




Reporting Deliverables Preparation Status



You can track and report the actual preparation status of the *Deliverables* and *Work Documents* at **Implementation > Reporting > Deliverables**.

Please note that in order to access a Deliverable and report specified status updates, you must be assigned to at least one status of the Deliverable as a responsible user (or be part of the responsible group). If not otherwise configured, by default EMDESK sets all users of the deliverable leader as the responsible group for all statuses. Users with Coordinator Rights can adjust this at **Implementation > Controlling > Deliverables**.

Report the Actual Preparation Status of a Deliverable or Work Document

To report the actual preparation status of a Deliverable, open the parent *Work Package* by clicking the  button. All sub-level Deliverables will appear.

The  icon at a *Work Package* indicates the user that is required to report an actual preparation status for at least one Deliverable soon, while the  icon indicates that the submission of at least one Deliverable is overdue.

The  icon at a *Deliverables* indicates the user that is required to report an actual preparation status for the Deliverable soon, while the  icon indicates that the submission of the Deliverable is overdue.

Open a *Deliverable* by clicking the  button and the preparation status reporter will appear.

To **add** a new status entry, click on the **Report status** button and *select the date, set the status, estimated completion and a short description* before clicking **Save entry**.

Note that the latest status for each deliverable will be exported to the report as part of the deliverable table. In the report only status entries with a date before the exported report's due date are considered (e.g. Report M1-M12 with a due date in M13 considers all status updates till M13). Due dates can be defined by users with Coordinator Rights at **Implementation > Controlling > Report / Review Schedule**.


On the right hand side of the preparation status is the *Deliverable Schedule* provided by the *Project Coordinator* (defined at **Implementation > Controlling > Deliverables**) displayed for each plan as an overview for the Contractor owner of the Deliverable or Work Document in order to notify the deadline. *Contractors* can only view and add report statuses to Deliverables they were assigned.

Manage existing Preparation Status

To **edit** the last status entry, click on . To **delete** the last status entry click the button.

Upload and attach documents

































To **upload and assign** documents to a Deliverable or Work Document, click the  button next to Documents assigned and select the  Upload new document .



If you want to **upload a newer version** of an already existing document, simply click the  button next to the name of the document and upload your version.

D 1.1


Report on business scenarios







Plan: M04 | Plan (Submitted): M04 | Lead: DAE | Nature: R | Diss. Level: PU | Type: Deliverable

Preparation status	Deliverable Schedule																		
<div style="text-align: right; color: green;">+ Report status</div> <div style="border-bottom: 1px solid #ccc; padding: 2px;"> 03.08.2015 Status: Submitted Completion: 100%   </div> Del submitted to PO.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Deliverable Schedule</th> <th style="width: 40%;">Owner</th> </tr> </thead> <tbody> <tr><td>Started</td><td>13.03.12 (M03) </td></tr> <tr><td>Draft</td><td>26.03.12 (M03) </td></tr> <tr><td>Consolidated</td><td>31.03.12 (M03) </td></tr> <tr><td>2nd Draft</td><td>12.04.12 (M04) </td></tr> <tr><td>Final Version</td><td>21.04.12 (M04) </td></tr> <tr><td>3rd Review</td><td>25.04.12 (M04) </td></tr> <tr><td>Approved</td><td>27.04.12 (M04) </td></tr> <tr><td>Submitted</td><td>30.04.12 (M04) </td></tr> </tbody> </table>	Deliverable Schedule	Owner	Started	13.03.12 (M03) 	Draft	26.03.12 (M03) 	Consolidated	31.03.12 (M03) 	2nd Draft	12.04.12 (M04) 	Final Version	21.04.12 (M04) 	3rd Review	25.04.12 (M04) 	Approved	27.04.12 (M04) 	Submitted	30.04.12 (M04) 
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<div style="border-bottom: 1px solid #ccc; padding: 2px;"> 10.07.2014 Status: Editing Completion: 15%   </div> Deliverable in Editing.																			
<div style="border-bottom: 1px solid #ccc; padding: 2px;"> 17.05.2012 Status: Draft Completion: 10%   </div> Draft available for review.																			
<div style="border-bottom: 1px solid #ccc; padding: 2px;"> 01.05.2012 Status: Started Completion: 5%   </div> Preparation started.																			

 Documents assigned to D 1.1 (2 documents) 

+ Upload new document to D 1.1

Sort by Date ascending 

 Deliverable_D11_Draft_v1.pdf [162KB] Peter Hauser (EMDESK Support) - 12.03.14 16:27	 
 Deliverable_D11_Draft_v2.pdf [105KB] George Pitt - 21.03.12 13:57	 

This entry was posted on Monday, August 27th, 2012 at 4:24 pm and is filed under [Reporting](#). You can follow any responses to this entry through the [Comments \(RSS\)](#) feed. Both comments and pings are currently closed.