

# Run the weekly adherence Report


This quick reference guide is a cheat sheet for Planning Key Users.

Running Weekly Adherence Report boils down to two things:

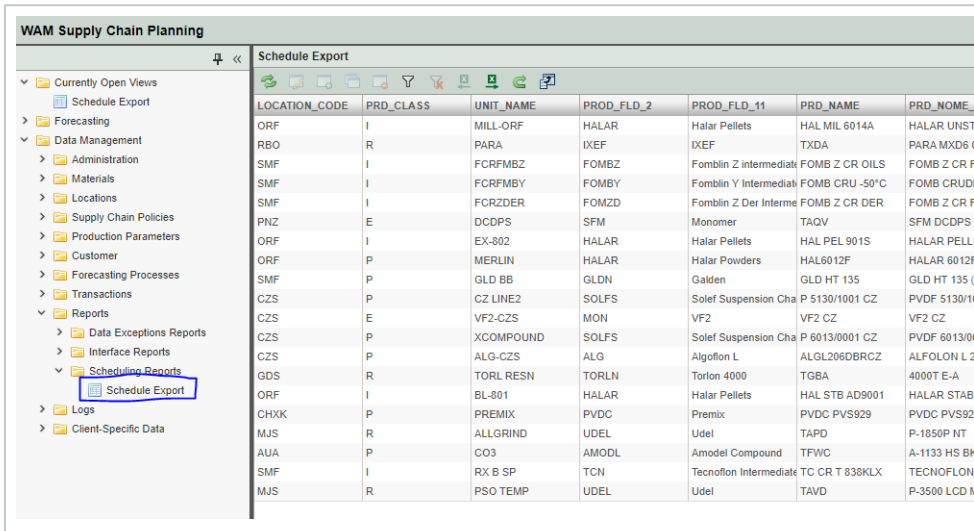
- take a snapshot of the production schedule
- upload it in the adherence report database

## Step-by-step guide

1. Take a snapshot of the production schedule:
  - a. Find the Production Schedule in ADM

b. make sure no filter is active: if this function is greyed out, you are good . If it is not greyed out, press the button to clear your filter.

c. export it  as a spreadsheet



LOCATION_CODE	PRD_CLASS	UNIT_NAME	PROD_FLD_2	PROD_FLD_11	PRD_NAME	PRD_NOME_I
ORF	I	MILL-ORF	HALAR	Halar Pellets	HAL MIL 6014A	HALAR UNST, PARA MXD6 0
RBO	R	PARA	IXEF	IXEF	TXDA	FOMB Z CR F
SMF	I	FCRFMBZ	FOMBZ	Fomblin Z intermediat	FOMB Z CR OILS	FOMB CRUDE
SMF	I	FCRFMBY	FOMBY	Fomblin Y intermediat	FOMB CRU -50°C	FOMB Z CR F
SMF	I	FCRZDER	FOMZD	Fomblin Z Der Interme	FOMB Z CR DER	SFM DCDPS F
PNZ	E	DCDPS	SFM	Monomer	TAQV	HALAR PELLE
ORF	I	EX-802	HALAR	Halar Pellets	HAL PEL 901S	HALAR 6012F
ORF	P	MERLIN	HALAR	Halar Powders	HAL6012F	GLD HT 135 (I
SMF	P	GLD BB	GLDN	Galden	GLD HT 135	PVDF 5130/10
CZS	P	CZ LINE2	SOLFS	Solef Suspension Cha	P 5130/1001 CZ	VF2 CZ
CZS	E	VF2-CZS	MON	VF2	VF2 CZ	PVDF 6013/00
CZS	P	XCOMPOUND	SOLFS	Solef Suspension Cha	P 6013/0001 CZ	ALFOLON L 2i
CZS	P	ALG-CZS	ALG	Algoflon L	ALGL206DBRCZ	4000T E-A
GDS	R	TORL RESN	TORLN	Torlon 4000	TGBA	HALAR STABI
ORF	I	BL-801	HALAR	Halar Pellets	HAL STB AD9001	PVDC PVS925
CHXK	P	PREMIX	PVDC	Premix	PVDC PVS929	P-1850P NT
MJS	R	ALLGRIND	UDEL	Udel	TAPD	A-1133 HS BK
AUA	P	CO3	AMODL	Amodel Compound	TFWC	TECNOFLON
SMF	I	RX B SP	TCN	Tecnoflon Intermediate	TC CR T 838KLX	P-3500 LCD M
MJS	R	PSO TEMP	UDEL	Udel	TAVD	

d. in your spreadsheet, make sure that production quantities are without decimals. The google sheet may misinterpret decimals.

O	P	Q	F
SCHD_PRODUCTION	SCHD_PROD_ORIG	INISH	LAGRANSI
1000	1200		0
1000	1000		0
42900	42900		0
20000	20000		0
15000	15000		0

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample  
SCHD\_PRODUCTION

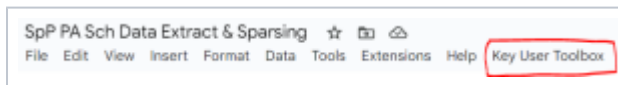
Decimal places: 0

Use 1000 Separator (,)

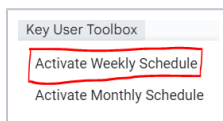
Negative numbers:

- 1234
- 1234
- (1234)
- (1234)

2. Upload it in the Adherence report database
  - i. find the [SpP PA Sch Data Extract & Sparsing file](#)
  - ii. open the PicasoImport sheet
  - iii. clear the data (important !)
  - iv. copy/paste from your spreadsheet (see previous step)
  - v. make sure the other views (MonthView, RemainingMonthView, WeekView) display no #N/A or #ERROR
  - vi. in the menu, find the **'Key User Toolbox'**



- vii. choose **'Activate Weekly Schedule'**. This will create the corresponding sheet the the SpP PA Sch Data Keep file. That will free you up from having to save the schedule snapshot at a specific time.



## Related articles

- [Access Picaso / EP / PicReport](#)
- [Run the weekly adherence Report](#)
- [Run the monthly adherence Report](#)
- [Redirect a forecast from a shipt-to to another ship-to](#)
- [Setup a material in Picaso](#)