KPI: Missing Milestones

Here's how to review the daily and monthly milestone entry report, and what may be missing …

From the 'Data Warehouse' menu, select <Missing Mandatory Milestones> listed under 'KPI.'

Enter the date range for which you want to run a report, and click<Submit>.

A report will be generated, which can be exported as an Excel file.

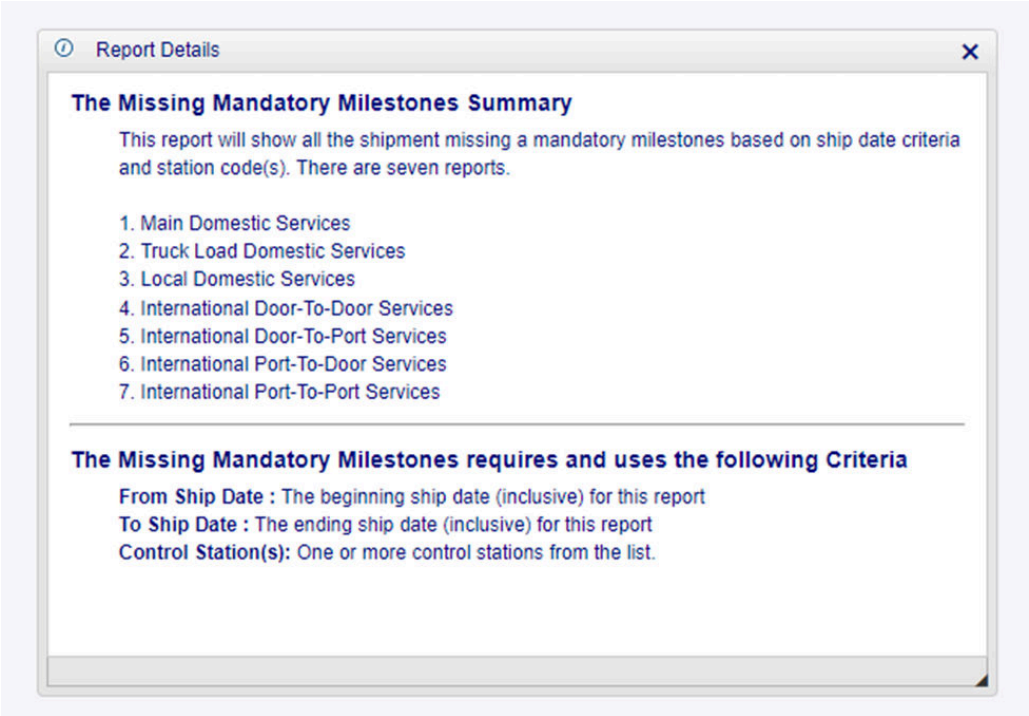
This spreadsheet displays a tab for each group of services. Click on each tab to view the mandatory milestones for each shipment.

Scroll to the right to see the milestones missing for each shipment. If a milestone has been completed, a date will be listed. However, if there is a milestone that has not been updated, there will be a blank cell instead.

For example, here we see missing milestones for OFD and POD.

							8/27/2024 10:51:32 AM
Due Date	**On Time**	**Created By User**	**Picked Up**	**COB**	**Arrive**	**OFD**	**POD**
8/28/2024	N/A	Hydrafacial	7/29/2024	8/7/2024	8/10/2024		

For additional details on this report, click on the ‘i’ information icon next to the report heading.



We recommend running this report as often as possible to keep track of any missing mandatory milestones.