

Business Objects™ Report List to Help Identify Issues in Master Schedule**Shop Survey Completion Reports****(formerly known as “Delinquent Shop” Reports)****Location**

- Queries are shared in Business Objects™ Reporting under Document List – Public Folders – Transactional Reports- TR – Shared IH – TR-Navy – Master Schedule - Delinquent Reports by Priority folder.
- Reports shared in Business Objects™ Reporting are the raw reports. We compare and compile the multiple reports for each Shop Priority together monthly to provide an Excel™ Report with a complete Shop listing for that Shop Priority to make the report that is emailed out monthly more useful.

Purpose

- Reports (emailed out monthly) are a complete list of all active (during designated timeframe) Shops of a particular Shop Priority, presented by Region and IHPO, and showing UIC, Command Name, Shop ID, Shop Stop Date, Shop Name, **Shop Visit Frequency**, Last Close Date, Is Delinquent?, and Survey Due Date.
- This report allows an IHPO to review their Shops (filtered in Excel™ by Region, IHPO, Command, etc.... if desired) in DOEHS-IH and see
 - When they are due to have their Master Schedule Baseline or Periodic Survey task closed
 - If there is no open Master Schedule Baseline or Periodic Survey task for that Shop (N/A for the Last Close Date and Survey Due Date)
 - **If the Shop Visit Frequency for the Shop is as it should be.**

Agency Parameters

- Agency = Navy

Shop Parameters

- **Designated timeframe - 12 months for Priority 1 shops, 24 or 36 months for Priority 2 (shore or ship) shops, or 48 months for Priority 3 shops based on shop visit frequency**
- Shop currently active or active at some point during designated timeframe (i.e. - Shop not stop dated, or stop dated during the timeframe)
- Only shops with designated priority **and shop visit frequency** shops counted (i.e. - Run separately for Priority 1, 2 **(shore or ship)**, or 3 shops)

Survey Parameters

- **Designated timeframe - 12 months for Priority 1 shops, 24 or 36 months for Priority 2 shops, or 48 months for Priority 3 shops based on shop visit frequency**
- Master Schedule tasks - Only baseline or periodic IH surveys counted
- Baseline or periodic IH surveys close dated during the designated timeframe

Report Displays All Shops (Color coded based on whether survey is overdue for the shop)

- Columns - Region Name, IHPO Name, UIC, Command Name, Shop ID, Shop Stop Date, Shop Name, **Shop Visit Frequency**, Last Close Date, Is Delinquent?, and Survey Due Date
- Grouped by Region and IHPO

Green Highlight - Upcoming Changes

Master Schedule Task Frequency Report

Location

- Query is shared in Business Objects™ Reporting under Document List – Public Folders – Transactional Reports- TR – Shared IH – TR-Navy – Master Schedule - folder.

Purpose

- Report is a complete list of all Master Schedule tasks (able to be filtered using Business Objects™ Input Controls for Region, IHPO, Task Type, Task Frequency, open or closed tasks, Shop Priority, Shop Visit Frequency) , presented by Regions and IHPO, and showing Entry ID, Task Type, Task Frequency, Projected Start Date, Close Date (if any), Shop, Shop Priority, Shop Visit Frequency
- This report allows an IHPO to review their Master Schedule tasks (filtered using Business Objects™ Input Controls by Region, Task Type, open/closed, Shop, Shop Priority, etc....if desired) and see:
 - What are the open (not Closed Dated) Master Schedule tasks by Task Type in your IHPO
 - For open and/or closed tasks, if the Task Frequency is as it should be given the other displayed information (e.g. – Task Frequency for Periodic Survey tasks given the Shop, Shop Priority, and Shop Visit Frequency.
 - For open and/or closed tasks, for particular Task Types, are there duplicate tasks (e.g. – For Baseline and/or Periodic Survey tasks for the same Shop with the same Projected Start Date. – However, please keep in mind, that it works well for something like a Baseline and Periodic Survey tasks, but not for something like Sampling tasks as you may have various Sampling tasks listed for a Shop at the same time.)

Agency Parameters

- Agency = Navy

IHPO Parameters

- IHPO currently active (i.e. – IHPO not stop dated)
- IHPO for IH and not EH (i.e. – IHPO Name not like “EH”)

Shop Parameters

- Shop currently active (i.e. - Shop not stop dated)

Report Displays

- Columns - Region Name, IHPO Name, Entry ID, Task Type, Task Frequency, Projected Start Date, Close Date (if any), Shop, Shop Priority, Shop Visit Frequency