Daily Metrics Report

Peak Metrics Spreadsheet

Begin once Scorecard is **Completed**

Peak Metrics

(https://shorturl.at/QF0cE)

Open Document in Desktop Mode whilst Hardwire / VPN connected & Refresh the Data to update the rows to populate with yesterday's data. Copy the two rows for B2B & B2C (Column: Project) and paste them into the Zara Easton and Rialto Volume Spreadsheet.

> Select the correct location/ warehouse!

Date	Units Received	Units Shipped	Orders Shipped	Units Sold	Open Units	Planned Daily Capacity	Forecast Units	Total Open Orders	Total Open Units	Total Open Orders within 48 hours	Total Open Units within 48 hours	Warehouse	Merchant	Project
11/29/2024		33,874										**Easton**	Zara	B2B
11/29/2024	54,617	134,423	24,416	218,790			177,190					**Easton**	Zara	B2C

Zara Easton and Rialto Volume

(*https://shorturl.at/bAsmf)*

Open Document in Desktop Mode and paste data from Peak Metrics into this document.

Gathering the Order Report

EWMS -> Orders -> Order Report

Select the following Statuses:

Pending	Picking	Preselected	Packing	Picked
Stock Pending	Stock Reported	Stock Received	PTL Sorting	PTL Sorted

Stock Partial Reported	Stock Packing	Stock PTL Sorted	Stock PTL Sorting	Stock PTL Partial Sorting
Stock Partial Received	PTL Finished			

Most options pre-selected, need to de-select Packed, Shipping, Canc. unpacking, labelling

- Change the From date to "One Month" ago today.
- Select "Purchase Date" then Search. Record the Units Volume & **Export the file, name it something memorable (Open Orders_EAS_301124 (30th, Nov, 2024).**
- Export the file to your own device to run through the Metric Tool.
  - Planned Units Processed found in Easton Production Plan.
- "Total Open Orders" / "Total Open Units" / "Total Open Orders within 48hours" / "Total Open Units within 48hours"
  - All data is compiled, exported & filtered from the Open Orders report ^^^
  - Using the **"Daily Metrics Open Orders Tool"** https://shorturl.at/yEjeL
    Select Data and Refresh the Data.
- Once completed, find the last email sent in the thread and continue with a new link/ copy attached to the file with the most recent date.

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