

# Open Deliveries Report

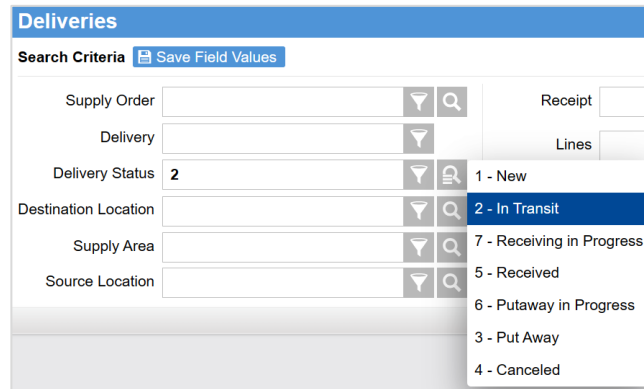
*Learn how to generate a report on open deliveries with Tecsys.*

## WAYS TO REPORT

There are two primary ways to generate an Open Deliveries Report. The first is through the Deliveries activity, which is best used when wanting to research and/or take direct action on individual Deliveries. The second is through the Supply Order Performance Cognos dashboard report, which is best used to analyze Delivery performance trends.

### Research Individual Deliveries

1. From the home page, navigate to the SMS Transactions and Queries menu and select the Deliveries resource.
2. Enter the necessary information into the Search Criteria.
3. Enter **In Transit** into the **Delivery Status** field.



*Note: Open deliveries can be researched in multiple ways, such as the Supply Order number, Delivery number, or the Delivery Status.*

4. Select **Search**. The results for the report will appear and can be exported to Excel.

### Analyze Performance Trends

1. From the home page, navigate to the Analytics menu and expand **Dashboards**.
2. Select the **Supply Order Performance report**. The report opens.
3. Select the **Supply Orders** tab. Review the report.

