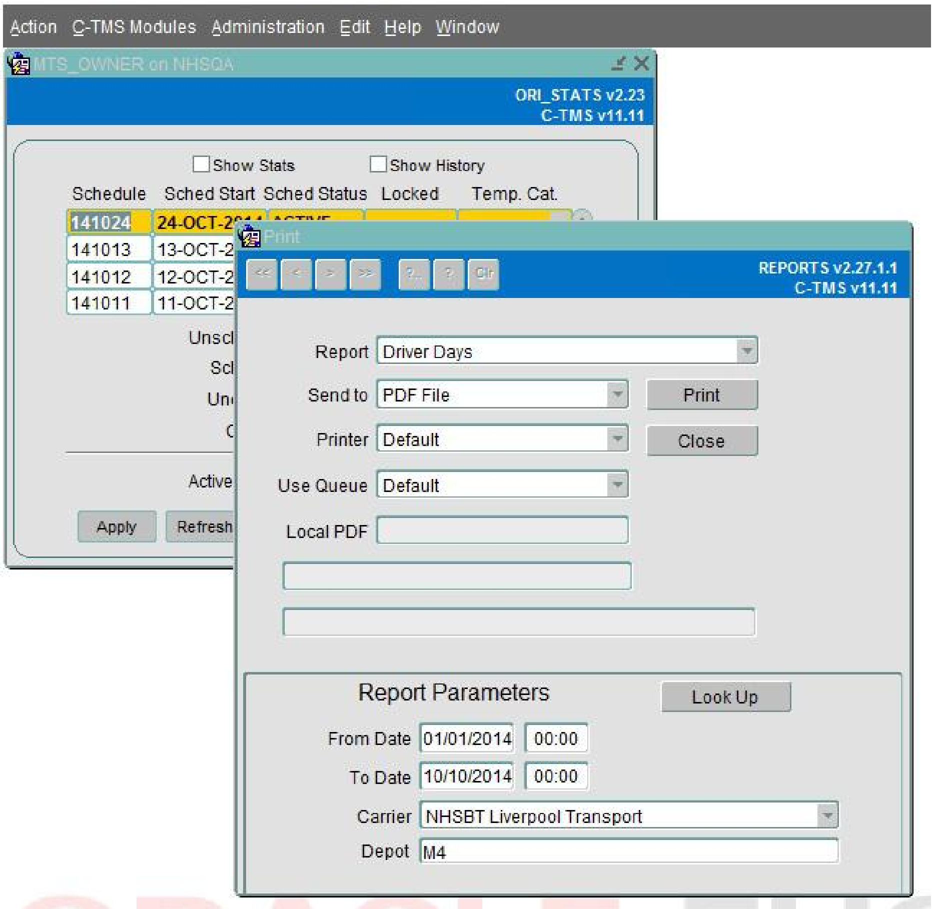


Select the required report from the Report drop down field. Based on the report that you are selecting a list of parameters for generating the report will be displayed as shown below.



5.2 Parameter Selection

In this example, we will look at generating the Driver Run Sheet Report. Once the Driver Run Sheet option is selected, the list of parameters for generating the driver sheet will be prompted as shown below. Based on the report that you are selecting the report parameters will vary.



Enter the From Date, To Date, Carrier and the Depot details as specific selection criteria to narrow down the data selection for the reported information.

Where the selection is from a validated list of master data either a dropdown is available or the **Look Up** button can be used.

Note: If wide ranging parameter selections are chosen then this could take some time to generate the output, firstly to select all the necessary records and secondly to transfer the report file to your web browser.

5.3 Report Output

To generate the report click the **Print** button and this will open a detached new browser window with a specific report URL which will display the report output.

Date: 10/10/14
Time: 09:39
Page: 1 of 40

Driver Days

TRIP_ITINERARY v2.6
C-TMS v11.11

From Date 01/01/14 00:00
Trip ID
Depot Liverpool Blood Centre

To Date 10/10/14 00:00
Status
Carrier LIV_TRSPT

16/09/14 07:45
RTE-00000518

Trip 140916 RTE-00000518
BOL
Status PLANNED
Driver
Carrier LIV_TRSPT
Cost

Stop	Location	Arrive	(Act)	Depart	(Act)	Trailer Type	Trailer	RPE Weight	Vol
1 SU	Liverpool Blood Cent	07:45		08:15		B1			
2 DL	Halton General	08:30		09:00		B1			
3 DL	Whiston	09:05		09:35		B1			
4 DL	Broadgreen	09:35		10:05		B1			
5 DL	Alder Hey/Royal Live	09:55		10:25		B1			
6 DL	Fazakerley / Uni Hos	10:30		11:00		B1			
7 DL	Southport Hospital	11:30		12:00		B1			
8 DL	Ormskirk & District	12:40		13:10		B1			
9 CL	Warrington District	14:15		14:45		B1			

16/09/14 07:45
RTE-00000369

Trip 140916 RTE-00000369
BOL
Status PLANNED
Driver
Carrier LIV_TRSPT
Cost

Stop	Location	Arrive	(Act)	Depart	(Act)	Trailer Type	Trailer	RPE Weight	Vol
1 SU	Liverpool Blood Cent	07:45		08:15		B1			
2 DL	Halton General	08:30		09:00		B1			
3 DL	Whiston	09:05		09:35		B1			
4 DL	Broadgreen	09:35		10:05		B1			
5 DL	Alder Hey/Royal Live	09:55		10:25		B1			
6 DL	Fazakerley / Uni Hos	10:30		11:00		B1			
7 DL	Southport Hospital	11:30		12:00		B1			
8 DL	Ormskirk & District	12:40		13:10		B1			
9 CL	Warrington District	14:15		14:45		B1			

16/09/14 07:45
RTE-00000667

Trip 140916 RTE-00000667
BOL
Status PLANNED
Driver
Carrier LIV_TRSPT
Cost

Stop	Location	Arrive	(Act)	Depart	(Act)	Trailer Type	Trailer	RPE Weight	Vol
1 SU	Liverpool Blood Cent	07:45		08:15		B1			
2 DL	Halton General	08:30		09:00		B1			
3 DL	Whiston	09:05		09:35		B1			
4 DL	Broadgreen	09:35		10:05		B1			
5 DL	Alder Hey/Royal Live	09:55		10:25		B1			
6 DL	Fazakerley / Uni Hos	10:30		11:00		B1			
7 DL	Southport Hospital	11:30		12:00		B1			
8 DL	Ormskirk & District	12:40		13:10		B1			
9 CL	Warrington District	14:15		14:45		B1			

Note: All C-TMS Reports produced by Oracle Reports are in PDF (this is different functionality than the C-TMS Export which is in CSV format).

5.3.1 Send to

Reports can be created and accessed in a number of ways by send to: printer; preview; pdf file; file; and browser.

- 'Printer' option prints the report directly to a default or specified printer.
- 'Preview' option displays the report in a previewer window, from where it can be viewed and printed.
- 'PDF' option creates the report as a pdf file on the user?s machine, where it can be viewed in the adobe acrobat reader application.
- 'File' option creates a print file.
- 'Browser' option produces a view of the report when accessing C-TMS via a web-browser.

5.3.1.1 Printer

This allows the choice of a particular printer connected either on the C-TMS network, or, a default printer. The default printer is usually the default printer set up on the user?s machine.

5.3.1.2 Local PDF

This is used to define a path where the pdf file is to be created on the user?s machine.

5.4 Available Reports

A variety of reports are available in the C-TMS system, and bespoke reports are developed when required by the business.

Note: User access to particular reports is controlled by the Administration section of C-TMS and is maintained by administrator users of the system. See the Administration section for further information.

The main reports available in the system at present are described below:

Report	Description
Abnormal Product Volumes	The information for this report is collated from the Product Item file form, provided by uploaded product data from clients? third-party systems. Parameters to be supplied are: Minimum volume and maximum volume, both in cubic metres, and the number of days for the report to cover, working back from the present day. This report is typically used if a problem with the DU?s arises, i.e. case sizes.
Abnormal Product Weights	The information for this is collated from the Product Item file, provided by uploaded product data from clients? third-party systems. Parameters to be supplied are: Minimum and maximum weight, both in kilograms, and the number of days for the report to cover, working back from the present day. This report is typically used if a problem with the DU?s arises, i.e. case sizes.
Adjusted Invoice	This report is called from the Invoices form. It produces an Adjusted Invoice for those customers using Provisional Invoicing Advance Orders This report is used by the planner to check what advances are in the system. Data can be displayed for all or a given schedule.
Backhaul Schedule	This provides a view of all collections and back-hauls, and is used to check what is planned against the supplier?s requirements. The data is displayed for a user-supplied depot.
Breach Driving Regulations	This prints the total driving time and the total trip time for all carriers/trips that have breeched
Collections Deviation Distance	This report display trip details for depot and collection location.
Collections Excess Distance	This report prints trip details for those trips which have exceeded the specified distance for depot specified.
Customer Invoice	This report is called from the Invoices form, and produces invoices for the specified customer
Daily KPI by Schedule	This report displays various KPI information, such as no of Orders on a schedule , No of trips on a schedule, No of on-time deliveries on a schedule, etc
Driver Days	This report enables transport departments to monitor trips and changes to trips for a given time period. It provides information about the current status of trips, the drivers assigned to the trip and the volumes being transported. The parameters required are date range, depot and carrier.
Driver Itineraries	This report is used by the sites. It outlines the trips leaving from a site, the times, their destinations and the load in RPEs for each trip. The required parameters are date range and depot.
Early/Late Deliveries (MTM)	This shows all the early and late deliveries and shows order id, trip numbers, destination of orders, the type of produce, quantity and unloads start time. The parameters that can restrict the results for this report are as follows: Product type, Before/After time, Schedule, Depot,Arrive Time.
Excess Waiting Time	This report display trips which have a waiting time greater than that specified for a specified carrier

Report	Description
Grid Closure	This report shows what products have been picked out side of Grid Closure (POR) The parameters used to restrict the results for this report are as follows: Schedule, Depot,Product type, Grid Closure Time.
Haulier Confirmation	This report displays carrier information along with trip details
Haulier Performance	This report display the performance of each haulier for a specific period of time
Inbound Schedule	This report shows all the trips scheduled to arrive at depots. The parameters used to restrict the results for this report are: From and to dates, Trip Status, Depot
KPI by Lane	This report displays various KPI?s for a specified period of time
KPI Summary	The report allows planners to analyse the quality of the plan against the KPI?s to be achieved. The results are restricted by choice of schedule.
Loading Schedule	This report is typically used by a planning centre, and sites and is used quite frequently (2-3 times daily). It displays the state of the plan, and any updated changes made to trips on the plan. The parameters used to restrict the results for this report are as follows: Date range, Carrier,Inclusion of order number(yes/no), Depot, Date the information has changed since.
Location Delivery Pre-Warning	This report has been renamed to Location Pre-Warning
Location Pre-Warning	This report shows the Collection and/or Delivery activities for a given Depot. The parameters used to restrict the results for this report are as follows: Date Range, Trip Status: ALL or Accepted, Load Type: Collected, Delivered or Both, Depot: the list of locations available to the user is determined by whether the operation is using the Lane Based Order mechanism and whether the user is assigned the LBO_TRACKING user parameter. In this case, the list of locations will be based on which lanes the user is authorised to see. If the Lane Based mechanism is not being used by the operation, then the list of depots will be a combination of the Based-at user parameter and the locations set up by the Customer/Customer Group mechanism.
Multi Drops Excess Distance	This shows the trips in C-TMS for a chosen depot where the distance between 2 deliveries at Customer/Store locations is greater than a specified parameter. The results are restricted further by a date range.
Multiple Deliveries	This shows locations and order details where multiple deliveries are to be made for a particular date range. The parameters used to restrict the results for this report are as follows: Date range, Maximum time.
Non-Slot Deliveries	This shows all the deliveries to be delivered outside of a locations slot. The parameters used to restrict the results for this report are as follows: Schedule, Depot.
Order Variance Qty by Product	This report shows all the orders that have a variance against them, where the Create TI?s process from Bookings Information has created the orders. The parameters used to restrict the results for this report are as follows: Schedule, Source location, Destination Location, Product Type, Minimum DU variance.
Order Variance Qty	This report shows the same as Order Variance Qty by Product but groups the result by store.

Report	Description
by Store	
Order Variance Qty by Trip	This report shows the same as Order Variance Qty by Product but shows the result by trip.
Pending Supplier Invoices	This report displays the pending supplier invoices, with total amount of all invoices, for a user-supplied date range
Plan Exceptions	This report displays several sections of planning exceptions: • Non Slot Deliveries • Advance Breaches • Short Trips • Missing Trailer Types • Light Trips • Over Laden Trips • Missed Collection Windows • Incompatible Temperature Combinations
Excessive Deviation Mileage	The report allows the planners to analyse and decide if changes to the schedule are required.. The parameters used to restrict the results for this report are as follows: Schedule, Maximum deviation miles, Light trip minimum RPEs, Over laden Trip Tol., Short trip minimum number of miles
Slot Usage	The report displays which slots that have been used in the creation of Transport Instructions, and the RPEs being transported for that particular slot for a particular period of time. The parameters used to restrict the results for this report are as follows: Date range, Slot Usage(all or advances), Depot
Slot Variance	The report displays all new slots that have been created in C-TMS since the last VAST file upload, or created manually in the system. The parameter used to restrict the results is Slot variance with a choice of ?manual? or ?new?.
Store Cage Collections	The report displays all the trips for stores and the associated RPE quantity of cages returned to an RDC with the query restricted by the number of stops on a trip that return to RDCs as a percentage of the overall trip. The parameters used to restrict the results for this report are as follows: Date range, RDC Return less percentage.
The Driver Sheet	The report displays the trip deliveries for a particular day for a chosen driver. This outlines the driver?s day. The parameters used to restrict the results for this report are as follows: Date range, Depot, Trip Id.
The Front Desk Sheet	This report shows all the departures from a particular depot and includes information such as destination of orders, driver, trailer type and total distance. The parameters used to restrict the results for this report are as follows: Date range, Depot.
Trailer Shunting	This report is typically used by sites to track the shunting of the trailers. The parameters used to restrict the results for this report are as follows: Date range, Depot.
Trip Summary	This report provides summary information about trips for a specified time period such as start and departure times, total mileage of each trip, first

Report	Description
	collection and first delivery locations, carrier, and early and late delivery times.
Unplanned Quantity	This report shows the underplanned and overplanned quantities of types goods, e.g. Perishable, Frozen etc. for each depot for a particular Schedule. The parameters used to restrict the results for this report are as follows: Schedule date, Show Store Detail, Depot, Underplanned RPEs, Overplanned RPEs.

A full list of all reports is in section Reports List.