Supplyframe Release Notes

ValleniQ v1.39

October 28th, 2025

1. Team Activity Report

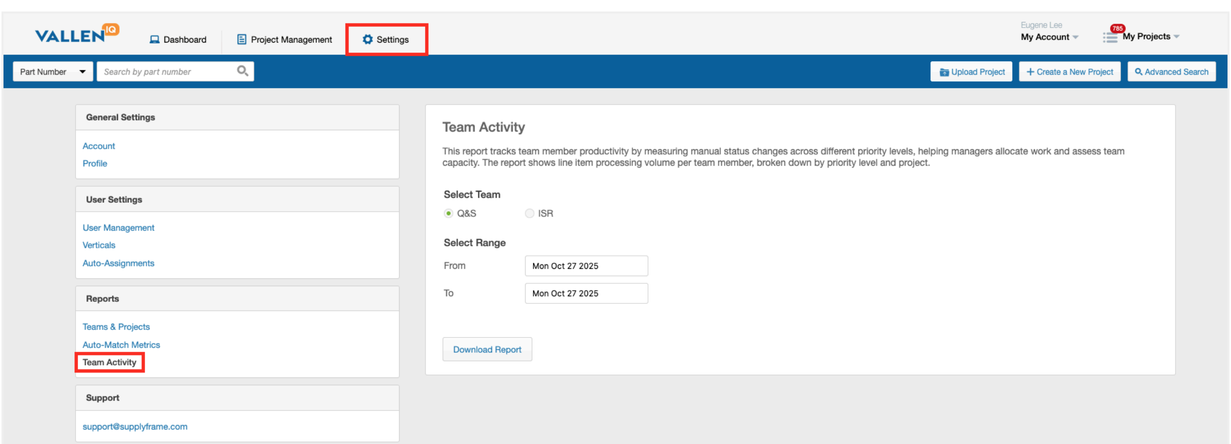
In this release, we've introduced a new ***Team Activity*** report, a productivity tracking tool that is now available in the ***Settings*** page under ***Reports***.

The Team Activity report provides managers with comprehensive insights into team member productivity by tracking manual status changes across different priority levels. This automated report replaces manual compilation work, delivering quick visibility into team capacity and workload distribution.

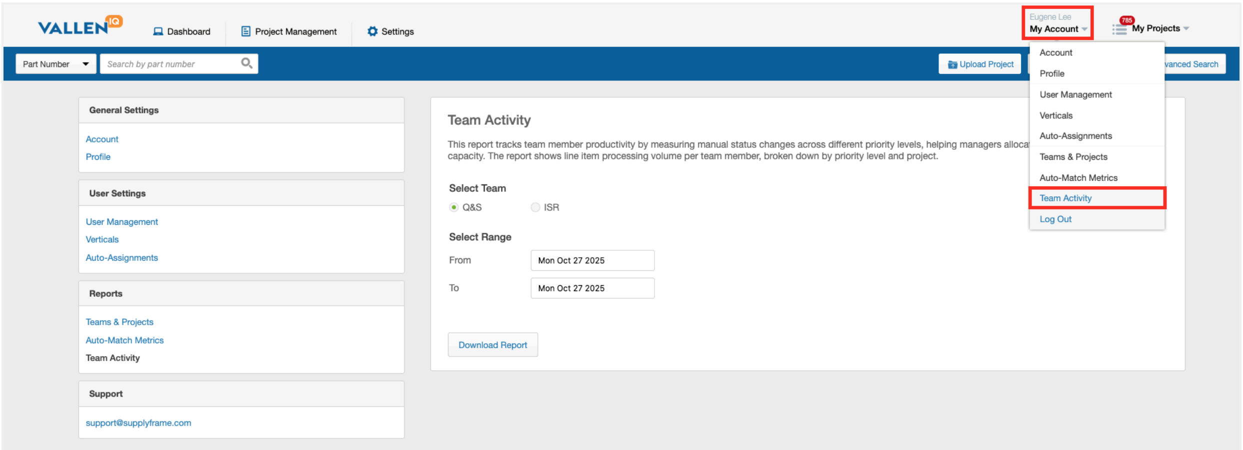
1.1 Accessing The Report

Access the new Team Activity report by either:

1. Clicking on the top-left ***Settings*** button and selecting ***Team Activity*** in the ***Reports*** section



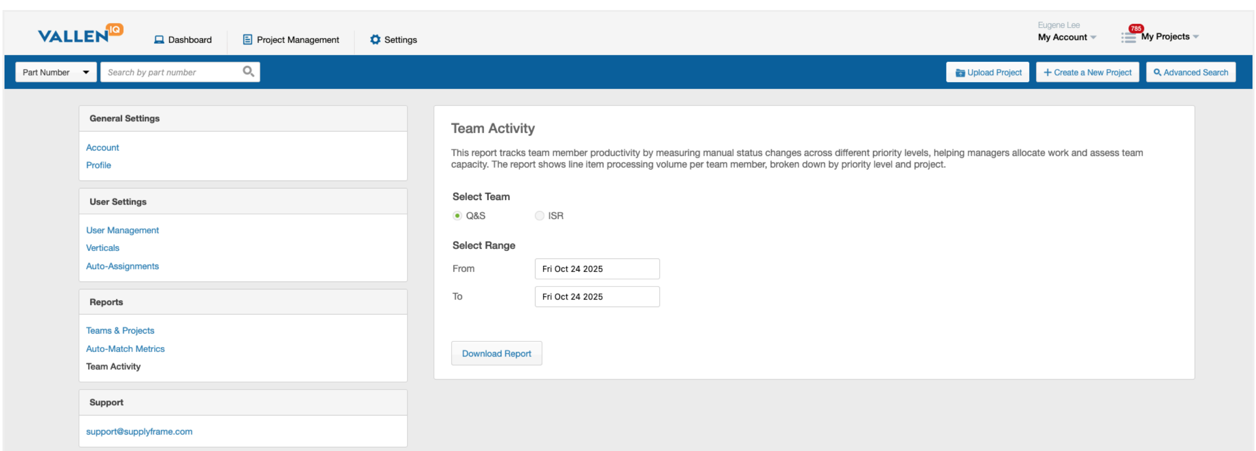
2. Or by selecting the ***My Account - Team Activity*** dropdown option:



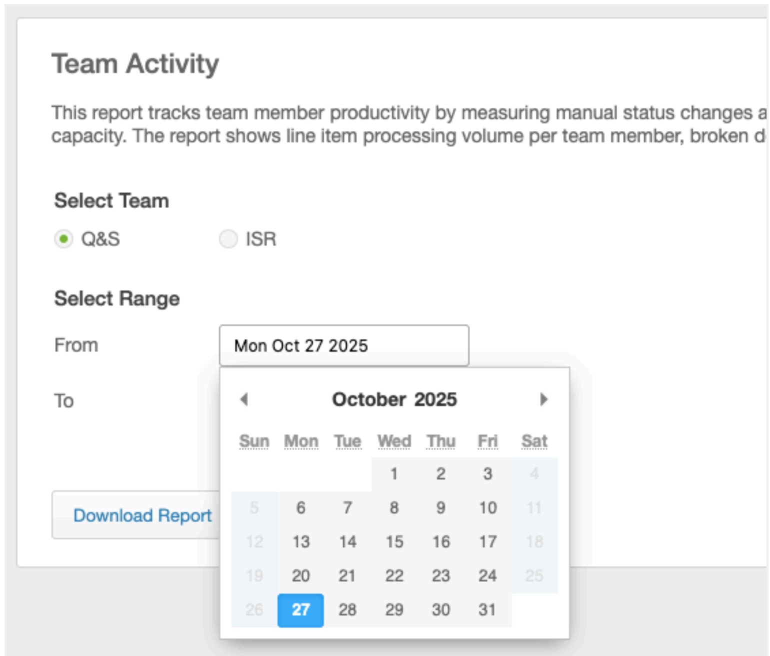
1.2 Key Features

The report contains the following features:

- ***Team-Based Reporting:*** Generate activity reports for either the ***QS*** or ***ISR*** teams



- ***Flexible Date Range:*** Choose custom date ranges to analyze team performance over specific periods. Note that it is also possible to generate reports for past dates, but only from May 22, 2025 onwards. This limitation exists because the reports depend on the ***Priority*** feature, which was introduced to VIQ on May 22nd. Any data prior to this date will not have the necessary priority information for the report to generate accurately



- ***Priority-Level Breakdown:*** View activity organized by priority levels (P1, P2, P3, P4) to understand workload distribution

- ***Includes Only Manual Line Item Status Changes:*** Tracks exclusively manual status changes made by team members, filtering out all automated system actions

- ***Excel Export:*** Reports are downloaded as Excel files and can be uploaded into BI and other downstream reporting systems for further analysis and sharing

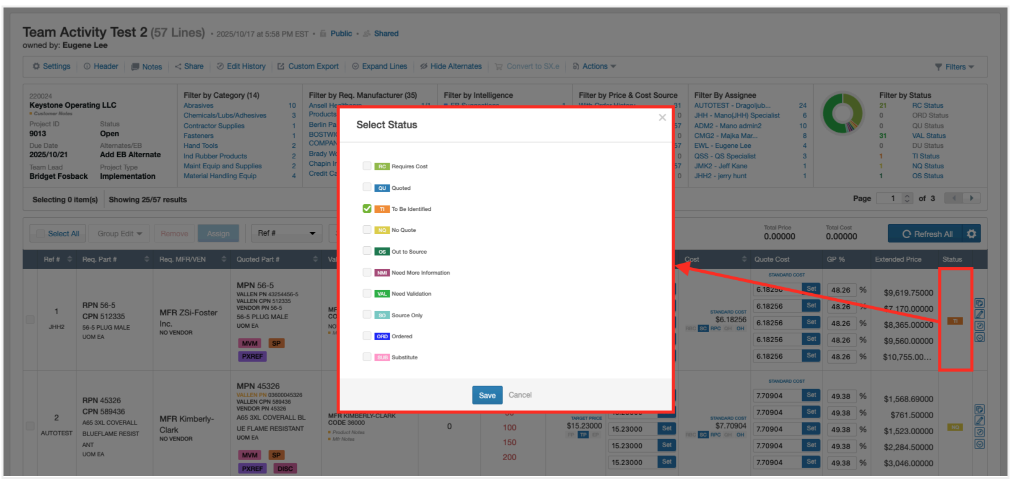
1.3 Report Inclusion Criteria

1.3.1 What Is Included?

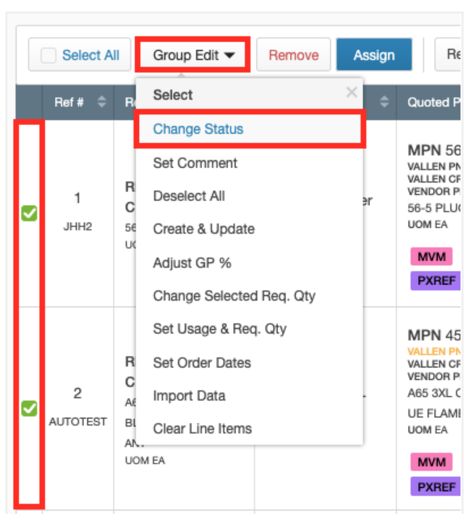
Line items must meet ***both*** criteria below to be included in this report:

1. Have an assigned priority (P1, P2, P3, or P4)

2. Status must be changed manually by a team member
    - Statuses can be manually changed by either clicking into the ***Status*** column and updating for individual lines:



    - Or by selecting one or more line items and updating statuses via the ***Group Edit - Change Status*** feature:



The report tracks manual status changes for the following statuses:

- ***RC*** - Requires Cost
- ***QU*** - Quoted
- ***TI*** - To Be Identified
- ***NQ*** - No Quote
- ***OS*** - Out To Source
- ***NMI*** - Need More Information
- ***VAL*** - Need Validation
- ***SO*** - Source Only
- ***SUB*** - Substitute
- ***ORD*** (only when status is manually changed to ORD, automated status transitions after order creation are not counted)

How line items are counted: Each line item is counted only once per team member in the report, even if that person changed its status multiple times. For example, if a team member changes a P1 line item from RC to QU, and later from QU to NQ, this counts as one P1 line item processed by that person, not two.

1.3.2 What Is Not Included?

Line items that meet the following criteria are not counted in the Team Activity report:

1. Line items without a populated priority field

2. Any automated status changes or system-generated status updates (ie. when the system automatically assigns statuses)

This ensures the report accurately reflects actual human workload and manual processing efforts.

1.4 Report Details

The downloaded reports will look like the example below:

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Project	Project Name	Type	Lead	Due Date	P1	P2	P3	P4	Total Lines Worked
2	Jorge Arroba	88378	DUKE ENERGY RFP	Market Basket	Jimmy Justice	06/04/25	2	4	6	8	20
3	Nanette Lassere	88378	DUKE ENERGY RFP	Market Basket	Jimmy Justice	06/04/25	3	0	111	0	114
4	Alan Lucas	45459	Dock Levelers.xlsx+Sheet1	Implementation	Colby Coppinger	11/15/23	2	1	69	0	72
5	Alan Lucas	82643	3M Aberdeen SD 3MAB Implementation	Implementation	Louis McCormack	06/09/25	18	3	98	0	119
6	Alan Lucas	85540	3M Menomoni WI_3MM3_VIQ LOAD.xlsx+Quote	Implementation	Sheila Gahimer	06/09/25	4	4	35	0	43
7	Alan Lucas	87548	3M Knoxville IA 3MK5	Implementation	Louis McCormack	05/28/25	0	0	5	0	5
8	Alan Lucas	87557	3M NEW ULM 3MN3 CLEAN GAP FILE 3.xlsx+VIQ Input	Implementation	Louis McCormack	05/30/25	12	7	34	0	53
9	Jim Wilson	88378	DUKE ENERGY RFP	Market Basket	Jimmy Justice	06/04/25	34	20	171	0	225
10	Alan Acosta	67078	219987-24	Market Basket	Dane LeBel	07/26/24	42	30	129	0	201
11	Alan Acosta	67173	219987-01	Market Basket	Dane LeBel	07/29/24	15	5	30	0	50
12	Alan Acosta	67185	219985/07 CRITICAL PO23545/VIQ DR6-67185	Market Basket	Dane LeBel	07/26/24	21	5	27	0	53
13	Alan Acosta	67203	219986-04	Implementation	Dane LeBel	07/29/24	2	16	35	11	64
14	Alan Acosta	67204	219986-02	Implementation	Dane LeBel	07/29/24	33	2	6	1	42
15	Ashley Fornash	88378	DUKE ENERGY RFP	Market Basket	Jimmy Justice	06/04/25	9	5	21	20	55
16	Ammie Willey	88378	DUKE ENERGY RFP	Market Basket	Jimmy Justice	06/04/25	28	17	20	6	71
17	Bridget Fosback	88378	DUKE ENERGY RFP	Market Basket	Jimmy Justice	06/04/25	35	30	24	31	120
18	Brad DUgna	82643	3M Aberdeen SD 3MAB Implementation	Implementation	Louis McCormack	06/09/25	18	40	24	25	107
19	Brad DUgna	85540	3M Menomoni WI_3MM3_VIQ LOAD.xlsx+Quote	Implementation	Sheila Gahimer	06/09/25	36	22	16	7	81
20	Brad Dugan	87557	3M NEW ULM 3MN3 CLEAN GAP FILE 3.xlsx+VIQ Input	Implementation	Louis McCormack	05/30/25	13	12	30	11	66
21	Betty French	88544	BAE Space Missions RFQ Combined Tab File.xlsx+Sheet1	Market Basket	Sheila Gahimer	06/19/25	33	39	18	11	101
22	Brandy Dye	82281	3M Hutchinson MN Implementation	Implementation	Louis McCormack	03/17/25	6	25	19	1	51
23	Brandy Dye	82490	3M Knoxville IA_3MK2 (3).xlsx+workfile	Implementation	Sheila Gahimer	03/17/25	27	28	14	31	100
24	Brandy Dye	82643	3M Aberdeen SD 3MAB Implementation	Implementation	Louis McCormack	06/09/25	36	20	36	3	95
25	Brandy Dye	83986	3M Greenville, SC_3MGE IMPLEMENTATION	Implementation	Jimmy Justice	05/19/25	1	35	29	30	95

Each team member's activity is displayed with:

- Project context (ID, Name, Type, Lead, Due Date)
- Individual counts for P1, P2, P3, and P4 priority items
- Total lines worked across all priorities
- One count per unique line item (regardless of multiple status changes)