DS Pro – Factory Tracker User Guide

Version 2.0 · October 2026 · Beta

Factory Tracker is a DS Pro app inside Deep Space Horizon for tracking the activities that happen to each **module** as it moves through your factory. You keep one **activity schedule** per project (the standard list of activities, each owned by a trade), add a column for every module the project produces, and tick activities off per module as the work completes. The **Tiles** and **Floor** views show every module as a coloured block, so you can see what is done, what is in progress and what is running late.

> Factory Tracker is enabled per workspace by Deep Space Support. If you cannot see it under **DS Pro** in the left-hand menu, contact support to have it turned on.

New in version 2.0

- **Planned and actual dates.** Ticking an activity records its actual completion date. Each cell shows how many days early or late the work finished against its planned date (section 4).
- **Streams.** Activities can be grouped into streams such as *Internal* and *External*, and the board can be filtered to one stream (sections 2.3 and 5.4).
- **Workload summary.** Filter by a trade or a stream to see how much of its work is done, available now, waiting and overdue (section 5.5).
- **Floor view.** Arrange the module blocks on a grid to match where they sit in the factory (section 5.3).
- **Excel export, and import of status and dates.** Download the whole board as an Excel workbook. Fill in status, planned dates and actual dates in Excel and upload the file again (section 6).

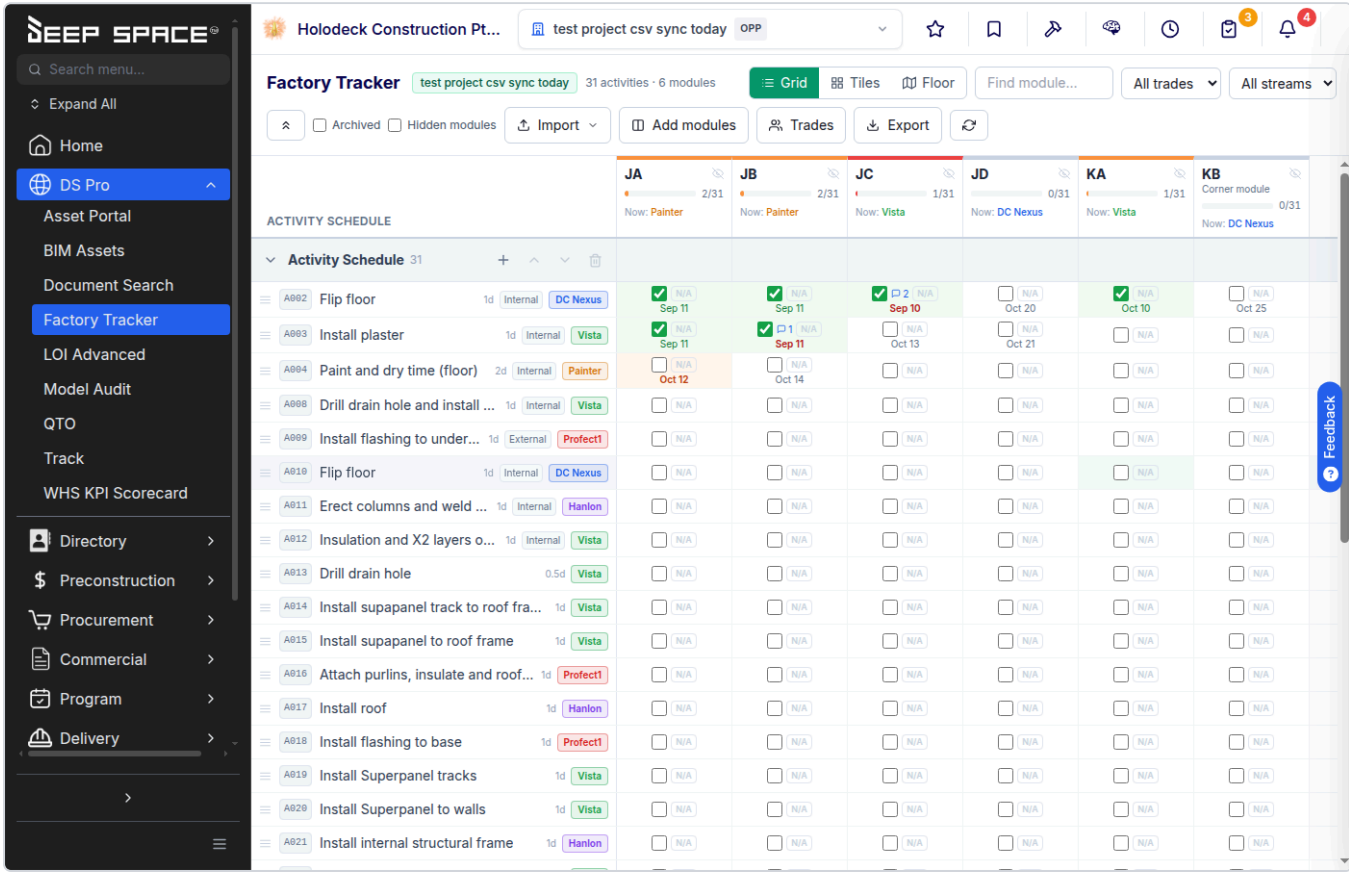
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1. Opening Factory Tracker and choosing a project

1. In Horizon, open **DS Pro → Factory Tracker** from the left-hand menu.
2. Choose the project you want to track with the **project selector** at the top of the page. Each project has its own board, with its own activity schedule, modules and status. Switching project switches the whole board.
3. The first time you open a project's board it is empty. The welcome panel names the project you are viewing and offers three ways to start:
    - **Import activity schedule**: paste the schedule from your spreadsheet (recommended).
    - **Add first activity**: build the schedule one activity at a time.
    - **Add modules**: create the module columns.

> **Can't see your board?** Check the project selector. If it is set to a different project (for example your company's general project), you will see that project's empty board. Your board is still on the project where you set it up.



The Grid view: activities down the side with their stream and trade, modules across the top, completion dates in each cell

The header shows:

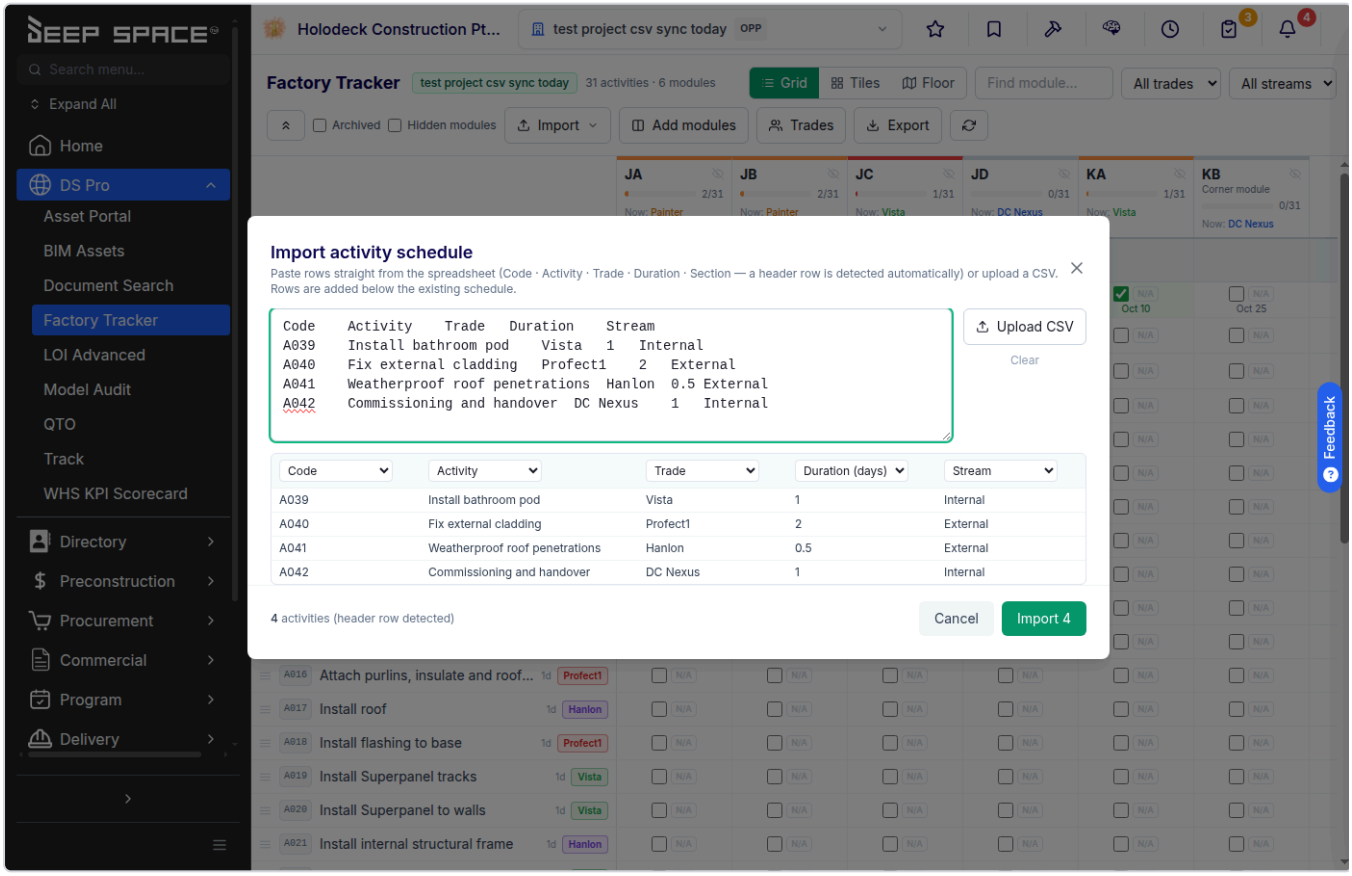
- the selected project and how many activities and modules are on the board
- the **Grid / Tiles / Floor** view switch
- the module search box, the **trade** filter and the **stream** filter
- the action buttons: **Import**, **Add modules**, **Trades**, **Export** and refresh

2. Building the activity schedule (rows)

The activity schedule is the left-hand column. It is the standard list of factory activities for this project, in the order they are carried out, each linked to the trade that does the work.

2.1 Import the schedule from a spreadsheet

1. Click **Import → Activity schedule…** (or **Import activity schedule** on the welcome panel).
2. In your spreadsheet, select the rows of the schedule and copy them, then paste them into the box. You can also **Upload CSV**.
3. Factory Tracker reads the columns **Code · Activity · Trade · Duration (days) · Section · Stream**.
   - If your first row is a header (for example *Code, Activity, Trade, Duration, Stream*), it is detected automatically and the columns are matched by name. A column headed *Category* is read as the stream.
   - Without a header, the columns are read in the order *Code · Activity · Trade · Duration · Section*. If the first column is not a code, the order starts at *Activity* instead.
   - To change what a column means, or to ignore it, use the drop-down above that column in the preview.
4. Check the preview. The footer shows how many activities will be created, and lists any **new trades** and **new sections** that will be created for you.
5. Click **Import**. The rows are added below anything already on the schedule, in the order you pasted them.



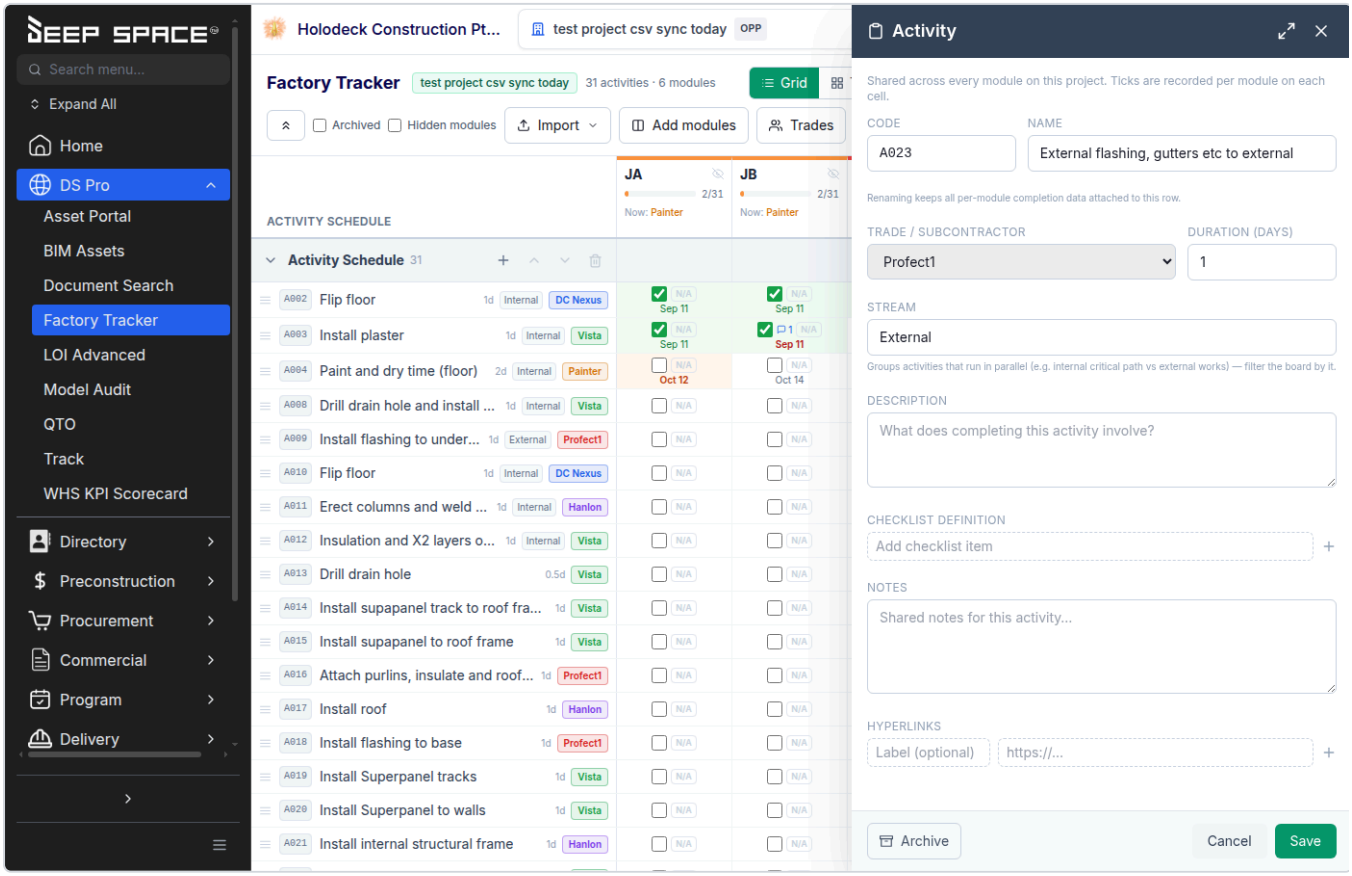
Schedule import: the header row is detected and the Code, Activity, Trade, Duration and Stream columns are matched

Notes on importing:

- Only the **Activity** name is required. Code, trade, duration, section and stream are optional.
- Trades are matched by name, ignoring capitals. A trade that does not exist yet is created.
- A **Section** column groups activities (for example *Floor*, *Walls*, *Roof*). Rows without a section go into the **Activity Schedule** section.
- Duration accepts numbers such as `1`, `0.5` or `2 days`. A date in that column is ignored with a warning, because durations are days, not dates.
- Importing the same rows again adds them again. Archive any duplicates you do not want.

2.2 Add or edit an activity

- To add an activity, click **+** on a section header. A new activity is added at the bottom of that section. Click its name to open the **activity drawer** and rename it.
- To edit an activity, click its name to open its drawer. You can edit:
  - the **code**, **name**, **trade**, **duration**, **stream** and **section**
  - a **description**
  - a **checklist** (steps the trade must complete on every module)
  - **notes** and **hyperlinks**
- Renaming or moving an activity never affects the status already recorded against modules.



Activity drawer: code, name, trade, duration, stream, description, checklist, notes and links

2.3 Streams: internal, external and other parallel work

Not every activity sits on the module's critical path. Internal work, such as putting up walls and installing services, usually has to happen in order. External work, such as flashings and gutters, has a planned date

but can move without holding the module up. **Streams** let you tell these apart.

- Open an activity and type a stream name in **Stream**, for example *Internal* or *External*. Streams already used on the board are suggested as you type. Typing a new name creates a new stream.
- Capitals are ignored when names are matched. If the board already has *Internal*, typing *internal* uses *Internal*.
- An activity's stream is shown as a small grey tag next to its trade.
- Leave **Stream** blank for activities that do not belong to a stream.

Use the stream filter (section 5.4) to look at one stream at a time. For example, filter to *Internal* to see the critical path without late external work turning modules red.

2.4 Reorder activities and sections

- Drag the handle at the left of an activity to move it up or down, or into another section.
- Sections can be renamed (click the name), moved up or down (arrows) and collapsed (chevron). **Add section** at the bottom of the schedule creates a new group.
- A section can only be deleted once it has no activities. Move or archive them first.

2.5 Archive an activity

Open the activity drawer and click **Archive**. The row disappears from the board, but every tick, comment and date recorded against it is kept. Tick **Archived** in the header to show archived activities, and use **Restore** in the drawer to bring one back.

3. Adding modules (columns)

Each column is one module, identified by a unique module reference such as *JA*, *KA* or *M-014*.

Click **Add modules**, then type one module reference per line, or a comma-separated list, for example:

```
JA, JB, JC
KA | Corner module
KB - Corner module B
```

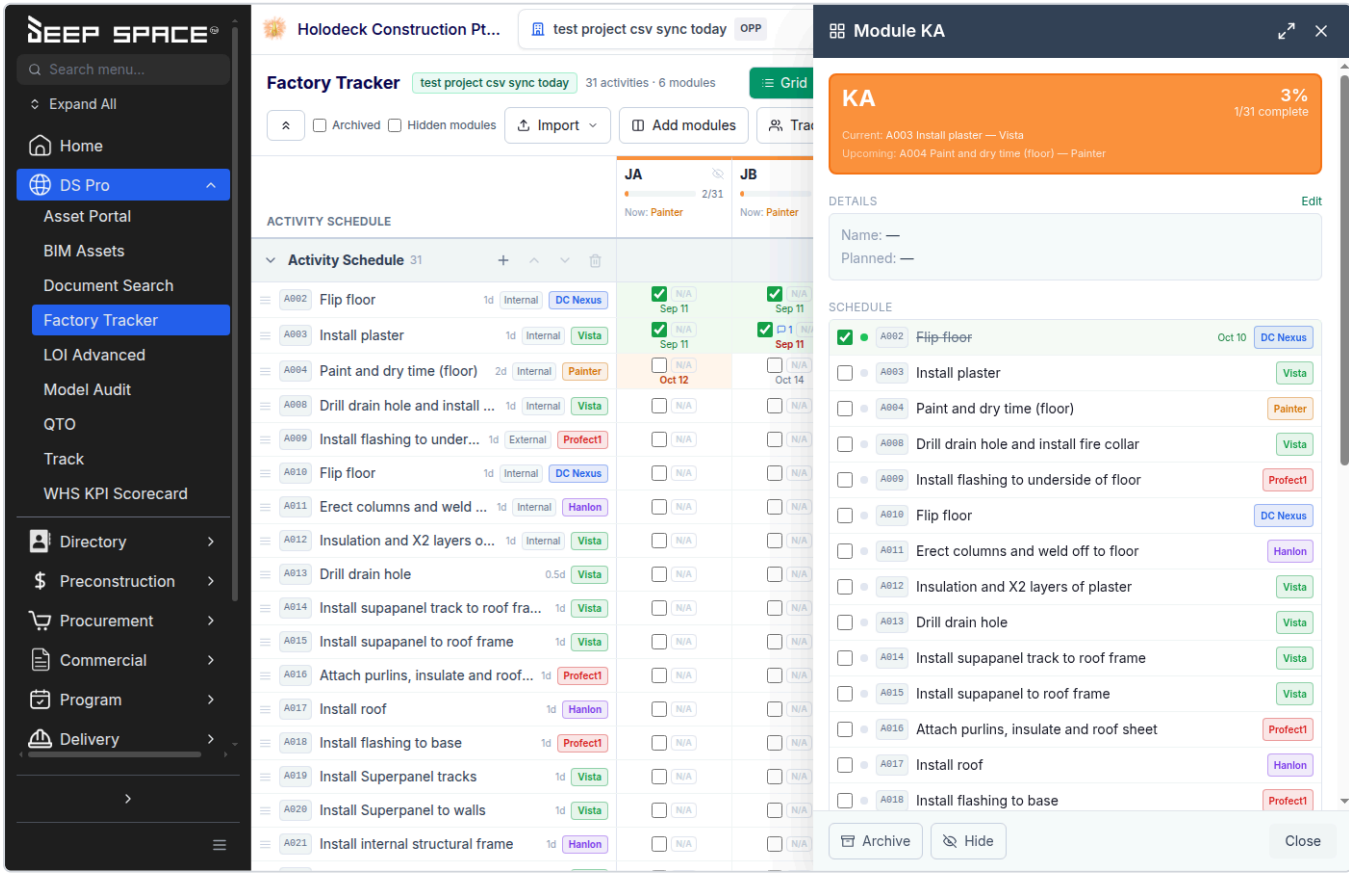
Anything after a `|` or `-` becomes the module's optional name. The panel shows which references are new and which already exist on the board. Existing ones are skipped, so pasting a full list twice is harmless. Click **Add modules** to create them.

Each module column shows the module reference and name, a progress bar with the number of activities complete, and **Now:**, the trade that is currently up (the first activity not yet complete).

Click a module reference (in the column header, or on its tile) to open the **module drawer**. It shows:

- the module's progress, and its current and upcoming activities
- **Edit**, to change its reference, name, planned start and end dates, and notes
- the full schedule for that module, with tick boxes and each activity's planned or actual date. This is a quick way to update one module.

- **Hide**, to take the column off the board for everyone
- **Archive**, to retire the module. Its status history is kept.



Module drawer: progress, current and upcoming activities, and the module's full schedule with dates

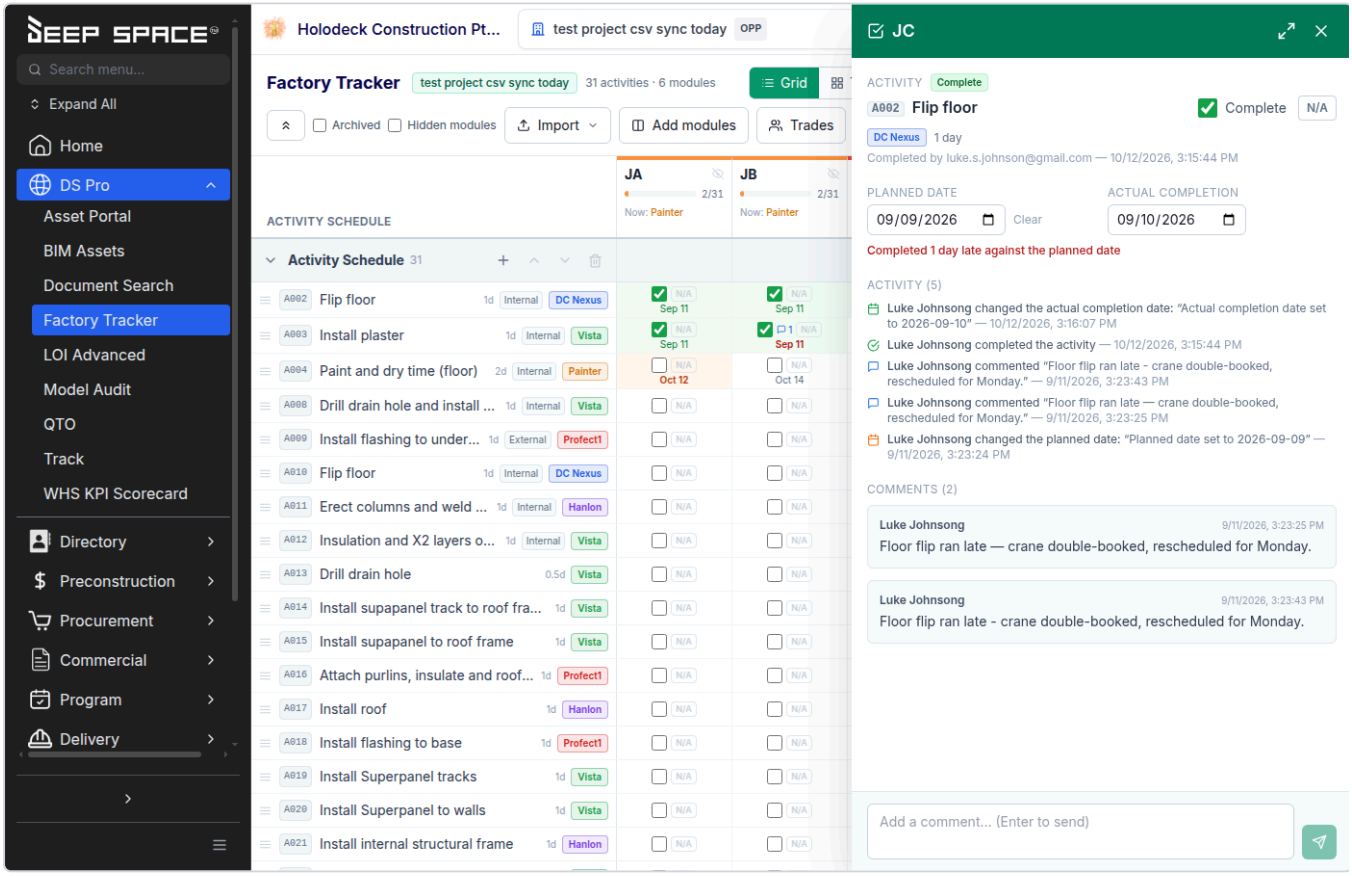
With many modules, use **Find module…** in the header to filter the columns. Tick **Hidden modules** to show hidden and archived modules again.

4. Tracking status on each module (cells)

Each cell is one activity on one module.

- **Tick the box** when the activity is complete on that module. Factory Tracker records who ticked it, and sets the **actual completion date** to today. Untick it to reopen the activity, which also clears the actual date.
- **N/A** marks an activity as not applicable to that module. The cell is greyed out and left out of the module's totals. Click **N/A** again to reverse it.
- **Click the cell** (anywhere except the tick box) to open the **cell drawer**:
  - **Complete** and **N/A** controls, with the completed-by stamp.
  - **Planned date**: the date this activity is due on this module.
  - **Actual completion**: the day the work was actually finished. It is filled in when you tick, and you can change it if the work was finished on an earlier day.
  - **Planned against actual**: once both dates are set, the drawer shows *Completed 2 days late*, *Completed on time* or *Completed 1 day early*. While the activity is still open and its planned date has passed, the drawer shows *Overdue by N days*.

- **Checklist**: tick the steps defined on the activity, for this module only.
- **Activity**: the timeline of everything that happened on this cell, with who did it and when. This includes ticks, un-ticks, N/A changes, changes to planned and actual dates, and comments.
- **Comments**: add notes for the team, for example why an activity slipped.



Cell drawer: planned date, actual completion date, "Completed 1 day late", timeline and comments

What the dates in the grid mean:

- A completed cell shows its **actual completion date**. The date is green when the work finished on or before the planned date, and **red** when it finished late.
- An open cell shows its **planned date**.

Cell	Meaning
Green, green date	Complete, on time or early (or no planned date)
Green, red date	Complete, but finished after the planned date
Red	Planned date has passed and the activity is not complete (overdue)
Amber	Planned date is today
Grey	Not applicable to this module
White	Not started; the date shown, if any, is the planned date

When a section is collapsed, each module column shows a chip for that section with the number of complete activities over the number of applicable activities.

Dates are whole days, with no times. Date pickers show dates in your browser's format.

5. Views, filters and the workload summary

5.1 Grid

Grid is the full matrix: activities down the side, modules across the top, one cell for each activity on each module. The activity column and the module headers stay fixed while you scroll.

5.2 Tiles

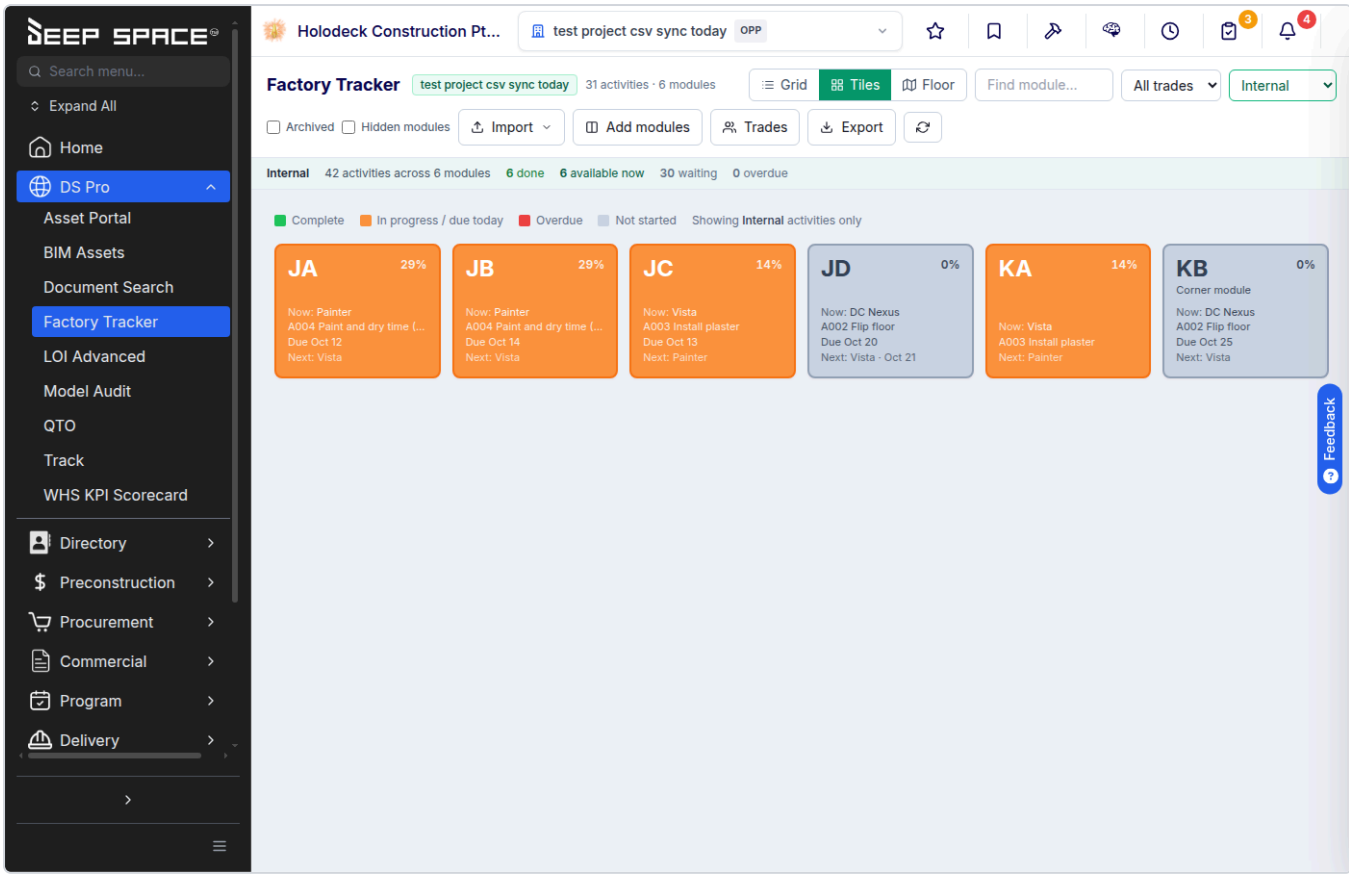
Tiles shows one block per module, coloured by status:

Tile colour	Meaning
Green	Every applicable activity is complete
Amber	Work has started, or the current activity is due today
Red	At least one activity is overdue
Grey	Nothing started yet

Each tile shows:

- the module's progress
- the activity that is up now, and its trade
- the due date, if one is set
- the next activity

Click a tile to open the module drawer.



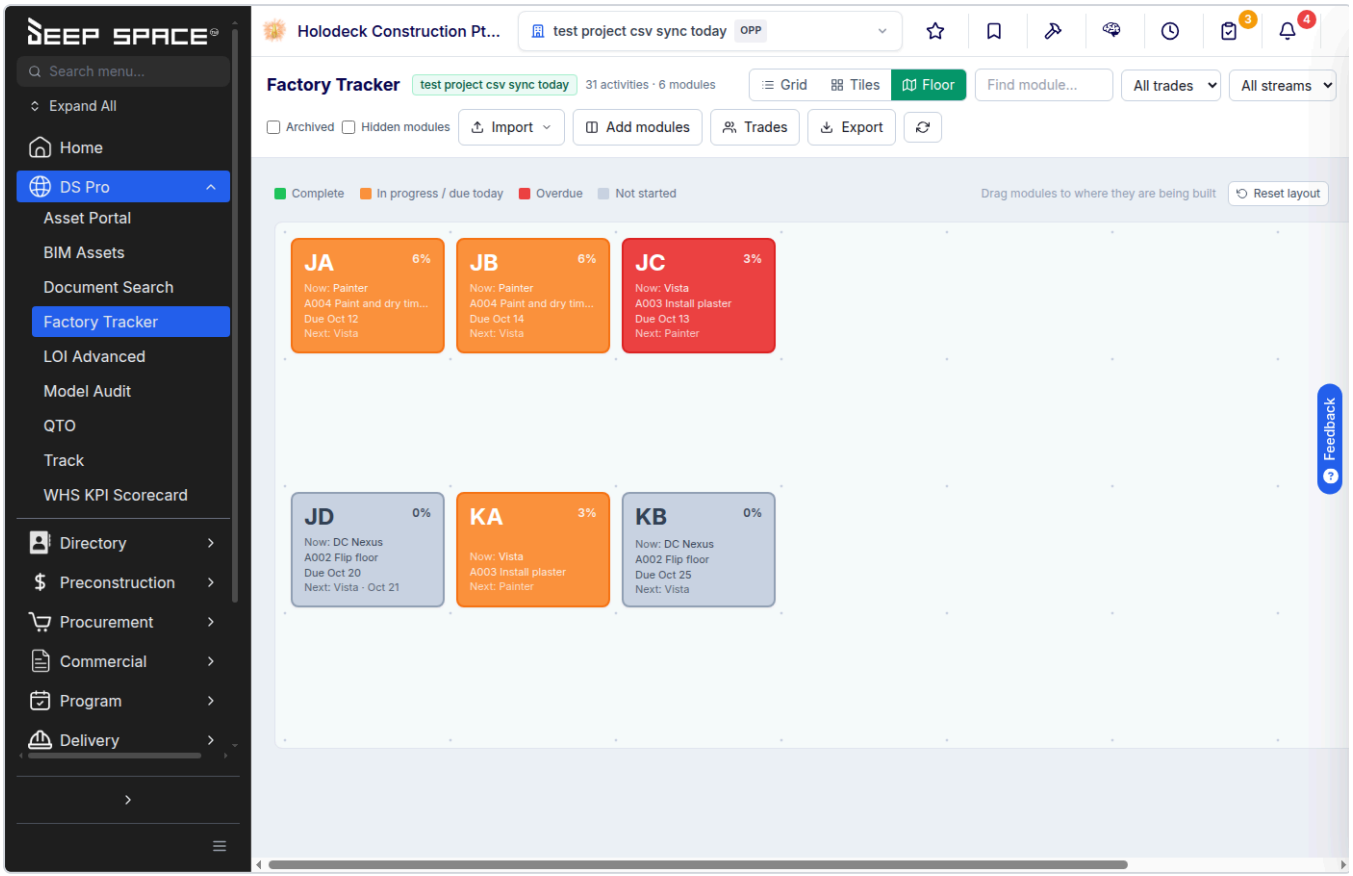
Tiles view filtered to the Internal stream, with the workload summary above the tiles

5.3 Floor

Floor shows the same coloured blocks on a grid that you arrange to match your factory.

- The first time you open it, every module is laid out in rows so that all of them appear.
- **Drag** a module to the place where it is being built. Drop it on another module to swap the two.
- Positions are saved for everyone on the project. After the first move, the other modules stay where they are. New modules are placed in the next free spaces.
- **Reset layout** puts every module back in the automatic arrangement.
- Click a module (without dragging) to open its drawer.
- **Find module…** fades the modules that do not match your search, without moving them. The trade and stream filters recolour the blocks, as they do in Tiles.

Arranging modules works with a mouse. On a touch screen, swiping over the floor scrolls it.



Floor view: modules arranged in two bays, coloured by status

5.4 Trade and stream filters

- **Trade filter.** Choose a trade to see only that trade's activities.
  - In Grid view, only that trade's rows are shown.
  - In Tiles and Floor views, every module is recoloured for that trade alone. Grey means the trade has nothing outstanding on that module, amber means its activity is up now, and red means its activity is overdue.
- **Stream filter.** Choose a stream (for example *Internal*) to see only that stream's activities. The progress figures, the "Now" activity and the colours in Tiles and Floor are worked out from that stream alone. This means a late activity in another stream does not turn a module red. The stream filter appears once at least one activity has a stream.
- The two filters can be combined, for example *Vista* in the *Internal* stream.

Other controls:

- **Collapse all / Expand all** sections
- **Archived**: show archived activities
- **Hidden modules**: show hidden and archived modules
- the refresh button, to pull in changes made by others

5.5 Workload summary

When a trade or stream filter is set, a summary line appears under the header. It covers the modules on screen:

Figure	Meaning
activities across modules	How many of the filtered activities apply, and on how many modules
done	Completed
available now	Not done, and every earlier activity in the same stream on that module is done or N/A, so the work can start
waiting	Not done, and still behind an earlier activity in its stream that is not finished
overdue	Not done, and past its planned date. These are also counted in *available now* or *waiting*.

Use it to see what a trade can get on with now, and how much is late. For example, select *Profect1* to see how many modules are ready for them today.

Activities in different streams run in parallel. An external activity does not wait for an internal one, and the other way round. Within a stream, the schedule order is the sequence. Activities with no stream count as one stream of their own.

6. Working in Excel: export, and importing status and dates

6.1 Export the board

Click **Export** in the header. Factory Tracker downloads an Excel workbook named *Factory Tracker — (project) — (date).xlsx*. It contains everything on the board:

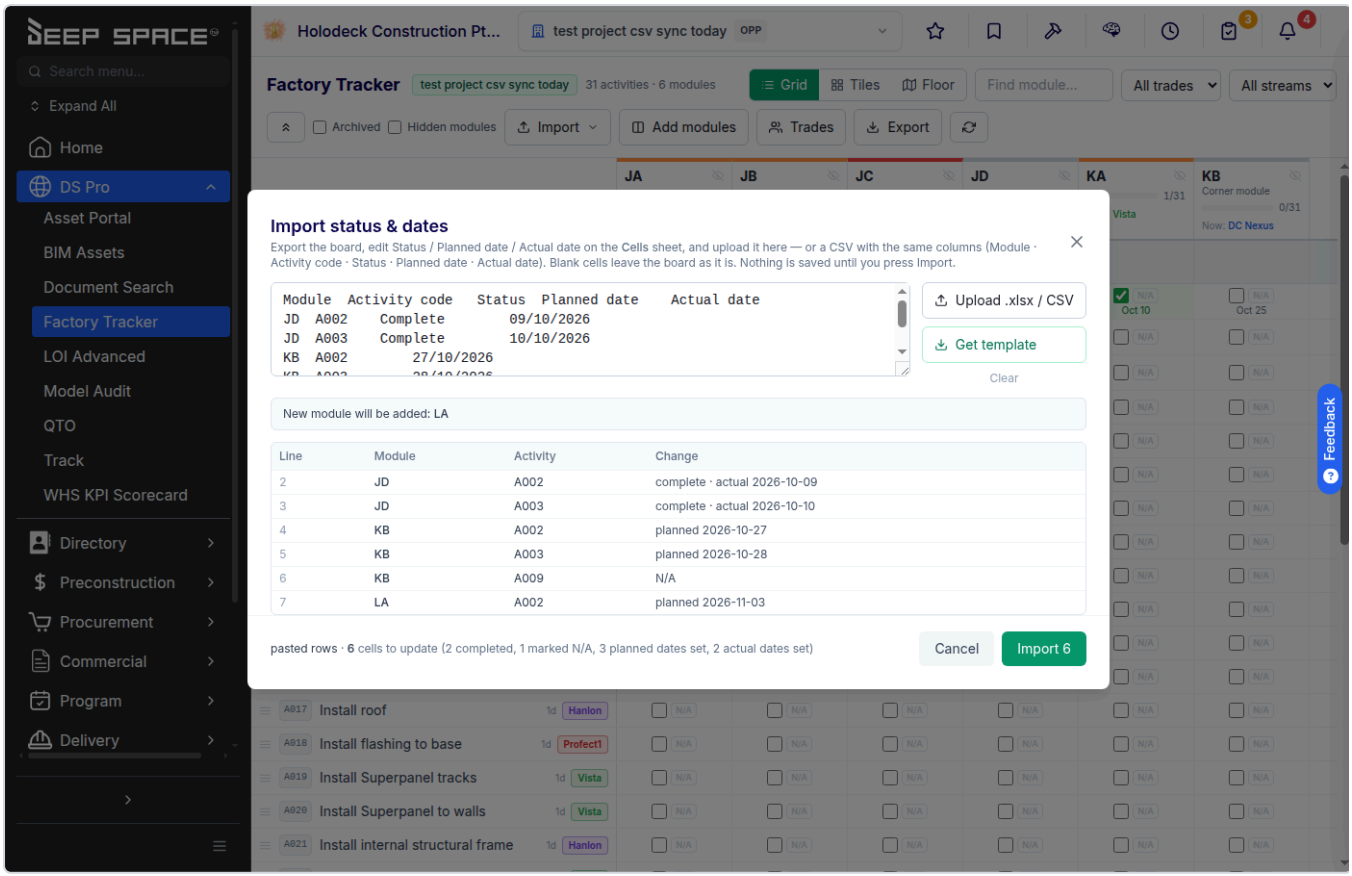
Sheet	What it holds
Board	The matrix as you see it on screen. Each cell shows ✓ and the completion date, the planned date, or N/A. Overdue and due-today cells are coloured, and late completions are in red text. A *% complete* row sits under the module names.
Cells	One row per activity per module, showing the module, activity, trade, stream, duration, **Status**, **Planned date**, **Actual date**, days late or early, completed by, comment count and latest comment. This is the **import template** (section 6.2).
Activities	The activity schedule, with the same column headers as the schedule import. You can paste it into another project's board.
Modules	One row per module: planned start and end, done, applicable, % complete, overdue, current and next activity, and floor position.
How to import	The import rules from section 6.2.

Archived activities and modules are left off the Board and Cells sheets. They are listed on the Activities and Modules sheets.

6.2 Import status and dates from Excel

Use this to load completions, planned dates and actual dates in bulk. For example, you can set planned dates for a batch of modules, or record completions you have been tracking in a spreadsheet.

1. Click **Export**, or **Get template** in the import window, and open the **Cells** sheet.
2. Edit the three orange columns:
   - **Status**: *Complete*, *Open* or *N/A*. *Done*, *Yes*, *X* and ✓ are also read as complete, and *Not started* and *No* as open.
   - **Planned date**: for example *20/10/2026*. Dates entered as Excel dates, *2026-10-20* and *20-Oct-26* also work.
   - **Actual date**: the day the work was finished. It only applies when Status is *Complete*.
3. Save the file. Then click **Import** → **Status & dates…** and **Upload .xlsx / CSV**. You can also paste the rows straight into the box.
4. Check the preview. Nothing is saved until you click **Import**. The preview shows:
   - every cell that will change, by line number
   - a summary, for example *6 cells to update (2 completed, 1 marked N/A, 3 planned dates set, 2 actual dates set)*
   - any **new modules** that will be added
   - **warnings**, such as an activity that could not be found
   - **errors** that must be fixed first, such as a status or date that cannot be read
5. Click **Import**. Only the cells that change are updated, all in one step. Each change is recorded in that cell's Activity timeline, marked *(import)*.



Status & dates import: the preview lists every change and a new module before anything is saved

Rules worth knowing:

- **A blank cell leaves the board as it is.** To clear a planned date, type `-` in the cell.
- Uploading an export you have not changed changes nothing, so you can re-upload safely.
- Rows are matched using the Activity ID and Module ID columns on the template, so rows still line up after you rename activities. In your own CSV, use the **Module** and **Activity code** columns, or the **Activity** name if an activity has no code.
- A module reference that is not on the board yet is **added as a new module**. An activity that is not on the board is skipped with a warning. Add activities with **Import → Activity schedule…** first.
- If Status is set to *Complete* without an actual date, today's date is used.
- A workbook exported from a different project's board is refused, so one project's dates can never end up on another project's board.
- Dates without a year (for example *1-Sep*) are read as the current year, with a warning.

7. Trades

Click **Trades** in the header to manage the project's list of trades and subcontractors:

- Add a trade with a name, a colour (used for its chips and tiles) and an optional contact.
- Edit or remove a trade. Removing a trade does not delete any activities. Its activities show as unassigned until you pick another trade in the activity drawer.
- Importing a schedule with a Trade column creates any missing trades automatically.

8. What Factory Tracker does not do yet

Factory Tracker is in **Beta**. The following are planned but not available in this release:

Not yet supported	What to do today
Linking to the programme: linking activities to programme tasks and showing how far their dates have drifted	Keep the programme as the main schedule, and import planned dates into Factory Tracker from Excel
Subcontractor view in the portal: trades see the board and tick only their own activities, and your team verifies their ticks	Everyone with access to the project can update the board. The trade filter is a view, not a lock.
Stream dependencies and notifications: for example, telling the services and flashing trades when the walls are up	Use the workload summary's *available now* figure and comments
Workforce compared with workload: putting each trade's site sign-ins next to their available and overdue work	Compare the workload summary with your site sign-in register
Factory plan on the Floor view: a drawing of the factory behind the modules	Arrange modules on the plain grid
Automatic scheduling: working out planned dates from a start date and the durations	Set planned dates on cells, or import them from Excel
Copying a schedule between projects	Export, then paste the Activities sheet into **Import → Activity schedule…** on the new project
Photos or attachments on a cell	Add a comment with a link to the photo in Documentation
Editing or deleting comments	Add a follow-up comment
Roll-up across projects of factory workload	Review each project's board

Also note:

- Boards are per project. Modules and the activity schedule do not carry across projects.
- If two people edit the same cell at the same moment, the last change wins. Use the refresh button to see other people's updates.

9. Quick reference

I want to…	Do this
Start a board for a project	Select the project → **Import activity schedule** (paste from your spreadsheet) → **Add modules**
Add one activity	**+** on the section header, then click the new row to rename it
Change an activity's trade, duration or stream	Click the activity name → edit in the drawer → **Save**
Reorder activities	Drag the handle at the left of the row
Tick an activity off on a module	Click the tick box in that module's column (records today as the actual date)
Record that work finished on an earlier day	Click the cell → change **Actual completion**
Mark an activity as not applicable to a module	Click **N/A** in the cell, or in the cell drawer
Set a due date on a module's activity	Click the cell → **Planned date** (or import many from Excel)
See if an activity finished late	Click the cell: the drawer shows days late or early. In the grid, late dates are red.
See what a module needs next	Click the module reference → module drawer (**Current / Upcoming**)
See the whole factory at a glance	**Tiles** view, or **Floor** view arranged like the factory
Lay out the floor	**Floor** → drag modules into place (**Reset layout** to start again)
See only the critical path	Choose *Internal* (or your critical stream) in the stream filter
See what a trade can start now	Choose the trade in the trade filter → read **available now** in the summary
Get everything into Excel	**Export**
Load planned dates or completions from Excel	**Import** → **Status & dates…** → upload the edited **Cells** sheet → check the preview → **Import**
Hide a finished module	Module header eye icon, or **Hide** / **Archive** in the module drawer
Bring back an archived activity	Tick **Archived**, open the activity, **Restore**

Deep Space Support: support.deepspacesync.com · Factory Tracker is a DS Pro powerup, enabled per workspace on request.